

Colleen M. Swedyk called the meeting to order at 9:30 a.m. with William F. Hutson and Patricia G. Geissman present. The meeting opened with the Pledge of Allegiance and a prayer.

The minutes of the November 3, 2020 commissioners' meetings were emailed in advance. Mr. Hutson moved to approve the minutes; Mrs. Geissman seconded the motion. There was no discussion. Roll call showed all commissioners voting AYE; the motion carried.

*Assistant County Administrator Amy Lyon-Galvin* presented and reviewed the following resolutions: (1) determining the necessity to close Bellus Road (C.H. 140) between Hinckley Hills Road (S.R. 606) and State Road (C.H. 44); (2) determining the necessity to close Vandemark Road (C.H. 31) between Norwalk Road (S.R. 18) and Spieth Road (C.H. 65); (3) amending the appropriation measure resolution; (4) amending the 2020 appropriations resolution by transferring appropriations; (5) expenditure adjustments for various funds; (6) revenue adjustments for various funds; (7) authorizing the County Auditor to transfer funds from various county department accounts to the Medina County Print Shop revenue line item; (8) authorizing the purchase of 7,000 gallons of regular unleaded gasoline for the Engineering Center; (9) resolution approving the disposal and sale of county surplus property deemed no longer necessary for county use; (10) declaring Medina County property as excess property; (11); approving an agreement with Aramark Correctional Services, Inc., for food service at the Medina County Home; (12) approving an extension to the agreement with Aramark Correctional Services, LLC, for food services at the Jail and Detention Center; and (14) approving personnel changes for the employees under the jurisdiction of the Medina County Commissioners. Mr. Hutson moved to approve resolutions 1-12 and resolution 14; Mrs. Geissman seconded the motion. There was no discussion. Roll call showed all commissioners voting AYE; the motion carried.

Ms. Lyon-Galvin reviewed and presented resolution (13) allowing claims and authorizing issuance upon the Treasurer in settlement of such list of claims in the amount of \$3,369,927.61 and payment of the CARES Small Business Grant recipients in total amount of \$1,885,614. Mr. Hutson made a motion to approve resolution 13; Mrs. Geissman seconded the motion. Mr. Hutson stated he is the President on the Board for Habitat for Humanity and he would like to abstain from voting on the award for their CARES money due to this conflict. Roll call showed all commissioners voting AYE with Mr. Hutson abstaining on the Habitat for Humanity grant award payment; the motion carried.

With no further business to come before the Commissioners, the meeting recessed for Discussion Session at 9:37 a.m.

#### **Discussion Session**

At 9:37 a.m., the Commissioners began the Discussion Session in the Commissioners' Hearing Room.

#### Changes to the Medina County Policy Manual

Holly Muren distributed and reviewed proposed changes to the Medina County Policy Manual including an extended probationary period for new hires to six months. Mrs. Swedyk stated that this is an excellent change to give department heads plenty of time to assess an employee's future. Mrs. Muren explained that most of our employees are civil service so we want to give a better period of time to evaluate this. The commissioners agreed to this change.

Mrs. Muren stated that the second change is a clarification in payroll processing. The auditor has implemented changes requiring direct deposit for all employees, and we want to update our language to reflect this. Mrs. Swedyk stated that most entities have gone to direct deposit now. In answer to a question by Mr. Hutson, Mrs. Muren stated that all employees are required to have direct deposit, except for the first check, which is a live check. Mrs. Swedyk asked if elected official departments are moving to only allow direct deposit as well. Mrs. Muren answered that the auditor required it last year as it was a requirement for the transition into Munis to make that run smoother and more efficiently. Mrs. Muren stated that the third item was a time sheet change due to the implementation of Kronos. She stated the County has been using Kronos for more than a year now and it was time to reflect these changes in the manual. The final change is updating the Personal Day Policy from an anniversary-based day to a calendar year basis; this will help keep things consistent across the board. The commissioners agreed that the proposed changes were acceptable. Mrs. Muren stated she will prepare a resolution with the changes for next week's meeting.

Mr. Hutson moved to go into Executive Session after Discussion Session to consider the compensation of a public employee; Mrs. Geissman seconded the motion. There was no discussion. Roll call showed all commissioners voting AYE; the motion carried.

#### **Executive Session**

At 9:40 a.m., the Commissioners went into the Executive Session that had been voted on earlier. The Executive Session ended at 9:45 a.m.

Mrs. Swedyk stated that there will be a special commissioners' meeting beginning at 10:30 a.m. to determine whether a stone enclosed mailbox is an obstruction.

**Adjournment**

Mr. Hutson moved to adjourn the meeting; Mrs. Geissman seconded the motion. Roll call showed all commissioners voting AYE; the motion carried. The meeting adjourned at 9:46 a.m.

**RESOLUTIONS PASSED NOVEMBER 10, 2020**

<b>NUMBER</b>	<b>RESOLUTION TITLE</b>
20-0914	Determining the necessity to close Bellus Road (C.H. 140) between Hinckley Hills Road (S.R. 606) and State Road (C.H. 44)
20-0915	Determining the necessity to close Vandemark Road (C.H. 31) between Norwalk Road (S.R. 18) and Spieth Road (C.H. 65)
20-0916	Amending the appropriation measure resolution
20-0917	Amending the 2020 appropriations resolution by transferring appropriations
20-0918	Expenditure adjustments for various funds
20-0919	Revenue Adjustments for various funds
20-0920	Authorizing the County Auditor to transfer funds from various county department accounts to the Medina County Print Shop revenue line item
20-0921	Authorizing the purchase of 7,000 gallons of regular unleaded gasoline for the Engineering Center
20-0922	Resolution approving the disposal and sale of county surplus property deemed no longer necessary for county use
20-0923	Declaring Medina County property as excess property
20-0924	Approving an agreement with Aramark Correctional Services, Inc., for food service at the Medina County Home
20-0925	Approving an extension to the agreement with Aramark Correctional Services, LLC, for food services at the Jail and Detention Center
20-0926	Allowing claims and authorizing issuance upon the Treasurer in settlement of such list of claims
20-0927	Approving personnel changes for the employees under the jurisdiction of the Medina County Commissioners

All deliberations concerning official business and formal actions by this Board of Commissioners were conducted in an open public meeting this tenth day of November, 2020.

Respectfully submitted,	<b>COMMISSIONERS</b>	_____ Colleen M. Swedyk
	OF	
_____ Rhonda J. Beck Clerk to the Commissioners	<b>MEDINA COUNTY</b>	_____ William F. Hutson  _____ Patricia G. Geissman