

UNION COUNTY COMMISSIONERS JOURNAL 2026

March 18, 2026

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The Union County Commissioners met in regular session this 18<sup>th</sup> day of March 2026, with the following members present:

Tom McCarthy, President  
Steve Robinson, Vice President  
David A. Lawrence, Commissioner  
Bill Narducci, County Administrator  
Janell Alexander, Budget Analyst  
Mallory Lehman, Clerk to the Board

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\*Commissioner McCarthy called the meeting to order at 8:30 a.m.

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\*Thayne Gray, Assistant Prosecuting Attorney; Sue Ware, Director/Human Services; Wade Branstiter, IT Supervisor; Mike Williamson, Marysville Journal Tribune; and Joe Case, Marysville Matters were in attendance.

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**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

**RESOLUTION NO. 26-112:**

**Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union County Clerk of Courts – DJFS**

The Board of County Commissioners hereby approves the Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union County Clerk of Courts.

Ohio Department of Job and Family Services  
**IV-D CONTRACT**

Pursuant to Title IV-D of the Social Security Act, Parts 302, 303, and 304 of Title 45 of the Code of Federal Regulations (CFR); sections 3125.13 to 3125.17 of the Ohio Revised Code; and rules 5101:12-1-80 to 5101:12-1-80.4 of the Ohio Administrative Code (hereafter "IV-D Contract rules"), the Union County Child Support Enforcement Agency (hereafter "CSEA") enters into this IV-D Contract with Union County Clerk of Courts (hereafter "Contractor") to purchase services for the effective administration of the support enforcement program.

The CSEA and the Contractor certify that all IV-D Contract activities shall be performed in compliance with Title IV-D of the Social Security Act, 45 CFR Parts 302, 303, and 304, and the rules in Division 5101:12 of the Administrative Code.

Unless otherwise specified, the terms of this IV-D Contract apply to both governmental contractors and private contractors.

The IV-D Contract consists of this document and all attached forms or documents that are incorporated and deemed to be a part of the IV-D Contract as if fully written herein, and are referred to as ODJFS Contract Number 80260101. Nothing in this IV-D Contract shall be construed contrary to state or federal laws and regulations.

**IV-D Contract Terms:**

1. **IV-D Contract Period:** The IV-D Contract is effective from 01/01/2026 through 12/31/2026, unless terminated earlier in accordance with the terms listed in paragraph 23 of this IV-D Contract. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D Contract period that is less than twelve (12) months.

2. **Unit of Service:** Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: Filing Services.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

3. **Optional Purchase of Non-CSEA Initiated Activities:** In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

Initials of Authorized CSEA Representative	Initials of Authorized Court Representative
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4. **IV-D Contract Costs:**

4A. **Unit Rate:** The Unit Rate (or Adjusted Unit Rate, if applicable) for this IV-D Contract is \$80.45 per Unit of Service as determined by:

- The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D Contract with a governmental entity; or
- The procurement process for a IV-D Contract with a private entity.

4B. **Total IV-D Contract Cost:** The Total IV-D Contract Cost is \$40,224.82

5. **Availability of Funds:** The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

5A. Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:

	Amount	Source
Non-Federal Share	\$13,676.44	Local Sources
FFP Reimbursement	\$26,548.38	
<b>Total IV-D Contract Cost</b>	<b>\$40,224.82</b>	

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**March 18, 2026**

- 5B.** The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.
- 6. Performance Standards:** The performance standards shall be based upon the requirements in 45 CFR Part 303. The performance standards are attached to this IV-D Contract in a separate document with a label at the top of the first page that reads, "Performance Standards."
- 7. Access to the Public:** The CSEA and the Contractor agree to make all reasonable efforts to allow public access by providing services between the hours of 8:00 a.m. and 4:30 p.m. on the following days Monday-Friday with the exception of the following days: County Holiday Schedule.
- 8. Amendments to and Modifications of the IV-D Contract:** The Office of Child Support (OCS) will review all IV-D Contract amendments or modifications and determine whether the amendments or modifications are acceptable for purposes of FFP reimbursement. Language in this IV-D Contract shall not be modified, deleted, struck out, or added, except for the following:
- **Amendments:** The CSEA or Contractor may amend any information in the insertable fields in the first paragraph of the IV-D Contract or IV-D Contract Terms 1 through 7, provided that both the CSEA and Contractor agree to the amendments, the CSEA submits the amendments to OCS on the JFS 07037 (IV-D Contract Amendment), and OCS accepts the JFS 07037; or
  - **Modifications:** The CSEA or Contractor may modify the language in this IV-D Contract, provided that both the CSEA and the Contractor agree to the modifications, the CSEA submits the proposed modifications to OCS, and OCS accepts the modifications. If the CSEA or Contractor modifies the language in this IV-D Contract without the agreement of both parties to the IV-D Contract and acceptance from OCS, the modified IV-D Contract will have no force or effect of law.
- 9. Billing Requirements:** When the Contractor is a private entity, the Contractor shall ensure that the JFS 07035 (IV-D Contract Invoice) is submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided.
- When the Contractor is a governmental entity, the Contractor shall ensure that the JFS 07034 (Governmental Contactor Monthly Expense Report) and the JFS 07035 are submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided. If the Contractor neglects or refuses to submit the JFS 07034 or JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
- If the Contractor neglects or refuses to submit the JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
- 10. Expensed Equipment:** Equipment that has been included in the unit rate on the JFS 07020 and expensed rather than depreciated during the IV-D Contract period shall be transferred to the CSEA or the appropriate residual value shall be paid to the CSEA when the equipment is no longer needed to carry out the work under this IV-D Contract or a succeeding IV-D contract.
- 11. Monitoring and Evaluation:** The CSEA and the Contractor shall monitor and evaluate the extent to which services described in the IV-D Contract are being performed. The CSEA shall evaluate the performance of the Contractor on the JFS 02151 (IV-D Contract Evaluation) and provide a copy of the completed JFS 02151 to the Contractor.
- 12. Recordkeeping:** The Contractor shall maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this IV-D Contract. All books, records, payroll, and documents related to this IV-D Contract that are in the possession of the Contractor or of a third party performing work related to this IV-D Contract shall be maintained and preserved by the Contractor for a period of three years after final payment, unless otherwise directed by the CSEA. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and CSEA personnel or their designees. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records must be retained until all issues arising from the action are resolved or until the end of the three-year period, whichever is later.
- 13. Responsibility for Review or Audit Findings and Recommendations:** The Contractor agrees to accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this IV-D Contract.
- 14. Indemnity:** When the Contractor is a private entity, the Contractor shall certify that it will at all times during the existence of this IV-D Contract indemnify and hold harmless the CSEA, the Ohio Department of Job and Family Services, and the Board of County Commissioners or county administrator in the same county as the CSEA against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this IV-D Contract.

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15. **Insurance:** When the Contractor is a private entity, the Contractor shall contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable, foreseeable torts that could cause injury or death.
16. **Finding for Recovery:** The Contractor certifies that the Contractor is not subject to a finding for recovery or it has taken the appropriate remedial steps required under section 9.24 of the Ohio Revised Code or it otherwise qualifies to contract with the State of Ohio under section 9.24 of the Ohio Revised Code.
17. **Licenses:** The Contractor certifies that all approvals, licenses, or other qualifications necessary to conduct business or, if applicable, practice law in Ohio have been obtained and are operative. If at any time during the IV-D Contract period the Contractor becomes disqualified or suspended from conducting business or, if applicable, practicing law in Ohio, the Contractor must immediately notify the CSEA of the disqualification or suspension and the Contractor will immediately cease performance of any obligations under this IV-D Contract.
18. **Independent Capacity for the Contractor:** The Contractor and its agents, employees, and subcontractors will act in performance of this IV-D Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the CSEA.
19. **Confidentiality:** The Contractor agrees that information regarding an individual shall only be used for purposes related to the IV-D program, in accordance with rules 5101:12-1-20 to 5101:12-1-20.2 of the Ohio Administrative Code. Disclosure of information for any other purpose is prohibited.
20. **Americans with Disabilities Act (ADA) Compliance:** The Contractor certifies that it is in full compliance with all statutes and regulations pertaining to the ADA of 1990 and with section 504 of the Rehabilitation Act of 1973.
21. **Civil Rights:** The Contractor certifies compliance with rule 5101:9-2-01 of the Ohio Administrative Code.
22. **Equal Employment Opportunity:** In carrying out this IV-D Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. The Contractor shall ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
23. **Termination:** This IV-D Contract may be terminated:
  - 23A. By mutual agreement at any time after the date on which the two parties reach their decision.
  - 23B. If FFP reimbursement or the non-federal share designated for the purchase of services under this IV-D Contract is not available to the CSEA in an amount adequate to support the IV-D Contract as determined by the CSEA. When termination of the IV-D Contract occurs under this paragraph, the termination date is the date upon which the FFP reimbursement or non-federal share is no longer available; however, the CSEA may determine a later termination date. The CSEA shall provide the Contractor written notice of the termination but is not required to provide written notice in advance of the termination. Reimbursement to the Contractor will cease on the date of termination of the IV-D Contract.
  - 23C. If the CSEA has discovered any illegal conduct on the part of the Contractor, immediately upon delivery of written notice to the Contractor by the CSEA.
  - 23D. If the Contractor does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract as determined by the CSEA. If the CSEA elects to terminate the IV-D Contract, the CSEA shall provide the Contractor with written notice thirty days in advance of the termination date.
  - 23E. If the CSEA does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract, as determined by the Contractor. If the Contractor elects to terminate the IV-D Contract, the Contractor shall provide the CSEA with written notice thirty days in advance of the termination date.
  - 23F. If the IV-D Contract is for legal services and the Contractor becomes disqualified or suspended from conducting business or practicing law in Ohio, all obligations under this IV-D Contract shall immediately terminate and the Contractor shall immediately notify the CSEA and cease the performance of any obligations under this IV-D Contract.

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

When the IV-D Contract terminates, the Contractor shall be entitled to compensation upon submission of the appropriate form(s), as described in paragraph 9, for the work performed prior to:

- The date on which the parties reached their decision, in accordance with paragraph 23A;
- The receipt of the written notice of termination, in accordance with paragraphs 23B through 23E; or
- The Contractor being disqualified or suspended from conducting business or practicing law, in accordance with paragraph 23F.

The CSEA shall calculate the compensation based on the Total IV-D Contract Cost less any funds previously paid by or on behalf of the CSEA. The Contractor shall not exceed the Total IV-D Contract Cost. The CSEA shall not be liable for any further claims.

**IV-D Contract Signatures:**

Signature of CSEA's Representative <i>[Signature]</i>	Printed Name of CSEA's Representative Sue Ware, Human Services Director
Date of Signature 3/11/26	

Signature of Contractor's Representative <i>[Signature]</i>	Printed Name of Contractor's Representative Danielle Sullivan
Date of Signature 3-3-2026	Printed Street Address of Contractor 215 West 5 <sup>th</sup> Street
Printed Title of Contractor's Representative Union County Clerk of Court	Printed City, State, and Zip Code of Contractor Marysville, OH 43040

Signature of County Commissioner or Representative <i>[Signature]</i>	Date of Signature 3/18/2026
Signature of County Commissioner or Representative <i>[Signature]</i>	Date of Signature 3/18/2026
Signature of County Commissioner or Representative <i>[Signature]</i>	Date of Signature 3/18/2026
Signature of Prosecutor, if required by County Commissioners <i>[Signature]</i> <small>Digitally signed by Samantha M. Hobbs Date: 2026.02.24 14:18:50 -05'00'</small>	Date of Signature

C.J. 2026  
20-12  
 Date 3/18/2026

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
 Tom McCarthy, Yea  
 David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

RESOLUTION NO. 26-113:

**Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union Count Juvenile Clerk of Courts – DJFS**

The Board of County Commissioners hereby approves the Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union Count Juvenile Clerk of Courts.

Ohio Department of Job and Family Services  
**IV-D CONTRACT**

Pursuant to Title IV-D of the Social Security Act, Parts 302, 303, and 304 of Title 45 of the Code of Federal Regulations (CFR); sections 3125.13 to 3125.17 of the Ohio Revised Code; and rules 5101:12-1-80 to 5101:12-1-80.4 of the Ohio Administrative Code (hereafter "IV-D Contract rules"), the Union County Child Support Enforcement Agency (hereafter "CSEA") enters into this IV-D Contract with Union County Juvenile Clerk of Courts (hereafter "Contractor") to purchase services for the effective administration of the support enforcement program.

The CSEA and the Contractor certify that all IV-D Contract activities shall be performed in compliance with Title IV-D of the Social Security Act, 45 CFR Parts 302, 303, and 304, and the rules in Division 5101:12 of the Administrative Code.

Unless otherwise specified, the terms of this IV-D Contract apply to both governmental contractors and private contractors.

The IV-D Contract consists of this document and all attached forms or documents that are incorporated and deemed to be a part of the IV-D Contract as if fully written herein, and are referred to as ODJFS Contract Number 80260501. Nothing in this IV-D Contract shall be construed contrary to state or federal laws and regulations.

**IV-D Contract Terms:**

1. **IV-D Contract Period:** The IV-D Contract is effective from 01/01/2026 through 12/31/2026, unless terminated earlier in accordance with the terms listed in paragraph 23 of this IV-D Contract. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D Contract period that is less than twelve (12) months.

2. **Unit of Service:** Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: filing services.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

3. **Optional Purchase of Non-CSEA Initiated Activities:** In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

Initials of Authorized CSEA Representative <i>[Signature]</i>	Initials of Authorized Court Representative <i>[Signature]</i>
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4. **IV-D Contract Costs:**

4A. **Unit Rate:** The Unit Rate (or Adjusted Unit Rate, if applicable) for this IV-D Contract is \$24.79 per Unit of Service as determined by:

- The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D Contract with a governmental entity; or
- The procurement process for a IV-D Contract with a private entity.

4B. **Total IV-D Contract Cost:** The Total IV-D Contract Cost is \$99,141.84

5. **Availability of Funds:** The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

5A. Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:

	Amount	Source
Non-Federal Share	\$33,708.23	Local Sources
FFP Reimbursement	\$65,433.61	
Total IV-D Contract Cost	\$99,141.84	

5B. The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.

UNION COUNTY COMMISSIONERS JOURNAL 2026  
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6. **Performance Standards:** The performance standards shall be based upon the requirements in 45 CFR Part 303. The performance standards are attached to this IV-D Contract in a separate document with a label at the top of the first page that reads, "Performance Standards."
7. **Access to the Public:** The CSEA and the Contractor agree to make all reasonable efforts to allow public access by providing services between the hours of 8:00 a.m. and 4:30 p.m. on the following days Monday-Friday with the exception of the following days: County Holiday Schedule.
8. **Amendments to and Modifications of the IV-D Contract:** The Office of Child Support (OCS) will review all IV-D Contract amendments or modifications and determine whether the amendments or modifications are acceptable for purposes of FFP reimbursement. Language in this IV-D Contract shall not be modified, deleted, struck out, or added, except for the following:
  - **Amendments:** The CSEA or Contractor may amend any information in the insertable fields in the first paragraph of the IV-D Contract or IV-D Contract Terms 1 through 7, provided that both the CSEA and Contractor agree to the amendments, the CSEA submits the amendments to OCS on the JFS 07037 (IV-D Contract Amendment), and OCS accepts the JFS 07037; or
  - **Modifications:** The CSEA or Contractor may modify the language in this IV-D Contract, provided that both the CSEA and the Contractor agree to the modifications, the CSEA submits the proposed modifications to OCS, and OCS accepts the modifications. If the CSEA or Contractor modifies the language in this IV-D Contract without the agreement of both parties to the IV-D Contract and acceptance from OCS, the modified IV-D Contract will have no force or effect of law.
9. **Billing Requirements:** When the Contractor is a private entity, the Contractor shall ensure that the JFS 07035 (IV-D Contract Invoice) is submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided.

When the Contractor is a governmental entity, the Contractor shall ensure that the JFS 07034 (Governmental Contractor Monthly Expense Report) and the JFS 07035 are submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided. If the Contractor neglects or refuses to submit the JFS 07034 or JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.

If the Contractor neglects or refuses to submit the JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
10. **Expensed Equipment:** Equipment that has been included in the unit rate on the JFS 07020 and expensed rather than depreciated during the IV-D Contract period shall be transferred to the CSEA or the appropriate residual value shall be paid to the CSEA when the equipment is no longer needed to carry out the work under this IV-D Contract or a succeeding IV-D contract.
11. **Monitoring and Evaluation:** The CSEA and the Contractor shall monitor and evaluate the extent to which services described in the IV-D Contract are being performed. The CSEA shall evaluate the performance of the Contractor on the JFS 02151 (IV-D Contract Evaluation) and provide a copy of the completed JFS 02151 to the Contractor.
12. **Recordkeeping:** The Contractor shall maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this IV-D Contract. All books, records, payroll, and documents related to this IV-D Contract that are in the possession of the Contractor or of a third party performing work related to this IV-D Contract shall be maintained and preserved by the Contractor for a period of three years after final payment, unless otherwise directed by the CSEA. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and CSEA personnel or their designees. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records must be retained until all issues arising from the action are resolved or until the end of the three-year period, whichever is later.
13. **Responsibility for Review or Audit Findings and Recommendations:** The Contractor agrees to accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this IV-D Contract.
14. **Indemnity:** When the Contractor is a private entity, the Contractor shall certify that it will at all times during the existence of this IV-D Contract indemnify and hold harmless the CSEA, the Ohio Department of Job and Family Services, and the Board of County Commissioners or county administrator in the same county as the CSEA against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this IV-D Contract.

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15. **Insurance:** When the Contractor is a private entity, the Contractor shall contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable, foreseeable torts that could cause injury or death.
16. **Finding for Recovery:** The Contractor certifies that the Contractor is not subject to a finding for recovery or it has taken the appropriate remedial steps required under section 9.24 of the Ohio Revised Code or it otherwise qualifies to contract with the State of Ohio under section 9.24 of the Ohio Revised Code.
17. **Licenses:** The Contractor certifies that all approvals, licenses, or other qualifications necessary to conduct business or, if applicable, practice law in Ohio have been obtained and are operative. If at any time during the IV-D Contract period the Contractor becomes disqualified or suspended from conducting business or, if applicable, practicing law in Ohio, the Contractor must immediately notify the CSEA of the disqualification or suspension and the Contractor will immediately cease performance of any obligations under this IV-D Contract.
18. **Independent Capacity for the Contractor:** The Contractor and its agents, employees, and subcontractors will act in performance of this IV-D Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the CSEA.
19. **Confidentiality:** The Contractor agrees that information regarding an individual shall only be used for purposes related to the IV-D program, in accordance with rules 5101:12-1-20 to 5101:12-1-20.2 of the Ohio Administrative Code. Disclosure of information for any other purpose is prohibited.
20. **Americans with Disabilities Act (ADA) Compliance:** The Contractor certifies that it is in full compliance with all statutes and regulations pertaining to the ADA of 1990 and with section 504 of the Rehabilitation Act of 1973.
21. **Civil Rights:** The Contractor certifies compliance with rule 5101:9-2-01 of the Ohio Administrative Code.
22. **Equal Employment Opportunity:** In carrying out this IV-D Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. The Contractor shall ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
23. **Termination:** This IV-D Contract may be terminated:
  - 23A. By mutual agreement at any time after the date on which the two parties reach their decision.
  - 23B. If FFP reimbursement or the non-federal share designated for the purchase of services under this IV-D Contract is not available to the CSEA in an amount adequate to support the IV-D Contract as determined by the CSEA. When termination of the IV-D Contract occurs under this paragraph, the termination date is the date upon which the FFP reimbursement or non-federal share is no longer available; however, the CSEA may determine a later termination date. The CSEA shall provide the Contractor written notice of the termination but is not required to provide written notice in advance of the termination. Reimbursement to the Contractor will cease on the date of termination of the IV-D Contract.
  - 23C. If the CSEA has discovered any illegal conduct on the part of the Contractor, immediately upon delivery of written notice to the Contractor by the CSEA.
  - 23D. If the Contractor does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract as determined by the CSEA. If the CSEA elects to terminate the IV-D Contract, the CSEA shall provide the Contractor with written notice thirty days in advance of the termination date.
  - 23E. If the CSEA does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract, as determined by the Contractor. If the Contractor elects to terminate the IV-D Contract, the Contractor shall provide the CSEA with written notice thirty days in advance of the termination date.
  - 23F. If the IV-D Contract is for legal services and the Contractor becomes disqualified or suspended from conducting business or practicing law in Ohio, all obligations under this IV-D Contract shall immediately terminate and the Contractor shall immediately notify the CSEA and cease the performance of any obligations under this IV-D Contract.

**UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026**

When the IV-D Contract terminates, the Contractor shall be entitled to compensation upon submission of the appropriate form(s), as described in paragraph 9, for the work performed prior to:

- The date on which the parties reached their decision, in accordance with paragraph 23A;
- The receipt of the written notice of termination, in accordance with paragraphs 23B through 23E; or
- The Contractor being disqualified or suspended from conducting business or practicing law, in accordance with paragraph 23F.

The CSEA shall calculate the compensation based on the Total IV-D Contract Cost less any funds previously paid by or on behalf of the CSEA. The Contractor shall not exceed the Total IV-D Contract Cost. The CSEA shall not be liable for any further claims.

**IV-D Contract Signatures:**

Signature of CSEA's Representative <i>[Handwritten Signature]</i>	Printed Name of CSEA's Representative Sue Ware, Human Services Director
Date of Signature 2/29/26	

Signature of Contractor's Representative <i>[Handwritten Signature]</i>	Printed Name of Contractor's Representative Rick Rodger
Date of Signature 2/13/26	Printed Street Address of Contractor 215 West 5 <sup>th</sup> Street
Printed Title of Contractor's Representative Union County Juvenile Court Judge	Printed City, State, and Zip Code of Contractor Marysville, OH 43040

Signature of County Commissioner or Representative <i>[Handwritten Signature]</i>	Date of Signature 3/18/2026
Signature of County Commissioner or Representative <i>[Handwritten Signature]</i>	Date of Signature 3/18/2026
Signature of County Commissioner or Representative <i>[Handwritten Signature]</i>	Date of Signature 3/18/2026
Signature of Prosecutor, if required by County Commissioners <i>[Handwritten Signature]</i> <small>Digitally signed by Samantha M. Hobbs Date: 2026.03.12 11:57:00 -0500</small>	Date of Signature

C.J. 2026  
Case: 26-113  
Date: 3/18/2026

A motion was made by David A. Lawrence and seconded by Tom McCarthy to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

RESOLUTION NO. 26-114:

**Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union County Juvenile Clerk Magistrate – DJFS**

The Board of County Commissioners hereby approves the Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union County Juvenile Clerk Magistrate.

Ohio Department of Job and Family Services  
**IV-D CONTRACT**

Pursuant to Title IV-D of the Social Security Act, Parts 302, 303, and 304 of Title 45 of the Code of Federal Regulations (CFR); sections 3125.13 to 3125.17 of the Ohio Revised Code; and rules 5101:12-1-80 to 5101:12-1-80.4 of the Ohio Administrative Code (hereafter "IV-D Contract rules"), the Union County Child Support Enforcement Agency (hereafter "CSEA") enters into this IV-D Contract with Union County Juvenile Clerk Magistrate (hereafter "Contractor") to purchase services for the effective administration of the support enforcement program.

The CSEA and the Contractor certify that all IV-D Contract activities shall be performed in compliance with Title IV-D of the Social Security Act, 45 CFR Parts 302, 303, and 304, and the rules in Division 5101:12 of the Administrative Code.

Unless otherwise specified, the terms of this IV-D Contract apply to both governmental contractors and private contractors.

The IV-D Contract consists of this document and all attached forms or documents that are incorporated and deemed to be a part of the IV-D Contract as if fully written herein, and are referred to as ODJFS Contract Number 80260504. Nothing in this IV-D Contract shall be construed contrary to state or federal laws and regulations.

**IV-D Contract Terms:**

- IV-D Contract Period:** The IV-D Contract is effective from 01/01/2026 through 12/31/2026, unless terminated earlier in accordance with the terms listed in paragraph 23 of this IV-D Contract. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D Contract period that is less than twelve (12) months.
- Unit of Service:** Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: Hour.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

- Optional Purchase of Non-CSEA Initiated Activities:** In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

Initials of Authorized CSEA Representative <i>MC</i>	Initials of Authorized Court Representative <i>R. Kelly</i>
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**4. IV-D Contract Costs:**

**4A. Unit Rate:** The Unit Rate (or Adjusted Unit Rate, if applicable) for this IV-D Contract is \$121.30 per Unit of Service as determined by:

- The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D Contract with a governmental entity; or
- The procurement process for a IV-D Contract with a private entity.

**4B. Total IV-D Contract Cost:** The Total IV-D Contract Cost is \$16,982.57

- Availability of Funds:** The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

**5A. Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:**

	Amount	Source
Non-Federal Share	\$5,774.07	Local Sources
FFP Reimbursement	\$11,208.50	
<b>Total IV-D Contract Cost</b>	<b>\$16,982.57</b>	

**5B. The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.**

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6. **Performance Standards:** The performance standards shall be based upon the requirements in 45 CFR Part 303. The performance standards are attached to this IV-D Contract in a separate document with a label at the top of the first page that reads, "Performance Standards."
7. **Access to the Public:** The CSEA and the Contractor agree to make all reasonable efforts to allow public access by providing services between the hours of 8:00 a.m. and 4:30 p.m. on the following days Monday-Friday with the exception of the following days: County Holiday Schedule.
8. **Amendments to and Modifications of the IV-D Contract:** The Office of Child Support (OCS) will review all IV-D Contract amendments or modifications and determine whether the amendments or modifications are acceptable for purposes of FFP reimbursement. Language in this IV-D Contract shall not be modified, deleted, struck out, or added, except for the following:
  - **Amendments:** The CSEA or Contractor may amend any information in the insertable fields in the first paragraph of the IV-D Contract or IV-D Contract Terms 1 through 7, provided that both the CSEA and Contractor agree to the amendments, the CSEA submits the amendments to OCS on the JFS 07037 (IV-D Contract Amendment), and OCS accepts the JFS 07037; or
  - **Modifications:** The CSEA or Contractor may modify the language in this IV-D Contract, provided that both the CSEA and the Contractor agree to the modifications, the CSEA submits the proposed modifications to OCS, and OCS accepts the modifications. If the CSEA or Contractor modifies the language in this IV-D Contract without the agreement of both parties to the IV-D Contract and acceptance from OCS, the modified IV-D Contract will have no force or effect of law.
9. **Billing Requirements:** When the Contractor is a private entity, the Contractor shall ensure that the JFS 07035 (IV-D Contract Invoice) is submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided.

When the Contractor is a governmental entity, the Contractor shall ensure that the JFS 07034 (Governmental Contactor Monthly Expense Report) and the JFS 07035 are submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided. If the Contractor neglects or refuses to submit the JFS 07034 or JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.

If the Contractor neglects or refuses to submit the JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
10. **Expensed Equipment:** Equipment that has been included in the unit rate on the JFS 07020 and expensed rather than depreciated during the IV-D Contract period shall be transferred to the CSEA or the appropriate residual value shall be paid to the CSEA when the equipment is no longer needed to carry out the work under this IV-D Contract or a succeeding IV-D contract.
11. **Monitoring and Evaluation:** The CSEA and the Contractor shall monitor and evaluate the extent to which services described in the IV-D Contract are being performed. The CSEA shall evaluate the performance of the Contractor on the JFS 02151 (IV-D Contract Evaluation) and provide a copy of the completed JFS 02151 to the Contractor.
12. **Recordkeeping:** The Contractor shall maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this IV-D Contract. All books, records, payroll, and documents related to this IV-D Contract that are in the possession of the Contractor or of a third party performing work related to this IV-D Contract shall be maintained and preserved by the Contractor for a period of three years after final payment, unless otherwise directed by the CSEA. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and CSEA personnel or their designees. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records must be retained until all issues arising from the action are resolved or until the end of the three-year period, whichever is later.
13. **Responsibility for Review or Audit Findings and Recommendations:** The Contractor agrees to accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this IV-D Contract.
14. **Indemnity:** When the Contractor is a private entity, the Contractor shall certify that it will at all times during the existence of this IV-D Contract indemnify and hold harmless the CSEA, the Ohio Department of Job and Family Services, and the Board of County Commissioners or county administrator in the same county as the CSEA against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this IV-D Contract.

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15. **Insurance:** When the Contractor is a private entity, the Contractor shall contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable, foreseeable torts that could cause injury or death.
16. **Finding for Recovery:** The Contractor certifies that the Contractor is not subject to a finding for recovery or it has taken the appropriate remedial steps required under section 9.24 of the Ohio Revised Code or it otherwise qualifies to contract with the State of Ohio under section 9.24 of the Ohio Revised Code.
17. **Licenses:** The Contractor certifies that all approvals, licenses, or other qualifications necessary to conduct business or, if applicable, practice law in Ohio have been obtained and are operative. If at any time during the IV-D Contract period the Contractor becomes disqualified or suspended from conducting business or, if applicable, practicing law in Ohio, the Contractor must immediately notify the CSEA of the disqualification or suspension and the Contractor will immediately cease performance of any obligations under this IV-D Contract.
18. **Independent Capacity for the Contractor:** The Contractor and its agents, employees, and subcontractors will act in performance of this IV-D Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the CSEA.
19. **Confidentiality:** The Contractor agrees that information regarding an individual shall only be used for purposes related to the IV-D program, in accordance with rules 5101:12-1-20 to 5101:12-1-20.2 of the Ohio Administrative Code. Disclosure of information for any other purpose is prohibited.
20. **Americans with Disabilities Act (ADA) Compliance:** The Contractor certifies that it is in full compliance with all statutes and regulations pertaining to the ADA of 1990 and with section 504 of the Rehabilitation Act of 1973.
21. **Civil Rights:** The Contractor certifies compliance with rule 5101:9-2-01 of the Ohio Administrative Code.
22. **Equal Employment Opportunity:** In carrying out this IV-D Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. The Contractor shall ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
23. **Termination:** This IV-D Contract may be terminated:
  - 23A. By mutual agreement at any time after the date on which the two parties reach their decision.
  - 23B. If FFP reimbursement or the non-federal share designated for the purchase of services under this IV-D Contract is not available to the CSEA in an amount adequate to support the IV-D Contract as determined by the CSEA. When termination of the IV-D Contract occurs under this paragraph, the termination date is the date upon which the FFP reimbursement or non-federal share is no longer available; however, the CSEA may determine a later termination date. The CSEA shall provide the Contractor written notice of the termination but is not required to provide written notice in advance of the termination. Reimbursement to the Contractor will cease on the date of termination of the IV-D Contract.
  - 23C. If the CSEA has discovered any illegal conduct on the part of the Contractor, immediately upon delivery of written notice to the Contractor by the CSEA.
  - 23D. If the Contractor does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract as determined by the CSEA. If the CSEA elects to terminate the IV-D Contract, the CSEA shall provide the Contractor with written notice thirty days in advance of the termination date.
  - 23E. If the CSEA does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract, as determined by the Contractor. If the Contractor elects to terminate the IV-D Contract, the Contractor shall provide the CSEA with written notice thirty days in advance of the termination date.
  - 23F. If the IV-D Contract is for legal services and the Contractor becomes disqualified or suspended from conducting business or practicing law in Ohio, all obligations under this IV-D Contract shall immediately terminate and the Contractor shall immediately notify the CSEA and cease the performance of any obligations under this IV-D Contract.



**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
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**RESOLUTION NO. 26-115:**

**Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union County Sheriff – DJFS**

The Board of County Commissioners hereby approves the Title IV-D Contract Between the Union County Child Support Enforcement Agency (CSEA) and Union County Sheriff.

Ohio Department of Job and Family Services  
**IV-D CONTRACT**

Pursuant to Title IV-D of the Social Security Act, Parts 302, 303, and 304 of Title 45 of the Code of Federal Regulations (CFR); sections 3125.13 to 3125.17 of the Ohio Revised Code; and rules 5101:12-1-80 to 5101:12-1-80.4 of the Ohio Administrative Code (hereafter "IV-D Contract rules"), the Union County Child Support Enforcement Agency (hereafter "CSEA") enters into this IV-D Contract with Union County Sheriff (hereafter "Contractor") to purchase services for the effective administration of the support enforcement program.

The CSEA and the Contractor certify that all IV-D Contract activities shall be performed in compliance with Title IV-D of the Social Security Act, 45 CFR Parts 302, 303, and 304, and the rules in Division 5101:12 of the Administrative Code.

Unless otherwise specified, the terms of this IV-D Contract apply to both governmental contractors and private contractors.

The IV-D Contract consists of this document and all attached forms or documents that are incorporated and deemed to be a part of the IV-D Contract as if fully written herein, and are referred to as ODJFS Contract Number 80260907. Nothing in this IV-D Contract shall be construed contrary to state or federal laws and regulations.

**IV-D Contract Terms:**

1. **IV-D Contract Period:** The IV-D Contract is effective from 01/01/2026 through 12/31/2026, unless terminated earlier in accordance with the terms listed in paragraph 23 of this IV-D Contract. The IV-D Contract period shall not exceed twelve (12) months. The CSEA and contractor may agree upon a IV-D Contract period that is less than twelve (12) months.
2. **Unit of Service:** Subject to the terms and conditions set forth in this IV-D Contract, the CSEA agrees to purchase and the Contractor agrees to provide the following Unit of Service for a IV-D case: Service of Process.

The CSEA and the Contractor certify that all units of service are eligible for federal financial participation (FFP) reimbursement in accordance with rules 5101:12-1-60 and 5101:12-1-60.1 of the Ohio Administrative Code, the IV-D Contract rules, and 2 CFR, Subtitle A, Chapter II, Part 225 (Circular A-87 of the Federal Office of Management and Budget).

3. **Optional Purchase of Non-CSEA Initiated Activities:** In a IV-D Contract with a court for magistrate services, the CSEA may elect to purchase non-CSEA initiated activities in addition to CSEA initiated activities. If the CSEA elects to purchase non-CSEA initiated activities in addition to CSEA initiated activities, the CSEA and the court shall signify the decision by placing their initials on the lines below.

Initials of Authorized CSEA Representative	Initials of Authorized Court Representative
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4. **IV-D Contract Costs:**

- 4A. **Unit Rate:** The Unit Rate (or Adjusted Unit Rate, if applicable) for this IV-D Contract is \$215.46 per Unit of Service as determined by:
  - The calculation listed in the JFS 07020 (Governmental Contractor IV-D Contract Budget) for a IV-D Contract with a governmental entity; or
  - The procurement process for a IV-D Contract with a private entity.

4B. **Total IV-D Contract Cost:** The Total IV-D Contract Cost is \$10,772.82

5. **Availability of Funds:** The CSEA certifies that it has adequate funds to meet its obligations under this IV-D Contract, that it intends to maintain this IV-D Contract for the full period set forth herein, that it believes that it will have sufficient funds to enable it to make all payments due hereunder during such period, and that it will use its best effort to obtain the appropriation of any necessary funds during the term of this IV-D Contract.

- 5A. Payments for all services provided in accordance with the provisions of this IV-D Contract are contingent upon the availability of the non-federal share and FFP reimbursement, as follows:

	Amount	Source
Non-Federal Share	\$3,662.76	Local Sources
FFP Reimbursement	\$7,110.06	
<b>Total IV-D Contract Cost</b>	<b>\$10,772.82</b>	

- 5B. The CSEA certifies that the non-federal share is not provided from any source that is prohibited by state or federal law.

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6. **Performance Standards:** The performance standards shall be based upon the requirements in 45 CFR Part 303. The performance standards are attached to this IV-D Contract in a separate document with a label at the top of the first page that reads, "Performance Standards."
7. **Access to the Public:** The CSEA and the Contractor agree to make all reasonable efforts to allow public access by providing services between the hours of 8 a.m. and 4:30 p.m. on the following days Monday-Friday with the exception of the following days: County Holiday Schedule.
8. **Amendments to and Modifications of the IV-D Contract:** The Office of Child Support (OCS) will review all IV-D Contract amendments or modifications and determine whether the amendments or modifications are acceptable for purposes of FFP reimbursement. Language in this IV-D Contract shall not be modified, deleted, struck out, or added, except for the following:
  - **Amendments:** The CSEA or Contractor may amend any information in the insertable fields in the first paragraph of the IV-D Contract or IV-D Contract Terms 1 through 7, provided that both the CSEA and Contractor agree to the amendments, the CSEA submits the amendments to OCS on the JFS 07037 (IV-D Contract Amendment), and OCS accepts the JFS 07037; or
  - **Modifications:** The CSEA or Contractor may modify the language in this IV-D Contract, provided that both the CSEA and the Contractor agree to the modifications, the CSEA submits the proposed modifications to OCS, and OCS accepts the modifications. If the CSEA or Contractor modifies the language in this IV-D Contract without the agreement of both parties to the IV-D Contract and acceptance from OCS, the modified IV-D Contract will have no force or effect of law.
9. **Billing Requirements:** When the Contractor is a private entity, the Contractor shall ensure that the JFS 07035 (IV-D Contract Invoice) is submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided.

When the Contractor is a governmental entity, the Contractor shall ensure that the JFS 07034 (Governmental Contractor Monthly Expense Report) and the JFS 07035 are submitted to the CSEA no later than thirty (30) days after the last day of the month in which services were provided. If the Contractor neglects or refuses to submit the JFS 07034 or JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.

If the Contractor neglects or refuses to submit the JFS 07035 to the CSEA for payment within the appropriate time frame, the CSEA reserves the right to refuse payment.
10. **Expensed Equipment:** Equipment that has been included in the unit rate on the JFS 07020 and expensed rather than depreciated during the IV-D Contract period shall be transferred to the CSEA or the appropriate residual value shall be paid to the CSEA when the equipment is no longer needed to carry out the work under this IV-D Contract or a succeeding IV-D contract.
11. **Monitoring and Evaluation:** The CSEA and the Contractor shall monitor and evaluate the extent to which services described in the IV-D Contract are being performed. The CSEA shall evaluate the performance of the Contractor on the JFS 02151 (IV-D Contract Evaluation) and provide a copy of the completed JFS 02151 to the Contractor.
12. **Recordkeeping:** The Contractor shall maintain accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this IV-D Contract. All books, records, payroll, and documents related to this IV-D Contract that are in the possession of the Contractor or of a third party performing work related to this IV-D Contract shall be maintained and preserved by the Contractor for a period of three years after final payment, unless otherwise directed by the CSEA. Such records shall be subject at all reasonable times for inspection, review, or audit by duly authorized federal, state, and CSEA personnel or their designees. If an audit, litigation, or other action involving the records is started before the end of the three-year period, the records must be retained until all issues arising from the action are resolved or until the end of the three-year period, whichever is later.
13. **Responsibility for Review or Audit Findings and Recommendations:** The Contractor agrees to accept responsibility for replying to and complying with any review or audit findings and recommendations by an authorized state or federal review or audit that are directly related to the provisions of this IV-D Contract.
14. **Indemnity:** When the Contractor is a private entity, the Contractor shall certify that it will at all times during the existence of this IV-D Contract indemnify and hold harmless the CSEA, the Ohio Department of Job and Family Services, and the Board of County Commissioners or county administrator in the same county as the CSEA against any and all liability, loss, damage, and/or related expenses incurred through the provision of services under this IV-D Contract.

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15. **Insurance:** When the Contractor is a private entity, the Contractor shall contract for such insurance as is reasonably necessary to adequately secure the persons and estates of eligible individuals against reasonable, foreseeable torts that could cause injury or death.
16. **Finding for Recovery:** The Contractor certifies that the Contractor is not subject to a finding for recovery or it has taken the appropriate remedial steps required under section 9.24 of the Ohio Revised Code or it otherwise qualifies to contract with the State of Ohio under section 9.24 of the Ohio Revised Code.
17. **Licenses:** The Contractor certifies that all approvals, licenses, or other qualifications necessary to conduct business or, if applicable, practice law in Ohio have been obtained and are operative. If at any time during the IV-D Contract period the Contractor becomes disqualified or suspended from conducting business or, if applicable, practicing law in Ohio, the Contractor must immediately notify the CSEA of the disqualification or suspension and the Contractor will immediately cease performance of any obligations under this IV-D Contract.
18. **Independent Capacity for the Contractor:** The Contractor and its agents, employees, and subcontractors will act in performance of this IV-D Contract in an independent capacity and not as officers or employees or agents of the State of Ohio or the CSEA.
19. **Confidentiality:** The Contractor agrees that information regarding an individual shall only be used for purposes related to the IV-D program, in accordance with rules 5101:12-1-20 to 5101:12-1-20.2 of the Ohio Administrative Code. Disclosure of information for any other purpose is prohibited.
20. **Americans with Disabilities Act (ADA) Compliance:** The Contractor certifies that it is in full compliance with all statutes and regulations pertaining to the ADA of 1990 and with section 504 of the Rehabilitation Act of 1973.
21. **Civil Rights:** The Contractor certifies compliance with rule 5101:9-2-01 of the Ohio Administrative Code.
22. **Equal Employment Opportunity:** In carrying out this IV-D Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. The Contractor shall ensure that applicants are hired and that employees are treated during employment without regard to their race, religion, national origin, ancestry, color, sex, age, disability, or veteran status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.
23. **Termination:** This IV-D Contract may be terminated:
  - 23A. By mutual agreement at any time after the date on which the two parties reach their decision.
  - 23B. If FFP reimbursement or the non-federal share designated for the purchase of services under this IV-D Contract is not available to the CSEA in an amount adequate to support the IV-D Contract as determined by the CSEA. When termination of the IV-D Contract occurs under this paragraph, the termination date is the date upon which the FFP reimbursement or non-federal share is no longer available; however, the CSEA may determine a later termination date. The CSEA shall provide the Contractor written notice of the termination but is not required to provide written notice in advance of the termination. Reimbursement to the Contractor will cease on the date of termination of the IV-D Contract.
  - 23C. If the CSEA has discovered any illegal conduct on the part of the Contractor, immediately upon delivery of written notice to the Contractor by the CSEA.
  - 23D. If the Contractor does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract as determined by the CSEA. If the CSEA elects to terminate the IV-D Contract, the CSEA shall provide the Contractor with written notice thirty days in advance of the termination date.
  - 23E. If the CSEA does not faithfully and promptly perform its responsibilities and obligations under this IV-D Contract, as determined by the Contractor. If the Contractor elects to terminate the IV-D Contract, the Contractor shall provide the CSEA with written notice thirty days in advance of the termination date.
  - 23F. If the IV-D Contract is for legal services and the Contractor becomes disqualified or suspended from conducting business or practicing law in Ohio, all obligations under this IV-D Contract shall immediately terminate and the Contractor shall immediately notify the CSEA and cease the performance of any obligations under this IV-D Contract.

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When the IV-D Contract terminates, the Contractor shall be entitled to compensation upon submission of the appropriate form(s), as described in paragraph 9, for the work performed prior to:

- The date on which the parties reached their decision, in accordance with paragraph 23A;
- The receipt of the written notice of termination, in accordance with paragraphs 23B through 23E; or
- The Contractor being disqualified or suspended from conducting business or practicing law, in accordance with paragraph 23F.

The CSEA shall calculate the compensation based on the Total IV-D Contract Cost less any funds previously paid by or on behalf of the CSEA. The Contractor shall not exceed the Total IV-D Contract Cost. The CSEA shall not be liable for any further claims.

**IV-D Contract Signatures:**

Signature of CSEA's Representative 	Printed Name of CSEA's Representative Sue Ware, Human Services Director
Date of Signature 3/11/26	

Signature of Contractor's Representative 	Printed Name of Contractor's Representative Mike Justice
Date of Signature 02/25/26	Printed Street Address of Contractor 221 West 5 <sup>th</sup> Street
Printed Title of Contractor's Representative Union County Sheriff	Printed City, State, and Zip Code of Contractor Marysville, OH 43040

Signature of County Commissioner or Representative 	Date of Signature 3/18/2026
Signature of County Commissioner or Representative 	Date of Signature 3/18/2026
Signature of County Commissioner or Representative 	Date of Signature 3/18/2026
Signature of Prosecutor, if required by County Commissioners 	Date of Signature

Digitally signed by Samantha M. Hobbs  
Date: 2026.02.24 14:10:28 -0500

c.j. 2026 -  
 26-115 -  
 Date 3/18/2026

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
 Tom McCarthy, Yea  
 David A. Lawrence, Yea

\* \* \*

**UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026**

**RESOLUTION NO. 26-116:**

**Not for Profit Service Contract 2026 Title III of the Older Americans Act of 1965, as Amended Including the Nutrition Services Incentive Program and Senior Community Services Funding Between the Central Ohio Area Agency on Aging and Union County Commissioners dba Union County Senior Services – Senior Services**

The Board of County Commissioners hereby approves the Not for Profit Service Contract 2026 Title III of the Older Americans Act of 1965, as Amended Including the Nutrition Services Incentive Program and Senior Community Services Funding Between the Central Ohio Area Agency on Aging and Union County Commissioners dba Union County Senior Services.

**NOT FOR PROFIT SERVICE CONTRACT**

**2026 Title III of the Older Americans Act of 1965, as Amended Including Nutrition Services Incentive Program and Senior Community Services Funding  
\*Approved as to Form by the COAAA Attorney's Office\***

This Contract, by and between the Central Ohio Area Agency on Aging hereinafter designated "COAAA", and the Union County Board of Commissioners dba Union County Senior Services, 940 London Ave., Marysville, OH 43040, hereinafter designated "Provider".

**WHEREAS**, the Central Ohio Area Agency on Aging (COAAA) is authorized by the Ohio Department of Aging (ODA) to administer Title IIIB (Social Services) and Title IIIC (Nutrition) of the Older Americans Act of 1965, as amended, in addition to Nutrition Services Incentive Program (NSIP) and Ohio Senior Community Services (SCS), in order to provide services to older adults in accordance with Ohio Administrative Code (OAC) 173-3, or 173-4 the attached proposal and budget submitted, modified and approved by the COAAA.

**WITNESSETH:**

In consideration of the promises and agreements of the COAAA set forth herein, the Provider promises, covenants and agrees as follows:

**I. Contract Amount**

- A. The total funds available under this contract shall be **\$53,977** unless modified by the COAAA and shall be awarded from the following grants:

<u>CFDA Number</u>	<u>Description</u>	<u>Grant</u>	<u>Amount</u>
93.044	Federal	Title IIIB	\$49,035
93.045/93.053	Federal	Title IIIC/NSIP	\$0
N/A	State	Senior Community Services Block Grant	\$4,942
<b>TOTAL</b>			<b>\$53,977</b>

- B. This agreement is for the provision of goods and services paid with federal funds that the United States Department of Health and Human Services appropriated to the Ohio Department of Aging (ODA). ODA, in turn, allocated the federal funds to the area agency on aging. The agreement is subject to federal laws and rules, state of Ohio laws and ODA rules.

- C. Services included in this contract are funded by the grants listed above as follows:

<u>Services(s)</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>
Homemaker	\$49,035	\$4,942	\$53,977
<b>TOTAL</b>			<b>\$53,977</b>

- D. Services include a required 15% local cash match unless waived by COAAA. Sources that may include levy funds, private donations, United Way and others as indicated in the budget.

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
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**II. Service Description**

- A. The Provider agrees to provide the following services in accordance with the attached proposal and as described in current Ohio Administrative Code (OAC) 173-3-06.1 through 06.6 and 173-4 service standards:

<u>Service(s)</u>	<u>County</u>	<u>Total Units</u>
Homemaker	Union	1,541

- B. Furthermore, the Provider agrees that the units of service included in this section will be provided in a manner in which services are available over the twelve-month period covered by this contract. To assure compliance to this Section, social services funded under Title IIIB/SCS (excluding Home Repair and LTC Ombudsman) will be limited to billing a monthly maximum of units equal to 10% of the annual budgeted units during the first nine (9) months of this contract.

**III. Contract Period**

The period of time covered by this contract shall be January 1, 2026 through December 31, 2026.

**IV. Earning of Funds**

- A. *All services except Home Repair and Ombudsman*
1. The Provider understands that earning of Title III/NSIP and SCS funds under this contract shall be based on the total number of units provided multiplied by the following reimbursement rates, up to the total amount allocated to each service as described in Section I (OAC 173-3-04(B)(2), Purchase of Service). Furthermore, the Provider agrees to provide local cash match in accordance with the following reimbursement rates. Units served in excess of the planned units described in Section II will require funding from other revenue sources.

<u>Service(s)</u>	<b>Title III/SCS/NSIP</b> <u>Reimbursement Rate</u>	<b>Local Cash</b> <u>Match Unit Rate</u>
Homemaker	\$35.03	\$6.18

- B. *Chore, Home Modification and LTC Ombudsman:*  
 The Provider shall earn funds awarded under this contract based on actual costs (Cost Reimbursement/Time-and-materials).
- C. COAAA shall not pay for any goods or services unless a valid agreement is in place before the provider begins to provide the goods or services. The agreement is not valid unless signed by both parties.

**V. Reporting**

- A. The Provider agrees to submit all required monthly financial and program reports, to the COAAA by the 15th of the month. This reporting shall also include a consumer report, generated from the ODA required consumer tracking program, (WellSky) that shall serve as verification of units provided and billed for the month for all services except Ombudsman. Reports are to be submitted to:

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Central Ohio Area Agency on Aging  
3776 South High Street  
Columbus, Ohio 43207

Facsimile copies of reports will be accepted if transmitted to (614) 645-7259 or e-mailed to [accountspayable@coaaa.org](mailto:accountspayable@coaaa.org) by the required due date listed in Section V(A).

**VI. Carryover**

- A. *Contract Carryover:* Funds awarded under this contract that are not earned or expended by the Provider will be considered contract carryover. These funds will be retained by the COAAA and reallocated on an area-wide basis the following program year using the funding formula as approved by the Ohio Department of Aging.
- B. *Unearned Cash:* Funds advanced under this contract in excess of earned or expended must be returned to the COAAA within 30 days following the submission of the final financial report.
- C. In accordance with OAC 173-3-04(F), the COAAA may redistribute funds to another provider if the COAAA determines that a provider is not, in a timely manner earning the funds awarded in this agreement. The provider may appeal this decision under OAC 173-3-09.

**VII. Budget Revision**

The Provider agrees that all funds allocated under this contract will be spent only as approved by the COAAA per the attached proposal and that prior approval is necessary if the provider wants to amend its budget.

**VIII. Assignability/Subcontracts**

Except as provided, neither COAAA nor the Provider has the right or power to assign, subcontract, or transfer its rights and duties under this contract without written consent of the other. COAAA and the Provider each bind themselves, their successors and assigns to this contract. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of either COAAA or the Provider.

The Provider agrees to submit to the COAAA copies of any subcontracts for services outlined in this contract twenty (20) days prior to entering into the subcontract, subject to the written approval of the COAAA.

The Provider shall incorporate the requirements listed in Section XVI of this agreement in all subcontracts for work hereunder.

**IX. Equipment**

The Provider agrees that any equipment purchased under this contract whereby federal funds are used to pay a portion of the cost thereof, shall comply with Code of Federal Regulations, Title 45, Part 74, Subpart C, relative to title, acquisition and disposition of property.

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**X. Contract Modification**

- A. The Provider understands that the funds allocated to this contract are subject to final funding allocations from the Ohio Department of Aging and may be increased or decreased if deemed necessary by the COAAA to make such modifications. If a modification is necessary, the Provider shall receive written notice of all revisions prior to any changes taking effect.
- B. Provider agrees that any amendment to laws, rules, or regulations cited in this agreement in section XVI and XVIII of this agreement will result in a correlative modification to the provider contract without the necessity of executing a new agreement.
- C. The COAAA will only accept requests from a provider to reduce the units of service described in Section II of this contract for two reasons listed below. The request must be in writing and submitted to the COAAA no later than October 1.
- A loss in funding that was originally included in the attached budget, or
  - An unforeseen situation, beyond management control, that was not anticipated at the time of the initial proposal application.

If approval is given to the Provider to modify the units of service, then Section II and IV of this contract shall be modified by letter.

**XI. Control Policies/ Contract Compliance**

- A. The Provider agrees to cooperate and assist in any efforts undertaken by the COAAA, the ODA, or their designee, to evaluate the effectiveness of the service(s) funded under this contract.
- B. The Provider agrees to participate in good faith in, and assist the AAA and ODA with the scheduling of, monitoring of the provider's provision of services. To participate in good faith includes providing the AAA and ODA with access to its business site(s) during the provider's normal business hours, a place to work in its business site(s), and access to policies and records for each unit of service billed.
- C. The COAAA will notify the Provider of pertinent changes in regulations in a timely manner. The COAAA shall at all times have the right to inspect the sites, products, procedures and plans of the Provider for the purpose of determining compliance with the contract terms and all applicable laws and regulations. The COAAA shall at any reasonable time have the right to access and the right to audit any and all books, financial or otherwise, pertinent to the administration of this contract.
- D. The Provider agrees to comply with any monetary findings and/or programmatic and accounting recommendations made either through evaluations, assessments or audits.
- E. The Provider will be notified in writing of the need for immediate actions of compliance. If such actions are not taken within a time frame specified by the COAAA, the Provider will be subject to an immediate suspension of funding in accordance with Section XXV of this contract.
- F. The Provider will be monitored periodically by a representative or representatives from the COAAA or its designee. The monitoring will determine whether the activities are being carried out as specified by the Ohio Administrative Code (OAC) and this agreement. Monitoring activities may include, but are not limited to, on-site observation, interviews with staff, review of agency program and fiscal records and utilization of special tests, assessment devices and rating scales.

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G. The Provider further agrees to maintain a system of records that clearly tracks the generation of billable units of service from the point of service delivery to the point of request for payment, and agrees to unit audits of this system by representatives of the COAAA. If a unit audit determines that there are discrepancies, the Provider agrees to reconciliation in accordance with C of this section.

H. The provider agrees to register for updates to ODA Rules at:  
<https://aging.ohio.gov/wps/portal/gov/aging/see-news-and-events/subscribe/subscribe>

**XII. Audits / Record Retention**

A. The Provider agrees to have an annual financial audit conducted by an independent accounting firm and that the funding allocated under this contract will be included in said audit. A copy of the audit report is to be submitted to the COAAA within nine months following the end of this contract period (October 1). The audit deadline can only be extended with the prior approval of the COAAA. A copy of the audit report is to be sent to the attention of COAAA Finance Director.

All Providers that expend \$750,000.00 or more in a year in Federal funds shall be subject to the audit provisions of 45 CFR Part 75.

The three (3) components of the comprehensive 45 CFR Part 75 audit are:

- Financial Statement Audit
- Internal Accounting Control Review
- Compliance with laws and regulations

Any Provider that does not meet the requirements of this section will be subject to the following:  
For the next contract period, all payments withheld until receipt of audit report.

B. The Provider agrees to maintain all records, including electronic, relating to costs, services provided, supporting documentation for payment of services provided, and all deliverables until all of the following time periods have passed:

1. Three years after the last date the provider receives payment for the goods and services.
2. The date on which ODA, COAAA, or a duly-authorized law enforcement official concludes monitoring the records and any findings are finally settled.
3. The date on which the auditor of the state of Ohio, the inspector general, or a duly-authorized law enforcement official concludes an audit of the records and any findings are finally settled.

If a record is monitored or audited, the provider shall retain it until the monitoring or audit is concluded and all issues are resolved, even if doing so requires the provider to retain the record for more than three years.

**XIII. Meetings**

The Provider agrees to send designated staff to service provider and other appropriate meetings sponsored by the COAAA.

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**XIV. Publicity**

- A. The Provider agrees to assume responsibility for publicizing their service(s) in order to assure that the community, especially the older adult population, is aware of the availability of the service(s) outlined in this contract.
- B. The Provider agrees to maintain a publicity file, documenting all news releases, public service announcements and public speaking engagements.
- C. The Provider agrees to acknowledge the COAAA as a funding source in all print, broadcast and spoken promotions of the services funded under this contract.

**XV. Consumer Confidentiality**

- A. The provider shall not disclose information concerning a consumer unless the provider obtains and retains the consumer's written or electronic, informed consent to do so and the purpose for the disclosure is associated with the provider's provision of services to the consumer.
- B. The provider shall not disclose information concerning a consumer for a purpose unassociated with the provider's provision of services even if the provider obtains and retains the consumer's written or electronic, informed consent to do so.
- C. The provider shall store and retain the consumers' electronic records in a password-protected file. Consumer records that are not in electronic format, hard copy or paper files shall be stored in a designated, locked storage space.

**XVI. Contract Requirements**

The Provider further agrees to:

- A. Comply with the requirements in OAC 173-3 and 173-4 to implement the standards applicable to those programs set forth in this agreement.
- B. Establish a policy to maintain a "waiting list" in event of service demand exceeding supply and to address the methods that will be used to determine priorities for service provision under such a condition;
- C. Comply with the requirements of the Older Americans Act to satisfy the service needs of older persons with the greatest economic and social needs with particular attention to older persons who are low-income, who are low-income minorities, who have limited proficiency in the English language, who reside in rural areas, and who are at risk for institutional placement.
- D. Cooperate with COAAA and ODA, to assess the disaster impact upon consumers and to coordinate with public and private resources in the field of aging to assist consumers whenever the president of the United States declares that the provider's service area is a disaster area. Service Providers shall have written plans for continuity of operations and service delivery in the event of a disaster or widespread communicable disease;
- E. Immediately report any reasonable cause to believe a consumer is the victim of abuse, neglect or exploitation to the local adult protective services program in accordance with section 5101.63 of the Revised Code;

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- F. Comply with the requirements of ORC 173.38 and OAC 173-9 when hiring an applicant for, or retaining and employee in, a paid direct-care position, to review databases and check the criminal records unless the provider is self-employed. In the event the provider is self-employed, COAAA shall conduct the checks in accordance with ORC 173.381 and OAC 173-9. The provider agrees that if a federal, state, or local government regulatory authority prohibits the provider from providing services required by the agreement, the provider shall notify the AAA of the disciplinary action and the AAA shall simultaneously to the date of the regulatory authority's disciplinary action, deem the provider to be ineligible to be paid with OAA funds for providing services to consumers.
- G. Retain all records regarding an employee's background checks and qualifications including records on initial qualifications and successful completion of orientation and subsequent training (if required), until all of the following periods of time have Passed: December 10, 2024 (i) Three years after the date the provider no longer retains the employee. 173-3-06 6 (ii) The date on which ODA, the AAA, or a duly-authorized law enforcement official concludes monitoring the records and any findings are finally settled. (iii) The date on which the auditor of the state of Ohio, the inspector general, or a duly-authorized law enforcement official concludes an audit of the records and any findings are finally settled.
- H. Return any funds received for the provision of services if the provision of the service did not comply with the Ohio Administrative Code, the Ohio Revised Code, or any other law that regulates the provider of the services provided.
- I. **Home Modification and Home Maintenance Providers Only:** The administrative expense limit for home modification and home maintenance is 20% of the direct cost of the service unit. Prior authorization by COAAA is required if administrative charges exceed 20%. Administrative expenses are costs that relate to regular business operations. These are costs that would still be incurred if a specific grant, program, or service unit did not occur. Common examples include rent, utilities, equipment, supplies, insurance policies, and legal counsel. Administrative expenses also include salaries and benefits of staff who are not directly performing the service unit such as HR, fiscal, supervisors, and managers.
- J. **Legal Service Providers Only:** The Provider will comply with all relevant regulations set forth in the Older Americans Act Amendments of 2006, Public Law 109-365, 10/17/2006, regarding the provision of legal services and legal assistance, including but not limited to, regulation section 45 CFR Part 1321.71, Legal Assistance.
- K. **Transportation Service Providers Only:** The Provider will give first priority for use of transportation, Title III-B, Senior Community Services Block Grant and local matching funds to transporting participants to congregate meal sites and will coordinate with Title III-C Providers to assure transportation availability whenever meal sites are open.

The provider shall possess a back-up plan for times when a driver or vehicle is unavailable. A self-employed provider shall possess a back-up plan for times when he/she or his/her vehicle is unavailable. The back-up plan may describe the process for transporting consumers when the driver or vehicle is unavailable or it may describe the process for notifying the consumer when a driver or vehicle is unavailable.

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In accordance with OAC 173-03-06.6(B) (1) (c), under the following situations, drivers shall provide consumers with assistance to safely enter and exit vehicles, pick-up locations, and drop-off locations.

Enhanced transportation assistance may include:

Curb-to-curb: Drivers pick up individuals who are mobile and require no assistance.

Door-to-door: Drivers help individuals enter and exit the vehicle.

Door-through-door: Drivers help individuals from the vehicle through the door of their residence or destination.

Escort/Assistant: Driver or escort is requested to stay with the individual by family or the individual at the point of destination (doctor's office, grocery or pharmacy).

Escort/Assistant may accompany any enhanced transportation assistance provided.

- L. **Adult Day Service Providers Only:** The provider must provide a noon meal and snacks that meet requirements of OAC 174-4-05 and paragraph (E) of OAC 174-4-05.1, Older Americans Act Nutrition program. If meals are provided from the current Title III nutrition providers, it is the responsibility of the Adult Day Service provider to purchase the meals through a subcontract with the nutrition provider. If meals are procured from a non-Title III nutrition provider, the adult day service provider is to contact the Central Ohio Area Agency on Aging for program requirements. It is the responsibility of both the Title III-C nutrition provider and the adult day service provider to coordinate the verification of funding sources for billing purposes.

M. **Nutrition Providers Only:**

1. Comply with the requirements of OAC 173-4, Older Americans Act Nutrition program.
2. Comply with the plan submitted in the Request for Proposal to provide nutrition education to consumers.
3. Comply with the requirement in OAC 173-4 to implement person direction in nutrition programs that allow the consumer to determine what is best for themselves from the viable options included in the provider's response to the Request of Proposal.
4. Comply with the requirement in OAC 173-4-05(A)(8)(b) to provide ingredient information on the meals provided to consumers. Information may be provided on the providers' website, posted at the meal site or provided to the consumer in written form upon request.
5. If the provider offers a dining project based in restaurants or grocery stores, it shall comply with the requirements in OAC 173-4-05.3.
6. If the provider offers a therapeutic meal, it shall comply with the requirements of OAC 173-04-06, diet orders, to provide a therapeutic diet, medical food, or food for special dietary use to a consumer if the provider received a diet order for the consumer.
7. Comply with the requirements of OAC 173-4-09 to conduct nutrition health screen; consumers or as part of a nutrition project. All providers shall screen using form ODA0010. Consumers identified to be at high nutritional risk shall be referred to providers of services with the potential for reducing the risk.
8. The provider shall offer meals that follow the "Dietary Guidelines for Americans" and shall satisfy at least one-third of the dietary reference intakes (DRIs). Providers may adjust the nutritional-adequacy for these meals to the maximum extent practicable to meet any special dietary needs of the consumer.

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9. Nothing in this agreement shall limit the provider's flexibility in designing meals that are appealing to the consumer. The provider may use nutrient analysis or menu patterns to determine nutritional adequacy.
  10. Comply with the requirements of ORC 3715 and 3717, Ohio Department of Health License and Inspection
  11. In the event that the COAAA has reasonable cause to believe that the provider is out of compliance with food-safety laws, it is required to report under OAC 173-4-05(A)(12)(a).
  12. Comply with the requirements of OAC 173-4-05.1(B) to maintain at least one congregate meal site open five or more days per week for one mealtime. Nothing in this agreement shall prohibit the provider from offering meals in different locations on different days rather than having the same site open.
  13. The provider shall utilize one of the meal delivery verifications systems identified in OAC 173-4-05.2(E). The meals shall be verified per-delivery and shall not require multiple verifications for multi-meal deliveries.
  14. Under OAC 173-3-06.1 Adult Day Service: Meals served to clients at adult day programs in accordance with Section XVII, Part 13 herein, are considered ineligible Title III meals. Additionally, meals served to adult day service clients whose services are paid for in part or in total by PASSPORT, Franklin County Senior Options, Title XX or local levies that include a meal in the unit price of the service are ineligible Title III-C meals. It is the responsibility of both the Title III-C nutrition provider and the adult day service to coordinate the verification of funding sources for billing purposes.
  15. Site Changes: All Congregate Meal site changes (i.e., temporary site changes, opening a new site, closing or relocating an existing site) must have written approval prior to action to be taken. Requests must be submitted in writing to COAAA at least 4 weeks in advance.
- N. **NAPIS:** Comply with the reporting requirements established by the Ohio Department of Aging in connection with the National Aging Program Information System (NAPIS), WellSky, or other prescribed client reporting systems as determined by the Ohio Department of Aging.

**XVII. Consumer Contributions and Cost Share**

- A. Voluntary Contributions
1. The Provider agrees that any consumer receiving services funded by this contract shall be provided an opportunity to pay all or part of the cost of the service and that no person shall be denied service because he or she cannot or will not contribute toward the cost of providing said service.
  2. Under Federal law and regulations, consumer contributions cannot be used as local match and must be used to benefit the program for which they were contributed.
- B. Cost Share
- The Ohio Administrative Code (OAC) 173-3-07 outlines the requirements for the provider to establish a cost sharing policy for recipients of services funded by the Ohio Department of Aging. The policy must include a sliding fee scale provided by ODA and COAAA as to determine the amount a recipient of services will be asked to pay toward the cost of the service. The Provider agrees to implement said policy in accordance with OAC 173-3-07.

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**XVIII. Applicable Federal, State and Local Laws, Regulations and Established Guidelines**

A. The Provider shall conform to the requirements of all applicable federal, state and local laws, regulations and established guidelines incorporated by reference herein, including but not limited to:

- Older Americans Act of 1965, as amended
- Civil Rights Act of 1965, as amended
- ODA and COAAA Policies and Procedures
- Section 504 of the Rehabilitation Act of 1973, as amended
- Age Discrimination Act of 1975, as amended
- Fair Labor Standards Act of 1938, as amended
- Age Discrimination in Employment Act of 1967, as amended
- State and local health, fire, safety, zoning and sanitation codes
- Americans with Disabilities Act of 1990
- Drug Free Workplace Act
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Equal Pay Act of 1963
- Civil Rights Act of 1991 Equal Orientation Policy

**XIX. Uniform Administrative Requirements**

A. Code of Federal Regulations 2 CFR § 200.302: Financial Management

1. The Subrecipient, in accordance with this Contract, must expend and account for the funds in accordance with Federal and state laws. In addition, the Subrecipient's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal funding source, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal funds. See also Code of Federal Regulations 2 CFR § 200.450.
2. The financial management system of Subrecipient must provide for the following: (see also 2 CFR § 200.334, 200.335, 200.336, and 200.337):
  - a. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
  - b. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR § 200.328 and 200.329. If a Federal awarding agency requires reporting on an accrual basis from a Subrecipient that maintains its records on other than an accrual basis, the Subrecipient must not be required to establish an accrual accounting system. This Subrecipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand.

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Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

- c. Records that identify adequately the source and application of funds for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation.
- d. Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See 2 CFR § 200.303.
- e. Comparison of expenditures with budget amounts for each Federal award.
- f. Written procedures to implement the requirements of 2 CFR § 200.305.

**B. Code of Federal Regulations 2 CFR § 200.303: Internal controls**

The Subrecipient entity must:

- 1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- 2. Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- 3. Evaluate and monitor the non-Federal entity's compliance with statutes, regulations, and the terms and conditions of Federal awards.
- 4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- 5. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

C. Across each of the compliance requirements above, the Federal government has described some best practices for development of internal controls in Table 1 below, with an example of each best practice.

Table 1. Internal controls best practices.

Best Practice	Description	Example
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<b>Written policies and procedures</b>	Formal documentation of Subrecipient policies and procedures	Documented procedure for procurement
<b>Written standards of conduct</b>	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
<b>Risk-based due diligence</b>	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
<b>Risk-based compliance monitoring</b>	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
<b>Record maintenance and retention</b>	Creation and storage of financial and non-financial records	Storage of all subrecipient payment information

**XX. Award Assurances**

A signature on this Contract indicates that Subrecipient is capable of and agrees to meet the following requirements and that all information contained in this Contract is true and correct:

- A. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP);
- B. Compliance with insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance;
- C. No portion of these funds will be subcontracted without prior written approval unless expressly identified in this Contract;
- D. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability, or handicap condition (including AIDS and AIDS-related conditions);
- E. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations;
- F. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for Subrecipients that expend \$750,000 or more in Federal awards during the Subrecipient's fiscal year;
- G. Subrecipients that expend \$750,000 or more in federal awards must have an annual audit prepared by an independent auditor in accordance with the terms and requirements pursuant to 2 CFR Part 200, Subpart F or a program audit in accordance with the terms and requirements pursuant to 2 CFR 200.201(c);

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- H. Certifications that neither Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 §67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211). No funding associated with this award will be used for lobbying;
- I. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this award;
- J. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed;
- K. An organization receiving award funds through COAAA shall not use these funds for any activity related to the following:
1. Any attempt to influence the outcome of any Federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or a similar activity.
  2. Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative, or similar procedure.
  3. Any attempt to influence:
    - a. The introduction or formulation of federal, state, or local legislation; or
    - b. The enactment or modification of any pending Federal, state, or local legislation, through communication with any member or employee of Congress, the Ohio Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
  4. Any attempt to influence the introduction, formulation, modification or enactment of a Federal, state, or local rule, regulation, executive order or any other program, policy or position of the United States Government, the state of Ohio, or a local governmental entity through communication with any officer or employee of the United States Government, the state of Ohio, or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
  5. Any attempt to influence:
    - a. The introduction or formulation of Federal, state, or local legislation;
    - b. The enactment or modification of any pending Federal, state, or local legislation; or
    - c. The introduction, formulation, modification or enactment of a Federal, state, or local rules, regulation, executive order, or any other program, policy, or position of the

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United States Government, the state of Ohio, or a local governmental entity, by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.

6. Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections L, 1 to 5, inclusive;
  7. Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the state of Ohio, or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy, or position, when such activities are carried on in support of or in knowing preparation of an effort to engage in an activity prohibited pursuant to subsections L, 1 to 5, inclusive;
- L. An organization receiving award funds through COAAA may, to the extent and in the manner authorized in its award, use award funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
1. Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
  2. Not specifically directed at:
    - a. Any member or employee of congress, the Ohio Legislature, or a local governmental entity responsible for enacting local legislation;
    - b. Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
    - c. Any officer or employee of the United States Government, the state of Ohio, or a local governmental entity who is involved in introducing, formulating, modifying, or enacting a Federal, state, or local rule, regulation, executive order, or any other program, policy, or position of the United States Government, the state of Ohio, or a local governmental entity.

This provision does not prohibit a Subrecipient or an applicant for the award from providing information that is directly related to the award;

**XXI. Insurance**

The Provider agrees to maintain adequate liability insurance, workers' compensation and employee bond coverage during the period covered by this contract.

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

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**XXII. Equal Opportunity**

- A. The Provider will not unlawfully discriminate against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

**XXIII. Section Intentionally Omitted**

**XXIV. Contract Cancellation /Appeals**

Either party may cancel this contract by providing thirty (30) days' written notification. Providers may appeal any adverse action in accordance with OAC 173-3-09 by following the appeal procedure outlined in the COAAA request for proposal, appeals process. COAAA may also terminate this contract if ODA determines, through the appeals process or through monitoring, that the contract was entered into inappropriately.

The contract may also be terminated if;

- A. The provider does not demonstrate satisfactory performance.
- B. Funds are not available to pay for the service, product, or program for a subsequent year.
- C. A situation arises that was unforeseen at the time the COAAA and provider entered into this agreement that affects the market, or changes in law that regulate the service, product, or program.

UNION COUNTY COMMISSIONERS JOURNAL 2026  
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In accordance with the Older Americans Act, Section 306(a)(3)(B), and OAC 173-3-06(A)(2), all contracts and agreements shall identify the community focal points designated in the area plan process. COAAA has identified the following community focal points.

- |                  |  |
|------------------|--|
| Delaware County  | SourcePoint of Delaware County                                 |
| Fairfield County | Meals on Wheels – Older Adult Alternatives of Fairfield County |
| Fayette County   | Commission on Aging of Fayette County                          |
| Fayette County   | Community Action Commission of Fayette County                  |
| Franklin County  | Franklin County Office on Aging/COAAA                          |
| Licking County   | Licking County Aging Program                                   |
| Madison County   | Madison County Senior Citizen's Center                         |
| Pickaway County  | Pickaway County Commission on Aging                            |
| Union County     | Union County Senior Services                                   |

IN WITNESS WHEREOF, the parties of this Contract have hereunto set their hands, seals and have executed this Contract.

Regional Council of Governments for the  
Central Ohio Area Agency on Aging

Union County Commissioners  
dba Union County Senior Services  
940 London Ave  
Marysville, OH 43040

BY: [Signature]  
Ann Bauman, Finance Director

BY: [Signature]  
Print Name: Tom McCarthy  
Title: President

DATE: 3/12/26

DATE: 3/18/2026

FEDERAL LD. #316400087

Approved as to form  
Thayne D. Gray  
Gray  
Thayne D. Gray, Asst. Pros. Atty.  
February 23, 2026

C.J. 2026  
Date 3/18/2026

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

**RESOLUTION NO. 26-117:**

**Personnel Actions – Human Services**

The Board of County Commissioners hereby approves the following personnel actions:

**March 18, 2026**

**HUMAN SERVICES PERSONNEL ACTIONS**

New Hires

- Haley Spruce – Children Services effective March 16, 2026
- Allison Bruner – Children Services effective March 16, 2026

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
 Tom McCarthy, Yea  
 David A. Lawrence, Yea

\* \* \*

Sue Ware left the meeting at this time.

Adam Clark, Aanalytics, joined the meeting remotely at this time.

\* \* \*

**RESOLUTION NO. 26-118:**

**Approve the Connectivity & Voice Licensing & Renewal Proposal #OH016358 – Commissioners**

The Board of County Commissioners hereby approves the Connectivity & Voice Licensing & Renewal Proposal #OH016358.

---

**aunalytics**

We have prepared a Proposal for you

**Connectivity & Voice Licensing & Renewal**

Proposal # OH016358  
Version 1

**PREPARED FOR:**

**Union County, OH**

Tom McCarthy  
tmccarthy@unioncountyohio.gov

**PREPARED BY:**

**Aunalytics - Bellefontaine**

Aaron Clark  
Aaron.Clark@aunalytics.com

Pre-Sales Engineer: Chad Varney

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**



128 W Columbus Ave  
 Bellefontaine OH 43311  
 937-593-7177

**Recurring Services**

Description	Recurring	Qty	Ext. Recurring
<b>Cloud Telephony: Unity Connection</b>	\$235.00	2	\$470.00
<b>Cloud Telephony: Call Manager</b>	\$315.00	3	\$945.00
<b>Cloud Telephony: Voice Gateway (CUBE)</b>	\$275.00	1	\$275.00
<b>Cloud Telephony: DIDs with Features (Block of 10)</b>	\$16.50	32	\$528.00
<b>Cloud Telephony: SIP Trunk Services</b>	\$1,500.00	1	\$1,500.00
<b>Managed Service: Cloud Telephony (per User)</b>	\$4.25	489	\$2,078.25
<b>Cisco Collaboration Flex Plan Calling Professional - On-Premise License -1 License</b>	\$9.40	489	\$4,596.60
<b>Internet Service: 1Gbps</b>	\$250.00	1	\$250.00
<b>Additional IP Address (per IP)</b>	\$5.00	32	\$160.00
<b>Ohio Ring Transport: 1 Gbps</b>	\$1,000.00	1	\$1,000.00
<b>USF Recovery Fee</b>	\$570.00	1	\$570.00
<b>Monthly Subtotal:</b>			<b>\$12,372.85</b>

**This proposal negates the following:**

Description	Recurring	Qty	Ext. Recurring
<b>Union County Managed Internet</b>	\$1,415.00	-1	(\$1,415.00)
<b>Union County IP PBX</b>	\$10,580.10	-1	(\$10,580.10)
<b>Monthly Subtotal:</b>			<b>(\$11,995.10)</b>

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**



128 W Columbus Ave  
 Bellefontaine OH 43311  
 937-593-7177

**Connectivity & Voice Licensing & Renewal**



**Prepared by:**  
**Aunalytics - Bellefontaine**  
 Aaron Clark  
 614-746-3734  
 Aaron.Clark@aunalytics.com

**Prepared for:**  
**Union County, OH**  
 233 West 6th Street  
 Marysville, OH 43040  
 Bill Narducci  
 (937) 645-3003  
 bnarducci@unioncountyohio.gov

**Proposal Details:**  
**Proposal #: OH016358**  
 Version: 1  
 Delivery Date: 02/16/2026  
 Expiration Date: 03/12/2026

Monthly Expenses Summary	Amount
Recurring Services	\$12,372.85
<b>Monthly Total:</b>	<b>\$12,372.85</b>

Payment Options	Payments	Interval	Amount
<b>Agreement Term</b>			
36 Month Agreement	36	Monthly	\$12,372.85

At least sixty days prior to the end of your contract term, Aunalytics will provide a proposal to renew your contract. On or before the contract renewal date, Client may opt to renew their contract for another term, cancel their services on their contract end date, or elect to consume services on a month-to-month basis. In the event the Client opts to consume services on a month-to-month basis, services in this Statement of Work will be invoiced with an additional 25% premium. In the case where any subcomponent of the services is procured through a 3rd party that requires an annual contract, the month-to-month option will not be made available without pre-paying for the annual portion of the service fees.

The Statement of Work ("SOW") will become effective upon CLIENT acceptance as indicated by signature and date of acceptance ("Effective Date") on the last page of this Proposal, by and between AUNALYTICS, Inc. ("AU"), a Delaware corporation, with a corporate business address at 460 Stull Street, Suite 100, South Bend, Indiana 46601 and the CLIENT identified on the cover page and signature block of this SOW and is made pursuant to the terms and conditions of the Master Service Agreement ("MSA") which is located for review at the following URL: <https://www.aunalytics.com/msa/>

Recurring Service quantities and Managed Service devices are an estimation, and are subject to change throughout the onboarding project process. Additional Managed Service devices discovered during onboarding will be included and added to the contract at the standard rate of service for that device.

Where recurring services are initiated through acceptance of this proposal, the term for those services will begin day 1 of the month and year in which the service is live and made available for client use and extend through to the term of service herein in accordance with the timeline set forth therein.

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026



128 W Columbus Ave  
Bellefontaine OH 43311  
937-593-7177

Aunalytics - Bellefontaine

Union County, OH

Signature: AARON CLARK  
Name: Aaron Clark  
Title: Account Manager  
Date: 02/16/2026

Signature: Tom McCarthy  
Name: Tom McCarthy  
Date: MARCH 18, 2026

C.J. 2026  
Date 3/18/2026

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

Commissioner McCarthy asked if this is a three-year fixed rate, and Mr. Clark stated it is.

Mr. Branstiter stated this proposal is for all phones Aunalytics services.

\* \* \*

Wade Branstiter and Aaron Clark left the meeting at this time.

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

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**RESOLUTION NO. 26-119:**

**Approve the Minutes from the February 18, 2026, Meeting – Commissioners**

The Board of County Commissioners approved the minutes from the February 18, 2026, meeting.

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

**RESOLUTION NO. 26-120:**

**Approve the Minutes from the February 25, 2026, Meeting – Commissioners**

The Board of County Commissioners approved the minutes from the February 25, 2026, meeting.

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

RESOLUTION NO. 26-121:

**Request to Advertise for Quotations for 2026 Asphalt Materials for Union County – Engineer**

The Board of County Commissioners hereby approves the Request to Advertise for Quotations for 2026 Asphalt Materials for Union County.



County Engineer  
Environmental Engineer  
233 W. Sixth Street  
Marysville, Ohio 43040  
P 937. 645. 3021  
F 937. 645. 3161

[www.unioncountyohio.gov/engineer](http://www.unioncountyohio.gov/engineer)

Building Department  
233 W. Sixth Street  
Marysville, Ohio 43040  
P 937. 645. 3018

Marysville Operations Facility  
16400 County Home Road  
Marysville, Ohio 43040  
P 937. 645. 3017  
F 937. 645. 3111

Richwood Outpost  
190 Beatty Avenue  
Richwood, Ohio 43344

*Public Service with integrity*

Department: Engineer

Date: March 18, 2026

RESOLUTION: Request to Advertise for Quotations for 2026 Asphalt Materials for Union County

A motion was made by DAVID A. LAWRENCE and seconded by STEVE ROBINSON  
to authorize the Union County Engineer to prepare the necessary specifications and to advertise for quotes for 2026 asphalt materials for Union County.

Bids shall be accepted until 9:30 am and shall be opened and read immediately thereafter on Wednesday, April 15, 2026.

A roll call vote resulted as follows:

Dave Lawrence,  
Tom McCarthy,  
Steve Robinson,

(Equipment/Materials Purchase)

Jeff Stauch, PE/PS  
County Engineer | Environmental Engineer

Sam Cronk, CBO  
Chief Building Official

A motion was made by David A. Lawrence and seconded by Tom McCarthy to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

RESOLUTION NO. 26-122:

**Request to Advertise for Quotations for the Purchase of Aggregate and Concrete Materials for 2026 – Engineer**

The Board of County Commissioners hereby approves the Request to Advertise for Quotations for the Purchase of Aggregate and Concrete Materials for 2026.



County Engineer  
Environmental Engineer  
233 W. Sixth Street  
Marysville, Ohio 43040  
P 937.645.3021  
F 937.645.3161

Building Department  
233 W. Sixth Street  
Marysville, Ohio 43040  
P 937.645.3018

Marysville Operations Facility  
16400 County Home Road  
Marysville, Ohio 43040  
P 937.645.3017  
F 937.645.3111

Richwood Outpost  
190 Beatty Avenue  
Richwood, Ohio 43344

www.unioncountyohio.gov/cngineer

Public Service with integrity

Department: Engineer

Date: March 18, 2026

RESOLUTION: Request to Advertise for Quotations for the Purchase of Aggregate and Concrete Materials for 2026

A motion was made by Steve Robinson and seconded by David A. Lawrence to authorize the Union County Engineer to prepare the necessary specifications and to advertise for quotations for the purchase of aggregate and concrete materials for 2026.

Quotations shall be accepted until 9:30 AM and shall be opened and read aloud immediately thereafter on Wednesday, April 8, 2026.

A roll call vote resulted as follows:

Dave Lawrence,  
Tom McCarthy,  
Steve Robinson,

(Equipment/Materials Purchase)

Jeff Stauch, PE/PS  
County Engineer | Environmental Engineer

Sam Cronk, CBO  
Chief Building Official

A motion was made by David A. Lawrence and seconded by Tom McCarthy to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

RESOLUTION NO. 26-123:

**Letter of Support for Congressionally Directed Funding for a New Community Center at Harry Wolfe Park in Jerome Township – Commissioners**

The Board of County Commissioners hereby approves the Letter of Support for Congressionally Directed Funding for a New Community Center at Harry Wolfe Park in Jerome Township.

Tom McCarthy, Commissioner, President  
Steve Robinson, Commissioner, Vice President  
David A. Lawrence, Commissioner



Bill Narducci, County Administrator  
Mallory Lehman, Clerk to the Board

County Office Building  
233 West Sixth Street  
Marysville, Ohio 43040-1526  
www.unioncountyohio.gov

Tel. 937-645-3012  
Fax 937-645-3002  
[commissioners@unioncountyohio.gov](mailto:commissioners@unioncountyohio.gov)

March 18, 2026

To Whom It May Concern:

We are writing today to offer support for the request of \$2,000,000.00 from the Congressionally Directed Spending FY27 to help Jerome Township fund a new community center in our park. The park is located at Jerome Township Hall, at 9777 Industrial Parkway, Plain City, Ohio 43064.

The new community center will represent a vital step toward fostering connection, growth, and opportunity for residents of all ages. The new community center will serve as a space where individuals can access educational programs and recreational activities, it will also provide a place for youth engagement, senior activities, cultural events and wellness programs strengthening the bonds that make a community vibrant and resilient.

We believe this project will not only enhance the quality of life for current residents but also attract new families and businesses contributing to the long vitality of our area. The center's focus on accessibility ensures that everyone will have the benefit of this community center.

We encourage all stakeholders to support this initiative and help bring this vision to life. The positive impact will be felt for generations to come.

Thank you,

Union County Board of Commissioners

Steve Robinson

Tom McCarthy

David A. Lawrence

A motion was made by David A. Lawrence and seconded by Tom McCarthy to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

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**RESOLUTION NO. 26-124:**

**Personnel Actions – Facilities**

The Board of County Commissioners hereby approves the following Personnel Action:

March 18, 2026

**COMMISSIONERS' OFFICE PERSONNEL ACTIONS**

Facilities

Resignation:  
Kelsey Raush – 3/13/2026 – Custodian

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

RESOLUTION NO. 26-125:

**Lighting Request – National Public Safety Telecommunicators Week – Color Yellow/Gold – April 13, 2026 – April 17, 2026 – Commissioners**

The Board of County Commissioners hereby approves the Lighting Request – National Public Safety Telecommunicators Week – Color Yellow/Gold – April 13, 2026 – April 17, 2026.

Exhibit A

**Lighting Request Form**

Occasion Being Honored: National Public Safety Telecommunicators Week

Organization Name: Union County Sheriff's Office - 911 Communications

Address: 221 W. Fifth St., Marysville, OH 43040

Contact Name and Title: Pam Millhoan, 9-1-1 Coordinator

Email: pmillhoan@unioncountyohio.gov

Telephone: 937-645-4127

Organization Website: unioncountyohio.gov/communications-division

Organization Social Media: Union County Sheriff's Office (Ohio) app, Facebook

Requests for specific colors/tones may not be able to be achieved due to limitations associated with lighting capabilities.

NOTE: You may request up to four colors (enter color name or hex value below)

Color 1: yellow/gold

Color 2: \_\_\_\_\_

Color 3: \_\_\_\_\_

Color 4: \_\_\_\_\_

NOTE: Requested duration cannot be for more than 5 consecutive days. The duration for each approved request is entirely at the discretion of the Union County Commissioners.

Start/End Date (or range) Requested: April 13th-17th (12th-18th are the event dates)

Please describe your organization's request and how the lighting will be used to benefit the occasion/event: Each year, telecommunicators are honored during this national week of recognition.

Lighting the courthouse gold signifies respect for public safety telecommunicators serving our community.

Have you previously submitted a request to change the lights?

Yes  No

Have you approached others with a lighting request for this occasion?

Yes  No

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

Are other events associated with this request?

Yes  No

If lighting is approved, how will you promote the lighting?

(please select those that apply)

Advertisement  Brochures/Flyers  Email & Eblasts  Newsletter  News Media

Organization Brochure  Social Media and Website

C.J. 2026  
Page 19-175  
Date 3/18/2024

A motion was made by David A. Lawrence and seconded by Steve Robinson to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

**RESOLUTION NO. 26-126:**

**Transfers of Appropriations and/or Funds**

The Board of County Commissioners hereby approves the following transfers of appropriations and/or funds:

JOURNAL	LINE	ENTRY DATE	JNL SHORT DESC	JNL EFF DATE	AMD STATUS	JNL CLERK	ORG	OBJECT	PROJECT	COMMENT	DTL EFF DATE	DR/CR	AMOUNT
645	1	3/17/2026	ADJ1			jalexander	41141204	530100	CDB24	ADJ1	3/17/2026	D	\$ 499,600.00
645	2	3/17/2026	ADJ1			jalexander	41141204	530100	PY258	ADJ1	3/17/2026	I	\$ 499,600.00
645	3	3/17/2026	ADJ1			jalexander	41141204	530100	PY25	ADJ1	3/17/2026	D	\$ 500,000.00
645	4	3/17/2026	ADJ1			jalexander	41141204	530100	PY256	ADJ1	3/17/2026	I	\$ 500,000.00

**ADD'L DESC:** Commissioners received two Community Development Block Grants (CDBG) for program year 2025 in the amount of \$499,600 and \$500,000. Assigning project codes PY258 and PY256 to the grants. PY258 = \$499,600 Milford Center flood and drainage project. The PY256 = \$500,000 for the Richwood Franklin Street improvement project.

  
 \_\_\_\_\_  
 Commissioners 3/18/2026

A motion was made by Steve Robinson and seconded by David A. Lawrence to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
 Tom McCarthy, Yea  
 David A. Lawrence, Yea

\* \* \*

\*County Administrator Bill Narducci provided the following updates:

- There is an opening on the Union County Public Defender Commission, and he has reached out to Sue Ware. Sue understands the legal system and some of the struggles that individuals who would have the need for a public defender. Sue also mentioned Sara Tillman as a possible candidate as well.
- Talks have continued with Trainfo. Liberty Township, the Engineer’s Office, and the Commissioners’ Office have money in their budgets to help pay for this project. Trainfo is currently working on an app that will send real time information to residents so they can be re-routed.
- There will be a county wide tornado siren test today at 9:45 a.m. EMA staff will out testing the township sirens with other first responder staff.
- Proposals for the new Sheriff’s Office building are due this Friday. He asked for a commissioner to help review them, and Commissioner Robinson stated he would.
- He will be attending the MORPC State of the Region this Friday at 11:30 a.m., and Commissioner McCarthy stated he would be attending as well.

\* \* \*

Eric Phillips arrived at this time.

UNION COUNTY COMMISSIONERS JOURNAL 2026

March 18, 2026

Economic Development Update – Eric Phillips, Economic Development Director:

- He will be traveling to Cleveland tomorrow to participate on a panel about data centers. There will be over 40 people on this panel.
- He has a call next week to discuss the final documents for economic development strategies. There is a formula for cost of services, and once it is finalized, he will present it to the Board.
- There will have to be discussions about utilities and the growth in the county for life science and technology-based companies. The city is building a water plant in the future, but electricity will be an issue. It is important to look into options that will not make residents’ electric rates increase so fast.
- Columbia Gas has proposed Marysville Connector, a natural gas pipeline. There is a transmission problem, and the gas line installed from Marion to Marysville was installed in the 1950’s. He had a phone call about this, and it was a projective call.
- The CIC did a study back in 2008, and it was determined, there would need to be more access to natural gas needed.
- Mr. Narducci asked what the delay in Intel will impact Columbia Gas moving forward, and Mr. Phillips stated Intel is still moving forward but will be delayed until 2031.
- Honda recently announced they are not moving forward with EV (electric vehicles). He stated Honda has been a great neighbor to Marysville and Union County. He wants the public to know how valuable Honda is to the county.

Eric Phillips left at this time.

\* \* \*

Commissioner McCarthy recessed the meeting at 9:21 a.m.

Commissioner McCarthy reconvened the meeting at 9:30 a.m.

\* \* \*

\*Jeff Stauch, Jessica Cain, Josh Holtschulte, Andrea Hodge, and a representative from MACK Industries arrived at this time.

**Bid Opening – 2026 Precast – Engineer**

The following bids were received at 9:30 a.m. and opening and read aloud immediately after.

R&I Construction, Inc. 29310 South State Route 67 Tiffin, Ohio 44883	Hagenderfer Road Unit Price \$27,078.00/EA	\$189,546.00 Total Bid
	Davis Road Unit Price \$10,722.00/EA	\$75,054.00 Total Bid
	Dog Leg Road Unit Price \$2,043.00/EA	\$102,150.00 Total Bid
MACK Industries 201 Columbia Road Valley City, Ohio 44280	Dog Leg Road Unit Price \$1,295.00/per foot	\$64,750.00 Total Bid

## UNION COUNTY COMMISSIONERS JOURNAL 2026

March 18, 2026

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Engineer's Office Update – Jeff Stauch, Engineer, Jessica Cain, Office Administrator, Josh Holtschulte, Design Engineer, Andrea Hodge, Project Engineer:

- Mr. Stauch stated the aggregate and asphalt bids will be opened next month.
- There were good discussions between the Engineer's Office and utility companies. They have made some changes and adjustments that Thayne has reviewed.
- Ms. Hodge stated an adjustment was adding language to allow a company to have a single annual bond. They also include language for underground construction, mailboxes, driveway and pipe standards, and permit requirements.
- Commissioner McCarthy asked if the Engineer's Office talked with the companies that these changes will affect, and Ms. Hodge stated they have and once a final version of the permitting changes has been approved, they will send them out.
- Mr. Stauch stated once the permitting changes are approved, there will be some day-to-day job duty changes.

\* \* \*

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

**RESOLUTION NO. 26-127:**

**Requirements for Work Within Road Rights-of-Way in Union County – Engineer**

The Board of County Commissioners hereby approves the Requirements for Work Within Road Rights-of-Way in Union County.



**County Engineer  
 Environmental Engineer**  
 233 W. Sixth Street  
 Marysville, Ohio 43040  
 P 937. 645. 3021  
 F 937. 645. 3161

**Building Department**  
 233 W. Sixth Street  
 Marysville, Ohio 43040  
 P 937. 645. 3018

**Marysville Operations Facility**  
 16400 County Home Road  
 Marysville, Ohio 43040  
 P 937. 645. 3017  
 F 937. 645. 3111

**Richwood Outpost**  
 190 Beatty Avenue  
 Richwood, Ohio 43344

[www.unioncountyohio.gov/engineer](http://www.unioncountyohio.gov/engineer)

*Public Service with integrity*

**Requirements for Work within Road Rights-of-Way in Union County**

Effective Date: April 1, 2026

These requirements are to provide for orderly and systematic use of the county and township road rights-of-way within Union County. The requirements are considered minimum requirements and may be exceeded as desired. The requirements apply to above-ground, at-ground, and underground work. All work within county and township road rights-of-way shall conform to these requirements, including, but not limited to, electric lines, telephone lines, cable TV lines, gas lines, fiber optic cable, petroleum lines, waterlines, sanitary sewers, driveways, driveway pipes, roadside pipes, storm sewers, agricultural drainage tiles, signs, mailboxes, trees, bushes, etc. The requirements are issued under the Sections 4933.01, .4933.05; 5543.16; 5547.03, 5547.04; and 5589.10, 5589.31, 5589.33 of the Ohio Revised Code. If, for any reason, any clause, sentence, paragraph, section, or other part of these regulations should be decided by a court of competent jurisdiction to be invalid, such judgment shall not affect the validity of these regulations, or any part thereof, other than the part so held to be invalid.

**1. Permit Required and Permit Exempt Work**

**Permit Required Work**

- Driveway Installation (See Driveway Permit)
- Ditch Enclosures
- Grading/Excavation
- Road Cuts/Pavement Removal/Surface Restoration
- Flock Camera Installation
- Utility Installation
- Boring
- Drainage
- Lane Closures

**Work Not Requiring a Permit**

- Routine Maintenance and Repair
- Mowing
- Trimming
- Installing Mailboxes
- Installing a fence outside of the right-of-way
- Seeding, sodding, etc.
- Removing trees and shrubs
- Detecting, locating, and marking underground lines

**2. General Permit Provisions**

- 2.1. Boring is the required method for installing underground utilities within the right-of-way. Alternative installation methods will be considered only when boring is demonstrated to be infeasible and supporting documentation is submitted and approved by the Union County Engineer.
- 2.2. The permit holder acknowledges that townships within Union County may require additional permits for work on township-maintained roads. The Union County Commissioners and the Union County Engineer’s Office assume no responsibility for the permit holder’s failure to obtain all the necessary permits.
- 2.3. Permit holders are responsible for properly maintaining the area of roadway where the work is being performed.

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- 2.4. All permits expire 120 days from the date of approval or other time period as indicated on the approved permit, unless an extension has been granted in writing by the Union County Engineer.
  - 2.5. All OSHA safety regulations shall be followed while work is being completed.
  - 2.6. Once the work is completed, the permit holder shall submit as-built drawings or sketches documenting the location and depth of all installations.
  - 2.7. The permit holder understands and agrees that if it becomes necessary in the future to enhance the road, street, or highway through relocation, change of grade, or abandonment, or to construct storm sewers, sanitary lines, or water lines, the permit holder shall relocate, rearrange, or completely remove its lines at its own cost. If the permit holder fails to complete the relocation or removal within a reasonable time period, the Union County Engineer reserves the right to perform the work and recover all associated costs from the permit holder.
  - 2.8. Upon written notification of non-compliance, the permit holder must submit, within two (2) business days, a plan of action to remedy non-compliance. The Union County Engineer's Office may, at any time, nullify this permit for non-performance and non-compliance with any of the regulations set forth by these conditions.
  - 2.9. Before any excavation or ground-disturbing activity under an issued permit takes place, the permit holder shall contact the Ohio Utilities Protection Service (OUPS) at least 48 hours in advance (or as OUPS requirements may require from time-to-time) to ensure underground utilities are properly marked.
- 3. Permit Application and Submittal Requirements**
- 3.1. A complete right-of-way permit application is required to be submitted for review and approval for any work to be performed in the right-of-way.
  - 3.2. Submittal Requirements:
    - Complete Permit Application
      - The application shall include a proposed work schedule and all required plans or documents.
    - Performance Bond
    - Certificate of Insurance, including documentation of additional insurance coverage and XCU coverage by policy or endorsement.
    - Complete Construction Plans
    - Complete Maintenance of Traffic Plan
- 4. Surety - Performance Bond/Certified or Cashier's Check**
- 4.1. A surety in the form of a bond or certified or cashier's check is required for all work performed within the right-of-way and shall be provided with the permit application. Consideration of a single annual bond
  - 4.2. The bond shall be issued by a licensed surety company authorized to operate in the State of Ohio and be in favor of the Board of County Commissioners, Union County, Ohio. A certified check or cashier's check to the order of the Board of County Commissioners, Union County, Ohio, may be provided instead of a bond.
  - 4.3. Bond/Check Amount
    - 4.3.1.A bond/check in the amount of \$5,000 shall be provided to cover all single-point installations (i.e. catch basin, pedestal, etc.).
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- 4.3.2.A bond/check in the amount of \$10,000 shall be provided for linear projects up to one-half a mile (aerial or underground) or road crossings (boring or excavation).
- 4.3.3. A bond or certified/cashier's check in the amount of \$15,000 per mile, with the bond amount rounded to the nearest \$100 and the project length rounded to the nearest one-hundredth (0.01) of a mile, shall be required for all linear projects over one-half mile (aerial or underground) or for road crossings (boring or excavation).
- 4.4. Filing and Duration
- 4.4.1. An executed copy of the performance bond or surety check shall be provided with the permit application. The surety shall be held and will remain active until the earlier of three (3) years after the permitted work is completed and as-builts have been accepted.
- 4.4.2. Any person seeking to occupy the right-of-way may submit a single annual bond to cover work planned within the right-of-way for that calendar year, rather than submitting separate bonds for each project.
- 4.4.2.1. The value of the annual bond will be based on the estimated work to be completed during the calendar year and shall be calculated in accordance with Section 4.3.3. The bond shall be submitted and maintained in accordance with Section 4.4.1.
- 4.4.2.2. Additional bond coverage may be required if the work extends into a new calendar year or if the actual work exceeds the estimated mileage or scope used to establish the initial bond amount.
- 4.4.3. Failure to submit a complete set of as-built drawings within the required time frame, as set by the Union County Engineer, will result in the retention of the performance bond/certified or cashier's check until such drawings are submitted and approved by the Union County Engineer. The Union County Engineer reserves the right to withhold acceptance of the work and to maintain the bond until all required documents have been approved.
- 4.5. The Union County Engineer's Office reserves the right to levy additional performance bond/certified or cashier's check values for complex work or special circumstances.
5. **Certificate of Insurance**
- 5.1. For projects under Par. 4.3.1 and 4.3.2, A certificate of insurance, insured with limits of no less than one million dollars (\$1,000,000) naming the Union County, its elected officials, employees, and agents as additional insureds, shall be provided. Insured risks must include Commercial General Liability (CGL), Commercial Auto Liability, Underground Hazard/Explosion/Collapse (XCU), and Environmental/Pollution Liability. See Appendix A for the permit insurance requirements.
- 5.2. The permit holder shall indemnify and hold harmless Union County, its elected officials, its employees, and its agents from any claims of any type and nature arising out of the performance of any work along, on, or across the county's road right-of-way and to defend any action which may be instituted. The permit holder further agrees that during the performance of any such work, a policy of liability insurance will be maintained with a company acceptable to Union County Engineer, which designates Union County Engineer, its elected officials, and employees as with limits of no less than one million dollars (\$1,000,000) issued by the company licensed to do business in the state of Ohio.
- 5.3. Permit holder must have proof of Workers' Compensation coverage as required by Ohio law.
- 5.4. Proof of such coverage is to be provided before the performance of any work.
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**6. Placement Specifications**

6.1. Underground Installations

6.1.1. **Boring is the required method for installing underground utilities.**

6.1.2. Shall occupy only one side of the roadway.

6.2. Above-ground Installations

6.2.1. Shall occupy only one side of the roadway.

6.2.2. No above-ground installation may be placed closer to the pavement edge than 2 feet from the nearest right-of-way line without the specific written approval from the Union County Engineer.

6.2.3. Longitudinal installations shall run parallel to the pavement edge or right-of-way line.

6.2.4. Any above-ground installation crossing over a roadway shall maintain a minimum vertical clearance of 16 ft from the pavement surface perpendicular to the lowest point of the installation.

6.3. Driveways

6.3.1. See the Driveway & Pipe Standards document for installation requirements in Appendix B.

6.4. Signs

6.4.1. All signage shall be placed outside of the right-of-way, including but not limited to political, real estate, and any temporary signage not used for traffic control.

6.5. Mailboxes

6.5.1. See the Mailbox Installation document for installation requirements in Appendix C.

6.6. Landscaping

6.6.1. The placement of trees, shrubs, large rocks, or any other items that restrict visibility or create safety hazards within the right-of-way of county roads is not permitted.

**7. Construction Plans**

7.1. All work in the right-of-way shall have construction plans for the proposed work.

7.2. Submissions shall be received at a minimum of 4 weeks before work is scheduled to begin.

7.3. Plans shall be drawn to scale and readable at 1 inch = 40 feet when printed to 11" by 17" sheets.

7.4. Plans are required to show all existing utilities, drainage, and topographic features as well as identify all horizontal and vertical clearances between existing and proposed utilities to ensure compliance with required offset standards.

7.5. Utilities lines, such as water and sewer, shall be shown on the plans with horizontal and vertical alignment based on an actual field inspection and information from county and/or city records. Plans shall include road centerlines, right-of-way limits, pavement edges, bridges, culverts, profiles, elevations, existing underground utilities, existing and proposed poles, vaults/handholds, equipment pedestals, bore pits, and other features necessary to identify the proposed installation. A legend identifying all existing and proposed features shall be included on the plans.

7.6. It is the permit applicant's responsibility to identify any conflicts with existing utilities or structures before installation. All conflicts with any county or city infrastructure or other existing utilities shall be resolved to the satisfaction of the owner.

7.7. No structures (including, but not limited to, vaults, handholes, or system equipment) of any kind are

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permitted in the flow line of waterways/ditches/existing tiles.

- 7.8. When working near a bridge or culvert, details related to the structure should be provided.
- 7.9. The Union County Engineer may require pre-engineering or pre-construction meetings.
- 7.10. Plan reviews by other agencies may be required based on project location and type of work. This may extend review times outlined in section 18.

**8. Construction**

- 8.1. Road rights-of-way are reserved for roadway purposes and utilities that provide direct public benefit. Utilities determined to be primarily for private use, or not serving adjoining parcels for public use, may be required to be located within a private easement outside of the right-of-way.
- 8.2. Utility companies proposing to install underground utilities shall remove any existing above-ground utilities and associated poles.
- 8.3. Any pavement markings that are damaged or removed over 50 feet or more shall be replaced. Road structures that were impacted, i.e., curbs and culverts, shall be restored. Drainage or roadside ditches must be cleaned and returned to proper working order, and all excavation debris shall be cleared from the site.
- 8.4. The permit holder shall ensure that the nearby and adjoining property owners always have safe and reasonable access to their driveways during work being performed. Temporary driveways or access routes shall be provided when needed to prevent any interruption to local property access.
- 8.5. The permit holder shall also protect, maintain, and preserve all public features during construction, including but not limited to cornerstones, monuments, and land markers. Any such public feature disturbed or removed during the project shall be replaced or restored under the supervision of a registered surveyor to ensure its accuracy and proper placement.
- 8.6. Any underground drainage tile, culvert, or drainage structure damaged during construction shall be repaired or replaced at the permit holder's expense and to the satisfaction of the Union County Engineer.
- 8.7. Underground gas, petroleum, and electric lines shall be marked by visible above-ground means at the right-of-way line.
- 8.8. The permit holder shall have the approved permit available on-site at all times while work is being performed within the right-of-way.
- 8.9. Any vehicle actively performing work within the right-of-way shall be clearly marked with the name or logo of the company or person performing the work.

**9. Boring**

- 9.1. **Boring is the required method for installing underground utilities** within the right-of-way. Alternative installation methods will be considered if and only if boring is demonstrated to be infeasible, and supporting documentation is submitted and approved by the Union County Engineer.
  - 9.2. All boring within the right-of-way shall be installed at a minimum depth of 42 inches measured from the bottom of the roadside ditch.
  - 9.3. Pedestals, handholds, and/or pull boxes shall be installed flush to the existing surface and shall be traffic-rated so as not to interfere with right-of-way maintenance.
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- 9.4. All fiber optic cables shall be installed by directional drilling within a conduit at a minimum depth of 42 inches measured from the bottom of the roadside ditch.
  - 9.5. Fiber optic cables shall be installed within 3 feet of the back side of the right-of-way, unless otherwise approved by the Union County Engineer.
  - 9.6. All boring operations shall maintain a minimum of 10 feet below the stream bottom when boring beyond or around a pipe, unless otherwise approved by the Union County Engineer.
  - 9.7. If conflicts with existing utilities prevent the installation of fiber optic cable or other permitted facilities in accordance with the approved permit conditions, the utility company shall notify the Union County Engineer's Office immediately. Failure to resolve the conflict(s) may result in the permit being voided and may require removal of the installed facilities if the issue cannot be remedied to the satisfaction of the Union County Engineer.
  - 9.8. Bore pits shall be located on the backside of the road ditch at least 3 feet from the bottom of the road ditch when boring under the roadway. The conduit shall extend continuously under ditches and the full width of the roadway.
  - 9.9. If a proposed utility cannot be reasonably accommodated within the right-of-way due to space limitations, infrastructure conflicts, or future roadway needs, the Union County Engineer may require the utility to be located within a private easement.
  10. **Water and Sewer Installation**
    - 10.1. If installing water or sewer, a copy of the plan approved by the utility owner shall be provided.
    - 10.2. Installation and inspection around water and sewer mains and laterals belonging to the utility owner shall be inspected jointly by the utility owner and the Union County Engineer's Office. A copy of the completed inspection report shall be provided to the Union County Engineer for filing upon completion.
  11. **Backfill and Disturbed Earth**
    - 11.1. Disturbance of the road surface, shoulders, and ditches shall be kept to a minimum.
    - 11.2. Controlled Density Fill (CDF) is the required method for backfill crossing under the pavement unless otherwise approved by the Union County Engineer. Trenches through roads or private drives within the right-of-way will be backfilled with CDF from 12 inches above the utility to the bottom of the asphalt concrete surface.
      - 11.2.1. An inspector is required to witness the following:
        - 11.2.1.1. Backfilling around any existing sanitary line, water line, storm water structure, or bridge.
        - 11.2.1.2. Backfilling within the pavement influence.
      - 11.2.2. CDF shall not be put in place when the trench bottom or walls are frozen or contain frozen materials. Flowable fill must be protected from freezing until it has hardened.
  12. **Road Crossings**
    - 12.1. Installations crossing the pavement or right-of-way shall be placed perpendicular to the pavement or right-of-way.
    - 12.2. All underground cables shall be installed in a conduit at a minimum of 42" measured from the bottom of the roadside ditch.
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- 12.3. Underground electric crossing is allowable only at the Union County Engineer's discretion. A detailed exhibit will be required. See Appendix D for a detailed typical section.
- 12.4. Open cutting may be permitted for the installation of underground lines greater than 16 inches. Underground lines 16 inches or less shall be installed by boring.

**13. Road Repair**

- 13.1. The road surface removed or damaged shall be replaced according to the "Typical Road Section Repair Work" drawing in Appendix E and shall be repaired within 48 hours.
- 13.2. The Union County Engineer's Office shall be notified 48 hours before completing surface repair and restoration whenever work is discontinued or resumed.
- 13.3. Joints shall be sealed with liquid asphalt.

**14. Restoration**

- 14.1. Restoration of any sidewalk, curb, shoulder, etc. shall occur no later than 14 calendar days after the conclusion of any utility repair or installation activity unless expressly authorized otherwise by the Union County Engineer. Construction activity completed from December through April shall be permanently restored no later than May 31st. After May 31st, non-compliance with this required restoration work shall be considered a violation and may result in forfeiture of the performance bond.
- 14.2. When a disturbance from excavation is performed in the right-of-way, the right-of-way conditions shall be returned to the same quality condition or better than before the excavation. The restoration shall be completed by such times as required by the Union County Engineer, i.e., seeding, sidewalks, roadways, drives, mailboxes, storm drainage, culverts, etc.
- 14.3. The performance bond or surety check will not be released until restoration is completed satisfactorily.
- 14.4. Grading shall be returned to original elevations, and material (topsoil) placed on the surface will support the regrowth of grass and vegetation.

**15. Maintenance of Traffic**

- 15.1. Maintenance of Traffic Plans
- 15.1.1. Any work that results in a lane closure must submit a permit application with a maintenance of traffic plan.
- 15.1.2. The maintenance of traffic (MOT) plan shall be submitted for approval before any work begins. An MOT plan is required for projects that perform work on any county roadway where traffic flow would be interrupted at any time. All MOT Plans shall follow the Ohio Manual of Uniform Traffic Control Devices (OMUTCD). The appropriate traffic control diagrams from the Ohio Department of Transportation (ODOT) should be used, based on road type, speed limit, and the type of work being performed.
- The MOT plans shall include:
- 15.1.2.1. Use of the correct ODOT traffic controls standards such as TA-1, TA-3, TA-10 for two-way flagging or TA-10 for single-lane closures.
- 15.1.2.2. All signage and barricades shall conform to the latest edition of the OMUTCD.
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- 15.1.2.3. Lights, signs, barricades, and, if necessary, flagmen, watchmen, and workers shall be placed on the job for the protection of traffic at all times of the day and night during the time any work is being performed.
- 15.1.2.4. All open excavations shall be plated or backfilled before the end of each workday. Plates in the pavement shall have the appropriate signage and shall be anchored/staked and must be approved in advance by the Union County Engineer's Office.
- 15.1.2.5. Utility companies shall contact the Union County Engineer's Office two (2) business days ahead of planned construction of the utility, so proper notification for travel and emergency services can occur.
- 15.1.2.6. Work during peak morning and evening times is prohibited, unless approved by the Union County Engineer. The Union County Engineer must approve work outside normal working hours, on holidays, or on weekends.
- 15.1.2.7. When flaggers are not actively working, all "Flagger Ahead" and "One Lane Ahead" signs shall be covered or removed.

**15.2. Regulations**

- 15.2.1. The Union County Engineer's Office reserves the right to void this permit if maintenance of traffic requirements aren't being met.
- 15.2.2. The permit holder agrees that at the end of each workday, project equipment will be clear of the right-of-way or at the back edge.
- 15.2.3. Only one lane of traffic may be closed at a time, unless otherwise approved by the Union County Engineer.
- 15.2.4. The work area shall be left clean and stable, with no soil erosion, runoff, or stream pollution caused by the project. Preventative measures should be used as needed to protect nearby waterways and the surrounding land.
- 15.2.5. No permit is required for emergency repair work to existing utilities due to unexpected outages or the risk of property or bodily harm. The Union County Engineer shall be promptly notified of the necessary work and any accompanying traffic disruption.

**16. Notifications**

- 16.1. The Union County Engineer's Office shall be notified two (2) business days in advance of lane closures, excavations, or anything that will impede traffic.

**17. Inspections**

- 17.1. Inspections will be performed during normal business hours.
- 17.2. The Union County Engineer reserves the right to charge overtime fees for inspections outside of normal business hours. These fees shall be paid prior to the release of the surety.

**18. Permit Review**

- 18.1. Review times vary based on the complexity of the project, and adequate review time shall be considered in the applicant's schedule.
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18.2. Complex reviews can take up to thirty (30) working days by staff (this does not include any time the applicant has the plans in their possession for revisions).

18.3. Subsequent reviews can take up to ten (10) working days each.

18.4. The permit request shall include plans, details, and specifications as outlined in these requirements.

**19. Permit Fee Schedule**

19.1. Base Fee: \$250 (Covers single-point projects or lineal projects up to 1 mile)

19.2. Linear projects over 1 mile: \$300 per additional mile, rounded to the next mile

19.3. Road Crossings

19.3.1. Additional fee of \$100 per crossing if boring

19.3.2. Additional fee of \$400 per crossing if open cutting

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## Appendices

- A: Permit Insurance Requirements
  - B: Driveway & Pipe Standards
  - C: Mailbox Installation Requirements Pamphlet
  - D: Underground Electric Placement Requirements
  - E: Typical Road Section Repair Work
-

APPENDIX A  
Permit Insurance Requirement

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PERMIT INSURANCE REQUIREMENTS

TYPE OF INSURANCE	LIMITS	
COMMERCIAL GENERAL LIABILITY	EACH OCCURRENCE	\$1,000,000
	PERSONAL & ADV INJURY	\$2,000,000
	GENERAL AGGREGATE	\$1,000,000
	PRODUCTS – COMP/OP AGG	\$1,000,000
AUTOMOBILE LIABILITY	COMBINED SINGLE LIMIT (EACH ACCIDENT)	\$1,000,000
	UNINSURED MOTORIST	\$1,000,000
UNDERGROUND HAZARD/EXPLOSION/COLLAPSE	EACH OCCURRENCE	\$1,000,000
ENVIRONMENTAL/POLLUTION LIABILITY	EACH OCCURRENCE	\$1,000,000
WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY	EMPLOYERS' LIABILITY EACH ACCIDENT	\$1,000,000
	EMPLOYERS' LIABILITY DISEASE – EACH EMPLOYEE	\$1,000,000
	EMPLOYERS' LIABILITY DISEASE – POLICY LIMIT	\$1,000,000

APPENDIX B  
Driveway & Pipe Standards

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UNION COUNTY  
ENGINEER

# DRIVEWAY & PIPE STANDARDS

INSTALLING A  
DRIVEWAY, DRIVEWAY  
PIPE, OR ROADSIDE  
PIPE?



ALL INSTALLATIONS  
SHALL BE DONE IN  
ACCORDANCE WITH  
THESE STANDARD  
SPECIFICATIONS  
AND DRAWINGS

general design

### DRIVE WIDTHS & RADII

**minimum residential drive width** is ten (10) feet [special drives, such as common access drives or multi-family drives may be wider, but should not exceed twenty four (24) feet; field drives may be wider than 24' to accommodate equipment]

**min radius for each approach** (adjacent to the road) is **twenty (20) feet**

### DRIVEWAY MATERIAL (MINIMUMS)

**field Drive**—6" crushed aggregate base

**residential drive**—2" asphalt over 6" crushed aggregate base, or 8" crushed aggregate base, or 6" concrete (reinforcing recommended)

**commercial, industrial, or multi-family drive**—design shall be based on specific use requirements

**common access drive**—see CAD regulations

### CONCRETE DRIVES

concrete drives on **uncurbed** county and township roads shall be terminated four (4) feet from the edge of pavement

the area between the drive and the pavement shall be filled with either 2" asphalt over 6" crushed aggregate base or 8" of crushed aggregate base

concrete drives on **uncurbed** township roads, in residential subdivisions with posted speed limits of 25 mph, shall be terminated as described above or can be brought to the edge of pavement if the **concrete drive is "held down" 1/4"** lower than the road pavement

general design

### INTERSECTION ANGLE

drives should intersect the road at an angle between 70° and 90° ; 90° is preferable

### PROFILE

drives on **uncurbed** roads shall slope down and away from the edge of pavement for a minimum distance of four (4) feet

beyond four (4) feet the driveway may slope up or down, but at a slope no greater than ten percent (10%)

### LOCATION ALONG PUBLIC ROADS

**sight distance** due to vertical or horizontal curves shall be no less than 495'

**driveway spacing** from other driveways or roads: local—250'

minor collector—360'

major collector—495'

(may be greater for commercial, industrial or multi-family drives)

### VARIANCES

a variance may be granted for extreme situations where these standards can not be met



CR 164

working to keep  
your roads safe

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## INSTALLATION STANDARDS

### PIPES—DRIVEWAY

pipe size (diameter) will be determined by county engineer staff

minimum diameter for residential & field drives is 10" (minimum diameter for all other drives is 12")

minimum pipe length is 30'

ALLOWABLE PIPE MATERIAL—DRIVEWAY  
 reinforced concrete pipe (RCP)

smooth wall high density polyethylene pipe (HDPE)

corrugated metal pipe (CMP)

### COVER—DRIVEWAY

pipe must be covered by a minimum of eight (8) inches of material or as otherwise recommended by the manufacturer

### PIPES—DITCH ENCLOSURE

pipe size (diameter) will be determined by county engineer staff (minimum 10")

pipe may be perforated or solid

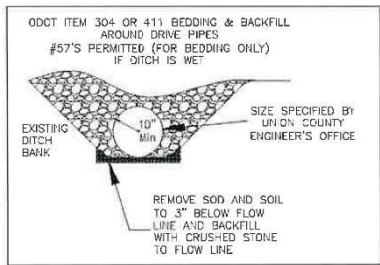
backfill may be granular material or soil

### INLETS—DITCH ENCLOSURE

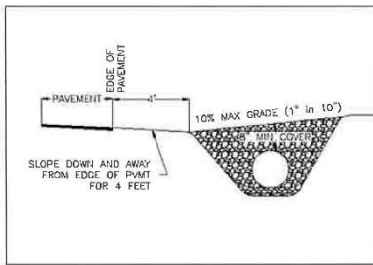
minimum 8" diameter drop inlet is required in residential subdivisions with storm sewer systems

must be installed on "high" or upstream side of driveway

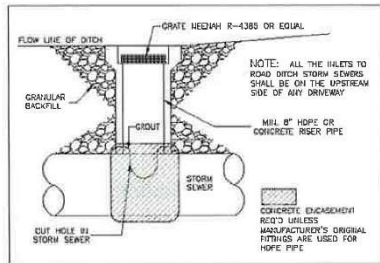
drops are also required every 200' along ditch enclosures, regardless of road type



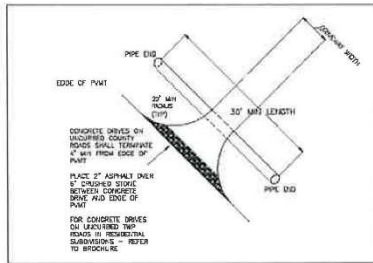
**DRIVE PIPE DETAIL**



**DRIVEWAY PROFILE**



**DROP INLET DETAIL**



**DRIVEWAY LAYOUT**

### RESPONSIBILITY

when a new driveway is proposed, a property owner must fill out a driveway application, pay associated fees, and obtain a driveway permit prior to construction

property owners are responsible for purchase, installation, replacement, and repair of driveways, driveway pipe, and roadside pipe (ditch enclosure)

deficient drives or pipes shall be replaced by the owner within 30 days of notification by the county engineer

work not completed within 30 days of notification will be completed by the county engineer and the cost will be assessed to the property owner

### PLEASE NOTE

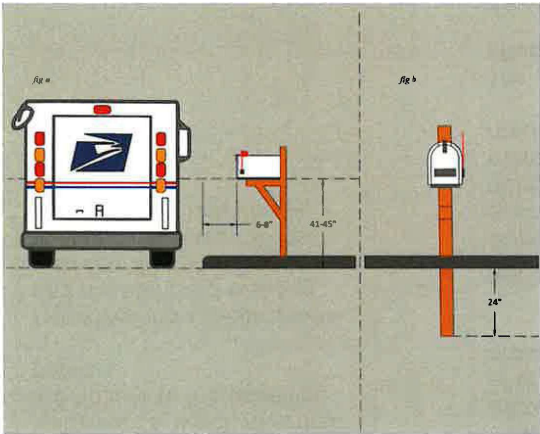
these guidelines are intended for single drive use

additional standards may apply for commercial, industrial, multi-family, and common access drives

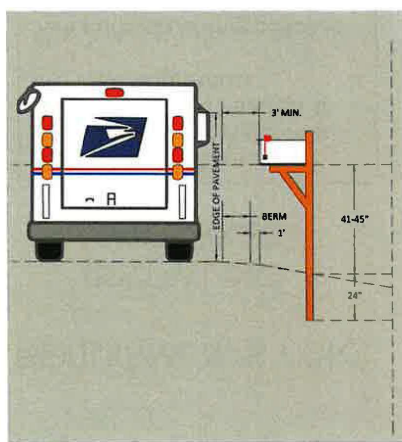
APPENDIX C  
Mailbox Installation  
Requirements Pamphlet

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- Here are some helpful guidelines to follow when placing your Mailbox:**
- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
  - Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, place your mailbox 3' (36") MIN. postmaster for guidance.
  - Put your house or apartment number on the mailbox.
  - If your mailbox is on a different street from your house or apartment, put your full street address on the box.



MAILBOX INSTALLATION REQUIREMENTS WITH RAISED CURB



MAILBOX INSTALLATION REQUIREMENTS WITHOUT RAISED CURB

**Union County Engineer**

**Requirements for**

**INSTALLING MAILBOXES**



Prepared by:  
**JEFF STAUCH**  
**UNION COUNTY ENGINEER**

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## REQUIRMENTS FOR INSTALLING MAILBOXES

Mailboxes represent obstructions within the road right-of-way and hazards to the travelling public.

The purpose of this policy is to encourage mailbox installations, which minimize the hazard to the travelling public.

The following specifications and the standard drawing represent the recommended mailbox installation to be used along county roads.

### MATERIALS

Wood posts shall be nominal 4" X 4" square or 4 1/2" diameter round.

Steel posts shall be nominal pipe size 2" in diameter.

Hardware (plates, screws, bolts, etc.) shall be commercial grade galvanized steel.

### SETTING POSTS

Posts shall be set in compacted earth or driven into the ground and shall NOT be encased in concrete.

### MOUNTING BOXES

Support hardware shall accommodate either a single or a double mailbox installation. No more than two boxes shall be mounted on a single post.

The mailbox shall be securely attached to the post.

The roadside face of the mailbox shall be no closer than 3 feet from the edge of pavement.

### LOCATION

Check with your local postmaster to determine which side of the road your mailbox must be located for mail delivery service to your address.

Irwin	937-349-2121
East Liberty	937-666-4292
Marysville	937-642-1961
Milford Center	937-349-2061
Mt. Victory	937-354-4081
North Lewisburg	937-747-2278
Ostrander	740-666-7345
Plain City	614-873-4004
Raymond	937-246-2561
Richwood	740-943-2033
West Mansfield	937-355-4001

### ADDRESS NUMBERS

Address numbers make finding your residence easier for emergency vehicles and rural mail carriers alike.

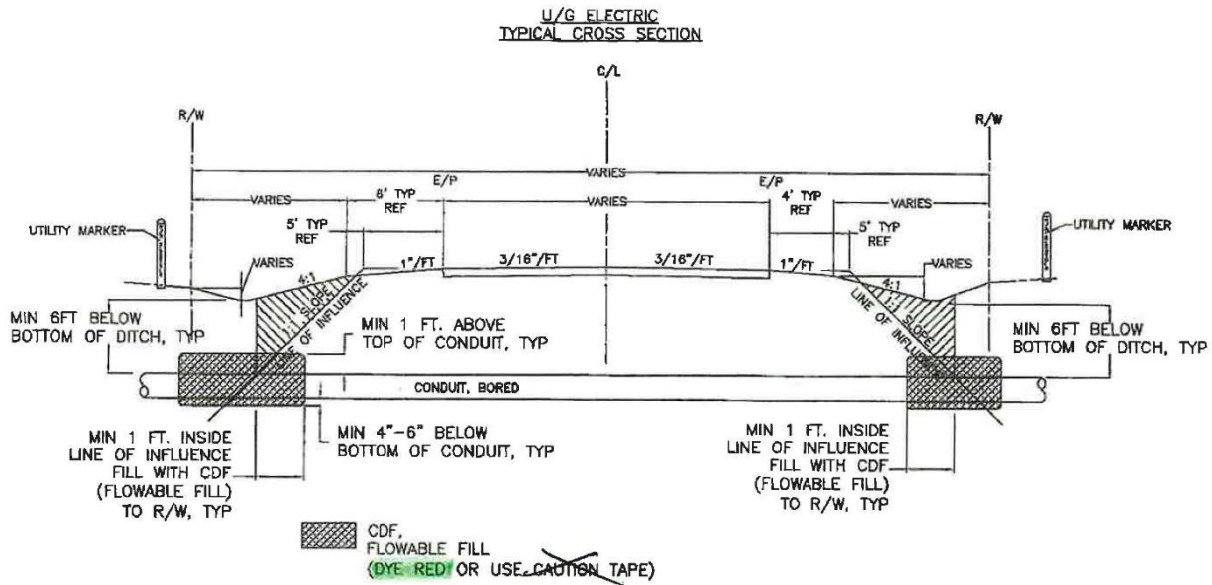
Reflective address numbers offer the best visibility after dark.

