



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

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

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

**[commissioners@co.warren.oh.us](mailto:commissioners@co.warren.oh.us)**

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

**TOM GROSSMANN**

**SHANNON JONES**

**DAVID G. YOUNG**

**GENERAL SESSION AGENDA**

*September 17, 2024*

- #1** *Clerk—General*
- #2** **9:00** *Executive Session—Personnel Matters to Consider the Dismissal or Discipline of a Public Employee Pursuant to ORC 121.22(G)*

**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

---

Krystal Powell, Clerk

/kp

cc:

Commissioners' file

## REQUISITONS

Department	Vendor Name	Description	Amount
WAT	CINCYAUTOS INC	SEW 2024 FORD F550 CREW CAB XL	\$ 72,524.00 *vehicles/ 3 quotes obtained
TEL	CINCYAUTOS INC	TEL- 2024 FORD TRANSIT 250 CAR	\$ 51,350.00 *vehicle/ 3 quotes obtained
WAT	ELECTRIC MOTOR TECHNOLOGIES LLC	WAT REPLACEMENT AND INSTALLATI	\$ 12,885.00 *capital purchase/ obtained 3 quotes
WAT	XYLEM WATER SOLUTIONS USA INC	SEW PUMP REPLACEMENT FOR VILLA	\$ 41,684.00 *capital purchase/ sole source
TEL	SECURE CYBER DEFENSE LLC	TEL SECURE CYBER DEFENSE MANAG	\$ 66,827.00 *contract in packet
TEL	SECURE CYBER DEFENSE LLC	TEL RENEWAL FORTINET SUPPORT R	\$ 76,698.00 *contract in packet

## PO CHANGE ORDERS

ENG	DDK CONSTRUCTION INC	ENG MCCLURE RD BRDG REHAB PROJ	\$ 267,484.38 *decrease/ due to ODOT payment
FAC	GARBER ELECTRICAL CONTRACTORS	FAC ELECTRICAL REPAIR	\$ 15,300.00 *increase/ capital purchase

9/17/24 APPROVED BY:

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

**CONSENT AGENDA\***  
**September 17, 2024**

*Approve the minutes of the September 10, 2024 Commissioners' Meeting.*

**PERSONNEL**

1. *Approve reclassification of Joy Harrison within Facilities*
2. *Approve disability retirement of Michael Gates within W/S*
3. *Accept resignation of Jaden Pickett within Children Services*

**GENERAL**

4. *Authorize President of the Board to execute consent to assignment and assumption of contract with Gonzalez Companies, LLC on behalf of W/S*
5. *Authorize President of Board to sign a satisfaction of mortgage for Community Housing Assistance Program Corporation*
6. *Enter into agreement with Hobart Institute of Welding Technology and AAAA International Driving School of Mason on behalf of OhioMeansJobs Warren County*
7. *Accept quotes from Secure Cyber on behalf of Telecommunications*
8. *Authorize transfer of Knox box vault key core no longer being utilized by Telecommunications*
9. *Acknowledge payment of bills*

**FINANCIALS**

10. *Accept an amended certificate and approve a supplemental appropriation and cash advance for Township Line Road Bridge Project*
11. *Approve operational transfers from Commissioners' into Child Support Enforcement Agency and Water and Sewer*
12. *Approve supplemental appropriations into Commissioners', Facilities Management, Clerk of Courts, Common Pleas, and Health Insurance*
13. *Approve appropriation adjustment within Sheriff's for payout*
14. *Approve appropriation adjustments within Common Pleas, Juvenile, Telecommunications, OhioMeansJobs, Grants, Facilities Management, and Sewer*

- a. *\*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  
WARREN COUNTY, OHIO**

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

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

**[commissioners@co.warren.oh.us](mailto:commissioners@co.warren.oh.us)**

*Telephone (513) 695-1250*

*Facsimile (513) 695-2054*

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

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

**MINUTES: Regular Session – September 10, 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 September 3, 2024, Work Session meeting.

David G. Young – present

Shannon Jones – absent

Tom Grossmann – present

Laura Lander, Deputy Clerk – present

Minutes of the September 3, 2024 General Session and September 3, 2024 Work Session meetings were read and approved.

- 24-1165 A resolution was adopted hiring Chanda Titus as Protective Services Caseworker II within the Warren County Department of Job and Family Services, Children Services Division. Vote: Unanimous
- 24-1166 A resolution was adopted hiring Tyler Horton as Emergency Communications Operator within the Warren County Emergency Services Department. Vote: Unanimous
- 24-1167 A resolution was adopted approving a wage increase for Curtis Holman within the Warren County Emergency Services Department. Vote: Unanimous
- 24-1168 A resolution was adopted approving the promotion of Brian Simpson to the position of Sewer Collections Worker II within the Water and Sewer Department. Vote: Unanimous
- 24-1169 A resolution was adopted authorizing the posting for an Administrative Support position, within the Warren County Office of Management and Budget, in accordance with Warren County Personnel Policy Manual, section 2.02(A). Vote: Unanimous

MINUTES  
SEPTEMBER 10, 2024  
PAGE 2

- 24-1170 A resolution was adopted approving the appointment of Chris Balster, Assistant Health Commissioner, Warren County Health District, to the Warren County Transit Advisory Committee to fill the term of Matthew Bear due to resignation. Vote: Unanimous
- 24-1171 A resolution was adopted setting a public hearing to consider text amendments to the Warren County Rural Zoning Code initiated by the Warren County Board of County Commissioners. Vote: Unanimous
- 24-1172 A resolution was adopted cancelling the regularly scheduled Commissioners' Meeting of Thursday, September 12, 2024. Vote: Unanimous
- 24-1173 A resolution was adopted authorizing AECOM Technical Services, Inc. to advertise for bids for procurement of anion exchange equipment for the Richard A. Renneker Water Treatment Plant. Vote: Unanimous
- 24-1174 A resolution was adopted entering into professional service contract with the City of Lebanon relative to building permit processing and inspection services. Vote: Unanimous
- 24-1175 A resolution was adopted approving Notice of Intent to Award Bid to DDK Construction Inc. for the Dry Run Road Bridge #81-1.22 Replacement Project. Vote: Unanimous
- 24-1176 A resolution was adopted approving change order #1 with the Aero-Mark Company LLC for the 2024 Stripping Project. Vote: Unanimous
- 24-1177 A resolution was adopted approving an amendment to the contract with Lifespan, Inc. on behalf of the Warren County Department of Human Services. Vote: Unanimous
- 24-1178 A resolution was adopted authorizing Martin Russell, County Administrator, to sign a memorandum of understanding between the Warren County Sheriff and the Warren County Deputy Sheriff's Benevolent Association. Vote: Unanimous
- 24-1179 A resolution was adopted acknowledging receipt of August 2024 Financial Statement. Vote: Unanimous
- 24-1180 A resolution was adopted acknowledging payment of bills. Vote: Unanimous
- 24-1181 A resolution was adopted approving a street and appurtenances (including sidewalks) bond release for M/I Homes of Cincinnati, LLC, for completion of improvements in Roberts Park, Section 2, Block "D" situated in Deerfield Township. Vote: Unanimous
- 24-1182 A resolution was adopted approving Lady Palm Drive and Mocora Court in Roberts Park, Section 2, Block "D" for public maintenance by Deerfield Township. Vote: Unanimous

MINUTES  
SEPTEMBER 10, 2024  
PAGE 3

- 24-1183 A resolution was adopted approving a street and appurtenances (including sidewalks) bond release for M/I Homes of Cincinnati, LLC, for completion of improvements in Roberts Park, Section 3 situated in Deerfield Township. Vote: Unanimous
- 24-1184 A resolution was adopted approving Capitol Avenue in Roberts Park, Section 3 for public maintenance by Deerfield Township. Vote: Unanimous
- 24-1185 A resolution was adopted accepting an amended certificate for the Health Insurance Fund #6632. Vote: Unanimous
- 24-1186 A resolution was adopted accepting an amended certificate and approving a supplemental appropriation into the Tourism and Economic Development Support Fund #2213. Vote: Unanimous
- 24-1187 A resolution was adopted approving a supplemental appropriation into Board of Elections Fund #11011300. Vote: Unanimous
- 24-1188 A resolution was adopted approving a supplemental appropriation into Senior Citizen Fund #2201. Vote: Unanimous
- 24-1189 A resolution was adopted approving a supplemental appropriation into Local Fiscal Recovery Fund #2211. Vote: Unanimous
- 24-1190 A resolution was adopted approving a supplemental appropriation into Common Pleas Community Corrections 2227. Vote: Unanimous
- 24-1191 A resolution was adopted approving a supplemental appropriation into Road Infrastructure Fund #4451. Vote: Unanimous
- 24-1192 A resolution was adopted approving an appropriation adjustment within Clerk of Courts Certificate of Title Administration Fund #2250. Vote: Unanimous
- 24-1193 A resolution was adopted approving an appropriation adjustment within Mary Haven Fund #2270. Vote: Unanimous
- 24-1194 A resolution was adopted approving appropriation adjustment within the Water Revenue Fund #5510. Vote: Unanimous
- 24-1195 A resolution was adopted approving an appropriation adjustment within Health Insurance Fund #6632. Vote: Unanimous
- 24-1196 A resolution was adopted approving requisitions and authorizing the County Administrator to sign documents relative thereto. Vote: Unanimous
- 24-1197 A resolution was adopted approving an appropriation adjustment from Commissioners General Fund #11011110 into Sheriff's Office Fund #11012210. Vote: Unanimous

24-1198      A resolution was adopted approving an appropriation adjustment from Commissioners General Fund #11011110 into Juvenile Probation Fund #11012500. Vote: Unanimous

DISCUSSIONS

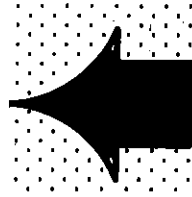
On motion, upon unanimous call of the roll, the Board accepted and approved the consent agenda.

\_\_\_\_\_  
Upon motion the meeting was adjourned.

\_\_\_\_\_  
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 September 10, 2024, in compliance with Section 121.22 O.R.C.

\_\_\_\_\_  
Laura Lander, Deputy 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: RICHARD BREWSTER DEPARTMENT: JDC

\*POSITION: SUPERINTENDENT DATE: 9/9/2024

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:

2024 OJDDA FALL CONFERENCE

LOCATION:

MOHICAN LODGE AND CONFERENCE CENTER  
1098 ASHLAND CO RD 3006, PERRYSVILLE, OHIO 44864

DATE(S): 10/24/2024-10/25/2024

TYPE OF TRAVEL: (Check one)

AIRLINE       STAFF CAR      PRIVATE VEHICLE      OTHER

LODGING: MOHICAN LODGE

ESTIMATED COST OF TRIP: 1200.00

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:

[Signature]      9/9/24  
Signature/Title      Court Administrator      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:

SGT. STEPHEN JOHNSON/SGT. KELLY KIRK/SGT. SEPTEMBER PRESTON



**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: Arlene Byrd DEPARTMENT: Human Services  
\*POSITION: Director DATE: 11-5 thru 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:  
Leadership retreat

LOCATION:  
Nationwide Hotel & Conferenc Center 100 Green Meadows Dr. S. Lewis Center, Oh 43035

DATE(S): November 5-7, 2024

TYPE OF TRAVEL: (Check one)  
AIRLINE      STAFF CAR       PRIVATE VEHICLE       OTHER  
LODGING:      1785.00  
ESTIMATED COST OF TRIP:      2,500.00

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:  
Arlene Byrd, Director      9/5/2024  
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:  
James Ryan Deputy Director/ Lana Lytvyniuk, supervisor/ Kiley Dane, Supervisor Lisa Walton Su



**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: Jordan Barnhart DEPARTMENT: Human Services

\*POSITION: Business Manager DATE: 9/6/2024

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 County Financial Information System (CFIS) Conference

**LOCATION:**

Nationwide Hotel & Conference Center, 100 Green Meadows Drive South, Lewis Center, Ohio

DATE(S): October 7-8, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR      PRIVATE VEHICLE       OTHER

LODGING:      185.00

ESTIMATED COST OF TRIP:      450.00

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:

Arlene Byrd      9/6/2024  
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: Jaelyn Zaczek DEPARTMENT: Prosecutor's Office

\*POSITION: Director of Technology DATE: 9/12/2024

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:

2024 OPAA Administrative Professionals Training

LOCATION:

Marriott Columbus Northwest, 5605 Blazer Pkwy, Dublin, OH 43017

DATE(S): October 17, 2024

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING:

ESTIMATED COST OF TRIP: Registration \$200

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:

David Jones      9-12-24  
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**

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: Jen Haney Conover DEPARTMENT: Records Center  
\*POSITION: Director DATE: 9/11/2024

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:  
Fall CARMA (Ohio County Association of Record Managers and Archivists) Meeting

LOCATION:  
Stark County Offices Building, Canton, Ohio

DATE(S): 10/10 - 10/11

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR  PRIVATE VEHICLE OTHER

LODGING: None

ESTIMATED COST OF TRIP: \$210 - cost of driving personal vehicle

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:

*Jen Haney Conover* Director 9/12/2024  
Signature/Title Date

BOARD OF COMMISSIONERS' APPROVAL:

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

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

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

2025 SEP 12 AM 8:06  
STARK COUNTY RECORDS CENTER

\*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: Chris Peters DEPARTMENT: Sheriff's Office

\*POSITION: Lieutenant DATE: 9/12/24

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:

Dublin, OH

DATE(S): 10/1/24-10/2/24

TYPE OF TRAVEL: (Check one)

AIRLINE      STAFF CAR       PRIVATE VEHICLE      OTHER

LODGING: Marriot Columbus Northwest

ESTIMATED COST OF TRIP: \$2400

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:

Richard J. Chief Deputy 09/12/24  
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:

Dan Schweitzer, Susan Lloyd, Avery Cuthbertson, Steve Arrasmith

RECEIVED

SEP 12 2024



**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: Thomas Naumovski DEPARTMENT: Sheriff's Office

\*POSITION: Sergeant DATE: 9/5/24

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:  
Monroe, NC

DATE(S): 2/3-2/6/25

TYPE OF TRAVEL: (Check one)

AIRLINE STAFF CAR ✓ PRIVATE VEHICLE OTHER

LODGING: Holiday Inn Express and Suites Monroe

ESTIMATED COST OF TRIP: \$1600

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:

*Larry J. Sheriff* 09/10/2024  
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:

[Empty box for listing additional attendees]

RECEIVED 09/10/2024