



**BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO**

*406 Justice Drive, Lebanon, Ohio 45036*

*www.co.warren.oh.us*

*commissioners@co.warren.oh.us*

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

**GENERAL SESSION AGENDA**

*November 12, 2024*

- #1                      *Clerk—General*
- #2      9:00              *Warren County Agricultural Society, to Discuss Details Relative to  
Boarding at the Warren County Fairgrounds*

**The Board of Commissioners' public meetings can now be streamed live at [Warren County Board of Commissioners - YouTube](#)**

APPROVING REQUISITIONS AND AUTHORIZING THE COUNTY ADMINISTRATOR  
TO SIGN DOCUMENTS RELATIVE THERETO

BE IT RESOLVED, to approve requisitions as listed in the attached document and authorize Martin Russell, County Administrator, to sign on behalf of this Board of County Commissioners.

M. moved for adoption of the foregoing resolution being seconded by M. Upon call of the roll, the following vote resulted:

M  
M  
M

Resolution adopted this    day of    2024.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

/kp

cc:            Commissioners' file

## REQUISITIONS

Department	Vendor Name	Description	Amount	
TEL	CDW LLC	TEL- OT NETWORK NUTANIX HARDWA	\$ 60,396.00	*capital purchase/ state contract
FAC	MIAMI VALLEY POWER EQUIPMENT LL	FAC ZERO TURN MOWER	\$ 9,053.29	*capital purchase/ state contract
FAC	ZIMMER TRACTOR INC	FAC KUBOTA UTILITY VEHICLE	\$ 36.68	*capital purchase/ state contract
ITD	OHIO STATE UNIVERSITY	ITD VMWARE SOFTWARE MAINTENANC	\$ 61,560.00	*software/ contract in packet
TEL	CDW LLC	TEL- ESXI ENVIRONMENT ADD RES	\$ 201,636.00	*capital purchase/ state contract

APPROVED 11/12/24 BY:

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Martin Russell, County Administrator

CONSENT AGENDA\*  
November 12, 2024

*Approve the minutes of the November 5, 2024 Commissioners' General Session and Work Session Meetings.*

PERSONNEL

1. *Hire Crystal Corbett and Jacleen Baronti as Investigative Caseworkers II within Children Services*
2. *Amend and rename classification specification of Policy Coordinator position to Policy and Quality Improvement Coordinator within Children Services*
3. *Authorize the posting of a "Policy and Quality Improvement Coordinator" position within Children Services*
4. *Accept the resignation of Alix Bowser within Children Services and Joshua Webb within Telecommunications*

GENERAL

5. *Cancel regularly scheduled Commissioners' Meeting of Thursday, November 14, 2024*
6. *Set public hearing to consider a request from The Myers Y Cooper Company to depart from the Official Thoroughfare Plan*
7. *Accept proposal from Tokio Marine HCC for Stop Loss Coverage effective January 1, 2025*
8. *Authorize cancellation of services notification letter to Optum Rx effective January 1, 2025*
9. *Enter into advisor agreement with AroRx for the Administration of Prescription Plan effective January 1, 2025*
10. *Authorize 2025 renewal verification with United Healthcare*
11. *Enter into administrative service agreement with Sun Life Assurance Company of Canada for the administration of the Warren County Dental Plan*
12. *Enter into contract with Woolpert, Inc. on behalf of the Auditor's Office*
13. *Enter into TANF subgrant agreements with Warren Children Services and Warren County Human Services*
14. *Approve addenda to agreement with Reflections Group Home LLC on behalf of Children Services*
15. *Authorize President of the Board to sign request for release of funds and certification relative to FY23 CDBG projects*
16. *Enter into agreement with OARnet on behalf of Information Technology*
17. *Approve a memorandum of understanding with Forensic Evaluation Service Center on behalf of Juvenile Court*
18. *Enter into agreement with City of Lebanon on behalf of OhioMeansJobs Warren County*
19. *Acknowledge receipt of October 2024 financial statement*
20. *Acknowledge approval of financial transactions*
21. *Acknowledge payment of bills*
22. *Approve various performance bond reductions and agreements*
23. *Approve final plats*

FINANCIALS

24. *Approve an appropriation adjustment from Commissioners' for payout*
25. *Approve appropriation adjustments within Commissioners', Prosecutor, Juvenile, Sheriff's, Clerk of Courts, and Water Revenue*

*\*Please contact the Commissioners' Office at (513) 695-1250 for additional information or questions on any of the items listed on the Consent Agenda*



# **BOARD OF COUNTY COMMISSIONERS**

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**TOM GROSSMANN  
SHANNON JONES  
DAVID G. YOUNG**

### **BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO**

**MINUTES: Regular General Session – November 5, 2024**

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the October 29, 2024, meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – absent

Krystal Powell, Clerk – present

Minutes of the October 29, 2024 meeting were read and approved.

