



Portage County Board of Commissioners

Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, October 3, 2019

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are 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
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Brian Ames, Barb Tittle, and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:00 AM
Reconvened: 9:26 AM

HUMAN RESOURCES

Present: Director Janet Kovick and Department of Budget and Financial Management Director Todd Bragg

1. Follow Up regarding Coaching/Evaluation Discussion and Merit Pay policy:
Director Kovick reported that in the moment conversations were preferred by every single director, but there are several that will continue to do evaluations. Director Kovick will create templates for the Directors for the conversations, so that they can be prepared. Supervisor will still be encouraged to keep in the moment conversations in the employee's personnel file. Commissioner Christian-Bennett asked what happens when a supervisor isn't documenting the conversations and Director Kovick hopes supervisors will have some contact with the employees, but if not, she is willing to have a conversation with them. Director Kovick also encourages and recommends doing in the moment conversations and evaluations during an employee's probationary period. A revision to the policy will be forthcoming.

Merit Pay Policy

The Personnel Policy Manual refers to performance based evaluations. Commissioner Kline asked about employee increases and whether a supervisor would go to a director and then the director to the Board and Director Kovick agreed a director should come before the Board with the information, including the budgetary impact to the department. Director Kovick noted the policy refers the performance criteria in the evaluations to help determine the merit pay. Director Bragg asked if any director can come before the Board at any time of the year to ask for an increase for employees and Commissioner Kline noted that is still to be determined. Commissioner Clyde

suggests there is no separate merit pay policy and if departments want to discuss employee compensation with the Board, the appropriate time is during their budget hearing.

Director Bragg is concerned with departments that have their own funds and are able to provide raises and the General Fund department don't. He reiterated for consistency sake, any raises for 2020 should be brought before the Board during the 2019 budget process or they should wait until the following year.

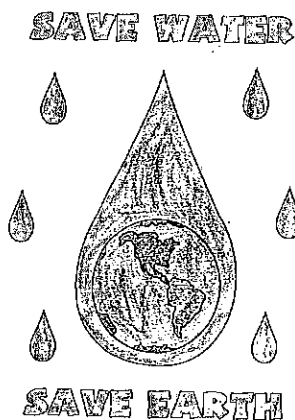
Commissioner Kline noted the Board is not going to have a separate merit pay policy for the County. The merit pay policy is not in the Policy Manual currently because Director Kovick was waiting for the official adoption, however the Performance Evaluation section will be changed and will return next week for approval on the revisions.

WATER RESOURCES

Since the Water Resources Department only had one item, their meeting was cancelled, but the Board still addressed their agenda item.

1. Winners of Coloring Contest Sponsored by Portage County Water Resources at County Fair

Portage County Water Resources (PCWR) sponsored a coloring contest at the 2019 Portage County Randolph Fair (Fair) to promote keeping our waters clean and safe. Coloring pages were available at the PCWR booth at the Fair and entrants returned the pages to the booth during Fair week. There were two age



groups for the coloring contest: "Children 6 years and under" and "Children age 7-14." A total of 16 entries were submitted for the contest.

The winning entries went to the following:

Seraphina (Children 6 years
of age and under)

Deja (Children 7-14 years of age)

Each child won a fishing pole, tackle box and other fishing related paraphernalia.

The Water Resources Department would like to publish an article on the PCWR website and in local news sources such as the Record Courier. The article may also be published on the Portage County main website if the Board of Commissioners agree. The Board agreed to move forward with the request.

INTERNAL SERVICES

Present: Director JoAnn Townend, Michelle Crombie, Attorney Chris Meduri

9:41 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to conferences with an attorney for the public body concerning disputes of pending or imminent court action. Also present: Director JoAnn Townend, Michelle Crombie, and Attorney Chris Meduri. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:34 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Recessed: 10:37 AM

Reconvened: 10:40 AM

BOARD OF ELECTIONS

Present: Director Faith Lyon and Deputy Director Terrie Nielsen, ITS Director Lloyd Alger, Internal Services Director JoAnn Townend, Department of Budget and Financial Management Director Todd Bragg and Denise Smith.

Since the Board and staff have signed the Non-Disclosure Agreements, the cyber security issue will be discussed in Executive Session.

10:40 AM In accordance with the Ohio Rev. Code 121.22(G)(6), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss details relative to the security arrangements of the public body. Also present: Director Faith Lyon and Deputy Director Terrie Nielsen, IT Director Lloyd Alger, Internal Services Director JoAnn Townend, and Department of Budget and Financial Management Director Todd Bragg. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:06 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

CONSENT AGENDA QUESTIONS:

Commissioner Clyde asked about Resolution No. 5 (Accept Bid for the Clerk of Courts Safety

Upgrade Project) and whether it was anticipated in their budget and Director Townend responded it was. Director Bragg explained every year the Clerk is required to declare any excess funds it has in Title Bureau and returned them to the General Fund.

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Todd Bragg

Director Bragg noted he still needs to send correspondence to the Elected Officials, regarding the budget schedule, but he's unsure of the timeline. Originally, the plan was to distribute proposed budgets in early October, but by mid-September it was apparent that deadline wasn't going to be reached. Commissioner Kline responded the Board asked for a meeting with Director Alger and John Groselle from ITS and at least one Commissioner needs to talk with the Sheriff about his requests.

Commissioner Christian-Bennett remembered the Board asked to meet with Director Bragg to go over the information to provide guidance for the proposed budget, but in the past Director Bragg would create the proposed budget and make recommendations to the Board. Director Bragg replied normally he would have met with the Board throughout the year to have a better idea of capital projects for next year. The County has a lot of cash available, but will flip upside down next year in terms of spending more than it brings in. Director Bragg noted the Board has not discussed COLA raises for employees or whether the Board will narrow next year's budget versus letting it run until 2021. Director Bragg can pull together a proposed budget, but the original plan was altered and he doesn't know the changes. Commissioner Kline explained the Board needs to meet with Director Bragg on a different day to individually discuss the budget. Commissioner Kline suggests a meeting with Director Bragg regarding the Sheriff's budget before one of the Commissioners meets with him and Wednesday, October 9th was suggested. Commissioner Clyde explained she will need the funding history and the prospective of the budget picture. She also noted the request from the Sheriff was not complete as he did not include his administrative portion.

Commissioner Christian-Bennett asked about the Union contracts and Director Bragg responded they were either 2% or 2-1/4%, but he will find out for sure.

Director Bragg will attach expenses to what the Sheriff proposed and what he estimated and the Board can compare the two documents. He will also check with Ron Rost for any additional detail to the Sheriff's budget.

Director Bragg also discussed ITS and the need to replace all Windows 7 pcs as the virus protection will be ending shortly and Commissioner Clyde noted ITS presented that information already. Commissioner Christian-Bennett would like to see ITS and the Clerk will schedule.

Director Bragg has additional questions about capital programs and what projects have priority over the next 3-4 years. He suggests \$2 million be set aside for capital programs in 2020. Director Bragg is also concerned about the Motor Pool building and the Regional Planning Commission building and the possibility of having to put additional funding into them in order to get them sold. Existing staffing is also a concern for raises.

Commissioner Christian-Bennett pointed out in November, the County will be 1 year into the Enterprise agreement and she would like an idea of the cost savings and Director Bragg will

provide the data. Going forward, the County should start phasing in the lease program and phasing out the older vehicles and Enterprise had a proposal to phase them out in 3 years.

Director Bragg stated departments have been given more discretion whether they want to turn vehicles in and/or purchase instead of leasing, so that becomes confusing on how to plan vehicle replacements.

The Board agreed to meet on Wednesday, October 9th from 9:00-11:00 AM for the Sheriff's budget discussion and 11:00 AM-12:00 PM for Capital improvements.

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Commissioner Clyde noted she's been working with the County Auditor's Office and has slightly tweaked the process of reviewing materials and this week is the first week the process is going to be in place. The bill run is available for the Commissioners to review on Thursdays. Director Bragg presented the Board with an overview of the bill run and what is needed for the review. Commissioner Christian-Bennett noted this will be an extra step for the Board to do to pacify the County Auditor and that's why the Board pays Director Bragg to review the document on their behalf. Commissioner Clyde pointed out that she wanted more oversight as to what the Board is approving on the Consent Agenda and its good stewardship for the Board to review the material. Commissioner Christian-Bennett noted it's ridiculous and the accountability is going to come back to the Board when the Board pays Todd Bragg in the Budget and Finance Department to review the bill run and she announced she will not be signing them. Commissioner Clyde is happy to have oversight over an important function of the office that is on the Board's consent agenda every week.

Recessed: 11:37 AM

Reconvened: 12:07 PM

PLEASE ADD TO YOUR AGENDA

October 3, 2019

1. Amendment to the Non General Fund 2019 annual appropriation Resolution No. 18-0923, adopted December 13, 2018.

Motion To: Amendment to the Non General Fund 2019 annual appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0731

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Kathleen Clyde
AYES:	Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

Commissioner Christian-Bennett noted the Board received an e-mail from Christine Blair, Clerk for Geauga County Board of Commissioners, indicating Judge Grendell would like to have the Joint Board of Commissioners meet to appoint Attorney Jeffrey Huntsberger to replace Janet Carson on the Board of Trustees. Clerk will coordinate dates with Geauga County.

COMMISSIONERS' CONSENT AGENDA

October 3, 2019

1. Approval of the September 26, 2019 regular meeting minutes.

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RESOLUTIONS

October 3, 2019

Budget & Financial Management:

1. Approve the Thursday, October 3, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Board of Commissioners./19-0716
2. Approve the Thursday, October 3, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Board of Commissioners./19-0717
3. Approve the Thursday, October 3, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Board of Commissioners. /19-0718

Internal Services

4. Enter into a septic assistance program agreement between the Portage County Board of Commissioners and the Portage County Regional Planning Commission and Stark Aeration & Excavation, Inc. for a septic system replacement (Bruce & Nancy Brewer)./19-0719
5. Accept and award the bid for the Portage County Clerk of Courts Safety Upgrade Project./19-0720
6. Approve specifications and set the bid date for the Ravenna Head Start Waterline Project, Ravenna, Ohio./19-0721
7. Enter into amendment no. 4 for Title XX Adult Day Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services d.b.a. Coleman Adult Day Services./19-0722
8. Enter into amendment no. 1 for Prevention, Retention and Contingency (PRC) legal services between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Legal Aid Services, Inc./19-0723
9. Enter into amendment no. 1 for Prevention, Retention and Contingency (PRC) Utility Assistance Services between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Action Council of Portage County./19-0724
10. Enter into amendment no. 2 for Prevention, Retention and Contingency (PRC) Family Support Services between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services./19-0725
11. Reject bids submitted for the removal and replacement of roofing shingles for several buildings at the Portage County Engineer Central Facility./19-0726

Water Resources

12. Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution 18-0440, dated June 21, 2018; as amended by Resolution 19-053, dated January 17, 2019; and as amended by Resolution 19-0206, dated March 28, 2019; and as amended by Resolution 19-0276, dated April 30, 2019, and as amended by Resolution 19-0637, dated August 29, 2019 to enter into a water and wastewater services agreement between the Portage County Board of Commissioners and Village of Mantua./19-0727
13. Authorizing the execution of a memorandum of understanding between Portage County Board of Commissioners and the Village of Mantua recognizing the Village's legislative process./19-0728

Dog Warden

14. Acceptance of donations to the Office of the Portage County Dog Warden./19-0729

Commissioners

15. Approve the Thursday, October 3, 2019 Then & Now Certification, as presented by the County Auditor./19-0730

Motion To: Approve the Consent Agenda for October 3, 2019 as revised

RESULT:	ADOPTED
MOVED:	Kathleen Clyde
SECONDED:	Sabrina Christian-Bennett
AYES:	Kathleen Clyde, Sabrina Christian-Bennett, Vicki A. Kline

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RESOLUTION NO. 19-0716 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners on October 3, 2019 in the total payment amount of **\$326,784.06** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, October 4, 2019, contingent upon the review of the Portage County Board of Commissioners on October 3, 2019 in the total payment as follows:

1. USDA - Fund 5215 - Randolph Township sewers \$ 108,802.50
2. USDA - Fund 5216 - St Rt 44 Vacuum Sewer \$ 65,146.50

; and be it further

RESOLVED,

that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0717

**RE: WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

RESOLVED,

that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners on October 3, 2019 in the total payment amount as follows:

1. \$1,115.00 to Wage Works – Admin
2. \$8,562.50 to Wage Works – Contributions
3. \$332,909.70 to Medical Mutual Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED,

that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, October 4, 2019	\$ 1,115.00
Wire Transfer on Friday, October 4, 2019	\$ 8,562.50
Wire Transfer on Friday, October 4, 2019	\$332,909.70

and be it further

RESOLVED,

that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0718 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

- WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and
- WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and
- WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it
- RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

10/03/19	183	\$ 56.00
10/03/19	188	5,586.00
10/03/19	191	2,791.00
10/03/19	192	1,685.13
10/03/19	193	124.69
10/03/19	196	74.92
10/03/19	199	124.69
10/03/19	201	74.92
10/03/19	205	74.92
10/03/19	207	423.16
Total		\$11,015.43

; and be it further

- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0719

**RE: ENTER INTO A SEPTIC ASSISTANCE
PROGRAM AGREEMENT BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS, THE PORTAGE COUNTY
REGIONAL PLANNING COMMISSION AND
STARK AERATION & EXCAVATION, INC
FOR A SEPTIC SYSTEM REPLACEMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

WHEREAS, an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Bruce & Nancy Brewer located at 5303 Pioneer Trail, Mantua, Ohio 44255 qualifies for replacement under this program, and

WHEREAS, Stark Aeration & Excavation, Inc., a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$2,280, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Stark Aeration & Excavation, Inc. in the amount of \$2,280 to perform the agreed upon services; and be it further

RESOLVED, that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

RESOLVED, that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0720**RE: ACCEPT AND AWARD THE BID FOR THE
PORTAGE COUNTY CLERK OF COURTS
SAFETY UPGRADE PROJECT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

WHEREAS, two bid packages from GB Hawk Construction and Feghali Brothers were received, tabulated and recorded on May 1, 2019 for the Portage County Clerk of Courts Safety Upgrade Project; and

WHEREAS, upon review of the bids received, it is the recommendation of both the Architect the Portage County Clerk of Courts and the Portage County Director of Internal Services that the bid with alternates of GB Hawk Construction, 120 E. Main St., Ravenna OH 44266 in the amount of \$292,050.00 be accepted as the lowest and best bid received and it is also recommended that an addition allowing for ten (10) talk through devices and security glazing at the sliding windows in all areas of \$14,490.00 be approved at this time for a total amount of \$306,540.00; now therefore be it

RESOLVED, that the Board of County Commissioners does hereby award the bid for the Portage County Clerk of Courts Safety Upgrade Project to GB Hawk Construction as listed above meeting all specifications as required; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO: 19-0721**RE: APPROVE SPECIFICATIONS AND SET THE
BID DATE FOR THE RAVENNA HEAD
START WATERLINE PROJECT, RAVENNA,
OHIO**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

RESOLVED, that the bid specifications for receiving bids for the labor and materials to run a waterline that will enable the Ravenna Head Start Facility located at 4833 Harding Avenue to tap into the City of Ravenna water system in Ravenna, Ohio be approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 1st floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., October 23, 2019 and will be publicly opened and read aloud in Room 134 on the 1st Floor of the County Administration Building; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on October 6, 2019 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0722 RE: ENTER INTO AMENDMENT NO. 4 FOR
TITLE XX ADULT DAY SERVICES BETWEEN
THE BOARD OF COMMISSIONERS ON
BEHALF OF PORTAGE COUNTY JOB &
FAMILY SERVICES AND COLEMAN
PROFESSIONAL SERVICES d.b.a. COLEMAN
ADULT DAY SERVICES.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20170447 (the "Original Contract") on November 7, 2017 by Resolution No. 17-0839 to provide Title XX Adult Day Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social or work-related activities knowing their loved one is in a safe and supportive environment; and

WHEREAS, an Amendment No. 1 was entered into on September 20, 2018 through Resolution No. 18-0672 to amend the Original Contract to increase the budget by Eight Thousand dollars (\$8,000.00) to cover the cost of expansion of participation by eligible Portage County residents for the time period beginning October 1, 2017 through September 30, 2018; and

- WHEREAS,** an Amendment No. 2 was entered into on November 29, 2018 through Resolution No. 18-0851 to amend the Original Contract to extend the agreement by one (1) additional year from October 1, 2018 through September 30, 2019 and to amend the unit rate to \$75.44 per unit not to exceed Sixty-six thousand eight hundred ten and 00/100 dollars (\$66,810.00); and
- WHEREAS,** an Amendment No. 3 between the parties was entered into on July 25, 2019 through Resolution No. 19-0527 to increase the amount of the agreement by Fifty thousand and 00/100 dollars (\$50,000.00) for the time period October 1, 2018 through September 30, 2019 and that the total amount of the Agreement not to exceed One hundred sixteen thousand eight hundred ten and 00/100 dollars (\$116,810.00); and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 4 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services d.b.a. Coleman Adult Day Services to extend the agreement by one (1) additional year from October 1, 2019 through September 30, 2020; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Ninety-eight thousand nine hundred sixty-five and 73/100 dollars (\$98,965.73); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0723 - RE: ENTER INTO AMENDMENT NO. 1 FOR
PREVENTION, RETENTION AND
CONTINGENCY (PRC) LEGAL SERVICES
BETWEEN THE BOARD OF
COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND COMMUNITY LEGAL AID
SERVICES, INC.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20190114 (the "Original Contract") on December 6, 2018 by Resolution No. 18-0878 to provide PRC Legal Services for eligible Portage County residents; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Legal Aid Services, Inc. to extend the agreement for one (1) additional year from October 1, 2019 through September 30, 2020; and be it further
- RESOLVED,** that legal services shall be rendered at a unit rate of Ninety-three and 75/100 dollars (\$93.75) per hour not to exceed Sixty thousand and 00/100 dollars (\$60,000.00); and be it further
- RESOLVED,** that filing fees and credit report fees associated with PRC approved legal services shall not exceed Seven thousand five hundred and 00/100 dollars (\$7,500.00); and be it further
- RESOLVED,** that the combined annual service under this agreement shall not exceed Sixty-seven thousand five hundred and 00/100 dollars (\$67,500.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0724

RE: ENTER INTO AMENDMENT NO. 1 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) UTILITY ASSISTANCE SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20190143 (the "Original Contract") on November 15, 2018 by Resolution No. 18-0821 to provide PRC Utility Assistance Services for eligible Portage County residents; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Action Council of Portage County to extend the agreement for one (1) additional year from October 1, 2019 through September 30, 2020; and be it further
- RESOLVED,** that total service under this agreement shall not exceed One hundred thousand and 00/100 dollars (\$100,000.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0725 - RE: ENTER INTO AMENDMENT NO. 2 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) FAMILY SUPPORT SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COLEMAN PROFESSIONAL SERVICES

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20180222 (the "Original Contract") on February 15, 2018 by Resolution No. 18-0041 to provide PRC Family Support Services for eligible Portage County residents; and

WHEREAS, Amendment No. 1 was entered into on November 29, 2018 through Resolution No. 18-0852 to amend the Original Contract to extend the agreement by one (1) additional year from October 1, 2018 through September 30, 2019 and to amend the unit rate of the training/workshop to Ninety and 49/100 dollars (\$90.49) per session not to exceed Seventy-five thousand and 00/100 dollars (\$75,000.00); and

WHEREAS, the parties desire to amend the Original Contract; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services to extend the agreement for one (1) additional year from October 1, 2019 through September 30, 2020 and to amend the unit rate of the training/workshop to One hundred twenty-six and 65/100 dollars (\$126.65); and be it further

RESOLVED, that total service under this agreement shall not exceed Sixty-seven thousand five hundred and 00/100 dollars (\$67,500.00); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1410; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0726 - RE: REJECT BIDS SUBMITTED FOR THE
REMOVAL AND REPLACEMENT OF
ROOFING SHINGLES FOR SEVERAL
BUILDINGS AT THE PORTAGE COUNTY
ENGINEER CENTRAL FACILITY**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

WHEREAS, Resolution 19-0649 approved plans and specifications and set date for accepting bids for the **Removal and Replacement of Roofing Shingles** at the Portage County Central Facility, and

WHEREAS, three (3) sealed bids for the **Removal and Replacement of Roofing Shingles** at the Portage County Central Facility were received, tabulated and recorded on September 25, 2019; and

WHEREAS, a review of said bids revealed that all three (3) bids were in excess of 10% of the estimated cost of the improvement, and

WHEREAS, the Portage County Engineer recommended that all three (3) bids received be rejected; now therefore be it

RESOLVED, that the bids as opened on September 25, 2019, for the **Removal and Replacement of Roofing Shingles** at the Portage County Central Facility be rejected as recommended by the Portage County Engineer; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0727 - RE: AMEND RESOLUTION NO. 18-0418, DATED JUNE 14, 2018; AS AMENDED BY RESOLUTION 18-0440, DATED JUNE 21, 2018; AS AMENDED BY RESOLUTION 19-053, DATED JANUARY 17, 2019; AS AMENDED BY RESOLUTION 19-0206, DATED MARCH 28, 2019, AS AMENDED BY RESOLUTION 19-0276, DATED APRIL 30, 2019 AND AS AMENDED BY RESOLUTION 19-0637, DATED AUGUST 29, 2019 TO ENTER INTO A WATER AND WASTEWATER SERVICES AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND VILLAGE OF MANTUA.

It was moved by, Sabrina Christian-Bennett seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, on June 14, 2018, the Board of Commissioners entered into an water and wastewater services agreement between the Portage County Board of Commissioners and the Village of Mantua; and

WHEREAS, on June 21, 2018, upon inspection, it was found that a portion of Resolution No. 18-0418 referred to Rootstown Water Company instead of the Village of Mantua and Resolution No. 18-440 corrected this error;

WHEREAS, on January 17, 2019, Resolution No. 19-053 extended the Village of Mantua agreement until March 31, 2019; now therefore be it

- WHEREAS,** on March 28, 2019, Resolution No. 19-0206 extended the Village of Mantua agreement until April 30, 2019; now therefore be it
- WHEREAS,** on April 30, 2019, Resolution No. 19-0276 extended the Village of Mantua agreement until April 30, 2019; now therefore be it
- WHEREAS,** on August 29, 2019, Resolution No. 19-0637 extended the Village of Mantua agreement until September 30, 2019; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby amends Resolution No. 19-0637, dated August 29, 2019 to extend the agreement with the Village of Mantua to read as follows:
- WHEREAS,** the Village of Mantua desires to have Portage County Water Resources act as the operator of record and have certain water and wastewater services provided by the County for the Village of Mantua; and
- WHEREAS,** Portage County Water Resources is duly qualified and able to provide the services requested in the attached agreement; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby agrees to extend the agreement with the **Village of Mantua** to act as the operator of record and provide certain water and wastewater services to commence October 1, 2019 until December 27, 2019; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-0728 - RE: AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE VILLAGE OF MANTUA RECOGNIZING THE VILLAGE'S LEGISLATIVE PROCESS.

It was moved by Kathleen Clyde, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

WHEREAS, the County and the Village entered into a Water and Wastewater Contract Services Agreement, as amended for the sixth time extending the original Agreement through December 27, 2019; and

WHEREAS, the County authorized the Water Resources Department to submit a Statement of Qualifications and a Proposal in response to the Village of Mantua's Request for Qualification and Request for Proposals on April 9, 2019, for the Village of Mantua to consider the viability of another party to take over the Village of Mantua's Water and Wastewater Facilities; and

WHEREAS, the Village has requested that the County enter into a Memorandum of Understanding regarding the Village's Legislative Process; and

WHEREAS, the County understands the Village's requirement to have three readings of the Resolution necessary to transfer ownership of the Village of Mantua's Water and Wastewater Facilities plus an additional 30-days before the transfer could occur; and

WHEREAS, the Village of Mantua by Resolution 2019-45 authorized the Village Mayor to execute the Memorandum of Understanding; now therefore be it

RESOLVED, by the Board of Commissioners of Portage County, Ohio:

- Section 1. That the Board of Commissioners will execute the Memorandum of Understanding on behalf of Portage County.
- Section 2. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Village of Mantua within 15 days after its passage.
- Section 3. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0729 - RE: ACCEPTANCE OF DONATIONS TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

WHEREAS, the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

Name	Address	
Rich and Jennifer Salzer	3277 Cook Rd Atwater Oh 44201	\$20
Kent State Univ. (Small Group)	5212 McClintocksburg Rd Newton Falls Oh 44444	\$63
Anonymous		\$50
Andrea Elizabeth Dennis	9551 Williams Rd Diamond Oh 44412	\$40
James O'Connor	4984 Sherman Wood Dr Kent Oh 44240	\$25
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$140
Pamela Valentine	6421 Peck Rd Ravenna Oh 44266	\$100
Sally Nitz	1975 Auten Dr Akron Oh 44320	\$50
Ray Casdorff	377 Hutchison Dr Mogadore Oh 44260	\$5,000
Marian Franks Palmateer	83 30th St Barberton Oh 44203	\$80
Mark Stollings	458 Hutchison Dr Mogadore Oh 44260	\$500 in Items

; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-0730 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated

for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$60,576.80** as set forth in Exhibit "A" dated **October 3, 2019** shall be paid; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Kathleen Clyde, Yea;

RESOLUTION NO. 19-0731**RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the Non General Fund 2018 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<i>Increase</i>	<i>Decrease</i>
Fund: 1413 JFS WIA Allocation		
051 Job And Family Services		
14134 JFS WIA Allocation CS	7,000	-
14139 JFS WIA Allocation ME	153,000	-
MEMO TOTAL	<u>\$ 160,000</u>	<u>\$ -</u>

Note: EXPECTED NEED

Fund: 1415 Child Welfare - Special Levy		
051 Job And Family Services		
14153 JFS Child Welfare Salary&Fring	5,100	-
14154 JFS Child Welfare Levy CS	50,420	-
14156 JFS Child Welfare Levy CO	-	5,000
14157 JFS Child Welfare Levy OE	-	100
14159 JFS Child Welfare Levy ME	250,000	-
MEMO TOTAL	<u>\$ 305,520</u>	<u>\$ 5,100</u>

Note: Projected need

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 465,520</u>	<u>\$ 5,100</u>
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*Increase**Decrease*

; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY

October 3, 2019

Commissioners

1. The Board of Commissioners acknowledged receipt the September 25, 2019 Amended Certificate of Estimated Resources for the year beginning January 1, 2019 as submitted by the Portage County Budget Commission.
2. The Board of Commissioners acknowledged receipt of the September 27, 2019 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2019, as presented by the Portage County Auditor's Office.

Human Resources

3. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Lisa Cimino-Huntley as a Vehicle Operator, new position, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is October 7, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
4. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Brittanny Kirksey as a Social Service Worker 3, replacing the position previously held by Casey Mayer, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is October 21, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
5. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Helene Papczun, Program Officer, for Portage County Job & Family Services, due to successfully completing 5 years of service in the Job and Family Services Non-Bargaining Unit, as supported by the Job and Family Services Wage Policy 010-23, effective September 21, 2019, presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director.

Department of Budget & Finance

6. The Board of Commissioners approved the September 2019 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

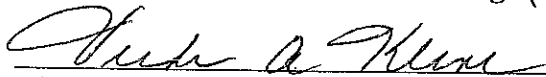
Motion To: Approve the Journal Entries for October 3, 2019

RESULT: ADOPTED
MOVED: Kathleen Clyde
SECONDED: Sabrina Christian-Bennett
AYES: Kathleen Clyde, Sabrina Christian-Bennett, Vicki A. Kline

Motion To: Adjourn the Official Meeting of October 3, 2019 at 12:12 PM

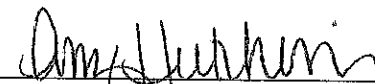
RESULT: ADOPTED
MOVED: Kathleen Clyde
SECONDED: Vicki A. Kline
AYES: Kathleen Clyde, Vicki A. Kline, Sabrina Christian-Bennett

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


 Kathleen Clyde, Vice President


 Sabrina Christian-Bennett, Board Member


 Amy Hutchinson, Clerk

