

UPDATE MARCH 17, 2020 6:30 p.m.
MAHONING COUNTY BOARD OF COMMISSINERS

COVID-19 PUBLIC HEALTH CRISIS
TEMPORARY CHANGES IN ACCESS TO COUNTY SERVICES

(Please note that this is a fluid document that changes per Federal, State and Local Guidelines)

Subsequent to Governor DeWine's executive order to close all bars and restaurants as well as recommendations made by the White House, CDC and local Public Health Officials, the Board of Mahoning County Commissioners are issuing a public notice of temporary changes to public access to County Government services. These temporary changes are being made in an attempt to address the current COVID-19 public health crisis wherein an aggressive response is necessary to control the spread of the virus. Closures and limitations in public access to County services are based on what are considered essential services. The care and safety of the public and our employees is of our utmost concern as well as the rights of all individuals subject to County Court authority.

The following is the most updated information regarding access to County offices and related services. Updates to this information may be necessary as changes in our situation develop. While most of our offices remain open to the public for now, we ask that in the best interests of the community, only essential business with the County be conducted in person and when necessary, physical proximity and personal hygiene recommendations be followed.

I. MAHONING COUNTY COURTHOUSE – is open. Access will be scrutinized by security with health screening being utilized upon entry.

1. COMMISSIONERS' PUBLIC HEARINGS – While the hearing are open to the public the seating will be spaced out to address proximity protocol. In addition individuals can conference in, we have made arrangements to use the following: **Conference Bridge: Outside phone line: 330-740-2131, Access Code: 0988980, (Note: Internal county department call use ext. 8166) for public access to meetings.**
2. AUDITOR'S OFFICE – Public Counter is open holding regular and telephone hours. The office has staggered its staff and is asking for proximity limitations at the Counter.
3. TREASURER'S OFFICE – Office is closed to the public with the exception of limited title searches. Internal and external pay-ins and necessary business to be conducted through **specified entrance**.
4. RECORDER'S OFFICE – Public Counter and title search areas are open regular hours. Please exercise social distancing and proximities when possible and please utilize sanitation wipes provided.
5. PROBATE COURT – Please review the attached [Judgment Entry](#) which provides options to individuals to file documents electronically as well as attend certain hearings telephonically so that they do not need to personally appear at the court. With these common sense options along with your understanding, normal court operations shall continue.
6. COMMON PLEAS AND DOMESTIC COURTS - Hours of operation commencing on March 18, 2020 as follows: Monday through Friday from 8:00 a.m. to 12:00 p.m.
7. CLERK OF COURTS – Public Counter is open. However it is encouraged that e-file for civil entries be used as well as the online dockets. Please exercise social distancing and recommended proximities when conducting necessary business.

II. COUNTY COURTS – (Austintown, Boardman, Canfield and Sebring)

- a.) - Have suspended all hearings and arraignments with the exception of those involving prisoner cases and felonies for the next three (3) weeks.
- b.) - Scheduled hearings before Judges except with prisoner cases and felonies will be rescheduled.
- c.) – Jurors scheduled for March 24, 2020 in CC#5 and on April 6, 2020 in CC#3 shall not appear. These trials shall be continued and rescheduled for another date.

III. MAHONING COUNTY ADMINISTRATION BUILDING – is open. Access to be scrutinized by security with health screening questions being utilized when necessary.

- 1. COUNTY COMMISSIONERS' OFFICE - The public counters in the Commissioner's Office and Purchasing are open for necessary business only. Please exercise social distancing and proximities when visiting.
- 2. TAX MAP OFFICE - Public Counter is open holding regular and telephone hours. The office has staggered its staff and is asking for proximity limitations at the Counter.
- 3. PROSECUTOR'S OFFICE – Criminal and Civil offices are closed to the public. Essential services and staffing have been identified and staggering of in-office personnel is being implemented in conjunction with remote and telephonic work as recommended by the State and the CDC.

IV. JUVENILE JUSTICE CENTER – Is primarily closed to the public with exceptions:

- a) – The lobby at the Juvenile Court is closed to the public with the exception of proceedings deemed necessary by the Court.
- b) - All civil and criminal trials are being converted to pre-trial hearings to be conducted at the date and time as scheduled for trial via telephone conference between the attorneys for the parties and Court. The Court shall initiate the telephonic pre-trial calls.
- c) - The Court will continue to hear cases involving civil protection orders, ex parte, shelter care, civil stalking orders, abuse, neglect, and dependency.
- d) - All specialty dockets hearings shall be continued unless, deemed upon a case-by-case basis to be necessary.
- e) - All visitation to students detained in the Juvenile Justice Center is suspended until further notice to ensure the health and wellbeing of the students under the County's care and control.

V. OAKHILL RENAISSANCE PLACE – Is open to the public.

- 1. JOB AND FAMILY SERVICES and CHILD SUPPORT – No public access to the lobbies and public areas. Public Counters for JFS will be closed effective Wednesday, March 18th. Phone applications will continue to be taken. Genetic Testing is cancelled for 6-8 weeks. Administrative child support hearings will be conducted telephonically until further notice. Please call 330-740-2073 or 1-800-528-9511 on the date and time indicated on your hearing notice . Child support payments can be made using the following methods:
 - a.) - mailed to: CSPC, PO Box 182372 Columbus, OH 43218
 - b.) - credit card/debit payments can be accessed through <https://OH.SMARTCHILDSUPPORT.COM>
 - c.) - by telephone: call the CSPC at 1-888-965-2676 and choose option 5.
- 2. CORONER'S OFFICE – Office is open for necessary public safety matters. Please call with questions.
- 3. TITLE DEPARTMENT – Public counter is open. Please exercise social distancing and recommended proximities when conducting necessary business.
- 4. BOARD OF ELECTIONS – Public counter is open. Ohio Department of Health Director Amy Acton, M.D. signed a public health order regarding the closure of the polling locations in the state of Ohio

on March 17th for preventing the spread of contagious or infectious diseases. Ohio's Primary Election Day will be June 2, 2020. Please contact Mahoning County Board of Elections for additional information or check their website at <https://vote.mahoningcountyoh.gov>.

5. **VETERANS' SERVICES** – Office is open. Department is asking for veterans who are not feeling well to reschedule their appointments.
6. **SOLID WASTE/RECYCLING** – Office is open however the public is asked to refrain from visiting and to call with any questions.

VI. MAHONING COUNTY JUSTICE CENTER – The lobby of the Justice Center is closed to the public until further notice with the exception of mandated operations.

a.) - Inmate visitation is suspended until further notice with the exception of clergy, attorneys and video visitation.

b.) – Records Department non-court ordered functions will be suspended until further notice.

c.) – Mission-critical contractors and visiting attorneys are permitted access but will have to submit to health screenings upon entry.

d.) – Conceal-carry program is open Tuesday, Wednesday and Thursday 8:00 a.m. – 1:00 p.m.

e.) – All volunteer programs are suspended indefinitely.

VII. SANITARY ENGINEER'S DEPARTMENT – Public counter is open. Please exercise social distancing and recommended proximities when conducting necessary business.

VIII. MAHONING COUNTY ENGINEER'S DEPARTMENT – The office is closed to the public. However, checks will be accepted through breezeway window. Permits can be requested online.

IX. DOG WARDEN'S OFFICE – Lobby is open for licensing and fees payment 8-4:30 Mon-Friday. Late hours on Wednesday and Saturday are suspended until further notice. Stray reporting and retrieval continues as well as dropping off of strays in the rear entrance. Adoption forms are available online and all adoption meet and greets are by appointment only until further notice.

X. BUILDING INSPECTION DEPARTMENT – Public counter is open. limiting the number of people at the counter to two(2). People waiting are to remain in the lobby until your turn taking care to exercise social distancing and recommended proximities when conducting necessary business. Inspector Counter hours have been suspended until further notice but inspectors are available by phone during normal business hours via phone 330-270-2894 or email.

XI. MAHONING COUNTY CHILDRENS SERVICES BOARD - The Mahoning County Children Services Board will continue to provide protective services to the public during this unprecedented outbreak of the COVID-19 virus. Please continue to report any suspicions of child abuse or neglect to our report line at 330-941-8888. However, to protect the public's health and slow the rate of transmission of COVID-19, some services we provide to families may be postponed or modified. If you have a scheduled event or activity with Children Services, such as a family visitation, case review meeting, or other appointment, please call your case worker or our general information line at 330-941-8888 to determine whether there have been any changes. At this time, the Children Services building will be open to the public. Those seeking entrance will be subject to a COVID-19 screening procedure and entrance may be denied dependent upon the results.”

XII. BOARD OF DEVELOPMENTAL DISABILITIES - Leonard Kirtz School is closed for three weeks. Board and Community Services offices as well as The Centre at Javit remain open for employees and clients. All questions regarding closures or services should be directed to the DD Board office.

XIII. MAHONING COUNTY TRAINING ASSOCIATION – Offices will be closing to the public as of Tuesday, March 17th through Sunday, April 5th. All MCTA offices and the Mahoning and Columbiana County OhioMeansJobs (One-Stop) centers, including the Oak Hill satellite will be closed. Staff will be on hand to answer phones and assist clients. The public is urged to visit www.onestopohio.org for employment postings and additional resources.

XIV. EMERGENCY MANAGEMENT AGENCY – Office is open to the public for necessary business. Please contact Dennis O’Hara by phone with questions pertaining to the County’s response to COVID-19.

XV. MENTAL HEALTH AND RECOVERY BOARD – Office is closed to the public unless otherwise authorized by the Director. Office is operational, taking calls and performing meetings telephonically.

Mahoning County puts the interests of our citizens and our employees above all else. All closures and precautionary measures have been implemented in the best interests of those we serve. We apologize for any inconvenience these measures may cause and appreciate your cooperation during this difficult time.