



THE COUNTY COMMISSIONERS' CLERKS
AND
ENGINEERS' ADMINISTRATIVE PROFESSIONALS
ASSOCIATION OF OHIO

EXECUTIVE BOARD MEETING MINUTES

November 1, 2024

CCAO Office

209 E. State Street, Columbus OH 43215

The Meeting of the Executive Board was called to order at 10:06AM by Board President, Emily Bradford.

Members Present:

Emily Bradford, Montgomery County Commissioners' Office
Lee Bodnar, Delaware County Engineer's Office.
Lisa Hawkins, Ashtabula County Commissioners' Office
Tracie Hurst, Ashtabula County Commissioners' Office
Stephany Crist, Belmont County Engineer's Office
April Gonzales, Williams County Engineer's Office
JoAnn Rockhold, Athens County Commissioners' Office
Janelle Barga, Miami County Commissioners' Office
Jessica Cain, Union County Engineer's Office
Kelleigh Decker, Lucas County Engineer's Office

Members Absent:

Sarah Beath, Brown County Commissioners' Office
Theresa Elder, Ottawa County Commissioners' Office
Tina Molnar, Ottawa County Commissioners' Office
Brittany Razek, Franklin County Commissioners' Office
Jenny Griffin, Pickaway County Engineer's Office
Vicki Ziamba, Huron County Commissioners' Office
Kim Christian, Licking County Engineer's Office

Guests:

Cheryl Subler, CCAO, Executive Director
John Leutz, Esq. CCAO, Assistant Director
Robin Garrett, CCAO, Boards' Liaison and Events manager
Thisbe Butcher, CCAO, Finance and Benefits Manager
Kyle Petty, CCAO, Managing Director of Policy
Amy Lowe, CCAO, Communications and Events Manager
Kari Gianangeli, Business & Marketing Manager

Presidential Notes (Emily Bradford):

President Emily Bradford welcomed everyone to the meeting at the CCAO Office.



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LEGISLATIVE REPORTS:

CCAO Update:

Kyle Petty shared that, though entering the Lame-Duck session, the Legislature will be busy. He provided updates on HB315 and HB430 and shared the new Goals on Children Services & Childcare, Indigent Defense Services, and the need for more 911 funding and Jail funding.

CEAO Update:

Amy Lowe shared that the CEAO will be announcing a new executive director next week.

VP/Secretary (Lee Bodnar):

The April 26, 2024 Meeting Minutes were presented for a Motion. *Lisa Hawkins made the Motion - seconded – all in favor - the Motion passes.*

Treasurer (Sarah Beath):

As Sarah was absent, president, Emily Bradford presented the Treasures Report (attached) was presented for a Motion. *Lee Bodnar made the motion – seconded – all in favor – the Motion passes.*

There are no unpaid bills at this time. The annual Invoice (\$1,000) has been submitted to CCAO/CEAO and will be paid soon.

Historian (Stephany Crist):

Six (6) people have retired and will soon be receiving Certificates of Appreciation.

Hospitality (JoAnn Rockhold):

JoAnn presented several options for the Winter Conference gift. The consensus was for a 15-oz. coffee mugs and large canvas bags with the new logo. Cost will be around \$225 for both items.

Membership / Google Group (Tina Molnar):

As Tina was absent, the president, Emily Bradford shared 182 Active Members in the Google Group, and the new Roster will be shared in November.

Website Update (Tina & Lee):

No Report at this time.

Past President (Theresa Elder):

No Report at this Time.



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COMMITTEE REPORTS

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

Lucas County Regional Training – Kelleigh Decker

2024 Regional Training Meetings (Current):

- March 15th (Montgomery SW) **23 Attended from 13 Counties.**
- June 7th (Ashtabula NE) **22 Attended from 9 Counties.**
- July 19th (Athens SE) **Meeting Cancelled**
- August 16th (CEAO SW) **25 Attended from 17 Counties.**
- September 20th (Lucas NW) **24 Attended from 9 Counties.**

Old Business:

None.

New Business:

None.

Adjournment:

Stephany Crist made the Motion – *seconded – all in favor – the meeting Adjourned at 11:10AM.*

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



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TREASURER'S REPORT
November 1, 2024

CHECKING ACCOUNT- Huntington Free Business Checking Account

Balance: Brought forward from August 13, 2024 \$2,579.10

EXPENDITURES:

TCS Software Website Design \$75.00

Total Expenditures: \$ 75.00

CREDITS / RECEIPTS:

Total Credits / Receipts: \$ -

CHECKING ACCOUNT BALANCE \$ 2,504.10

OUTSTANDING CHECKS:

Total of Outstanding Checks \$ -

CHECKING ACCOUNT STATEMENT BALANCE \$ 2,504.10



425 Metro Place N #400
Dublin, OH 43017

Date: 10/04/2024

Invoice #: CCCEAPA-202409-

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

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

Amount Due

\$ 75.00

Service & Fees Summary - October 2024

Prior Balance	\$75.00
Support & Consulting Services	\$0.00

Support & Consulting Services - 09/01/2024 thru 09/30/2024

No activity for this period. Be sure to let us know if we can help in any way.

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

Your account is now 90 days past due. Please remit payment in full at your earliest convenience. Thank you.

Williams, Chris

From: Janczak, Mason
Sent: Wednesday, January 15, 2025 8:20 AM
To: DeWitt, Regina; Upchurch, Jamie; Melvin, Jon; Stephens, Scott; Williams, Chris
Cc: First, Karen
Subject: FW: Bluebeam Payment Alert: 2190023
Attachments: Invoice_2190023.pdf

Hi Everyone:

We received the invoice to renew Bluebeam. This one is due by 1/30/2025. Below is the breakdown by department. Please let Karen know what Org key you would like to use for this renewal.

Bluebeam 2025 Budget Amounts			
	Users	Allocation	Cost
CODE	5.00	12.20%	\$ 2,012.20
DCEO	23.00	56.10%	\$ 9,256.10
DCRSD	10.00	24.39%	\$ 4,024.39
DSWCD	2.00	4.88%	\$ 804.87
FACILITIES	1.00	2.44%	\$ 402.44
Total	41.00		\$ 16,500.00

Thanks,



Mason Janczak, P.E.
Staff Engineer II
Delaware County Regional Sewer District
1610 State Route 521,
PO Box 8006, Delaware 43015
p: (740) 833-2240
www.co.delaware.oh.us/sanitary

From: Bluebeam Billing <billing@bluebeam.com>
Sent: Wednesday, January 15, 2025 7:43 AM
To: Janczak, Mason <mjanczak@co.delaware.oh.us>
Subject: Bluebeam Payment Alert: 2190023

Caution External Email

DO NOT open attachments or click on links from unknown senders or unexpected emails.



Hi,

We're writing to notify you Invoice #2190023 is due for payment on 1/30/2025.

To ensure uninterrupted service, please make sure your payment method on file is up to date in your [Webstore](#) profile under Payment Options.

If we are unable to process the payment, your full access to Bluebeam will be deactivated until the payment is received.

You can view your attached invoice and pay it directly through this link.

[Pay Invoice](#)

Should you have any questions or concerns about the invoice, please feel free to reach out to billing@bluebeam.com. Thank you for your prompt attention to this matter.

Thank you!

The Bluebeam Billing Team

This email is sent by:
Bluebeam, Inc.
443 S. Raymond Ave.
Pasadena, CA 91105

You are receiving this email because you are a Bluebeam customer and/or Bluebeam subscription user. It contains important, helpful and/or time sensitive information regarding your account, agreement or usage.

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