



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

*406 Justice Drive, Lebanon, Ohio 45036*

*www.co.warren.oh.us*

*commissioners@warrencountyohio.gov*

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

**TOM GROSSMANN**

**SHANNON JONES**

**DAVID G. YOUNG**

**GENERAL SESSION AGENDA**

*February 25, 2025*

**#1**

***Clerk—General***

**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    2025.

BOARD OF COUNTY COMMISSIONERS

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Krystal Powell, Clerk

/kp

cc:            Commissioners' file

**REQUISITIONS**

<b>Department</b>	<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>	
WAT	ARCADIS ENGINEERING SERVICES (USA) INC	WAT CB SOUTH COVE WTRMN REPL &	\$ 74,216.00	*capital purchase/ contract in packet
WAT	RODOC LEASING SALES & SERVICE LLC	WAT SURE- TRAC HEAVY EQUIPMENT	\$ 17,965.00	*capital purchase/ 3 quotes

**PO CHANGE**

FAC	BUCKEYE POWER SALES	FAC WATR PMP RPLCMNT JDC GENRTR	\$ 12,900.00	*increase
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APPROVED 2/25/25 BY:

\_\_\_\_\_  
Martin Russell, County Administrator

**CONSENT AGENDA\***

*February 25, 2025*

*Approve the minutes of the February 18, 2025 Commissioners' General Session and Work Session Meetings.*

**PERSONNEL**

- 1. Hire Melody Roth within Human Services*
- 2. Approve end of probationary period and pay increase for Shyanne McElley within Children Services and Mindy Adams within Human Services*
- 3. Administer disciplinary action against employee within W/S*

**GENERAL**

- 4. Authorize mandatory reporting profile report relative to workers compensation*
- 5. Acknowledge update to HIPAA Policy relative to reproductive care and substance disorder regulations*
- 6. Cancel regularly scheduled Commissioners' Meeting of Thursday, February 27, 2025*
- 7. Advertise for the 2025 Precast Reinforced Concrete Box Culverts Project*
- 8. Approve Notice of Intent to award bid to Neyra Paving for the FY24 South Lebanon King Avenue Street Improvements CDBG Project*
- 9. Authorize the President of the Board to sign a grant agreement with the Ohio Emergency Management Agency on behalf of Warren County Emergency Services*
- 10. Approve a Memorandum of understanding with Team Rubicon and Warren County Correctional Institution on behalf of Emergency Services*
- 11. Enter into a Youth Worksite Agreement on behalf of Warren County OhioMeansJobs*
- 12. Entering into agreement with Ready to Rent LLC on behalf of OhioMeansJobs*
- 13. Authorize Amendment No. 1 to the Master Service Agreement with Arcadis U.S. on behalf of W/S*
- 14. Acknowledge payment of bills*
- 15. Approve various final plats*

**FINANCIALS**

- 16. Create the fund, accept an amended certificate, and approve a supplemental appropriation and cash advance for Bethany & Hudson Hills Road Project Fund*
- 17. Approve supplemental appropriation into Clerk of Courts and Common Pleas*
- 18. Approve appropriation adjustment within Economic Development, Facilities Management, Common Pleas, Sheriff's, Juvenile, Veterans, Human Services, Emergency Services, Solid Waste, and Water*

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



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**SHANNON JONES**  
**DAVID G. YOUNG**

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

**MINUTES: Regular General Session – February 18, 2025**

*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 February 11, 2025 meeting.

Tom Grossmann – present

David G. Young – present

Shannon Jones – present

Krystal Powell, Clerk – present

Minutes of the February 11, 2025 meeting were read and approved.

- 25-0197      A resolution was adopted hiring Madeline Sobecki as Emergency Communications Operator within the Warren County Emergency Services Department. Vote: Unanimous
- 25-0198      A resolution was adopted hiring Dinesh Palaniswamy as Director of Engineering within the Warren County Water and Sewer Department. Vote: Unanimous
- 25-0199      A resolution was adopted approving the reclassification of Sydney Newell from Assessment/Investigative Caseworker III to Lead Caseworker within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 25-0200      A resolution was adopted approving a wage increase for Scott Dane, Collections Worker III, within the Water and Sewer Department. Vote: Unanimous
- 25-0201      A resolution was adopted approving the end of a 365-day probationary period and a pay increase for Amanda Johnson within the Department of Job and Family Services, Children Services Division. Vote: Unanimous

- 25-0202 A resolution was adopted approving the end of a 365-day probationary period and a pay increase for Tabatha Ingram within the Department of Job and Family Services, Human Services Division. Vote: Unanimous
- 25-0203 A resolution was adopted approving the end of a 365-day probationary period and a pay increase for Charles Daniels within the Water and Sewer Department. Vote: Unanimous
- 25-0204 A resolution was adopted approving the promotion of Charles Daniels to the position of Water Distribution Worker III within the Water and Sewer Department. Vote: Unanimous
- 25-0205 A resolution was adopted accepting the resignation, due to retirement, of Margaret Huddleston, Administrative Assistant, within OhioMeansJobs Warren County, effective February 28, 2025. Vote: Unanimous
- 25-0206 A resolution was adopted authorizing the posting of the "Data Technician I" position, within the Telecommunications Department, in accordance with Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 25-0207 A resolution was adopted authorizing the posting for Administrative Assistant position, within the Facilities Management Department in accordance with Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 25-0208 A resolution was adopted adopting Classification Specifications and Point Factor Assignments of Operations Manager within Facilities Management. Vote: Unanimous
- 25-0209 A resolution was adopted authorizing the posting for Operations Manager, within the Facilities Management Department in accordance with Warren County Personnel Policy Manual, Section 2.02(A). Vote: Unanimous
- 25-0210 A resolution was adopted amending Resolution #25-0004, adopted January 3, 2025 to correct the expiration date for the appointment of Sarah Hull to the Warren County Rehab Board. Vote: Unanimous
- 25-0211 A resolution was adopted rescinding resolution #25-0079 and entering into a new agreement with the Southwest Ohio Regional Transit Authority (SORTA) on behalf of Warren County Transit. Vote: Unanimous
- 25-0212 A resolution was adopted approving Notice of Intent to Award Bid to W. E. Smith Construction for the 2025 Pier Wall Project. Vote: Unanimous
- 25-0213 A resolution was adopted Notice of Intent to Award Bid to Shook Construction for the Richard A. Renneker Water Treatment Plant Ion Exchange Improvements Project. Vote: Unanimous

- 25-0214 A resolution was adopted approving addenda to agreement with KJ's Brighter Days LLC relative to home placement and related services on behalf of Warren County Children Services. Vote: Unanimous
- 25-0215 A resolution was adopted acknowledging the approval of an agreement, by the Warren County Sheriff's Office with the U.S. Army Corps of Engineers for law enforcement services at Caesar Creek Lake, Warren County Ohio and approving an amendment to said agreement. Vote: Unanimous
- 25-0216 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 25-0217 A resolution was adopted entering into a subdivision public improvement performance and maintenance security agreement with M/I Homes of Cincinnati, LLC for installation of certain improvements in Cypress Pointe Subdivision, situated in Hamilton Township. Vote: Unanimous
- 25-0218 A resolution was adopted entering into street and appurtenances (including sidewalks) security agreement with M/I Homes of Cincinnati, LLC for installation of certain improvements in Cypress Pointe situated in Hamilton Township. Vote: Unanimous
- 25-0219 A resolution was adopted approving a bond release for Kensington Development Co. of Ohio, LLC for completion of Improvements in Kensington Phase 1A & 1B situated in Deerfield Township. Vote: Unanimous
- 25-0220 A resolution was adopted approving a bond release for Grand Communities, Ltd for completion of improvements in Shaker Run Lakeside Condominiums situated in Turtlecreek Township. Vote: Unanimous
- 25-0221 A resolution was adopted approving a street and appurtenances bond release for Meade Building Group, LLC for completion of improvements in Hudson Estates in Turtlecreek Township. Vote: Unanimous
- 25-0222 A resolution was adopted approving Hudson Drive and Madeline Way in Hudson Estates for public maintenance by Turtlecreek Township. Vote: Unanimous
- 25-0223 A resolution was adopted approving various record plats. Vote: Unanimous
- 25-0224 A resolution was adopted approving an operational transfer from Commissioners fund #11011112 into Human Services fund #2203. Vote: Unanimous
- 25-0225 A resolution was adopted approving operational transfers of interest earnings from Commissioners fund #11011112 into Water funds #5510 & #5583, and Sewer funds #5580 & #5575. Vote: Unanimous
- 25-0226 A resolution was adopted approving a supplemental appropriation into Board of Elections fund #2209. Vote: Unanimous

- 25-0227 A resolution was adopted approving a supplemental appropriation adjustment into Sheriff's Office fund #2285. Vote: Unanimous
- 25-0228 A resolution was adopted approving a supplemental appropriation into Common Pleas Court Community Based Corrections fund #2289. Vote: Unanimous
- 25-0229 A resolution was adopted approving a supplemental appropriation into Common Pleas Court Community Based Corrections fund #2289. Vote: Unanimous
- 25-0230 A resolution was adopted approving supplemental appropriations into Common Pleas Court Community Based Corrections fund #2289. Vote: Unanimous
- 25-0231 A resolution was adopted approving an appropriation adjustment within Senior Citizens Service Levy fund #2201. Vote: Unanimous
- 25-0232 A resolution was adopted approving appropriation adjustments within the OhioMeansJobs Warren County fund #2258. Vote: Unanimous
- 25-0233 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 25-0234 A resolution was adopted approving appointment to the Warren County Board of Developmental Disabilities. Vote: Unanimous

#### DISCUSSIONS

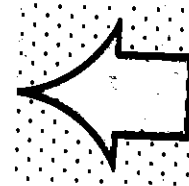
On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

Upon motion the meeting was adjourned.

\_\_\_\_\_  
Tom Grossmann, President

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

\_\_\_\_\_  
David G. Young





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 February 18, 2025, in compliance with Section 121.22 O.R.C.

---

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



# **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 – February 18, 2025**

*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 February 18, 2025 General Session meeting.

Tom Grossmann – present

David G. Young – present

Shannon Jones – present

Krystal Powell, Clerk – present

### **DISCUSSIONS**

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Susanne Mason, Program Manager within Warren County Office of Grants Administration, was present to discuss project applications for 2025 Community Development Block Grant Funding.

Mrs. Mason presented the attached list of public service projects and construction projects, which includes a project description, recent awards, whether this funding is being used as a match to leverage additional dollars, and the amount requested.

Mrs. Mason stated that the final determination of the funds Warren County will receive has not yet been made by the Department of Housing and Urban Development (HUD).

The Board determined that a final decision is not needed today. The Board requested Mrs. Mason bring this matter back for a final decision once the final funding amount is received from HUD.

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Martin Russell, County Administrator, asked for guidance from the Board relative to the 8<sup>th</sup> Amendment to the current contract with Greater Cincinnati Water Works. He stated the amendment is authorizing the release of four parcels currently located within the Warren County water service area to Greater Cincinnati Water Works.

Bruce McGary, Assistant Prosecuting Attorney, stated the contract with Greater Cincinnati Water Works is set to expire at the end of 2025. He also stated the agreement includes a mandatory annexation agreement for residents seeking water service to township areas surrounding the City of Mason. Mr. McGary addressed his concern relative to the amount of information residents are receiving prior to entering into the annexation agreement. He suggested scheduling future contract amendments as an agenda item during Warren County Board of Commissioner meetings and providing written invitations to affected residents.

There was discussion relative to fees, taxes, and availability of water service for the residents being released pursuant to the adoption of the amendment.

Upon further discussion, the Board recommended placing all future amendments to the contract with Greater Cincinnati Water Works on the Commissioners' Meeting Agenda and inviting affected residents by written notice.

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Upon motion the meeting was adjourned.

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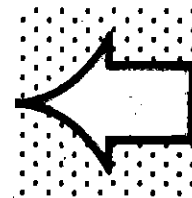
Tom Grossmann, President

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Shannon Jones

---

David G. Young



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 February 18, 2025, in compliance with Section 121.22 O.R.C.

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

**2025 CDBG  
Application Summary**

Estimated Funding from HUD	\$	800,000.00
Less Admin Costs	\$	75,000.00
Amount to Allocate	\$	725,000.00
(To be divided between Public Service and Construction Projects)		

Public Service Projects - Select up to four projects Total should be between \$0 and \$105,000				
Project Name & Description	Recent Awards	Match	Current Request	Award Amount
Family Promise of Warren County Assistance to homeless	2021: \$30,000 2022: \$64,000 2023: \$75,000 2024: \$63,000	Undisclosed amount from various sources	\$82,200	
Safe on Main Assistance to victims of domestic abuse	2021: \$30,000 2022: \$36,000 2023: \$42,000 2024: \$37,000	\$764,453 from various sources	\$50,000	
Upwards Care, Inc. Boost Program Free coaching for low income home child care providers.		\$10,000 Upwards' Match - Non-personnel cost	\$48,000	
Warren Co Child Advocacy Center Service for abused children		\$21,448 from WC BOCC	\$50,000	
Public Service Total				\$ -
Total to Allocate for Construction Projects is \$725,000 minus Public Service Total:				\$ 725,000.00

Select up to four projects  
Total amount should equal \$0 to \$105,000

Construction Projects - Select up to five project equaling approximately \$725,000 minus Public Service Amount				
Project Name	Recent Awards	Match	Current Request	Award Amount
Village of Butlerville - Playground Enhancement Upgrade Village Playground with new fence, drainage, and slab for pavilion.	2022: \$17,512 2023: \$29,350 2024: \$38,000		\$ 35,000.00	
City of Franklin East 8th Street Improvement Install curb, gutter, storm sewer, catch basins, replacing concrete sidewalk to match Downtown Main Street.	2019: \$165,000 2021: \$180,000 2023: \$180,000 2024: \$168,000	City Street Funds: \$203,000 Stormwater Fund:	\$ 200,000.00	
Franklin Twp: Morningstar Road Project Mill and resurface Morningstar Road	2019: \$49,300 2020: \$87,600 2021: \$160,000 2022: \$140,654		\$ 233,795.00	
Harveysburg: Water Tower Demolition Demolition of water tower	2019: \$124,500 2022: \$90,000 2024: \$168,000	Local Village Funds: \$15,000	\$ 73,000.00	
Village of Pleasant Plain: Parks Rubber Resurfacing Upgrades Replace 2 playgrounds surface with modern, sustainable rubber tiles	2021: \$49,000		\$ 198,675.00	
South Lebanon - Hobart St. Street Paving Project Repave Hobart Street ranked by engineer as needing repair	2020: \$200,000 2023: \$84,788 2024: \$94,000	City: \$10,000.00	\$ 113,205.00	
Harveysburg Community Historical Society ADA Restroom, ADA Parking and Community Room for Harveysburg Community Historical Society. To be used as matching funds for their Ohio Facilities Construction Commission grant that they have been awarded..		OFCC: \$322,500 Donations: \$28,600	\$ 249,000.00	
Village of Morrow - Cemetery Entrance Restoration Build Stonewalls, gate with electronic closure, signage	2024: \$180,000	Morrow \$10,000 Salem Twp \$10,000	\$ 130,000.00	
Construction Project Total				\$ -

Select up to five projects.  
Total amount should equal approximately \$725,000 minus the Public Service Allocation

Total Awards (Should equal approximately \$725,000): \$ -



**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: Gary Estes DEPARTMENT: Telecommunications

\*POSITION: Deputy Director DATE: 02/18/2025

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:

Technology First- Ohio Information Security Conference 2025

LOCATION:

Sinclair Conference Center 444 W. Third St, Dayton Ohio 45402

DATE(S): 03/05/25

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$900 (\$225 per person 4 attending)

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]*      2025, 02.18  
 \_\_\_\_\_  
 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:

William Cornett, Charles Zugaro & Jeff Boutell

WARREN COUNTY BOARD OF COMMISSIONERS  
 2025 FEB 19 AM 11:36



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

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\*NAME OF ATTENDEE: MARKUS MOLL DEPARTMENT: COMMON PLEAS COURT

\*POSITION: MAGISTRATE DATE: 2/19/2025

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:

RISE25

LOCATION:

KISSIMMEE, FLORIDA

DATE(S): 5/27-5/31/25

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR      PRIVATE VEHICLE  OTHER  UBER/Lyft

LODGING: \$293 PER NIGHT = \$1,172

ESTIMATED COST OF TRIP: REG\$895;FLIGHT\$500;MLG TO ARPRT\$43.50;MEALS\$360; Park \$150 at airport

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

*\$ 3270.50 each x 2 = \$ 6541.00  
Uber/Lyft in FL \$ 200*

DEPARTMENT HEAD/ELECTED OFFICIAL REQUESTING AUTHORIZATION:

Summit Furmadi 2/19/25  
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:

MONICA THOMAS



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

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\*NAME OF ATTENDEE: Kurt E. Weber DEPARTMENT: Engineer's Office

\*POSITION: County Engineer DATE: 2/18/2025

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:

Storm Water Management & Drainage Conference 2025

LOCATION:

Renaissance Columbus Westerville-Polaris Hotel

DATE(S):

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: \$169.00 + Tax

ESTIMATED COST OF TRIP: \$265 (registration) + 169.00 (+tax) = ~444.14 x5= 2,220.70

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:

*Kurt E. Weber*      2/18/2025  
Signature/Title      Date

BOARD OF COMMISSIONERS' APPROVAL:

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

\_\_\_\_\_  
Commissioner      Date

WARREN COUNTY COMMISSIONERS

2025 FEB 19 AM 10:14

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

Roy Henson, Dave Mick, Dominic Brigano and Ron Hessler



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

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\*NAME OF ATTENDEE: Taylor Bishop DEPARTMENT: Water and Sewer

\*POSITION: Wastewater Treatment Super DATE: 2/18/2025

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:

Association Section Meeting at Lebanon WWTP for the purpose of Ohio EPA contact/renewal hours

LOCATION:

Lebanon WWTP and Warren County Fairgrounds

DATE(S): 3/20/2025

TYPE OF TRAVEL: (Check one)

AIRLINE  STAFF CAR  PRIVATE VEHICLE  OTHER

LODGING: N/A

ESTIMATED COST OF TRIP: \$55.00

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:

Chris Brausch 2/18/25  
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:

CHRIS BRAUSCH





January 31, 2025

TO: Director, Warren County Public Children Services Agency

FROM: Jeffrey Newman, Chief Fiscal Officer  
Office of Fiscal and Monitoring Services

SUBJECT: SFY 2025 LOCAL COUNTY OBLIGATION

Each biennium the Ohio General Assembly requires that if funds available for distribution by the Ohio Department of Job and Family Services (ODJFS) under section 5101.14 of the Revised Code are greater in the current state biennial budget cycle than the amount appropriated in SFY 2019, each county must make a minimum contribution to the children services fund, as described in section 5101.144 of the Revised Code. Based on the methodology in section 5101:9-7-29.1 of the Ohio Administrative Code, ODJFS has calculated the minimum local obligation for SFY 2025 based on county local contributions from CFY 2020 through CFY 2023. The minimum contribution for your county for SFY 2025 is \$ 2,395,253.75.

If there are circumstances such that a county believes they cannot meet their minimum contribution requirements, the county commissioner(s) shall submit a written explanation to ODJFS pursuant to section 5101:9-7-29.1 of the Ohio Administrative Code, signed by the county auditor verifying that the county cannot meet local funding requirements. The county commissioner(s) may request a reduced amount or request that the entire contribution be waived. In addition, the county commissioner(s) shall submit a copy of the hardship request to the PCSA director. Please note that the request will be reviewed and approved at the discretion of the ODJFS director.

Sincerely,

Jeffrey Newman, Chief Fiscal Officer  
Ohio Department of Job and Family Services



# **BOARD OF COUNTY COMMISSIONERS**

## **WARREN COUNTY, OHIO**

**406 Justice Drive, Lebanon, Ohio 45036**

**[www.co.warren.oh.us](http://www.co.warren.oh.us)**

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***TOM GROSSMANN***

***SHANNON JONES***

***DAVID G. YOUNG***

February 12, 2025

To: Jeffrey Newman, Chief Fiscal Officer  
Ohio Department of Job and Family Services

From: Board of County Commissioners, Warren County, Ohio

Subject: SFY 2025 Local County Obligation Reduction Request

The Ohio Revised Code 5101.144 requires counties to make a minimum contribution of local funds to the children services fund. Based upon the methodology in section 5101:9-7-29 of Ohio Administrative Code, the Ohio Department of Job and Family Services has calculated the minimum local obligation for Warren County to be \$2,395,253.75 for 2025. The Warren County Board of County Commissioners respectfully requests the SFY 2025 Local County Obligation be reduced to \$0.

The level of financial support Warren County Children Services has historically received from the Board coupled with other funding streams, has created a cash carryover for this department of \$6,513,959.65. Due to this carryover, Warren County Children Services can sustain operations without receiving funding from the Board of County Commissioners through the end of 2025. The need for funding in the future will be reassessed at the end of 2025 for 2026. For Children Services to receive funding not required to sustain their operations, we would be directing funds away from other departments and necessary programs that also serve Warren County residents.

Respectfully Submitted,

Warren County Board of County Commissioners

CC: Warren County Children Services

