August 20, 2026

MINUTES

Commissioner Sherman was absent. Staff and Commissioners recited the pledge at 9:00. Purchase orders and bills were reviewed and signed. Pending issues were discussed with the following resolutions approved and signed:

V116-156 Minutes of August 18, 2026:
1st-Rush 2nd-Striker Roll Call: Rush-yes, Striker-yes
V116-157 Additional Appropriation
1st-Striker 2nd-Rush Roll Call: Striker-yes, Rush-yes
V116-158 Payout J. Briley CSEA
1st-Rush 2nd-Striker Roll Call: Striker-yes, Rush-yes
V116-159 Bills
1st-Striker 2nd-Rush Roll Call: Striker-yes, Rush-yes

Commissioner Rush attended the board of DD meeting Tuesday evening. We are merging from union county to another entity to be superintendent. They needed 60 days' notice, so it was moved upon last night.

Commissioner Rush going to Area 8 meeting today in St. Mary's.

Commissioner Striker and Rush will both be attending the Soil and Water meeting this evening at the fairgrounds.

Commissioner Striker will be attending the museum meeting this evening.

Commissioner Striker attended the transportation meeting yesterday afternoon.

Keith Severns, EMA Director
Emergency Management Agency (EMA) Updates
- No spills have occurred since the last meeting.
- The county is currently on a four-month hiatus and is doing well from a hazardous materials and chemical safety standpoint.

Flooding Update
- The county is currently under a flood warning.
- Following the meeting, Keith planned to travel to the southwest corner of the county to assess conditions.
- The flood warning is expected to remain in effect until 4:00 p.m. today.
- No additional rainfall is anticipated today.

State Assistance Efforts
- The State of Ohio continues to provide assistance in Perry County following recent flooding events.
- Keith may be deployed Monday or Tuesday to assist at the Emergency Operations Center (EOC).
- One county has reported more than 3,000 affected residents.
- Additional information will be provided as it becomes available.

LEPC
- All required paperwork has been submitted.
- Approximately $16,000 in funding was expected to be deposited into the account last week.

EMPG Grant
- Keith submitted the grant reimbursement request in one application rather than quarterly.
- Due to concerns about grant delays, the request was submitted at one time.
- The county should receive just under $18,000 through the Emergency Management Performance Grant (EMPG).

New EMA Vehicle
- License plates have been received for the new EMA vehicle.

- Emergency lights and vehicle lettering are the next steps.
- Installation is expected to take approximately two months.

Loss Control / CORSA Updates

- Mandatory HR training will be held at Veterans Hall.
- CORSA has selected the courthouse for its annual safety walkthrough.
- A list of required safety inspection items has been submitted.
- The annual CORSA luncheon will be held in Columbus.

Discussion Regarding Champaign County Assistance

- Commissioner Rush asked whether Keith had been asked to assist Champaign County.
- Keith responded that he had not and that they handled the situation independently.

Water Leak Claim

- The claim related to the water leak at the Annex building has been closed.

Health Department / LEPC Combined Position Discussion

Keith discussed concerns regarding the proposed combined Health Department and LEPC position.

- He stated that the arrangement has become much more complex than originally anticipated.
- Questions raised by legal counsel regarding contracts have slowed the process.
- Keith expressed concerns about using a Memorandum of Understanding (MOU), noting that an MOU does not provide guaranteed funding or long-term security for the employee.
- He stated he would not be comfortable hiring an employee without assurance that funding would be available if one party withdrew from the agreement.
- Although Knox County has operated under a similar arrangement for two months, Hardin County is unable to use the same contract structure.
- The LEPC Coordinator position remains vacant, and Keith is currently covering those responsibilities.
- He emphasized the need to finalize the agreement and fill the position as soon as possible.
- Keith indicated that the delays could jeopardize grant funding available to the Health Department.

Commissioner Discussion

- Commissioner Rush asked what Keith believed should happen next.
- Keith stated that a formal contract is necessary and suggested the commissioners discuss the matter directly with the prosecutor.
- Commissioner Rush proposed meeting with the prosecutor and Keith to address concerns and move the process forward.

Funding Clarification

- Daryl asked what would happen to the LEPC grant funds designated for the coordinator position.
- Keith explained that, currently, he is performing those duties and the county is paying him to oversee the position, contracts, and related responsibilities.
- He noted that the goal is to combine two positions into one.
- Keith added that Mike Bacon has been tracking the financial details associated with the position.

Jennifer Ulmer, Museum Updates

Museum Tour

- Jennifer thanked the commissioners for touring the museum.

ARP Project Progress

- As of July, the museum had just over 200 cataloged items.
- The inventory has now grown to 1,303 cataloged items.

Cataloging Improvements Three systematic improvements have been implemented:

1. **Missing File Identification**
    - More than 200 artifacts have been identified that do not have associated files.
2. **Unknown Master List**
    - A master list has been created for items without unique identification numbers.
    - These items cannot currently be matched to accession files.
    - Approximately 700 items are included on this list.
3. **Found-in-Place Records**

    - Items discovered without documentation are being assigned identification numbers and tracked through a miscellaneous file system.

Transkribus Implementation

- Once museum files are scanned, the Transkribus software will allow keyword searches of records.
- This may help match unidentified artifacts with existing documentation.

Accession and Documentation Practices

- Scope and content templates have been developed.
- Physical files will include photographs and supporting documentation.
- Photograph storage procedures have also been updated.
- Images are now organized in Google Drive by donor collections and thematic collections.

Commissioner Comments

- Commissioner Rush noted that the cataloging effort will make it much easier to locate and access information about museum artifacts.
- Jennifer stated that all inventory and catalog information is exportable.

Membership Access Discussion

- Commissioner Striker suggested exploring whether access to digital photographs could be tied to museum membership as a fundraising opportunity for the museum's 501(c)(3).
- Jennifer noted that while some systems could support that model, many digitization grants prioritize free public access.
- She agreed to consider the idea while evaluating future software options.

Volunteer Discovery

- A student volunteer from Ada assisted with inventory work.
- During the process, Social Security numbers were discovered in some records.
- Jennifer noted that sensitive information would need to be redacted before any records could be made publicly accessible.

Donated Items Policy Discussion

- Commissioner Rush asked about accepting duplicate donated items.
- Jennifer stated that decisions would depend on the specific item.
- For example, war ration books remain highly valuable to the collection, while excessive duplicates of other items may not be practical.
- Factors such as condition, storage capacity, and museum value will be considered when a formal collections policy is developed.

Loaned Items

- Museum staff have identified several items currently on indefinite loan.
- During inventory, firearms were discovered that had been loaned by a historical society that no longer exists.
- Jennifer stated that discussions will be held with legal counsel to determine how those items may become permanent county property.
- Additional loaned items include vases in the Victorian Parlor from the Mary Lou Johnson Library.
- Procedures are being developed to number and catalog loaned items, as they do not receive accession files.
- Similar procedures will be applied to items in the Kenton Toy Room.

Inventory Progress Cataloging has been completed or is nearly completed in the following areas:

- Victorian Parlor
- Willie Wolfsmidt Room
- Native American Room (with the exception of one shadow box)

Additional work remains in:

- Military Room
- Doll Chest Collection
- Rock and Arrowhead Collections

Priority continues to be given to the most significant and valuable items.

Appraisals

- Jennifer is researching appraiser credentials to identify the most qualified professionals.
- All artwork and weapons are now prepared and ready for appraisal.

Museum Events

- The Back in Time at the Barn event drew approximately 150 attendees.
- The museum is partnering with Revitalize Kenton on the Haunted Museum event.

ARP Funding and Contract Extensions

- Approximately $10,000 of the $20,000 ARP allocation has been spent.
- Jennifer requested approval to extend the contracts of Keirn and Elijah from the end of August through December using existing appropriated funds.

Board Action

- The Commissioners agreed to extend both contracts, noting there would be no additional financial impact.

Museum Operations Discussion

- Commissioners discussed the possibility of using the Wood County Museum model as a guide for future museum operations.
- Commissioner Striker stated he would discuss the matter at the museum board meeting that evening.

_____absent_____, YES/NO
President of the Board-Joseph C. Sherman

_____, YES/NO
Fred M. Rush

_____, YES/NO
Timothy L. Striker

Attest_____
Clerk of the Board