- 24-1491      A resolution was adopted hiring Maggie Lucas as Administrative Support within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-1492      A resolution was adopted hiring Paul Hicks as Custodial Worker I within the Warren County Facilities Management Department. Vote: Unanimous
- 24-1493      A resolution was adopted hiring Corey Hammond as Eligibility Specialist II, within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-1494      A resolution was adopted approving a lateral transfer of Amanda Rauh from Investigative Caseworker III to Screener III within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-1495      A resolution was adopted approving the reclassification of Shelia Speaks from Protective Services Caseworker II to Protective Services Caseworker III within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous

- 24-1496 A resolution was adopted approving the end of 365-day probationary period and a pay increase for Sarah Hull within the Warren County Grants Administration. Vote: Unanimous
- 24-1497 A resolution was adopted advertising for Electronic Sealed Bids for the 2025 Water Treatment Chemical Project. Vote: Unanimous
- 24-1498 A resolution was adopted declaring an emergency and waiving competitive bidding for the immediate replacement of the West Entrance at the County Court Building. Vote: Unanimous
- 24-1499 A resolution was adopted approving Change Order No.1 with DDK Construction, Inc, for the McClure Road Bridge Rehabilitation Project. Vote: Unanimous
- 24-1500 A resolution was adopted approving and authorizing the President of the Board to enter into a cooperation agreement with Family Promise of Warren County relative to the FY 2024 Community Development Block Grant Entitlement Program. Vote: Unanimous
- 24-1501 A resolution was adopted entering into a cooperation agreement with Safe on Main, Inc relative to the FY 2024 Community Development Block Grant Entitlement Program. Vote: Unanimous
- 24-1502 A resolution was adopted designating households with children ages 0-5 a class of beneficiaries that suffered a negative economic impact of COVID-19 and entering into a subrecipient agreement with Warren County Foundation relative to the American Rescue Plan Act – Coronavirus State and Local Fiscal Recovery Funds. Vote: Unanimous
- 24-1503 A resolution was adopted approving Amendment No.1 to the contract with Valley Transport, LLC. Vote: Unanimous
- 24-1504 A resolution was adopted approving a Maintenance and Support Agreement with JAVS (Justice AV Solutions) Vote: Unanimous
- 24-1505 A resolution was adopted approving addendum to contract for police protection with the Warren County Career Center on behalf of the warren County Sheriff's Office. Vote: Unanimous
- 24-1506 A resolution was adopted approving addendum to contract for police protection with the Kings Local School District on behalf of the Warren County Sheriff's Office. Vote: Unanimous
- 24-1507 A resolution was adopted approving addendum to contract for police protection with St. Margaret of York on behalf of the Warren County Sheriff's Office. Vote: Unanimous

- 24-1508 A resolution was adopted authorizing an additional leak adjustment for excess water and sewer usage at 7450 Heaton Circle, Mainville, Ohio. Vote: Unanimous
- 24-1509 A resolution was adopted entering into a Professional Service Agreement with Environmental Educators Inc. relative to the Warren County Solid Waste Management District's Educational Program. Vote: Unanimous
- 24-1510 A resolution was adopted entering into a Professional Service Agreement with Environmental Educator's Inc. relative to the Warren County Water and Sewer Department's Source Water Protection Program. Vote: Unanimous
- 24-1511 A resolution was adopted approving Change Order No. 1 to the contract with Smith and Brown Contractors, Inc. for the construction of the Hunter Sewer System Improvements Project. Vote: Unanimous
- 24-1512 A resolution was adopted entering into an agreement with MP2 Energy LLC, a Shell Energy North America Subsidiary for electric generation services to various facilities within the Warren County Water and Sewer Department, Warren County Park District, Warren County Telecommunications, and Warren County Engineer's Office. Vote: Unanimous
- 24-1513 A resolution was adopted approving the extension to the professional service agreement with Job Works, Inc., DBA Job Works Education and Training Systems and the Area 12 Workforce Development Board. Vote: Unanimous
- 24-1514 A resolution was adopted approving an amendment to the agreement between Easter Seals Tristate, LLC and the Workforce Development Board of Ohio's 12<sup>th</sup> Local Workforce Development Area. Vote: Unanimous
- 24-1515 A resolution was adopted authorizing Warren County Telecommunications to transfer 15 used XTS2500 Radios to the Avery County Sheriff's Office Newland, North Carolina. Vote: Unanimous
- 24-1516 A resolution was adopted acknowledging approval of financial transactions. Vote: Unanimous
- 24-1517 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-1518 A resolution was adopted entering into a subdivision public improvement performance and maintenance security agreement with Grand Communities, LLC for installation of certain water and/or sanitary sewer improvements in Renaissance, Section 11 situated in the City of Middletown. Vote: Unanimous
- 24-1519 A resolution was adopted accepting an amended certificate and approving a supplemental appropriation into the McClure Road Bridge Rehabilitation Project Fund #4460. Vote: Unanimous

- 24-1520 A resolution was adopted approving a supplemental appropriation into Local Recovery Fund #2211. Vote: Unanimous
- 24-1521 A resolution was adopted approving a supplemental appropriation into Lodging Tax 1% Fund #2231. Vote: Unanimous
- 24-1522 A resolution was adopted approving an appropriation adjustment within Commissioners' Fund #11011110. Vote: Unanimous
- 24-1523 A resolution was adopted approving an appropriation adjustment within Juvenile Court Fund #10111240. Vote: Unanimous
- 24-1524 A resolution was adopted approving an appropriation adjustment within Probate Court Fund #10111250. Vote: Unanimous
- 24-1525 A resolution was adopted approving an appropriation adjustment within County Court Fund #11011280. Vote: Unanimous
- 24-1526 A resolution was adopted approving an appropriation adjustment within the Information Technology Department Fund #11011400. Vote: Unanimous
- 24-1527 A resolution was adopted approving an appropriation adjustment within the Information Technology Department Fund #11011400. Vote: Unanimous
- 24-1528 A resolution was adopted approving appropriation adjustments within Engineer's Office Funds #11011750 and #2202. Vote: Unanimous
- 24-1529 A resolution was adopted approving an appropriation adjustment within Juvenile Court Fund #2247. Vote: Unanimous
- 24-1530 A resolution was adopted approving appropriation adjustments within Telecommunications Department Fund #4492. Vote: Unanimous
- 24-1531 A resolution was adopted approving appropriation adjustment within the Water Revenue Fund #5510. Vote: Unanimous
- 24-1532 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 24-1533 A resolution was adopted entering into a partial assignment and assumption agreement with CFPN Ohio, LLC and Louis 1884 Investment, Inc, relative to the previously authorized Community Reinvestment Area agreement.  
Vote: Unanimous



DISCUSSIONS

On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

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Upon unanimous call of the roll, the Board entered into executive session at 9:03 a.m. to discuss pending litigation with legal counsel present pursuant to Ohio Revised Code Section 121.22(G)(3) and exited at 9:31 a.m.

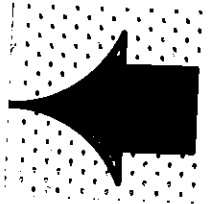
\_\_\_\_\_

Upon motion the meeting was adjourned.

\_\_\_\_\_  
David G. Young, President

\_\_\_\_\_  
Tom Grossmann

\_\_\_\_\_  
Shannon Jones



I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on November 5, 2024, in compliance with Section 121.22 O.R.C.

\_\_\_\_\_  
Krystal Powell, Clerk  
Board of County Commissioners  
Warren County, Ohio



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**TOM GROSSMANN  
SHANNON JONES  
DAVID G. YOUNG**

BOARD OF COUNTY COMMISSIONERS  
WARREN COUNTY, OHIO

MINUTES: Regular Work Session – November 5, 2024

*This is a summary of actions and discussions of the meeting. You may view this meeting through our YouTube Channel at <https://www.youtube.com/channel/UC1ELh0jGpXd4VV2DTgsuqPA> or by contacting our office.*

The Board met in regular session pursuant to adjournment of the November 5, 2024, General Session meeting.