Reflective address sign kits may be available at the following locations:

Allen Twp. Fire Dept.	937-642-5536
Jerome Twp. Fire Dept.	614-873-8990
Liberty Twp. Fire Dept.	937-246-2156
Northern Union County Fire & EMS	740-943-2715

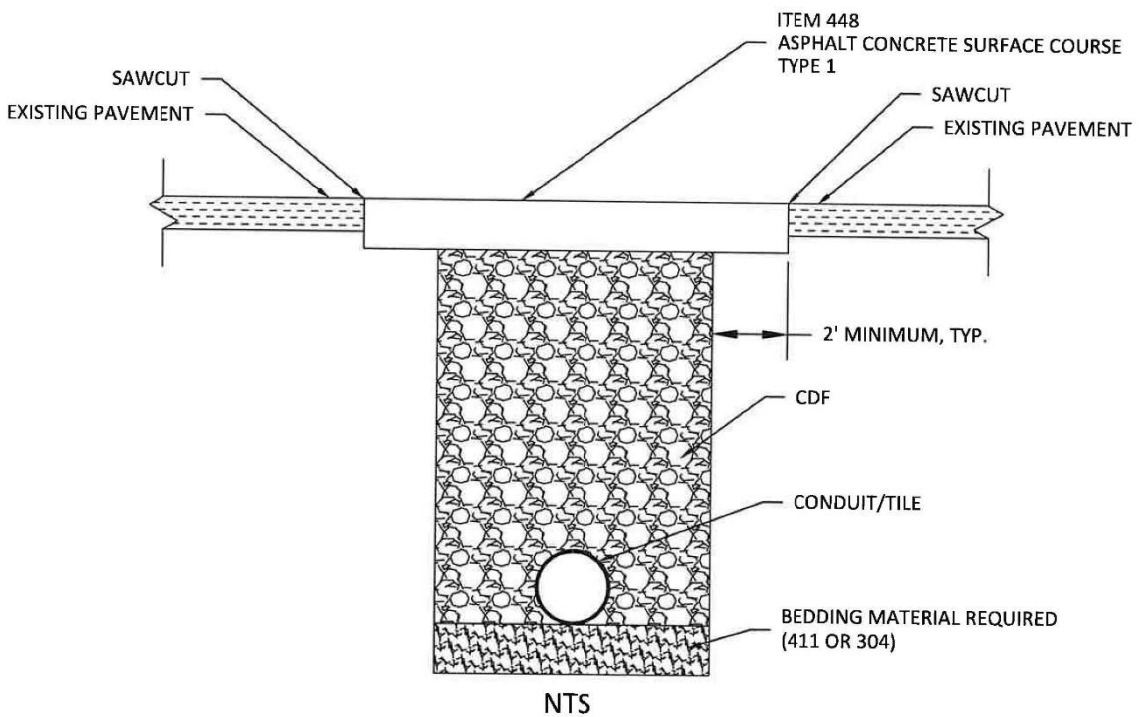
APPENDIX D  
Underground Electric Typical  
Section

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APPENDIX E  
Typical Road Section Repair Work

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NOTES:

1. IF EXISTING PAVEMENT THICKNESS EXCEEDS 6", THE REPLACEMENT PAVEMENT SHALL MATCH THE EXISTING PAVEMENT THICKNESS
2. IF EXISTING PAVEMENT THICKNESS IS 6" OR LESS, A MINIMUM OF 6" OF NEW ASPHALT PAVEMENT SHALL BE INSTALLED IN LIFTS NOT TO EXCEED 3"
3. ALL JOINTS BETWEEN NEW AND EXISTING PAVEMENT SHALL BE SEALED WITH ASPHALT EMULSION AND LOOSE SAND

C.I. 2026  
 Date 3/18/2026

A motion was made by Steve Robinson and seconded by David A. Lawrence to approve this resolution and was carried by the following vote:

Steve Robinson, Yea  
 Tom McCarthy, Yea  
 David A. Lawrence, Yea

\* \* \*

## UNION COUNTY COMMISSIONERS JOURNAL 2026

March 18, 2026

- 
- Mr. Stauch stated the office will be submitting a speed limit reduction on Industrial Parkway for approval next week.
  - He has met with the Sheriff's Office and ODOT to talk about the upcoming road construction projects and the impact on residents. This summer will be very busy with projects, and they know it is important to get the word out to residents via social media, signs, and email. No one can control what local roads residents will use for detours, but message boards will be posted.
  - There will be no hot-mix paving program this year, but Jerome Township and Dover Township have asked for the Engineer's Office to pave some of their roads. The townships will pay for this, not the Engineer's Office.
  - The office will be submitting a TID application later this week for the Blaney Road Extension project.
  - Operations crews are working on cleaning up fallen trees and replacing signs damaged from the recent windstorms.
  - There will be a meeting with ODOT next week to discuss the Bear Swamp Road grade separation. The Engineer's Office will be required to match 10% of the funds for this project.
  - Commissioner McCarthy asked if this was a \$20 million project, and Mr. Stauch stated it was.
  - There is \$10,000 in the Engineer's Office budget to contribute towards the TrainFo sensor at that railroad tracks in Liberty Township. This will allow for residents to see any stopped train that has been sitting for longer than 15 minutes. The stopped train will show up on the Waze app. TrainFo is developing their own app that residents will be able to use as well. This program is expensive but will help residents and first responders.
  - Commissioner McCarthy asked if this project was worthwhile if it would still take 15 minutes to notify first responders, and Mr. Narducci stated the 15 minutes is not for first responders. They would be notified as soon as there was a train stopped.
  - Commissioner McCarthy asked if it was too late to ask for capital funding for this project, and Mr. Narducci stated since it is a transportation project, it is separate.
  - Commissioner McCarthy asked the costs for this project, and Mr. Narducci stated it is \$60,000 for three sensors to be installed.
  - Commissioner asked if there was an update on the county garage project, and Mr. Stauch stated he met with the architectural engineering firm. The firm is halfway through the feasibility study.
  - Commissioner Robinson stated he had a resident reach out to him Osborne Road. The resident's family was in an accident. They are asking the Engineer's Office to look at this intersection and possibly install flashing light stop signs.
  - Mr. Stauch stated the Engineer's Office will pull the accident report and look further into this matter.
  - Mr. Holtschulte stated pulling the accident report will show what caused this accident.
  - Commissioner McCarthy asked if traffic cameras could be installed at this intersection, and Mr. Gray stated cameras will not solve the issue, and can only issue a penalty to the individual who caused the accident.

Jeff Stauch, Jessica Cain, Josh Holtschulte, and Andrea Hodge left at this time.

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026

March 18, 2026

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RESOLUTION NO. 26-128:

**Executive Session – Pursuant to O.R.C. 121.22(G)(7) – To Consider Trade Secrets of a County Hospital – Commissioners**

The County Commissioners do hereby approve entering into executive session at 10:30 a.m. for the purpose of considering trade secrets of a county hospital. In attendance were: Bill Narducci, County Administrator; Janell Alexander, Budget Analyst; Mallory Lehman, Clerk to the Board; and Mike Tierney, Cain Brothers. The session ended at 12:03 p.m.

No action was taken.

A motion was made by Steve Robinson and seconded by David A. Lawrence that this resolution be adopted and carried by the following vote:

Steve Robinson, Yea  
Tom McCarthy, Yea  
David A. Lawrence, Yea

\* \* \*

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

ADMINISTRATOR ACTION NO. 26-032A:

Payment of Bills

County Administrator Bill Narducci approved the payment of regular purchase order bills and the “then and now” bills submitted for the week of March 16, 2026.

Vendor Name	CHECK RUN	Invoice	PO	Invoice Amt	Status	Dept
7406 AMAZON CAPITAL	031126	1rt9pkj4d7ph	20260550	7.19	Pending approval	Clerk of Courts
2119 GORDON FLESCH COMPAN	031826	15536639	20261831	9.54	Pending approval	Common Pleas-Gen
7406 AMAZON CAPITAL	031826	1PLX-DXLT-D4	20261164	12.88	Pending approval	Engineer
7406 AMAZON CAPITAL	031826	16K7-WCGM-C	20261164	16.48	Pending approval	Engineer
6853 PEACOCK WATER	031126	peacockwater	20260527	17.50	Pending approval	Clerk of Courts
10289 KERR, RACHEL	031826	228798	20261056	17.79	Pending approval	Sheriff
7406 AMAZON CAPITAL	031826	133Q-Y6GP-CI	20260427	17.98	Pending approval	COYC
2119 GORDON FLESCH COMPAN	031826	IN15539588	20260252	19.28	Pending approval	Facilities
8672 KETTERING NETWORK RA	031826	228795	20262351	19.38	Pending approval	Sheriff
38 CITY OF MARYSVILLE	031826	228907	20261947	21.05	Pending approval	Facilities
8672 KETTERING NETWORK RA	031826	228797	20262353	21.30	Pending approval	Sheriff
6354 KRAMER ENTERPRISES,	031826	180952 (1/3)	20261156	21.79	Pending approval	Engineer
9347 T-MOBILE USA INC.	03182026	228873	20260335	22.10	Pending approval	EMA
7406 AMAZON CAPITAL	031826	14Q9-CPK7-9F	20262290	23.74	Pending approval	Commissioners
2245 RICHWOOD BANKING VIS	031826	Card 3, Feb '26	20262385	25.00	Pending approval	Human Services
2245 RICHWOOD BANKING VIS	031826	228659	20261886	32.82	Pending approval	Sheriff
8322 VERIZON CONNECT FLEE	031826	S5602000081	20261161	34.90	Pending approval	Engineer
6853 PEACOCK WATER	031126	peacockwater	20260552	35.00	Pending approval	Clerk of Courts
1497 AUTO ZONE INC	031826	01731470718	20260528	37.48	Pending approval	Sheriff
272 MERCY MEMORIAL HOSPI	031826	228751	20260229	37.68	Pending approval	Sheriff
1380 UCO INDUSTRIES	031826	24856	20262330	40.00	Pending approval	Prosecutor
1380 UCO INDUSTRIES	31826	24858	20262404	40.00	Pending approval	Treasurer
4356 KONICA MINOLTA BUSIN	031826	506941073 (1, 20261165		41.14	Pending approval	Engineer
4356 KONICA MINOLTA BUSIN	031826	506941074 (2, 20261165		41.14	Pending approval	Engineer
38 CITY OF MARYSVILLE	031826	228908	20261947	44.22	Pending approval	Facilities
575 KALE MARKETING INC	031826	129549	20262317	45.57	Pending approval	Engineer
733 MCAULIFFE'S ACE	031826	424537	20260421	46.97	Pending approval	COYC
833 VERIZON WIRELESS GRE	031826	6137462450	20260537	50.00	Pending approval	Clerk of Courts
5595 FORENSIC FLUIDS LABO	031826	83094	20262354	50.00	Pending approval	Human Services
9347 T-MOBILE USA INC.	031826	L2603100265	20262402	50.00	Pending approval	Sheriff
1127 QUILL CORPORATION	031826	47949155	20262343	50.98	Pending approval	Auditor
5412 MONOPRICE, INC	031826	24774918	20262311	51.21	Pending approval	Sheriff
451 SMART OIL COMPANY	031826	11346565	20262301	54.58	Pending approval	Auditor
122 MARYSVILLE PRINTING	031826	56568	20262417	54.60	Pending approval	Engineer
39 COLUMBIA GAS OHIO IN	031826	cgohiomarch2	20260534	54.71	Pending approval	Clerk of Courts
39 COLUMBIA GAS OHIO IN	031126	cgofeb2026	20260534	56.00	Pending approval	Clerk of Courts
7406 AMAZON CAPITAL	03182026	143F-1PYP-4Jc	20262405	57.53	Pending approval	EMA
7618 VANCO PAYMENT SOLUTI	031826	16088522	20262306	57.55	Pending approval	Engineer
6354 KRAMER ENTERPRISES,	031826	180953 (2/3)	20261137	58.58	Pending approval	Engineer
272 MERCY MEMORIAL HOSPI	031826	228778	20260229	58.98	Pending approval	Sheriff
1380 UCO INDUSTRIES	031826	24848	20262309	60.90	Pending approval	Auditor
177 UNION RURAL ELECTRIC	031826	InskeepFeb26	20261139	61.09	Pending approval	Engineer
9016 PITNEY BOWES BANK	031826	purchasepowe	20260543	62.52	Pending approval	Clerk of Courts
9693 EMERGENCY MEDICINE	031826	228780	20260228	62.91	Pending approval	Sheriff
9693 EMERGENCY MEDICINE	031826	228783	20260228	62.91	Pending approval	Sheriff
4356 KONICA MINOLTA BUSIN	031826	506899088,50	20262376	63.00	Pending approval	Human Services
8672 KETTERING NETWORK RA	031826	228796	20262352	69.01	Pending approval	Sheriff
177 UNION RURAL ELECTRIC	031826	WarnerFeb26	20261139	73.00	Pending approval	Engineer
1127 QUILL CORPORATION	031826	479281188	20260221	73.99	Pending approval	Sheriff
10316 COUGHLIN AUTOMOTIVE	031826	516006039	20257600	74.99	Pending approval	Sheriff
10316 COUGHLIN AUTOMOTIVE	031826	516005808	20260530	74.99	Pending approval	Sheriff
177 UNION RURAL ELECTRIC	031826	BearSwampFe	20261157	79.00	Pending approval	Engineer
8862 CONLEY, KATHRYN A PO	031826	00418	20262013	79.50	Pending approval	Commissioners
1380 UCO INDUSTRIES	031126	24857	20261681	80.00	Pending approval	Clerk of Courts
7406 AMAZON CAPITAL	031826	1MG9-GDLF-C	20261164	87.54	Pending approval	Engineer
177 UNION RURAL ELECTRIC	031826	FedexFeb26 3,	20261139	88.04	Pending approval	Engineer
2119 GORDON FLESCH COMPAN	031826	IN15539566	20261143	89.90	Pending approval	Engineer
9693 EMERGENCY MEDICINE	031826	228786	20260228	94.23	Pending approval	Sheriff
1123 ZANDER PEST CONTROL	031826	46932	20260532	95.00	Pending approval	Clerk of Courts

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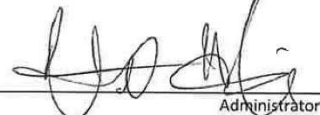
Vendor Name	CHECK RUN	Invoice	PO	Invoice Amt	Status	Dept
1320 OCCUPATIONAL HEALTH	031826	45152	20262374	96.00	Pending approval	Human Services
177 UNION RURAL ELECTRIC	031826	Mitch-DewFet	20261139	98.00	Pending approval	Engineer
7304 KALIDA TRUCK	031826	KSS8486	20262318	99.63	Pending approval	Engineer
190 DARBY TOWNSHIP-FISCA	031826	228634	20262332	100.00	Pending approval	Commissioners
193 JEROME TOWNSHIP-FISC	031826	228576	20262299	100.00	Pending approval	Commissioners
9912 INTERSTATE BILLING S	031826	00001274059	20262377	100.84	Pending approval	Human Services
3917 AT&T MOBILITY	03182026	VR0022026	20260337	102.23	Pending approval	EMA
10316 COUGHLIN AUTOMOTIVE	031826	516006037	20260530	104.20	Pending approval	Sheriff
2119 GORDON FLESCH COMPAN	031826	IN15539505	20260591	106.00	Pending approval	Sheriff
7406 AMAZON CAPITAL	031826	16VK-G3G1-7I	20262345	119.99	Pending approval	Prosecutor
10316 COUGHLIN AUTOMOTIVE	031826	516005830	20260530	119.99	Pending approval	Sheriff
3271 SAFEGUARD BUSINESS S	031126	9010173958	20262117	120.58	Pending approval	Clerk of Courts
38 CITY OF MARYSVILLE	031826	228909	20261947	122.03	Pending approval	Facilities
8322 VERIZON CONNECT FLEE	031826	Eng60200008:20261125		123.75	Pending approval	Engineer
2238 LEXISNEXIS	031826	1100272554	20262329	129.50	Pending approval	Prosecutor
272 MERCY MEMORIAL HOSPI	031826	228777	20260229	134.93	Pending approval	Sheriff
2245 RICHWOOD BANKING VIS	031826	5Feb26 (1/2)	20262339	137.50	Pending approval	Engineer
9858 WEX BANK	031826	111204119	20262348	137.64	Pending approval	Prosecutor
2860 HOME DEPOT CREDIT SE	031826	Jan26	20262314	141.03	Pending approval	Engineer
1127 QUILL CORPORATION	031826	47928118	20260271	147.98	Pending approval	Sheriff
53 SE HARDIN/NW UNION F	031826	26RC01966	20262401	150.00	Pending approval	Sheriff
2238 LEXISNEXIS	031826	1100274104	20262356	150.00	Pending approval	Human Services
3361 TREASURER OF STATE	031826	TDIM - E. Clarl	20262403	150.00	Pending approval	Prosecutor
3361 TREASURER OF STATE	031826	TDIM - C. Harr	20262403	150.00	Pending approval	Prosecutor
3361 TREASURER OF STATE	031826	TDIM - R. Justi	20262403	150.00	Pending approval	Prosecutor
9693 EMERGENCY MEDICINE	031826	228785	20260228	154.30	Pending approval	Sheriff
2245 RICHWOOD BANKING VIS	031826	228661	20256981	158.40	Pending approval	Sheriff
1019 NENA	031826	200054259	20261871	160.00	Pending approval	Sheriff
3432 RUMPKE OF OHIO, INC	031826	2485500	20260686	163.96	Pending approval	Clerk of Courts
1380 UCO INDUSTRIES	031826	24851	20262358	168.00	Pending approval	Human Services
4260 WORKFORCE PAYHUB	031826	PA00096287	20261129	173.96	Pending approval	Engineer
2475 UNION COUNTY AGRICUL	031826	7703	20262310	175.00	Pending approval	Auditor
8322 VERIZON CONNECT FLEE	031826	Bldg60200008	20261168	179.00	Pending approval	Engineer
10151 HARVEY, MIRANDA	031826	2.2026 trainin	20262387	187.50	Pending approval	Human Services
38 CITY OF MARYSVILLE	031826	228914	20260290	187.77	Pending approval	Facilities
38 CITY OF MARYSVILLE	031826	228910	20261947	194.58	Pending approval	Facilities
2191 AMAZON	031826	13KQ-NY64-LE	20260270	194.98	Pending approval	Sheriff
1581 IAEM	03182026	248983	20262414	199.00	Pending approval	EMA
177 UNION RURAL ELECTRIC	031826	CrottingerFeb	20261157	200.00	Pending approval	Engineer
52 DAYTON POWER & LIGHT	031826	228559	20260286	203.73	Pending approval	Facilities
139 OHIO EDISON COMPANY	031826	3/5/26 Beatty	20261142	209.96	Pending approval	Engineer
38 CITY OF MARYSVILLE	031826	228913	20260290	215.82	Pending approval	Facilities
1127 QUILL CORPORATION	031826	47858177	20262174	219.42	Pending approval	Prosecutor
8982 CONNECT PARENT CORPO	031826	40500097901	20260641	224.00	Pending approval	Sheriff
1971 STAPLES CONTRACT &	031826	7008954435	20260431	229.84	Pending approval	COYC
3629 VISA	031826	VISA_March	20261970	234.22	Pending approval	Commissioners
2119 GORDON FLESCH COMPAN	03182026	IN15539586	20260253	238.00	Pending approval	EMA
2119 GORDON FLESCH COMPAN	031826	IN15539587	20260254	245.00	Pending approval	Commissioners
3665 WINSUPPLY OF MARYSVI	031826	123755 01	20260361	246.99	Pending approval	Facilities
39 COLUMBIA GAS OHIO IN	031826	228577	20260389	251.60	Pending approval	Facilities
1212 TREASURER STATE OH (	031826	0537885-IN	20262373	252.00	Pending approval	Human Services
1127 QUILL CORPORATION	031826	48063217	20250948	253.65	Pending approval	Common Pleas-Gen
1127 QUILL CORPORATION	031826	47947711	20262343	257.39	Pending approval	Auditor
3459 FRIENDSOFFICE	031826	1899731-0	20262378	260.44	Pending approval	Human Services
5612 CHARM-TEX, INC.	031826	436903, 4372	20260428	278.90	Pending approval	COYC
2245 RICHWOOD BANKING VIS	031826	03022026	20262342	280.36	Pending approval	Auditor
10316 COUGHLIN AUTOMOTIVE	031826	516005840	20260530	280.82	Pending approval	Sheriff
2245 RICHWOOD BANKING VIS	031826	Card 1, Feb '21	20262383	284.35	Pending approval	Human Services
177 UNION RURAL ELECTRIC	031826	DarbyMeadFe	20261157	285.00	Pending approval	Engineer

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Vendor Name	CHECK RUN	Invoice	PO	Invoice Amt	Status	Dept
4356 KONICA MINOLTA BUSIN	031826	506941457	{3, 20261123	292.82	Pending approval	Engineer
1724 SHI	031826	820880760	20262104	323.51	Pending approval	Sheriff
7406 AMAZON CAPITAL	031126	1mg1jywx6rhc	20260550	331.74	Pending approval	Clerk of Courts
9495 ADVANCED MEDICAL	031826	INV-24-3947	20262399	337.00	Pending approval	Human Services
3629 VISA	031826	VISA_MARCH: 20261272		340.00	Pending approval	Commissioners
177 UNION RURAL ELECTRIC	031826	228713	20261103	347.55	Pending approval	Facilities
2693 AIR FORCE ONE INC.	031826	590123	20260405	356.00	Pending approval	COYC
38 CITY OF MARYSVILLE	031826	228905	20261947	367.59	Pending approval	Facilities
52 DAYTON POWER & LIGHT	031826	228637	20260286	377.75	Pending approval	Facilities
38 CITY OF MARYSVILLE	031826	228911	20261947	378.33	Pending approval	Facilities
7406 AMAZON CAPITAL	031826	1f94-qc4v-c1v	20261946	380.44	Pending approval	Clerk of Courts
128 MEMORIAL HOSPITAL UN	031826	228903	20262421	381.40	Pending approval	Sheriff
733 MCAULIFFE'S ACE	031826	Feb26	20262313	394.42	Pending approval	Engineer
784 GEOSHACK LLC	031826	55-953078	20262312	395.00	Pending approval	Engineer
239 CAPITOL COPY INC	031826	INV879808,14	20262375	399.80	Pending approval	Human Services
1127 QUILL CORPORATION	031826	47965123	20260551	413.90	Pending approval	Clerk of Courts
272 MERCY MEMORIAL HOSPI	031826	228752	20260229	420.92	Pending approval	Sheriff
6170 MONTGOMERY COUNTY CO	031826	FTI000035293	20257494	430.34	Pending approval	Coroner
9519 THE COFFEE HALL LLC	031826	Union County	20262012	432.10	Pending approval	Commissioners
657 LANGUAGE LINE SERVIC	031826	11857955	20262379	433.75	Pending approval	Human Services
886 DAVE'S PHARMACY	031826	1224,1283,12i	20261890	435.10	Pending approval	COYC
177 UNION RURAL ELECTRIC	031826	ParrottFeb26	20261157	441.00	Pending approval	Engineer
4420 AT&T	031826	419R0103810: 20260573		448.80	Pending approval	Sheriff
4420 AT&T	031826	419R0104070: 20260573		448.80	Pending approval	Sheriff
39 COLUMBIA GAS OHIO IN	031826	228558	20260389	492.02	Pending approval	Facilities
3271 SAFEGUARD BUSINESS S	031126	9010112749	20262117	521.21	Pending approval	Clerk of Courts
9331 VISION GOVERNMENT SO	031826	122041	20262408	540.00	Pending approval	Auditor
833 VERIZON WIRELESS GRE	031826	6136962904	20260594	580.28	Pending approval	Sheriff
1127 QUILL CORPORATION	31826	47892603	20257263	581.96	Pending approval	Treasurer
6354 KRAMER ENTERPRISES,	031826	180951 (3/3)	20261137	611.13	Pending approval	Engineer
1127 QUILL CORPORATION	031826	47854859	20262174	649.95	Pending approval	Prosecutor
833 VERIZON WIRELESS GRE	031826	6137378001	20260881	650.00	Pending approval	Common Pleas-Gen
451 SMART OIL COMPANY	031826	11346552	20260387	651.91	Pending approval	Facilities
38 CITY OF MARYSVILLE	031826	228906	20261947	658.98	Pending approval	Facilities
9240 SUPERIOR BUILDING SE	031826	8876	20260604	665.00	Pending approval	Facilities
39 COLUMBIA GAS OHIO IN	031126	columbiagas1i	20260534	690.32	Pending approval	Clerk of Courts
39 COLUMBIA GAS OHIO IN	031826	228554	20260389	704.25	Pending approval	Facilities
1389 JOHNSON CONTROLS	031826	25277684	20262334	748.84	Pending approval	Facilities
10325 IMPERIAL SCOTT SPECI	031826	43040-02132C	20261971	815.00	Pending approval	Sheriff
177 UNION RURAL ELECTRIC	031826	RaymondFeb2	20261157	818.45	Pending approval	Engineer
733 MCAULIFFE'S ACE	031826	425445	20260421	819.94	Pending approval	COYC
8449 AUNALYTICS, INC.	031126	30045589	20260524	850.00	Pending approval	Clerk of Courts
177 UNION RURAL ELECTRIC	031826	228711	20261103	901.65	Pending approval	Facilities
1971 STAPLES CONTRACT &	031826	6056555701	20262349	934.98	Pending approval	Human Services
4710 CONNECT AMERICA.COM	031826	103	20262294	935.00	Pending approval	Human Services
8322 VERIZON CONNECT FLEE	031826	Road6020000: 20261135		986.50	Pending approval	Engineer
4899 OHIO PEACE OFFICER T	031826	2026-835	20257595	1,050.00	Pending approval	Sheriff
38 CITY OF MARYSVILLE	031826	228904	20261947	1,080.70	Pending approval	Facilities
7944 LYON, DIANA	031826	26803594	20262062	1,104.05	Pending approval	Sheriff
8295 SEDGWICK CLAIMS	031826	48000721615: 20262396		1,175.00	Pending approval	Facilities
39 COLUMBIA GAS OHIO IN	031826	228555	20260389	1,274.56	Pending approval	Facilities
1852 TRANE	031826	990423666	20261983	1,295.50	Pending approval	Facilities
2245 RICHWOOD BANKING VIS	031826	Card 2, Feb '2i	20262384	1,315.25	Pending approval	Human Services
10020 M.J. DESIGN ASSOCIAT	031826	202600214	20261195	1,365.00	Pending approval	Engineer
1293 DELL MARKETING LP	031826	10864907915	20262081	1,472.95	Pending approval	Coroner
39 COLUMBIA GAS OHIO IN	031826	228556	20260389	1,479.08	Pending approval	Facilities
1428 US POSTAL SERVICE	031826	March 2026 P: 20262289		1,500.00	Pending approval	Prosecutor
1605 CARDONE, JULIE	031826	02.2026 FC	20262388	1,540.00	Pending approval	Human Services
552 TREASURER STATE OH (	031826	Feb26	20261173	1,566.81	Pending approval	Engineer

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Vendor Name	CHECK RUN	Invoice	PO	Invoice Amt	Status	Dept
8201 COMPASS MINERALS AME	031826	1639484	20261484	1,660.14	Pending approval	Engineer
4009 MIDWEST PHOTO	031826	1-780021	20261070	1,690.00	Pending approval	Common Pleas-Gen
177 UNION RURAL ELECTRIC	031826	MillcreekFeb2	20261157	1,694.00	Pending approval	Engineer
2245 RICHWOOD BANKING VIS	031826	EngFeb26 (2/2	20262338	1,775.00	Pending approval	Engineer
7222 FLEWELLING, ERIC	031826	1 & 2.2026 FC	20262371	1,890.00	Pending approval	Human Services
3990 BURGESS & NIPLE ARCH	031826	1233699	20261984	1,960.00	Pending approval	Engineer
177 UNION RURAL ELECTRIC	031826	MOpsFeb26 1	20261139	1,995.27	Pending approval	Engineer
2245 RICHWOOD BANKING VIS	031826	030126	20257599	2,219.02	Pending approval	Auditor
2707 AMEA HEALTHCARE LLC	031826	2/2026	20262295	2,332.50	Pending approval	Human Services
3259 YONAK, GINGER	031826	CIRT Week	20262100	2,414.47	Pending approval	Commissioners
177 UNION RURAL ELECTRIC	031826	228708	20261103	2,417.16	Pending approval	Facilities
39 COLUMBIA GAS OHIO IN	031826	228557	20260389	2,420.01	Pending approval	Facilities
2938 GOVERNMENT FORMS	031126	0360230	20261869	2,610.71	Pending approval	Clerk of Courts
8449 AUNALYTICS, INC.	031826	30046290	20257548	2,636.25	Pending approval	Auditor
6103 SARGENT, LAURA	031826	02.2026 FC	20262364	2,763.61	Pending approval	Human Services
8661 NECCO, LLC	031826	57	20262368	2,800.00	Pending approval	Human Services
1762 WINGS ENRICHMENT CEN	031826	3025058	20262386	2,843.68	Pending approval	Human Services
2245 RICHWOOD BANKING VIS	031826	03032026	20262341	3,064.74	Pending approval	Auditor
7054 AMERICAN STRUCTUREPO	031826	002	20262397	3,470.00	Pending approval	Engineer
1212 TREASURER STATE OH (	031826	0540240-IN	20260248	3,898.00	Pending approval	Sheriff
8724 QUINLAN, ROBERT III	031826	2.2026 FC	20262370	4,581.25	Pending approval	Human Services
10442 SLACK, THOMAS	031826	101-01	20261098	5,000.00	Pending approval	Engineer
52 DAYTON POWER & LIGHT	031826	228706	20260286	5,022.74	Pending approval	Facilities
6170 MONTGOMERY COUNTY CO	031826	FTI000035293	20247827	5,119.66	Pending approval	Coroner
3897 VICKERS, JOHN L.	031826	mayrent2026	20260529	5,200.00	Pending approval	Clerk of Courts
8724 QUINLAN, ROBERT III	031826	1.2026 FC	20262369	5,442.80	Pending approval	Human Services
1921 NATIONAL YOUTH ADV	031826	2.2026 RS	20262372	5,492.48	Pending approval	Human Services
177 UNION RURAL ELECTRIC	031826	990700 3/9/21	20260420	6,217.25	Pending approval	COYC
1354 SPECIALIZED ALTERNAT	031826	FEB2026	20262367	7,358.68	Pending approval	Human Services
3353 PCSAO	031826	2026 Dues - Lt	20262382	7,694.97	Pending approval	Human Services
10513 GARMANN/MILLER	031826	73744	20261922	8,000.00	Pending approval	Engineer
1500 SAFEHOUSE MINISTRIES	031826	10101026	20262366	8,960.00	Pending approval	Human Services
318 INTERIM HEALTHCARE O	031826	2/2026	20262398	10,409.50	Pending approval	Human Services
52 DAYTON POWER & LIGHT	031826	228704	20260286	10,456.45	Pending approval	Facilities
1973 VILLAGE NETWORK	031826	0326-1237	20262357	10,934.00	Pending approval	Human Services
119 MARYSVILLE JOURNAL	031826	43643	20262416	13,300.00	Pending approval	Engineer
229 SMOLEN ENGINEERING L	031826	2026-03-06	20255056	22,500.00	Pending approval	Engineer
8386 JENKINS, MARK	031826	6873	20262400	26,656.50	Pending approval	Human Services
336 HONDA MARYSVILLE AUT	031826	228639	20262120	45,627.00	Pending approval	Sheriff

  
 Administrator

3-18-26  
 3/18/2026

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UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

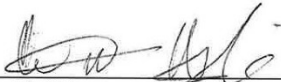
ADMINISTRATOR ACTION NO. 26-033A:

Transfer of Appropriations and/or Funds

County Administrator Bill Narducci approved the following transfers of appropriations and/or funds:

JOURNAL	LINE	ENTRY DATE	JNL SHORT DESC	JNL EFF DATE	AMD STATUS	JNL CLERK	ORG	OBJECT	PROJECT	COMMENT	DTL EFF DATE	DR/CR	AMOUNT
502	1	3/11/2026	Amend			jalexander	30141208	510100		Reduce due to	3/11/2026	D	\$ 27,000.00
502	2	3/11/2026	Amend			jalexander	30141208	510205		Reduce due to	3/11/2026	D	\$ 4,900.00
502	3	3/11/2026	Amend			jalexander	30141208	510215		Reduce due to	3/11/2026	D	\$ 400.00
502	4	3/11/2026	Amend			jalexander	30141208	510225		Reduce due to	3/11/2026	D	\$ 190.00
502	5	3/11/2026	Amend			jalexander	30141208	510305		Reduce due to	3/11/2026	D	\$ 4,280.00
502	6	3/11/2026	Amend			jalexander	30141208	510310		Reduce due to	3/11/2026	D	\$ 313.00
502	7	3/11/2026	Amend			jalexander	30141208	510315		Reduce due to	3/11/2026	D	\$ 14.00
502	8	3/11/2026	Amend			jalexander	30141208	510320		Reduce due to	3/11/2026	D	\$ 170.00

ADD'L DESC: Commissioners reducing appropriations in the 301 fund due to Dog Warden expenses entered twice in 301 fund.

  
Administrator

3-18-26  
3/18/2026

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
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**TRANSFER FORM**

318 Wednesday (Due to Auditor by noon Monday)

Department: Human Services Date: 3/12/2026

**RESOLUTION RE: TRANSFER OF FUNDS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to approve the following transfer (s):

<b>From:</b>	<u>PCSA</u> <small>Fund Name</small>	<u>36542008</u> <small>Org Number</small>	<u>Foster Care</u> <small>Object Name</small>	<u>Exp</u>	<u>530670</u> <small>Object Number</small>	<u>Project Number</u>
<b>To:</b>	<u>Nursing</u> <small>Fund Name</small>	<u>9130H025</u> <small>Org Number</small>	<u>Foster Care Assessment</u> <small>Object Name</small>	<u>Rev</u>	<u>428020</u> <small>Object Number</small>	<u>Project Number</u>
		<b>Amount: \$</b>	<b>\$</b>		<b>84.50</b>	

<b>From:</b>	<u>                    </u> <small>Fund Name</small>	<u>                    </u> <small>Org Number</small>	<u>                    </u> <small>Object Name</small>	<u>Exp</u>	<u>                    </u> <small>Object Number</small>	<u>Project Number</u>
<b>To:</b>	<u>                    </u> <small>Fund Name</small>	<u>                    </u> <small>Org Number</small>	<u>                    </u> <small>Object Name</small>	<u>Rev</u>	<u>                    </u> <small>Object Number</small>	<u>Project Number</u>
		<b>Amount: \$</b>				

<b>From:</b>	<u>                    </u> <small>Fund Name</small>	<u>                    </u> <small>Org Number</small>	<u>                    </u> <small>Object Name</small>	<u>Exp</u>	<u>                    </u> <small>Object Number</small>	<u>Project Number</u>
<b>To:</b>	<u>                    </u> <small>Fund Name</small>	<u>                    </u> <small>Org Number</small>	<u>                    </u> <small>Object Name</small>	<u>Rev</u>	<u>                    </u> <small>Object Number</small>	<u>Project Number</u>
		<b>Amount: \$</b>				

<b>From:</b>	<u>                    </u> <small>Fund Name</small>	<u>                    </u> <small>Org Number</small>	<u>                    </u> <small>Object Name</small>	<u>Exp</u>	<u>                    </u> <small>Object Number</small>	<u>Project Number</u>
<b>To:</b>	<u>                    </u> <small>Fund Name</small>	<u>                    </u> <small>Org Number</small>	<u>                    </u> <small>Object Name</small>	<u>Rev</u>	<u>                    </u> <small>Object Number</small>	<u>Project Number</u>
		<b>Amount: \$</b>				

Reason for Request:			
	February '26 Foster Exams and Weight Checks	\$ 84.50	
3/1/2026		\$ -	<b>Transfers total:</b>
		\$ -	<b>\$ 84.50</b>
		\$ -	

Approved by Administrator WAR

Roll call vote resulted as follows:

cc: Auditor

Steve Robinson \_\_\_\_\_  
Thomas A. McCarthy \_\_\_\_\_  
Dave Lawrence \_\_\_\_\_

C.J.: \_\_\_\_\_  
Date: \_\_\_\_\_

**REQUESTER ACKNOWLEDGEMENT:** I have reviewed the above-referenced accounts and have verified that appropriations are available, and free of prior encumbrances (including blanket purchase orders): Jackie Hites

Auditor's Office Approval HR 3/16/26

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

**TRANSFER FORM**

3/18 Wednesday (Due to Auditor by noon Monday)

Department: Human Services Date: 03/13/2026

**RESOLUTION RE: TRANSFER OF FUNDS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to approve the following transfer (s):

<b>From:</b>	<u>PA</u>	<u>35001508</u>	<u>Medical Assistance</u>	<u>Exp</u>	<u>530600</u>	
	Fund Name	Org Number	Object Name		Object Number	Project Number
<b>To:</b>	<u>UCATS</u>	<u>36044508</u>	<u>Charge for Services</u>	<u>Rev</u>	<u>420107</u>	
	Fund Name	Org Number	Object Name		Object Number	Project Number
		Amount: \$	\$	<u>5,798.12</u>		

<b>From:</b>				<u>Exp</u>		
	Fund Name	Org Number	Object Name		Object Number	Project Number
<b>To:</b>				<u>Rev</u>		
	Fund Name	Org Number	Object Name		Object Number	Project Number
		Amount: \$				

<b>Reason for Request:</b>		Transfer total:	
February 2026 NET transportation	\$ 5,798.12		
	\$ -	\$	5,798.12
	\$ -		
	\$ -		

Approved by Administrator UAW

Roll call vote resulted as follows:  
cc: Auditor  
Dave Lawrence \_\_\_\_\_  
Thomas A. McCarthy \_\_\_\_\_  
Steve Robinson \_\_\_\_\_

C.J.: \_\_\_\_\_  
Date: \_\_\_\_\_

**REQUESTER ACKNOWLEDGEMENT:** I have reviewed the above-referenced accounts and have verified that appropriations are available, and free of prior encumbrances (including blanket purchase orders); Jackie Hiles

Auditor's Office Approval HP 3/14/26

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

**TRANSFER FORM**

3/18 Wednesday (Due to Auditor by noon Monday)

Department: Human Services Date: 03/13/2026

**RESOLUTION RE: TRANSFER OF FUNDS**

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to approve the following transfer (s):

<b>From:</b>	<u>PA</u>	<u>35001508</u>	<u>Medical Assistance</u>	<u>Exp</u>	<u>530600</u>	
	Fund Name	Org Number	Object Name		Object Number	Project Number
<b>To:</b>	<u>UCATS</u>	<u>36044508</u>	<u>Charge for Services</u>	<u>Rev</u>	<u>420107</u>	
	Fund Name	Org Number	Object Name		Object Number	Project Number
		<b>Amount: \$</b>	<b>\$</b>	<b>5,798.12</b>		

<b>From:</b>				<u>Exp</u>		
	Fund Name	Org Number	Object Name		Object Number	Project Number
<b>To:</b>				<u>Rev</u>		
	Fund Name	Org Number	Object Name		Object Number	Project Number
		<b>Amount: \$</b>				

<b>Reason for Request:</b>		<b>Transfer total:</b>	
February 2026 NET transportation	\$ 5,798.12		
	\$ -	\$	5,798.12
	\$ -		
	\$ -		

Approved by Administrator WAW

Dave Lawrence  
 Thomas A. McCarthy  
 Steve Robinson

Roll call vote resulted as follows:

cc: Auditor

C.J.: \_\_\_\_\_  
Date: \_\_\_\_\_

**REQUESTER ACKNOWLEDGEMENT:** I have reviewed the above-referenced accounts and have verified that appropriations are available, and free of prior encumbrances (including blanket purchase orders): Jackie Hiles

Auditor's Office Approval [Signature] 3/14/26

\* \* \*

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

**ADMINISTRATOR ACTION NO. 26-034A:**

**Not for Profit Service Contract Title III-E National Family Caregiver Support Program FY2026 Between the Central Ohio Area Agency on Aging and Union County Commissioners dba Union County Senior Services**

County Administrator Bill Narducci approved the Not for Profit Service Contract Title III-E National Family Caregiver Support Program FY2026 Between the Central Ohio Area Agency on Aging and Union County Commissioners dba Union County Senior Services.

**NOT FOR PROFIT SERVICE CONTRACT**

**TITLE III-E NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM  
 FY2026**

This Contract, by and between the Central Ohio Area Agency on Aging, hereinafter designated "COAAA", and Union County Commissioners dba Union County Senior Services (940 London Ave Marysville, OH 43040) hereinafter designated "Provider".

WHEREAS, the Central Ohio Area Agency on Aging (COAAA) is authorized by the Ohio Department of Aging (ODA) to administer Title III-E (National Family Caregiver Support Program) of the Older Americans Act of 1965, as amended, in order to provide services to older adults in accordance with Ohio Administrative Code (OAC) 173-3, or 173-4 the attached proposal and budget submitted, modified and approved by the COAAA.

**WITNESSETH:**

In consideration of the promises and agreements of the COAAA set forth herein, the Provider promises, covenants and agrees as follows:

**I. Program Description**

The National Family Caregiver Support Program (NFCSP) provides a network of providers in the eight-county central Ohio region to improve the delivery of services to caregivers. Partner agencies provide core, support services and emergency supplemental services for caregivers to:

- Increase awareness of Caregiver Services available in the community
- Provide for Information, Education, Counseling and Support Groups
- Supplement Community Respite Programs
- Provide for flexible Supplemental Services that address the emergency needs of Caregivers

**II. Contract Amount**

A. The total funds available under this contract shall be \$45,739 unless modified by the COAAA and shall be awarded from the following grants:

<u>CFDA</u>	<u>Description</u>	<u>Grant</u>	<u>Amount</u>
93.052	- Federal	Title III-E	\$45,739
<b>TOTAL</b>			<b>\$45,739</b>

B. This agreement is for the provision of goods and services paid with federal funds that the United States Department of Health and Human Services appropriated to the Ohio Department of Aging (ODA). ODA, in turn, allocated the federal funds to the area agency on aging. The agreement is subject to federal laws and rules, state of Ohio laws and ODA rules.

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**III. Service Description**

- A. The Provider agrees to provide or arrange services within the community to respond to the needs of caregivers for the following Core Services:
1. Counseling (one-on-one assistance for the provision of advice, guidance and instruction about options and methods for providing support to caregivers in making decisions and solving problems relating to their caregiver roles). A unit of service is one hour.
  2. Respite Care (temporary, substitute supports or living arrangements to provide a brief period of relief or rest for caregivers). Respite services may be: adult day care (OAC 173-3-06.1), one day of service/four or more hours; homemaker (OAC 173-3-06.4), one hour of service; personal care (OAC 173-3-06.5), one hour of service; or institutional care, respite for 24 hours or more in a hospital, residential care facility or other institutional setting. A unit of service is one person/day, 24 hours plus.
  3. Emergency Supplemental Services (other services to support the needs of caregivers such as taxi transportation, home modification and maintenance, chore, durable medical equipment, Emergency Response System, escort service, medication costs, child care, caregiver travel, temporary caregiver meals and tax assistance). Other Supplemental Services such as rent and utility assistance that are not included in this Section must have prior approval from COAAA. All covered services must comply with OAC 173-3-06. The maximum amount that can be expended for this service shall be limited to \$, which is 30% of the allocation for the period of time covered by this contract.

**IV. Contract Period**

The period of time covered by this contract shall be January 1, 2026 through December 31, 2026.

**V. Earning of Funds**

- A.
1. The Provider understands that earning of Title IIIE funds under this contract shall be based on the total amount of services, up to the total amount allocated to each service as described in Section II (OAC 173-3-04(B)(2), Purchase of Service). Services billed in excess of the planned services described in Section II will require funding from other revenue sources.
  2. The Provider agrees that it shall comply with the requirement of OAC 173-3-07, consumer contributions, and that any funds collected shall be used to expand the goods and services for which consumers contributed or the provider collected under the rule, and not supplement the OAA funds for those goods or services.
- B. COAAA shall not pay for any goods or services unless a valid agreement is in place before the provider begins to provide the goods or services. The agreement is not valid unless signed by both parties.

**VI. Reporting**

- A. The Provider agrees to submit all required monthly financial and program reports, to the COAAA by the 15<sup>th</sup> of the month. This reporting shall also include a consumer report, generated from the ODA required consumer tracking program, (SAMS) that shall serve as verification of units provided and billed for the month for all services. Reports are to be submitted to:

UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

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accountspayable@coaaa.org or fax: 614-645-7259  
Central Ohio Area Agency on Aging  
3776 South High Street  
Columbus, Ohio 43207

**VII. Carryover**

- A. *Contract Carryover:* Funds awarded under this contract that are not earned or expended by the Provider will be considered contract carryover. These funds will be retained by the COAAA and reallocated on an area-wide basis the following program year using the funding formula as approved by the Ohio Department of Aging.
- B. *Unearned Cash:* Funds advanced under this contract in excess of earned or expended must be returned to the COAAA within 30 days following the submission of the final financial report.
- C. In accordance with OAC 173-3-04(F), the COAAA may redistribute funds to another provider if the COAAA determines that a provider is not, in a timely manner earning the funds awarded in this agreement. The provider may appeal this decision under OAC 173-3-09.

**VIII. Budget Revision**

The Provider understands that any service not already approved as submitted in the proposal must be approved by COAAA Title III staff prior to being authorized by the provider.

The Provider agrees that all funds allocated under this contract will be spent only as approved by the COAAA per the attached proposal and that prior approval is necessary if the provider wants to amend its budget.

**IX. Assignability/Subcontracts**

Except as provided, neither COAAA nor the Provider has the right or power to assign, subcontract, or transfer its rights and duties under this contract without written consent of the other. COAAA and the Provider each bind themselves, their successors and assigns to this contract. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of either COAAA or the Provider.

The Provider agrees to submit to the COAAA copies of any subcontracts for services outlined in this contract twenty (20) days prior to entering into the subcontract, subject to the written approval of the COAAA.

The Provider shall incorporate the requirements listed in Section XVII of this agreement in all subcontracts for work hereunder.

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**X. Equipment**

The Provider agrees that any equipment purchased under this contract whereby federal funds are used to pay a portion of the cost thereof, shall comply with Code of Federal Regulations, Title 45, Part 74, Subpart C, relative to title, acquisition and disposition of property.

**XI. Contract Modification**

- A. The Provider understands that the funds allocated to this contract are subject to final funding allocations from the Ohio Department of Aging and may be increased or decreased if deemed necessary by the COAAA to make such modifications. If a modification is necessary, the Provider shall receive written notice of all revisions prior to any changes taking effect.
- B. Provider agrees that any amendment to laws, rules, or regulations cited in this agreement in Section XX of this agreement will result in a correlative modification to the provider contract without the necessity of executing a new agreement.

**XII. Control Policies/ Contract Compliance**

- A. The Provider agrees to cooperate and assist in any efforts undertaken by the COAAA, the ODA, or their designee, to evaluate the effectiveness of the service(s) funded under this contract.
- B. The COAAA will notify the Provider of pertinent changes in regulations in a timely manner. The COAAA shall at all times have the right to inspect the sites, products, procedures and plans of the Provider for the purpose of determining compliance with the contract terms and all applicable laws and regulations. The COAAA shall at any reasonable time have the right to access and the right to audit any and all books, financial or otherwise, pertinent to the administration of this contract.
- C. The Provider agrees to comply with any monetary findings and/or programmatic and accounting recommendations made either through evaluations, assessments or audits.
- D. The Provider will be notified in writing of the need for immediate actions of compliance. If such actions are not taken within a time frame specified by the COAAA, the Provider will be subject to an immediate suspension of funding in accordance with Section XXV of this contract.
- E. The Provider will be monitored periodically by a representative or representatives from the COAAA or its designee. The monitoring will determine whether the activities are being carried out as specified by the Ohio Administrative Code (OAC) and this agreement. Monitoring activities may include, but are not limited to, on-site observation, interviews with staff, review of agency program and fiscal records and utilization of special tests, assessment devices and rating scales.
- F. The Provider further agrees to maintain a system of records that clearly tracks the generation of billable units of service from the point of service delivery to the point of request for payment, and agrees to unit audits of this system by representatives of the COAAA. If a unit audit determines that there are discrepancies, the Provider agrees to reconciliation in accordance with C of this section.
- G. The provider agrees to register for updates to ODA Rules at:  
<https://aging.ohio.gov/wps/portal/gov/aging/see-news-and-events/subscribe/subscribe>

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**XIII. Audits / Record Retention**

- A. The Provider agrees to have an annual financial audit conducted by an independent accounting firm and that the funding allocated under this contract will be included in said audit. A copy of the audit report is to be submitted to the COAAA within nine months following the end of this contract period (October 1). The audit deadline can only be extended with the prior approval of the COAAA. A copy of the audit report is to be sent to the attention of COAAA Finance Director.

All Providers that expend \$750,000.00 or more in a year in Federal funds shall be subject to the audit provisions of 45 CFR Part 75.

The three (3) components of the comprehensive 45 CFR Part 75 audit are:

- Financial Statement Audit
- Internal Accounting Control Review
- Compliance with laws and regulations

Any Provider that does not meet the requirements of this section will be subject to the following:

- For the current contract period, suspension of advance payments until receipt of audit report(s).
- For the next contract period, all payments withheld until receipt of audit report.

- B. The Provider agrees to maintain all records relating to costs, goods and services provided, supporting documentation for payment of goods and services provided, and all deliverables until the last of the following dates:

1. Three years after the last date the provider receives payment for the goods and services.
2. The date on which ODA, COAAA, or a duly-authorized law enforcement official concludes monitoring the records and any findings are finally settled.
3. The date on which the auditor of the state of Ohio, the inspector general or a duly-authorized law enforcement official concludes an audit of the records and any findings are finally settled.

If a record is monitored or audited, the provider shall retain it until the monitoring or audit is concluded and all issues are resolved, even if doing so requires the provider to retain the record for more than three years.

**XIV. Meetings**

The Provider agrees to send designated staff to service provider and other appropriate meetings sponsored by the COAAA.

**XV. Publicity**

- A. The Provider agrees to assume responsibility for publicizing their service(s) in order to assure that the community, especially the older adult population, is aware of the availability of the service(s) outlined in this contract.
- B. The Provider agrees to maintain a publicity file, documenting all news releases, public service announcements and public speaking engagements.
- C. The Provider agrees to acknowledge the COAAA as a funding source in all print, broadcast and spoken promotions of the services funded under this contract.

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
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**XVI. Consumer Confidentiality**

- A. The provider shall not disclose information concerning a consumer unless the provider obtains and retains the consumer's written, informed consent to do so and the purpose for the disclosure is associated with the provider's provision of goods and services to the consumer.
- B. The provider shall not disclose information concerning a consumer for a purpose unassociated with the provider's provision of goods and services even if the provider obtains and retains the consumer's written, informed consent to do so.
- C. The provider shall store and retain the consumers' electronic records in a password-protected file. Consumer records that are not in electronic format, hard copy or paper files shall be stored in a designated, locked storage space.

**XVII. Contract Requirements**

The Provider further agrees to:

- A. Comply with the requirements in OAC 173-3 and 173-4 to implement the standards applicable to those services set forth in this agreement.
- B. Establish a policy to maintain a "waiting list" in event of service demand exceeding supply and to address the methods that will be used to determine priorities for service provision under such a condition.
- C. Comply with the requirements of the Older Americans Act to satisfy the service needs of older persons with the greatest economic and social needs with particular attention to older persons who are low-income, who are low-income minorities, who have limited proficiency in the English language, who reside in rural areas, and who are at risk for institutional placement.
- D. Cooperate with COAAA and ODA, to assess the extent of disaster impact upon older adults and to coordinate public and private resources in order to assist older disaster victims when a disaster is declared on the local or national level in the provider's service area. Service Providers shall have written plans for continuity of operations and service delivery in the event of a disaster or widespread communicable disease.
- E. Comply with reporting requirements under ORC 5106.63 to immediately notify the local adult protective services program if the provider has reasonable cause to believe a consumer is the victim of abuse, neglect, or exploitation.
- F. Comply with the requirements of ORC 173.38 and OAC 173-9 when hiring an applicant for, or retaining an employee in, a paid direct-care position, to review databases and check the criminal records unless the provider is self-employed. In the event the provider is self-employed, COAAA shall conduct the checks in accordance with ORC 173.381 and OAC 173-9. Division (B)(1) of section 109.572 of the ORC requires the Bureau of Criminal Identification and Investigation to include sealed criminal records in its criminal records reports conducted under 173-38 and 173.381 if the ORC.
- G. Retain all records regarding an employee's background checks and qualifications including records on initial qualifications and successful completion of orientation and subsequent training (if required), until all of the following periods of time have Passed: December 10, 2024(i) Three

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

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years after the date the provider no longer retains the employee. 173-3-06 6 (ii) The date on which ODA, the AAA, or a duly-authorized law enforcement official concludes monitoring the records and any findings are finally settled. (iii) The date on which the auditor of the state of Ohio, the inspector general, or a duly-authorized law enforcement official concludes an audit of the records and any findings are finally settled.

- H. Return any funds received for the provision of services if the provision of the service did not comply with the Ohio Administrative Code, the Ohio Revised Code, or any other law that regulates the provider of the services provided.
- I. **FCSP Adult Day Service Providers Only:** In accordance with OAC 173-3-06.1(B)(j)(i)(ii), adult day service, the provider must provide a noon meal and snacks that meets requirements of OAC 174-4-05, Older Americans Act Nutrition program. If meals are provided from the current Title III nutrition providers, it is the responsibility of the Adult Day Service provider to purchase the meals through a subcontract with the nutrition provider. If meals are procured from a non-Title III nutrition provider, the adult day service provider is to contact the Central Ohio Area Agency on Aging for program requirements. It is the responsibility of both the Title III-C nutrition provider and the adult day service provider to coordinate the verification of funding sources for billing purposes.
- J. **NAPIS/SAMS:** Comply with the reporting requirements established by the Ohio Department of Aging in connection with the National Aging Program Information System (NAPIS), SAMS, or other prescribed client reporting systems as determined by the Ohio Department of Aging.

**XVIII. Consumer Contributions and Cost Share**

- A. **Consumer Contributions**
1. The Provider agrees that any consumer receiving services funded by this contract shall be provided an opportunity to pay all or part of the cost of the service and that no person shall be denied service because he or she cannot or will not contribute toward the cost of providing said service.
  2. Under Federal law and regulations, consumer contributions cannot be used as local match and must be used to benefit the program for which they were contributed.
- B. **Cost Share**
- The Ohio Administrative Code (OAC) 173-3-07 outlines the requirements for the provider to establish a cost sharing policy for recipients of services funded by the Ohio Department of Aging. The policy must include a sliding fee scale provided by ODA and COAAA as to determine the amount a recipient of services will be asked to pay toward the cost of the service. The Provider agrees to implement said policy in accordance with OAC 173-3-07.

**XX. Applicable Federal, State and Local Laws, Regulations and Established Guidelines**

- A. The Provider shall conform to the requirements of all applicable federal, state and local laws, regulations and established guidelines incorporated by reference herein, including but not limited to:
- Older Americans Act of 1965, as amended
  - Civil Rights Act of 1965, as amended
  - ODA and COAAA Policies and Procedures
  - Section 504 of the Rehabilitation Act of 1973, as amended

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- Age Discrimination Act of 1975, as amended
- Fair Labor Standards Act of 1938, as amended
- Age Discrimination in Employment Act of 1967, as amended
- State and local health, fire, safety, zoning and sanitation codes
- Americans with Disabilities Act of 1990
- Drug Free Workplace Act
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Equal Pay Act of 1963
- Civil Rights Act of 1991 Equal Orientation Policy
- Civil Service Reform Act of 1978

**XXI. Uniform Administrative Requirements**

**A. Code of Federal Regulations 2 CFR § 200.302: Financial Management**

1. The Subrecipient, in accordance with this Contract, must expend and account for the funds in accordance with Federal and state laws. In addition, the Subrecipient's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal funding source, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal funds. See also Code of Federal Regulations 2 CFR § 200.450.
2. The financial management system of Subrecipient must provide for the following: (see also 2 CFR § 200.334, 200.335, 200.336, and 200.337):
  - a. Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.
  - b. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in 2 CFR § 200.328 and 200.329. If a Federal awarding agency requires reporting on an accrual basis from a Subrecipient that maintains its records on other than an accrual basis, the Subrecipient must not be required to establish an accrual accounting system. This Subrecipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.
  - c. Records that identify adequately the source and application of funds for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation.
  - d. Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See 2 CFR § 200.303.
  - e. Comparison of expenditures with budget amounts for each Federal award.

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**March 18, 2026**

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f. Written procedures to implement the requirements of 2 CFR § 200.305.

B. Code of Federal Regulations 2 CFR § 200.303: Internal controls

The Subrecipient entity must:

1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
2. Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
3. Evaluate and monitor the non-Federal entity’s compliance with statutes, regulations, and the terms and conditions of Federal awards.
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
5. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

C. Across each of the compliance requirements above, the Federal government has described some best practices for development of internal controls in Table 1 below, with an example of each best practice.

Table 1. Internal controls best practices.

Best Practice	Description	Example
Written policies and procedures	Formal documentation of Subrecipient policies and procedures	Documented procedure for procurement
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records	Storage of all subrecipient payment information

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**XXII. Award Assurances**

A signature on this Contract indicates that Subrecipient is capable of and agrees to meet the following requirements and that all information contained in this Contract is true and correct:

- A. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP);
- B. Compliance with insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance;
- C. No portion of these funds will be subcontracted without prior written approval unless expressly identified in this Contract;
- D. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability, or handicap condition (including AIDS and AIDS-related conditions);
- E. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations;
- F. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for Subrecipients that expend \$750,000 or more in Federal awards during the Subrecipient's fiscal year;
- G. Subrecipients that expend \$750,000 or more in federal awards must have an annual audit prepared by an independent auditor in accordance with the terms and requirements pursuant to 2 CFR Part 200, Subpart F or a program audit in accordance with the terms and requirements pursuant to 2 CFR 200.201(c);
- H. Certifications that neither Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 §67.510, as

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published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211). No funding associated with this award will be used for lobbying;

- I. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this award;
- J. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed;
- K. An organization receiving award funds through COAAA shall not use these funds for any activity related to the following:
  - 1. Any attempt to influence the outcome of any Federal, state, or local election, referendum, initiative, or similar procedure, through in-kind or cash contributions, endorsements, publicity, or a similar activity
  - 30. Establishing, administering, contributing to, or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative, or similar procedure.
  - 31. Any attempt to influence:
    - a. The introduction or formulation of federal, state, or local legislation; or
    - b. The enactment or modification of any pending Federal, state, or local legislation, through communication with any member or employee of Congress, the Ohio Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
  - 32. Any attempt to influence the introduction, formulation, modification or enactment of a Federal, state, or local rule, regulation, executive order or any other program, policy or position of the United States Government, the state of Ohio, or a local governmental entity through communication with any officer or employee of the United States Government, the state of Ohio, or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
  - 33. Any attempt to influence:
    - c. The introduction or formulation of Federal, state, or local legislation;
    - d. The enactment or modification of any pending Federal, state, or local legislation; or
    - e. The introduction, formulation, modification or enactment of a Federal, state, or local rules, regulation, executive order, or any other program, policy, or position of the United States Government, the state of Ohio, or a local governmental entity, by preparing, distributing or using publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.

UNION COUNTY COMMISSIONERS JOURNAL 2026  
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- f. Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections L, 1 to 5, inclusive;
  - g. Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, the state of Ohio, or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy, or position, when such activities are carried on in support of or in knowing preparation of an effort to engage in an activity prohibited pursuant to subsections L, 1 to 5, inclusive;
- L. An organization receiving award funds through COAAA may, to the extent and in the manner authorized in its award, use award funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
- 1. Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
  - 2. Not specifically directed at:
    - a. Any member or employee of congress, the Ohio Legislature, or a local governmental entity responsible for enacting local legislation;
    - b. Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
    - c. Any officer or employee of the United States Government, the state of Ohio, or a local governmental entity who is involved in introducing, formulating, modifying, or enacting a Federal, state, or local rule, regulation, executive order, or any other program, policy, or position of the United States Government, the state of Ohio, or a local governmental entity.

This provision does not prohibit a Subrecipient or an applicant for the award from providing information that is directly related to the award;

**XXII. Insurance**

The Provider agrees to maintain adequate liability insurance, workers' compensation and employee bond coverage during the period covered by this contract.

**XXIV. Equal Opportunity**

- 1. The contractor will not discriminate against any employee or applicant for employment because of race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, sexual orientation, gender identity or expression, color, religion, ancestry, national origin, age, disability, familial status or military status. Such action shall include, but not be limited to, the following: employment up-grading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places,

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available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

**XXVII. Contract Cancellation /Appeals**

Either party may cancel this contract by providing thirty (30) days written notification. Providers may appeal any adverse action in accordance with OAC 173-3-09 by following the appeal procedure outlined in the COAAA request for proposal, appeals process. COAAA may also terminate this contract if ODA determines, through the appeals process or through monitoring, that the contract was entered into inappropriately.

The contract may also be terminated if;

1. The provider does not demonstrate satisfactory performance.
2. Funds are not available to pay for the service, product, or program for a subsequent year.
3. A situation arises that was unforeseen at the time the COAAA and provider entered into this agreement that affects the market, or changes in law that regulate the service, product, or program.

UNION COUNTY COMMISSIONERS JOURNAL 2026  
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In accordance with the Older Americans Act, Section 306(a)(3)(B), and OAC 173-3-06(A)(2), all contracts and agreements shall identify the community focal points designated in the area plan process. COAAA has identified the following community focal points.

- |                  |  |
|------------------|--|
| Delaware County  | SourcePoint of Delaware County                                 |
| Fairfield County | Meals on Wheels - Older Adult Alternatives of Fairfield County |
| Fayette County   | Commission on Aging of Fayette County                          |
| Fayette County   | Community Action Commission of Fayette County                  |
| Franklin County  | Franklin County Office on Aging/COAAA                          |
| Licking County   | Licking County Aging Program                                   |
| Madison County   | Madison County Senior Citizen's Center                         |
| Pickaway County  | Pickaway County Commission on Aging                            |
| Union County     | Union County Senior Services                                   |

IN WITNESS WHEREOF, the parties of this Contract have hereunto set their hands, seals and have executed this Contract.

Regional Council of Governments for the  
Central Ohio Area Agency on Aging

Union County Board of Commissioners dba Union County  
Senior Services  
940 London Ave.  
Marysville, OH 43040

BY: *Ann Bauman*  
Ann Bauman, Finance Director

BY: *Sue Ware*  
Sue Ware, Human Services Director  
*Bell Woodworth County Administrator*

DATE: 3/12/26

DATE: 3-18-26

FEDERAL I.D. 31-6400087

Approved as to form:  
*Sue Ware*  
Digitally signed by  
Sue Ware  
Date: 2026.03.20 11:15:23  
-0500  
Asst. Pros. Atty.

C.J. 2026  
10-034A  
Date 3/18/2026

\* \* \*

\*Clerk to the Board of Commissioners Mallory Lehman provided the following updates:

- The annual Chamber dinner is Thursday, April 23. The county will have a table again this year, so if anyone would like to attend, please let her know.
- She received notice of the Remnant Defendants' Settlement Agreement relating to the opioid settlements and needs to know if the Board would like to participate.
- Commissioner McCarthy stated the Board would like to proceed with the next steps in this.

\* \* \*

\*Commissioner David A. Lawrence provided the following updates:

- He attended the Data Board meeting last Wednesday.

\* \* \*

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March 18, 2026

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\*Commissioner Steve Robinson provided the following updates:

- He attended the LUC meeting last week. There were three plats up for approval and five zoning recommendations and changes. They all related to zoning out data centers and included the definition of data centers.

\* \* \*

\*Commissioner Tom McCarthy provided the following updates:

- He attended the Land Bank meeting last Thursday. There is a property in Broadway, and the Land Bank is considering offering it to Liberty Township.
- He attended the Jerome Township meeting last night. The topic was data centers.

\* \* \*

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

\*Received the last general reappraisal for real estate tax purposes from the Ohio Department of Taxation:



**Department of  
Taxation**  
Tax Commissioner's Office

0000090024  
**Tax.Ohio.gov**

**JOURNAL ENTRY**

Date: MAR 09 2026

Entry Number: 26-02-0074

As required by Ohio Administrative Code section 5703-25-07, this entry sets forth the status of reappraisals in the various counties and the tax year in which the next reappraisal and the next triennial update of real property values shall be completed. This entry is not an order to an auditor to commence reappraisal. A specific order has been or will be issued to each county auditor under the provisions of Revised Code section 5715.34 at the appropriate time.

Column 1. Completed the last general reappraisal for real property tax purposes.

Column 2. Is to complete the next general reappraisal.

Column 3. Completed the last triennial update of real property tax values.

Column 4. Is to complete the next triennial update of real property tax values.

COUNTY	REAPPRAISAL		TRIENNIAL UPDATE	
	(1) LAST	(2) NEXT	(3) LAST	(4) NEXT
ADAMS	2022	2028	2025	2031
ALLEN	2021	2027	2024	2030
ASHLAND	2020	2026	2023	2029
ASHTABULA	2020	2026	2023	2029
ATHENS	2020	2026	2023	2029
AUGLAIZE	2023	2029	2020	2026
BELMONT	2024	2030	2021	2027
BROWN	2024	2030	2021	2027
BUTLER	2020	2026	2023	2029

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**Department of  
 Taxation**

Tax Commissioner's Office

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**Tax.Ohio.gov**

COUNTY	REAPPRAISAL		TRIENNIAL UPDATE	
	(1) LAST	(2) NEXT	(3) LAST	(4) NEXT
CARROLL	2025	2031	2022	2028
CHAMPAIGN	2025	2031	2022	2028
CLARK	2025	2031	2022	2028
CLERMONT	2020	2026	2023	2029
CLINTON	2023	2030	2020	2026
COLUMBIANA	2022	2028	2025	2031
COSHOCTON	2021	2027	2024	2030
CRAWFORD	2024	2031	2021	2027
CUYAHOGA	2024	2031	2021	2027
DARKE	2023	2029	2020	2026
DEFIANCE	2023	2029	2020	2026
DELAWARE	2023	2030	2020	2026
ERIE	2024	2030	2021	2027
FAIRFIELD	2025	2031	2022	2028
FAYETTE	2024	2030	2021	2027
FRANKLIN	2023	2030	2020	2026
FULTON	2020	2026	2023	2029
GALLIA	2023	2029	2020	2026
GEAUGA	2023	2030	2020	2026
GREENE	2020	2026	2023	2029
GUERNSEY	2021	2027	2024	2030
HAMILTON	2023	2030	2020	2026
HANCOCK	2022	2028	2025	2031
HARDIN	2023	2029	2020	2026

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**Department of  
 Taxation**

Tax Commissioner's Office

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COUNTY	REAPPRAISAL		TRIENNIAL UPDATE	
	(1) LAST	(2) NEXT	(3) LAST	(4) NEXT
HARRISON	2023	2029	2020	2026
HENRY	2023	2029	2020	2026
HIGHLAND	2024	2030	2021	2027
HOCKING	2022	2028	2025	2031
HOLMES	2022	2028	2025	2031
HURON	2024	2030	2021	2027
JACKSON	2023	2030	2020	2026
JEFFERSON	2024	2030	2021	2027
KNOX	2020	2026	2023	2029
LAKE	2024	2031	2021	2027
LAWRENCE	2022	2028	2025	2031
LICKING	2023	2029	2020	2026
LOGAN	2025	2031	2022	2028
LORAIN	2024	2030	2021	2027
LUCAS	2024	2028	2021	2031
MADISON	2020	2026	2023	2029
MAHONING	2023	2030	2020	2026
MARION	2025	2031	2022	2028
MEDINA	2025	2031	2022	2028
MEIGS	2022	2028	2025	2031
MERCER	2023	2030	2020	2026
MIAMI	2025	2031	2022	2028
MONROE	2022	2028	2025	2031
MONTGOMERY	2020	2026	2023	2029

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Department of  
 Taxation

Tax Commissioner's Office

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COUNTY	REAPPRAISAL		TRIENNIAL UPDATE	
	(1) LAST	(2) NEXT	(3) LAST	(4) NEXT
MORGAN	2024	2030	2021	2027
MORROW	2023	2030	2020	2026
MUSKINGUM	2024	2031	2021	2027
NOBLE	2020	2026	2023	2029
OTTAWA	2024	2030	2021	2027
PAULDING	2022	2028	2025	2031
PERRY	2023	2029	2020	2026
PICKAWAY	2023	2029	2020	2026
PIKE	2023	2030	2020	2026
PORTAGE	2024	2030	2021	2027
PREBLE	2023	2029	2020	2026
PUTNAM	2023	2029	2020	2026
RICHLAND	2023	2029	2020	2026
ROSS	2025	2031	2022	2028
SANDUSKY	2021	2027	2024	2030
SCIOTO	2022	2028	2025	2031
SENECA	2023	2029	2020	2026
SHELBY	2023	2029	2020	2026
STARK	2024	2031	2021	2027
SUMMIT	2020	2026	2023	2029
TRUMBULL	2023	2029	2020	2026
TUSCARAWAS	2022	2028	2025	2031
UNION	2025	2031	2022	2028
VAN WERT	2023	2029	2020	2026

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Department of  
Taxation

Tax Commissioner's Office

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Tax.Ohio.gov

COUNTY	REAPPRAISAL		TRIENNIAL UPDATE	
	(1) LAST	(2) NEXT	(3) LAST	(4) NEXT
VINTON	2021	2027	2024	2030
WARREN	2024	2030	2021	2027
WASHINGTON	2022	2028	2025	2031
WAYNE	2020	2026	2023	2029
WILLIAMS	2024	2030	2021	2027
WOOD	2023	2029	2020	2026
WYANDOT	2025	2031	2022	2028

It is ordered that a copy of this entry be certified to each County Auditor, County Treasurer, County Prosecuting Attorneys and County Commissioners.

I CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE  
ENTRY RECORDED IN THE TAX COMMISSIONER'S JOURNAL

PATRICIA HARRIS  
TAX COMMISSIONER

/s/ Patricia Harris

Patricia Harris  
Tax Commissioner

\* \* \*

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

\*Received the Ohio Water Development Authority Contractor's Estimate for Magnetic Springs Sanitary Sewer System:

OHIO WATER DEVELOPMENT AUTHORITY  
**CONTRACTOR'S ESTIMATE**

TO OWNER:  
 Union County Commissioners  
 233 West 6th Street  
 Marysville, OH 43040

APPLICATION NO: 1  
 PERIOD TO: 1/19/26-1/31/26  
 OWDA LOAN NO: \_\_\_\_\_

FROM CONTRACTOR:  
 Helms & Sons Excavating, INC  
 1753 Lima Ave  
 Findlay, OH 45840

FOR OWDA OFFICE USE ONLY	
Fund:	_____
Voucher:	_____
OWDA Pay:	_____
Date:	_____

PROJECT:  
 Magnetic Springs Sanitary Sewer System

1 ORIGINAL CONTRACT PRICE	<u>\$5,804,920.00</u>
2 Net change by CHANGE ORDER	<u>\$0.00</u>
3 CURRENT CONTRACT PRICE (Line 1 + 2)	<u>\$5,804,920.00</u>
4 TOTAL COMPLETED & STORED TO DATE	<u>\$90,064.50</u>
5 RETAINAGE	
a.                      4 % of completed work	<u>\$3,602.58</u>
b.                      4 % of stored work	
Total Retainage (Line 5a + 5b)	<u>\$3,602.58</u>
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 total)	<u>\$86,461.92</u>
7 LESS PREVIOUS PAYMENTS (Line 6 from prior certificate)	<u>\$0.00</u>
8 CURRENT PAYMENT DUE	<u>\$86,461.92</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved Change Orders through Change Order No: _____	\$0.00	\$0.00
	NET CHANGES by Change Order	\$0.00

**CONTRACTOR'S CERTIFICATE**

I hereby certify that the above materials and services have been furnished and performed in accordance with the conditions of the contract for the above work, and that payment has not been received and therefore is due and to be paid on said contract

CONTRACTOR: Helms and Sons Excavating, Inc

BY: [Signature]

DATE: 2/20/2025

ENGINEER: Access Engineering Sol., Inc. By: [Signature] Date: 2/20/2025

OWNER: Union Co. Commissioners By: [Signature] Date: 3/18/26

OWNER: Magnetic Springs By: [Signature] Date: 2/23/26

OWDA: \_\_\_\_\_  
 Chief Engineer Executive Director

**UNION COUNTY COMMISSIONERS JOURNAL 2026**  
**March 18, 2026**

OHIO WATER DEVELOPMENT AUTHORITY  
**CONTRACTOR'S ESTIMATE**

TO OWNER:  
 Union County Commissioners  
 233 West 6th Street  
 Marysville, OH 43040

APPLICATION NO: 2  
 PERIOD TO: 2/1/26 - 2/28/26  
 OWDA LOAN NO: \_\_\_\_\_

FROM CONTRACTOR:  
 Helms & Sons Excavating, INC  
 1753 Lima Ave  
 Findlay, OH 45840

FOR OWDA OFFICE USE ONLY	
Fund:	_____
Voucher:	_____
OWDA Pay:	_____
Date:	_____

PROJECT:  
 Magnetic Springs Sanitary Sewer System

1 ORIGINAL CONTRACT PRICE	<u>\$5,804,920.00</u>
2 Net change by CHANGE ORDER	<u>\$0.00</u>
3 CURRENT CONTRACT PRICE (Line 1 + 2)	<u>\$5,804,920.00</u>
4 TOTAL COMPLETED & STORED TO DATE	<u>\$496,780.00</u>
5 RETAINAGE	
a.                      4 % of completed work	<u>\$19,871.20</u>
b.                      4 % of stored work	<u>                    </u>
Total Retainage (Line 5a + 5b)	<u>\$19,871.20</u>
6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 total)	<u>\$476,908.80</u>
7 LESS PREVIOUS PAYMENTS (Line 6 from prior certificate)	<u>\$86,461.92</u>
8 CURRENT PAYMENT DUE	<u>\$390,446.88</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved Change Orders through Change Order No: _____	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

**CONTRACTOR'S CERTIFICATE**

I hereby certify that the above materials and services have been furnished and performed in accordance with the conditions of the contract for the above work, and that payment has not been received and therefore is due and to be paid on said contract


CONTRACTOR: Helms & Sons Excavating, Inc.  
 BY: [Signature] DATE: 3/16/2026

ENGINEER: Access Engineering Sol., Inc. By: [Signature] Date: 3/15/2026  
 OWNER: Union Co. Commissioners By: [Signature] Date: 3/18/26  
 OWNER: Village of Magnetic Springs By: [Signature] Date: 3/15/26


UNION COUNTY COMMISSIONERS JOURNAL 2026  
March 18, 2026

\*Commissioner McCarthy adjourned the meeting at 12:20 p.m.


The preceding Minutes were read and approved April 15, 2026.

  
Digitally signed by Tom McCarthy  
DN: cn=Tom McCarthy,  
o=Commissioners, ou=Union County  
Commissioners,  
email=mlehman@unioncountyohio.gov,  
c=US  
Date: 2026.04.15 13:45:17 -04'00'  
Adobe Acrobat version: 2020.005.30838


Tom McCarthy  
Commissioner

  
Digitally signed by Steve Robinson  
DN: cn=Steve Robinson,  
o=Commissioners,  
ou=Commissioner,  
email=mlehman@unioncountyohio.gov,  
c=US  
Date: 2026.04.15 13:46:50 -04'00'  
Adobe Acrobat version:  
2020.005.30838

Steve Robinson  
Commissioner

  
Digitally signed by David A. Lawrence  
DN: cn=David A. Lawrence,  
o=Commissioners, ou=Commissioner,  
email=mlehman@unioncountyohio.gov,  
c=US  
Date: 2026.04.15 13:47:47 -04'00'  
Adobe Acrobat version: 2020.005.30838

David A. Lawrence  
Commissioner

  
Digitally signed by Mallory Lehman  
DN: cn=Mallory Lehman,  
o=Commissioners, ou=Assistant Clerk to  
the Board,  
email=mlehman@unioncountyohio.gov,  
c=US  
Date: 2026.04.15 13:48:38 -04'00'  
Adobe Acrobat version: 2020.005.30838

Mallory Lehman, Clerk to the Board