

The Board of County Commissioners, Highland County, Ohio, met this day for a Department Head Meeting with Brad Roades and David Daniels present.

Mr. Roades called the meeting to order at 11:06 a.m. All documents referenced in the minutes are filed in the Commissioners' office and are available for review upon request.

NOTE Amy Bradley, Tim Hazelwood, Michelle Swallen, Roger Ruggles, Avery Elliott, Karen Faust, Jordan Leatherwood, Kenny Hemming, Tonya Sturgill, Jeremy Ratcliff, Larry Gray, Randy Sanders, Anneka Collins, Judge Coss, Julie Wallingford, Alex Butler, Jared Warner, Chad McConaughy, Mary Remsing, Tammy Newsome, and Vickie Warnock were present at the meeting.

1. CORSA Updates/Compliance

Amy Bradley noted that HR Training will take place on September 25th at 9:00 a.m. She also reminded everyone that Defensive Driving Course with CORSA University needs to be taken by all employees. Mary announced that Amy is now the Loss Control Coordinator.

2. Cyber Security – Policy & Procedures

Amy spoke on the importance of cybersecurity and the collaboration it will take between offices and departments in order to come up with a policy. She explained that the State is giving feedback and effective September 30th there will be new reporting requirements from both the Auditor of State and Ohio Cyber. The overall Cybersecurity Policy will be due January 1st. Mr. Hemming Added in that through HB96 he can help get connections through the AOS liaisons.

3. Right Stuff Software

Amy explained that JFS and the Sheriff's Office are in implementation phase and that it is working well right now with Hannah Inman of JFS and Shana Refitt of the Sheriff's Office being in the system. They plan to open it up next month for employees and allow them to utilize dummy files.

4. Handbook Updates

Amy wanted to let everyone know that she plans to take the last three months of the year to review or make changes to any of the current policies.

5. Wage Study Updates

Commissioner Roades explained that we plan to implement the changes by the start of the third quarter and that we will make individual changes to the budgets.

6. Admin Building & Courthouse Renovations

Ashleigh Willey noted that the final walk-thru and cleaning for the Admin Building will be at the end of this week. She said the 2nd floor plans to move back to their original offices September 17-19th and then the 1st floor move down September 22-24th. The first floor should take approximately 59 days ending in December and the final project wrapping up in the beginning of February. Commissioner Roades added that WDC was here August 1st to look at the Court House. He also noted that the Records Storage Building has received substantial completion. Julie Wallingford added that revisions for high density shelving should be in soon.

7. Jail Grant/MARCs Tower

Mary explained that SOQs are due Wednesday for the MARCs tower project. She said we have received a lot of interest for this project. The Jail Grant is also in the works. The locks/flooring was approved and plumbing quote and labor. The mezzanine area will need complete bidding as it is over the threshold.

8. Group Discussion

Jared Warner – Highlighted Highlandhelps.com website and upcoming events such as the drive-thru clinics, dumpster days, and break for breakfast
Larry Gray – Announced the success of the changing table that was available at the fair this year. He also explained that the Board of DD went through IT Changes this year and his interest in helping the county with that. He also highlighted the youth home program in Belmont County that he and Jeremy went to. He explained that they are looking for grant funding for something similar in Highland County.



Jeremy Ratcliff – Jeremy also wanted to reflect on the Belmont Co. trip. He also highlighted the foster care licensing specialist position which has been created about a year now. Currently we have 109 kids in care, 60% of which are in county.

Tim Hazelwood – VSC recently had Purple Heart recognition night where 20 Highland County Veterans were recognized. They also have the upcoming Jeep event as well as Veteran Appreciation Night in November where they will host approximately 150 veterans.

Michelle Swallen – Michelle noted that October 6th is voter registration deadline and October 7th is the first day of early voting.

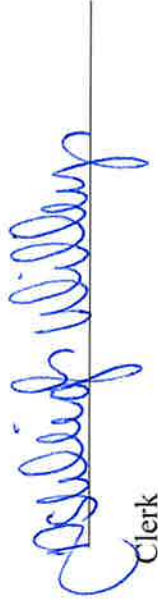
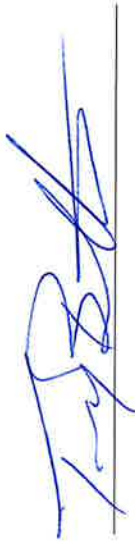
Jordan Leatherwood – Jordan is the new liaison from Waverly, OH who will be covering our area.

Tammy Newsome – She spoke on the Soil & Water event that they hosted at the fair in conjunction with ODNr and OSU extension. They will also be having their upcoming banquet on October 15th at 5:30 p.m. at Backroom Paradise.

Alex Butler – Alex wanted to let everyone know he will be reaching out regarding the revenue budgets for 2026. He also made note of the 2023 audit.

Commissioner Roades thanked everyone for coming and sharing information.

Meeting Adjourned at 12:12 p.m.


Clerk

Board of County Commissioners
Highland County, Ohio