



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, July 12, 2018

9:01 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	Absent

Also attending throughout the day Record Courier Reporter Matt Merchant and Deerfield Township Trustee Ed Dean.

Recessed to Solid Waste Management District: 9:01 AM
Reconvened: 9:04 AM

ADMIN TEAM

Present: Human Resources Department Director Janet Kovick, Water Resources Department Director Gene Roberts, Department of Budget & Financial Management Director Todd Bragg, and Internal Services Director JoAnn Townend

HUMAN RESOURCES:

Journal Entries - # 6 to 20

Discussion:

1. Compensation Study Update
Twenty five departments are participating in the study and information from twenty two of the twenty five has been sent to Clemans Nelson (missing information from the County Engineer, Sheriff and Veterans). The next step after the documents have been reviewed by Clemans Nelson, is to have the Human Resources Department contact all department heads to schedule a meeting.
2. Office Furniture/Standing Desk Policy Update
Ms. Michelle Crombie and Ms. Susan Lynn are working together on a policy and a draft will be presented next week.

DBFM:

Resolution(s) - #'s 1 to 7

Journal Entry - # 1

Director Bragg mentioned the State Auditor's Office does not approve on how the County moves some of its funding and the end result is a recommendation from the County Auditor's Office that everything be done via transfer resolution. Director Bragg presents two additional resolutions for Board consideration that will address the concern:

PLEASE ADD TO YOUR AGENDA

1. Annual Transfer Resolution:

Motion To: Annual Transfer from Fund 5200, PCS General Administration to Fund 5241 PCS OWDA 1993 Summit/18-0495

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

2. Transfer Resolution:

Motion To: Transfer from Fund 0001 General Fund to Fund 1480 Violence Against Women Grant/18-0496

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Discussion:

1. Sheriff's meeting

Director Bragg and Commissioner Kline met with the Sheriff's Office and they have agreed to investigate the increased overtime and comp time issue.

Director Bragg mentioned the Sheriff asked if the Board would consider reinstating Major Missimi's funding and if the Board would consider \$175,000 which represents the new contract amounts. Commissioner Kline believes the whole picture should be presented before the Board makes a decision and Commissioner Christian-Bennett agreed.

Director Bragg pointed out the following:

In General:

1. Counties across Ohio are struggling due to changes in State and Federal funding that reduced revenues as well as the pressures for additional services that a growing economy demand, along with the ongoing opioid issue affecting the entire county. Portage County is not immune to these issues and is currently working to balance each Elected Officials' needs within the given resource constraints. In 2016 and 2017, the budget was around \$42,100,000 each year and is expected to be around \$42,100,000 in 2018.
2. Portage County is currently under construction to expand its jail. Given the tight revenue conditions, opening the facility necessitates shifting resources from other areas in order to cover increased costs.

Why Layoff when your adding on to the existing Jail?

3. The Sheriff's Office is a large operation containing many different functions. While it is true the corrections side needs to expand, that expansion needs to come in part from cuts to other areas of the County, including other areas of the Sheriff's operation.

Specific to the Sheriff

4. The average bi-weekly salary portion of payroll for the Sheriff's Office in 2018 has been 3% higher than it was in 2017 (not counting the 2%). When factoring the retro payments for pending union contracts, that figure becomes a 5% increase. The County simply cannot sustain those levels of increases.
5. In 2016, the Commissioners increase the number of Corrections Officers and Road Patrol using part of the additional sales tax funding. It was hoped that the additions would help the Sheriff control overtime and comp time costs, however, these costs have continued to increase.

In response to the fact that less was budgeted in 2018 than spent in 2017:

6. The Commissioners have reviewed several line items with the Sheriff that reflect a \$790,057 difference between 2017 actuals and the 2018 budget. When reviewing those lines, the Sheriff's Office currently forecasts a budget surplus of \$72,023, thus it is not an issue when considering the potential deficit currently being discussed.

The one time allocation lines (such as equipment and cars) and 'one time' budgeted items such as phones and retirements, are budgeted in bulk elsewhere and moved into each office/department as expenses occur.

INTERNAL SERVICES:

Resolution(s) - #'s 8 to 9

Journal Entries - 2 to 5

PLEASE ADD TO YOUR AGENDA:

1. Reappointment to the Mental Health and Recovery Board
Director Townend would like the Board to reappoint Laura Mann and Emily Schmidlin to the Mental Health and Recovery Board and she will bring back the remaining Board appointments for discussion on Tuesday.

Motion To: Reappointment of Laura Mann and Emily Schmidlin to the Mental Health and Recovery Board pending background checks./18-0497

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Director Townend will also contact the applicants so they can schedule their background checks through Job and Family Services. Once the background checks have been completed, they will be presented to the Board for review.

2. Luketic Tree Damage - 4534 New Milford Road, Rootstown, Ohio
On June 14, 2018, the Board approved a \$4,000 payment to Mr. Luketic contingent upon receipt of information from the insurance company, which has now been received, for 2015 water damage to Mr. Luketic's trees located at 4534 New Milford Road, Rootstown, Ohio./Journal Entry II

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Director Bragg mentioned a carpeting company was in yesterday to re-glue portions of the carpeting in his area area and he wanted to make sure the Board was aware.

COMMISSIONERS' CONSENT AGENDA

July 12, 2018

1. Approval of the July 5, 2018 and July 10, 2018 regular meeting minutes.

RESOLUTIONS

July 12, 2018

Budget & Financial Management

1. Approve the Thursday, July 12, 2018 wire transfers for health benefits as presented by the

County Auditor and reviewed by the Department of Budget & Financial Management/18-0482

2. Approve the Thursday, July 12, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/18-0483
3. Approve the Tuesday, July 17, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/18-0484
4. Approve the Tuesday, July 17, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/18-0485
5. Approve the Tuesday, July 17, 2018 Then & Now Certification, as presented by the County Auditor./18-0486
6. Amend transfer resolution 18-0466/18-0487
7. Amend transfer resolution 18-0467/18-0488

Internal Services

8. Declaring the necessity of placing on the ballot of the November 6, 2018 General Election to be held in Portage County a renewal tax levy in excess of the ten-mill limitation for tax years 2019 through 2023 for the purpose for the operation of community programs and services authorized by the County Board of Developmental Disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities; certification of request to the Portage County Auditor for tax valuation and revenue generation./18-0489
9. Enter into an agreement between the Board of Commissioners and Coleman Professional Services/18-0490

Motion To: Approve the Consent Agenda for July 12, 2018

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

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9:34 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to conferences with an attorney for the public body concerning disputes involving the public body

that are the subject of pending or imminent court action. Also present: Attorney David Garnier. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Mike Kerrigan, Absent.

9:46 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Mike Kerrigan, Absent. After exiting executive session, the Board took no action.

Recessed: 9:47 AM

Reconvened: 10:00 AM

Recessed to the Public Hearings: 10:00 AM

**PORTAGE COUNTY DISTRICT LIBRARY
PROPOSED FY 2019 TAX BUDGET
PUBLIC HEARING
JULY 12, 2018
10:00 AM
AGENDA**

Present: Kristin Fabian and Cecelia Swanson, Portage County District Library, Department of Budget & Financial Management Director Todd Bragg, Deerfield Township Trustee Ed Dean and Record Courier Reporter Matt Merchant

Commissioner Kline called the Public Hearing to order at 10:00 AM

I. Welcome and Introductions – Commissioner Kline

II. Reading of the Public Notice – Commissioner Kline

This public hearing is being held today to hear public comment regarding the Portage County District Library's Fiscal Year 2019 Tax Budget.

The Proposed Tax Budget has been on display in the Portage County Commissioners' Office and the Portage County Auditor's Office, and available for public viewing since May 21, 2018.

Notice of this public hearing was published on June 21, 2018 in the Record-Courier Newspaper.

III. Public Comment and Questions

Ms. Fabian indicated the General Fund tax budget for the District Library does not really fluctuate and they rely solely on the Public Library Fund (PLF). The General Fund is about \$2.5 million dollars.

Ms. Swanson explained the Library offers a lot of on line services for those who cannot get to the facility. The on line services include downloadable ebooks, audio books and streaming ebooks and audio books that include movies, old television programs and music. There is also a magazine service so patrons can borrow magazine online. The online service provides several thousand rentals every month of circulations. The library also has a vending machine for books so patrons can scan their library cards and borrow books and movies in the NEW Center at NEOCOM.

IV. Adjournment

Motion To: Adjourn the Public Hearing at 10:04 AM

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Reconvened Regular Session: 10:04 AM

Motion To: Adopt the Portage County District Library's Proposed Tax Budget for FY 2019./18-0491

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Recessed: 10:05 AM

**PORTAGE LIBRARY CONSORTIUM
PROPOSED FY 2019 TAX BUDGET
PUBLIC HEARING
JULY 12, 2018
10:05 AM
AGENDA**

Present: Kristin Fabian and Cecelia Swanson, Portage County District Library, Department of Budget & Financial Management Director Todd Bragg, Deerfield Township Trustee Ed Dean and Record Courier Reporter Matt Merchant

Commissioner Kline called the Public Hearing to order at 10:05 AM

I. Welcome and Introductions – Commissioner Kline

II. Reading of the Public Notice – Commissioner Kline

This public hearing is being held today to hear public comment regarding the Portage Library Consortium Fiscal Year 2019 Tax Budget.

The Proposed Tax Budget has been on display in the Portage County Commissioners' Office and the Portage County Auditor's Office, and available for public viewing since May 21, 2018.

Notice of this public hearing was published on June 21, 2018 in the Record-Courier Newspaper.

III. Public Comment and Questions

Ms. Swenson noted the Consortium is a partnership between Reed Memorial, Ravenna, Kent Free and Portage County District Library. The libraries have reciprocal borrowing and purchased a circulation system as a group to save money. The Consortium is also part of a larger consortium across the state, which allows libraries to borrow additional materials with no charge to the borrower. The partnership has been in existence since 1989.

The Consortium generates about 4% of what is allotted to Portage County of the PLF and in addition, each library puts in \$ 15,000 of their own funding to supplement that effort.

IV. Adjournment

Motion To: Adjourn the Public Hearing at 10:09 AM

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Reconvened Regular Session: 10:09 AM

Motion To: Adopt the Portage Library Consortium Proposed Tax Budget for FY 2019./18-0492

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Ms. Swanson noted she will be retiring at the end of November 2018, so next year the Board will meet the Library's new Director.

Recessed to Solid Waste Management District: 10:10 AM
Reconvened: 10:16 AM

Recess: 10:16 AM

**PORTAGE COUNTY
PROPOSED FY 2019 TAX BUDGET
PUBLIC HEARING
JULY 12, 2018
AGENDA**

Present: Department of Budget & Financial Management Director Todd Bragg, Record Courier Reporter Matt Merchant, Deerfield Township Trustee Ed Dean and County Treasurer Brad Cromes

Commissioner Kline called the Public Hearing to order at 10:16 AM

- I. Welcome and Introductions – Commissioner Kline**
- II. Reading of the Public Notice – Commissioner Kline.**

This public hearing is being held today to hear public comment regarding Portage County's Proposed Fiscal Year 2019 Tax Budget.

The Tax Budget has been on display in the Portage County Commissioners' Office and the Portage County Auditor's Office, and available for public viewing since June 22, 2018.

Notice of this public hearing was published on June 21, 2018 in the Record-Courier Newspaper.

Director Bragg presented and discussed both the General and Non General Fund County budgets with the Board and several comments received from other departments.

III. Public Comment and Questions

Commissioner Kline asked if the tax budget is considered a wish list and Director Bragg indicated the most important part of the tax budget is the revenue certifications and the expenses are more of a guide.

Commissioner Kline asked if anyone has complained their budget was not acceptable and Director Bragg noted copies were distributed to fiscal contact in June and he received one comment on the General Fund portion and a couple comments on the Non General Fund.

Commissioner Kline asked if the Sheriff is \$15 million dollars this year and Director Bragg responded that is the projection. Commissioner Kline asked if this was an increase and Director Bragg noted that was their request.

Commissioner Christian-Bennett noted the Sheriff's Office has \$11 million for estimated 2018, but then it was bumped up to \$12 million for 2019 and Director Bragg pointed out that was their request for 2019. Commissioner Christian-Bennett also asked what is in the 'Other Expenses' and Director Bragg explained over the course of the next three months they will look at where increases have occurred and what will be approved/denied for the appropriations budget in December.

Director Bragg noted page 16 is the only change to the document that would be marked final July 12, 2018 and he recommends the Board adopt the final tax budget and the final page 16 and all other funds remain as they were presented in the draft.

Commissioner Christian-Bennett asked about Fund 1320 \$108,944 in 2017 actuals and Director Bragg believes it was a one-time allocation and he will investigate further.

IV. Adjournment

Motion To: Adjourn the Public Hearing at 10:26 AM

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Reconvened Regular Session: 10:26 AM

Treasurer Cromes asked if those who submitted the tax budget will receive copies and Director Bragg explained back in June all fiscal contacts were sent versions to review and Treasurer Cromes responded he has not had a chance to review it because he was unable to find it and it's not in MUNIS. Director Bragg noted the tax budgets have been on public display in the Auditor's Office and on the front counter of the Commissioners' Office and he will e-mail copies on request.

Motion To: Adopt the County's Proposed Tax Budget for FY 2019 with the final July 12, 2018 version as the correct attachment./18-0493

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

Commissioner Kline mentioned she has been approached by Judges and Elected Officials about having the tax budget entered into MUNIS, but Director Bragg explained he was never notified that his permissions to set up the process were removed by the Auditor's Office.

Director Bragg pointed out that every Elected Official was sent a letter in March which indicated the process has changed this year and the Department of Budget & Financial Management conducted meetings in place of the Level 1 entry in MUNIS, and those meetings would be used to determine the tax budget requests. Notification was included that MUNIS would no longer be used because of a timing issue. County Treasurer Cromes explained he met with Director Bragg and entered data into MUNIS, but pointed out the document was proposal level and not response level. Director Bragg replied there hasn't been a response until today and that response is that revenues are being sent to Budget Commission, but the Budget Commission has the right to change the figures.

County Treasurer Cromes asked if communication will be coming after today's meeting on what the Board tentatively approved and Director Bragg responded Treasurer Cromes can ask for a copy to be mailed to him.

INVESTMENT MANAGEMENT

Present: County Treasurer Brad Cromes

County Treasurer Cromes reported a Request for Proposal (RFP) was done earlier this year and as a result, twenty eight requested a copy of the RFP and eleven proposals were received from investment management and financial advisory firms. After review of the proposals, County Treasurer Cromes again recommends Meeder Investment Management to provide investment management and financial advisory services to Portage County.

Motion To: Approve provision of investment management and financial advisory services to Portage County, Ohio./18-0494

RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Vicki A. Kline
ABSENT:	Mike Kerrigan

**RESOLUTION NO. 18-0482 - RE: WIRE TRANSFER APPROVED AND CERTIFIED
TO THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 12, 2018 in the total payment amount as follows:

1. \$7,664.90 to Wage Works Contributions-Fund 7101; and
2. \$182,935.20 to Medical Mutual Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, July 13, 2018	\$ 7,664.90
Wire Transfer on Friday, July 13, 2018	\$ 182,935.20

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; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0483 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

07/12/18	464	\$ 5,325.03
07/12/18	463	9,811.20
07/12/18	448	8,889.06
07/12/18	447	246.75
07/12/18	445	84.00
Total		\$ 24,356.04

; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

RESOLUTION NO. 18-0484

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

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 17, 2018 in the total payment amount of **\$943,989.37** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, July 18, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 17, 2018 in the total payment amount of **\$1,467.92 to Moneris** 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

RESOLUTION NO. 18-0485

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RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

07/17/18	533	\$ 674.82
07/17/18	532	15,405.38
Total		\$ 16,080.20

; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0486 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an

appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, 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 herein are properly certified by the County Auditor in the amount of **\$217,545.51** as set forth in Exhibit "A" dated **July 17, 2018** 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION No. 18-0487 - RE: AMEND RESOLUTION NO. 18-0466, DATED
JULY 5, 2018 TRANSFERRING FROM 0001
GENERAL FUND TO FUND 1310 MHRB.**

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

WHEREAS, on July 5, 2018, the Board of Commissioners transferred funds from 0001 General Fund to Fund 1310 MHRB; and

WHEREAS, the fund numbers stated were incorrect; now therefore be it

RESOLVED, that the Board of Commissioners hereby amends Resolution No. 18-0466, dated July 5, 2018 to read as follows:

WHEREAS, the Portage County Board of Commissioners pledged to use money from the January, 2016 Portage County Sales and Use Tax to support criminal and administrative justice services including but not limited to making payments to any public agency or a private, non-profit agency, for the purpose(s) of diversion,

adjudication, detention or rehabilitation of adult or juvenile drug-related offenders;
and

WHEREAS, the Portage County Board of Commissioners tasked the Sales and Use Tax Advisory Oversight Subcommittee ("Subcommittee") with recommending an overall plan, reviewing any expenditure of the sales tax and providing feedback on the effectiveness of implemented strategies related to the Sales and Use tax, and having reviewed submitted proposals and having made their recommendations to the Board which included \$314,000 to provide an appropriate number of case managers who shall deploy to Portage County's 12 school districts during the 2018-2019 school year; now therefore be it;

RESOLVED, that the following transfer be made in the amount of \$ 314,000.00:

Debit: FUND 0002, GENERAL FUND
ORCODE- 20100009 910000 – Transfer Out \$314,000.00

Credit: FUND 1310, MHRB
ORCODE – 13109042 280000 – Transfer In \$314,000.00

and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Board of Mental Health, and the Department of Budget & Financial Management; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION No. 18-0488 - RE: AMEND RESOLUTION NO. 18-0467, DATED
JULY 5, 2018 TRANSFERRING FROM 0001
GENERAL FUND TO FUND 1310 MHRB.**

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

WHEREAS, on July 5, 2018, the Board of Commissioners transferred funds from 0001 General

Fund to Fund 1310 MHRB; and

WHEREAS, the fund numbers stated were incorrect; now therefore be it

RESOLVED, that the Board of Commissioners hereby amends Resolution No. 18-0467, dated July 5, 2018 to read as follows:

WHEREAS, the Portage County Board of Commissioners pledged to use money from the January, 2016 Portage County Sales and Use Tax to support criminal and administrative justice services including but not limited to making payments to any public agency or a private, non-profit agency, for the purpose(s) of diversion, adjudication, detention or rehabilitation of adult or juvenile drug-related offenders; and

WHEREAS, the Portage County Board of Commissioners tasked the Sales and Use Tax Advisory Oversight Subcommittee ("Subcommittee") with recommending an overall plan, reviewing any expenditure of the sales tax and providing feedback on the effectiveness of implemented strategies related to the Sales and Use tax, and having reviewed submitted proposals and having made their recommendations to the Board which included \$100,000 to provide an Portage County's 12 school districts to educate and prevent substance abuse during the 2018-2019 school year; now therefore be it;

RESOLVED, that the following transfer be made in the amount of \$ 100,000.00:

Debit: FUND 0002, GENERAL FUND
 ORGCODE- 20100009 910000 – Transfer Out \$100,000.00

Credit: FUND 1310, MHRB
 ORGCODE – 13109042 280000 – Transfer In \$100,000.00

and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Board of Mental Health, and the Department of Budget & Financial Management; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

RESOLUTION NO. 18-0489

-

RE: DECLARING THE NECESSITY OF PLACING ON THE BALLOT OF THE NOVEMBER 6, 2018 GENERAL ELECTION TO BE HELD IN PORTAGE COUNTY A RENEWAL TAX LEVY IN EXCESS OF THE TEN-MILL LIMITATION FOR TAX YEARS 2019 THROUGH 2023 FOR THE PURPOSES OF OPERATION OF COMMUNITY PROGRAMS AND SERVICES AUTHORIZED BY COUNTY BOARDS OF DEVELOPMENTAL DISABILITIES AND FOR THE ACQUISITION, CONSTRUCTION, RENOVATION, FINANCING, MAINTENANCE, AND OPERATION OF PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES FACILITIES; CERTIFICATION OF REQUEST TO PORTAGE COUNTY AUDITOR FOR TAX VALUATION AND REVENUE GENERATION.

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

WHEREAS

the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Portage County Board of Developmental Disabilities, established pursuant to Chapter 5126 of the Ohio Revised Code and, furthermore, a board subject to the jurisdiction of the Board of Portage County Commissioners; and

WHEREAS

the Portage County Board of Developmental Disabilities is currently levying a two (2.0) mill operating levy for a period of five years for the purpose(s) of providing funds for community mental retardation and developmental disabilities programs and services including Happy Day School, Portage Industries, Inc., and residential programs and services and for the acquisition, construction, renovation, financing, maintenance, and operation of mental retardation and developmental disabilities facilities administered by the Portage County Board of Developmental Disabilities ("Existing Levy"), the Existing Levy being outside the ten-mill limitation and approved by the voters of the County on November 5, 2013, and first placed on the tax list and duplicate in 2014 for collection beginning in 2015; and

WHEREAS,

the Portage County Board of Developmental Disabilities passed Resolution 18-06-09 certifying to the Board of Portage County Commissioners the need to levy a renewal of the existing tax, which is outside of the ten-mill limitation, in the amount of two (2.0) mills for each one dollar of valuation, which is the same rate as the existing levy, and amounts to \$0.20 for each one hundred dollars of valuation, for a period of five years for the purpose of providing for

the operation of community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes, and that renewal is sought pursuant to Sections 5705.03, 5705.19 and 5705.222 of the Ohio Revised Code; and

WHEREAS,

the Board of Portage County Commissioners has the discretion to determine how to fulfill its obligations to provide developmental disabilities programs; therefore be it

RESOLVED,

by this Board of Portage County Commissioners, pursuant to authority of Section 5705.03, and with at least two-thirds of all of the members elected thereto concurring, that:

Section 1. The amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide for the necessary requirements of the Portage County Board of Developmental Disabilities and that it is necessary to renew all of the Existing Levy, which is a tax in excess of the ten-mill limitation, for the purpose of providing for the operation of community programs and services authorized by county boards of developmental disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities, or for both of such purposes, and that renewal is sought pursuant to Sections 5705.03, 5705.19 and 5705.222 of the Ohio Revised Code; and

Section 2. The question of renewing the Existing Levy is intended for submission to the electors of the entire territory of the County at the election to be held therein on November 6, 2018. All of the territory of the Portage County Board of Developmental Disabilities is in Portage County, Ohio.

Section 3. Such renewal tax levy shall be at an annual rate not exceeding two (2.0) mills for each one dollar of valuation, which amounts to \$0.20 for each one hundred dollars of valuation, upon the entire territory of Portage County, for a period of five years.

Section 4. Such renewal tax levy shall be placed upon the tax list and duplicate for the 2019 tax year (commencing in 2019, first due in calendar year 2020), if a majority of the electors voting thereon vote in favor thereof.

Section 5. The Clerk of this Board is hereby authorized and directed to certify a copy of this resolution to the Auditor of Portage County, within ten (10) days of receipt of this Resolution, the total current tax valuation of the County and the dollar amount of revenue that would be generated by the levy if approved by the voters of the County; and therefore be it further

RESOLVED, that the Board of Portage County 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

RESOLUTION NO. 18-0490

-

RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND COLEMAN PROFESSIONAL SERVICES FOR INMATE PSYCHOLOGICAL SERVICES AT THE PORTAGE COUNTY JUSTICE CENTER.

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

WHEREAS, Portage County desires to provide a comprehensive professional consultation and psychiatric outreach program for all detainees within its physical control; and

WHEREAS, the objective of Portage County is to provide for the overall well-being by providing access to consultation and psychiatric outreach care; and

WHEREAS, Portage County desires to enter into an agreement with Coleman Professional Services to achieve these objectives; and

WHEREAS, Coleman Professional Services is in the business of providing consultation and psychiatric outreach services, and desires to provide such services for the County; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and Coleman Professional Services for a period of two (2) years (with an option to extend for additional 1 year) beginning on April 1, 2018 and ending March 31, 2020 in an annual amount not to exceed Thirty-three thousand and 00/100 dollars (\$33,000.00); 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 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; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0491 - RE: ADOPTION OF PORTAGE COUNTY DISTRICT
LIBRARY PROPOSED TAX BUDGET FOR 2019.**

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

- WHEREAS,** the Proposed 2019 Tax Budget of the Portage County District Library has been on display for public viewing at the offices of the County Commissioners and the Portage County Auditor since May 21, 2018; and
- WHEREAS,** a public hearing on the Proposed Fiscal Year 2019 Tax Budget of the Portage County District Library, as required by Ohio Revised Code 5705.28 and 5705.30, was held July 12, 2018 after being duly publicized in the Record-Courier, a newspaper of general circulation in Portage County on June 21, 2018; now therefore be it
- RESOLVED,** that the Proposed Fiscal Year 2019 Portage County District Library Proposed Tax Budget is hereby adopted, and that a copy of this resolution and two copies of the Proposed Tax Budget for Fiscal Year 2019 be signed by the President, Board of Commissioners, be forwarded to the County Auditor, along with one copy to the Department of Budget & Financial Management and District Library; 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; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0492 - RE: ADOPTION OF PORTAGE LIBRARY
CONSORTIUM PROPOSED TAX BUDGET FOR
2019**

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

- WHEREAS,** the Proposed 2019 Tax Budget of the Portage Library Consortium has been on display for public viewing at the offices of the County Commissioners and the Portage County Auditor since May 21, 2018; and
- WHEREAS,** a public hearing on the Proposed Fiscal Year 2019 Tax Budget of the Portage Library Consortium, as required by Ohio Revised Code 5705.28 and 5705.30, was held July 12, 2018 after being duly publicized in the Record-Courier, a newspaper of general circulation in Portage County on June 21, 2018; now therefore be it
- RESOLVED,** that the Proposed Fiscal Year 2019 Portage Library Consortium Tax Budget is hereby adopted, and that a copy of this resolution and two copies of the Proposed Tax Budget for Fiscal Year 2019 be signed by the President, Board of Commissioners, be forwarded to the County Auditor, along with one copy to the Department of Budget & Financial Management and District Library; 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; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0493 - RE: ADOPTION OF PORTAGE COUNTY PROPOSED
TAX BUDGET FOR YEAR 2019.**

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

- WHEREAS,** the Portage County Proposed Tax Budget for 2019 was prepared based on input from County elected officials and department directors; and
- WHEREAS,** the Portage County Proposed Tax Budget for 2019 was on display for public viewing at the offices of the Portage County Board of Commissioners and the Portage County Auditor on June 22, 2018; and

WHEREAS, a public hearing on the Portage County Proposed Tax Budget for 2019, as required by ORC 5705.30, was held on July 12, 2018 after being duly publicized on June 21, 2018 in a newspaper of general circulation; now therefore be it

RESOLVED, that the Portage County Proposed Tax Budget for 2019 be and hereby is adopted, and that a copy of this resolution and two copies of the Portage County Proposed Tax Budget be signed by the President of the Board of Commissioners and forwarded to 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 Vote As Follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

RESOLUTION NO. 18-0494 - RE: PROVISION OF INVESTMENT MANAGEMENT AND FINANCIAL ADVISORY SERVICES TO PORTAGE COUNTY, OHIO

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

WHEREAS, the County Treasurer, in accordance with Section 135.14 *et. seq.* of the Ohio Revised Code, utilizes the services of an investment management and financial advisory firm for the management of interim monies on behalf of political subdivisions in Portage County; and

WHEREAS, the County Treasurer drafted and managed a "request for proposals" process for the provision of those services, netting 29 requests for information 11 proposals from investment management and financial advisory firms; and

WHEREAS, the County Treasurer, in consultation with staff, has conducted a thorough review of said proposals and submitted a recommendation to the Board of County Commissioners; now therefore be it

RESOLVED, that the County Treasurer is hereby authorized to enter into contract negotiations on behalf of Portage County for the provision of said services by Meeder Investment Management ("Meeder") consistent with Meeder's proposal; and be it further

RESOLVED, that the Board of County 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 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 Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0495 - RE: ANNUAL TRANSFER FROM FUND 5200, PCS
GENERAL ADMINISTRATION TO FUNDS:
5241, PCS OWDA 1993 SUMMIT**

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

WHEREAS, in order to meet our debt obligations, it is necessary to transfer funds in the amount of \$2,070.40 to Fund 5241, as reviewed and recommended by the Director of Budget and Financial Management; now therefore be it

RESOLVED, that the following transfer of funds in the amount of \$2,070.40 made as follows:

FROM:

FUND 5200 PCS GENERAL ADMINISTRATION
ORG CODE- 52004009
Debit Expense Account
Object: 910000 - Transfer Out

\$2,070.40

TO:

FUND 5241, PCS OWDA 1993 SUMMIT
ORG CODE- 52410602
Credit Revenue Account
Revenue Source 280000 - Transfer In

\$2,070.40

TOTAL TRANSFERS IN

\$2,070.40

and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County

Auditor, the Department of Budget and Financial Management and the Water Resources 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 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; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0496 - RE: TRANSFER FROM FUND 0001, GENERAL FUND
TO FUND 1480, VIOLENCE AGAINST WOMEN
GRANT.**

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

WHEREAS, the Portage County Board of Commissioners approved an operating transfer; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$40,000.00

FROM:

FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 910000 - Transfers Out

\$40,000.00

TO:

FUND 1480, VIOLENCE AGAINST WOMEN

ORGCODE - 14803002

Revenue Account

Object: 280000 - Transfer In

Project: 8A588

and be it further

\$40,000.00

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, Prosecutor's Office and the Department of Budget and Financial Management, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

RESOLUTION NO. 18-0497 - RE: APPOINTMENT TO THE PORTAGE COUNTY MENTAL HEALTH AND RECOVERY BOARD.

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

WHEREAS, Ohio Revised Code 340.02 indicates the members of the Mental Health and Recovery Board of Portage County will be residents of the district and shall be interested in mental health programs and facilities or in alcohol or drug addition programs; and

WHEREAS, each year each board member shall attend at least one in-service training session provided or approved by the department of mental health or the department of alcohol and drug addition; and

RESOLVED, that the Portage County Board of Commissioners does hereby appoint the following members to a four year terms beginning July 1, 2018 and expiring June 30, 2022:

Laura A. Mann
6007 Giddings Road
Rootstown, OH 44272

Emily A. Schmidlin
695 Doramor Street
Kent, OH 44240

; 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; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Absent;

10:41 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the employment of a public employee. Also present: Clerk Amy Hutchinson. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Mike Kerrigan, Absent.

10:45 AM Clerk Hutchinson left the meeting

10:45 AM Administrative Assistant Julie Gonzales attending the meeting

10:48 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Mike Kerrigan, Absent;

After exiting executive session, the Board agreed to the reassignment of the Commissioners' Clerk and the Commissioners' Administrative Assistant from Internal Services to the Board of Commissioners effective July 23, 2018. A Journal Entry reflecting this action will be presented July 19, 2018.

Recessed: 10:50 AM

Reconvened: 11:02 AM

PUBLIC COMMENT

Present: James Chandler

Mr. Chandler invited the Board to the Complex Committee's kick off open house event for the Junior Fair Livestock Complex on July 21, 2018, 3:00-5:00 PM, Farm Bureau Ag Building, Portage County Randolph Fairgrounds.

JOURNAL ENTRY

July 12, 2018

Department of Budget & Financial Management

1. The Board of Commissioners approved the June 2018 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.

Internal Services

2. The Board of Commissioners approved the increase in fees for both owner surrendered dogs

and owner surrendered dogs for euthanasia from \$50.00 to \$100.00, effective July 12, 2018 as presented by the Portage County Dog Warden on July 5, 2018.

3. The Board of Commissioners authorizes Michelle Crombie to sign the on-line renewal application to continue the Bureau of Workers' Compensation Individual Retrospective Rating Program beginning January 1, 2019 at the same \$200,000 claim limit and 150% maximum premium, as presented by the Director of Internal Services.
4. The Board of Commissioners approved the purchase to furnish and install a new tank unit assembly for the Riddle Block elevator project from the Otis Elevator Company as presented by the Director of Internal Services.
5. The Board of Commissioners approved hiring the Spalding/Emig Company to obtain easement appraisals on five properties for the Hills Pond Dam removal project as presented by the Director of Internal Services.

Human Resources

6. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Melissa Boyd as a Clerical Specialist 3, replacing Michelle Wiley, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is July 30, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
7. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Pamela Huzvar, PCSA Supervisor, for Portage County Job & Family Services, effective July 13, 2018, presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent PCSA Supervisor, replacing Pamela Huzvar, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Matthew Caldwell, Eligibility Specialist, to JOBS Counselor, replacing Dustin Dickerson, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is August 13, 2018.
10. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent Eligibility Specialist, replacing Matthew Caldwell, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
11. The Board of Commissioners approved the revised job description for the JFS Director position within Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.

12. The Board of Commissioners approved the revised job description for the JFS Business Services Supervisor position within Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
13. The Board of Commissioners approved the revised job description for the Quality Review Specialist position within Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
14. The Board of Commissioners signed Personnel Action Form for a professional development wage increase for Tammy Miracle, Laboratory Technician I, for Portage County Water Resources, effective July 16, 2018, for completing Step II of the approved Professional Development step plan. This also qualifies her for the Laboratory Technician II title, presented by Janet Kovick, Human Resources Director.
15. The Board of Commissioners signed Personnel Action Form for a professional development wage increase for Jessica Wilson, Biologist, for Portage County Water Resources, effective July 16, 2018, for completing Step II of the approved Professional Development step plan, presented by Janet Kovick, Human Resources Director.
16. The Board of Commissioners signed Personnel Action Form authorizing the promotion of Harry Carpenter from Engineering Technician II to Engineering Technician III, for Portage County Water Resources, effective July 16, 2018, presented by Janet Kovick, Human Resources Director.
17. The Board of Commissioners approved the revised job description for the Administrative Assistant position within the Portage County Board of Commissioners Office, as presented by Janet Kovick, Human Resources Director.
18. The Board of Commissioners approved the revised job description for the Clerical Specialist position within the Portage County Board of Commissioners Office, as presented by Janet Kovick, Human Resources Director.
19. The Board of Commissioners approved the revised job description for the Director position within the Portage County Internal Services Department, as presented by Janet Kovick, Human Resources Director.
20. The Board of Commissioners approved the revised job description for the Records Manager and Printer position within the Portage County Microfilm and Record Center/Print Shop Department, as presented by Janet Kovick, Human Resources Director.

Motion To: Approve the Journal Entries for July 12, 2018

RESULT: ADOPTED
MOVED: Sabrina Christian-Bennett
SECONDED: Vicki A. Kline
AYES: Sabrina Christian-Bennett, Vicki A. Kline
ABSENT: Mike Kerrigan

JOURNAL ENTRY II

July 12, 2018

1. The Board of Commissioners authorized payment of \$4,000 to homeowner Tony Luketic as reimbursement for tree damage at 4534 New Milford Road, Rootstown, as presented by Internal Services Director JoAnn Townend. The Board of Commissioners agreed Internal Services Director Townend will prepare the necessary Settlement and Release Agreements.

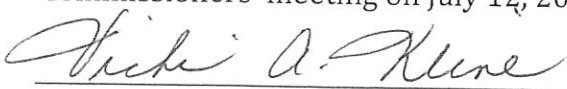
Motion To: Approve Journal Entry II for July 12, 2018

RESULT: ADOPTED
MOVED: Sabrina Christian-Bennett
SECONDED: Vicki A. Kline
AYES: Sabrina Christian-Bennett, Vicki A. Kline
ABSENT: Mike Kerrigan

Motion To: Adjourn the Official Meeting of July 12, 2018 at 11:05 AM

RESULT: ADOPTED
MOVED: Sabrina Christian-Bennett
SECONDED: Vicki A. Kline
AYES: Sabrina Christian-Bennett, Vicki A. Kline
ABSENT: Mike Kerrigan

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on July 12, 2018.



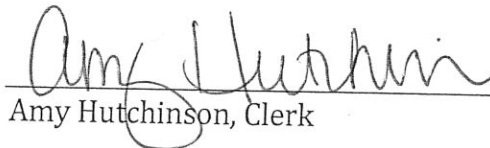
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President

-----ABSENT-----

Mike Kerrigan, Board Member



Amy Hutchinson, Clerk