



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0382

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

Amy Hutchinson, Clerk
330-297-3600

Tuesday, October 30, 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	Absent

Also attending: Internal Services Director JoAnn Townend, Department of Budget and Financial Management Director Todd Bragg, Human Resources Director Janet Kovick, and Deerfield Township Trustee Ed Dean

9:32 AM Commissioner Kerrigan attending.

Discussion:

1. All Inclusive Playground – Susan Monegan

Commissioner Kline reported Susan Monegan has expressed the need for a grant writer in Portage County. The Board agreed not to fund a position in 2019 because a majority of the County's grants are automatic. Ms. Monegan could contact the Regional Planning Commission as their grant writer is funded through the end of the year. Director Bragg also mentioned Nature Works handles grant writing and if Ms. Monegan is non-profit, they can apply directly for their services. Commissioner Christian-Bennett also suggested contacting Park District Director Chris Craycroft for assistance with process.

2. Public Comment Thursday

Commissioner Kline received a complaint from Greg DePew about the Health Department so he may be attending the meeting on Thursday during public comment.

3. Garrettsville Library

Commissioner Christian-Bennett asked if the Board received correspondence from Tim Greenwood, regarding a complaint against the Garrettsville library, in regards to a Harry Potter event that was held September 4, 2018. Commissioner Christian-Bennett will contact Mr. Greenwood and advise the library does not fall under the jurisdiction of the Board.

4. Media Policy

Agenda item Thursday. The Board asked that Director Bragg, Director Kovick and Director Townend meet to discuss.

5. Wage Study

- The Board intends to meet with the County Auditor before the wage study is distributed to discuss the procedure, where the Board intends to go with the study and the timeline.
- The Public Defender will be included in the wage study if he can provide the four job descriptions to Human Resources Department by the morning of Thursday, November 1, 2018. Director Kovick will follow up.
- The Board will be adjusting all of its departments to the new wage schedule. It will then be up to the Elected Officials whether they want to follow suit. If the County Auditor is only going to follow one wage schedule, Elected Officials will be forced to use the new scale.
- Participation on the new scale will need to go through the Human Resources Department and if the department did not participate during this study, the next consideration year for adjustments is 2020.
- If a department did not participate in the wage study, they must go through a third party unaffiliated company for proof that an employee is in the wrong pay band and no additional appropriations for salary adjustments will be provided, outside of any blanket percentage.
- The Board will need to determine who is placing non-participating department's employees on the new wage scale.
- All participation is to go through the Human Resources Department.
- The Board agreed Commissioner Kerrigan, Director Bragg and Director Kovick will meet with the County Auditor before Clemans Nelson holds their meetings with Director Bragg and county employees.
- The purpose of the meeting with the County Auditor is to see if she has any questions and to determine a timeline for implementation after Clemans Nelson meets with departments. The timeline will determine whether the new scale becomes effective January 1st or later with retro pay.
- Director Bragg will share the results of the meeting next Thursday, November 8th.

6. Performance Audit for Sheriff

The Board would like the audit performed by the State, but the Sheriff will need to request it. Commissioner Kline will respond to the Sheriff that the Board requests he schedule the audit through the State Auditor's Office.

7. Oakwood Acres Failing Septic Systems

Director Bragg attended the meeting with Commissioner Kline and several Oakwood residents and Ms. Capps was under the impression the Board was setting aside an allotment from the Revolving Loan Funds for the septic to sewer hookups for Oakwood residents. Neighborhood Development Services representative Mike Bogo told Ms. Capps that he was going to talk to the Board about this issue, but he never did. The Board agreed to wait until all other options and programs have been exhausted before continuing the discussion.

8. Electronic Keypad Locks for Justice Center

The Sheriff's Office currently has locking doors that utilize a key for entry, but it's inconvenient for an employee to stop working to let people in. The Sheriff's Office would like to get electronic keypads locks for convenience sake rather than safety concerns. The Board will need to investigate further whether the request could be coordinated with the new system and if it's secure. Another concern is whether the new keypads should be tied into the door system so there's a record of when it was opened and who opened it. The Board agreed Director Townend will contact the Sheriff's Office for additional information.

Director Bragg also mentioned there have been 5-6 different employees from the Sheriff's Office calling both Director Townend and him about certain requests for the office. The Board agreed it would be more effective to have prioritized single requests.

9. Rail Line

Attorney Meduri has presented information on the rail line and Director Townend will prepare the sale advertisement. Director Townend left a message for Mr. Emig (appraiser) to find out the fair market value of the rail, but Mr. Emig does real property only. Commissioner Kerrigan pointed out the only problem is the disrepair of the crossings and the Board agreed to find an expert in rails to provide the value of the rail. Director Townend will ensure the bid documents include a clause that states the purchaser must maintain the rail line and will check with the Prosecutor's Office about the possibility of including deed restrictions to that effect. Director Bragg pointed out the majority of the time deed restrictions are put into place is that if they are not followed, the property would revert back to the County, but the County doesn't want the rail line back and Director Townend will specify in the purchase agreement that maintaining the rail line is part of the agreement. She will also check the legality issue with Attorney Meduri before moving forward. Once that is verified, the purchase agreement should be ready and the next step is to find a purchaser. Director Townend will send Mr. Emig the information and ask for a recommendation for a rail expert. The Board could use the minimum bid of \$25,000 and the advertisement will run for 4 weeks. Director Townend will prepare a draft Resolution for Thursday and Director Bragg will get the Auditor's value of the rail line.

10. Commissioners' Departments

The Board agreed it will not be adding any positions to any Commissioners' department and it will not be adding any additional appropriations beyond what has been typical for those departments in past years.

11. Judge Pittman's Request for 2 Employee Raises

When Judge Pittman met with the Board in August, she specifically requested 2 of her employees receive wage adjustments, but Judge Pittman was not part of the wage study. The Board agreed it would not consider the separate request at this time.

12. Courtview

Director Bragg met with Information Technology Services Director Alger about Courtview and there must have been a misunderstanding with Judge Giulitto about 2019 figures, as the Board needs both 2018 and 2019 numbers.

13. October 26, 2018 Public Defender's Correspondence

Discussion Thursday.

14. Sheriff's budget
Discussion Thursday.

Motion To: Adjourn the Official Meeting of Tuesday October 30, 2018 at 10:30 AM

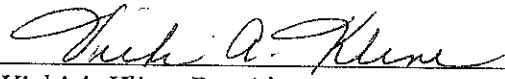
RESULT: ADOPTED [UNANIMOUS]

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.



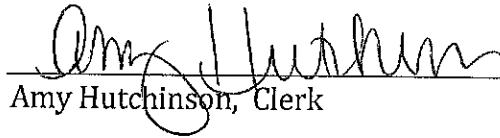
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk