RESOLUTION **No. 20-**

RE: SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE PORTAGE COUNTY BUDGET COMMISSION

It was moved by BC, seconded by JE that the following resolution be adopted:

WHEREAS, to the extent it may be necessary, the Portage County Budget Commission ("Commission") hereby adopts rules relative to scheduling of regular and special meetings and to provide notice of these meetings; now therefore be it

RESOLVED, that pursuant to Ohio Revised Code Section 5705.27, the Commission shall meet at the office of the county auditor on the First Monday in February and the First Monday in August beginning at 10:00 AM and concluding at the end of business. These two meetings will be designated as regularly scheduled meetings and meetings in accordance with R.C. 5705.27; and be it further

RESOLVED, that the Commission shall also convene a regularly scheduled meeting at the office of the county auditor on the Last Tuesday of every month at 10:00 AM and concluding at the end of business; and be it further,

RESOLVED, that said meetings are to be held at the Portage County Auditor's Office located at the Portage County Administration Building, 5th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further

RESOLVED, that notices of upcoming regular scheduled meetings will be posted on bulletin boards on the First Floor of the Portage County Administration Building and on a bulletin board on the Fifth Floor of the Portage County Administration Building, as well as on the Portage County Auditor's website at http://www.co.portage.oh.us/auditor-janet-esposito

RESOLVED, that special and emergency sessions will be held at the call of the members of the Commission; and be it further

RESOLVED, that the county auditor, who pursuant to R.C. 5705.27 serves as secretary for the Commission, will direct the "Record-Courier" to publish notice in its newspaper of the time, place and purpose of a special meeting at least twenty-four hours in advance of the special meeting, and if any other news media have requested notification the secretary shall give at least twenty-four hours' advance notice to any other news media that may have requested notification; and be it further

RESOLVED, that in the event of an emergency, the secretary, on behalf of the member or members calling the meeting, shall notify the Record-Courier and any other news media that may have requested notification immediately of the time, place and purpose of the meeting; and be it further,

RESOLVED, any person may request the time and place of all regularly scheduled meetings by submitting a request to the secretary of the Commission (i.e. county auditor) and be it further

RESOLVED, any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of Commission business is to be discussed. Each person shall file with the secretary a written request specifying the person's name, address, telephone number and/or e-mail

address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months); and be it further

RESOLVED, Pursuant to Act(s) of the Ohio General Assembly, and during the public health emergency related to COVID-19, the Portage County Budget Commission will continue to hold its public meetings by electronic technology with the public being able to access the public meetings at:

https://www.co.portage.oh.us/auditor-janet-esposito

RESOLVED, marked as an "Attachment" to this Resolution, and incorporated by reference herein, is a summary of the rule being adopted by the Commission; and be it further,

RESOLVED, the Commission finds and determines that all formal actions of the Commission concerning and relating to the adoption of this Resolution were taken in an open meeting of this Commission.

Roll call vote as follows:

V.V. Vrabec ; Janet Esposito ; _____ ;

I, the Secretary of the Portage County Budget Commission do hereby certify that the foregoing is a true and correct copy of a resolution of the Portage County Budget Commission.

Janet Esposito

Secretary, Portage County Budget Commission
Auditor of Portage County

During the present public health emergency the Portage County Budget Commission will continue to hold its public meetings by electronic technology. The public meetings may be accessed by the public at: http://www.co.portage.oh.us/auditor-janet-esposito. Portage County Budget Commission members may attend the public meetings by electronic technology.

This public meeting procedure by electronic technology is pursuant to Act(s) of the General Assembly in response to the declared pandemic and global health emergency related to COVID-19 and for which such Act(s) declared an emergency.

The Portage County Budget Commission's public meetings will be held on the days and times described below, albeit electronic technology, during this time of a public health emergency.

REGULAR SCHEDULED MEETINGS of the **PORTAGE COUNTY BUDGET COMMISSION** will be held as follows:

TIME

The **FIRST MONDAY** in **FEBRUARY** and the **FIRST MONDAY** in **AUGUST** commencing at **10:00 AM** and concluding at the end of business (excepting holidays).

The **LAST TUESDAY** of **EVERY MONTH** commencing at **10:00 AM** and concluding at the end of business (excepting holidays).

PLACE

PORTAGE COUNTY ADMINISTRATION BUILDING, 5TH FLOOR
AUDITOR'S OFFICE
449 SOUTH MERIDIAN STREET
RAVENNA, OHIO 44266 **(330) 297-3561**

*****Members of the Budget Commission may attend by electronic technology during the present public health emergency related to COVID-19*****

*****Members of the public may view the public meetings during the present public health emergency by electronic technology by accessing:**

https://www.co.portage.oh.us/auditor-janet-esposito

NOTICES of upcoming regularly scheduled meetings will be posted on bulletin boards on the First Floor and Fifth Floor in the Portage County Administration Building, and at https://www.co.portage.oh.us/auditor-janet-esposito

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SEE PAGE 2 CONCERNING SPECIAL MEETINGS

SPECIAL MEETINGS of the **PORTAGE COUNTY BUDGET COMMISSION** will be held as follows:

HELD ON THE CALL OF THE COMMISSION

NOTICES of special meetings will be posted on bulletin boards on the First Floor and Fifth Floor in the Portage County Administration Building, and at https://www.co.portage.oh.us/auditor-janet-esposito

The Secretary of the Budget Commission shall notify the Record-Courier of the time, place and purpose of a special meeting at least 24 hours in advance of the special meeting. If any other news media have requested notification, the Secretary shall give at least twenty-four hours' advance notice to any other news media that may have requested notification.

In the event of an emergency, the Secretary, on behalf of the member or members of the Commission calling the meeting, shall notify the Record-Courier newspaper, and any other news media that have requested notification immediately of the time, place and purpose of the meeting.

PERSONS MAY REQUEST ADVANCE NOTIFICATION OF REGULAR MEETINGS AND/OR ALL MEETINGS AT WHICH ANY SPECIFIC TYPE OF BUSINESS IS TO BE DISCUSSED

Any person may request the time and place of all regularly scheduled meetings by submitting a request to the Secretary (county Auditor) of the Portage County Budget Commission.

Any person, upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Secretary (county Auditor) a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).

(At the direction of the Secretary of the Portage County Budget Commission)