



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0782

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, January 18, 2018

9:00 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 Matt Merchant and Tony Badalamonti.

Recessed to Solid Waste Management District: 9:00 AM
Reconvened: 9:01 AM

ADMIN TEAM

Present: Human Resources Department Director Janet Kovick; Department of Budget & Financial Management Director Todd Bragg; Internal Services Director JoAnn Townend; Attorney Denise Smith

HUMAN RESOURCES:

Resolution - #15 - HOLD

Director Kovick asked that Resolution No. 15 (Adoption of the Amended Portage County Board of Commissioners Personnel Policy Manual) be pulled from today's Consent Agenda as Director Bragg explained there is a financial ramification for payouts he wanted the Board to be aware of.

Director Townend pointed out Job and Family Services has their own personnel policy for vacation time and she believes all Commissioners' Department should be treated the same.

The Board agreed to present this verbiage to Director Jeffries for non bargaining employees so that all Commissioners' Departments are under the same policy.

Director Bragg also brought up the use of flexible schedule and noted employees do appreciate being able to take time off.

Commissioner Kerrigan made the motion to remove Resolution No. 15 from the Consent Agenda, but Director Townend pointed out the Board adopted a procedure on the Consent Agenda and she will check the Board's policy before moving forward.

Commissioner Kerrigan explained the purpose of the Consent Agenda is not to have lengthy discussions like this, so anytime we discuss a portion of the Consent Agenda, you have to remove it from the Consent Agenda.

In regards to removal of a Consent Agenda item, Director Townend read the following language from Resolution No. 18-0006:

- 1. When preparing the meeting agenda, staff determines whether an item belongs on the consent agenda.*
- 2. Staff prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.*
- 3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.*
- 4. During the meeting, the President asks other members if they wish to remove any item from the consent agenda to be discussed individually.*
- 5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, or to vote against the item. There is no need for a second on the request to remove an item.*
- 6. Once it has been removed, the President can decide whether to take up the matter immediately or place it on the regular meeting agenda later in the day.*
- 7. When there are no more items to be removed, the President reads out the numbers of the consent items removed and the President will call for a roll call vote on the consent items remaining.*
- 8. When preparing the minutes, the Clerk will include the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.*

A consent agenda may be presented by staff for each meeting. Items may be removed from the consent agenda at the request of any one Commissioner. Items not removed may be adopted by roll call vote without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the Board of Commissioners.

*

*

*

*

Director Kovick also discussed the use of comp time. Right now the policy states that comp time must be used 180 days from accrual, but it has been suggested by several Directors that it be used by the last payroll period of the year. The Board prefers the verbiage remain in the policy, so Director Kovick will leave the 180 days and add the statement comp time needs to be used prior to use of vacation.

Director Kovick will bring back the changes for further discussion next week.

Journal Entries - #3 - 13

EXTERNAL SERVICES:

Resolution(s) - #10 - 14

Journal Entry - #2 Use of School Facilities Request form for Maplewood Career Center on April 12, 2018 for Office of Homeland Security and Emergency Management.

Approval - Job Descriptions – sent to BOC for review 1/10/18 for subsequent approval on 1/18/18.

- a. Water Resources Collections Chief Operator – Journal Entry 11
- b. Water Resources Collections Chief Operator Posting of the Position – Journal Entry 12
- c. Water Resources GIS Coordinator – Journal Entry 13

DBFM:

Resolution(s) - #'s 1 to 7

Journal Entry – #1 Signature on Satisfaction of Mortgage form for Mark and Renate Dillon, 4213 State Route 43, Brimfield, to secure payment of \$45,000 as presented by Neighborhood Development Services.

Discussion

1. Chamber Dues

- a. NACo \$3,228.00
 - Commissioner Kerrigan believes the Board should stay with NACo and he volunteered to be the representative. The Board agreed to continue its membership.
- b. Kent \$250.00
- c. Aurora \$125.00
- d. Streetsboro \$137.50
- e. Rootstown \$75.00
- f. Ravenna \$125.00
- g. Western Reserve Resource Conservation & Development (RC&D) \$250.00
 Director Bragg suggests the Board not pursue Western Reserve dues at this point until the Board receives more information on whether they are active and what they've done for Portage County.

After a brief discussion, the Board agreed to renew all of the above memberships, with the exception of Western Reserve RC&D.

Commissioner Kerrigan mentioned the Kent Chamber of Commerce should be charging the County at the nonprofit rate of \$125.00, instead of \$250.00 and he will talk to them about it.

Director Townend will prepare correspondence to Western Reserve indicating the County will not continue its membership.

Director Bragg pointed out if we are able to share the membership, the costs will be split between the General Fund, Solid Waste and Job and Family Services.

Commissioner Kerrigan shared it may be possible to negotiate a single rate, which is a higher rate than what the County pays now, but the costs is disbursed.

INTERNAL SERVICES:

Resolution(s) - #'s 8 - 9

Discussion

1. Regional Planning/IT move

Director Townend is asking how to proceed with the Regional Planning Commission's move as this will impact the Board of Elections. Commissioner Christian-Bennett explained that during the last Regional Planning Commission meeting, members agreed to work on a chart of pros and cons for relocating to the Administration Building. There's ample space on the third floor for the Regional Planning Commission, with exception of the meeting room and everyone is in agreement that a meeting room should be located on the first floor in order to accommodate after hour meetings.

The Board discussed moving several different departments and several different scenarios, but came to no specific decision.

Commissioner Christian-Bennett reiterated the fact that if the Board wants the Regional Planning Commission to move to the Administration Building's third floor, the Board needs to move forward because they will need to make a decision sooner than later in order to get the current site up for sale.

Director Bragg suggests the Board begin touring all the buildings again because there is a lot of vacant spaces available at the Administration Building that are not being utilized and Director Townend will begin scheduling.

JEDD DISCUSSION

Present: Internal Services Director JoAnn Townend; City of Ravenna Mayor Frank Seman; Department of Budget and Financial Management Todd Bragg; and Attorney Denise Smith

Mayor Seman indicated Ravenna City and Ravenna Township Joint Economic Development District (JEDD) discussions started back in 2013 and when he took office in 2016, not much progress had been made because the rules changed.

- The City reorganized the JEDD Board and received appointments that are still on the Board.
- Members consist of Jim DiPaola, Rachel Karns, Brad Cromes, Kevin Lewis, and Todd Peetz as Chairman.
- In 2016, the agreement was introduced to Ravenna Township.

- Currently, the JEDD Board is soliciting approvals.
- The JEDD Board decided on an area that appears to be a good starting location on the west end of the Township, from Walmart into Blackhorse.
- A public hearing was held at the Library and those who attended were very positive.
- Correspondence has been sent to those identified as being within the JEDD area that have property that could be developed, along with business owners, but personal contacts must still be made.
- Another prime area for the JEDD would be the far east part of town at Cotton Corners.
- The problem with selling the JEDD initially is what are you getting out of it and the answer is not much, it takes awhile.
- The JEDD is set up so that a certain amount of money that is taken in goes into sustaining it and being able to provide some infrastructure as you gather money.
- There has been discussion about supplying water to the area and the County has a line so further discuss will be forthcoming.
- Both the City and the County have water rights to sell and there has been discussion about trying to work together for the benefit of both entities.
- It would be easier to get everyone's signature if there were water and sewer lines running from the school to Walmart.
- The concept must be accepted first and foremost.
- The City is not always on the same page with the Trustees, and not to be critical, but they are very protective of their territory.
- One benefit of the JEDD is that you can cooperate with each other on economic development, but you don't give up your sovereignty.
- It's a good vehicle for development.
- The City of Ravenna doesn't have huge amounts of land left to develop and most of what they do have is already involved in some type of activity.
- The partnership the JEDD provides will financially help the Township and the City in the long run.
- Overall, one of the goals of the JEDD is to provide job opportunities in the area with the expansion.
- There will be a lot of opportunities with JEDD.
- The focus is to convince people that one Fire District would be better than running two operations.
- Would like to discuss the feasibility of a Fire District and Charlestown Township is also interested in joining.
- There are many opportunities if you get past some of the hurdles that keep everyone from having good conversations.
- Money from the JEDD could be earmarked for the Fire District and there's a variety of ways the money can be used. The current language in the JEDD indicate a 50/50 split, but a certain percentage comes out to maintain the JEDD and to be able to provide some funds for infrastructure.
- Once the JEDD gets started, it will take care of itself.

Commission Kerrigan pointed out Rootstown's JEDD failed because the focus was on growth in the area with no plan of action. He personally likes JEDDs because of the provision in the Ohio Revised Code that says you have to use the money in the JEDD area and at the end of the day, the money will come back to the area.

Commissioner Christian-Bennett asked about the support from local businesses and Mayor Seman responded that it's been light and they will need to make personal contact, but he realizes that citizens will need to see a benefit to it to be excited about the project. Commissioner Christian-Bennett also asked how the JEDD will be impacted since all the Township Trustees are not on board with the project and Mayor Seman responded he thought they were in agreement until there was some type of flare up during a meeting. Mayor Seman is planning to sit down and talk with them personally.

Mayor Seman also indicated he would like to review the possibility of saving money and providing better services through a Fire District with Ravenna Township.

On another note, Mayor Seman apologized to the Board for all the phone calls it received over the Christmas display at the Ravenna Courthouse. He indicated he will not allow the display again because it was very difficult to respond to the phone calls that started after the article was put in the newspaper.

PROSECUTOR'S OFFICE

Present: Attorney Smith; Department of Budget and Financial Management Director Todd Bragg; Internal Services JoAnn Townend

Review of the Prosecutor's Pending List

1. Brady Lake Road: County owned property, remove from Pending List.
2. Brady Lake Village mandate that would require Village to revert back to Brady Lake Township if Village would dissolve: The Secretary of State has dissolved the Village so it should be removed from tge Pending List.
3. Harper Ditch, Coit Road Shalersville Township: Attorney Smith is unsure of the status.
4. Ditch Petition - Repasky property in Brimfield Township: Chris Meduri/David Garnier prepared a step by step procedure for the Commissioners' staff to follow. Director Bragg asked if the \$500.00 check should be deposited as the County Engineer has indicated the costs are more realistically around \$5,000 rather than \$500, and Attorney Smith asked that Director Bragg speak with Attorney Chris Meduri to maintain consistency.
5. Indigent Defense: Attorney Allison Manayon has been assigned to this task and should have a response to the Board soon.
6. Local government fund additional questions: Attorney Smith will have something prepared for the Board next week. The Ohio Revised Code indicates if you are not going to do the

alternate formula (when everyone agrees), the statutory formula is within the discretion of the Budget Commission, but there is discretion in coming up with the formula, in terms of determining what the relative need is and what actual expenditures are vs. estimated expenditures. Once that decision has been made, there is an appeal to the Board of Tax Appeals, but that is an abuse of discretion standards.

10:39 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to discuss pending litigation. Also present: Attorney Denise Smith and Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

11:09 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners moves 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.

PUBLIC COMMENT – JAMES CHANDLER

Present: James Chandler; Job and Family Services Director Kellijo Jeffries; Internal Services Director JoAnn Townend; William Tarver

Mr. Chandler is here on behalf of the 4-H Extension Office and they would like to know if the funding will be the same this year as it was last year. Commissioner Christian-Bennett explained the County budgeted \$90,000 for the OSU Extension and it's the same amount as last year, even though the request was for \$130,000.

Mr. Chandler is also here on behalf of the Friends for Portage County because they are in the process of building a new building for the livestock complex and he is asking for the Board's support as far as permits, etc. The plan is to replace the show arena for the pigs and it also houses sheep. The timeline would begin right after the Fair if the funding is available to start demolition. The funding is coming from local companies and individuals who would be interested in supporting Friends for Portage County. The cost estimate is approximately \$650,000, which houses hogs, swine, sheep and goats, and it will also have a sale arena. The buildings are over fifty years old and repairs have been done, but a new building is now needed.

Mr. Chandler also brought up the Portage County Board of Developmental Disabilities and wanted the Board to know he realizes the problems they've had in the past, but he would like to move forward without blaming anyone, and he thanks the Commissioners for their support.

PUBLIC COMMENT PERIOD – WILLIAM TARVER

Present: William Tarver; Department of Budget & Financial Management Director Todd Bragg; Job and Family Services Director Kellijo Jeffries; Internal Services Director JoAnn Townend; James Chandler

Mr. Tarver pointed out the comments in the Record Courier on January 17, 2018, from Commissioner Kline about the possibility of Mr. Tarver suing the County on the grounds of discrimination, were not very professional and Commissioner Kline replied those were not her words.

Mr. Tarver also stated that he did not appreciate Commissioner Kerrigan's abrupt tone when asking him to have a seat during the January 11, 2018 meeting, and Commissioner Kerrigan explained he meant no disrespect, but in order to maintain order in the Boardroom, everyone needs to be seated.

JOB AND FAMILY SERVICES

Present: Kellijo Jeffries; Internal Services Director JoAnn Townend; James Chandler

Director Jeffries presented and discussed the Portage County Job and Family Services Monthly Data Report for October/November 2017.

Portage County JFS Monthly Data Report October / November 2017

Public Assistance

OWF – Cash Assistance	October 2017	November 2017
Number of Individuals on OWF	719	746
Number of Families on OWF	416	427
Amount Issued	\$146,168.00	\$149,577.00

Food Assistance	October 2017	November 2017
Individuals	13,403	13,503
Families	6,757	6,795
Amount Issued	\$1,575,199.00	\$1,574,624

Medicaid	October 2017	November 2017
MAGI Adult Expansion	7,787	7,708
Non-MAGI Adult	5,274	5,316
Family Medicaid	16,955	15,494
Total Medicaid Recipients	30,016	30,007
Total Amount of received Medicaid Services	\$19,472,734.82	\$32,348,858.59

Child Care	October 2017	November 2017
Children	686	691
Public Funds Used	\$304,121.17	\$24,9665.70

NET Transportation	October 2017	November 2017
Total NET Transportation Related Calls Received	862	843
Total Amount of Emerald Trips	113	147
Total Amount of Swift Care Trips	114	150
Total Amount of PARTA Trips	1	2
Total Amount of Gas Card Trips	343	328
Total Amount of Ticket Trips	209	219

Intake Appts	October 2017	November 2017
Total	169 (Walk-in) 342 (By Phone)	135 (Walk-in) 355 (By Phone)

Customer Service Center	October 2017	November 2017
Total Calls Received	5,417	5,929
Total Clients Seen	1,697	1,445

State Hearings	October 2017	November 2017
Hearing Completed	16	16
Hearings Withdrawn	12	17

Benefit Recovery	October 2017	November 2017
Total Amount Calculated	\$37,995.00	\$36,545
Total Amount Collected (fiscal-cash, TOP/Benefit Reduction and Incentives)	\$14,493.77	\$13,624.06

Ohio Means JOBS / WIOA/ Work Experience Program

	October 2017	November 2017
First Time OMJ Customers	65	53
Total Services Provided to Customers in OMJ	858	701
Site Visits to Businesses / Institutions	4	2
Outreach Events Attended	4	10

OMJPC Job Orders	10	56
OMJPC Job/ Career Fairs	2	0
OMJPC Job/Career Fair Attendees	135	0
Number of ITAs	5	5
Number of Participants In Supportive Employee Program	6	8
WIOA Orientation Sessions Held	0	6
Referrals to unemployment Office	0	0
Referrals to OOD	0	3
Veteran Job Placements	5	n/a
Total Job Placements	10-ABAWD 3-OWF N/A-WIOA	1-ABAWD 3-OWF N/A-WIOA
Monthly Unemployment Rate	4.4	N/A
Average Hrly Wage	N/A	N/A
WIOA Youth and Comprehensive Case Management (CCMEP)		
# Youth in Pre-enrollment	17	21
# Youth in Framework Design	5	14
# of Youth Enrolled in Services	161	162
CCMEP Total Youth	183	197

Work Experience Programs (JOBS)	October 2017	November 2017
OWF Participants	N/A	n/a
All Family Participation Rate	45%	52
2- Parent Participation Rate	N/A	0
ABAWD Participants	116	103
ABAWD Participation Rate	86%	90%
Number of Work Experience Sites (WEP)	32	33
Number of Active WEP participants	106	96
New WEP sites contracts	0	1
JOB Club Participants	27	15

Job Club Placements	3	2
---------------------	---	---

Children Services

	October 2017	November 2017
New Cases Assigned	108	85
Ongoing Cases	193	201
Adoption Cases	17	20
Adoptions Finalized	3	0
Children Leaving Custody	22	12
Children Entered Custody	19	25
Total Children in Custody	212	233
APS Cases Assigned	17	17
Family Team Meetings Held	76	61
Children in Kinship Care/Relative Care	81	94
Children placed in Agency Foster Homes	51	47
Children placed in Residential Treatment	22	22
Children Placed in Group Homes or Therapeutic Foster Homes	60	70

Child Support

	October 2017	November 2017
Total Calls Received by Customer Service	2075	1910
Total Clients Seen in Customer Service	490	547
Total CSEA Responses to Web Portal Inquiries	270	231

Number of Individual Enrolled In Passages Program (applications approved for the month)	15	7
Number of Enrolled Individuals that secured employment	6	6
Passages: Currently employed: Made less than 6 months of payments	6	6
Passages: Currently employed who have made 6 months or more of consistent payments	8	11
Passages: Monthly Collections	\$3,496.59	\$2,359.38
Cases where Paternity was Established	24	53
Modified Child Support Cases	18	13
Total Number of Active Cases	9,261	9,280
Total Amount of Child Support that was disbursed	\$1,931,405.08	\$1,938,139.46

Human Resources

	October 2017	November 2017
Total Number of Employees	198	201
Number of New Hires	4	2
Number of Promotions	1	0
Number of Resignations/Retire/Rescinds	0	0
Number of Job Postings	1	1

IT

	October 2017	November 2017
Helpdesk tickets closed	292	246

Community Outreach and Public Relations

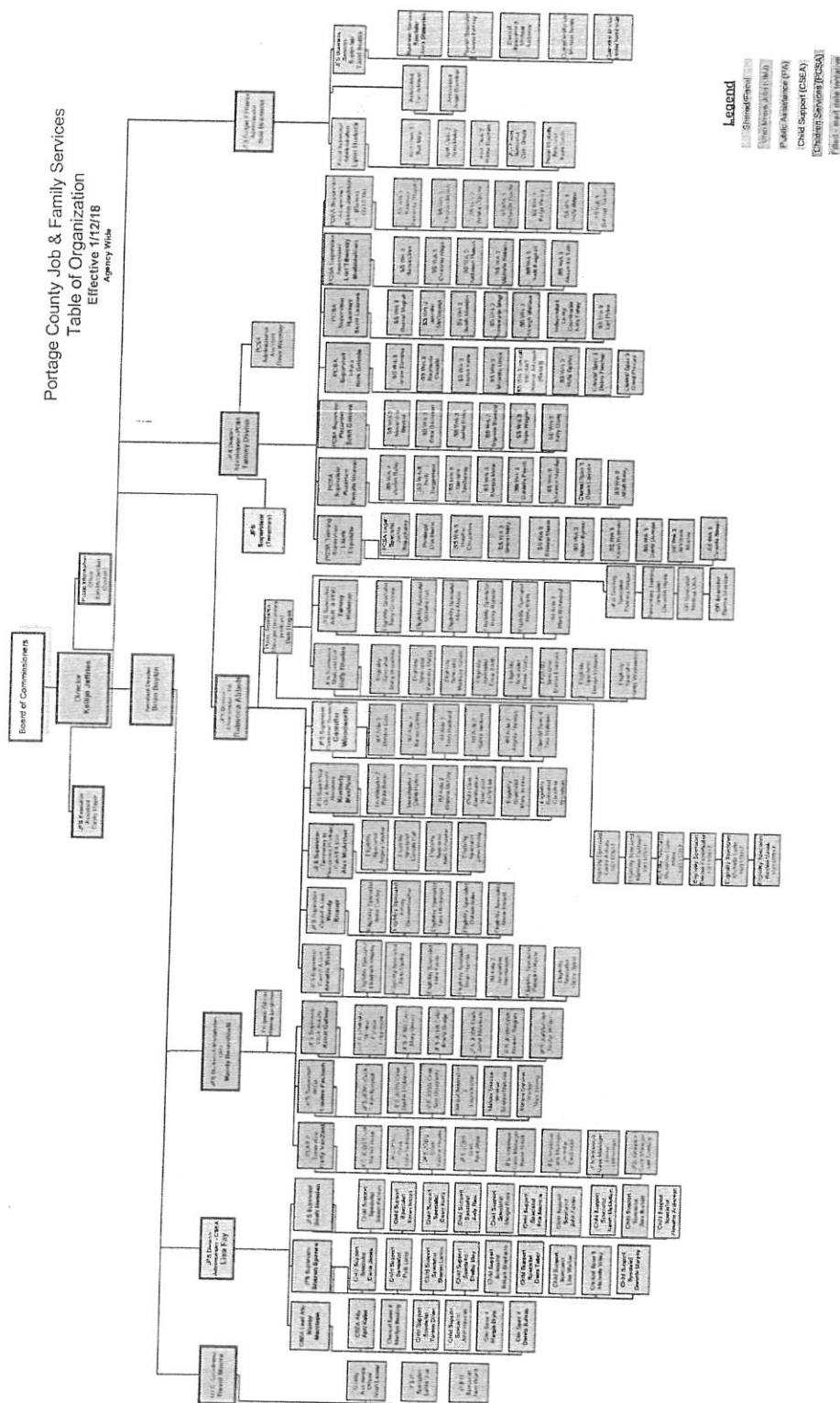
October 2017

- Throughout the month of October, Foster families were invited to Kingsway pumpkin farm in appreciation for all they do for the children of Portage County.
- Independent Living Classes:
 - KSU students taught the teens how to cook an easy dinner on Tuesday, October 10, 2017.
 - On Thursday, October 24, 2017 the teens learned the basics of nutrition taught by a teacher at KSU. We held our first birthday party and the group got to finish the class by rock climbing at the Kent State rock wall!
- Customer Service Appreciation week was Monday, October 2, 2017 through Friday, October 6, 2017. To celebrate, each of the PCJFS customer service workers were given special gifts in appreciation for what they do.
- Portage County Job & Family Services participated in the Portage Learning Centers Fall Family Festival on Thursday, October 5, 2017 from 5:30PM-7:00PM.
- OhioMeansJobs Potage County participated in two re-entry fairs for inmates who are re-entering the workforce. The first one was hosted by the Northeast Reintegration Center and the second one was hosted by Belmont Correctional Institution for men.
- The fourth annual OhioMeansJobs Portage County Job Fair attracted 58 employers and 140 job seekers. The event took place on Thursday, October 12, 2017 from 4:00PM-6:00PM at I.C. Hall in Ravenna.
- On Thursday, October 19, 2017 from 6:00PM-7:30PM Portage County Job & Family Services participated in the Community Connections Night held at Holden Elementary School in Kent.
- The second annual Child Support Fall Festival took place at Brown Middle School on Saturday, October 21st. The event attracted 65 parents and 114 children!
- The Presents for Kids committee began by asking workers to have children fill out bulbs for Christmas.
- PCJFS participated in the Hattie Larlham Wellness and Health Fair on Tuesday, October 24, 2017 from 7:00AM to 4:00PM.

November 2017

- Passages along with PCJFS assistance took in donations for Warm Hands Warm Hearts event which began on Wednesday, November 8, 2017.
- On Tuesday, November 14, 2017 the Independent Living group learned had PNC Bank representatives speak on financial information.
- On Tuesday, November 25, 2017 the Independent Living class learned a new recipe and how to cook it from Kent State University students.
- Presents for Kids continued passing out bulbs for children in care who need Christmas presents this holiday season.
- Child Support 5k preparation continued.

Director Jeffries presented the Job and Family Services Table of Organization dated January 12, 2018.



Director Jeffries presented and discussed some of the Agency Goals for 2018

2018 JFS AGENCY GOALS

Number:	Goal:
Agency Wide	
1	All employees will provide excellent customer services to the citizens of Portage County
2	JFS Managers will lead by employing the formal management principles
3	Agency will recognize its employees through formal recognition and employee enhancement activities
4	All employees will strengthen relationships with community partner organizations
5	All Divisions will host quarterly All Staff meetings with employees to share information and recognize accomplishments
6	Agency will coordinate agency wide quarterly training opportunities for all JFS employees; including specialized management trainings
7	Agency will strive to meet all county, state and federal guidelines and regulations
8	Agency will strive to establish and meet best practice standards
9	Agency will continue efforts to establish performance expectations for all agency positions
10	Agency will continue efforts to modify and create divisional policies and procedures
11	Agency will monitor outcome measures for all existing contracts held by the agency
12	Agency will enhance Training and Quality Assurance measures throughout the agency
13	Agency will create a trainer position for the Child Support and Workforce Divisions
14	Managers will work to enhance performance evaluations and create pilot merit program for NBU
15	Director will conduct a feasibility study relevant to starting a residential treatment center in Portage County for children in foster care
16	Director will conduct a wage study on JFS administrators of surrounding counties
17	Director will research office space options to meet the staffing levels within the Children Services Division
Fiscal	
1	Provide excellent customer service to all Fiscal clients by exceeding expectations and by maintaining a pleasant and positive atmosphere while scoring "met expectations" or "exceeded expectations" on 75% of surveys returned.
2	Provide team building exercises a minimum of 4 times yearly at Fiscal all staff meetings.
3	Complete 100% of all mandatory staff trainings.
4	To prepare for and pass the yearly audit by meeting regular deadlines and performing daily duties with accuracy while maintaining audit ready documentation.
5	Process all invoices provided to Fiscal within the specified management time frame; not to exceed thirty days
IT	
1	Complete PCTU (computer upgrades) for porta01 (Admin/Annex) and porta02 (Chestnut); complete Windows 10 deployment for all divisions
2	Complete Butler Document Imaging server migration into county virtual data center
3	Utilize secondary server in county virtual data center for Spiceworks ticketing system as well as a SQL Backend for Noah's Databases
4	Establish baseline user expectations (password self-management, basic troubleshooting, IT ticket submission expectations, etc.) and hold trainings for users B33 who need assistance B33
5	Evaluate ticket response and resolution times and establish target times
6	Clean up (re-wire) network cabinets at all three sites and train IT staff on proper maintenance so that they continue to be easy to work with as we make changes to them.
Business Services	
1	JFS Maintenance will continue to update various common areas in the JFS buildings in 2018
2	Create and build external relationships with local colleges, steam schools and career centers to promote JFS Internship program
3	Continue to build internal relationships with staff to provide excellent staff services
4	Offer leadership skills to current staff through monthly unit meetings
5	Update risk management and JFS shred policies to reflect updates or changes that occurred in 2017

Public Assistance (PA)	
1	Teamwork across all units within the division
2	Increase and maintain communication between PA and OMI staff to ensure customers' needs are being met
3	Customer Service – Provide accurate, timely and consistent information and strive for customer satisfaction
4	Customer Service – Reduce call center wait times through staffing management. Maintain set expectation of maximum 15 minute wait times in phone queues
5	Customer Service – Resolve inquiries and issues within a team effort. Utilize tools available as part of business processes. I.E – CAR, Routing Guide
6	NET – Work with NET vendors to create policies ensuring customer safety and satisfaction
7	NET – Work with NET vendors to create policies ensuring customer safety and satisfaction
8	Case Banks – Increase and maintain Food Assistance Application timeliness to 95% or higher. Utilize any new tools and reports available with the conversion of SNAP/TANF into Ohio Benefits
9	Case Banks – Strive to process all case changes within 7 calendar days
10	Medicaid – Begin intakes within 10 days of application receipt and determine eligibility within 30 days
11	Child Care – meet 5 day processing and same day center change mandate
12	Child Care – cross train child care specialist in eligibility
13	Child Care – Increase provider recruitment efforts. Prepare for and assist providers with new Step Up To Quality provisions and rules.
14	Child Care – Transition child care overpayments to benefit recovery
15	Benefit Recovery – Complete the overpayment collections project and ensure new process moving forward.
16	Benefit Recovery – Achieve 15% repayment agreement rate or claim paid in full
17	Benefit Recovery – Increase collections by 5% each quarter
18	Staff and Managers attend offered trainings and workshops to ensure continued success
19	Training Department will create a general procedures manual for all roles and processes in PA
20	Training Department will restructure and reorganize shared drive training material
21	Training Department will continue collaboration with Canton District Regional Training Group
22	Training Department will re-introduce quality assurance reviews for both PA and OMI
23	Training Department will assist with the implementation of SNAP/TANF mandated training for all PA and OMI staff
24	Training Department will provide consistent and professional training materials to OMI and PA staff in a timely manner – both new and existing staff.
25	The Training and QA Department will now be known as Staff Development Department to more accurately reflect the goals and activities to be achieved and implemented
26	All Units – transition and update business processes as additional programs are moved into Ohio Benefits.

Child Support (CSEA)	
1	Develop a new divisional brochure or program guide on Child Support Programs and Services for the community.
2	Evaluate and assess standard operating procedures that directly impact our federal performance incentive for establishment in order to obtain the goal establishing support on 90% of our cases in FFY18.
3	Develop standard training modules to enhance skills.
4	Develop an Early Engagement program to encourage parents engage in services and begin payment as early as possible.
5	Update and Create CSEA Policies and Procedures
6	Increase public awareness with community agencies and other divisions.
7	Increase collections on arrears to 72% in FFY18.
8	Continued education and training for call center staff.
9	Increase team work and celebrate hard work and successes.
10	Exceed client expectations and build a culture that encourages client feedback through survey data.
11	Increase current support collections to 75% in FFY18.

Public Assistance (PA)

1	Teamwork across all units within the division
2	Increase and maintain communication between PA and OMJ staff to ensure customers' needs are being met
3	Customer Service – Provide accurate, timely and consistent information and strive for customer satisfaction
4	Customer Service – Reduce call center wait times through staffing management. Maintain set expectation of maximum 15 minute wait times in phone queues
5	Customer Service – Resolve inquiries and issues within a team effort. Utilize tools available as part of business processes. I.E – CAR, Routing Guide
6	NET – Work with NET vendors to create policies ensuring customer safety and satisfaction
7	NET – Work with NET vendors to create policies ensuring customer safety and satisfaction
8	Case Banks – Increase and maintain Food Assistance Application timeliness to 95% or higher. Utilize any new tools and reports available with the conversion of SNAP/TANF into Ohio Benefits
9	Case Banks – Strive to process all case changes within 7 calendar days
10	Medicaid – Begin intakes within 10 days of application receipt and determine eligibility within 30 days
11	Child Care – meet 5 day processing and same day center change mandate
12	Child Care – cross train child care specialist in eligibility
13	Child Care – increase provider recruitment efforts. Prepare for and assist providers with new Step Up To Quality provisions and rules.
14	Child Care – Transition child care overpayments to benefit recovery
15	Benefit Recovery – Complete the overpayment collections project and ensure new process moving forward.
16	Benefit Recovery – Achieve 15% repayment agreement rate or claim paid in full
17	Benefit Recovery – Increase collections by 5% each quarter
18	Staff and Managers attend offered trainings and workshops to ensure continued success
19	Training Department will create a general procedures manual for all roles and processes in PA
20	Training Department will restructure and reorganize shared drive training material
21	Training Department will continue collaboration with Canton District Regional Training Group
22	Training Department will re-introduce quality assurance reviews for both PA and OMJ
23	Training Department will assist with the implementation of SNAP/TANF mandated training for all PA and OMJ staff
24	Training Department will provide consistent and professional training materials to OMJ and PA staff in a timely manner – both new and existing staff.
25	The Training and QA Department will now be known as Staff Development Department to more accurately reflect the goals and activities to be achieved and implemented
26	All Units – transition and update business processes as additional programs are moved into Ohio Benefits.

Child Support (CSEA)

1	Develop a new divisional brochure or program guide on Child Support Programs and Services for the community.
2	Evaluate and assess standard operating procedures that directly impact our federal performance incentive for establishment in order to obtain the goal establishing support on 90% of our cases in FFY18.
3	Develop standard training modules to enhance skills.
4	Develop an Early Engagement program to encourage parents engage in services and begin payment as early as possible.
5	Update and Create CSEA Policies and Procedures
6	Increase public awareness with community agencies and other divisions.
7	Increase collections on arrears to 72% in FFY18.
8	Continued education and training for call center staff.
9	Increase team work and celebrate hard work and successes.
10	Exceed client expectations and build a culture that encourages client feedback through survey data.
11	Increase current support collections to 75% in FFY18.

Discussion:

1. SNAP/TANF Conversion and Associated Training:

The Ohio Department of Job and Family Services planned for all SNAP/TANF cases throughout the State of Ohio to convert into the new Ohio Benefits Worker Portal at the end of January 2018. Job and Family Services Directors have been advised that when the conversion occurs, the entire statewide eligibility system will need to be down for one business day (February 20, 2018) in order to accommodate the conversion, but the old system will still be available. Director Jeffries will send a reminder e-mail to the Commissioners in case they start receiving calls, will post it on Facebook and will also prepare a Press Release.

Director Jeffries presented the Portage County's SNAP/TANF Training Schedule. Training via webinar and in person training will need to occur from January 2018 through May 2018 to support the updated system and changes. There will be public assistance employees out of the County on fifty six dates. Travel and training paperwork is being completed over the next several weeks. Overtime has been approved starting this month in order to keep abreast of the case work demands. Director Jeffries has also outreached to our Job and Family Services Association to inquire whether Ohio Job and Family Services would entertain the notion of providing additional funds to IFS counties to cover any overtime needs. To date, Director Jeffries has not received a response.

Director Jeffries reported she has not received any updates regarding the government shutdown.

COUNTY'S WEBSITE

Present: Internal Services Director JoAnn Townend; James Chandler; Department of Budget & Financial Management Director Todd Bragg

Director Townend reported the Information Technology Services (ITS) wanted to go live with the new website on January 24th. Commissioner Christian-Bennett remembered the former ITS Director indicated someone from the Department would meet with the Board to discuss suggestions and to go over the needs of the Department. The Board agreed to ask ITS to hold off on rolling out the new website until after they meet with the Board to discuss and Director Townend will get them scheduled on Thursday, January 25, 2018.

OLD/NEW BUSINESS

Old Business:

1. NEFCO Board Appointment:

Commissioner Kerrigan reported when he attended the NEFCO Board meeting, they made it known that he was attending as a guest because the resolution of appointment has not been

done yet. The draft resolution of appointments will be presented on January 25th for Board consideration.

2. Process for Board Appointments:

Commissioner Christian-Bennett noted the Board will need to get a process in place, but it has to reach out to the Prosecutor's Office to know legally what can be done. She also believes the Board needs to reach out to each and every board it appoints to asking if they have documents the Board should have copies of. The Board also needs to know what it's looking for in each Board or what questions would be appropriate to ask.

Commissioner Kline mentioned after talking with Ralph Kleitzen, (Board of Developmental Disabilities (DD) President), he indicated years ago the Robinson Memorial Hospital Board vetted and submitted three people they felt met the requirements and Commissioner Kline feels that some of the responsibility could be put back on the DD board, itself. Commissioner Kerrigan noted that is how the Universities operate in the State.

Commissioner Kline also explained that Judge Berger would like to work with the Commissioners on his appointments to the Board of DD, as well, so there is consistency throughout.

Commissioner Christian-Bennett remarked there cannot be a uniform application and if one is created, it must be bare boned. She further explained that the Board's process wasn't very restrictive because every board has different wants and needs.

Commissioner Kerrigan reiterated the Board needs a policy and he will rework the Resolution from the suggestions received today.

Commissioner Kerrigan also discussed background checks and noted it's clear in the Ohio Revised Code that there are certain types of felonies the Board cannot appoint to and the Board has a duty to know when people have these felonies.

Commissioner Christian-Bennett suggests the Board reach out to each board it appoints to have them meet with the Commissioners or ask them to come up with questions, or if it should be aware of any required paperwork before an appointment is made. The Commissioners have been made the sacrificial lamb for this and she has talked with cities, townships and villages and they all appoint in the same way. This is a unique situation and Mr. Tarver was treated like everyone else.

Director Townend mentioned for the DD Board, there's a statute with requirements for Board members and asked if we should reach out to the Prosecutor's Office asking for the requirements for all Boards, and should we reach out to the DD for their particular statutes? Commissioner Kerrigan responded that we do both. After speaking with Board of DD members, he noted that even though the Prosecutor's Office is their legal counsel, they are receiving conflicting information.

Mr. Chandler commented that he does not hold the Commissioners responsible for anything that happened. He wasn't in attendance at the last meeting and believes the Board of DD has enough problems and hopes for the best.

Commissioner Christian-Bennett reported the Commissioners do not have copies of the By-Laws for each Board, the Commissioners do not sit on each Board or attend monthly meetings, but the Commissioners are expected to appoint the best candidate.

The Board agreed to table this issue for another week and Commissioner Kerrigan will revise the draft resolution and will also talk to the Prosecutor's Office.

Commissioner Christian-Bennett suggests the Board review the Board Appointment Application Director Townend prepared for discussion next week.

Commissioner Christian-Bennett feels the Commissioners need to reach out to each and every board it appoints to asking for any mandatory paperwork or provisions for that Board or if there is anyone who would be excluded from serving on a particular Board.

Director Townend suggests the Commissioners send letters to each Boards asking for the information before talking to the Prosecutor's Office.

New Business:

1. **4H Raffle:**

Commissioner Kerrigan was approached by County Auditor Esposito, who mentioned the 4H Reverse Raffle is on Saturday, March 3, 2018.

2. **2005 Journal Entry for not allowing video cameras in the Boardroom:**

Commissioner Kerrigan noted the 2005 Journal Entry was discussed during the last meeting about not allowing video cameras in the public meetings and Commissioner Kline noted the Attorney General's Opinion provided by the Prosecutor's Office would make that Journal Entry invalid. Commissioner Kerrigan believes the Board should vote to remove that portion of the Journal Entry and the Board agreed that as of today, the Board will follow the Attorney General Opinion AG88-087, which indicates that although a Board of Township Trustees has the authority to adopt reasonable rules for the conduct of its meetings, such rules may not prohibit the audio and video recordings of Township proceeding and this opinion will supersede the Journal Entry from 2005. A revised Journal Entry will be prepared for Board consideration next week.

3. **Portage County Sheriff's Office 911 Fund:**

Commissioner Kline asked when the old money is gone, how do you replenish the old money and she's been told you don't.

Commissioner Kerrigan pointed out they are using a single fund for all the money and they account for it, as well.

Commissioner Christian-Bennett explained that all Committees met since 2015.

Director Townend stated the CAD was only supposed to be for one year and then that expense was to be incorporated into their regular budget. She also recalled the 'new fund' doesn't allow for the Sheriff's Office to pay for the Dispatchers, it must be decided upon between the three major entities.

Director Bragg suggests the Board not become too concerned about the details. The 911 Committee is supposed to meet annually to review existing expenditures and approve what each PSAP could and couldn't do.

Director Bragg explained one major issue revolves around the PSAPs and exactly who there were. Director Bragg doesn't believe that's ever been brought to terms nor has the Committee met since the end of this.

The Board's decision is whether it will move General Fund money to the 911 Fund and he recommends the Board's answer is no. He also recommends the Board tell the Sheriff that he has appropriation for 2018 and the Board is not going to modify it and leave it at that.

Commissioner Kline asked if these expenses can be paid from 'new' 911 funds and Director Bragg indicated the following:

The 911 Committee met at the end of 2015 when the contract was being centralized. At that time, every entity agreed to give up their 911 disbursements and it would all stay with the County, with the understanding that the first year the County would pay all the costs of the contract and pay for a 911 Coordinator. At the end of that year, the Board would see what kind of money was left over, and that's when the 911 Committee was supposed to meet.

Each year, the 911 Committee would determine how much money was left over, determine whether they felt they wanted to save the money or spend it on other expenses the other entities needed. At that time, each entity was to present their needs and the 911 Committee was to approve a balance to each. None of this has happened.

All of the noted expenses are eligible expenses, but the 911 Committee hasn't met to decide what is eligible, but they could still meet because we are the only ones designating new and old money – it is still one fund.

The 911 Committee needs to meet and decide what they are doing with the money they have, and that hasn't happened. The Sheriff was told back in 2015, that the CAD expenses would need to be worked into his existing budget because there wasn't going to be room. That contract used to be \$40,000, and why it's jumped to \$60,000, Director Bragg is unsure.

The 911 Coordinator should be the one to call the Committee together and that group is supposed to review the plan, which was not a permanent plan, but a temporary measure to see how the contract was working, to see what expenses we have because the State was going to

come out with additional rules, and adapt from there. It wasn't meant to sit for three years and continue operating under.

Director Bragg suggests the Board not provide any money and ask that the Committee meet to determine what is going to happen. At one time, Ryan Shackelford was the chair, but it may have been transferred to Joleen Clelland. As a member, the Board of Commissioners can send out an e-mail requesting they convene.

Director Bragg went on to say that in 2018, there should be three PSAPs. Right now, there are six entities that take 911 calls and the reason for that is because the County owns all the equipment and let them use it. The County is one PSAP, with the exception that as old money gets spent, it shows up, but that's different. With the 911 Committee, each entity was supposed to present training costs they'd like 911 funding to cover, but only three can receive reimbursements.

At one time Kent and Kent State were supposed to talk to each other about combining, and so was Streetsboro with Aurora and the Sheriff with Ravenna. The Sheriff and Ravenna never started the discussion, Streetsboro and Aurora have agreed to work as one and Kent and Kent State theoretically believe they can get it done, but there are still some issues and nothing has progressed.

Currently, there are five PSAPS and we are only at four we can legally disburse to, and this year we should go to three.

Commissioner Kerrigan was surprised a letter from the Sheriff's Department didn't come from the Sheriff, but from Ms. Clelland, and he is inclined to send it back and ask that the correspondence come from the Sheriff. Director Townsend indicated Ms. Clelland is signing as the Communications Manager/911 County Coordinator.

Commissioner Kline noted the money may be kept separate because there's more flexibility with the 'old' money and Director Bragg explained the plan as approved at the end of 2015 was very rigid because the other entities were turning over their disbursements to the County and they didn't want the County haphazardly spending funds.

The County promised, for that year, to spend only on the contract, the 911 Coordinator, and at the end of that year, everyone would get back together again, because everything was just estimates, and at the end of each year when the realities were known, everyone would get together indicating what was spent from their General Fund and asking for reimbursement. With the extra funds, the Committee was supposed to decide what was to be saved for future needs and expenses and that was the idea of what was going to happen at the end of each year.

Currently, there's \$530,000 sitting in a fund because nothing was paid in 2016 or 2017 for AT&T because it kept getting delayed. There is extra money in the collections we planned on spending that we haven't spent, so there is extra money in the new money. The State has the same guidelines on the new money and the old money, it's only Portage County that has tied its hands in order to get everyone to work together, but it's not only the Sheriff's Office that was

supposed to be able to present their needs, it was supposed to be any of the entities who would come forward to say here's additional expenses we've had this year.

Commissioner Christian-Bennett noted the City of Ravenna has spent a lot of money redoing their dispatch center and they secured contracts with the Townships and Director Bragg pointed out it was with the hope of remaining a PSAP verses combining.

Director Bragg noted the question remains which of the entities are allowed reimbursement – Portage County is easy because it already holds the funding. If push comes to shove, the Sheriff could be the one.

Director Townend will contact Office of Homeland Security and Emergency Management Director Ryan Shackelford to find out who calls the 9-1-1 Committee meeting.

Recessed: 12:24 PM

Reconvened: 1:31 PM

RAVENNA TOWNSHIP TRUSTEES

Present: Internal Services Director JoAnn Townend; Ravenna Township Trustees Patsy Artz and Vince Coia; Department of Budget and Financial Management Director Todd Bragg; and Chief Dog Warden Dave McIntyre

Trustee Coia shared that the Township is on board with the JEDD and when they signed up, it put the wheels in motion, but the rules have changed and the process had to be started all over again.

Trustee Artz mentioned she is waiting to see if the majority of local businesses want the JEDD and if they do not want it, they will not support it.

During the kickoff meeting at the library, Trustee Coia did not hear of any negative comments, but also pointed out the turnout was very low.

Trustee Artz mentioned not everyone has water and septic and she believes in the end that's what people want, but if businesses need to pay 1% of their gross net, it would be painful for the community. She also struggles with what the JEDD actually brings to the Township and the City. In her opinion, the City needs the Township more than the Township needs them. If a Fire District was created, the Township would have no control, except for the individuals on the Board. The Fire District would also be able to ask for their own levies in any amount they want. Her biggest fear is at the end of five years if the residents say no to the levy, both entities have to start over as independent fire companies.

Trustee Coia mentioned everyone's had their budget cut and the Township has also inherited the cemetery, but he believes whatever is good for the Township is good for the City and the JEDD would be beneficial to everyone.

Commissioner Kerrigan noted most employees in Rootstown Township are already paying income tax elsewhere, so it's not a new tax.

Trustee Artz commented that the Trustees want the JEDD for water and sewer, but asks who builds water and sewer, the City or the County? Commissioner Kerrigan explained that it depends where the current lines are located. The County would not want to be a partner in the JEDD, it would simply charge a fee for the services. The JEDD area contains a combination of County and City lines and the County would not receive any revenue from the JEDD, but would pick up new customers. As businesses grow and property becomes more valuable, that increases the amount of property taxes the area pays and increases the portion the County receives. If there's new retail as a result of the JEDD, the amount of sales tax would increase, as well.

Trustee Artz noted the JEDD gets a percentage of gross profit. At one time, the County received a portion or the JEDD received a percentage of the goods. Director Bragg noted it's tangible property and Trustee Artz noted tangible property has nothing to do with the JEDD, it's what the County would receive if the business increase, the County will receive more tangible profit and that means the County should join in. Trustee Coia thinks she may be referring to CAT tax. Director Bragg noted the County does not receive tangible personal property, the schools largely receive it, and the County's largest sources of income are from sales tax from businesses and property taxes.

Trustee Coia asked if Treasurer Cromes mentioned where the City is at as far as signups for the JEDD and Commissioners responded they are just getting started with signatures.

Trustee Artz reiterated if the majority of business owners want this, she will vote for it, and she would like to see the County behind this project, as well, as it should get some money out of it, especially through tangible property.

Commissioner Christian-Bennett pointed out that they can use some of the JEDD money to hire an Economic Development person to develop Ravenna Township and the City.

Trustee Artz mentioned she has an issue with the request to hire a secretary to run the operation at a cost of \$100,000 per year. Trustee Coia thought it was an unpaid position and Commissioner Kerrigan noted there has to be money set aside for the administration, which includes paperwork, copies, and equipment, etc. Trustee Coia has not reviewed anything in the paperwork for that type of salary. Commissioner Christian-Bennett noted it's usually in percentage – 45% for Ravenna Township, 45% for the City of Ravenna and 10% admin fee of whatever is brought in from the JEDD.

Commissioner Kline asked if any new information has come forward that would make the Trustees want to withdraw from the project and Trustee Artz said they want to see how this would progress and if the people want it, they will vote for it.

COMMISSIONERS' CONSENT AGENDA

January 18, 2018

1. Approval of the January 11, 2018 regular meeting minutes.

*

*

*

*

*

RESOLUTIONS

January 18, 2018

Budget & Financial Management

1. Approve the Thursday, January 18, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0050
2. Approve the Thursday, January 18, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0051
3. Approve the Thursday, January 18, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0052
4. Approve the Thursday, January 18, 2018 Then & Now Certification, as presented by the County Auditor./18-0053
5. Approve the Tuesday, January 23, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0054
6. Approve the Tuesday, January 23, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0055
7. Approve the Tuesday, January 23, 2018 Then & Now Certification, as presented by the County Auditor./18-0056

Internal Services

8. Approve specifications and set bid date for the Shalersville Water Treatment Plant filter media replacement project for the Portage County Water Resources Department./18-0057
9. Approve specifications and set the proposal date for the Justice Center addition and renovation project./18-0058

External Services

10. Approving a request for installment payments of connections payments for connection to the sanitary sewerage system in the Portage County Regional Sewer District and establishing the terms and conditions. (Lorene M. Davis)/18-0059
11. Approving a request for installment payments of connections payments for connection to the sanitary sewerage system in the Portage County Regional Sewer District and establishing the terms and conditions. (Timothy & Genevieve Adelman)/18-0060

12. Approval of the Office of Homeland Security & Emergency Management Agency 2018-2019 goals, as approved and submitted by the Emergency Management Agency Advisory Committee members./18-0061
13. Appointment to the Portage County Emergency Management Agency (EMA) Advisory Committee./18-0062
14. Authorize application to Ohio Pet Fund Grant Program./18-0063

Human Resources

15. Adoption of the amended Portage County Board of Commissioners Personnel Policy Manual./*Motion by Commissioner Christian-Bennett to remove this item from the Consent Agenda.*

Motion To: Approve the Consent Agenda for January 18, 2018, minus Human Resources Resolution No. 15

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

*

*

*

*

*

RESOLUTION NO. 18-0050

**RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on January 18, 2018 in the total payment amount of **\$490,658.94** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0051

This resolution was inadvertently omitted. This is for numbering purposes only.

RESOLUTION NO. 18-0052**RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

01/18/18	366	\$ 453,312.75
01/18/18	340	868.00
01/18/18	335	15,328.55
01/18/18	334	28.00
Total		\$ 469,537.30

; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0053

**RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$274,333.85** as set forth in Exhibit "A" dated **January 18, 2018** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0054

**RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

- RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and

Financial Management, Department of Internal Services or other designee on January 23, 2018 in the total payment amount of **\$297,025.82** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

RESOLUTION NO. 18-0055 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

01/23/18	525	\$ 812.00
01/23/18	432	33,296.95
01/23/18	431	258.35
01/23/18	424	256.75
Total		\$ 34,624.05

; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0056 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$216,368.13** as set forth in Exhibit "A" dated **January 23, 2018** shall be paid; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

RESOLUTION NO. 18-0057

**RE: APPROVE SPECIFICATIONS AND SET BID DATE
FOR THE SHALERSVILLE WATER TREATMENT
PLANT FILTER MEDIA REPLACEMENT
PROJECT FOR THE PORTAGE COUNTY WATER
RESOURCES DEPARTMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED, that the bid specifications for receiving bids for the Shalersville Water Treatment Plant Filter Media Replacement Project for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m. (E.S.T.) on February 14, 2018; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on January 24, 2018, posted on the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION No. 18-0058

**RE: APPROVE SPECIFICATIONS AND SET THE
PROPOSAL DATE FOR THE JUSTICE CENTER
ADDITION AND RENOVATION PROJECT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

RESOLVED, that the plans and specifications for receiving proposals for the Justice Center Addition and Renovation project be and hereby are approved; and be it further

RESOLVED, that a pre-bid meeting will be held on Thursday, January 25, 2018 at 1:00 p.m., E. S.T. at the Portage County Justice Center, 8240 Infirmiry Rd., Ravenna OH 44266; and be it further

RESOLVED, that sealed proposals are due on Thursday, February 8, 2018 at 2:00 p.m. (E.S.T.) and will be accepted by Granger Construction, the construction manager at risk on the project; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on January 19, 2018 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0059 - RE: APPROVING A REQUEST FOR INSTALLMENT
PAYMENTS OF CONNECTION CHARGES FOR
CONNECTION TO THE SANITARY SEWERAGE
SYSTEM IN THE PORTAGE COUNTY REGIONAL
SEWER DISTRICT AND ESTABLISHING THE
TERMS AND CONDITIONS OF THE SAME.**

It was moved by Sabrina Christian-Bennett, and seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the (OWNER) of the property hereafter described applied for a sanitary sewer permit and have now requested in writing the option of paying the sewer connection charges, applicable to the following described properties, in installments; and

Applicants: Lorene M. Davis (OWNER)
Service Address: 5076 State Route 43
 Kent, OH 44240

Parcel Number: 04-005-00-00-031-000

Property Deed Description: Situated in Brimfield Township, County of Portage, and State of Ohio: And known as being a 0.775 acre parcel of land, un-platted as part of Original Lot 5, as recorded by Instrument Number 201700938 of the Portage County Recorder's office.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNER for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in any calendar year on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 1.55% percent per annum (based on Ohio Water Development Authority for the month of December 2017, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNER, prior to the issuance of the permits, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNER or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed

and paid only to the date of payment of the unpaid balance.

H. In the event the OWNER or SUCCESSOR are delinquent twice in any calendar year on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSORS, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

and be it further;

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the

OWNER or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0060 - RE: APPROVING A REQUEST FOR INSTALLMENT
PAYMENTS OF CONNECTION CHARGES FOR
CONNECTION TO THE SANITARY SEWERAGE
SYSTEM IN THE PORTAGE COUNTY REGIONAL
SEWER DISTRICT AND ESTABLISHING THE
TERMS AND CONDITIONS OF THE SAME.**

It was moved by Sabrina Christian-Bennett, and seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicants, being the (OWNERS) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described properties, in installments; and

Applicant: Timothy J. & Genevieve L. Adelman (OWNERS)
Service Address: 2111 Meloy Road
Kent, OH 44240

Parcel Number: 04-008-00-00-092-000

Property Deed Description: Situated in Brimfield Township, County of Portage, and State of Ohio: And known as being a 0.7100 acre parcel of land, un-platted, part of Original Lot 8, as recorded in Instrument Number 200530705 of the Portage County Recorder's office.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNERS for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- I. The total amount of such connection charges to be financed is \$5,580.00.
- J. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS are delinquent twice in any calendar year on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- K. A carrying charge shall be paid equal to 1.55% percent per annum (based on Ohio Water Development Authority for the month of December 2017, for owner occupied homes) on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- L. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.

- M. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- N. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- O. The OWNERS or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- P. In the event the OWNERS or SUCCESSOR are delinquent twice in any calendar year on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNERS or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNERS or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNERS or successors, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNERS or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

and be it further;

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the

Sewer District and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION No. 18-0061

-

**RE: APPROVAL OF THE OFFICE OF HOMELAND
SECURITY AND EMERGENCY MANAGEMENT
AGENCY 2018-2021 GOALS, AS APPROVED**

**AND SUBMITTED BY THE EMERGENCY
MANAGEMENT AGENCY ADVISORY
COMMITTEE MEMBERS.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Emergency Management Agency Advisory Strategic Planning Subcommittee met on September 6, 2017 to review the high priorities, goals and objectives for the Portage County Office of Homeland Security and Emergency Management Agency; and

WHEREAS, the Emergency Management Agency Advisory Strategic Planning Subcommittee Members developed the goals as outlined in the Portage County Office of Homeland Security and Emergency Management Strategic Plan 2018-2021 document as a guide to achieving the high-priority goals of the agency; and

WHEREAS, the Emergency Management Agency Strategic Planning Subcommittee Members designed the goals outlined to identify benchmarks for the next one-to-three year plan as to gauge when certain actions are expected to progress in order to reach the goals set; and

WHEREAS, the Emergency Management Agency Advisory Committee has reviewed, modified and approved of the goals set forth in the Portage County Office of Homeland Security and Emergency Management Strategic Plan 2018-2021; now, therefore be it

RESOLVED, that the Portage County Board of Commissioners approves of the Portage County Office of Homeland Security and Emergency Management Strategic Plan 2018-2021 as recommended by the Emergency Management Agency Advisory Committee in Resolution No. EMA 2018-01; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION No. 18-0062

-

**RE: APPOINTMENT TO THE PORTAGE COUNTY
EMERGENCY MANAGEMENT AGENCY (EMA)
ADVISORY COMMITTEE.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

WHEREAS, the Portage County Emergency Management Agency Advisory Committee assists and provides direction to the Portage County Emergency Management Agency to reduce the loss of life and property and protects institutions from all hazards by leading and supporting Portage County in a comprehensive, risk-based emergency management program; and

WHEREAS, in accordance with Portage County Commissioners Resolution 89-122 creating the Portage County Emergency Management Agency the Board of Commissioners agreed that the Council will be comprised of the specified officials and private citizens appointed or required; and

WHEREAS, it has become necessary to add a member to the Portage County Emergency Management Agency Advisory Committee; and

WHEREAS, the Portage County Emergency Management Agency Advisory Committee by majority vote of members present at the January 3, 2018 meeting, recommend the member indicated below to the Portage County Commissioners for appointment; now, therefore be it

RESOLVED, the following member is hereby appointed to serve out a term commencing immediately and expiring December 31, 2020:

Nominee	Representing
Chuck Jones, Alternate	PARTA

; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0063 - RE: AUTHORIZE APPLICATION TO OHIO PET
FUND GRANT PROGRAM**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted.

- WHEREAS,** our Portage County Dog Warden is seeking ways to address problems of overpopulation of stray domestic animals in Portage County; and
- WHEREAS,** Ohio Pet Fund has a grant program providing funds for spay/neuter projects to non-profit and government organizations; therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby support the application to the Ohio Pet Fund Program on behalf of the Portage County Dog Warden's office and the Portage County Animal Shelter with no local match requirement; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

RESOLUTION NO. 18-0064

This resolution was inadvertently omitted. This is for numbering purposes only.

* * * *

JOURNAL ENTRY

January 18, 2018

Department of Budget & Financial Management

1. The Board of Commissioners signed the Satisfaction of Mortgage form for Mark & Renate Dillon of 4213 State Route 43, Brimfield, OH 44240 to secure payment of \$45,000.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

External Services

2. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Use of School Facilities Request Form to use Maplewood Career Center on April 12, 2018 for the Portage County Office of Homeland Security and Emergency Management Agency's SKYWARN Webinar event. Maplewood Career Center has agreed to waive the \$100.00 fee.

Human Resources

3. The Board of Commissioners signed the Personnel Action Form accepting the retirement of Gennifer Woodworth, JFS Supervisor, for Portage County Job and Family Services, effective June 28, 2018, as presented by Janet Kovick, Human Resources Director.
4. The Board of Commissioners signed the Personnel Requisition authorizing the two week external posting of the full time permanent JFS Supervisor in Children Services replacing Gennifer Woodworth for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners authorized the request to create a new, Temporary JFS Supervisor position in the Children's Services Division of Job & Family Services, as presented by Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Alex McArthur from Temporary JFS Supervisor to Permanent JFS Supervisor, replacing Deb Hogan, for Portage County Job & Family Services effective February 12, 2018, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Requisition authorizing the 2 week external posting of the full time Temporary PCSA Supervisor, new position, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Diane Rogers as an Income Maintenance Aide 2, replacing Frank Caffrey, for Portage County Job & Family Services, presented by Janet Kovick, Human Resources Director. Anticipated start date is January 29, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
9. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Rebecca Barnosky, Social Service Worker 3, for Portage County Job & Family Services, effective February 2, 2018, as presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent SSW3 replacing Rebecca Barnosky for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
11. The Board of Commissioners approved the job description for the Collection Systems Chief Operator position in the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Requisition authorizing the seven day internal posting of the full time Collection Systems Chief Operator, new position, for the

Portage County Water Resources Department with external posting if no internal appointment is made, as presented by Janet Kovick, Human Resources Director.

13. The Board of Commissioners approved the revised job description for the GIS Coordinator position in the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.

Commissioners

14. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for November 2017, as presented by the Portage County Sheriff's Department.

Motion To: Approve the Journal Entries for January 18, 2018

RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

AYES: Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

Motion To: Adjourn the Official Meeting of January 18, 2018 at 2:01 PM

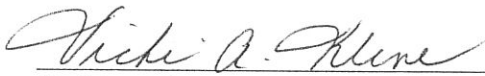
RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

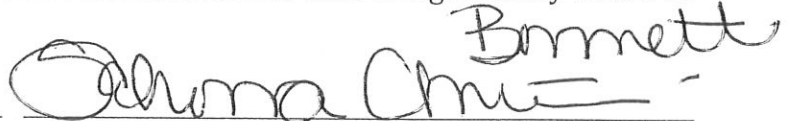
SECONDED: Mike Kerrigan

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.



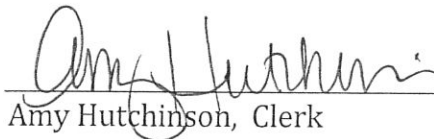
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk