

**Warren County Commissioners Public Meeting**  
**August 25, 2021 12:00 p.m.**  
**Commissioner Conference Room**

Commissioner Tricia Durbin called the meeting of the Warren County Commissioners to order with Commissioner Jeff Eggleston present, and Commissioner Benjamin Kafferlin present by phone.

Staff Present: Pamela Matve, Chief Clerk, Lisa Hagberg, Finance Director, Attorney Nathaniel Schmidt, Lisa Rivett, Director of Elections, Phil Gilbert, Director of Tax Claim, Meredith Ketcham, Children & Youth Administrator, and Kathy Lebon

Citizens Present: Brian Ferry (WTO)

**Announcements:** Commissioner Tricia Durbin stated that that the meeting is being recorded.

**Meetings held since the last meeting:** Commissioner Tricia Durbin stated that there was one executive session since the last meeting to discuss personnel and legal items.

**Correspondence:** None

**Public Comment:**

**Consent Agenda:**

**Minutes from the August 11, 2021 Public Meeting:** No corrections or additions to be made.

**Finance Report:** Lisa Hagberg, Finance Director gave the financial report stating that after all expenses paid, to which she reviewed the balance in the general fund is \$908,324.00, and in the Erie Bank is \$744,941.00.

**Proclamation(s):**

Fetal Alcohol Spectrum Disorder Awareness Month  
National Recovery Month  
National Suicide Prevention Month

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the consent agenda as presented. Motion carried unanimously.

**Old Business:**

**Resolution #3186 Approval of Policies and Procedures:** Commissioner Tricia Durbin stated that this resolution will approve policies and procedures, along with giving authorization to our Chief Clerk and the Director of Finance & Administration to make edits to the forms and work instruction that go along with these policies and procedures.

Commissioner Benjamin Kafferlin state that the policies and procedures to be approved were emailed out to everyone last week for ample time to review.

SYS-POL-009-CP-00-Rev-1.0 Vehicle Use  
HR-PRO-001-PRO-00-Rev-1.0 Onboarding Employees  
HR-PRO-006-PRO-00-Rev-1.0 Filing Insurance Claims  
COM-POL-001-CP- 00-Rev 1.0 Board Appointments  
COM-POL-001-PRO-00-Rev 1.0 Board Appointments  
HR-PRO-005-PRO-Rev-00 1.0 - HS Payroll Processing

Motion was made by Commissioner Benjamin Kafferlin to approve Resolution 3186 as presented for approving policies and procedures.

Commissioner Jeff Eggleston had a couple questions first of which is that the HR policy for onboarding, has the courts and the Sheriff had input. Commissioner Benjamin Kafferlin stated yes, both Jess Arnold and Sheriff Brian Zeybel have. But they did not see the final policy.

Commissioner Benjamin Kafferlin went onto state that the courts may or may not follow our policies, it is not binding to the courts.

Commissioner Jeff Eggleston then asked that before the resolution is passed, please make sure the number matches the document.

Attorney Nathaniel Schmidt asked for clarification on the Board Appointment policy. This is the policy and procedure that outside agencies must follow to make nomination to their boards. Commissioner Benjamin Kafferlin stated yes.

Attorney Nathaniel Schmidt then stated that any election policies and procedures should be approved at an Election Board meeting.

After no further discussions, the above motion was called, and the motion carried unanimously.

**New Business:**

**Agreement with Forest County for Inmate Care for FY 2022:** Commissioner Tricia Durbin stated that this agreement with Forest County is for the care of their inmates. The cost for 2022 is the same as it is for 2021 which is \$60.00 per day per inmate.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the Inmate Care Agreement with Forest County for 2022 as presented. Motion carried unanimously.

**CYS Needs Based Plan Financial Approval:** Meredith Ketcham, Children & Youth Administrator explained that the narrative has already been approved and today they are asking for approval for the financial portion of the plan. The request consists of a county match in the amount of \$1,055,709.00.

Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the financial request from Children and Youth for their Needs Based Plan as presented. Motion carried unanimously.

**Emergency Food Assistance Program Renewal (TEFAP):** Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the Emergency Food Assistance Program renewal and the designation of Salvation Army as the lead agency. Motion carried unanimously.

**2020 & 2021 Agreement with Erie County Coroner Lyell Cook:** Pamela Matve, Chief Clerk explained that it was not caught that there was never a signed agreement for 2020, therefore no payment was made. Therefore, today the approval is for both 2020 and 2021 at a retainer rate of \$5,000.00 with an autopsy rate of \$1,100.00 each.

Motion was made by Commissioner Benjamin Kafferlin, seconded by Commissioner Jeff Eggleston to approve the agreements with Lyell Cook, Coroner for Erie County, as presented for both 2020 & 2021. Motion carried unanimously.

**Agreement with CFW for the Act 57 background checks:** Motion was made by Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to approve the agreement with Cafardiferguson, Wyrick, Weis & Gabriel to do the background checks for the Act 57 new hires at a rate of \$275.00 per applicant. Motion carried unanimously.

**Commissioner Comments:**

**Adjournment:** Motion was made Commissioner Jeff Eggleston, seconded by Commissioner Benjamin Kafferlin to adjourn the meeting. Motion carried unanimously.

Meeting adjourned 12:27 p.m.

Respectfully submitted,

*Pamela J. Matve*

Pamela J. Matve  
Chief Clerk



Approved:

*Jeff Eggleston*

Jeff Eggleston  
Warren County Commissioner