



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 25, 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: Heidi Miller and McKenzie McElroy, Clemans, Nelson; Human Resources Department Director Janet Kovick and Benefits Specialist Susan Lynn; Department of Budget & Financial Management Director Todd Bragg; Internal Services Director JoAnn Townend; Record Courier Reporter Ken Lahmers

Discussion:

1. Clemans Nelson Wage Study

Ms. Miller and Ms. McElroy met with the Board to discuss the County's wage study.

Ms. Miller explained the County's current step system is appropriate, but the trend is moving towards the Minimum, Midpoint, and Maximum (3M) pay grade system because it allows more flexibility for current employees and new hires. The only concern with switching systems is to ensure the top point of the pay band (maximum) remains the same or a little bit more so it is not considered a reduction in pay.

Director Bragg pointed out the Board will need to decide whether it wants automatic pay raises tied to a step system or if the Board wants Elected Officials to come before them asking for raises.

Clemans Nelson offers job audits as a neutral third party, in order to ascertain whether a job has actually changed or if the additional functions are more in line with a pay grade increase. The Human Resources Department could also provide this service, as well.

Ms. Miller presented 3 options built off of the County's current system for Board discussion:

- Sample No. 1 is a hybrid of the County's current system plus the 3M portion.
- Ms. Miller noted if adding duties that are truly worth an increase, an employee should move up a pay grade, not across the scale.

- If an employee has any discipline issues, it can impact whether the employee is able to move across the scale.
- Sample No. 2 (Option #1) is very similar to the County's current system.
- If the Board implements a COLA shift to the scale, the employee will get a double raise (step increase plus the COLA). Director Bragg noted County employees only get the COLA and very seldom do they get anything else.
- Sample No. 3 is the 3M scale. This scale allows for the most flexibility because there are no standardized steps in between.
- There is also another option, a market driven approach, allowing the scale to become as close to the market rate as possible. This option is expensive and you don't typically receive larger incremental increases, but rather a 2% or ½% between each pay grade, and is mostly used in the private sector.
- Commissioner Kerrigan explained there are two items to consider – what makes the most sense for County employees and what are the other Elected Officials going to comply with. Director Bragg noted the more spelled out the process is, the more compliance will be received.
- The hybrid steps are automatic based on years of service and the Board has the option to tie a performance evaluation to the steps for advancement.
- Ms. Miller suggests adjusting the pay points of whatever scale the Board chooses every 3-5 years.
- Ms. Miller explained the hybrid scale is a new approach, but the Minimum, Midpoint and Maximum scale is what she is most familiar with, but steps are commonly used in bargaining units.
- Clemans Nelson has completed work for Clermont, Lake County and Ashtabula and they all utilize the 3M system and employees adjust according to general wage increases.

Ms. Miller will take all three samples and turn them into cost samplings for further discussion with the Board on Tuesday at 10:30 AM.

Ms. Miller also mentioned they are available for one-on-one meetings with individual Elected Officials and Department Heads to explain the process moving forward. Commissioner Christian-Bennett asked if there would be additional costs for the one-on-one meetings and Ms. Miller said they would be included in the cost of the contract and the Board is in agreement.

2. County Budget

The Board met with Director Bragg to discuss the 2019 budget.

Commissioners Other Detail	2018	2019	2019
	Revised	Mandate	Discretion
400000 Portage Development	50,000		50,000
State Audit	150,000	135,000	
Maximus	14,000	15,000	
Misc.	10,000	10,000	
OSU Oarnet		14,000	
Sober House	25,000	25,000	
400180 RPC	151,000	151,000	
GFOA	840	850	
NeoTec	10,000	0	
412000 Advertising	2,000	2,000	
412100 Telephone	500,000	50,000	
412400 Postage	2,000	500	
420000 DBFM's GF expenses	150,000		150,000
420083 Cattle Disease Preven	250	250	
420300 Transcripts	20,000	10,000	
420400 Reg of vital statistice	1,500	2,500	
422310 Indigent Defense	600,000	600,000	Unless diverted to PD
423400 Tuberculosis	200	200	
424500 Indigent Burial	1,000	1,000	
428000 Sales tax collection fee	250,000	230,000	
428400 Real-estate collection	100,000	100,000	
428500 Dretac	25,000	25,000	
461000 Corsa	500,000	500,000	
463000 Official Bonds	1,000	1,000	
492100 Voca local match	66,000	0	
Vawa local match	20,000	0	
EMPG local match	166,661	0	
CSEA local match	165,000	0	
Marine Patrol local m	8,500	0	
Dare local match	30,000	0	
492200 Ohio Department of I-	390,000	397,000	
Randolph Fair	3,300	3,300	
APL Officer	300	300	
JFS Mandated Share	425,000	397,000	
492300 Airport Metro fuel reli	3,500		3,500
RPC	55,000		0
Ohio State	90,000		90,000
700000 Capital cases	75,000	75,000	
Health benefite increa	250,000	220,000	
Personnel reserve	50,000	50,000	
Sick Leave Conversion	65,000	65,000	
Retirement/terminati	150,000	150,000	
General Contingency	100,000		100,000
Jail Additional op cost	0		350,000
Health benefite adjust	50,000	50,000	
Office 365	175,000	150,000	
Riddle Security	80,000		80,000
2016 Capital Budget p	320,000	?	
900000 Claims	25,000	25,000	
910000 Transfers out			
Voca local match	66,000	66,000	
Vawa local match	20,000	25,000	
EMPG local match	166,661	172,000	
CSEA local match	165,000	165,000	
Marine Patrol local m	8,500	8,500	
Dare local match	30,000	30,000 *	
Misc.	100,000	100,000	
920000 Advances Out	100,000	100,000	
Jail Construction	3,000,000	2,000,000	
946720 Tax Levy Assessment	8,000	13,000	
	8,991,212	6,958,900	

2019 Resolution Attachment

	2018 Revised	2018 Forecast	2019
001	704,273	651,480	673,441
3	454,320	445,989	463,841
4	224,695	189,183	195,600
5	21,500	12,550	14,000
6	3,758	3,758	0
'010	7,632,860	6,657,946	6,958,900
3	2,699	3,000	0
4	3,525,944	2,882,300	2,964,400
7	671,217	100,000	1,290,000
9	3,433,000	3,672,646	2,704,500
'012	158,407	84,714	
4	112,436	38,888	
6	45,971	45,826	
'014	757,379	683,701	623,699
3	296,180	296,204	300,691
4	135,820	138,941	120,513
5	221,123	144,300	202,495
6	104,256	104,256	0
'016	2,563,968	2,295,977	2,354,625
3	626,486	615,889	641,975
4	1,762,508	1,537,888	1,561,500
5	172,450	139,700	151,150
7	50	0	0
9	2,474	2,500	
'017	112,023	110,305	112,330
3	104,076	103,923	104,580
4	1,817	1,782	1,600
5	6,130	4,600	6,150
'018	156,537	151,843	152,868
3	129,028	129,033	130,282
4	22,841	20,221	19,060
5	4,668	2,589	3,526
'020	508,631	557,002	570,210
3	473,186	526,397	535,210
4	11,445	12,080	13,000
5	24,000	18,525	22,000
'100	806,661	779,106	785,754
3	714,192	708,409	709,245
4	54,404	40,865	54,404
5	27,065	18,832	22,105
6	11,000	11,000	
'200	468,745	463,773	477,678
3	366,345	363,127	373,378
4	96,100	94,396	98,000
5	6,300	6,250	6,300

	2018 Revised	2018 Forecast	2019
'300	2,845,955	2,769,161	2,819,451
3	2,627,740	2,562,588	2,603,889
4	158,532	150,548	165,812
5	59,683	56,025	49,750
'400	285,058	286,851	287,271
3	272,411	276,602	274,247
4	7,888	7,249	6,524
5	4,759	3,000	6,500
'500	2,575,100	2,498,860	2,607,135
3	2,251,367	2,197,708	2,279,006
4	220,588	203,662	221,649
5	94,743	89,088	106,480
6	8,402	8,402	0
'510	117,907	117,907	120,000
4	117,907	117,907	120,000
'520	1,280,232	1,272,268	1,294,873
3	1,155,582	1,147,030	1,159,560
4	109,613	106,938	116,313
5	15,037	18,300	19,000
'530	1,078,797	1,061,353	1,053,441
3	960,542	955,353	954,731
4	82,773	70,568	83,210
5	14,500	14,450	15,500
6	18,482	18,482	
9	2,500	2,500	
'540	4,362	4,153	4,362
3	3,870	3,661	3,870
4	492	492	492
'550	751,880	724,927	743,310
3	681,488	670,454	682,776
4	49,163	39,862	47,134
5	15,628	9,010	13,400
6	5,601	5,601	0
'560	910,726	859,389	910,322
3	847,935	800,103	848,562
4	41,362	38,795	42,760
5	21,429	20,491	19,000
'570	3,014,092	2,988,671	3,216,619
3	952,084	945,739	1,058,200
4	2,029,913	2,016,968	2,075,519
5	32,095	25,964	39,000
6			43,900
'580	354,958	340,801	377,294
3	326,419	323,384	347,544
4	22,439	13,917	23,650
5	6,100	3,500	6,100

	2018 Revised	2018 Forecast	2019
'590	1,227,504	1,180,731	1,169,779
3	1,125,313	1,081,475	1,064,092
4	65,996	59,871	61,000
5	36,195	39,385	44,687
'600	430,487	417,727	436,537
3	282,054	282,094	286,552
4	137,983	130,733	139,985
5	10,450	4,900	10,000
'700	13,941,969	14,035,143	13,540,705
3	11,078,062	11,283,399	
4	1,802,711	1,729,189	1,765,747
5	786,607	767,789	761,600
6	267,489	247,741	0
9	7,100	7,024	7,000
'800	192,159	191,876	218,299
3	182,341	182,243	185,999
4	3,200	3,540	3,200
5	6,618	6,093	29,100
'902	1,658,315	1,541,765	1,530,099
3	976,728	964,972	988,099
4	423,452	331,565	393,000
5	177,920	169,024	149,000
6	80,215	76,204	0
'903	704,767	596,382	717,366
3	387,134	367,044	394,966
4	284,219	207,556	286,600
5	32,414	21,782	35,800
7	1,000	0	0
'913	66,100	63,387	63,251
3	59,558	59,555	57,819
4	5,577	3,332	4,682
5	965	500	750
'915	807,129	801,034	863,025
3	525,804	520,564	529,920
4	271,510	271,146	326,855
5	9,815	9,324	6,250
'920	934,770	1,049,433	1,013,277
3	822,046	938,913	
4	98,347	96,862	99,220
5	12,291	11,676	86,000
9	2,086	1,982	
'930	15,000	14,250	15,000
4	7,500	7,125	7,500
5	7,500	7,125	7,500
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	2018 Revised	2018 Forecast	2019
Grand Total	47,066,751	45,251,914	45,710,921
Labor	28,684,990	28,754,849	28,813,449
Other Exp	10,748,901	9,839,119	9,938,572
Comm other	7,632,860	6,657,946	6,958,900
2019 Cert			46,973,196
Maximum Rec. Appropriation		\$45,500,000 - \$46,000,000	
Items not Included:			
COLA Raises		1% =	\$240,000
Wage Study adjustments			
Computer replacements			\$110,000
Sheriff's budget			
* Public Devfenders budget			
* Motor Pool			
Vehicle acqusitions			\$350,000
Grant Writer			\$55,000
Admin Security			\$40,000
Other Capital Projects			
Wireless			
Airport			
Buildings			
Acqusitions			
Commlssioners Board Docs			\$16,000
* Building Insp: Additional Staffing			\$80,000
Recorder Plat holders		\$2,500 each	
Muni Court Wifi and tablets for Interpreters			\$6,500
Jury room chairs			\$6,000
Common Pleas Gordon's office			\$12,000
Jury room furniture and refurbish b			\$10,500
Domestic Court CPO Cards			\$7,000
CU to Go			\$4,500
Carpet			\$65,000
Coroner Office equipment and specimin lock			\$2,200
Sheriff KSU CAD service			\$40,000
IT Envelope sealer			\$1,800
toner			\$900
Generic equlpment			\$6,500
Regional Planni Comprehensive Plan			\$40,000
OSU 3/4 ANR expansion			\$15,000

After discussion, the Board agreed Director Bragg will prepare a correspondence to the Sheriff, regarding his current staffing levels. Director Bragg suggests a second letter be sent out with his proposed 2019 budget regarding 2019 staffing levels, based on today's discussion.

In regards to the Public Defender's budget, the Board agreed to schedule the Prosecutor's Office and the Public Defender for an executive session to discuss.

11:23 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 for the employment of a public employee. Also present: Department of Budget & 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;

11:48 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move 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.

* * * * *

Motion To: Adjourn the Official Meeting of Tuesday September 25, 2018 at 11:49 AM

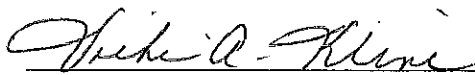
RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

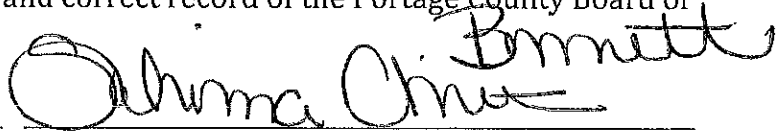
SECONDED: Mike Kerrigan

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.



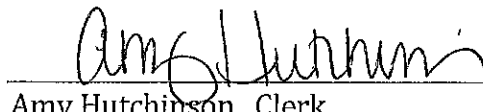
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk