



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0268

449 South Meridian Street  
Ravenna, OH 44266  
<http://www.co.portage.oh.us>

JoAnn Townend, Acting Clerk  
330-297-3600

Tuesday, April 17, 2018

9:30 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending: Human Resources Director Janet Kovick, Department of Budget and Financial Management Director Todd Bragg, Record Courier Reporter Matt Merchant, Mark Smith, citizen of Ravenna.

## ONGOING PROJECTS TO REVIEW

April 17, 2018

### 1. Wage Study

- Human Resources Director Janet Kovick indicated that there are approximately 267 job positions that need refactored by Clemens Nelson. Of those, 50 positions have been refactored, 110 have been approved by the Board of Commissioners.
- Internal Services Director Townend said this proposal is taking the current compensation plan and comparing it to other counties based on what levels we already have.
- Department of Budget & Financial Management Director Todd Bragg said it is not only adjusting the wage scale, but what do you want out of the study?
- Vicki said it is hard to have the same job title within the departments, but doing different duties.
- Commissioner Kerrigan indicated having a good pay scale structure is the first step. It is how they fit within the bands that is of concern.
- Commissioner Christian-Bennett said the job duties change and the job descriptions are not consistent. It is hard to get everyone to understand the different scales and how all the job titles fit into a particular category.
- Commissioner Kerrigan suggested putting thresholds on certain bands such as having a degree or additional training.
- Director Bragg asked if your budget can handle the pay scale; if not the pay scale would be worthless.
- Commissioner Kerrigan said on the scale a job position always sits in the same row but you can move to the right or left based on years of experience or education. An

employee can only move to the left or right but not up or down unless their position changes.

- Director Bragg said if we go through with getting a new wage scale, are the Board of Commissioners departments going to abide by it. Also, will we have the money?
- Director Kovick indicated that it is difficult to refactor positions and to be consistent with one another. We need to have a system that is based on standards and years of service and/or performance.
- Commissioner Kline asks what is next? Should we meet with the elected officials or Clemens Nelson?
- Commissioner Christian-Bennett suggested Clemens Nelson to see what they have to offer and their recommendations.
- Commissioner Kerrigan doesn't want it to be just a sales pitch. We need to find out if they charge for the initial consultation. Director Bragg thought you would get one consultation, but they will charge pretty quickly.
- Director Bragg asks how much you are willing to invest throughout the years. You don't want a scale that gives raises you cannot afford.
- Commissioner Christian-Bennett said our employees are always the ones to take the hit for other elected officials wanting to give raises.
- Commissioner Kline said we need to have a standard to our budget. There are consequences to find the money.
- The Board of Commissioners agreed for Internal Services Director to schedule a meeting with Clemens Nelson.

## **2. Board Appointments**

- Commissioner Kline reviewed the revised board application that was prepared by Director Townend.
- Commissioner Christian-Bennett suggested posting it and the proposed disqualifying offences policy on the website for the applicants complete. This policy is strictly from the Ohio Revised Code section on Board of Developmental Disabilities.
- Director Townend will forward the application to the Prosecutor's Office for their review.
- Commissioner Kerrigan suggested that the proposed policy was too strict. Commissioner Christian-Bennett replied that exceptions to the policy would be made as needed. Commissioner Kerrigan asked why are we making rules and then allowing exemptions.
- Commissioner Christian-Bennett said certain boards have exemptions, such as the Mental Health Board. The Board of Commissioners appoints ten (10) members and Mental Health/State appoints 18 members.
- Director Townend indicated there are different codes for each board.
- Commissioner Kline said to have Joel Mowrey put the rules in writing of their exceptions.
- Commissioner Kerrigan is unclear as to why we are doing this then if there are going to be exceptions. We have to stick to it; if we don't then why do it?

- Commissioner Kline says there has to be some flexibility in the process just like everything else.
- Director Townend indicated Clerk, Amy Hutchinson pulled the different codes for each board.
- Commissioner Kerrigan said perhaps the criteria should be related to each board instead of a single policy that applies to all boards.
- Commissioner Christian-Bennett said we have to remember that these are volunteer boards.
- Director Townend will get Commissioner Kline a copy of the list of boards, their members and emails.
- Director Townend said after pulling the code for the Ohio Children's Trust Fund, there are restrictions to this particular board.
- Director Townend said the Clerk advertises for when there is a board opening. Amy drafted a "wanted" advertisement just stating there are openings. Commissioner Christian-Bennett said she would prefer having each board listed.

### **3. Justice Center Groundbreaking**

- Director Townend asks if the Board of Commissioners wished to keep the groundbreaking simple. The Board of Commissioners agreed. Director Townend will invite the Sheriff and his department, the architect and Reporter Matt Merchant. The Justice Center Groundbreaking will be Tuesday, April 24<sup>th</sup> at 3:00 PM.

### **4. Hills Pond Dam**

- Director Townend spoke to the engineering firm to see what the appraiser needs to do. The firm gave the appraiser the information he needs to give us a quote. The appraiser should not need to go to each property.

### **5. Freedom Secondary Rail**

- Director Townend has complied paperwork for Mr. Shanklin to review. Director Bragg is checking on easements and Director Townend will be reviewing the maps before the documents are given to Mr. Shanklin.

### **6. Tours of the Building**

- Commissioner Christian-Bennett said we need to schedule the building tours for our space study. Director Townend indicated that the Administration Building is the only building that has any available space. There isn't much at the courthouse.
- Commissioner Kline wonders what the Board of Election is going to need.
- Commissioner Kerrigan has suggested to the Board of Election to use the Records Center for their documents. They said they use their files quite often and it would not be convenient.
- Commissioner Kline said we also have to keep in mind of the security in the building.
- Commissioner Christian-Bennett suggested during next Tuesday's session to use that time to tour the building. Director Townend said to start the morning session as the

tour instead of discussion. The Board of Commissioners agreed to start with tours during the April 24<sup>th</sup> meeting.

- Commissioner Christian-Bennett said that Regional Planning Commission would like the breakdown of what the Board of Commissioners is offering if they move in the Administration Building. Director Townend will prepare a letter for Board signature.
- Commissioner Kerrigan said it would be worth looking into a creating a new facility that would house the rent paying departments, as it could pay for itself. He is not convinced renovating the first floor would be beneficial.
- Commissioner Christian-Bennett said Job & Family Services are the only rent payers in the building, as they grow they expand out of this building. It is good to have the space study.

Mark Smith was present and asked if we received his application for one of the boards. Director Townend said she did receive it.

**To Do:**

- Building Department Fee Schedule
- Comprehensive Economic Development Plan
- County Administrator / Review 2017 Reorganization
- Employee Evaluations
- New / Renovate Facilities (Comprehensive Space Planning)
  - 6<sup>th</sup> Floor Admin Bldg
  - Airport
  - Board of Elections / Shared Conference Room
  - Combined Motor Pool / Solid Waste / Water Resources Facility
  - JFS / One-Stop
  - Regional Planning Move (Admin Bldg Floors 3, 6 & ??)

**Motion To:** Adjourn the Official Meeting of Tuesday, April 17, 2018 at 11:22 AM

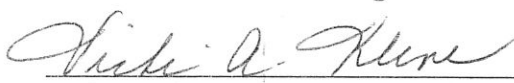
**RESULT:** ADOPTED [UNANIMOUS]

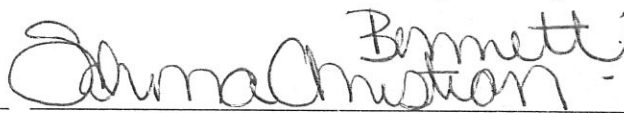
**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

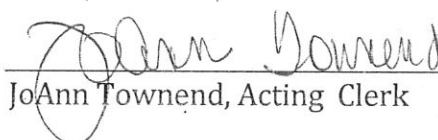
**AYES:** Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.

  
Vicki A. Kline, President

  
Sabrina Christian-Bennett, Vice President

  
Mike Kerrigan, Board Member

  
JoAnn Townend, Acting Clerk