
REGULAR SESSION MAY 31, 2023

This day the Board of Morrow County Commissioners met in their office at 80 North Walnut St., Ste. A, Mt. Gilead, Ohio with the following members present: Mr. Abraham, Mr. Mason and Mr. Siegfried.

County Staff: Jamie Brucker, Director of Operations

Public in attendance: Kevin Lewis, Ohio Laborers Union and Bryant Keith, Ohio Laborers Union

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Abraham who then proceeded with the business at hand. The following matters came before the Board for their consideration and approval.

**IN THE MATTER OF
APPROVAL OF THE MINUTES
OF REGULAR SESSION OF MAY 24, 2023: 23-R-448**

Mr. Mason made a motion to approve the minutes of regular session of May 24, 2023, as recorded in the Commissioners Journal # 50.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham..., "yea"

**IN THE MATTER OF
APPROVAL OF BILLS FOR PAYMENT: 23-R-449**

Mr. Abraham made a motion to approve payment of bills numbered 1 through 109 submitted by the Morrow County Auditor's office.

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham..., "yea"

**IN THE MATTER OF
PAY-INS: 23-R-450**

The following pay-ins were made to Conni McChesney, Morrow County Auditor:

Receipt Batch #3490 Payments received from Chesterville customers for sewer fund 5159 \$209.15
Payments received from Johnsville customers for sewer fund 5100 \$433.00
Payments received from Ketterman customers for sewer fund 5121 \$56.00
Payments received from Somoco customers for sewer fund 5110 \$312.74

Receipt Batch #3494 Payments received from Chesterville customers for sewer fund 5159 \$318.00
Payments received from Johnsville customers for sewer fund 5100 \$120.00
Payments received from Ketterman customers for sewer fund 5121 \$56.00
Payments received from Somoco customers for sewer fund 5110 \$1,975.98

Receipt # 231449 Payment from Delaware County Health Department for June WIC rent 2072-1070-470802 \$650.00

Receipt Batch #3497 Payments received from Chesterville customers for sewer fund 5159 \$1,258.89
Payments received from Johnsville customers for sewer fund 5100 \$366.00
Payments received from Ketterman customers for sewer fund 5121 \$224.00

Receipt Batch #3499 Payments received from Chesterville customers for sewer fund 5159 \$3,428.54
Payments received from Johnsville customers for sewer fund 5100 \$240.00
Payments received from Ketterman customers for sewer fund 5121 \$285.60
Payments received from Somoco customers for sewer fund 5110 \$2,198.37

Receipt# 231474 Payment from Morrow County Services for Older Citizens for June insurance premium 7222-7777-740100 \$4,655.74

**IN THE MATTER OF
TRANSFER OF FUNDS – GENERAL FUND, BOARD OF ELECTIONS: 23-T-057**

At the request of April Brown, Deputy Director, a motion was made by Mr. Mason to approve the following transfer of funds:

**Reason – to cover shortage of big mailings for the Board of Elections

From 1000-0016-530315 Poll Workers to 1000-0016-530342 Postage in the amount of \$2,000.00

**Reason – to cover shortage for poll worker training materials 2023

From 1000-0215-550740 Equipment/Furniture to 1000-0215-540410 Office Supplies in the amount of \$300.00

Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL OF QUOTE FOR A FURNITURE UPGRADE IN THE COMMISSIONER’S
CLERK’S AREA: 23-R-451**

WHEREAS, 2 quotes were received to upgrade the furniture in the Commissioner’s Clerks area:

Options Plus Furniture, Ltd	\$10,595.00
National Business Furniture	\$12,790.90

THEREFORE, Mr. Abraham made a motion to approve the quote from Options Plus Furniture, Ltd in the amount of \$10,595.00 to upgrade the furniture.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
TRANSFER OF FUNDS – GENERAL FUND, COMMISSIONERS: 23-T-058**

Mr. Mason made a motion to approve the following transfer of funds to upgrade the furniture in the Commissioner’s Clerks area:

From 1000-0117-550720 Capital Improvements (General Fund) to 1000-0117-550740 Equipment/Computers/Furniture in the amount of \$10,595.00.

Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL OF GUIDELINES FOR THE RESPONSIBLE USE OF ARTIFICIAL
INTELLIGENCE AND APPROVAL TO ADD TO THE MORROW COUNTY POLICIES AND
PROCEDURES MANUAL: 23-R-452**



Mr. Siegfried made a motion to approve the Guidelines For The Responsible Use Of Artificial Intelligence and approval to add guidelines to the Morrow County Policies and Procedures Manual.

Guidelines for the Responsible Use of Artificial Intelligence (AI)

Document Owner	Title
Michael Struck	Director of IT

Document History

Rev #	Name	Date	Description	Signature
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1.0	Michael Struck	5/17/23	Initial draft	
1.1	Michael Struck	5/24/23	Clarified training and finalized	

Version: 1.1

Date: May 24th, 2023

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1. Introduction

The use of Artificial Intelligence (AI) technologies such as ChatGPT or Google Bard by county employees can greatly enhance efficiency, accuracy, and service delivery. This policy provides guidelines to ensure responsible and ethical use of AI while maintaining transparency, accountability, and respect for individuals' privacy and civil liberties.

1.1 Objective

This policy specifies the Morrow County internal use of AI.

1.2 Scope

This policy applies to all county employees who use or have access to AI technologies in the course of their duties, regardless of their job position or department.

1.3 Audience

In general, this policy applies to all Morrow County employees, elected officials and contractors with access to Morrow County systems, networks, Morrow County information, nonpublic personal information, personally identifiable information, and/or customer data.

1.4 Document Changes and Feedback

This policy will be updated and re-issued at least annually to reflect, among other things, changes to applicable law, update or changes to Morrow County requirements, technology, and the results or findings of any audit.

2. Responsible Use of AI

a. County employees shall use AI technologies responsibly, adhering to all applicable laws, regulations, and organizational policies. They should utilize AI as a tool to augment decision-making and improve processes rather than relying solely on AI-generated outcomes.

b. Employees shall exercise due diligence in assessing the reliability, accuracy, and bias of AI algorithms and models before incorporating them into decision-making processes. They should be aware of the limitations and potential risks associated with AI technologies and take appropriate steps to mitigate them.

3. Transparency and Explainability

a. County employees shall strive to ensure transparency and explainability in the use of AI technologies. When AI is used in decision-making processes that impact individuals' rights, significant outcomes, or allocation of resources, employees should be able to provide clear and understandable explanations for the logic, criteria, and factors considered by AI systems.

b. When feasible and appropriate, employees should offer affected individuals the opportunity to seek clarification or challenge decisions made with the assistance of AI technologies.

4. Privacy and Data Protection

a. County employees shall handle personal and sensitive data in accordance with applicable data protection laws, regulations, and organizational policies. They should collect, store, process, and share data only for lawful and legitimate purposes and take appropriate security measures to protect against unauthorized access, use, or disclosure.

b. Employees should consider privacy and data protection implications when implementing AI systems. They should ensure compliance with privacy laws, conduct privacy impact assessments where necessary, and minimize the collection and retention of unnecessary personal data.

5. Accountability and Review

a. County employees shall be accountable for the outcomes of AI systems they use or manage. They should be aware of the potential biases and discriminatory effects that AI algorithms may introduce and take necessary steps to address such issues.

b. Regular reviews and audits should be conducted to assess the fairness, effectiveness, and impact of AI systems. Any identified issues or concerns should be addressed promptly and transparently.

6. Training and Awareness

a. County employees involved in the use of AI technologies should receive appropriate training, education, and support to understand the ethical considerations, risks, and best practices related to AI. Training will be provided by the IT Team and/or be in the form of an online course. Training programs should emphasize the responsible and unbiased use of AI and the importance of human judgment in decision-making.

b. Ongoing awareness campaigns should be conducted to promote a culture of responsible AI use, fostering open dialogue, and encouraging employees to raise concerns or report potential issues related to AI technologies.

7. Compliance and Enforcement

a. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable laws and regulations, as well as relevant organizational policies.

b. Employees should promptly report any known or suspected violations of this policy to their supervisor or the appropriate elected official within the county.

8. Policy Review

This policy shall be reviewed periodically, at least once every year, to ensure its continued relevance and effectiveness. Feedback from employees and stakeholders should be sought and considered during the review process.

9. Conclusion

By adhering to these guidelines, county employees can leverage the benefits of AI technologies while upholding ethical principles, transparency, and accountability in decision-making processes. The responsible use of AI will enable the county to provide efficient and effective services to the public while maintaining public trust and safeguarding individual rights.

Mr. Abraham duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham.., “yea”

**IN THE MATTER OF
A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE OHIO DEPARTMENT OF TRANSPORTATION FOR SFY 2024 TRANSPORTATION ASSISTANCE GRANTS. THESE GRANTS MAY INCLUDE THE OHIO ELDERLY AND DISABLED TRANSIT FARE ASSISTANCE PROGRAM, THE URBAN TRANSIT PROGRAM, THE RURAL TRANSIT PROGRAM, OHIO TRANSPORTATION PARTNERSHIP PROGRAM, BUS AND BUS FACILITIES PROGRAM AND THE OHIO WORKFORCE MOBILITY PARTNERSHIP PROGRAM: 23-R-453**

WHEREAS, the State of Ohio through its SFY 2024 programs has made available funds to assist public transportation systems in Ohio, and

WHEREAS, the Morrow County Area Transit is the transit operator for the Morrow County Board of Commissioners, in Morrow County and will coordinate transportation service with local agencies (list the agencies if known), and

WHEREAS, the Morrow County Area Transit is presently providing transit service and observing all federal and state rules regarding these programs.

NOW, THEREFORE BE IT RESOLVED, That Adam McCombs, Transit Director or Sundie Brown, Executive Director of Morrow County Area Transit is hereby authorized to file applications and execute contracts for the SFY 2024 Ohio Elderly and Disabled Transit Fare Assistance Program, the SFY 2024 Rural Transit Program, the SFY 2024 Urban Transit Program, the SFY 2024 Ohio Transportation Partnership Program, the SFY 2024 Bus and Bus Facilities Program, and the Ohio Workforce Mobility Partnership Program on behalf of the Morrow County Area Transit. That Adam McCombs, Transit Director or Sundie Brown, Executive Director of Morrow County Area Transit is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with these applications.

Mr. Abraham made a motion to approve Resolution.

Mr. Siegfried duly seconded this motion.

Passed this 31st day of May, 2023

Attest: Cheryl Heacock, Clerk

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham.., “yea”

**IN THE MATTER OF
APPROVAL FOR CHAIRMAN TIM ABRAHAM TO SIGN THE STATE FISCAL YEAR 2024/2025 LOCAL WORKFORCE DEVELOPMENT AREA 7 MEMORANDUM OF UNDERSTANDING: 23-R-454**

Mr. Siegfried made a motion to approve Chairman Tim Abraham to sign the State Fiscal Year 2024/2025 Local Workforce Development Area 7 Memorandum of Understanding:

The Area 7/GOWBI Board, which is the local area workforce development board (Board), Deborah Lieberman, Montgomery County Commissioner, which is the Local Area Chief Elected Official (CEO), Montgomery County, which is the fiscal agent for purposes of this MOU, and the local

required and additional partners (identified below and referred to collectively as “partners”) enter into this Memorandum of Understanding (MOU).

All parties agree that the purpose of this MOU is to document the roles, responsibilities, and funding commitments the parties have negotiated and mutually agreed upon for the operation and funding of the local area workforce development system and the OhioMeansJobs center(s) in Local Area 7 (Area).

This MOU will be in effect from July 1, 2023, until June 30, 2025, unless an extension is granted per Section B of this Article.

**A complete copy of this MOU will be on file with the Morrow County Commissioners’ Office

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., “yea” ..,Mr. Mason..., “yea” .., Mr. Abraham..., “yea”

**IN THE MATTER OF
APPROVAL OF THE FOLLOWING AMENDMENTS TO THE MORROW COUNTY JOB AND FAMILY SERVICES POLICIES AND PROCEDURES MANUAL AS WELL AS THE MORROW COUNTY POLICIES AND PROCEDURES MANUAL EFFECTIVE JUNE 1, 2023: 23-R-455**

Mr. Mason made a motion to approve the following amendments to the Morrow County Job and Family Services Policies and Procedures Manual as well as the Morrow County Policies and Procedures Manual effective June 1, 2023.

Section 2.02 Equal Employment Opportunity Policy

- A. It is the policy of the employer to provide equal opportunity in employment to all employees and applicants for employment. No county official, supervisor or other employee may discriminate against a person with respect to hiring or the terms and conditions of employment, because of a person’s race, sex, religion, color, national origin, age, ancestry, disability, military status, genetic history, **or known pregnancy, childbirth, or related medical conditions**, or other protected criteria, **except where such criteria constitutes a bona fide occupational requirement.**
- B. All applicants for employment and all employees shall be treated fairly and equitably based on their respective merit, fitness and bona fide occupational qualifications.
- C. A proven violation of this policy by any employee shall be considered justification for his or her dismissal.

Section 2.03 Americans with Disabilities Act and Pregnant Workers Fairness Act

The Act. The Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. (hereinafter the “ADA”), **as amended and the Pregnant Workers Fairness Act (PWFA)**, prohibits discrimination, in terms of hiring, promotion, transfer, or any other benefits or privileges of employment, of any qualified individual with a disability, **including known pregnancy, childbirth, or related medical conditions** who satisfies the requisite skill, experience, education and other job-related requirements of the position such individual holds or desires, and with or without reasonable accommodation, can perform the essential functions of the position. The employer has established the following policy and grievance procedure in order to ensure compliance with the requirements of the ADA.

- B. Definitions. For purposes of the ADA, a “disability” is defined as: (1) a physical or mental impairment which substantially limits one or more major life activities; (2) a record of having that type of impairment; or (3) being regarded as having that type of impairment. The ADA defines a “qualified individual with a disability” as an individual with a disability who can, with or without reasonable accommodation, perform the essential functions of the job that the individual holds or desires.
- C. Reasonable Accommodation. The physical or mental limitations of an otherwise qualified applicant or employee with a disability, **including known pregnancy, childbirth, or related medical conditions** shall be reasonably accommodated unless the accommodation would pose an undue hardship. Undue hardship, for purposes of this policy, means an action that requires significant difficulty or expense when considered in the light of other relevant factors, or would be extensive, disruptive or would fundamentally alter the nature or operation of the employer.
- D. Undue Hardship. The factors to be considered in determining whether an accommodation would create an undue hardship include the nature and the cost of the accommodation, the size of the department and its overall financial resources, the nature and structure of the operation,

the effect of the accommodation on expenses and resources, conflict with state and federal law, and the impact of the accommodation on other employees. Decisions as to whether an accommodation is reasonable shall be made on an individual case-by-case basis. Employees who believe they are in need of a reasonable accommodation should make their supervisor or the director aware of this need. ([Utilize Form 2 – ADA Request for Reasonable Accommodation](#)).

- E. [ADA/PWFA Coordinator](#). The employer has designated the director or the director's designee as the individual who is to serve as the "ADA coordinator" for the JFS. The ADA coordinator shall coordinate the efforts of the JFS to ensure compliance with the mandates of the ADA and/or PWFA.
- F. [Grievance Procedure](#).
1. The employer's ADA/PWFA grievance procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability, **including known pregnancy, childbirth, or related medical conditions** in employment practices by the employer. The complaint should be in writing and contain information about the alleged discrimination, such as name, address, phone number of complainant and location, date and description of the problem ([Utilize Form 3 – ADA/PWFA Complaint Form](#)). Alternative means of filing complaints, such as personal interviews or a voice recording of the complaint will be made available for persons upon request.
 2. The ADA/PWFA complaint should be submitted by the grievant as soon as possible, but no later than sixty (60) calendar days after the alleged violation to the ADA/PWFA coordinator. Within fifteen (15) calendar days after receipt of the complaint, the ADA/PWFA coordinator will meet with the complainant to discuss the complaint and possible solutions or accommodations that may be available to the complainant. Within fifteen (15) calendar days of the meeting, the ADA/PWFA coordinator shall respond in writing, and, if necessary, will respond in an alternative format accessible to the complainant, such as large print, Braille, or audio recording. The response will explain the position of the employer and offer options for substantive resolution of the complaint.
 3. Nothing included within this grievance procedure shall preclude an individual from filing a complaint with the [Equal Employment Opportunity Commission \("EEOC"\)](#), the [Ohio Civil Rights Commission \("OCRC"\)](#) or any other state or federal agency with applicable jurisdiction.
 4. All written complaints received by the ADA/PWFA coordinator and responses thereto will be kept in a separate file by the employer and maintained for at least three (3) years.

