



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, May 28, 2020

9:53 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 via Zoom video conference.

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 Administrator Gene Roberts.

Commissioner Clyde asked for a moment of silence for the Portage County residents who lost their lives this week battling the COVID-19 virus. Our thoughts are with their families and loved ones during this difficult time.

Recessed to Solid Waste Management District: 9:55 AM
Reconvened: 9:57 AM

HUMAN RESOURCES

Discussion:

1. Personal Travel During COVID-19

This policy was brought before the Board last week, but the Governor lifted the requirement to quarantine for 14 days, unless you are sick with COVID-19. Director Kovick also added language to the policy for international and cruise travel because the Center of Disease Control (CDC) still requires individuals to quarantine for 14 days after returning.

The policy was reviewed by Administrator Roberts and Attorney Meduri with no exceptions noted.

The Board agreed to move forward with the policy revision. This resolution will come back next week for Board consideration.

Resolutions:

1. The Board of Commissioners approves the Return to Work Policy for employees affected with COVID-19./Resolution No. 20-0338

RESOLUTION NO. 20-0338**RE: APPROVING THE RETURN TO WORK POLICY
FOR EMPLOYEES AFFECTED WITH COVID-19.**

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

WHEREAS, to help minimize the spread of COVID-19 throughout the workplace and community, the Centers for Disease Control and Prevention (CDC) recommends safe practices to follow before an employee can return to work after being exposed to COVID-19; and

WHEREAS, in order to protect the health and safety of our staff and the general public, a Return to Work Policy for Employees Affected with COVID-19 has been created to provide guidance on when employees can return to work after being affected with COVID-19; now therefore be it

RESOLVED, the Portage County Board of County Commissioners approves the Return to Work Policy for Employees Affected with COVID-19 effective this date until further notice; 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:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

Discussion:

2. **Extending Public Health Emergency Addendum and Public Health Emergency for Emergency Responders policies**

Director Kovick has received inquiries as to when employees can return to work because the Public Health Emergency Addendum and the Public Health Emergency for Emergency Responders policies expires next Thursday, June 4, 2020.

Commissioner Clyde asked Administrator Roberts to look at the amendments the Board made to the current policy for all other employees excluding the Office of Homeland Security and Emergency Management Agency and Water Resources as public works and first responders. Several changes were made on the 2/3 and 1/3 portion and it may make it easier for the Water Resources Department, and consult with Director

Shackelford about his department, under that policy over the next few days and get with Director Kovick to continue this step further with the two separate policies. In light of the amendments, Administrator Roberts may want to bring the Water Resources Department under the Board's policy in light of the changes. Administrator Roberts will review and report back to the Board.

Director Kovick mentioned the other question has to do with employees and when they can return to work. Commissioner Clyde noted the Governor and the CDC are encouraging people who can telework to continue to telework until the policy changes. In the reconstitution planning that Director Shackelford is overseeing, if not a part of the committee, he will be consulting with you and the topic will come up. Commissioner Clyde suggested that Director Shackelford encourage telework as much as possible until the Board receives further guidance from the Governor's Office.

JOURNAL ENTRY: The Board of Commissioners approves the revised JFS Case Manager job description for Portage County Job & Family Services, including the job title change to CCMEP Case Manager as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners approves the revised JFS Jobs Counselor job description for Portage County Job & Family Services as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners accepts the resignation of Cody Mazanek, Social Service Worker 3, effective May 29, 2020 as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agree to authorize the three-day internal posting of the full time Social Service Worker 3, replacing Cody Mazanek for Portage County Job & Family Services with external posting if no internal appointment is made as presented by Human Resources Director Janet Kovick. The vacant posting will be posted once the hiring

freeze in the Children Services Division is lifted.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners accepts the resignation of Nicole Mathie, JOBS Counselor, effective June 4, 2020 as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agrees to authorize the three-day internal posting of the full time JOBS Counselor, replacing Nicole Mathie, for Portage County Job & Family Services with external posting if no internal appointment is made as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioner Kline asked if the same hiring freeze verbiage should be added to Journal Entry #6 for the vacant posting of JOBS Counselor and Director Jeffries indicated it shouldn't be because the vacancy is not in Children Services Division. The hiring freeze is in Children Services.

Director Kovick spoke with Director Jeffries and she explained posting #6 (JOBS Counselor) will not take place until Ohio Means Jobs (OMJ) opens to the public. Director Jeffries explained the posting will not get posted this week because the department is meeting to discuss plexiglass at the OMJ Center.

Commissioner Clyde noted in light of the conversation with the Budget Commission about the shortfall the Board is facing in light of the economic recession that is being created by this pandemic, the Board will have some policies in place on hiring. The JOBS Counselor was voted on and approved, but it's an important discussion to have.

JOB & FAMILY SERVICES

Discussion:

1. Contract Amendment – Emerald

Emerald Transportation is one of two providers in Portage County that provides transportation services to Medicaid recipients through the Non-Emergent Transportation (NET) Program and TANF and WIOA recipients who are enrolled in work and training opportunities and working with Ohio Means Jobs.

In late March, Emerald notified Job and Family Services that they could exceed their grant amount of \$180,000, but Job and Family Services did not have all invoices at the time to project an accurate amount. The contract period would end April 30, 2020. At the same time, the department was dealing with the COVID-19 crisis and they were unsure if ridership would decrease. As such, Director Jeffries made the decision to wait to see if an increase was needed once the actual invoices were received.

Last week, all invoices were provided to Job and Family Services and based on calculations, the dollar amount of services provided exceeds the grant amount by \$18,263.76. Most of this contract (\$154,866.80) is supported by Federal Medicaid pass through dollars and does not impact Job and Family Services' operating budget.

Director Jeffries is requesting Board authorization to amend the contract that ended April 30, 2020 to reflect an amended contract amount of \$198,263.76. The Board agreed to move forward with the request.

Commissioner Clyde asked where the additional funding is coming from and Director Jeffries explained the additional funding comes from TANF and WIOA dollars for the Workforce Division transporting people to work. Commissioner Clyde also asked if Director Jeffries anticipates any problems with the funding to cover the balance that doesn't come through the pass-through dollars and Director Jeffries is not concerned as the department is fine in that area.

The resolution will come forward next week through Internal Services.

Resolutions:

1. The Board of Commissioners agrees to transfer \$9,688.87 from fund 0001, general fund to fund 1414, child support administration/20-0339
 - This is the 34% Commissioners' match for the 4-D Contacts paid in the month of April for Domestic Court December 2019, Juvenile Court February and March 2020 and Clerk of Courts February and March 2020.

**RESOLUTION NO. 20-0339 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1414, CHILD SUPPORT
ADMINISTRATION**

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

WHEREAS, the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$9,688.87 for April 2020 IV-D contract payments local match for the Domestic Court December 2019, Juvenile Court February-March 2020, Clerk of Courts February-March 2020 services 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

\$9,688.87

TO:FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$9,688.87

; 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:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

10:16 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the compensation of a public employee. Also present: Kellijo Jeffries. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

10:20 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Christian-Bennett, Yea; Vicki A. Kline, Yea; Sabrina; Kathleen Clyde, Yea;

After exiting executive session, the Board took no action.

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg explained the bill run is normal without any late fees. There were several old invoices on the Then & Now from Family and Community Services, which is not uncommon for them to be behind in billing. There are also debt wires on today's agenda that are interest payments to Huntington.

Resolutions:

**RESOLUTION NO. 20-0340 - RE: BILLS APPROVED AND ACH CERTIFIED TO
THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Vicki A. Kline, 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, Department of Budget and Financial Management, Department of Internal Services or other designee on May 28, 2020 in the total payment amount of **\$404,041.24** 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, May 29, 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 May 28, 2020 in the total payment amount of **\$26,184.12 to Huntington National Bank for USDA Debt/Loan** 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, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0341 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Vicki A. Kline, 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, Department of Budget and Financial Management, Department of Internal Services or other designee on May 28, 2020 in the total payment amount as follows:

1. \$97,135.23 to Medical Mutual - Claims
2. \$8,727.55 to Wage Works - 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, May 29, 2020 \$ 97,135.23
Wire Transfer on Friday, May 29, 2020 \$ 8,727.55

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;

RESOLUTION NO. 20-0342**- RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Vicki A. Kline, 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:

05/28/20	761	\$50.00
05/28/20	762	267.20
05/28/20	772	20,826.19
05/28/20	857	10,971.40
05/28/20	937	646.00
05/28/20	938	8,880.30
05/28/20	941	34,688.75
05/28/20	942	574.76
Total		\$76,904.60

; 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;

RESOLUTION NO. 20-0343

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

It was moved by Vicki A. Kline, 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 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 **\$130,428.56 dated May 28, 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;

5. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0344
 - The first 5-6 entries are adjustments to their debt payments.
 - The Sheriff had a minor adjustment to his donation fund.
 - The Homeland Security request is moving money for the new person from Contractual Services into the Personnel services.
 - The WIA is Job and Family Services' adjustment for year-end expenditures.

RESOLUTION NO. 20-0344

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

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

		<i>Increase</i>	<i>Decrease</i>
Fund: 1166	EMPG Homeland Security Grant		
930	Emergency Management Agency		
11663	EMPG Homeland Sec Salary&Fring	30,000	-
11664	EMPG Homeland Security CS	-	30,000
	MEMO TOTAL	<u>\$ 30,000</u>	<u>\$ 30,000</u>

Note: DECREASE FOR INCREASE FOR
SALARY

Fund: 1413	JFS WIA Allocation		
051	Job And Family Services		
14134	JFS WIA Allocation CS	23,850	38,000
14135	JFS WIA Allocation MS	10,000	-
	MEMO TOTAL	<u>\$ 33,850</u>	<u>\$ 38,000</u>

Note:

Fund: 5212	PCS Revenue Bonds 2001 Summit		
060	Water Resources		
52128	PCS Revenue Bonds 2001 Summ DS	284	-
	MEMO TOTAL	<u>\$ 284</u>	<u>\$ -</u>

Note:

Fund: 5214	PCS Revenue Bonds 2007		
060	Water Resources		
52148	PCS Revenue Bonds 2007 DE	2,695	-
	MEMO TOTAL	<u>\$ 2,695</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 5215	PCS Revenue Bonds 2007 (USDA)		
060	Water Resources		
52158	PCS Revenue Bonds 07 (USDA) DE	61,362	-
	MEMO TOTAL	<u>\$ 61,362</u>	<u>\$ -</u>

Note:

Fund: 5216	PCS Revenue Bonds 2009 USDA		
060	Water Resources		
52168	PCS Revenue Bonds 09 USDA DE	20	-
	MEMO TOTAL	<u>\$ 20</u>	<u>\$ -</u>

Note:

Fund: 5218	PCS Revenue Bonds 2011 USDA		
060	Water Resources		
52188	PCS Rev Bonds 2011 USDA DE	6	-
	MEMO TOTAL	<u>\$ 6</u>	<u>\$ -</u>

Note:

Fund: 5244	PCS OWDA 2001		
060	Water Resources		
52448	PCS OWDA 2001 DS	342	-
	MEMO TOTAL	<u>\$ 342</u>	<u>\$ -</u>

Note:

Fund: 5245	PCS OWDA 2005 Ravenna		
060	Water Resources		
52458	PCS OWDA 2005 Ravenna City DS	1	-
	MEMO TOTAL	<u>\$ 1</u>	<u>\$ -</u>

Note:

Fund: 5413	PCW Revenue Bonds 2001		
060	Water Resources		
54138	PCW Revenue Bonds 2001 DS	1,440	-
	MEMO TOTAL	<u>\$ 1,440</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 5415	PCW Revenue Bond 2010		
060	<i>Water Resources</i>		
54158	PCW Revenue Bond 2010 DE	4,200	-
	MEMO TOTAL	<u>\$ 4,200</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 8106	Sheriff Gifts & Donations K-9		
700	Sheriff's Department		
81064	K-9 Gifts & Donations CS	952	-
81065	K-9 Gifts & Donations MS	2,000	-
	MEMO TOTAL	<u>\$ 2,952</u>	<u>\$ -</u>

Note: Appr \$ for dog expenses

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 137,152</u>	<u>\$ 68,000</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:

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

RESOLUTION NO. 20-0345 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Vicki A. Kline, 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, as reviewed and presented by the Department of Budget & Financial Management on, May 28, 2020 in the total payment amounts as follows:

1) \$46,402.50 to Huntington National Bank; and

- 2) \$192,850.01 to Huntington National Bank; and
- 3) \$56,036.25 to Huntington National Bank; 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 transfers for the payment of bond interest costs as follows, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, May 29, 2020	\$ 46,402.50
Wire Transfer on Friday, May 29, 2020	\$192,850.01
Wire Transfer on Friday, May 29, 2020	\$ 56,036.25

;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. 20-0346 - RE: AUTHORIZE THE APPLICATION AND
AGREE TO ENTER INTO A FY2020
COMPETITIVE GRANT SOLICITATION
BETWEEN THE BOARD OF PORTAGE
COUNTY COMMISSIONERS (ON BEHALF
OF ADULT PROBATION) AND THE U.S.
DEPARTMENT OF JUSTICE FOR ADULT
DRUG COURT AND VETERANS
TREATMENT COURT DISCRETIONARY
GRANT PROGRAM.**

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

WHEREAS, the Portage County Department of Adult Probation is requesting authorization to apply for the Adult Drug Court and Veterans Treatment Court Discretionary Grant, and

- WHEREAS,** the Portage County Board of Commissioners recognizes the appropriateness of the grant to assist the Portage County Adult Probation Department in community based corrections, specifically by the H.O.P.E. and R.I.S.E. Drug Courts; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby authorize the Adult Drug Court and Veterans Treatment Court Discretionary Grant application in the amount of, up to, Five Hundred Dollars and Zero Cents (\$500,000.00) for each Specialized Docket for the grant period of October 1, 2020 and ending September 30, 2023, with no General Fund local match; and be it further
- RESOLVED,** if the grant is awarded, the Portage County Board of Commissioners agrees to enter into an FY21, FY 22 and FY23 Competitive Grant Agreement between the Board of Commissioners (on behalf of Adult Probation) and the U.S. Department of Justice for Adult Drug Court and Veterans Treatment Court Discretionary Grant agreement, as recommended by the Portage County Adult Probation Department; and be it further
- RESOLVED,** that the Board of Commissioners authorizes the President of the Board of Commissioners or its designee to sign the grant acceptance documents; and be it further
- RESOLVED,** that a copy of this resolution and the agreement be forwarded to the Portage County Auditor, the Department of Budget and Financial Management, and the Adult Probation 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY: The Board of Commissioners agrees to waive all late fees related to Portage County sewer and water billing customers from May 1, 2020 through September 30, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- The Board waived March and April late fees and the Department bills in thirds, so if the May fees are waived, it will provide every citizen a chance to have a late fee waived. If the Board wanted to continue through June, July and August, it would provide two full rounds of late fee waivers for every customer. The Board agreed to move forward.

Director Bragg asked if the Board received an Add On Journal Entry for the Haven of Portage County for Revolving Loan funds and Commissioner Clyde noted there was discussion about a number of other Revolving Loan funded projects and Director Bragg explained that the Board authorized a portion of the Haven project and it would be nice to have the second portion done, as well. Commissioner Clyde asked Director Bragg to prepare the Journal Entry for his agenda on an upcoming meeting.

Administrator Roberts indicated the last email was looking for language for the Journal Entry and he will ensure all the Journal Entries for the Revolving Loan Funds will be on the agenda next week.

Director Bragg noted he submitted the Office of Homeland Security and Emergency Management grant application to be placed on today's agenda and he wondered if the Board needed additional information, but the Journal Entry was adopted by the Board last week.

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend and Michelle Crombie

Resolutions:

1. The Board of Commissioners agrees to post portion of County Highway 50, Stroup Road, in Atwater Township for no parking./Resolution No. 20-0347
 - This is the County Engineer's resolution to install 'no parking signs' on Stroup Road to protect the citizens.

**RESOLUTION No. 20-0347 - RE: POST PORTION OF COUNTY HIGHWAY 50,
STROUP ROAD, IN ATWATER TOWNSHIP
FOR NO PARKING**

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

WHEREAS, Chapter 4511 of the Ohio Revised Code authorizes local authorities to regulate the stopping, standing or parking of vehicles with respect to streets and highways under their jurisdiction; and

WHEREAS, it has been brought to our attention that parking on a section of C.H. 50, Stroup Road, between Petrie Road (TH 48) and German Church Road (TH 49) in Atwater Township, creates a hazard to the travelers of C.H. 50, Stroup Road; now therefore be it

RESOLVED, that no parking shall be allowed on the section of C.H. 50, Stroup Road, .315 miles north of German Church Road (TH 49) and .327 miles south of Petrie Road (TH 48) in Atwater Township; and be it further

RESOLVED, that the Portage County Engineer be and is hereby directed to post said section of roadway with "No Parking" signs; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

2. The Board of Commissioners agrees to enter into amendment no. 1 between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services, and the Northeast Ohio Consortium Council of Governments and Family and Community Services, Inc. for the Comprehensive Case Management & Employment Program (CCMEP)./20-0348

- This is Amendment No. 1 for the Job and Family Services' Summer Youth program of \$74,000 with Family and Community Services.

RESOLUTION NO. 20-0348 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, AND THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS AND FAMILY AND COMMUNITY SERVICES, INC. FOR THE COMPREHENSIVE CASE MANAGEMENT & EMPLOYMENT PROGRAM (CCMEP)

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

WHEREAS, Portage County Job & Family Services and the Northeast Ohio Consortium Council of Governments (NOCCOG) are in need of tutoring and study skills training, paid and unpaid work experience, mentoring, counseling & treatment, a financial literacy program and a re-entry program to eligible portage county residents that will help eligible recipients of portage county, ages 14 – 24, to overcome barriers to employment and develop skills local employers seek; and

WHEREAS, Family & Community Services, Inc. is willing and able to provide these services; and

WHEREAS, on September 4, 2019, the Area 19 Workforce Development Board (WDB) and the NOCCOG Board voted to give the authority for the NOC COG to enter into this Agreement with PCJFS, and the CONTRACTOR for the provision of the services pursuant to the terms and conditions set forth within this Agreement; and

WHEREAS, an Agreement between the parties was entered into and known as Portage County Contract No. 20200109 (the "Original Contract") on December 19, 2019 by Resolution No. 19-0932 to provide such services; and

WHEREAS, the Ohio Department of Health and Human services has recently made available additional Temporary Assistance for Needy families (TANF) grant funds to support a TANF summer youth employment program for TANF eligible youth ages 14-18; and

WHEREAS, the parties desire to amend the Original Contract; and

WHEREAS, the Amendment No. 1 will be used to detail the terms of the relationship between the NOCCOG, Portage County Job & Family Services and Family & Community Services, Inc.; now therefore be it

RESOLVED, that the Board of Portage County Commissioners on behalf of Portage County Job & Family Services does hereby enter into an Agreement with the Northeast Ohio Consortium Council of Governments and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, to increase the amount of the Original agreement by Seventy four Thousand 00/100 (\$74,000.00) to cover the increase in TANF funding received to cover summer youth work experience for the contract period October 1, 2019 through September 30, 2020, and be it further

RESOLVED, that the total amount of this Agreement is not to exceed Six Hundred Seventy Thousand Four Hundred and 00/100 dollars (\$670.400.00); 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

3. The Board of Commissioners agrees to accept and award the bid of Boak & Sons, Inc. for the removal and replacement of roofing shingles for several buildings at the Portage County Engineer Central Facility./20-0349
- This resolution is on behalf of the County Engineer's facility for roofing repairs to several of different building that sustained hail damage.
 - While Boak and Sons, Inc. wasn't the lowest bid, it is the only bid meeting all specifications.

RESOLUTION No. 20-0349

**RE: ACCEPT AND AWARD THE BID OF
BOAK & SONS, INC. FOR THE
REMOVAL AND REPLACEMENT OF
ROOFING SHINGLES FOR SEVERAL
BUILDINGS AT THE PORTAGE
COUNTY ENGINEER CENTRAL
FACILITY**

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

WHEREAS, notice of Receiving Bids for the Removal and Replacement of Roofing Shingles for several buildings at the Portage County Engineer Central Facility was published in the Record Courier on April 27 and May 4, 2020; and

WHEREAS, three (3) sealed bids were received, tabulated and recorded on May 13, 2020 for furnishing all labor, materials and equipment necessary to complete the project known as the Removal and Replacement of Roofing Shingles for several buildings at the Portage County Engineer Central Facility; and

WHEREAS, after reviewing said bids, it was determined that the lowest two bids did not meet the bid specifications and were, therefore, considered to be non-compliant; and

WHEREAS, after discussion with the Portage County Prosecutor, it is the recommendation of the Portage County Engineer that the bid of **Boak & Sons, Inc.** be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the bid of **Boak & Sons, Inc., 75 Victoria Road, Youngstown, Ohio 44515**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the Removal and Replacement of Roofing Shingles for several buildings at the Portage County Engineer Central Facility, and be it further

RESOLVED, that a contract be entered into with **Boak & Sons, Inc.** in the total amount of **\$159,863.00**, 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

4. The Board of Commissioners agrees to authorize execution of an agreement between the Portage County Board of Commissioners and the Portage County Combined General Health District for the purpose of cooperation and coordination as it relates to the execution of responsibilities of the Portage County Storm Water District./20-0350
 - This is the County Engineer's Resolution to enter into an Agreement with the Health District to monitor, investigate, test and inspect in relation to stormwater and this resolution will allow payment to be made for the service.

RESOLUTION No. 20-0350 - RE: AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT FOR THE PURPOSE OF COOPERATION AND COORDINATION AS IT RELATES TO THE EXECUTION OF RESPONSIBILITIES OF THE PORTAGE COUNTY STORM WATER DISTRICT

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

WHEREAS, the Portage County Board of Commissioners intends to engage the Portage County Combined General Health District to perform certain monitoring, investigating, inspection and testing services required by Portage County's Ohio Environmental Protection Agency (OPEA) National Pollution Discharge Elimination System (NPDES) Phase II permit at a cost not to exceed \$350,000.00 for the period of January 1, 2020 through December 31, 2020; now therefore be it

RESOLVED, that the Portage County Board of Commissioners hereby authorize the execution of an agreement with the Portage County Combined General Health District for the purpose of cooperation and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

Discussion:

1. Hills Pond Dam:

At the end of the year, Director Townend received the appraisal values on the properties and by February she received the report on final figures, and the agreement from the Engineering firm for their next portion of work. Director Townend has forwarded the contract to the Prosecutor's Office for review, and she asked Director Bragg about appropriations because Hills Pond Dam was originally paid out of Fund 1272 and she wasn't sure if he was intending to use that fund again this year. Director Bragg advised funding needs to be spent from the General Fund 0001, but it was placed in Fund 0003. Once Director Bragg receives the information from Director Townend, he will forward the amendments to the Board.

Director Townend explained if the Board wants to move forward, it will need to get in contact with all the property owners to see if they will agree to the easements.

The appraisals are full conservation easements and a 2-year temporary work easement, which means if the Board can obtain the easements from the property owners, it has 2 years to completely remove the dam and do the restoration. The work easement, along with the conservation easement, will take a small amount of property from the owners to complete the project.

If the appropriations move forward, Director Townend will start the process of getting the easements done and she will have the response from the Engineering firm on anything the Prosecutor's Office wants to change, so the contract will be ready to go at the same time.

Commissioner Clyde asked what potential problem or impact the County would face by delaying any further activity at the site due to budget constraints and Director Townend explained the last inspection by the Ohio Department of Natural Resources (ODNR) was done in June of 2017 and the same findings were noted on the previous inspection. At this time, the ODNR will be returning for another inspection in 2022. Director Townend knows of an instance with a County having legal action taken against them by the Ohio Attorney General's office because no action was taken, but the restoration costs a lot of money. Given the fact that the County is not bringing in much sales tax revenue and other funding, it's hard to spend the money on the dam. By working with the Engineering firm, the ODNR might see that as movement and Director Townend will ask Mr. Arden to investigate and report back.

Commissioner Kline asked if grant money is still available for the project and Director Townend responded that it comes and goes all the time, but Mr. Arden is watching.

Commissioner Kline asked if the project is delayed, is there anything that will need to be redone and Director Townend responded that depending on how far out the project is delayed, the appraisals may need to be updated, especially the temporary work easement. The appraisals for the homeowner's costs \$12,500 for 5 appraisals.

Administrator Roberts noted there are WRRS monies available through Ohio EPA and there are 2 major projects in Portage County's Water Resources arena: (1) Chinn Allotment and (2) the City of Streetsboro. When you borrow money through the Revolving Loan, they have WRRS monies available and that's how the City of Kent removed their dam. The County can sponsor itself and it could be an alternative if the timing is right. Director Townend will forward the information to Mr. Arden.

Administrator Roberts noted the budget for 2021 is \$4 million for the Chinn Allotment and late 2021 or into 2022, there will be an amendment with the Streetsboro project and it would be a perfect fit. Administrator Roberts would be happy to speak with Mr. Arden.

Commissioner Clyde asked that the status of the project be put on hold until October, then Director Townend should bring it back for a brief conversation.

Commissioner Christian-Bennett asked that Director Townend report back to the Board concerning Mr. Arden's knowledge of any ramifications on the County's attempt to rectify the violations it received when the Ohio Department of Natural Resources inspected the site. She does agree the project should be put on hold but, would still like to hear back from him if it could cost the County more money by waiting and

Administrator Roberts noted it's not uncommon for the firm to find grant funding for the County as it is included in the scope of services.

Director Townend will provide any additional information to the Board as soon as she receives it and she will bring the Pretty Glen dam issue back in October.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the May 21, 2020 and May 26, 2020 meeting minutes.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Water Resources

A. Resolutions:

1. The Board of Commissioners agrees to enter into a General Sewer & Water agreement for sanitary sewer and water improvements to Maplecrest – West Sanitary Sewer & Water Extension, Portage County Water Resources Department Project No. BR-2 20-120-P./20-0351

**RESOLUTION NO. 20-0351 - RE: GENERAL SEWER & WATER AGREEMENT
FOR SANITARY SEWER AND WATER
IMPROVEMENTS TO MAPLECREST – WEST
SANITARY SEWER & WATER EXTENSION,
PORTAGE COUNTY WATER RESOURCES
DEPARTMENT PROJECT NO. BR-2 20-120-
P.**

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

WHEREAS, Brimfield Development Company, Ltd (OWNER) will construct 110 linear feet of 8-inch sanitary sewer, (1) sanitary manhole, 93 linear feet of 8-inch water line, and all necessary appurtenances to provide sanitary sewer and water service to a parcel of the Maplecrest Development, situated in the Township of Brimfield, Original Lot 36, Portage County, Ohio; and

WHEREAS, after construction, the OWNER will convey the sanitary sewer and water improvements as a gift to Portage County to own, operate, and maintain; and

WHEREAS, the OWNER has prepared plans and specifications for the MAPLECREST – WEST SANITARY SEWER & WATER EXTENSION (PROJECT), County Project Number BR-2 20-120-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it

RESOLVED, that this Board does hereby agree to enter into a General Sewer & Water Agreement with the OWNER; and be it further

RESOLVED, the PROJECT will be constructed at the OWNER'S expense, for the sum of TWENTY FIVE THOUSAND EIGHT HUNDRED THIRTY NINE DOLLARS AND ZERO CENTS (\$25,839.00); and be it further

RESOLVED, this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer and water service to Maplecrest – West Sanitary Sewer & Water Extension, situated in the Township of Brimfield, Original Lot 36, Portage County, Ohio; and be it further

RESOLVED, that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further

RESOLVED, that the Board of Commissioners finds and determines 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 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

10:53 AM In accordance with the Ohio Rev. Code 121.22(G)(5), it was moved by Kathleen Clyde, seconded by Vicki A. Kline, that the Board of Commissioners move into executive session to discuss matters required to be kept confidential under federal law, regulations or state statute. Also present: Internal Services Director JoAnn Townend and Michelle Crombie. Roll call vote: Kathleen Chandler, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

11:14 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea.

After exiting executive session, the Board acted by adopting the following Journal Entry:

JOURNAL ENTRY: The Board of Commissioners authorized a Workers Compensation Settlement with Internal Services staff.

Motion: Commissioner Clyde

Seconded: Commissioner Kline

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

Motion Carries

Motion: by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board adjourn the Meeting of May 28, 2020 at 11:15 AM.

Roll call vote: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea;

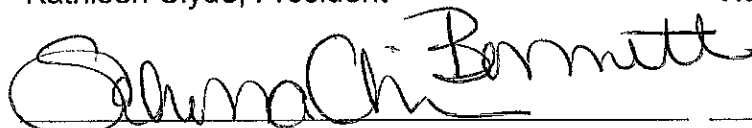
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of May 28, 2020.



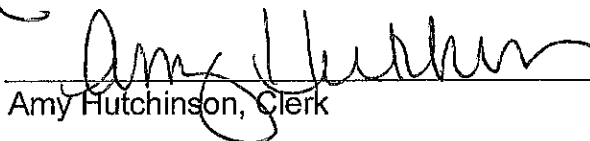
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk