

RESOLUTION AUTHORIZING THE ISSUANCE OF COUNTY CREDIT CARD TO THE ASHTABULA COUNTY JUVENILE AND PROBATE COURT AND RESOURCE CENTER, AS OUTLINED IN THE ASHTABULA COUNTY CREDIT CARD USAGE POLICY, SECTION 8.10 OF THE ASHTABULA COUNTY PERSONNEL MANUAL

WHEREAS, in accordance with Ohio Revised Code Section 301.27, on August 2, 2016 by Resolution 2016-204 the Ashtabula County Board of Commissioners established a Credit Card Usage policy and amended such policy by Resolution Number 2017-246 on August 30, 2017; and

WHEREAS, the policy states no county credit card may be issued to any appointing authority without a resolution from the Board of Commissioners authorizing its issuance, upon the Board's receipt of a written request from the entity and the persons authorized to use such credit card; and

WHEREAS, The following office has requested to be issued county credit cards:

Ashtabula County Juvenile and Probate Court and Resource Center - Credit Limit \$5,000.00

Authorized Users: **Andrew Misiak and Karen Capstick**

WHEREAS, this Board of Commissioners would agree to authorize the credit card usage to the Ashtabula County Juvenile and Probate Court and Resource Center; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio, that the Ashtabula County Juvenile and Probate Court and Resource Center are hereby authorized to be issued county credit cards for use by the persons listed above in compliance with the Ashtabula County Credit Card Usage Policy.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2023-110

February 14, 2023

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Upon the motion of J.P. Ducro IV, seconded by Kathryn L. Whittington.

VOTE:

**Casey R. Kozlowski
Kathryn L. Whittington
J.P. Ducro IV**

**Aye
Aye
Aye**

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

**Ashtabula County Court of Common Pleas
Probate/Juvenile Division**

Albert S. Campese
Judge

Andrew J. Misiak
Court Administrator



Brooke F. Kocab
Elizabeth A. Tekavec
Mirela Turc Rudary
Juvenile Division Magistrates

Richard L. Dana
Probate Division Magistrate

January 30, 2023

Ashtabula County Commissioners
Casey R. Kozlowski, President

Re: Credit Card Authority

The Probate/Juvenile Division and the Family Resource Center, would like to request one credit card with an annual limit of \$5,000.

We would like to authorize Karen Capstick as primary user, with Andrew Misiak as an additional user.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Albert S. Campese".

Albert S. Campese, Judge
Ashtabula County Court of Common Pleas
Probate/Juvenile Division

Probate Division
25 West Jefferson Street
Jefferson, Ohio 44047
440-576-3451
Fax: 440-576-3633

Juvenile Division
3816 Donahoe Drive
Ashtabula, Ohio 44004
440-994-6000
Fax: 440-994-6020

Resource Center
4717 Main Ave Basement
Ashtabula, Ohio 44004
440-994-6044
Fax: 440-994-6040

Please send all Resource Center mail to 3816 Donahoe Drive, Ashtabula, OH 44004