Section 2.04 Non Harassment Policy

- A. [Purpose](#). The employer has a continuing commitment to provide its employees with a productive and satisfying work environment, and to maintain a workplace free from verbal or physical harassment. Harassment of any employee by a non-employee will not be tolerated in the day-to-day work environment, at work-related events outside the workplace. Harassment of any employee by a fellow employee will not be tolerated in the workplace, at work-related events outside the workplace, or outside the workplace altogether. Workplace harassment is considered an act of misconduct which will result in disciplinary action, up to and including termination. All employees are responsible for implementing and monitoring compliance with this policy.
- B. [General Definition](#). Harassment includes derogatory or vulgar, oral or written communications or actions regarding a person's race, sex, sexual orientation, age, religion, ethnic background, national origin, disability, military status, genetic information, **including known pregnancy, childbirth, or related medical conditions** or other protected criteria.
- C. [Sexual Harassment](#). Sexual harassment is a form of harassment and is specifically prohibited. Sexual harassment consists of unwelcome or unsolicited sexual advances, demands, or requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:
1. Submission to that conduct is made either explicitly or implicitly a term or condition of employment.
 2. Submission or rejection of such conduct by an individual is used as the basis for employment decisions.
 3. The conduct has the purpose or effect of substantially interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

- D. Examples of Sexual Harassment. All sexually harassing conduct in the workplace, whether committed by supervisors or non-supervisory personnel is strictly prohibited. Examples of sexual harassment include, but are not limited to:
1. Repeated unwelcome or offensive sexual flirtations, advances or propositions.
 2. Verbal abuse of a sexual nature.
 3. Graphic verbal commentaries about an individual's body or appearance.
 4. Harassment on the basis of sexual preference.
 5. Sexually degrading words used to describe an individual.
 6. Display in the workplace of sexually suggestive objects, pictures, or other media.
 7. Unwelcome or offensive verbal or written communication of sexually suggestive material, including "jokes."
 8. Unwelcome or offensive physical contact.
 9. Any other conduct or behavior that may be construed as being sexually degrading or offensive.
- E. Physical Harassment. "Physical Harassment" is not limited to hitting, pushing, or other aggressive physical conduct and shall include threats to take such action.
- F. Reporting Procedure. An employee who believes that he or she has been, or is being harassed, must promptly report the behavior to a supervisor, the director, the director's designee, or to a member of the BCC. There will be no retaliation against any employee making a good faith report of sexual or other harassment. Any retaliation should also be immediately reported to any one of the individuals previously listed. (Utilize Form 4 – Discrimination and Harassment Complaint Form).
- G. Retaliation. Anyone to whom an allegation of harassment is reported has the obligation to promptly inform the director, or if the director is involved in the complaint, to inform an officer of the BCC. Allegations of harassment will be investigated promptly, fully and fairly. It will be a violation of this policy for any person who learns of the investigation or complaint to take any retaliatory action that affects the work environment of the complainant or any person involved in the investigation. Failure of any employee to cooperate with the investigation of a complaint will be a violation of this policy.
- H. Discipline. If the allegation of harassment is found to be credible, appropriate disciplinary action will be taken with penalties up to and including termination for a first offense, in accordance with the JFS disciplinary policy in Section 7. Findings of fact will be fully documented and shared with the complainant and affected parties, along with the disciplinary action warranted and taken. Records of the allegations, findings and actions taken will be maintained by the director, or designee.
- I. Duty to Report. Any employee who has been advised, or has knowledge that this policy has been violated, must promptly and fully inform a supervisor, the director, or an officer of the BCC. Failure to so inform may subject the employee to disciplinary action, up to and including termination.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham..., "yea"

**IN THE MATTER OF
APPROVAL TO RECESS SESSION: 23-R-456**

Mr. Abraham made a motion to recess session at 9:19 a.m.

Mr. Mason duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham..., "yea"

**IN THE MATTER OF
APPROVAL TO RETURN TO REGULAR SESSION: 23-R-457**

Mr. Abraham made a motion to return to regular session at 2:51 p.m.

Mr. Siegfried duly seconded this motion.

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham.., "yea"

There being no further matters to bring before the board, a motion to adjourn was made by Mr. Abraham and duly seconded by Mr. Mason.

Roll Call Vote: ..,Mr. Siegfried..., "yea" ..,Mr. Mason..., "yea" .., Mr. Abraham.., "yea"

We hereby certify the foregoing to be true and correct.

CHAIRMAN

CLERK

ASSISTANT CLERK

MORROW COUNTY COMMISSIONERS