David G. Young – present

Shannon Jones – present

Tom Grossmann – absent

Krystal Powell, Clerk – present

24-1534      A resolution was adopted authorizing the Warren County Solid Waste Management District to submit a 2025 Market Development Grant to the Ohio Environmental Protection Agency on behalf of Eco Development, LLC.  
Vote: Unanimous

DISCUSSIONS

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Larry Hollingshead, Warren County Imagination Library, was present to provide an update relative to the success of the Imagination Library. Mr. Hollingshead stated since the start of the program, five years ago, the program has served over 8,500 readers. He then introduced key members of the organization to speak on the further success of the program.

Joy Strancar, Mason Early Childhood Center Reading Intervention Specialist, stated she was responsible for enrolling children into the Imagination Library. She stated the importance of reading and the affect it has on early concept learning skills.

Dr. Jonathan Cooper, Mason City Schools Superintendent, stated the importance of the Imagination Library in setting all students up for success.

Michael Sander, Franklin City Schools Superintendent, stated the great need for the Imagination Library due to a major literacy deficit within Franklin City Schools.

Robyn Donisi, Franklin City Schools Assistant Superintendent, outlined the importance of the Imagination Library for kindergarten readiness.

Upon further discussion, the Board presented a check for \$340,000.00 to the Warren County Imagination Library to illustrate the County's support and appreciation of the program.

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Susanne Mason, Warren County Grants Administration Program Manager, was present along with Chris Lazuta, Director of Business, Eco Development, to request the Board consider an Ohio EPA Market Development Grant relative to their Styrofoam recycling business.

Mr. Lazuta stated the grant would be for the purchase of an additional Styrofoam densifying machine. He stated within the Warren County campus we are seeing an annual growth of 17% for Styrofoam recycling.

Upon further discussion, the Board resolved (Resolution #24-1534) authorizing the Warren County Solid Waste Management District to submit a 2025 Market Development Grant to the Ohio Environmental Protection Agency on behalf of Eco Development, LLC.

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Sue Spencer, Human Resources Manager, along with Kathryn Horvath, Assistant Prosecuting Attorney, to discuss proposed changes to the procurement policy.

Ms. Spencer stated the recommendation of increasing the informal quote maximum from \$2,500.00 to \$5,000.00 to improve the whole procurement process.

Ms. Horvath stated the change to increase the informal quote threshold was brought to her attention by various departments and it is simply a county policy not a requirement by the Ohio Revised Code.

Upon further discussion, the Board recommended changing the threshold for informal price quotes to \$5,000.00 with the addition of language to prohibit the circumvention of the bidding policy and overuse of preferred language.

Ms. Spencer stated the requested changes would be made and the updated procurement policy would be brought before the Board for final approval at a later date.

Upon motion the meeting was adjourned.

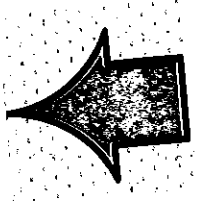
\_\_\_\_\_  
David G. Young, President

\_\_\_\_\_  
Tom Grossmann

\_\_\_\_\_  
Shannon Jones

I hereby certify that the foregoing is a true and correct copy of the minutes of the meeting of the Board of County Commissioners held on November 5, 2024, in compliance with Section 121.22 O.R.C.

\_\_\_\_\_  
Krystal Powell, Clerk  
Board of County Commissioners  
Warren County, Ohio





**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Dr. Russell Uptegrove DEPARTMENT: Coroner's Office

\*POSITION: Coroner DATE: 11-4-24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING  CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:  
continuing education for medical license

LOCATION:  
Denver, Colorado

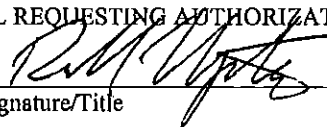
DATE(S): 9/19-9/23/24

TYPE OF TRAVEL: (Check one)  
AIRLINE  STAFF CAR PRIVATE VEHICLE OTHER

LODGING:

ESTIMATED COST OF TRIP: \$955 car rental + \$950 registration = \$1,905.00

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:  
 11-5-24  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:  
\_\_\_\_\_  
Commissioner Date  
\_\_\_\_\_  
Commissioner Date  
\_\_\_\_\_  
Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:  
\_\_\_\_\_



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
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\*NAME OF ATTENDEE: Matt Nolan DEPARTMENT: Auditor

\*POSITION: Auditor DATE: 11/12/2024

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING  CONVENTION  ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:

Annual Auditor's Convention in Columbus

LOCATION:

Dublin/Columbus Ohio

DATE(S): 11/12-11/15/2024

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR  PRIVATE VEHICLE  OTHER

LODGING: Embassy Suites, Dublin

ESTIMATED COST OF TRIP: \$500

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Matt Nolan 11/18/24  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

\_\_\_\_\_



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Thomas Howard DEPARTMENT: CSEA

\*POSITION: Director DATE: 11/7/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:

Ohio Child Support Professionals Association Leadership / Training Retreat

LOCATION:

409 Altair Parkway, Westerville, OH 43082

DATE(S): December 3rd and 4th, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE       OTHER

LODGING: Provided by Association

ESTIMATED COST OF TRIP: \$95.00 for mileage reimbursement

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature] / Director      11-7-24  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

\_\_\_\_\_

3-11-2024 10:12:10  
11-9 11:12:10



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

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\*NAME OF ATTENDEE: Brian Tinch DEPARTMENT: Sheriff's Office

\*POSITION: Major DATE: 11/1/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION  
TRAINING MORE THAN 250 MILES

PURPOSE:

Attend training related to his job duties.

LOCATION:

Broomall, PA

DATE(S): 1/13/25-1/17/25, 2/17/25-2/21/25, and 3/17/25-3/21/25

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: Holiday Inn

ESTIMATED COST OF TRIP: \$6500

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

*Sheryl [Signature]*      11/04/2024  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

\_\_\_\_\_





**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Michael Wyatt DEPARTMENT: Sheriff's Office

\*POSITION: Detective DATE: 10/31/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING      CONVENTION      ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:  
Attend training related to job duties.

LOCATION:  
Reno, NV

DATE(S): 5/4-5/10/25

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: Harrah's Lake Tahoe

ESTIMATED COST OF TRIP: \$4000

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

[Signature]      11/04/2024  
Signature      Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date  
  
\_\_\_\_\_  
Commissioner      Date  
  
\_\_\_\_\_  
Commissioner      Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Brandi Carter



**REQUEST FOR AUTHORIZATION TO ATTEND ASSOCIATION MEETING,  
CONVENTION OR TRAINING SEMINAR/SESSION**

This form is to be completed by Department Head/Elected Official requesting authorization to attend an Association Meeting or Convention or Training Seminar/Session sponsored by an Association as required by O.R.C. Section 325.20. Additionally, authorization is required for any training seminar/session held more than 250 miles from county campus;

\*NAME OF ATTENDEE: Jerry Ferris DEPARTMENT: WC Veterans

\*POSITION: Board Member DATE: 10/30/24

REQUEST FOR AUTHORIZATION FOR THE ABOVE-NAMED EMPLOYEE/ELECTED OFFICIAL TO ATTEND THE FOLLOWING:

ASSOCIATION MEETING  CONVENTION ASSOCIATION SPONSORED TRAINING SEMINAR/SESSION   
TRAINING MORE THAN 250 MILES

PURPOSE:

Ohio Association of Veterans Commissioners - Summer Conference & Training

LOCATION:

Embassy Suites, 5100 Upper Metro Place, Dublin, OH

DATE(S): July 25, 26 & 27, 2025

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR  PRIVATE VEHICLE OTHER

LODGING: Hotel \$1,740 (290ea) - Meals \$1,350 - Mileage \$600 (100ea)

ESTIMATED COST OF TRIP: Total for 6 for 2 nights = \$3,690

I CERTIFY THAT DIRECTION HAS BEEN GIVEN TO ALL EMPLOYEES ATTENDING THIS FUNCTION, THAT IT IS EXPECTED OF THEM TO ATTEND APPLICABLE SESSIONS.

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

*[Handwritten Signature]* 11-4-24  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

\*If additional employees will be attending the Association Meeting, Convention or Training Seminar/Session please list names and positions here:

Board Members: John Looker, Jim Kilgore, Darrell Holbrook & Gary Copeland  
Director: John Agenbroad

98:2 HJ 4-ADM 1707