

The Board of County Commissioners, Highland County, Ohio, met this day for a Department Head Meeting with Brad Rodaes. ~~Terry Britton~~ and David Daniels present. *MM 3 19 2025*

Mr. Rodaes called the meeting to order at 11:00 a.m. All documents referenced in the minutes are filed in the Commissioners' office and are available for review upon request.

**NOTE** Amy Bradley, Calin Hoskins, Michelle Swallen, Roger Ruggles, Karen Faust, Dinah Phillips, Avery Elliott, Tonya Sturgill, Jeremy Ratcliff, David Bushelman, Larry Gray, Randy Sanders, Jared Warner, Nicole Oberrecht, Mary Remsing, Ike Hodson, Christopher Fauber, Anneka Collins, Chad McConaughy, Tammy Newsome, Rocky Coss, and Vickie Warnock were present at the meeting.

### 1. Open Discussion – Updates from Department Heads

**Chad McConaughy** – They have been recording about 25-30 documents per day and a lot of the documents they get in are e-recordings.

**Judge Coss** – The court has been seeing a 20% increase in cases. Drug court is going very well, and they have been getting a compliance rate of 70-74% which is better than any other service.

**Tammy Newsome** – Soil & Water is currently hosting the Tree sale and working on the drought assistance program with ODA. The deadline for that is April 1<sup>st</sup>.

**Ike Hodson** – Clerk of Courts and the Title office are both staying busy with an increase of workload right now.

**Calin Hoskins** – They will be sending a new service officer to school this month and plan to start hiring more drivers as they are needed.

**Michelle Swallen** – Early voting starts on April 8<sup>th</sup>, and they will have people available up through the 7<sup>th</sup> to get everyone registered.

**Tonya Sturgill** – Probation has had some changes within the office that they are working through and, she thanked the Commissioners for the fresh paint they had done on their building.

**Jeremy Ratcliff** – He has been speaking in Columbus and that has been well received. He will be going back for the same panel tomorrow. Currently they only have 126 kids in care, which is down, but costs continue to rise. Last year they spent \$4.3 million on Foster Care Costs.

**Dave Bushelman** – Has been doing required hazmat training which he finished up last week. The EOC has been working with him on technology upgrades. Dave also highlighted the HyperReach program that is a mass notification system that the Commissioners would like county employees to utilize for notifications, especially when it comes to closures.

**Vickie Warnock** – Tax season is finishing up and she was pleased that a lot of people paid in full this year. She will be working with the Auditors office to do 1<sup>st</sup> half settlement. She reported she is down one employee and will be working with HR to get that advertised.

**Larry Gray** – It is DD awareness month, and they have the upcoming special Olympics basketball game on Thursday at Hillsboro High School at 1:00. The This Is Me event will also take place on Friday night at Hillsboro High School.

**Jared Warner** – His department has been utilizing Laserfiche, and they hope to get that live within the month so that the public has access to their records. He did highlight the levy that will be on the ballot this spring. A new Health Department website will also be going live this week.

**Randy Sanders** – The Sheriff's office will be starting on the 9-1-1 next gen upgrades where all the information will be kept in the cloud to minimize the risk of ransomware taking place. His office has also been doing a few new training courses, one in conjunction with SSCC and one utilizing modules in their weapons.

**Chris Fauber** – He reported that the salt supply is good. They will be starting bridge inspections. He has four new employees to replace previous employees. The solar project on New Market Rd. has been complete, so they have finished the paving for that. The new truck barn project is also underway, and they hope to close on the Pike Natural Gas facility on Wednesday.

**Anneka Collins** – The Task Force has been providing female defense classes at our local high schools.

### 2. CORSA/Loss Control

Mary Remsing discussed that the annual HR Training will be coming up. This has to have 80% department participation in order for it to count. The topic for this year is Preventing Costly Claims by Implementing Policies. Also under this topic was Cybersecurity training on CORSA University. Another course that CORSA is recommending we take is Payment Checklist Training for anyone who processes payments.

### 3. Update from Nicole Oberrecht

Nicole Oberrecht gave an update on all her ARPA projects – she has 12 remaining that will have to be finished up by December of 2026. The records building is down to just a few punch list items, she is starting the Rolling Acres Wastewater upgrades project that should break ground in the next month or so.

**4. Update from Ashleigh Willey**

An update on the Administration Building was given. This is our first project to go down the “Design Build” process on. We are using Cincinnati Commercial Contracting and BlueScope Construction to streamline this process. The pre-construction meeting will take place on March 19<sup>th</sup>, and we should get a timeline then for each floor of the project.

**5. Updates from Commissioner Daniels**

Commissioner Daniels reminded everyone that they should have a person from their office identified as the loss control representative. He also brought up the Ohio Ethics Commission and hiring a state representative to host training in Highland County. He would need 35-40 people, so would like office holders to let him know if they are interested.

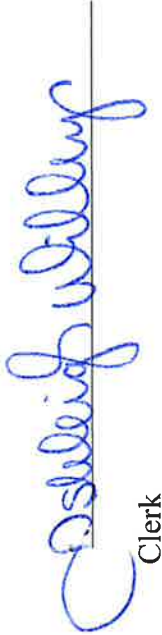
**6. Update from Commissioner Roades**

Commissioner Roades highlighted all of the projects that we have done so far this year and ones that are still in progress. He also reiterated HyperReach and the fact that employees need to register for that notification system. Commissioner Roades made note that the wage study should be completed by the end of May.

**7. Update from Amy Bradley**

Amy reported on three updates to forms – a new sick leave/vacation form, a sample timesheet, and an emergency contact form to turn back into their office.

**Meeting Adjourned at 11:51 a.m.**



Clerk



Board of County Commissioners  
Highland County, Ohio