

RESOLUTION AUTHORIZING THE HUMAN RESOURCE DIRECTOR TO OVERSEE THE DISTRIBUTION AND MANAGEMENT OF CELLULAR PHONES AND EQUIPMENT FOR DESIGNATED ASHTABULA COUNTY DEPARTMENTS

WHEREAS, the Ashtabula County Board of Commissioners recognizes the importance of maintaining efficient, secure, and policy-compliant communication tools for County operations; and

WHEREAS, cellular devices are essential tools for enhancing employee productivity, operational effectiveness, and safety across various County departments; and

WHEREAS, the Board has adopted the *Ashtabula County Cell Phone Policy* to govern the appropriate use, distribution, and monitoring of County-issued cellular phones and related equipment; and

WHEREAS, it is necessary to designate a responsible party to implement and oversee this policy in alignment with the operational needs of Ashtabula County;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Ashtabula County, Ohio, that:

1. The Human Resource Director is hereby authorized to oversee the distribution and management of Verizon and AT&T cellular phones and equipment in accordance with the *Ashtabula County Cell Phone Policy*.
2. The Human Resource Department shall be responsible for the following duties:
 - Monitoring distribution and usage to ensure compliance with policy;
 - Coordinating with Verizon and AT&T to secure appropriate service plans, equipment, and technical support;
 - Maintaining accurate records of inventory, assignments, and usage;
 - Processing acquisition and approval forms related to cellular phones and equipment;
 - Conducting periodic reviews of employee cellular needs to ensure continued alignment with policy requirements.
3. The Human Resource Director is granted contractual and signature authority for the procurement, return, and reallocation of County-issued cellular phones and equipment for the following departments and accounts under the purview of the Human Resource Department:
 - **Adult Probation**
 - **Building Department**
 - **Clerk of Courts**
 - **Commissioners**
 - **Common Pleas IT**
 - **Coroner's Office**
 - **Department of Planning and Development**
 - **Dog Warden**
 - **ECC Probation**
 - **Emergency Management Agency / 911 (EMA/911)**
 - **Engineer's Office**
 - **Juvenile Court**
 - **Maintenance Department**
 - **Ashtabula County Prosecutor's Office**
 - **Victim of Crimes Program**
 - **Veterans Service Commission (VSC)**
 - **Land Bank**

4. The Human Resource Department shall not enter into any contractual agreements with additional cellular service providers without prior approval from the Ashtabula County Board of Commissioners.

BE IT FURTHER RESOLVED, that this resolution shall take effect and be in force from and after April 8, 2025.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-201

April 22, 2025

**RESOLUTION AUTHORIZING THE HUMAN RESOURCE DIRECTOR TO OVERSEE
THE DISTRIBUTION AND MANAGEMENT OF CELLULAR PHONES AND
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Upon the motion of Casey R. Kozlowski, seconded by Kathryn L. Whittington.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

Kathryn L. Whittington

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