

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

Tuesday, September 11, 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 throughout the day Record Courier Reporter Ken Lahmers, Deerfield Township Trustee Ed Dean, and Bruce Smith

ADMIN TEAM

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

The Board met with its directors to discuss any staffing issues they've noticed since moving to the 7th floor.

- Refrigerator: too full to put everyone's lunches in and could be clean out every Friday for additional room.
- Supplies: it is unclear if every department on the floor should be ordering their own supplies and the Board agreed since most supplies are General Fund, they should be merged together.
- Front desk: Commissioners' staff is good about announcing appointments and the Board would like that to continue. It is helpful if everyone leaving would tell someone at the front desk if they will be returning.
- Overlapping purchase (drinking water) - the 7th floor now has Distillata and Culligan water and the Board previously discussed ordering bulk for the building to achieve a better rate.
- Room 708: the conference room is used more often now that Human Resources has moved to the 7th floor, but Job and Family Services has 3 conference rooms available for overflow and the Commissioners' Boardroom can be used when the Board is not in session. The first floor conference room will also be available soon.
- Copiers: the 7th floor currently has 3 copiers, 2 are rented and 1 is owned. Once they reach their life expectancy, the floor will go down to 1 copier.
- Front desk: the Board would like the front desk to continue announcing visitors for the Human Resources Department and Department of Budget and Financial Management.
- Labor cross training: discussion for Executive Session.

6th floor update for Regional Planning Commission

- The rooms are painted and carpet is done.
- The furniture is no longer available for the Planning Commission, so new furniture will need to be purchased if there are pieces that Regional Planning does not bring with them.
- Panels are on order.
- The center area is also painted and carpeted.
- Several training tables are being used by Information Technology Services.
- Regional Planning Commission will move in the Administration Building September 22, 2018 (Saturday).
- The Regional Planning Commission will be meeting at the library until the end of the year, but then they may utilize the 1st floor of the Administration Building.

3rd floor update for Job and Family Services

- Director Townend has not heard from Job and Family Services Director Jeffries about moving.
- Job and Family Services is aware both departments (Department of Budget and Financial Management and Human Resources) have moved and the area is available.
- Job and Family Services is meeting at the end of September to talk about their rent. Job and Family Services met with the County Auditor and will be meeting with the State Job and Family Services.
- The Board would like to meet with Director Jeffries about the 3rd Floor on September 27, 2018.

9:55 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider the employment of a public employee. Also present: Human Resources Director Janet Kovick, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:05 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners moves out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Discussion:

1. Commissioners' last meeting of the year

The Board agreed its last meeting of the year will be Thursday, December 13, 2018.

2. Transportation Improvement District (TID)

In 2015, the Board created a Transportation Improvement District (TID) that has the power to issue bonds and assess projects anywhere in the County.

The city of Streetsboro and Ravenna received grant funding totaling \$500,000. The Ohio Department of Transportation (ODOT) provides \$500,000 to the TID and TID distributes funding to the city of Streetsboro and Ravenna. The County Auditor was asked to be the fiscal agent and the County Prosecutor legal counsel for the TID, both indicated they would only do so if they received compensation for the extra work. If the Auditor is not the fiscal agent, the County has no authority to receive or disburse funds on the TIDs behalf.

The Board agreed the cost of the TID should be financed through the projects. Commissioner Christian-Bennett will contact the County Engineer's office to find out whether the TID has approached the City of Streetsboro and Ravenna about funding the project costs.

3. Prevailing Wage

Director Townend requests that she be relieved of prevailing wage coordination duties and the Development Finance Authority of Summit County provide the service for \$500.00 per month, paid by the Developer and the Board agreed.

4. Northeast Ohio Consortium Council Of Governments (NOCCOG)

NOCCOG needs 4 representatives for Portage County and 2 need to be filled by the end of the month. Commissioner Christian-Bennett will talk to Job and Family Services Director Jeffries for any interested candidate, noting the NOCCOG has the final say on appointments.

The Board agreed NOCCOG candidates are exempt from the Commissioners' appointment process since it is not the appointing authority, but rather a recommending body.

5. Susan Monegan - All inclusive playground

Ms. Monegan asked if the Board would provide time for an interview and photo op regarding the all inclusive playground and the Board agreed it needs to establish a clear idea of when it's appropriate to endorse. Ms. Monegan is welcome to meet with the Board in session to provide an update, but endorsements for the project will come from the Commissioners individually. Clerk will advise Ms. Monegan.

6. BoardDocs

Commissioner Kerrigan has scheduled the BoardDocs presentation for the Commissioners' Administrative Assistant, Commissioner Kline and Commissioner Christian-Bennett for October 2, 2018.

7. Neighborhood Development Services (NDS)

The Board had previously asked for a meeting with NDS to discuss the process of soliciting Revolving Loan Funds (RLF) for the County. Both Commissioner Kline and Commissioner

Kerrigan have met with Neighborhood Development Services individually and felt comfortable with their explanation of the process.

Commissioner Christian-Bennett would still like to meet with NDS because of the large balance in the RLF fund the Ohio Development Services Agency (ODSA) is now requiring \$85,700 to go towards the completion of the Windham Village Critical Infrastructure Grant.

12:11 PM Commissioner Kline exited the meeting to attend a previously scheduled appointment.

Commissioner Kerrigan suggests Commissioner Christian-Bennett meet with Neighborhood Development Services and if she is not satisfied with the conversation, the Board will revisit the issue.

Commissioner Christian-Bennett does not believe in round robin meetings and that it is best for transparency and fairness to the other service providers and outside agencies that the BOC funds, to have NDS come in as was required by Regional Planning Commission.

Commissioner Christian-Bennett's request for NDS to come in still stands.

Motion To: Adjourn the Official Meeting of Tuesday, September 11, 2018 12:12 PM

RESULT: ADOPTED

MOVED: Mike Kerrigan

SECONDED: Sabrina Christian-Bennett

AYES: Mike Kerrigan Sabrina Christian-Bennett,

ABSENT: 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