



Portage County Board of Commissioners
Special
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

February 11, 2020

9:02 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
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Absent
Sabrina Christian-Bennett	Board Member	Present

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

Recessed to Solid Waste Management District: 9:02 AM
Reconvened: 9:05 AM

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg noted the four bill pay resolutions are to pre-approve Thursday's bill run. If any of the resolutions have issues, Director Bragg will pull the resolution and it will come back to the Board for consideration next week.

A. Resolutions:

RESOLUTION NO. 20-0094 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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, Department of Budget and Financial Management, Department of Internal Services or other designee on February 13, 2020 in the total payment amount of **\$733,266.98, including late fees finance charges, interest & penalties amounting to \$14.19 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, February 14, 2020, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on February 13, 2020 in the total payment amount of **\$55.25 to Neil Group** 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 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:

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

RESOLUTION NO. 20-0095

This resolution was inadvertently omitted. No Health Benefit Wires submitted by the Auditor's Office. This is for numbering purposes only.

RESOLUTION NO. 20-0096 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

02/13/20	366	\$ 82.00
02/13/20	367	377.68
02/13/20	369	34.00
02/13/20	370	8,985.44
Total		\$9,479.12

; 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:

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

RESOLUTION NO. 20-0097 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 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 are properly certified by the County Auditor in the amount of **\$374,035.33** dated **February 13, 2020** 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:

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

B. Journal Entries:

Director Bragg pointed out the Journal Entries are three separate liens on the same property that have been satisfied.

1. The Board of Commissioners approves the Satisfaction of Mortgage form for Joann Marshall of 3515 Tallmadge Road, Kent, OH 44240 to secure payment of \$23,138.50. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;

Motion Carries

2. The Board of Commissioners approves the Satisfaction of Mortgage form for Joann Marshall of 3515 Tallmadge Road, Kent, OH 44240 to secure payment of \$1,824.95. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;

Motion Carries

3. The Board of Commissioners approves the Satisfaction of Mortgage form for Joann Marshall of 3515 Tallmadge Road, Kent, OH 44240 to secure payment of \$1,850.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;

Motion Carries

PUBLIC COMMENT

Present: Dr. Joe Gadd

Dr. Gadd met with the Board last week during Public Comment and afterwards he started researching the responsibilities of a Commissioner. He was astonished at all the responsibilities and different political subdivisions, agencies and department and people for whom the Board has to have a working knowledge of, orientation, and awareness, and he wanted to thank the Commissioners for all they do.

Additionally, Dr. Gadd read in the minutes about the Memorandum of Understanding for the shared grant writer for Portage County and asked if the grant writer job description could include referral back to the Township of grant opportunities the County doesn't have the time to apply for, so that other political subdivisions could apply for them. Dr. Gadd also asked if the activities of the grant writer could be published, at least to the Trustees, so they can decide if there are other eligible grants which are not on the agenda of the grant writer that the Township could go after. Commissioner Christian-Bennett mentioned there are several avenues Townships can take to find out about potential grant opportunities and one avenue is through Neighborhood Development Services (NDS), who administers funding on behalf of the County, as well as the second avenue being Regional Planning Commission (RPC). Anytime either entity receives a grant that might be applicable towards a Township or Municipality, the information is shared. Additionally, Rootstown Township is a member of the Planning Commission and their membership dues include a certain amount of Technical Assistance hours and they can use those hours for grant writing.

Dr. Gadd asked if there are grants NDS and RPC are not pursuing that they could pursue and Commissioner Christian-Bennett explained the County receives notifications from the state and federal government about different grants and she forwards that information and it is shared with other agencies.

WATER RESOURCES

Present: Deputy Director Laura Weber

A. Discussion:

1. Vehicles Purchases: Purchase of total of eight (8) vehicles which includes two (2) transit van, four (4) trucks and two (2) SUV's.

Deputy Director Weber explained the purchase of 8 vehicles is supported in the Capital Improvement Plan in the budget for 2020 and the new vehicles are replacing older models that will be going up for auction.

The total for 8 vehicles is \$305,683.73 and the Department is splitting the purchase between the state bid price and local dealerships. Commissioner Christian-Bennett asked if they are using Enterprise and Ms. Weber replied they are not because the vehicles are larger specialty vehicles that have stainless steel beds and are kept for a longer period of time. Last year, a cost analysis was done in July and it was determined the larger vehicles didn't make sense to go through Enterprise because they are kept for a longer period of time.

B. Journal Entries:

1. The Board of Commissioners authorizes the Portage County Department of Water Resources to move forward with purchasing of eight (8) vehicles at a total cost of \$305,683.73 which is supported in the 2020 budget and also the 2020 Capital Improvement Plan.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea;
Commissioner Kline, Absent;

Motion Carries

MISCELLANEOUS ACTION ITEMS

The Board of Commissioners approves the February 6, 2020 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea;
Commissioner Kline, Absent;

Motion Carries

Commissioners**A. Resolutions:**

1. Amend Resolution No. 20-0056

**RESOLUTION NO. 20-0098 - RE: AMEND RESOLUTION NO. 20-0056,
ADOPTED JANUARY 28, 2020, PORTAGE
COUNTY COMMISSIONERS BOARD
APPOINTMENTS FOR YEAR 2020.**

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

WHEREAS, the Board of Commissioners adopted Resolution No. 20-0056 on January 28, 2020, making various board appointments for the year 2020; and

WHEREAS, said Resolution appointed Patrick Holland as alternate for Todd Peetz on the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO); and

WHEREAS, Gail Gifford is interested in being appointed as Todd Peetz's replacement; now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend Resolution 20-0056, adopted January 28, 2020 Board Appointments for 2020 as follows:

1. Remove Patrick Holland and appoint Gail Gifford as alternate for Todd Peetz on the Northeast Ohio Four County Regional Planning and Development Organization; and be it further

RESOLVED, that the above mentioned appointments are effective immediately through the next organizational meeting of the Board or passage of said Board appointment Resolution; and be it further

RESOLVED, that a copy of this resolution be forwarded to the Commissioners, Commissioners' Clerk, Regional Planning Commission Director Todd Peetz and Gail Gifford; and be it further

RESOLVED, that all other appointments on Resolution No. 20-0056 remain intact as set forth in the attached Exhibit A; 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 was as follows:

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

Exhibit A

RESOLUTION NO. 20-0056 - RE: PORTAGE COUNTY COMMISSIONERS' BOARD APPOINTMENTS FOR THE YEAR 2020.

It was moved by Kathleen Clyde, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, by the Board of Commissioners of Portage County, that the following board appointments be made:

BOARD	REPRESENTATIVE	ALTERNATE
911 Planning Committee	Kathleen Clyde	Vicki A. Kline
President (ORC 128.06)		
AMATS Policy Committee	Kathleen Clyde	Frank Hairston
Board of Commissioners (AMATS bylaws)	Vicki A. Kline	Melissa Long

	Sabrina Christian-Bennett	Michael Hlad
AMATS Technical Advisory Committee	Tom Hardesty	N/A
Portage County Small Villages (TAC bylaws)		
Board of Revisions	Kathleen Clyde	Michelle Crombie
1 Commissioner (ORC 5715.02)		
Combined General Health District Advisory Council	Kathleen Clyde	N/A
President (ORC 3709.03)		
Community Corrections Board	Kathleen Clyde	Sabrina Christian-Bennett
1 Commissioner (ORC 5149.34)		
CCAO Service Corporation Energy Program Board of Participants	Michelle Crombie	JoAnn Townend
Appointing Representative & Alternate to Natural Gas Purchase Program		
County Commissioners' Association of Ohio (CCAO) Voting Member at the Annual Meeting	Kathleen Clyde	Sabrina Christian-Bennett
Representative and Alternate		
Data Processing Board	Vicki A. Kline	Kathleen Clyde
Commissioner (ORC 307.84)		
Emergency Food and Shelter Board of Portage County (Federal Board)	Kathleen Clyde	Kellijo Jeffries
BOC President & EMA (EFSB Responsibilities & Requirements Manual)	Ryan Shackelford	N/A
Emergency Management Agency Advisory Council	Kathleen Clyde	Sabrina Christian-Bennett
One Commissioner and One Alternate		
Family and Children's First Council	Kathleen Clyde	Vicki A. Kline
(ORC 121.37)		
Investment Advisory Committee	Vicki A. Kline	N/A

Two commissioners (ORC 135.341)	Kathleen Clyde	N/A
Landbank Board of Directors	Vicki A. Kline	Sabrina Christian-Bennett
Two commissioners (ORC 1724.03, bylaws)	Kathleen Clyde	
Local Emergency Planning Commission	Vicki A. Kline	Sabrina Christian-Bennett
(ORC 3750.03)		
Northeast Consortium Council of Government (NOC COG)	Sabrina Christian-Bennett	Kathleen Clyde
Local Elected Official		
Northeast Ohio Four County Regional Planning and Development Org. (NEFCO)	Gene Roberts	Tia Rutledge
Board of Commissioners has 6 reps.	Todd Peetz	Patrick Holland
	Joseph Diorio	Mary Helen Smith
	Vicki A. Kline	Sabrina Christian-Bennett
	John Zizka	N/A
	James Bierlair	Amos Sarfo
NEFCO Environmental Technical Advisory Committee (ERTAC)	Ron Etling	N/A
NEFCO ERTAC Bylaws (also 16-0106)		
NEFCO Comprehensive Economic Development Strategy (CEDS) Committee	Brad Ehrhart	Diana Fierle
Ohio Public Works District 7 Integrating Committee	Sabrina Christian-Bennett	Vicki A. Kline
See 18-0347, 3 yr term ending 5-30-2021	Michael Marozzi	Larry Jenkins
Portage Development Board Executive Committee	Kathleen Clyde	Sabrina Christian-Bennett
Portage-Geauga Joint BOC	Vicki A. Kline	N/A
Board of Commissioners	Kathleen Clyde	N/A
	Sabrina Christian-Bennett	N/A

Seconded: **Commissioner Clyde**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;
Motion Carries

2. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for April 2018, as presented by the Portage County Sheriff's Department.

Motion: **Commissioner Christian-Bennett**
Seconded: **Commissioner Clyde**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;
Motion Carries

3. In accordance with Ohio Revised Code Section 3113.39, the Board of Commissioners acknowledged receipt of the 2019 Annual Report for Shelters for Victims of Domestic Violence, as presented by Donya Buchanan, Portage County Family & Community Services.

Motion: **Commissioner Christian-Bennett**
Seconded: **Commissioner Clyde**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;
Motion Carries

4. The Board of Commissioners authorizes signature for the Pre-Award Condition requirements for the OCJS Domestic Violence Intervention Grant [2019-WF-VA2-8222], as presented by Donya Buchanan, Safer Futures.

Motion: **Commissioner Christian-Bennett**
Seconded: **Commissioner Clyde**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;
Motion Carries

Human Resources

A. Journal Entries:

1. The Board of Commissioners agree to authorizing a wage increase for Stephanie Wenrich, PCSA Supervisor for Portage County Job & Family Services, due to successfully completing the 120-day probationary period, effective February 18, 2020, presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director.

Motion: **Commissioner Christian-Bennett**
Seconded: **Commissioner Clyde**
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;

Motion Carries

2. The Board of Commissioners agree to authorizing a wage increase for Megan Pryor-Hazlett, Program Manager – Group Home for Portage County Job & Family Services, due to successfully completing the 120-day probationary period, effective February 14, 2020, presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;

Motion Carries

3. The Board of Commissioners agree to authorize the full time hire of Eric Metz as a Clinical Manager – Group Home, 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 March 9, 2020. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea; Commissioner Kline, Absent;

Motion Carries

Commissioner Christian-Bennett noted the Board needs to get Brimfield Township Trustees and the school board scheduled to present the expansion for the CRA Agreement and Commissioner Clyde is aware of the request and it should be happening soon.

Motion To: Adjourn the Official Meeting of February 11, 2020 at 9:23 AM

RESULT: ADOPTED

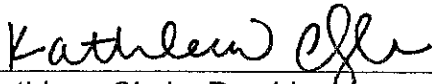
MOVED: Sabrina Christian-Bennett

SECONDED: Kathleen Clyde

AYES: Sabrina Christian-Bennett, Kathleen Clyde

ABSENT: Vicki A. Kline

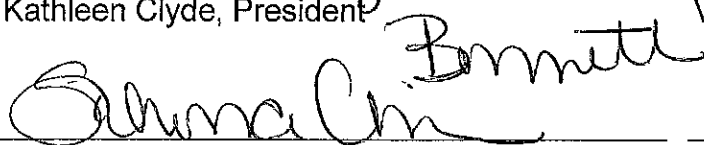
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



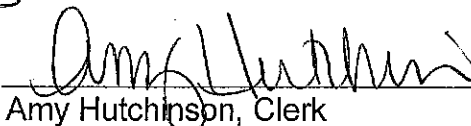
Kathleen Clyde, President

-----ABSENT-----

Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk