



COUNTY COMMISSIONERS CLERKS  
AND  
ENGINEERS' ADMINISTRATIVE PROFESSIONALS  
ASSOCIATION OF OHIO

**EXECUTIVE BOARD MEETING MINUTES**

April 26, 2024

CEAO Office

1103 Schrock Road, Columbus

The Meeting of the Executive Board was called to order at 10:07 a.m. by Board President, Emily Bradford.

**Members Present:**

Emily Bradford, Montgomery County Commissioners' Office  
Lee Bodnar, Delaware County Engineer's Office.  
Sarah Beath, Brown County Commissioners' Office.  
Lisa Hawkins, Ashtabula County Commissioners' Office  
Tina Molnar Ottawa County Engineer's Office  
JoAnn Rockhold, Athens County Commissioners' Office  
Jessica Cain, Union County Engineer's Office  
Cherise Crable, Huron County Commissioners' Office  
Kelleigh Decker, Lucas County Engineer's Office  
Lauren Graessle, Franklin County Commissioners' Office  
Jenny Griffin, Pickaway County Engineer's Office  
Vickie Ziemba, Huron County Commissioners' Office

**Members Absent:**

Theresa Elder, Ottawa County Commissioners' Office  
Stephany Crist, Belmont County Engineer's Office  
Janelle Barga, Miami County Commissioners' Office  
April Gonzales, Williams County Engineer's Office  
Tracey Hurst, Ashtabula County Commissioners' Office  
Brittany Razek, Franklin County Commissioners' Office

**Guests:**

Robin Garrett, CCAO, Boards' Liaison and Events manager  
Amy Lowe, CEAO, Communications and Events Manager  
Kari Gianangeli, Business & Marketing Manager  
Kyle Petty, CCAO, Managing Director of Policy

**Presidential Notes (Emily Bradford):**

President Emily Bradford welcomed everyone to the meeting and the new CEAO Office.

**VP/Secretary (Lee Bodnar):**

The February 2, 2024 Meeting Minutes were presented for a Motion. *JoAnn Rockhold made the Motion - seconded – all in favor - the Motion passes.*



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**Treasurer (Sarah Beath):**

The Treasures Report was presented for a Motion. *Tina Molnar made the motion – seconded – all in favor – the Motion passes.*

There are no unpaid bills at this time.

The annual Invoice will be submitted to CCAO/CEAO very soon.

The Treasurer reminded everyone of the passage of the (March) email vote for the payment of \$1,050.00 to TCS Software for their services for website creation.

**Historian (Stephany Crist):**

No Report at this Time.

There was member discussion concerning if the Retiree's Luncheon and if Nancy Cramer was still involved.

**Hospitality (JoAnn Rockhold):**

No Report at this Time. There was member discussion concerning possible gift ideas for the Winter Conference.

**Membership / Google Group (Tina Molnar):**

Currently, 181 Active Members in the Chat Group. No major changes to the Google Group Roster at this time.

**Website Update (Tina & Lee):**

Currently in the process of migrating data from old website site areas. Everyone will be notified when the new website goes Live.

**Past President (Theresa Elder):**

No Report at this Time.

**COMMITTEE REPORTS**

Members: Janelle Barga, Sarah Beath, Lee Bodnar, Emily Bradford, Jessica Cain, Cherise Crable, Stephany Crist, Kelleigh Decker, April Gonzales, Lauren Graessle, Jenny Griffin, Lisa Hawkins, Tracey Hurst, Tina Molnar, Brittany Razek, JoAnn Rockhold, Vickie Ziemba



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**Montgomery County Regional Training:**

- 23 participants
- 17 Comment Forms Returned
  - Five were first time participants.
  - All said they would consider hosting a meeting and being more involved in CCC/EAPA at a later date. Most were new to their positions.
  - Those that would consider hosting a meeting:
    - Williams, Delaware, Union

**Upcoming Meeting Dates and Locations:**

- Regional Training – Ashtabula County – June 7, 2024
- Events Committee Meeting – Virtual – June 14, 2024
- Regional Training – Athens County – July 19, 2024

Information pertaining to the June 7<sup>th</sup> Regional Training will be email soon to all members.

There was member discussion on creating a Running List of Regional Training Locations.

**LEGISLATIVE REPORTS:**

**CEAO Update:**

Amy Lowe shared that she will invite the CEAO Legislative Representative to our future meetings. All Conferences information is available on the CEAO Website and they are seeking event speakers.

Kari Gianangeli shared information on CEAO's website update, and the event registration area within the website is still being tweaked.

**CCAO Update:**

Kyle Petty shared updates on the Capital Budget, Jail Funding, County Omnibus HB497, Indigent Defense Taskforce and the Joint Property Tax Committee.

Robin Garrett shared that the 2024 thru 2027 CCAO / CEAO Conferences will be held at the Hilton Columbus Downtown.

The Executive Board Meeting was Adjourned at 11:03 A.M. by *motion from Emily Bradford– and seconded.*

Minutes Include: Treasurer's Report -TCS Invoice.  
(As submitted by Lee Bodnar, VP/Secretary)



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TREASURER'S REPORT  
April 26, 2024

**CHECKING ACCOUNT- Huntington Free Business Checking Account**

Balance: Brought forward from December 31, 2023 \$3,629.10

**EXPENDITURES:**

*Total Expenditures:* \$ -

**CREDITS / RECEIPTS:**

*Total Credits / Receipts:* \$ -

**CHECKING ACCOUNT BALANCE** \$ 3,629.10

**OUTSTANDING CHECKS:**

*Total of Outstanding Checks* \$ -

**CHECKING ACCOUNT STATEMENT BALANCE** \$ 3,629.10

Annual distributions from CCAO and CEAO have not been requested as of this date.



425 Metro Place N #400  
Dublin, OH 43017

Date: 03/21/2024

Invoice #: CCCEAPA-202402-

**We appreciate your business.**  
Need assistance? We are here to help.

CCC-EAPA  
1103 Schrock Rd, Ste 202  
Columbus, OH 43229

**Amount Due**

**\$ 1,128.75**

**Service & Fees Summary - March 2024**

Support & Consulting Services	\$1,050.00
OH Sales Tax (7.50%)	\$78.75

**Support & Consulting Services - 02/01/2024 thru 02/29/2024**

CCC-EAPA		Actual	Billed	Codes	EmpID
WWWPage	02/15/2024 Meeting with Amy, Lee & Tina on CCC-EAPA website; after discussion, determined that we may need over the proposed 5 hours as there is a lot more pages and historical content than originally anticipated, maybe 10 instead; discussed with Amy and will send over updated proposal	1.00	no charge	P	KF
	02/26/2024 Started creating the CCC-EAPA site	4.00	4.00	OB	JK
	02/27/2024 Continued working on the CCC-EAPA site, pages are completed and need to review with staff	3.00	3.00	OB	JK
	<b>Sub-Total</b>	<b>8.00</b>	<b>7.00</b>		
	<b>Total</b>	<b>8.00</b>	<b>7.00</b>		

**Notes**

We provide detailed billing in order to review issues, track your progress and to illustrate the value of services that are billed or not billed. Our rate for professional services is \$150/hour.

Remember: All 'How-To' support is included with your monthly license fee, up to one hour each day. We pride ourselves on being a leader in providing personalized, responsive service. If there's anything we can do better, please let us know. Some email correspondence and phone calls, particularly those that are brief, may not appear on this statement.

Terms: Net due upon receipt. Codes: P=Phone, O=TCS Offices, C=Client Office, E=Email, B=Billed