



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

Tuesday, July 24, 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 Deerfield Township Trustee Ed Dean and Record Courier Reporter Matt Merchant.

PROSECUTOR UPDATE

Present: Denise Smith, Human Resources Department Director Janet Kovick, and Internal Services Director JoAnn Townend

Prosecutor's Update:

- Harper's Ditch, Coit Road, Shalersville Township: Director Townend to investigate the status and report back to the Board. (After investigation, no further action needed by the Board of Commissioners or the County Engineer). Remove from pending list.
- Replat/survey Brady Lake property: The County has tried to get in touch with the owner to redraw the lines for the property and fix the problem, but the owner cannot be reached. Director Townend will get an address for Commissioner Christian-Bennett to stop by the property and investigate.
- Angelo Pezzaniti vs. Board of Commissioners and Solid Waste Management District: The arbitration was withdrawn so this can be removed from the pending list.
- EEOC claim for Dog Warden: The individual never returned the signed document charging the Dog Warden so this can be removed from the pending list.
- EEOC claim for former Public Defender Dennis Lager: Mr. Lager was issued a right to sue letter in February 2018 and he had ninety days to file and he didn't, so this item can be removed from the pending list.

Attorney Smith mentioned another item not on the pending list was Heller, an individual who was terminated by the Public Defender's Office by Dennis Lager and this item is no longer active because no probable cause was found in November 2017. Remove from pending list.

9:37 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session for employment of a public employee. Also present: Attorney Denise Smith and Human Resources Department Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:06 AM Clerk Hutchinson and Administrative Assistant Gonzales attending

10:20 AM Clerk Hutchinson and Administrative Assistant Gonzales left the meeting

10:29 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

COURTVIEW DISCUSSION

Present: Department of Budget & Financial Management Director Todd Bragg; Clerk of Courts Jill Fankhauser; Information Technology Services Director Lloyd Alger; Internal Services Director JoAnn Townend; County Auditor Janet Esposito; Brimfield Township Trustee Dick Messner

The original verbal agreement between the Courts and the Board of Commissioners was to utilize fees collected from the Computerization and Technology fund to pay for Courtview. Since its inception, there have been only a couple of exceptions made by the Board such as when the upgrade was made from a very old version of Courtview to the latest version, and when an extra invoice was received in 2005 for a one-time upgrade and the Courts couldn't agree, so the Board paid \$26,000 as a one-time fee and agreed it would be the only time it would pay for Courtview.

The current outstanding invoices were presented to the County in November of 2017 and the disagreement centers around who should pay what share. There is an original breakout Clerk of Courts Fankhauser created based on licenses, but the Courts didn't accept it, so Judge Giulitto created another breakout based on court cases and that is before the Board today. Judge Giulitto requests an annual contribution by the Board of \$51,000, but this year it is reduced to \$42,000 because the Clerk of Courts and Municipal Courts overpaid their portions, according to the formula.

The question before the Board is whether it will pay the \$51,000 per year, net \$42,000 this year, from the General Fund or the Board's other option is to have the Courts figure out how they are going to pay it as per the original agreement.

- The courts are arguing that the Commissioners should pay for the costs of the public viewing module, however this only equates to \$2,300 per year, which is currently paid for by the Clerk of Courts.
- Job and Family Services have no license and they only use the public access portion.
- Courtview is a case management system and that is how the Court monitors its cases.
- The several instances when the Board paid a portion of the invoice were for upgrades, not for basic service.

Commissioner Christian-Bennett noted the Board cannot take on this burden, especially this year, and wonders what the Courts are going to do with the \$42,000 savings they are expecting the Board to pay.

Mr. Alger explained the user account / license based model is a very predictable breakout and the County added eighteen read only licenses for the Courts to access Jailview, at no cost to the County.

Commissioner Christian-Bennett asked if the Board could reduce the budget amount given to the Courts and Director Bragg reported no money can be spent without the Commissioners appropriating it, but the Judges have the power to order appropriations.

Ms. Fankhauser explained this is more of a Common Pleas problem because they get fewer cases and receive fewer court costs.

Reporter Merchant asks who holds the contract for Courtview and Director Bragg explained the Board is the contracting authority. Director Bragg further notes that there is enough money sitting in the court's technology and special fund balances, almost over \$500,000 combined, to cover the cost of this year's Courtview invoice.

The Board agreed it will need to have a meeting with all parties involved because Courtview wants paid as soon as possible and may shut down the system by October.

The Board also discussed Jailview at the Justice Center and the question remains that if it's never worked, why are we paying for it? Mr. Alger responded the system works, but when the expectations weren't met, the Sheriff's office believed it never worked. They are working on an upgrade to the Jailview system to meet the expectations, but it is still in development phase (since 2014). The system, as it currently stands, leaves room for error and lack of training because of employee turnovers have impacted the system as well. Jailview has been paid in the past and the Sheriff's Office plans to continue making payments towards the interface. Mr. Alger has been meeting with the Sheriff's Office so they understand the process.

Director Bragg pointed out that until Courtview is paid in full, there will be no technical support provided to the County by the vendor.

The Board asked the Clerk to schedule a meeting with the Judges and everyone else involved with Courtview to discuss in more detail and to devise a solution.

Fankhauser

2018 COURTVIEW SUPPORT AND MAINTENANCE

CourtView Licenses	Users	Used %	Amount Due for Licenses	eAccess ePayment	Database Support	NetDMS Imaging Bundle	Total Amount Due
160							
\$97,595							
Clerk of Courts	48	30%	\$29,279	\$2,373	\$4,784	\$19,419	\$80,299
Municipal Court	15	20%	\$19,214				\$19,214
* 1/2 Adult Probation (33)	16.5						
Common Pleas & Domestic Relations Court	27	27%	\$26,534				\$26,534
* 1/2 Adult Probation (33)	16.5						
Juvenile & Probate Court	33	21%	\$20,129				\$20,129
*Juv Probation-not included	18						
*Juv Detention-not included	28						
Total Clerk & Courts Users	202	98%	\$95,155				\$146,175
Other users							
*Sheriff's Dept-not included	5						
Total users	207						
Remaining balance							
Total CourtView Support							\$2,440
							\$148,615

We have 160 licenses with 207 users. Total amount due for licenses is \$97,595.

*Excluding the Juvenile Probation & Detention and the Sheriff's Dept users, we have based the amount due for licenses by users
 *Probation users were split between the Common Pleas & Municipal Courts.

The Clerk of Courts is paying 100% of all other support & maintenance of CourtView.

The remaining balance of \$2,440 needs to be paid either by the Commissioners or the Courts.

Invoice attached.

Giulitto

PROPOSAL

	Cases	\$.50/Case from		Non-License Related	Contrib.	TOTAL	RECONCILIATION				TOTAL
		ORC Charge	Related				Actually Paid	Over/Under Payment	Note Recalc	Over/Under Note Recalc	
Muni	31710	\$ 15,855.00				\$ 15,855.00	\$ 19,214.00	\$ 3,359.00	1 \$	-	\$ 15,855.00
Common Pleas	7873	\$ 3,936.50				\$ 3,936.50	\$ 3,936.50	\$ (3,936.50)	1 \$	(577.50)	\$ 3,936.50
Clerk	1718	\$ 19,791.50	\$ 51,020.00			\$ 70,811.50	\$ 80,299.00	\$ 9,487.50			\$ 80,299.00
Probate	2729	\$ 859.00				\$ 859.00		\$ (859.00)			\$ 859.00
JDC		\$ 1,364.50				\$ 1,364.50		\$ (1,364.50)			\$ 1,364.50
Prob Clerk		\$ 859.00			\$ 1,800.00	\$ 1,800.00		\$ (1,800.00)			\$ 1,800.00
Juv Clerk		\$ 1,364.50				\$ 1,364.50		\$ (859.00)			\$ 859.00
BOC					\$ 51,765.00	\$ 51,765.00	\$ 49,102.00	\$ (2,663.00)			\$ 1,364.50
Total Invoice						\$ 148,615.00	\$ 148,615.00				\$ 42,277.50
											\$ 148,615.00

*License fee \$ 148,615.00
\$ 97,595.00

- 1 - Transfer \$3,359.00 from Common Pleas to Municipal as reimbursement
- 2 - Transfer \$577.50 from Common Pleas, \$859.00 from Probate, \$1,364.50 from Juvenile, \$1,800.00 from JDC, \$859.00 from Probate Clerk and \$1,364.50 from Juvenile Clerk to Clerk as reimbursement

This proposal was agreed to by Judge Pittman, Judge Doherty, Judge Giulitto, Judge Poland, Judge Berger, Judge Oswick, Judge Fankhauser and by Judge Berger as the Clerk of the Portage County Probate Court and as Clerk of the Portage County Juvenile Court. Clerk of Courts, Jill Fankhauser, already remitted \$80,299.00 toward the CourtView invoice. She is not in agreement with the proposed division of the invoice; however, she is not seeking any reimbursement.

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County Auditor Esposito asked why the General Fund portion of the Tax Budget was not attached to the Resolution that came down to her office on July 12th and Director Bragg indicated he will provide a new copy of the entire document.

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Mr. Messner attending on behalf of the Brimfield Township Trustees, to thank the Board for the cooperation and signature on the Revenue Sharing Plan for the Maplecrest TIF.

JOB AND FAMILY SERVICES

Present: Kellijo Jeffries and Sue Brannon, Job and Family Services; Internal Services Director JoAnn Townend, Department of Budget & Financial Management Director Todd Bragg

Commissioner Christian-Bennett explained the TOPS plaza on Water Street in Kent sold in 2014 for \$600,000 and she believes \$2.5 million is too high for a building that has been vacant for seven years. Director Jeffries explained that Jack Kohl has not attempted to negotiate price with the owner and the amount was just the seller's first offer. Commissioner Christian-Bennett pointed out that Mr. Kohl stated the owners would like to lease rather than sell the building and Director Jeffries explained the lease option amount was too high for her department.

Commissioner Christian-Bennett suggested the Board hire a local commercial realtor to appraise the GoodCents facility before making an offer.

Commissioner Christian-Bennett also pointed out the Fortis College building will be available and will have 24,000 square feet available with room for expansion for the One Stop concept. Director Jeffries will check to see if PARTA's route includes the Fortis building.

Director Bragg presented and discussed the following preliminary handouts:

Preliminary Discusison Related to JFS Goodcents Proposal

JFS Only Leaving Riddle and Annex

	Rent	Riddle	Annex	Total	Goodcents
(1)	Bldg Capt.	27,202	13,812	41,014	200,000-250,000
(2)	Insurance	704	1,251	1,955	~10,000
(3)	Operations	40,129	61,096	101,225	???
		68,035	76,159	144,194	(300,000)
(4)	JFS share of Riddle Security			23,747	70,000
(5)	Preliminary Loss to County			167,941	? 580,000 (\$12 per Sq ft. = 560,000 + security = 630,000)

Concerns:

- (6) Can JFS afford this option, or will it lead to consolidation at Goodcents anyway.
- (7) Will the county need to increase costs (maintenance etc.) to 'maintain' this new facility
- (8) What do we do with the Annex? Remodel/tear down/try to rent as is.
- (9) Who would take over space in Riddle (and/or Annex). If Prob or Pub Def spread out, loss is 'permanent'
- (10) \$167,941 loss is not insurmountable, but would require reductions elsewhere.

Preliminary Discussion Related to JFS Goodcents Proposal

JFS leaves all County locations to create 'One Stop' at Goodcents

	JFS Rent	Admin	Riddle	Annex	Total	Goodcents
(11)	Bldg Capt.	160076	27,202	13,812	201,090	200,000-250,000
(12)	Insurance	8393	704	1,251	10,348	~10,000
(13)	Operations	218901	40,129	61,096	320,126	? Similar ?
		387,370	68,035	76,159	531,564	
(14)	JFS share of Riddle Security				23,747	
(15)					555,311	

Riddle Summary

<u>Revenue</u>				<u>Expenses</u>		
	<u>Debt Fund</u>	<u>Int Serv</u>	<u>GF</u>	<u>Debt Fund</u>	<u>Int Services</u>	
(16)						
(17)	JFS	57,144	12,756	680		
(18)	Pub Def	14,947	0	13,706	(State portion only)	
(19)	Probation	0	0	0		
(20)	Tavern 188	7,459	1,465	89		
(21)	Heisa	9,099	1,625	108		
(22)	HomeTown	16,944	3,026	202		
(23)	Simon & Sir	9,697	1,732	115		
(24)	Sly	5,040	900	60		
(25)		120,331	21,503	14,961		
				Debt	Utilities	Balance To GF
				195,000	50,000	88,205.39

- (26) \$88,000 only includes debt payments and Utilities, there are other costs as well ...
 (27) County currently owes \$1,480,000 on a \$2,376,000 bond that runs through 2027, at roughly \$195,000 per year.

- (28) \$88,205 + State's portion of Pub Def costs (if they moved to Admin) = \$116,000 GF gain
 (29) Less some (or all) of Riddle Security (72,000) = \$188,000 (if all security can be saved)

- (30) JFS Rent less initial costs savings = \$367,000
 (31) Less Riddle/Annex only loss = \$199,000

- (32) If Riddle can be sold for \$1,500,000 and there are additional savings of more than \$199,000, then this would
 (33) be a better option than only moving Riddle and Annex.

Concerns:

- (34) The Courts want Probation close to them.
 (35) Would the county incur additional costs at Goodcents that would negate 'Riddle savings'
 (36) What to do with the Annex
 (37) JFS actually has less space (49,623 versus 47,235) does this really work

JFS all goes to Goodcents and we keep Riddle/Annex

- (38) Rent and Security 555,311

Concerns:

- (39) Without better information regarding vacant space use this is unsustainable ...
 (40) JFS actually has less space (49,623 versus 47,235) does this really work

Preliminary Discussion Related to JFS Goodcents Proposal

JFS takes 3rd floor space while the county reviews possible building options

Building options could include

- (41) Replacing all operations at Riddle/Annex/and Court expansion
- (42) Replacing all operations at Riddle/Annex/and Court expansion as well as City offices
- (43) Replacing all operations at Admin/Riddle/and Court expansion
- (44) Replacing all operations at Admin/Riddle/and Court expansion as well as City offices
- (45) Also to consider - Station 30, Motor Pool, Nursing Home/Storage Facility

Concerns

- (46) What do we do with old facilities
- (47) Timing
- (48) Net Costs (depending on what is done with old facilities)

Summary:

- (49) Given the existing information, If new construction is a realistic possibility then not buying Goodcents
- (50) and building a facility that truly meets JFS as well as other County department needs seems preferable,
- (51) avoiding any potential short term loss the purchase of Goodcents would incur.

- (52) If new construction is not a possibility the county needs to take a realistic look at current facilities and
- (53) decide upon some amount of remodeling, reorganization, and/or expansion of existing facilities and parking
- (54) to accommodate growing needs.

- (55) With better information including a refinement of Goodcents operational costs, Riddle Maintenance costs,
- (56) as well as a plan for dealing with vacant spaces, other options may become more palatable.

A commercial sale can be structured in the same way as a residential sale which includes having a contingency clause (ie. buying the GoodCents building only if the Riddle Block sells).

The Board talked about what it would do with the Annex building, the vacant space in the Administration Building and the possibility of building a new facility for the whole County. The Board also discussed having a succession plan and a construction study in place before moving forward.

Director Jeffries would like to have the Board's permission to have Jack Kohl negotiate a lower price for the GoodCents building and to do an appraisal. Director Bragg pointed out that Job and Family Services could negotiate a lower price, but that wouldn't help the fact the County will be losing \$500,000 from the General Fund if Job and Family Services moves. The Board agreed to have Director Jeffries hold off on speaking with Mr. Kohl until the Board can review Director Bragg's information and the potential loss to the County.

In the meantime, the Board offered the Human Resources and Department of Budget and Financial Information area on the 3rd floor to Job and Family Services effective August 25, 2018, and Director Jeffries is interested. The Board talked about additional area on the first floor, but is still waiting to hear back from the Board of Elections about storage shelving. Director Jeffries noted space on the first floor will not work for her department unless the Department could be secured in two locations. Director Jeffries also explained her frustration with problems at the Riddle Block regarding water leakage and carpet issues.

Director Townend brought up the option of moving Veterans Services to the former Rootstown Water facility and the Board agreed it would need to talk with Director Roberts before moving forward and Commissioner Christian-Bennett volunteered to contact him.

Director Jeffries requested a formal strategic plan so the County offices can visually see the goals and the Board hopes it can be started before next year.

The Board agreed it will begin work on a facility strategic plan and also discussed putting together a Request for Proposal. The Board also talked about a space survey they could send out for feedback.

Beginning August 1, 2018, Job and Family Services will be doing visitations at Family and Community Services, but Director Jeffries will not ask for removal of the Administration Building's WIC area until she knows Family and Community Services can meet the demand, but potentially they shouldn't need the space after the first of the year. Director Bragg pointed out this could be a potential area for Veterans Services.

The Board needs time to review the information Director Bragg presented and will need to discuss the loss of revenue to the County if Job and Family Services moves.

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Commissioner Kerrigan brought up the e-mail from Judge Pitman, regarding the \$10,000 additional for Probation and Director Bragg noted it's a typical request that he will prepare a budget amendment for Thursday.

Commissioner Kline asked about the status of the permissions letter for MUNIS and Director Bragg is working on it.

Commissioner Kerrigan brought up the Courtview meeting and the Board agreed to schedule the meeting during the week of August 13th due to the Commissioners' vacation schedule and at 4:30 PM in the Commissioners' Boardroom.

Motion To: Adjourn the Official Meeting of Tuesday July 24, 2018 at 12:17 PM

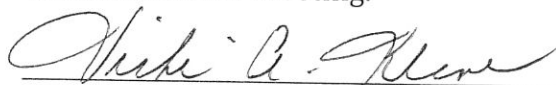
RESULT: ADOPTED [UNANIMOUS]

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.



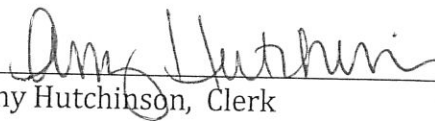
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk