



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

0824

Tuesday, July 17, 2018

9:30 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 Todd Peetz and Evelyn Beeman, Regional Planning Commission; Greg Alliser, Governor's Office; Ed Dean, Deerfield Township Trustee; Record Courier Reporter Matt Merchant; Department of Budget & Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

Recessed: 9:33 AM

Reconvened: 10:43 AM

The Board discussed its findings after touring the Administration Building's 6th floor area.

- A wall will be put in place in Room 620 and the Board will have staff get pricing on something permanent vs. temporary.
- Carpet is needed in Room 611 so that John Groselle can move over.
- The Board of Revisions will need to meet on the first floor in the meeting room that is available to everyone. The room will need additional attention, including rewiring from Job and Family Services servers on the second floor to the servers on the sixth floor.
- Rooms 601-605 patch walls, paint and clean carpets so that Regional Planning Commission can move into the area.
- In Room 619, the lock needs changed.
- The front half of Room 620 should be carpeted.
- Director Peetz will need to get with Information Technology Services about the computers for his staff.
- Room 620 needs carpeting.
- Phone boxes need to be removed.
- The Tax Map Department will not be moving to the 6th floor because they need more space.
- Director Townend will investigate the condition of the walls and the carpet on the first floor meeting room.

- The Board talked about putting computers in the first floor meeting room, but Director Bragg suggested laptops locked in a cabinet instead.
- Check all keys on the 6th floor, and rekeying Information Technology separate from Regional Planning Commission.

The Board discussed the grant writer position at the Planning Commission and noted Admin Fees are not always attached to every grant and there are a lot of grants which the Townships are unable to provide the required local match. Additionally, many of the grants are ones the County has been getting. The grant position was created with the understanding it would be funded the first year and it would be able to sustain itself, but the Board ended up funding it for a second year, as well.

BOARDS AND COMMISSIONS

The Record Courier provided a quote of \$603.50 for a one quarter page advertisement and also suggested a front page note (2 columns by 4 inches) for \$750.00. The Board agreed move forward with the one quarter page advertisement for \$603.50. Director Townend will ensure the pricing includes full color and she will also check when the advertisement will run.

Commissioner Christian-Bennett presented the receipt for the donation from Duma's Meats for the employee appreciation day so a resolution can be created for Thursday. Director Bragg pointed out that a separate resolution will also need done for the donation of the leftovers to the Center of Hope.

Board Reappointments needed:

Jeff Coffee – Board of Building Appeals

Luett J. Hanson - Public Defender Commission

Interviews:

Joanne Frick and Jennifer Schumm - Mental Health and Recovery Board

Job and Family Services Director Kellijo Jeffries will have a Memorandum of Understanding drawn up for fingerprinting of Board candidates on the 3rd floor, which costs \$50.00 for each BCI and FBI check.

Commissioner Kerrigan would like to delay interviews for PMHA and PARTA applicants until the advertisement is published.

Director Townend will bring back resolutions for the reappointments on the Airport (John Festa and Christopher Gilmore), Board of Building Appeals (Hal Stamm, Jeffrey Coffee, and Theodore Manfrass) and the Public Defender (Luett J. Hanson). Director Townend will set up interviews for Mental Health applicants (Joanne Frick and Jennifer Schumm) on a Tuesday morning.

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Treasurer Cromes was approached by representatives from the Ohio Democratic Party looking for a location to have press availability in Portage on the subject of Medicaid expansion this Thursday. The space will need to accommodate twenty to thirty people for approximately one half hour between 10:00 AM-11:00 AM. He would like the Courthouse lawn, Administration Building's front entrance or the first floor conference room (rain location). Director Townend will check with the Prosecutor's Office to see if anything prohibits a political gathering and if not, they should provide the insurance, pay the \$1.00 fee and submit the After Hours form for signature.

Commissioner Kline brought up the fact that Clerk Amy Hutchinson has been asked to attend a meeting at the Water Resources lab on Monday, July 23rd at 9:30 AM with Woody's to discuss a new sound system for Water Resources and the Board agreed it was appropriate for her to attend.

Commissioner Christian-Bennett received correspondence from Frank Hairston, PARTA, requesting a letter of support for the CNG upgrade to their current bus wash and the Board agreed Director Townend should prepare the correspondence for Board signature.

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Commissioner Kline explained there are rumors going around about the 7th floor, specifically about additional duties for the Commissioners' Administrative Assistant. Director Bragg explained when Denise French is out of the office or at lunch, it's possible there may be a need for additional backup coverage up front, but that still needs to be decided by the Board.

Director Bragg indicated his staff currently covers itself with any absences and Commissioner Kerrigan remarked long term it would be helpful to review staff's duties to see where we can become more efficient down the road. Director Kovick noted whoever is working the front counter would only need to time stamp applications or resumes on their behalf. The Board agreed it needs to get everyone settled on the 7th floor first, then it can look at cross training employees.

Director Bragg, Director Townend and Director Kovick met yesterday and decided moving to the 7th floor would work for both the Department of Budget & Financial Management and Human Resources Department.

- The server room (Room 709 ½) has been cleaned out and is almost ready to go.
- The computer rack in 709 ½ will need to be condensed and remain in the same area with the ability for the rack to swing out for possible repairs.
- Room 709 is ready.
- Replace the carpet in 709 and 709 ½.
- The conference room is staying the same.
- Maintenance will need to measure and bring the table and chairs up from Department of Budget and Financial Management.
- Room 707 conference room table is not an easy move, but will need to be taken off the 7th floor.
- Room 706 is Bob Walker's old room and it is empty.

- Room 705 is Jim Greener's office.
- Room 704 is Michelle Crombie's office.
- Room 703/702 are Director Townend's rooms
- Room 701 is Shannon Kautzmann's office.
- Outside of Shannon is Becky Barthol's area.
- The center area holds Commissioners' Jeter files, which are lockable, and there is a lockable closet with Jeter files in the hallway that holds the Commissioners' agendas.
- The scanning station in the center could be moved or other arrangements made to free up space in the center area.
- The large black and white printer in the center area has been removed and the color printer is currently broken, but is scheduled to be fixed or removed, and color copies can still be made through Purchasing's copier outside of Director Townend's office.

The Board agreed it will start with the 7th floor renovations and will move to the 6th floor and then the Board will investigate County Auditor Esposito's concerns with the 3rd floor.

Commissioner Kerrigan noted the NACo conference went well and he has new ideas that could work for Portage County.

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Motion To: Adjourn the Official Meeting of Tuesday, July 17, 2018 at 11:34 AM

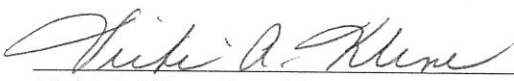
RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

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

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



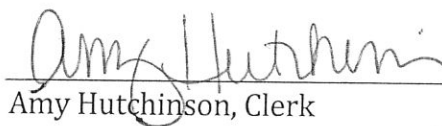
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk