



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

March 5, 2020

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
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Mark Tirpak, Jordan Michael, Rootstown Zoning Department; Brian Ames; Robert Bossow; Bruce Smith; Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:07 AM

HUMAN RESOURCES

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

Discussion:

1. Tax Map Interviews

Several weeks ago, Director Kovick was involved in the interviews for a new hire of a Draft Person II at Tax Map. County Engineer Marozzi would like to make a job offer to one of the applicants who requested a slightly higher pay rate than the minimum of the pay band. Director Bragg noted the request will be coming through as an increase to the County Engineer's appropriations and it is within reason. The Board agreed to move forward with the request.

2. Labor Attorney Agreement

Currently, there's a one year labor attorney agreement in place that is due to expire on March 31, 2020. Director Kovick is inquiring whether the Board would like to have another agreement with Jim Wilkins as there are four union contracts coming up for negotiations. Commissioner Clyde asked if Mr. Wilkins requested any changes to the contract and Director Kovick explained she hasn't talked to him yet as she's waiting for Board approval. The Board agreed to move forward with the request and Director

Kovick will touch base with Internal Services Director Townend about continuing the contract.

3. Employee Appreciation

Director Kovick asked for suggestions for this year's Employee Appreciation Day and the Board agreed it liked the cookout. Ms. Morgan noted the event is usually held the last Friday in June, but she would like to move it to the week before (June 19th) and the Board agreed. Director Kovick explained it's been difficult finding support to help with the event and Commissioner Kline asked that they send a reminder e-mail with the new date and as it gets closer, remind everyone again and ask for volunteers from Elected Officials and Department Heads. The event will be held from 11:00-1:30 PM and no pre-orders will be taken for off-site departments.

Journal Entries:

1. The Board of Commissioners agree to authorize the full time hire of Brett Lee as a Deputy Director, replacing Cody Brookover, for the Portage County Office of Homeland Security and Emergency Management. Anticipated start date is March 23, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

- The interview panel interviewed 7 applicants and the department felt Mr. Lee was the most qualified.

2. The Board of Commissioners agree to authorize the posting of three (3) part time Seasonal Canvassers for the Portage County Dog Warden.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

- This is an annual posting.

3. The Board of Commissions agree to authorize the transfer of the accrued/unused vacation leave balance for Job and Family Services employee, Kimberly Boswell, upon her transfer from Job and Family Services to the Board of Elections effective March 9, 2020.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

- The Board of Elections and the Board of Commissioners agreed to the transfer.
4. The Board of Commissioners accepts the resignation of Karen Dodds, Apiary Inspector, effective February 27, 2020.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;
Motion Carries
- This resignation is due to personal reasons Ms. Dodds resigned from her position.
5. The Board of Commissioners agree to authorize the posting of a part-time, seasonal, Apiary Inspector.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;
Motion Carries
6. The Board of Commissioners accepts the resignation of Michelle Roberts, Social Service Worker 3, effective March 27, 2020 for the Portage County Job & Family Services.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;
Motion Carries
- The exit interview is scheduled for March 26, 2020
7. The Board of Commissioners agree to authorize the three-day internal posting of the full time Social Service Worker 3, replacing Michelle Roberts for the Portage County Job & Family Services with external posting if no internal appointment is made.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;
Motion Carries
8. The Board of Commissioners accepts the resignation of Brenda White, Income Maintenance Aide 2, effective March 6, 2020 for the Portage County Job & Family Services.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Kline
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
Commissioner Clyde, Yea;
Motion Carries

- The exit interview was held on March 3, 2020 and the primary reason is personal, however she felt the job wasn't a good fit for her.
9. The Board of Commissioners agree to authorize the three-day internal posting of the full time Income Maintenance Aide 2, replacing Brenda White for Portage County Job & Family Services with external posting if no internal appointment is made.
- Motion: Commissioner Christian-Bennett**
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Clyde, Yea;
Motion Carries
10. The Board of Commissioners accepts the resignation of Christopher McCarron, Regional Wastewater Superintendent, effective March 13, 2020 for Portage County Water Resources Department.
- Motion: Commissioner Christian-Bennett**
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Clyde, Yea;
Motion Carries
- The exit interview is scheduled later this morning.
11. The Board of Commissioners agree to authorize the external posting of the full time Regional Wastewater Superintendent, replacing Christopher McCarron for Portage County Water Resources Department.
- Motion: Commissioner Christian-Bennett**
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Clyde, Yea;
Motion Carries
12. The Board of Commissioners accepts the resignation of Matthew Benson, Treatment Plant Operator II, effective March 13, 2020 for Portage County Water Resources Department.
- Motion: Commissioner Christian-Bennett**
Seconded: Commissioner Kline
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;
 Commissioner Clyde, Yea;
Motion Carries
- Mr. Benson's exit interview is still being scheduled.
13. The Board of Commissioners agree to authorize the seven-day internal posting of the full time Treatment Plant Operator II, replacing Matthew Benson for Portage County Water Resources Services with external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

JOB & FAMILY SERVICES

Present: Sue Brannon, Job and Family Services Budget and Financial Manager

Resolutions:

1. Cash donations from Portage Job and Family Services Employees for caramel apples to support Employment Enhancement Committee Activities./Resolution No. 20-0136
 - This resolution is for the Employment Enhancement Donation Fund and after the caramel apple day, the money went into the account on November 19th.

**RESOLUTION NO. 20-0136 - RE: ACCEPTANCE OF CASH DONATIONS
FROM PORTAGE JFS EMPLOYEES FOR
CARAMEL APPLES TO SUPPORT
EMPLOYEE ENHANCEMENT COMMITTEE
ACTIVITIES**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline to approve the following resolution:

- WHEREAS,** the Portage County Job & Family Services received cash donations totaling \$94.00 from Portage JFS employees for caramel apples to support the JFS Employee Enhancement Committee; and
- WHEREAS,** donations totaling the amount of \$94.00 was received from JFS employees on November 4, 2019; now therefore be it
- RESOLVED,** that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations totaling \$94.00 from Portage JFS employees; 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

2. Cash donations from Portage Job and Family Services Employees at an Employee Enhancement Committee Lunch Diversity Education Event./Resolution No. 20-0137
 - \$48.95 was paid in September 25th.

**RESOLUTION NO. 20-0137 - RE: ACCEPTANCE OF CASH DONATIONS
FROM PORTAGE JFS EMPLOYEES AT AN
EMPLOYEE ENHANCEMENT COMMITTEE
LUNCH DIVERSITY EDUCATION EVENT**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline to approve the following resolution:

WHEREAS, the Portage County Job & Family Services received cash donations totaling \$48.95 from Portage JFS employees at an Employee Enhancement Committee Lunch Diversity Education Event; and

WHEREAS, donations totaling the amount of \$48.95 was received from JFS employees on September 25, 2019; now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations totaling \$48.95 from the Portage JFS Employees; 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:

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

3. Cash donations from Thomas Hall Book Sales for books purchased by Portage Job and Family Services Employees at an Employee Enhancement Committee sponsored book fair./Resolution No. 20-0138.
 - \$91.58 was paid in November 18th.

**RESOLUTION NO. 20-0138 - RE: ACCEPTANCE OF CASH DONATIONS
FROM THOMAS HALL BOOK SALES FOR
BOOKS PURCHASED BY PORTAGE JFS
EMPLOYEES AT AN EMPLOYEE**

**ENHANCEMENT COMMITTEE SPONSORED
BOOK FAIR**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline to approve the following resolution:

- WHEREAS,** the Portage County Job & Family Services received cash donations totaling \$91.58 from Thomas Hall Book Sales based on books purchased by Portage JFS employees at an Employee Enhancement Committee sponsored book fair; and
- WHEREAS,** donation totaling the amount of \$91.58 from Thomas Hall Book Sales was received on November 18, 2019; now therefore be it
- RESOLVED,** that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations totaling \$91.58 from Thomas Hall Book Sales for the Portage JFS Employee Enhancement Committee; 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:

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

4. Transfer \$30,404.48 from Fund 0001, General Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0139
- This is the monthly mandated share for the Public Assistance fund.

**RESOLUTION NO. 20-0139 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1410, PUBLIC
ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

WHEREAS, it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$30,404.48 for the month of March 2020 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$30,404.48

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$30,404.48

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services and the Department of Budget and Financial Management; 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, Yea;

Sabrina Christian-Bennett, Yea;

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg, Director Faith Lyon and Deputy Director Terrie Nielsen, Board of Elections.

Resolutions:

20-0140 Bills

- Nothing out of the ordinary on today's bill run. There was \$120.00 in late fees because Amazon billed the County for late fees from the December/January invoices that were held.

RESOLUTION NO. 20-0140

- RE: **BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 March 5, 2020 in the total payment amount of **\$639,116.91, including late fees finance charges, interest & penalties amounting to \$120.77 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 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;

20-0141 Health Benefit Wires

- Nothing out of the ordinary on today's run, but Delta Dental has a budget amendment to begin paying the invoices.

RESOLUTION NO. 20-0141

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

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 March 5, 2020 in the total payment amount as follows:

1. \$1,155.00 to Wage Works – Admin Fees
2. \$8,968.32 to Wage Works – Contributions; 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, March 6, 2020 \$ 1,155.00

Wire Transfer on Friday, March 6, 2020 \$ 8,968.32

;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, Yea; Sabrina Christian-Bennett, Yea;

20-0142 JV's

- The Journal Vouchers are all in line.

RESOLUTION NO. 20-0142 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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:

03/05/20	2	\$2,908.48
03/05/20	3	6,595.83
03/05/20	14	1,167.32
03/05/20	15	1,767.20
03/05/20	19	48,286.81
03/05/20	20	782.64
03/05/20	166	978.59
03/05/20	227	15,000.00
03/05/20	228	26,422.18
03/05/20	230	14,133.26
03/05/20	232	68.00
03/05/20	234	306.00
03/05/20	235	463.63
03/05/20	236	6,259.22
03/05/20	237	846.39
Total		\$126,285.55

; 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, Yea;

Sabrina Christian-Bennett, Yea;

20-0143 T&N

- The Then & Now's are also in line with where they've been within the last few weeks.

RESOLUTION NO. 20-0143

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**RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 **\$325,828.12** dated **March 5, 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, Yea; Sabrina Christian-Bennett, Yea;

20-0144 Non General Fund

- The \$240,000 decrease for the County Engineer is adjusting this year's actuals to what happened last year and this decreases the appropriation from this year.
- The \$200,000 increase within the Health Benefits Cafeteria Fund and that's for the County's Dental contract that needs to be encumbered.

RESOLUTION NO. 20-0144

RE: AMENDMENT TO THE NON GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION NO. 19-0948 ADOPTED DECEMBER 19, 2019

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the Non General Fund 2020 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 &

		<i>Increase</i>	<i>Decrease</i>
Fund: 1112	Sheriff Inmate Commissary		
700	Sheriff's Department		
11124	Sheriff Inmate Commissary CS	10,000	-
11126	Sheriff Inmate Commissary CO	-	10,000
	MEMO TOTAL	\$ 10,000	\$ 10,000

Note: Trf for Hope Village

Fund: 1122	Adult Probation		
590	Adult Probation		
11225	Adult Prob-Comm Corr MS	5,870	-
	MEMO TOTAL	\$ 5,870	\$ -

Note:

Fund: 1266	LGIP Innovation Study		
081	Community Development		
12664	LGIP Innovation Study CS	21,970	-
	MEMO TOTAL	\$ 21,970	\$ -

Note: Add'l Appropriations Set appropriations

Fund: 4247	Lakewood/Menough Resurface		
800	Engineer's Department		
42476	Lakewood/Menough Resurface CO	-	241,709
	MEMO TOTAL	\$ -	\$ 241,709

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 7102	Cafeteria Benefits Program Pkg		
018	Human Resources		
71024	Cafeteria Benefits Program CS	200,000	-
	MEMO TOTAL	<u>\$ 200,000</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 237,840</u>	<u>\$ 251,709</u>
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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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Journal Entries:

1. The Board of Commissioners approved the February 2020 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: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

- This is the monthly adjustments as recommended by the State Auditor's Office several years ago. The adjustments are made throughout the month based on the Board's policies and procedures. If there's anything additional that's not included in the policies and procedures, the items are brought before the Board in a separate Journal Entry.
2. The Board of Commissioners authorized the submission of the U.S. Department of Justice and U.S. Department of Treasury Federal Annual Certification Report (FACR) detailing the summary of Equitable Sharing Activity of Portage County Sheriff's Office Justice Funds (DEA, FBI, etc) at the end of 2019, as presented by the Portage County Sheriff. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

 - This was received from the Sheriff's Office on Tuesday so it was rushed on the agenda. There was an error in the report and the Sheriff's Office has fixed it and Director Bragg presents the corrected version for Commissioner Clyde's signature.

BOARD OF ELECTIONS

Present: Department of Budget and Financial Management Director Todd Bragg and Faith Lyon and Terrie Nielsen, Board of Elections

1. Draft Resolution: Create Fund 1092 Board of Elections Chargeback.

Director Nielsen explained on November 20, 2018, the Board approved Resolution No. 18-0831, which established an elections revenue fund for the Board of Elections. At the time the resolution was adopted, there was no account attached to the fund where the money

would be deposited, so Director Nielsen presented a draft resolution for the Board to Create Fund 1092 for the Board of Elections Chargeback.

Director Bragg explained he has not been able to discuss the issue with Attorney Meduri but recommends amending the original resolution rather than creating a separate resolution to create the fund.

Commissioner Kline asked if there's a problem receiving 2019 money if the Board moves forward and Director Bragg noted there is no problem, but Director Nielsen indicated that potentially there is a problem if you amend the motion, then the Board makes the create fund secondary. Director Bragg explained the resolution will need to come before the Commissioners each year because the law specifies it will be transferred by the Commissioners.

Commissioner Clyde suggests the Board approve the Create Fund resolution today and the Board agreed.

RESOLUTION No. 20-0151 - RE: CREATING FUND 1092 – BOARD OF ELECTION CHARGEBACK

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

- WHEREAS,** on November 26, 2018, the Commissioners passed Resolution 18-0831 establishing an Election Revenue Fund for the Board of Elections, incorporated by reference herein; and
- WHEREAS,** at the time Resolution 18-0831 was passed, a fund was not created for the accumulated revenue withheld by or paid to the county by political subdivisions for the cost of preparing for and conducting elections known as "Election Chargeback"; now therefore be it
- RESOLVED,** that Fund 1092 – Board of Election Chargebacks be created for the purposes of accounting for revenues and expenditures association with the Board of Election Chargeback as set forth in Resolution 18-0831, 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 the 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:

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

OSU EXTENSION SERVICES

Present: Ashley Hughey, Gyllian Anderson, Tanner Gordon and Internal Services Director JoAnn Townend

Ms. Hughey presented the 2019 impact report which provides a general overview of 4-H across the entire state, the 2020 Portage County 4-H Club lists of activities and an invitation to attend the Ohio 4-H Foundation Board's spring dinner meeting at Patterson Fruit Farm.

Ms. Hughey introduced the Board to Gyllian Anderson and Tanner Gordon, who shared what being in 4-H has meant to them. Ms. Anderson highlighted public speaking, time management, sewing abilities, and the chance to witness younger members grow throughout the program. Mr. Gordon noted that he's represented 4-H at the County, State and National level and shared how 4-H has helped him with his career path in Sociology because he wants to be an Educator for 4-H when he's finished.

On behalf of 4-H week, which is March 8-14, 2020, the Board of Commissioners presented a proclamation to the OSU Extension Services encouraging young people and adults to become involved in the educational programs offered by the 4-H program in Portage County through Ohio State University Extension Services and the Ohio State University College of Food, Agricultural, and Environmental Sciences.

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. Administrative Services Agreement with Medical Mutual of Ohio - Resolution No. 20-0145
 - This is for the Health Benefits for County employees for one year.

RESOLUTION NO. 20-0145 - RE: ENTER INTO AN ADMINISTRATIVE SERVICES AGREEMENT WITH MEDICAL MUTUAL OF OHIO FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN FOR 2020.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners is in need of TPA services for its self-insured Portage County Employee Health Benefit Plan; and

WHEREAS, Willis Towers Watson Midwest, Inc., Portage County's insurance consultant recommends that the County continue administrative services of the

employee health benefit plan with Medical Mutual of Ohio; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept the recommendation from Willis Towers Watson Midwest, Inc. and enters into an agreement for TPA Services with Medical Mutual of Ohio, 2060 East Ninth Street, Cleveland, OH 44115 for its self-insured Employee Health Benefit Plan for the period January 1, 2020 through December 31, 2020; 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, Yea; Sabrina Christian-Bennett, Yea;

2. Escrow Agreement and Performance Agreement for streets, storm sewer and drainage improvements for Cranberry Creek, Phase III Brimfield Township - Resolution No. 20-0146 Commissioner Christian-Bennett abstained

- This is for the Board to sign the Escrow and Performance Agreement for construction. Prior to 2017, these documents were done between the County Engineer's construction person and the contractor. When the Board received a new Assistant Prosecutor, the Board was required to sign the document. This resolution is for the County Engineer's portion.

RESOLUTION NO. 20-0146 - RE: AGREE TO ACCEPT THE ESCROW AGREEMENT AND PERFORMANCE AGREEMENT FOR CONSTRUCTION OF STREET, STORM SEWER AND DRAINAGE IMPROVEMENTS FOR THE CRANBERRY CREEK, PHASE III SUBDIVISION IN BRIMFIELD TOWNSHIP.

It was moved by Sabrina Christian-Bennett, seconded Vicki A. Kline by that the following Resolution be adopted:

RESOLVED, that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Escrow Agreement and the Performance Agreement for the construction of street, storm sewer

and drainage improvements for the Cranberry Creek, Phase III Subdivision in Brimfield Township, and be it further

RESOLVED, that said agreement is between Cranberry Farm, LLC. (owner/developer) and CF Bank, in the full and just sum of Two Hundred Fifty Thousand Three Hundred and Seventy Two and 03/100 dollars (\$250,372.03); and be it further

RESOLVED, the Board of Commissioners sign the Escrow Agreement, as approved by the Portage County Prosecutor's Office; 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, Yea; Sabrina Christian-Bennett, Abstained;

3. Escrow Agreement and Performance Agreement for sanitary sewerage and water improvements for Cranberry Creek, Phase III Subdivision in Brimfield Township./Resolution No. 20-0147 Commissioner Christian-Bennett abstained
- This is for the Board to sign the Escrow and Performance Agreement for sanitary sewerage and water improvements for the project.

RESOLUTION NO. 20-0147 - RE: AGREE TO ACCEPT THE ESCROW AGREEMENT AND PERFORMANCE AGREEMENT FOR CONSTRUCTION OF SANITARY SEWERAGE AND WATER IMPROVEMENTS FOR THE CRANBERRY CREEK, PHASE III SUBDIVISION IN BRIMFIELD TOWNSHIP.

It was moved by Sabrina Christian-Bennett, seconded Vicki A. Kline by that the following Resolution be adopted:

RESOLVED, that, upon the recommendation of the Portage County Water Resources Department and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Escrow Agreement and the Performance Agreement for the construction of sanitary sewerage and water improvements for the Cranberry Creek, Phase III Subdivision in Brimfield Township, and be it further

- RESOLVED,** that said agreement is between Cranberry Farm, LLC. (owner/developer) and CF Bank, in the full and just sum of Ninety-Six Thousand Eight Hundred and 00/100 dollars (\$96,800.00); and be it further
- RESOLVED,** the Board of Commissioners sign the Escrow Agreement, as approved by the Portage County Prosecutor's Office; 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, Yea; Sabrina Christian-Bennett, Abstained;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the February 27, 2020 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

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

Motion Carries

County Engineer

A. Resolutions:

1. The Board of Commissioners agrees to accept Ivy Trail, Blackberry Lane and Green Hill in the Wintergreen Point Subdivision, Phase 3 and 4, in Rootstown Township./HOLD

RESOLUTION NO. 20-0148

This resolution was omitted. The Board of Commissioners agreed to pull this resolution regarding the Wintergreen Subdivision, Rootstown Township as presented by the County Engineer. This is for numbering purposes only.

Commissioner Kline noted she had a meeting a couple weeks ago and she was surprised to see the issue hasn't been resolved. Rootstown Zoning Inspector Tirpak noted the Township talked with the Prosecutor's Office this morning and Portage County Attorney Brett Bencze recommended the Township come before the Board of

Commissioners to ask that the resolution be held until a recommendation has been presented by the Prosecutor's Office. Commissioner Kline explained the Board is ready to approve, but the one year maintenance agreement is the item in question and that's why Rootstown Township is asking that the Board postpone its vote. Commissioner Kline explained there's a punch list of items that needed to be completed and that wasn't completed until recently. Mr. Tirpak noted according to subdivision regulations, once the Board approves the resolution, that's when the one year maintenance period begins and there's also a question of how much money needs to be held.

Mr. Bossow, who is the developer, stated he's into his third year of the project and he doesn't agree with Mr. Tirpak because they took core samples and the samples are all above the asphalt requirement. Mr. Tirpak said the Township isn't just concerned about the roads, they are concerned about the start date of the one year maintenance and pointed out the improvements weren't finished until last month when the last sidewalk was poured. Mr. Bossow requests the Board accept the roads and Mr. Tirpak explained the subdivision regulations say 'all' improvements not just the roads. Mr. Tirpak went on to say that somehow its been misconstrued the roads are separate from any other improvement and the County Engineer is responsible for the roads, sidewalks, curbs and storm sewers and the Water Resources Department is responsible for sewer, water, hydrants, but there are other improvements that are made such as the open space, drainage, seeding, etc. The County Engineer's office is appealing to the Board to accept the roads, but the Township believes it should go through Regional Planning Commission, who is the first person in charge of the entire project. The County Engineer's Office should indicate the roads are ready and provide correspondence to that effect to the Regional Planning Commission, who would come before the Board to present an outline of all the improvements that are ready, so when the Board accepts, it accepts the whole project, not just the roads. Commissioner Kline pointed out the resolution only states the roads, but Mr. Tirpak's contention is that the roads shouldn't be broken out, it's all improvements. Commissioner Clyde remarked that the County Engineer should be here for this discussion. Mr. Tirpak asks the Board to wait on an opinion from the Prosecutor's Office to clarify the issue. Commissioner Christian-Bennett asked if the Board is asking for a legal opinion from the Prosecutor's Office and Mr. Tirpak replied that he is asking the Board to ask the Prosecutor's Office for a legal opinion on the issue. Mr. Bossow noted he's worked with the County Engineer and they've approved everything and Mr. Tirpak pointed out the County Engineer only covers the roads and sidewalks and subdivision regulations state all improvements. Commissioner Clyde noted the Board will hold off until this issue gets resolved and the County Engineer will need to be in attendance for the next meeting. Mr. Bossow explained with Mr. Tirpak's scenario, he will never get the project completed. Commissioner Kline noted Rootstown Township has a lot of subdivisions being built and asked if this type of situation happens every time and Mr. Tirpak responded it does. There are new subdivision regulations the Township is involved with, but for now the 1984 subdivision regulations are still in place.

Commissioners**A. Resolutions:**

RESOLUTION NO. 20-0149 - RE: APPOINTMENT TO THE OHIO CHILDREN'S TRUST FUND REGIONAL PREVENTION COUNCIL.

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

WHEREAS, language was included in the state budget bill (HB 64) in 2015 to regionalize the operations of the Children's Trust Fund statewide. Specifically, the bill divides the state into eight regions, identified in statute, for the purpose of applying for, receiving, and implementing Board-approved child abuse and child neglect programming and services. This will eliminate child abuse and child neglect prevention advisory boards and create child abuse and child neglect regional prevention councils for each region; and

WHEREAS, Portage County is included with the following counties in one of the eight regions in Ohio: Ashland, Columbiana, Holmes, Lorain, Mahoning, Medina, Stark, Summit, Trumbull, and Wayne; and

WHEREAS, in accordance with ORC 3109.172 (C)(1), the Portage County Board of Commissioners may appoint up to two county prevention specialists to the council representing Portage County; now therefore be it

RESOLVED, that the Portage County Board of Commissioners appoints the following member to serve as county prevention specialists for the Ohio Children's Trust Fund Regional Prevention Council to a two year term, to begin March 8, 2020 and expires March 7, 2022, as confirmed in writing to the Board of Commissioners by Ohio Children's Trust Fund:

Name	Business Address	Contact Information
Lori Michelle Swickheimer	Job & Family Services 449 S. Meridian Street Ravenna, OH 44266	lori.tibensky@jfs.ohio.gov

; 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:

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

1. The Board of Commissioners agrees to accept the One Ohio Memorandum of Understanding./Hold for Commissioner Clyde's review.

RESOLUTION NO. 20-0150

The One Ohio Memorandum of Understanding was held for Board review. This is for numbering purposes only.

Recessed: 10:15 AM
Reconvened: 11:01 AM

PUBLIC COMMENT

Present: Brian Ames

After listening to the discussion about the Wintergreen Point Subdivision, Mr. Ames pointed out neither the Commissioners nor the County Engineer are bound by any subdivision regulations. Legally, he believes that the Board can accept anything the statute provides. The Board may want to consider the personalities involved, but this has been going on for three years and it's becoming unreasonable and creates ill will.

Motion To: Adjourn the Official Meeting of March 5, 2020 at 11:03 AM

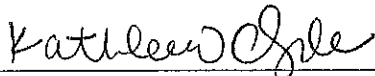
RESULT: ADOPTED

MOVED: Commissioner Christian-Bennett

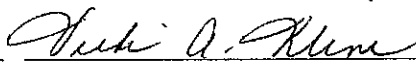
SECONDED: Commissioner Kline

AYES: Commissioner Christian-Bennett, Commissioner Kline, Commissioner Clyde

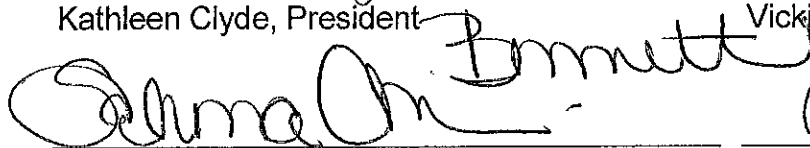
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



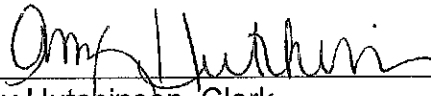
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk