



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, June 11, 2020

9:08 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 have lost their lives this week battling the COVID-19 virus. Our thoughts are with their families and loved ones at this difficult time for our community.

Recessed to the Solid Waste Management District: 9:09 AM
Reconvened: 9:22 AM

PORTAGE DEVELOPMENT BOARD

Present: President Brad Ehrhart and Diana Fierle, City of Ravenna Economic Development Director Dennis West, Real Estate Representative of Menard, Inc. Nick Brenner

Discussion:

1. Menard, Inc. Enterprise Zone Agreement

Community: City of Ravenna

Business: Menard, Inc.

Project: Menard, Inc. is proposing to purchase an existing facility and 62 acres of land on State Route 88 in the City of Ravenna. Menard plans to purchase the land adjacent to the existing facility to construct a 200,000 square foot facility for a manufacturing and distribution center along with associated improvements such as utilities, storage areas, and other infrastructure needed to serve the new facility. They also plan to purchase new machinery and

equipment. Menard will also use the rail that is at the site. The Enterprise Zone Agreement is for the **real property only**.

Proposed investments include: <u>Amount of Investments</u>		<u>Eligible Amounts</u>
Land	\$ 1,664,866	- 0 -
New Construction	\$30,000,000	\$30,000,000
New Machinery/Equipment	\$17,000,000	- 0 -
Improvements to existing bldg.	\$ 500,000	\$ 500,000
Acquisition of building	<u>\$ 2,578,600</u>	<u>- 0 -</u>
Total	\$51,743,466	\$30,500,000

Jobs related to project include:		<u>Full-Time Permanent</u>	<u>Payroll</u>
New jobs (3 years)		<u>90</u>	<u>\$3,498,000</u>
Total positions		90	\$3,498,000

Proposed tax exemption:	<u>Percent</u>	<u>Term</u>
Real Property	100%	15 years

The City of Ravenna approved the 100% for 15 years on May 4, 2020 and the city ordinance is included in the packet. The Ravenna Board of Education approved the 100% for 15 years on April 27, 2020 and their resolution is included in the packet.

The Enterprise Zone Agreement has been approved as to form by the Portage County Prosecutor's office.

The Ravenna School District and Maplewood Career Center have been notified of the tax abatement and their letters are provided in the packet.

Mr. West noted the Menards began the process 4 years ago searching for a site in Northeast Ohio and it's been exciting to work with everyone involved. Menards has presented all the site plans to the Planning Commission for their preliminary review and they are scheduled to discuss on June 30th.

Mr. Brenner explained they've been looking in the region and had trouble finding a site for this project and then this property became available. It's a little smaller than what they were looking for, but they are very excited to move forward. Mr. Brenner has been working with the State, City and the County getting all of the entitlements in place to proceed with the project. Mr. Brenner would like to have the project wrapped up by the end of the summer with the goal of starting construction spring. It will take approximately 1 year to build on the site and operations should begin early to mid summer of 2022.

The existing building will be for trust manufacturing and a fleet maintenance shop for repairs, the company also proposes to building 150,000 - 200,000 square foot building, mostly for concrete block and baking plant. The other portion of the building is for the distribution cross dock and the last portion of the building will be their water recycling plant. The last operational aspect of the project is the lumber transload facility and therefore they need the rail facility. They typically search for 75 acres and this facility has 62.

Commissioner Christian-Bennett noted Maplewood Career Center hasn't responded back about the project and she wondered if we need to wait for approval or was it just to notify them about the project and Ms. Fierle responded Maplewood doesn't have to approve anything, it's just the home school that does.

Commissioner Clyde asked Mr. Brenner how many facilities Menards have like this around the Country and he responded there are about 14 facilities that are similar to this, but there are 2 separate models – a regional facility which houses almost everything Menards manufacturers and a regional distribution center and the closest one is in Williams County and it has 700 acres and there are 3 more spread out in Wisconsin, Nebraska, and Chicago. The plant proposed in Portage is a smaller facility and is considered a mini distribution manufacturing sites and they are scattered over the Midwest. When this site opens, it will be the 3rd manufacturing distribution center in the state of Ohio alone.

Commissioner Clyde asked if they hire residents from the community and Mr. Brenner noted the vast majority will be local hires.

Commissioner Christian-Bennett noted Menard will hire 45 employees in the 1st year and 45 in year 2, which equates to approximately \$1.7 million for payroll each additional year and she wondered if it included benefits or if it's just salary and Mr. Brenner responded it's just W2 earnings, and they provide raises and bonuses, as well. One of the good benefits of Menards is profit sharing and the first year, an employee would receive 2-1/2%, the next year, another 2-1/2% and it keeps increasing to a maximum of 15%.

Resolution:

1. The Board of Commissioners agrees to enter into an agreement within the Rural Enterprise Zone of the City of Ravenna, Ohio with Menard, Inc. Tax Abatement Agreement for real property only./Resolution No. 20-0364

**RESOLUTION NO. 20-0364 - RE: ENTER INTO AN AGREEMENT WITHIN THE
RURAL ENTERPRISE ZONE OF THE CITY
OF RAVENNA, OHIO WITH MENARDS, INC.
TAX ABATEMENT AGREEMENT FOR REAL
PROPERTY ONLY**

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

- WHEREAS,** a Rural Enterprise Zone within the corporate boundaries of the City of Ravenna was certified by the Ohio Department of Development on August 8, 1990; and
- WHEREAS,** in accordance with Section 5709.63(C) of the Ohio Revised Code, the Portage County Board of Commissioners appointed the Mayor of the City of Ravenna as Administrator of the Enterprise Zone; and
- WHEREAS,** in accordance with Section 5709.61 to 5709.63 of the Ohio Revised Code, the City of Ravenna and the County of Portage must approve all agreements with enterprises wishing to establish, occupy, and renovate or expand businesses within the Zone; and
- WHEREAS,** the City of Ravenna is in receipt of an agreement which contains all information required under Rule 122:4-3-02 of the Administrative Code from Menards, Inc. with its main offices located at 5101 Menard Drive, Eau Claire, WI 54703, and
- WHEREAS,** the agreement between the City of Ravenna, Portage County and Menards, Inc. is upon the expressed conditions herein and in the event of any substantial default by any party in the performance of those conditions, this agreement shall terminate, at the option of either party, upon thirty days written notice from the non-defaulting party without correction; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby approve the Enterprise Zone Agreement as agreed to by and between the parties herein included; now therefore be it further
- RESOLVED,** that the Board of Portage County Commissioners finds and determines that all formal actions of the Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend & Todd Bragg

Discussion:

1. Labor attorney contract

In April of 2019, the Board presented an offer of employment to Jim Wilkins to perform labor negotiation and the contract was from April 15, 2019 through March 31, 2020. Director Townend is proposing a 2 year contract if the Board wishes to continue the contract. Commissioner Clyde is comfortable moving forward but asked about the budget for the last year's contract and Director Townend noted the contract was for \$25,000 and the County used \$3,014.48. Director Townend will start with that amount again this year and it could always be amended if necessary. The last contract with Mr. Habowski's was 3 years. Commissioner Clyde asked what was spent prior to 2019 and Director Townend will provide the information to the Board later but she indicated the Board saved money in comparison to past years. Commissioner Christian-Bennett is comfortable with a 2 year contract and the Board agreed to move forward with the request for 2 years.

Resolutions:

1. The Board of Commissioners authorizes the acquisition of two (2) perpetual highway easements to acquire right of way for the *Infirmity Road Realignment Project (CH 164)*, located in Shalersville Township, Portage County, Ohio./Resolution No. 20-0365
 - The County Engineer would like to procure highway easements to take care of Infirmity Road realignment project.

RESOLUTION No. 20-0365 - RE: AUTHORIZE THE ACQUISITION OF TWO (2) PERPETUAL HIGHWAY EASEMENTS TO ACQUIRE RIGHT OF WAY FOR THE INFIRMARY ROAD REALIGNMENT PROJECT (CH 164), LOCATED IN SHALERSVILLE TOWNSHIP, PORTAGE COUNTY, OHIO

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

WHEREAS, the Portage County Engineer has general charge of the construction, reconstruction, improvement, maintenance and repair of highways within Portage County in accordance with R.C. 5543.01; and,

WHEREAS, it has been determined that Portage County will require two (2) Perpetual Highway Easements to allow for the *Infirmity Road Realignment Project (CH 164)*, located in Shalersville Township, Portage County, Ohio; and

WHEREAS, the Portage County Engineer does hereby recommend the acquisition of two (2) Perpetual Highway Easements to facilitate the *Infirmity Road Realignment Project (CH 164)*, located in Shalersville Township, Portage County; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby authorize the acquisition of two (2) Perpetual Highway Easements as follows:

Portage County Auditor's Parcel #33-051-00-00-014-001

Perpetual Highway Easement No. 001 – 0.2630 Acres of Land

Owner: Oscar Brugmann Sand and Gravel, Inc., 3828 Dudley Road, Mantua, Ohio

Portage County Auditor's Parcel #33-051-00-00-014-005

Perpetual Highway Easement No. 005 – 0.0309 Acres of Land

Owner: Oscar Brugmann Sand and Gravel, Inc., 3828 Dudley Road, Mantua, Ohio

;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;

2. The Board of Commissioners authorizes the purchase, through the Ohio Department of Transportation (ODOT) - contract #023-20, of one (1) 2020 Western Star tandem axle cab and chassis – from Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, for use by the Portage County Engineer for snow and ice control./Resolution No. 20-0366

- The ODOT has contracts they bid out every year that Counties are permitted to utilize and the County Engineer would like to use one of their contracts to purchase a tandem axle cab and chassis.

RESOLUTION No. 20-0366

RE: A RESOLUTION AUTHORIZING THE PURCHASE, THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) - CONTRACT #023-20, OF ONE (1) 2020 WESTERN STAR TANDEM AXLE CAB AND CHASSIS – FROM CLEVELAND FREIGHTLINER, INC., dba VALLEY FREIGHTLINER STERLING & WESTERN STAR, FOR USE BY THE PORTAGE COUNTY ENGINEER FOR SNOW AND ICE CONTROL.

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

WHEREAS, pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) **2020 Western Star Tandem Axle Cab and Chassis** for use by the Portage County Engineer for snow and ice control; and

WHEREAS, the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the Ohio Department of Transportation (ODOT) - Contract #023-20, one (1) **2020 Western Star Tandem Axle Cab and Chassis**, and

WHEREAS, Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, is the contractor authorized by the Ohio Department of Transportation to offer said **Western Star Tandem Axle Cab and Chassis** -- at the ODOT contract price of \$90,480.00; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2020 Western Star Tandem Axle Cab and Chassis** from Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, 10901 Brook Park Road, Parma, Ohio 44130 for a total cost of \$90,480.00; 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 authorizes the purchase, through the Ohio Department of Transportation (ODOT) - contract #023-20, of one (1) 2020 Western Star tandem axle tractor – from Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, for use by the Portage County Engineer./Resolution No. 20-0367

- The County Engineer would like to utilize the same contract with ODOT to purchase a tandem axle tractor.

RESOLUTION No. 20-0367 - RE: A RESOLUTION AUTHORIZING THE PURCHASE, THROUGH THE OHIO DEPARTMENT OF TRANSPORTATION (ODOT) - CONTRACT #023-20, OF ONE (1) 2020 WESTERN STAR TANDEM AXLE TRACTOR – FROM CLEVELAND FREIGHTLINER, INC., dba VALLEY

**FREIGHTLINER STERLING & WESTERN
STAR, FOR USE BY THE PORTAGE
COUNTY ENGINEER.**

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

WHEREAS, pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) **2020 Western Star Tandem Axle Tractor** for use by the Portage County Engineer; and

WHEREAS, the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the Ohio Department of Transportation (ODOT) - Contract #023-20, one (1) **2020 Western Star Tandem Axle Tractor**, and

WHEREAS, Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, is the contractor authorized by the Ohio Department of Transportation to offer said **Western Star Tandem Axle Tractor** -- at the ODOT contract price of \$113,591.00; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2020 Western Star Tandem Axle Tractor** from Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, 10901 Brook Park Road, Parma, Ohio 44130 for a total cost of \$113,591.00; 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 accepts the proposal of the Mannik and Smith Group, Inc. and enter into agreement for providing construction inspection / testing services for the 405 resurfacing project and the 441 resurfacing project./Resolution No. 20-0368
 - Internal Services accepted bids and awarded for road resurfacing projects for the County Engineer, and Engineer Marozzi would like to enter into an agreement with Mannik and Smith Group for inspection and testing on the roads to ensure they are built to standards.

**RESOLUTION No. 20-0368 - RE: ACCEPT PROPOSAL OF THE MANNIK
AND SMITH GROUP, INC. AND ENTER**

**INTO AGREEMENT FOR PROVIDING
CONSTRUCTION INSPECTION / TESTING
SERVICES FOR THE 405 RESURFACING
PROJECT AND THE 441 RESURFACING
PROJECT.**

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

WHEREAS, the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to perform construction inspection/testing services for the **405 Resurfacing Project** and the **441 Resurfacing Project**;
and

WHEREAS, the following roads will be resurfaced:

405 Resurfacing Project

- Diagonal Road (CH 155), from Mennonite Road to Mantua Center Road in Mantua Township
- Industry Road (CH 47), from Waterloo Road to State Route 224 in Atwater and Randolph Townships
- Cook Road (CH 107), from New Milford Road to Industry Road in Rootstown Township
- Newton Falls Road (CH 177), from Hanna Road to Rock Spring Road in Charlestown Township

441 Resurfacing Project

- Sunny Brook Road (CH 11), from Old Forge Road to Tallmadge Road in Brimfield Township
- Ranfield Road (CH 88), from Old Forge Road to Tallmadge Road in Brimfield Township
- Congress Lake Road (CH 17) from Swartz Road to Waterloo Road in Suffield Township

and

WHEREAS, the Portage County Board of Commissioners, by Resolution No. 18-0853, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2019 and 2020; and

WHEREAS, the Portage County Engineer selected The Mannik and Smith Group, Inc. from the list of consultants who have a statement of qualification on file for 2019 and 2020, to submit a technical and fee proposal to provide construction inspection/

testing services for the **405 Resurfacing Project** and the **441 Resurfacing Project**; and

WHEREAS, the Portage County Engineer, upon review of the proposal from The Mannik and Smith Group, Inc., recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of The Mannik and Smith Group, Inc. and authorizes the Portage County Engineer to enter into an agreement for providing construction inspection /testing services for the **405 Resurfacing Project** and the **441 Resurfacing Project**; and be it further

RESOLVED, that a contract be entered into with The Mannik and Smith Group, Inc., 20600 Chagrin Boulevard, Suite 500, Shaker Heights, Ohio 44122 at a not to exceed cost of \$40,000.00, and be it further

RESOLVED, that the Portage County 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;

5. The Board of Commissioners agrees to enter into an agreement for damage assessment software between the Portage County Board of Commissioners on behalf of the Portage County Emergency Management Agency and Futurity IT, Inc./Resolution No. 20-0369
 - The Office of Homeland Security and Emergency Management is looking for damage assessment software to obtain higher reimbursement from FEMA. The software reduces time and paperwork on the financial recovery process. Since the Commissioners' letter was just sent concerning budget cuts, this is one item Director Shackelford would like to pursue and he will reassess his budget at a later time.
 - Administrator Roberts noted a preliminary discussion with Director Shackelford revealed there's money available in his budget, but if the Board becomes more restrictive on spending for the second half of the year, it may not be the case. Director Shackelford is cognizant of the budget issue relative to this purchase.

RESOLUTION NO. 20-0369 - RE: ENTER INTO AN AGREEMENT FOR DAMAGE ASSESSMENT SOFTWARE BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE

**PORTAGE COUNTY EMERGENCY
MANAGEMENT AGENCY AND FUTURITY
IT, INC.**

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

- WHEREAS,** the Portage County Emergency Management Agency has a need for damage assessment software to streamline our damage assessment process for our local governments and the Emergency Management Agency, increase situational awareness in the Emergency Operations Center and seek higher reimbursement from FEMA should we have a catastrophic disaster; and
- WHEREAS,** Futurity It, Inc., provides the needed damage assessment software to streamline the financial recovery process; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a damage assessment software agreement to streamline the financial recovery process between the Board and Futurity IT, Inc., 201 Spear St., Suite 1100, San Francisco CA 94105 for the term of May 13, 2020 through May 12, 2021; and be it further
- RESOLVED,** that the total software subscription fee under this Agreement shall not exceed Six thousand, seven hundred fifty and 00/100 dollars (\$6,750.00) 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;

6. The Board of Commissioners agrees to enter into amendment no. 3 between the Portage County Board of Commissioners on behalf of Portage County Job & Family Services ("PCJFS") and Emerald Transportation to provide transportation services./Resolution No. 20-0370
- In the meeting with Job and Family Services on May 28th Director Jeffries explained this is payment of the final invoices for May 2019 – April 30, 2020 that were initially holding to ensure all invoices had been received.

**RESOLUTION NO. 20-0370 - RE: ENTER INTO AMENDMENT NO. 3
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES ("PCJFS") AND EMERALD
TRANSPORTATION TO PROVIDE
TRANSPORTATION SERVICES.**

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

WHEREAS, an Agreement between the parties was entered into and known as Portage County Contract No. 20180308 (the "Original Contract") on June 5, 2018 by Resolution No. 18-0343. Portage County Job & Family Services (PCJFS) is in need of shuttle/door-to-door Transportation Services of the following: Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCJFS Workforce Innovation and Opportunity Act (WIOA) Youth to and from their place of employment and/or training site; PCJFS WIOA Adult and Dislocated Workers to and from place of employment and/or training site; and, Loop services to Supportive Employment Program (SEP) to and from designated employer and/or training sites; and

WHEREAS, an Amendment No. 1 was entered into on November 8, 2018 through Resolution No. 18-0801 to revise Section 3, Schedule of Payment – dates and effectiveness rates; and

WHEREAS, an Amendment No. 2 was entered into on May 23, 2019 through Resolution No. 19-0358 to renew the agreement one (1) additional year from May 1, 2019 through April 30, 2020; and

WHEREAS, the parties desire to amend the Original Contract to continue such services, now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 3 between the Board of Commissioners on behalf of Portage County Job & Family Services ("PCJFS") and Emerald Transportation to increase the agreement by Eighteen Thousand Two Hundred Sixty-Three and 76/100 Dollars (\$18,263.76) for the time period beginning May 1, 2019 through April 30, 2020; and be it further

RESOLVED, that total amount of this agreement is not to exceed One Hundred Ninety-Eight Thousand Two Hundred Sixty-Three and 76/100 dollars (\$198,263.76) for the contract period May 1, 2019 through April 30, 2020; and be it further

RESOLVED, that funding for this agreement will come Job & Family Services fund 1410 and 1413; 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;

7. The Board of Commissioners agrees to enter into a Septic Assistance Program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and C.F. Clem Excavating for a septic system replacement for Aaron & Brittany Belknap./Resolution No. 20-0371
- Residents at 7388 Peck Road in Ravenna qualify for replacement under the Septic Assistance Program and the Regional Planning Commission would like to have an agreement put together for C.F. Clem Excavating for the replacement.

RESOLUTION NO. 20-0371 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND C.F. CLEM EXCAVATING FOR A SEPTIC SYSTEM REPLACEMENT.

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

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

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Aaron & Brittany Belknap located at 7388 Peck Road, Ravenna, Ohio 44266 qualifies for replacement under this program, and

WHEREAS, C.F. Clem Excavating, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has

submitted an estimate to replace said septic system at a cost of \$14,008.00, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and C.F. Clem Excavating in the amount of \$14,008.00 to perform the agreed upon services; and be it further

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

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

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

Roll call vote as follows:

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

8. The Board of Commissioners agrees to enter into a Septic Assistance Program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dig This Trenching and Septic Service for a septic system replacement for Ashley Yeater./Resolution No. 20-0372

- This is another resolution for the same thing, for a residence located at 1536 Porter Road, Atwater and they qualify for replacement under the program.

RESOLUTION NO. 20-0372 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND DIG THIS TRENCHING AND SEPTIC SERVICE FOR A SEPTIC SYSTEM REPLACEMENT.

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

WHEREAS, an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the

purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Ashley Yeater located at 1536 Porter Road, Atwater, Ohio 44201 qualifies for replacement under this program, and

WHEREAS, Dig This Trenching and Septic Service, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$20,674.00, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dig This Trenching and Septic Service in the amount of \$20,674.00 to perform the agreed upon services; and be it further

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

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

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

Roll call vote as follows:

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

9. The Board of Commissioners agrees to enter into a Septic Assistance Program agreement between the Portage County Board of Commissioners, the Portage county Regional Planning Commission and Dig This Trenching and Septic Service for a septic system replacement for Lester & Jeanada Davis./Resolution No. 20-0373

- This is another resolution for the same thing, for a residence located at 2244 New Milford Road in Atwater and they qualify for the program.

**RESOLUTION NO. 20-0373 - RE: ENTER INTO A SEPTIC ASSISTANCE
PROGRAM AGREEMENT BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS, THE PORTAGE COUNTY**

**REGIONAL PLANNING COMMISSION AND
DIG THIS TRENCHING AND SEPTIC
SERVICE FOR A SEPTIC SYSTEM
REPLACEMENT.**

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

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

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Lester & Jeanada Davis located at 2244 New Milford Road, Atwater, Ohio 44201 qualifies for replacement under this program, and

WHEREAS, Dig This Trenching and Septic Service, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$17,749.00, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dig This Trenching and Septic Service in the amount of \$17,749.00 to perform the agreed upon services; and be it further

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

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

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

Roll call vote as follows:

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

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg indicated today's bill run is very light and the then and now is down, and overall bill spending was low and showed nothing out of the ordinary. If spending is reduced it's a good thing, but if it's being delayed, there may be a surge later.

RESOLUTION NO. 20-0374

**RE: BILLS 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 June 11, 2020 in the total payment amount of **\$442,449.20** 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;

RESOLUTION NO. 20-0375

**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 June 11, 2020 in the total payment amount as follows:

1. \$82,295.38 to Medical Mutual – Claims
2. \$8,727.55 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, June 12, 2020 \$ 82,295.38

Wire Transfer on Friday, June 12, 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. 20-0376 - 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:

06/11/20	151	\$ 846.39
06/11/20	152	2,812.81

06/11/20	171	2,072.70
06/11/20	216	34.00
06/11/20	217	68.00
06/11/20	218	105,122.48
06/11/20	222	194.19
06/11/20	226	6,605.76
06/11/20	288	474.05
06/11/20	289	8,951.91
06/11/20	349	1,666.67
Total		\$ 128,848.96

; 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. 20-0377 - 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 **\$212,755.81** dated **June 11, 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 General Fund 2020 Annual Appropriation Resolution No. 19-0947, adopted December 19, 2019./Resolution No. 20-0378

- Director Bragg received an e-mail from the Prosecutor's Office, indicating 3 murder trials are underway that will require additional expenditures for witnesses. The office could require up to \$30,000, so Administrator Roberts recommends moving \$15,000 into the Prosecutor's budget now and \$15,000 could be placed at a later time.
- Commissioner Kline noted he usually budgets \$5,000 but this is an extraordinary year.
- Director Bragg explained there have been a couple other capital murder trials last year and they were specifically budgeted.

RESOLUTION NO. 20-0378**RE: AMENDMENT TO THE GENERAL FUND 2020 ANNUAL APPROPRIATION
RESOLUTION NO. 19-0947 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 General Fund 2020 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<i>Increase</i>	<i>Decrease</i>
General Fund		
Fund: 0001		
300 Prosecutor		
Prosecutor Contract Services		
03004	15,000	-
MEMO TOTAL	\$ 15,000	\$ -
 Note: Expert Witness Fees		
 TOTAL MEMO BALANCE ALL AMENDMENTS	 \$ 15,000	 \$ -

; 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;

JOURNAL ENTRY: The Board of Commissioners approved the May 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 Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

MISCELLANEOUS ITEMS

The Board of Commissioners approves the May 28, 2020 and June 4, 2020 regular 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

Resolutions:

1. The Board of Commissioners approves the proposal to cooperate with Ohio Department of Transportation (ODOT) Project POR-SR- 14;PID 102234, in the Streetsboro Regional Sewer District No. 4, City of Streetsboro./20-0384
 - Administrator Roberts noted last week, the Board adopted a resolution proposing the bids go out for the waterline relocation. He is anticipating an approximate \$300,000 savings by not having to go through the process.

**RESOLUTION NO. 20-0384 - RE: PROPOSAL TO COOPERATE WITH OHIO
DEPARTMENT OF TRANSPORTATION
PROJECT POR-SR- 14; PID 102234, IN THE
STREETSBORO REGIONAL SEWER
DISTRICT NO. 4, CITY OF STREETSBORO.**

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

WHEREAS, the Ohio Department of Transportation (ODOT) has identified the need to do a road improvement project on State Route 14, POR-SR-14, PID 102234, hereinafter referred to as the "PROJECT"; and

WHEREAS, the PROJECT will consist of widening the pavement to construct a turn lane from Portage Point Drive to extend to Diagonal Road in the City of Streetsboro; and

WHEREAS, a portion of the PROJECT requires relocation and or adjustment of Portage County sanitary sewer force main and vault structures within the right-of-way for State Route 14, hereinafter referred to as "WORK"; and

WHEREAS, the full costs associated with the WORK are required to be paid for by Portage County; now therefore be it

RESOLVED, that this Board hereby proposes to cooperate with the Director of Transportation to complete the PROJECT; and be it further

RESOLVED, the County agrees to fund one hundred percent (100%) of the cost of the WORK requested by the County Water Resources Department; and be it further

RESOLVED, that the funds to cover the WORK will be made available from the Streetsboro Sanitary Sewer District No. 4 Fund 5600 after ODOT submits appropriate maps, plans, profiles, specifications, and estimates for the WORK to Portage County; and be it further

RESOLVED, two (2) original copies of this Resolution will be sent to the Director of Transportation; and be it further

RESOLVED, that a copy of this be filed with the Water Resources Department and the Department of Budget & Financial Management; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all the 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;

Commissioners

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the June 2, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Discussion:

1. Masks in County Buildings:

Administrator Roberts noted several people have mentioned to him that not everyone in the building is wearing a mask. It appears every department in the Administration Building received their masks, but some may need follow up discussion about wearing them. The Board agreed reminders are helpful.

Administrator Roberts also pointed out that the Board needs to provide a justification in writing for an employee that is not wearing their mask and that may help stimulate the mask wearing in the building.

Recess the Commissioners' Meeting for the Public Hearing at 10:02 AM

**2020 Portage County Community Development Block Grant
 Community Development Program
 Community Development Allocation Grant
 Public Hearing on
 June 11, 2020 at 10:00 AM at the
 Portage County Board of Commissioners' Office
 Via Zoom Video Conference (due to the COVID-19 pandemic)**

Present: Commissioner Kathleen Clyde, Commissioner Vicki A. Kline, Commissioner Sabrina Christian-Bennett, Administrator Gene Roberts, Clerk Amy Hutchinson, Regional Planning Commission Director Todd Peetz and Lisa Reeves.

Commissioner Clyde opened the Public Hearing on June 11, 2020 at 10:02 AM

I. Purpose of the Hearing – Lisa Reeves

The purpose of the hearing is to seek citizen input and discussion of the 2020 Community Development Allocation Grant. The proposed 2020 CDBG Community Development Allocation Grant activities include:

The Haven of Portage County Water & Sewer Improvement Project - \$225,200

The goal of The Haven of Portage County is to provide Low Barrier Housing – housing where a minimum number of expectations are placed on people who wish to live there. The aim is to have as few barriers as possible to allow more people access to services provide extended housing for those needing more than 30 days. The Haven of Portage County is partnering with

Coleman Professional Services, Hope Village and Ohio Mans Jobs as well as other so as not to reinvent the wheel and duplicate help and services already in place in Portage County. Instead, The Haven of Portage County wants to meet the needs where they know that gap exists – a place to stay for those without a home and assistance with existing resources.

On a local level, there is only one shelter in Portage County with 22 beds, Miller Community House. Miller Community House is not a low barrier shelter, therefore there are restrictions on who can stay and their time limit is 30 days.

Right now, The Haven of Portage County doesn't have its doors open, their goal is to be operational by fall/winter 2021. Portage Community Chapel purchased the building on 10 acres located at 2645 State Route 59 in Ravenna Township and are working with community partners to make the plans of The Haven of Portage County a reality. Portage Community Chapel has provided a lease to The Haven of Portage County (99 years - \$1.00 per year).

In a community within Portage County, as many as 5 – 10 individuals can be found sleeping on courthouse benches, alley ways and doorways. This does not include couch surfers who move from place to place, with no permanent place to call home. Families experiencing homelessness are like other families that are also poor but who have a home to live in. Both may struggle with income that are far less than they need to pay for housing. In fact, it is often some jolt to this precarious situation – a lost job or reduction in work hours, conflict with family members they are staying with, also known as “couch surfers”. Many homeless families are usually headed by a single woman with limited education, are typically young and have young children.

Children are impacted tremendously when they are homeless – their education, health and sense of safety and overall development. On the positive side, researchers find that children are highly resilient and differences between children are highly resilient and differences between children who have experiences homelessness and low-income children who have not typically diminish in the years following a homeless episode. When compared to low-income and homeless families, children experiencing homelessness have been shown to:

- Have high levels of emotional and behavioral problems
- Have increased risk of serious health problems
- Are more likely to experience separations from their families; and
- Experience more school mobility, repeat a grade, be expelled or drop out of school and have lower academic performance.

Those individuals and families will benefit from The Haven of Portage County and will receive increased skill levels (sobriety, improved housing and employment).

One-quarter of all Ohio's renters – nearly 400,000 households – now spend over half their income on rent, according to the Ohio Housing Needs Assessment report recently released. The median Ohio renter household spends 29 percent of their income on housing, just below the federal government's 30 percent standard for affordability.

The gap between renters' incomes and the cost of rent results in a high rate of eviction. In 2016, there 105,632 eviction filings statewide or 67 per 1,000 renter households. Larke Recchie, CEO of Ohio Association of Area Agency on Aging said the rate of homelessness amount people age 65 and older is expected to double by 2050.

The assessment adds to the growing evidence that housing insecurity is on the rise in Ohio and are experiencing unprecedented times with the COVID-19 virus.

Eviction carries serious, long-term negative consequences for families who lost their homes, their possessions and often their jobs and their ability find future housing. Many evicted households wind up homeless – a recent report found nearly 60,000 Ohioans accessed homeless services in 2016.

Federal & State funding cuts have caused NE Ohio to lose 500 beds for the homeless. In a report released in March 2018 Ohio has a severe shortage of homes that are affordable to poor Ohioans. The National Low-Income Housing Coalition's latest Gap Report found only 42 rental units to be affordable and available for every 100 extremely low-income tenant households in Ohio. That means that 68% of the State's 450,759 poorest families are spending over half their income on rent.

Shelters who take Federal monies are forced to prioritize getting families out of shelters and into housing as soon as possible, not working on what got them there in the first place. They're not going to survive because you put them in a house and gave them four months of rental vouchers. Each homeless individual/family needs one-on-one individualized plan, starting with finishing their education, finding employment, budget planning and access to affordable housing.

Two-Hundred Twenty-Five Thousand Two Hundred Dollars (\$225,200) in CDBG funds will be used to provide the materials/construction/installation and tie-in fees for water, sanitation and for sewer. Revolving Loan Funds in the amount of \$25,000 will be used toward the total project cost of \$333,569.85. The total project cost is based on 78 persons however the Haven of Portage County by fire code is only permitted to have 62 persons even though they were approved at the Township for 64 persons. The cost estimate is being re-evaluated based on 62 persons rather than 78 persons which should reduce the overall cost estimate. The Haven of Portage County will contribute the difference in cost if needed.

Windham Community Center Project - \$148,000

The Village of Windham is the owner of the Community Center and Hall which was built during the World War II era by the Federal Government and has a capacity of over 600. Over the years the building fell into disrepair and was not utilized for several years. As the Village financial situation has improved over the years, the Village has rehabilitated and upgraded the building so that it could be used for the intended purpose which is for recreation and for community benefit.

In 2015 the Village completed Phase 1 of the upgrades which included rehabbing the main hall, foyer, bathroom renovations, basement and foundation repairs, minor exterior repairs and kitchen renovations were completed. Phase 1 was completed in order to make the Hall

usable. The rental rates were set low in order to promote use and now there is rarely a weekend the building is not in use and is currently booked several months out. In 2016-2017 CDBG funds were used to replace the failing asphalt roof and replaced the gutters and downspouts. There is still a need for repairs to the building in order to preserve the building. The following is proposed:

Interior Work

- Attic – make all necessary flooring repairs to make it safe
- Left Wing – Repair walls and ceilings to level 4, finish stud wall with 5/8 drywall, finish drywall to level 4, prime and paint all walls and ceilings. Finish the bathroom in progress including all electrical and plumbing, toilets, vanity, sink and flooring.
- Electrical – Entire building including 1st floor, exterior, basement and attic; Remove and dispose of all illegal and defective wiring, boxes and devices; Replace with new wiring, outlets and (boxes as needed) to code. All unused panels, switches, receptacles, fixtures and conductors will be removed; Provide and install UL and State Fire Marshall listed hardwired, interconnected smoke detectors throughout, including audible integrated carbon monoxide detector; Check all emergency and exit lighting and bring up to code; Update lighting fixtures throughout as needed.
- HVAC – Provide and install two new packaged units heating and cooling with new supply and return ductwork. Size to be determined, may require stamped engineered drawings. Includes replacing hanging heater in front foyer or electric baseboard heating is an option.

Exterior Work

- Site Work – Remove all existing uneven sidewalk front walk, regrade areas, form and pour new sidewalk.

The Community Center and Hall is located at 9647 East Center Street and is in Census Tract 6006.03, Block Group 1 which is considered to be 58% low-moderate income. The Community Center and Hall will benefit 1,840 residents in the Village, of which 1,065 persons are considered to be LMI.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$148,000.

Freedom Township ADA Project - \$24,800

Freedom Township is requesting assistance with two handicap accessible parking spaces at the Freedom Township Hall located at 8966 State Route 700 and two at the One Room Schoolhouse located at 7276 State Route 303 in Freedom Township. Along with one ADA compliant unisex restroom at the schoolhouse and upgrading two restrooms at the Township Hall. The Freedom Township Hall also needs to replace the deteriorating ramp and railings so

that it can be compliance with the current ADA specifications. The schoolhouse renovation was a former one-room schoolhouse and community center.

The renovation of the schoolhouse and the grounds will be used to host programs, exhibit historic artifacts relating to Freedom Township and recreate life in a one-room schoolhouse through displays and interactive exhibits.

The improvements at the Freedom Township Hall will allow better accessibility for those in the community that are elderly or disabled, the ability to come vote in person, come to Township meetings and community events held at the Freedom Township facilities and will benefit 2,825 LMI persons.

The total cost based on Davis Bacon Prevailing Wages is estimated at \$24,763.

Fair Housing - \$10,000

Fair housing services including landlord/tenant information, discrimination complaints, training, posters and brochures will be provided for the residents of Portage County, excluding the City of Kent.

Administration (Regional Planning Commission) - \$72,000

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

City of Streetsboro - \$150,000

Public Service – \$45,000

Funds will be used for two programs:

- Snow Removal Program to benefit LMI elderly/handicapped residents in the City of Streetsboro
- Yard Mowing/Clean-Up/Leaf Removal Program to benefit LMI elderly/handicapped residents in the City of Streetsboro

Home Repair Program - \$82,500

- Provide home repairs, including electrical, furnace, and roofs for 8 LMI households located in the City of Streetsboro.

Administration (Regional Planning Commission) - \$22,500

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

Total Grant Application: \$630,000.

II. Questions

Commissioner Clyde asked about the descriptions and whether they could be edited and Ms. Reeves stated it's an abbreviated version used only for the hearing and is different from the

wording on the application. Commissioner Clyde suggests elimination of the second paragraph on the Haven's portion that states there's only 1 shelter in Portage County because there's also the Freedom house, the domestic shelter and the Miller House doesn't have a 30 day limit restriction.

Commissioner Clyde also suggests eliminating the second paragraph from the end that includes language about "shelters who take federal monies are forced to prioritize getting families out of shelters and not working on what got them there in the first place." As well as the second sentence after that, leaving in the last sentence that states 'Each homeless individual/family needs one on one individualized plan, starting with finishing their education, finding employment, budget planning and access to affordable housing.

Commissioner Clyde asked if there were any comments or questions received from the public and Ms. Reeves indicated she received a phone call from someone inquiring about the timeline when the shelter will be up and running and construction completed.

Commissioner Clyde asked about the resolution in the handout noting it was incorrect and Commissioner Kline explained the Board received a revised resolution for consideration.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett to adjourn the Public Hearing at 10:13 AM

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

Motion Carries

Reconvene Commissioners' Regular Session: 10:13 AM

Resolution:

1. The Board of Commissioners authorizes filing of an application with the Ohio Development Services Agency, Office of Community Development for the 2020 CDBG Community Development Allocation Funds (Revised Copy)./20-0379

**RESOLUTION No. 20- 0379 - RE: AUTHORIZING FILING AN APPLICATION
WITH THE OHIO DEVELOPMENT SERVICES
AGENCY, OFFICE OF COMMUNITY
DEVELOPMENT FOR THE 2020 CDBG
COMMUNITY DEVELOPMENT ALLOCATION
FUNDS**

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

WHEREAS: Portage County is permitted to apply for 2020 CDBG Community Development Allocation funds in the amount of \$630,000; AND NOW THEREFORE BE IT

RESOLVED: The Board of Portage County Commissioners authorize the filing of the 2020 CDBG Community Development Allocation Grant in the amount of \$630,000 to be administered by the Portage County Regional Planning Commission; AND BE IT FURTHER

RESOLVED: Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designates the President of the Portage County Board of Commissioners as Chief Elected Official to sign all necessary documents in connection with this grant; AND BE IT FURTHER

RESOLVED: 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.

Upon call of the roll, vote was as follows:

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

2. The Board of Commissioners agrees to provide assistance for CDBG and Home Program Anti-Displacement and Relocation Assistance./20-0380

RESOLUTION No. 20-0380 - RE: CDBG AND HOME PROGRAM ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE

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

WHEREAS: Portage County will replace all occupied and vacant occupiable LMI dwelling units demolished or converted to a use other than LMI housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act and HUD Regulations and;

WHEREAS: all replacement housing will be provided within three years of the beginning the demolition or rehabilitation related to conversion; and;

WHEREAS: Portage County will provide relocation assistance to each LMI household displaced by the demolition of housing or conversion of a LMI dwelling to another use as a direct result of assisted activities, now therefore be it

RESOLVED: that consistent with the goals and objectives under the Act, Portage County Commissioners do hereby agree to provide substantial levels of assistance to persons displaced by HUD-assisted programs and will further seek to minimize displacement of persons as a result of assisted activities; and be it further

RESOLVED: that the Board of Commissioners finds and determines that all formal actions of the 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;

Recess the Commissioners' Meeting 10:14 AM

Reconvened: 10:15 AM

Recessed: 10:16 AM

**2020 CDBG Neighborhood Revitalization Grant
Public Hearing on
June 11, 2020 at 10:00 AM at the
Portage County Board of Commissioners' Office
Via Zoom Video Conference (due to the COVID-19 pandemic)**

Present: Commissioner Kathleen Clyde, Commissioner Vicki A. Kline, Commissioner Sabrina Christian-Bennett, Administrator Gene Roberts, Clerk Amy Hutchinson, Regional Planning Commission Director Todd Peetz and Lisa Reeves.

Commissioner Clyde opened the public hearing on June 11, 2020 at 10:16 AM

I. Purpose of the Hearing – Lisa Reeves

The purpose of the hearing is to seek citizen input and discussion of the 2020 CDBG Neighborhood Revitalization Grant.

Project - \$279,700 (CDBG) + \$284,000 (Ravenna City)

The Wichterman's Jones Allotment contains Morgan Road, Brush Road, North Scranton Street and Louise Street. Nearby streets that are also proposed to receive improvements as part of this application include Williams Avenue, Jones Avenue, Sample Avenue, Mechanic Avenue, Beech Street, Hillcrest Street and Park Avenue.

This neighborhood is primarily residential, but also contains City Park and West Park Elementary School as well as a sprinkling of commercial properties.

The entire project area is encompassed within a Low to Moderate Income area.

The roadways have all exceeded their 12-year anticipated lifespan with some of the roadways up to 24 years old. There are no ADA accessible curb ramps in the neighborhood and several sidewalk locations are deteriorated or heaved creating impediments to pedestrians. There is an abandoned canal behind Morgan Road that does not drain and has created a mosquito breeding habitat that has resulted in numerous complaints to and visits from the Portage County Health Department. Many of the fire hydrants in this neighborhood do not provide adequate flow for fire protection.

The proposed scope of this project will improve the unsafe conditions with asphalt resurfacing to create a smooth surface and adequate skid resistance for motorists and bicyclists, sidewalk and ADA ramp improvements to improve pedestrian mobility, storm water catch basin repairs and improvements to an abandoned canal way to improve resident and first responder safety, and lighting improvements to improve visibility.

The construction cost of this project is estimated to be \$564,000 (Rounded). Funds in the amount \$279,700 are being requested in CDBG Neighborhood Revitalization grant funds and the City of Ravenna will provide matching funds of \$284,000 from its Paving, Water, Storm and Sewer funds to complete the balance of the improvements.

This project is necessary for the residents of the Wichterman's Jones Allotment, surrounding neighborhoods and visitors to the City Park and West Park Elementary in order to remedy unsafe conditions of various infrastructure components. Improving this neighborhood will improve vehicular, pedestrian and resident safety through better roads, sidewalks, drainage, fire suppression and lighting.

Administration (Regional Planning Commission) - \$30,000

Administration and Implementation of the grant includes grant preparation, project management and bidding, completion of reports and day-to-day oversight of the projects.

II. Questions

No public comment was received.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett to adjourn the Public Hearing at 10:20 AM

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

Commissioner Clyde, Yea;

Motion Carries

Reconvene the Commissioners' Meeting: 10:21 AM

Resolution:

1. The Board of Commissioners authorizes filing an application with the Ohio Development Services Agency, Office of Community Development for the 2020 CDBG Neighborhood Revitalization Grant Funds./20-0381

**RESOLUTION No. 20-0381 - RE: AUTHORIZING FILING AN APPLICATION
WITH THE OHIO DEVELOPMENT SERVICES
AGENCY, OFFICE OF COMMUNITY
DEVELOPMENT FOR THE 2020 CDBG
NEIGHBORHOOD REVITALIZATION GRANT
FUNDS.**

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

WHEREAS: Portage County is permitted to apply for 2020 CDBG Neighborhood Revitalization Grant funds in the amount of \$309,700; and

WHEREAS: Portage County desires to utilize these funds for the following improvements: Replace 15 fire hydrants; Repair 6 storm catch basins; Extend 400 LF of storm line and improvements to an abandoned canal way; Adjust 43 manhole castings and adjust 31 valves or monument boxes; Replace 800 SF of sidewalks and Road improvements; now therefore be it

RESOLVED: the Board of Portage County Commissioners authorize the filing of the 2020 CDBG Neighborhood Revitalization Grant in the amount of \$309,700 to be administered by the Portage County Regional Planning Commission; and be it further

RESOLVED: Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designates the President of the Portage County Board of Commissioners as Chief Elected Official to sign all necessary documents in connection with this grant; and be it further

RESOLVED: 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;

Recessed until Human Resources is attending: 10:21 AM
Reconvened: 10:25 AM

HUMAN RESOURCES

Present: Janet Kovick and Building Department Director Randy Roberts

Discussion:

1. BOC Voluntary Turnover Report

Director Kovick looked over the Turnover Report for 2018, 2019 and the past 5 years.

- Last year, there were 23 resignations and the turnover was down to 6.50% as compared to 2018 with 30 employees resigning and the turnover was 8.47%
- There are areas for improvements such as career potential, unspecified category, and the management supervision category that Director Kovick will work on to improve the numbers.
- Any time an exit interviews is performed, a copy is provided to the Directors along with the report.

Commissioner Kline noted the Competitive Practices are high as compared to the other numbers and asked what does that category entail and Director Kovick explained last year, the competitive practices were all salaries, so 3 individuals left the County for a higher salary (Job and Family Services, Office of Homeland Security and Emergency Management and Water Resources).

Commissioner Christian-Bennett asked about the unspecified category and Director Kovick noted there were 4 people that did not meet with the Human Resources Department for whatever reason. Director Kovick will try to improve this category, as well.

2. COVID-19 Accommodation Request for a Building Department employee

With the slow reopening of the building and employees returning to work, there are accommodation requests coming from employees with either a pre-existing respiratory or medical condition they feel need an accommodation at work during the COVID-19 pandemic. An accommodation request was received from a Building Department employee and Director Kovick wanted the Board to be aware of it.

Director Randy Roberts explained when the COVID-19 activity started in March, staff alternated between working in the office and teleworking from home and it's worked out very well with no breaks in service.

An employee has been at home under doctor's orders for a prior respiratory condition and in the middle of May, staff came to him indicating the workload is exceptionally large and with planned vacations, they would like to come back in the office working regular hours starting June 1st and Director Roberts agreed.

Since employees are planning vacations, the above mentioned employee would like to continue teleworking from home ½ day and then come into the office do the physical work that needs to be done. Director Roberts doesn't see a problem with the request and is recommending it, but pointed out that employee may be coming in the office at 3:00 PM and working until 6:00 PM.

Commissioner Clyde noted the request falls within the current policy that is in place.

Commissioner Christian-Bennett asked if there are any security issues with this request and Director Roberts noted she would be parking next to the building, locked down inside the building and it's still light outside during the time in the office.

Commissioner Kline noted the Board usually follows the Director's recommendation and she appreciates him coming before the Board with the update.

Commissioner Clyde asked if there are any unintended consequences if the Board was to allow this request and Director Kovick does not foresee any problems, but if there are, it can be reviewed and revised at a later time.

The Board agreed to move forward with the request.

Resolutions:

1. The Board of Commissioners approves the extension of resolution 20-0310 for the temporary public health emergency leave addendum./20-0382

**RESOLUTION NO. 20-0382 - RE: APPROVING THE EXTENSION OF
RESOLUTION 20-0310 FOR THE
TEMPORARY PUBLIC HEALTH
EMERGENCY LEAVE ADDENDUM.**

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

WHEREAS, the Board of County Commissioners adopted a Temporary Public Health Emergency Leave Policy via Journal Entry effective March 16, 2020 through April 2,2020; adopted an addendum to the policy via Journal Entry effective April 3, 2020 through May 7, 2020; and

WHEREAS, the Board of County Commissioners adopted Resolution 20-0310 on May 7, 2020 extending the Temporary Public Health Emergency Leave Addendum through June 4, 2020 and the Board elects to match the authority timeline as provided in the FFCRA; now therefore be it

RESOLVED, the Board of County Commissioners approves an extension of the Temporary Public Health Emergency Leave Addendum 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 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;

JOURNAL ENTRY: The Board of Commissioners agrees to rescind the recommendation to hire Donald Feller for the Regional Wastewater Superintendent position for Portage County Water Resources and authorize the reposting of this position.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOB & FAMILY SERVICES

Present: Kellijo Jeffries and Sue Brannon

10:42 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the compensation of a public employee. Also present: Human Resources Director Janet Kovick, Job and Family Services Director Kellijo Jeffries and Administrator Gene Roberts. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

10:46 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

After exiting executive session, the Board took no action.

Discussion:

1. March/April Data Report

Director Jeffries discussed the Data Report for March and April 2020.

2. Job and Family Services Operations, Outreach and Training Updates

As a result of the COVID-19 pandemic and guidelines that have been put in place, telework has been a successful solution for Portage County Job and Family Services to meet the

needs of the residents of Portage County. With extreme unemployment being a direct result of this pandemic, Director Jeffries feel it is necessary to open the Ohio Means JOBS location to the public June 29, 2020, contingent on the plexiglass being delivered before this date. The hours would be 9:00 AM – 11:00 AM and 1:00 PM – 3:00 PM (in order to sanitize the area between times) and they will only allow up to 10 people in the center at one time.

Although they cannot mandate wearing masks, they can strongly recommend the public wear a mask and the Office of Homeland Security and Emergency Management has provided a supply for their customers. If the other County buildings aren't opening in the near future, they can also use the Ohio Means Jobs Center to see clients on an emergency basis from the other 3 divisions (Children Services, Child Support and Public Assistance). All staff working out of the Ohio Means Jobs Center has received full training on safety.

Commissioner Clyde noted the Governor did not require masks, but a business or public entity could and she believes it would be a good recommendation to require masks and Director Jeffries may want to discuss with the on-site staff. Director Jeffries explained the signage says 'strongly recommend', but it can be changed to require use of masks and she would rather they use masks for everyone's protection but believed they could not require their use.

The Board supports the opening of the Ohio Means Jobs Center on June 29th.

Commissioner Kline asked Administrator Roberts if they would have to document if employees can't wear masks for some reason and Administrator Roberts noted they would have to wear a mask at any location as it's the employer's obligation to make sure employees wear a mask at work and he will find the language from the Ohio Department of Health. An individual business can require a visitor in their business to do a temperature check, a self evaluation and to wear a mask.

* * * * *

Due to ongoing risks related to the COVID-19 pandemic Portage County Job and Family Services has cancelled the following Fall and Winter events and will identify rescheduled dates in the future for 2021. A future press release will be created to announce these cancellations:

- Senior Forum
- Pathways to your Independence – Independent Living Program Graduation
- Fatherhood Celebration
- Back to School Health and Wellness Fair
- Child Support Appreciation Luncheon

There are 9 foster care graduating from high school this year, although no graduation party will be done, they will still provide a routine stipends and congratulatory outreach. The state will also provide a gift to all youth in foster care graduating this year.

Commissioner Christian-Bennett asked about children in foster care that age-out during the pandemic and Director Jeffries explained if there's a challenge with placement, the state will provide Job and Family Services with funding to maintain the child in current placement.

While a hiring freeze has been in place in Children Services since April 1, 2020, hiring of staff for other divisions will only be considered based on emergent need and will be reviewed with the Board of Commissioners as a recommendation.

As the department amends future operations, outreach and training, the Board of Commissioners will be kept abreast of all changes.

* * * * *

Director Jeffries mentioned every year, Job and Family Services provides back to school vouchers and historically they've provided \$100.00 vouchers for families on food assistance and \$75.00 for families on Ohio Works First cash assistance. This year, they've decided to offer all families \$75.00 voucher. Last year, they issued over 1,500 vouchers to families under the 200% poverty guideline and they can continue through TANF funds and they are working with a school to do an outdoor drive through pick up of vouchers type so no crowds will be gathering. Director Jeffries will update the Board in the near future.

3. Contract Terminations and Amendments – Family and Community Services.

Portage County Job and Family Services (PCJFS) have three support service contracts with Family and Community Services to provide support services to children and families working with the Child Protective Division. The names and amount of each contract are as follows:

- Intensive Intervention - current contract is for \$47,297.44
- Peaceful/Safer Solutions - current contract is for \$14,063.95
- Parenting Toward Solutions - current contract is for \$20,000.00

Total of three contracts \$81,361.39

Job and Family Services participated in several meetings with Family and Community Services (FCS) and collectively agreed to terminate Intensive Intervention and Peaceful/Safer Solutions effective July 31, 2020.

Director Jeffries will also amend the Parenting Toward Solution Contract by renaming it REACH. The vision of REACH is to *reach* children, adults, and families, by providing individualized services that promote renewed hope, resiliency, and relational fulfillment. The goal is to help individuals and families achieve independence, stability, and to reduce the risk of future or continued JFS involvement.

Each client referred to the REACH program will have a custom-tailored plan. FCS staff will ensure that each client's unique needs are taken into consideration. Crafting an individualized plan will provide an individual with the best odds of success in reaching their goals.

The discussed contract amount between both agencies for REACH will be at or below \$50,000 allowing PCJFS to realize additional contract savings in the Child Protective division of approximately \$30,000.

Once the new contract is amended and objectives are established it will be forwarded to the Board of Commissioners for approval.

4. 2020 Projected Children Services Budget

- At the last meeting, Director Jeffries presented strategies for cost reductions in Children Services and those strategies correlated to \$410,000.
- Ms. Brannon created a Children's Services Budget to illustrate to the Board how the funding comes into the agency throughout the year.
- The budget is based on \$410,000 from December on and since the last meeting, an additional \$209,000 has been identified in cost savings, with a total cost savings of \$620,886.09.
- The 'hole' is represented in the budget for a little less than \$1 million in funding, so despite the \$1 million dollar less in funding from Protect Ohio, and no GAPP funding until 2021, the Department came out with a projected budget at +\$180,000; however the number is contingent if placement costs and the kids in care can stay in a normal state.
- The numbers are based on approximately 200 children in foster care and 6 children in residential facilities.
- The budget will come back to the Board in September with real numbers through August 2020.
- If residential costs don't decrease, there is a chance Director Jeffries will need to come before the Board asking for financial support on placement costs.
- Last year, the placement costs associated with kids that are remanded in the care of Job and Family Services from the Courts were \$1 million dollars and they did not get any contribution from the courts.
- The Department has been carrying a \$3 million dollar average cost on placements for quite some time.
- They have exhausted every strategy outside of laying off staff to come up with the \$620,000 cost savings, and it's Director Jeffries' hope that they don't have increase numbers over the next 3 months and that they can strategize the social workers to step kids out of the residential placements as soon as they are able.

Ms. Brannon discussed the projected budget for Children's Services with the Board in greater detail.

- Deposits are broken down by month and totals expected.
- Expenses are budgeted for the expenses that are known (group home expenses, adoption, foster parents, payroll, and average monthly placement and contract expenses), along with a \$20,000 place holder for miscellaneous expense.
- Within each month, expected deposits were taken and expenses were subtracted and the end result, either negative or positive was shown for each month.
- The remainder of the 2019 contract payments were also included and the total started with a cash balance as of April 30th, it's still projected to have \$180,000 left over for expenses.

- It's hard to project ahead of time because the reimbursements are based on expenses.
- It is hoped that their reimbursements will go up and expenses will be reduced and the Department will be in a better situation at the end of the year.
- There is 1 allocation that is advanced and all other allocations are reimbursements.
- The gap funding for the Protect Ohio counties will be coming in January 2021 and they are not very clear on the use of the funding (ie. re-code past expenses or put towards future expenses).
- It is also not very clear whether the gap funding will be an advance or reimbursement and exactly how much it will be.

Commissioner Christian-Bennett asked if the department is current on 2019 invoices and Ms. Brannon explained the department will be as soon as July. Director Jeffries added they are behind because they did not receive the invoices in 2019 and everything received in 2019 was paid.

Administrator Roberts asked with the reporting of \$89,000 in cash effective April 30th, what was the number in 2019 and Ms. Brannon will find out and report back.

Commissioner Clyde asked how the \$184,000 projection compared to year end 2019 and Ms. Brannon responded they were less than \$100,000. Director Jeffries replied at the end of 2019, they did not have the cost saving measures in place as they were started in December, so the \$690,000 that they've realized is reflective in 2020 only.

Commissioner Clyde commented that they are losing \$1 million in Protect Ohio and Director Jeffries responded in 2020, the loss is \$1 million, but at the end of 2019, the department was less than \$500,000, projecting ahead in 2020, the loss is \$1 million over 12 months.

Director Jeffries noted the department found cost savings of approximately \$690,000, but a number of positions have not been replaced. Ms. Brannon pointed out the Protect Ohio deficit was based on the fact that the department didn't started receiving the 4-D reimbursement, so there was a gap. As of September 30th and prior, those services were covered by Protect Ohio. Starting October 1st, the department will receive Federal reimbursement. Ms. Brannon went on to say the department estimated \$1 million, but they will need to wait until the year's over to see what they would have received.

Director Jeffries noted the purpose of doing the more detailed budget versus what's in MUNIS is for the Board to see the dollars that come in, when they come in, and what they've done as best efforts in reducing costs. Director Jeffries has a meeting with Judge Berger and his staff, along with the Prosecutor's Office in a week and a half, to discuss creative ideas moving forward. The multi system youth funds available through Family and Children's First Council are not being utilized like they should in Portage because there have been zero applications. If parents can retain custody of their children and Job and Family Services is still able to work with them and utilize residential facilities, those

dollars don't have to come from the operating budget, they can come from the State of Ohio. The hope is that everyone can come to some kind of an agreement of how best to utilize the funds. Director Jeffries will keep the Board up to date.

Commissioner Christian-Bennett asked if the department is realizing any savings from having the group home and Director Jeffries noted a projected \$125,000 savings for the year based on 6 kids and they can seek reimbursement for the kids.

Director Jeffries noted the resolution request to advance taxes is better for the department to have the money sooner in the month than later and it was done last year, as well.

Resolutions:

1. The Board of Commissioners requests for the County Auditor to advance taxes from the proceeds of the 2020 tax collection year pursuant to section 321.34 of the Ohio Revised Code to Portage County Job and Family Services./Resolution No. 20-0383

RESOLUTION NO. 20-0383

**RE: REQUEST FOR THE COUNTY AUDITOR TO
ADVANCE TAXES FROM THE PROCEEDS
OF THE 2020 TAX COLLECTION YEAR
PURSUANT TO SECTION 321.34 OF THE
OHIO REVISED CODE TO PORTAGE
COUNTY JOB AND FAMILY SERVICES.**

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

WHEREAS, the County Auditor is hereby authorized and directed to pay to the Portage County Job and Family Services all monies now in the hands, and that may hereafter come into the hands of the County Treasurer, which are payable to the Child Welfare Levy, from the proceeds of the 2020 tax year collection, including without limitation, revenues from personal property taxes, real property taxes, and special assessments.

WHEREAS, Portage County Job and Family Services is hereby authorized and directed to furnish a copy of this Resolution to the County Auditor.

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;

Director Jeffries will be sending out correspondence to employees about the hiring freeze and prior to the freeze, Director Jeffries posted and second interviewed for the MIS Coordinator (IT Specialist) and asks the Board to authorize the hire for that position as it's critical now that they are teleworking and the Commissioner Christian-Bennett supports the hire. Commissioner Kline reiterated that the Board usually goes with the recommendation of the Director and Commissioner Clyde noted it makes sense to move forward with the hire.

Commissioner Clyde would like to try to come up with a standardized group of questions about hiring decisions going forward for Directors to think through whether the hire is absolutely necessary and Administrator Roberts should work with Director Kovick. In lieu of having the questions ready, Director Jeffries hire should move forward. Administrator Roberts asked if there's just one person in Job and Family Services responsible for IT and Director Jeffries responded the department has 3, but they have 4 program areas and 200 employees.

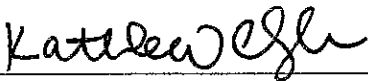
* * * *

Commissioner Kline wanted to take a moment to recognize Administrator Roberts and in the short time he's been in the County Administrator role, he's hit the ground running and that has been extremely helpful to the Board.

Motion: by Vicki A. Kline, seconded by Kathleen Clyde that the Board adjourn the Meeting of June 11, 2020 at 11:42 AM.

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

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of June 11, 2020.



Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk