



Portage County Board of Commissioners  
Special Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

Monday, December 30, 2019

9:01 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	Absent
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

**DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Director Todd Bragg

Director Bragg presented two budget resolutions for Board consideration and noted the following:

**General Fund Resolution:**

- The Veterans Service had a healthcare change that needed an adjustment.
- The Common Pleas Court had a vacation payout.

**Non-General Fund Resolution:**

- Job and Family Services was \$65,000 under budget in their salary lines and the funding was moved from Contractual Services into Salaries to cover the expense.
- The remaining items listed on the Non-General Fund Resolution are decreases, pulling down certifications so the Auditor's Office doesn't have any appropriations over budget.
- The County Engineer entries are mostly decreases and when the reimbursements aren't received on time, certification is pulled down to match the amount received. This doesn't mean the work wasn't done, but that the payment was not received in 2019. Next year, the budget for the County Engineer's Office will be reset and the projects will be finished.

**Journal Voucher Resolution:**

- Director Townend pays the invoice for Office 365 and then does a 'charge back' to each department. The charge back wasn't entered before the Commissioners' last meeting as Director Townend was working with Information Technology Services to get the breakout of users and that was the reason for the delay.

**COMMISSIONERS' CONSENT AGENDA**

December 30, 2019

**RESOLUTIONS**

December 30, 2019

**Budget & Financial Management:**

1. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018./19-0952
2. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0953
3. Approve the Journal Vouchers, as presented by the County Auditor and reviewed by the Board of Commissioners Department of Budget and Financial Management, Department of Internal Services or other designee./19-0954

**Motion To:** Approve the Consent Agenda for December 30, 2019

**RESULT:** **ADOPTED**

**MOVED:** Kathleen Clyde

**SECONDED:** Sabrina Christian-Bennett

**AYES:** Kathleen Clyde, Sabrina Christian-Bennett

**ABSENT:** Vicki A. Kline

## RESOLUTION NO. 19-0952

RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION  
NO. 17-0924 ADOPTED DECEMBER 13, 2018

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

RESOLVED, that it has become necessary to amend the General Fund 2019 Annual Appropriation 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:

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
	<b>530 Common Pleas Court</b>		
05303	Common Pleas Salary & Fringes	1,222	-
05304	Common Pleas Ct Contract Svcs	0	1,222
	MEMO TOTAL	<u>\$ 1,222</u>	<u>\$ 1,222</u>

Note:

	<b>903 Veterans Services Commission</b>		
09033	Veterans Serv Salary & Fringes	2,578	-
09034	Veterans Serv Contract Svcs	0	2,578
	MEMO TOTAL	<u>\$ 2,578</u>	<u>\$ 2,578</u>

Note:

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 3,800</u>	<u>\$ 3,800</u>
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*Increase**Decrease*

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; 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 A. Kline, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

## RESOLUTION NO. 19- 0953

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

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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: 1102	Marine Patrol Grant		
700	Sheriff's Department		
11024	Sheriff-Marine Patrol CS	-	783
11025	Sheriff-Marine Patrol MS	-	976
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 1,759</u>

Note:

Fund: 1122	Adult Probation		
590	Adult Probation		
11224	Adult Prob-Comm Corr CS	-	8,535
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 8,535</u>

Note:

Fund: 1126	Reinvestment Incentive (JRIG)		
590	Adult Probation		
11263	Reinvestmt Incentive JRIG PS	-	24,653
11264	Reinvestmt Incentive JRIG CS	-	5,000
11265	Reinvestmt Incentive JRIG MS	-	8,103
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 37,756</u>

Note:

	<i>Increase</i>	<i>Decrease</i>
Fund: <b>1275</b> <b>RLF CDBG Economic Devlpmt</b>		
<b>001</b> <b>Commissioners</b>		
12758    RLF CDBG Economic Devlpmt DE	-	31,912
MEMO TOTAL	<u>\$ -</u>	<u>\$ 31,912</u>

Note:

Fund: <b>1410</b> <b>Job And Family Services</b>		
<b>051</b> <b>Job And Family Services</b>		
14103    Job & Family Svc Salary&Fringe	62,126	-
14104    Job & Family Services CS	-	62,126
MEMO TOTAL	<u>\$ 62,126</u>	<u>\$ 62,126</u>

Note:

Fund: <b>1480</b> <b>Violence Against Women</b>		
<b>300</b> <b>Prosecutor</b>		
14803    Pros VAWA Grant Salary&Fringes	-	89
MEMO TOTAL	<u>\$ -</u>	<u>\$ 89</u>

Note:

Fund: <b>4247</b> <b>Lakewood/Menough Resurface</b>		
<b>800</b> <b>Engineer's Department</b>		
42476    Lakewood/Menough Resurface CO	-	15,371
MEMO TOTAL	<u>\$ -</u>	<u>\$ 15,371</u>

Note:

Fund: <b>4248</b> <b>Infirmary Rd Resurfacing</b>		
<b>800</b> <b>Engineer's Department</b>		
42486    Infirmary Rd Resurface CO	-	117,424
MEMO TOTAL	<u>\$ -</u>	<u>\$ 117,424</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 4249	2019 Resurfacing Program		
800	Engineer's Department		
42496	2019 Resurfacing Program CO	-	92,880
	MEMO TOTAL	\$ -	\$ 92,880

Note:

Fund: 4250	Notman Rd Bridge Rplcmt		
800	Engineer's Department		
42504	Notman Rd Bridge CS	-	20,001
42506	Notman Rd Bridge CO	-	62,348
	MEMO TOTAL	\$ -	\$ 82,349

Note:

Fund: 4251	Ravenna Rd Bridge Rplcmt		
800	Engineer's Department		
42514	Ravenna Rd Bridge Rplcmt CS	-	200,000
	MEMO TOTAL	\$ -	\$ 200,000

Note:

Fund: 7001	Central Print Shop		
013	Central Print Shop		
70014	Central Print Shop CS	-	392
70015	Central Print Shop MS	-	3,699
	MEMO TOTAL	\$ -	\$ 4,091

Note:

Fund: 7040	Centralized Accounting Service		
011	Budget & Financial Management		
70405	Centralized Accounting Serv MS	-	5,269
	MEMO TOTAL	\$ -	\$ 5,269

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 62,126	\$ 659,561
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*Increase**Decrease*

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; 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 A. Kline, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;



**RESOLUTION NO. 19-0954****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:

12-30-19	3678	2,037.89
12-30-19	3679	118,588.94
12-30-19	3714	1,000.00
Total		\$121,626.83

; 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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**Motion To:** Adjourn the Special Meeting of December 30, 2019 at 9:06 AM

**RESULT:** ADOPTED

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Kathleen Clyde

**AYES:** Sabrina Christian-Bennett, Kathleen Clyde

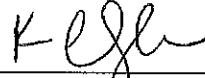
**ABSENT:** Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County

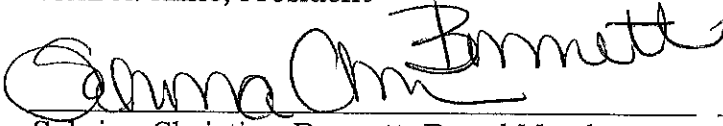
Board of Commissioners' meeting.

-----ABSENT-----

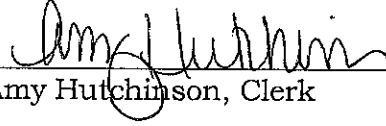
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk