



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

0576

Tuesday, June 12, 2018

9:31 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Matt Merchant, Internal Services Director JoAnn Townend, Human Resources Director Janet Kovick and Department of Budget & Financial Management Director Todd Bragg

Discussion:

1. Budget Shortfall:

- The Board has not heard back from Public Defender about his budget shortfall and it has been a month.
- The Board agreed to send a letter to the Public Defender indicating it does not intend to increase the Public Defender's appropriations and is still waiting on a proposed solution to the salary shortfall.
- Since the Public Defender's Office is not an essential function of the County, the Board could furlough the Department.
- The Board would need to provide indigent defense services through contracted attorneys, which costs more.
- Director Bragg noted the State will not reimburse the County on indigent defense if the Public Defender's Office is furloughed.
- Director Bragg suggests the Board send correspondence to both the Public Defender and the Sheriff, indicating current spending levels will exceed appropriations, we've asked you to stay within current appropriations, please provide detail on how you plan to accomplish this and give them a deadline to respond.
- Director Bragg recommends the Board check with outside counsel.
- Director Bragg reported there are errors on Judge Berger's court order.
- The burden of "reasonable and justified" is on the Board to prove that Judge Berger is not.
- The Board will need to provide legal counsel for Judge Berger and for the Board, along with the Public Defender and the Sheriff, should the budget issues fail to be resolved without court action.

- Judge Berger's Court Order increase of \$225,000 equates to a 1% raise for all employees in the County.
- Since the Board has received the Court Order, it could be challenged in court right now; the Public Defender and the Sheriff's budgets could not because to date, they have not exceeded their budgets.
- The Board will talk to Attorney Smith Thursday regarding recommendations on how to proceed.
- If current trends continue, Building Inspections will be over budget in their part time salary line and Motor Pool in their parts and outsourcing lines.
- The Building Department fee increase will begin in October 2018, which is General Fund money.
- Building Inspections can be turned over to the State.
- Director Bragg will provide a current up to date listing of what the Motor Pool and Building Department have spent and how much they are forecasted to go over.
- Workers' Compensation and the lack of the Juvenile Center payment are the largest errors in the report from Judge Berger, along with a few additional calculations in the health benefits, medical, contractual services and Fund 1149.
- Commissioner Kline suggested the Board talk to Judge Berger and Director Bragg mentioned another option would be to talk to the other Judges.
- Director Bragg pointed out the increase amount to \$307,000 from the beginning 2018 budget to the beginning 2019 budget from what Judge Berger has ordered.
- The Board agreed to continue with the Compensation Study.
 - Options to consider: Proceed with increasing everyone's salary to where they should be and make cuts as to the number of employees, alleviate through revenue increases, make cuts in other department and contractual services, and/or no raises altogether, or make change to the health benefits.
- Director Bragg will prepare correspondence to the Sheriff and Public Defender asking for a response by July 2, 2018.
- The Board will wait to talk with Attorney Smith on Thursday about Judge Berger's Court Order.

2. Wage Study

- The Request for Proposal was completed to update the compensation schedule, but some job descriptions haven't been updated. The Board agreed the Human Resources Department should send notice to each Elected Official and Department Head participating in the study, asking they review all job descriptions for any major changes and if they need updated, contact the Human Resources Department.
- For non-participating Departments, nothing will be done with their job descriptions.
- The Board does not want Clemans Nelson to update the job descriptions, it will be done through the Human Resources Department.
- Director Townsend will contact Clemans Nelson and ask that they conduct a point evaluation, place the job descriptions wherever they fall and create the new placement scale.

- The kick off meeting has not been scheduled because the contract is not signed. Director Townend will reach out to Clemans Nelson to see if we can schedule the kick off meeting before the contract is put in place.
- Director Bragg suggests having the County Administrator job description factored and Commissioner Kerrigan responded the Board could use the retainer next year for that purpose.
- The Board agreed everyone should be invited to the kick off meeting, whether they are participating in the Compensation Study or not.
- The kick off meeting should be scheduled early morning or at lunchtime at the Ravenna Library, and Director Kovick will handle the arrangements.
- All Commissioners' Department Heads will be invited to attend the kick off meeting.
- Director Kovick will ask Clemans Nelson when they need the remaining job descriptions returned to them.
- The Board agreed one notice will be sent by the Human Resources Department regarding the kick off meeting and will also indicate for those of you who agreed to participate, we will need your job description by whatever date Clemans Nelson provides.
- Director Townend will get a price so the agreement can move forward.

Motion To: Adjourn the Official Meeting of Tuesday June 12, 2018 at 10:30 AM

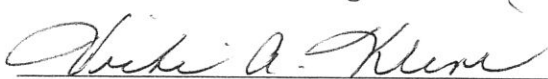
RESULT: ADOPTED [UNANIMOUS]

MOVED: Mike Kerrigan

SECONDED: Sabrina Christian-Bennett

AYES: Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

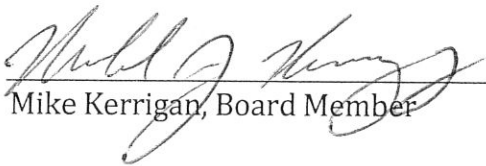
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



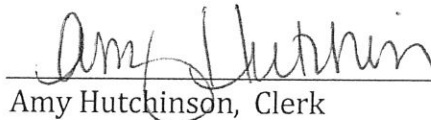
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk