



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

JoAnn Townend, Acting Clerk  
330-297-3600

Thursday, January 25, 2018

9:07 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.

## ADMIN TEAM

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

## HUMAN RESOURCES:

Journal Entries - #7 - 10

## Discussion:

### 1. 2017 Turnover Report

Director Kovick presented and discussed the 2017 Turnover report

In 2017, thirty-six (36) employees voluntarily resigned from the Portage County Board of Commissioners Departments. The voluntary turnover percentage for 2017 was 10.2%. In comparison to 2016, the voluntary turnover was 7.5% with 26 voluntary resignations. The increase between the two years is largely attributed to an increase in the Work/Life and Competitive Practices categories.

Within the Work/Life category, eight (8) employees retired in 2017. This is a 75% increase in retirements from 2016 to 2017. The Commissioners' office, Job & Family Services, Women, Infants & Children (WIC), and Water Resources were affected by retirements this past year. These same departments were also affected by employees relocating out of state or electing to work closer to home.

Within the Competitive Practices category, six (6) employees resigned due to working conditions. This is a 50% increase from 2016. The reasons stated during the exit interviews ranged from being burned out, overwhelmed or change in the work

environment that was undesirable to the employee. In addition, four (4) employees resigned due to pay. This is an increase of 25% from 2016. The departments affected by the Competitive Practices category were the Dog Warden, Job & Family Services, Maintenance, Solid Waste and Water Resources.

As a reminder, the primary reasons for the resignations are categorized into the following areas:

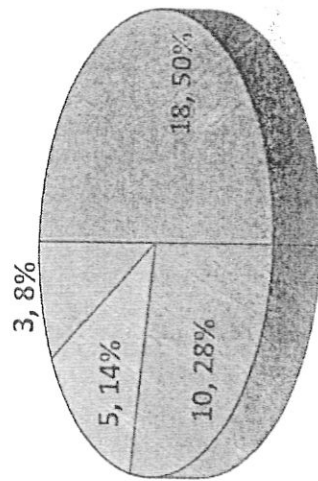
- **Work/Life** - Lifestyle issues, hours of work, relocation, retirement, medical, etc.
- **Competitive Practices** - Less than favorable working conditions, pay, lack of recognition, etc.
- **Career Potential** - Lack of career path, advancement opportunities, lack of interest for position/ career or personal growth.
- **Personal** - No specific reason given by the employee.

The following charts illustrate the voluntary turnover for the Board of Commissioners' departments by category and by department. There were seven (7) departments affected by turnover in 2017: Commissioners' office, Dog Warden, Job & Family Services, Maintenance, Solid Waste, Water Resources and WIC.

# Voluntary Turnover - January - December 2017

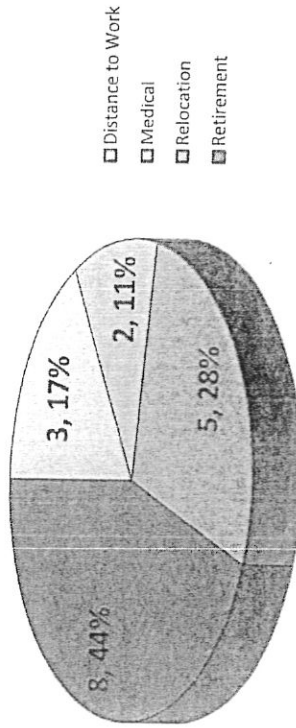
## By Category

### Category Summary



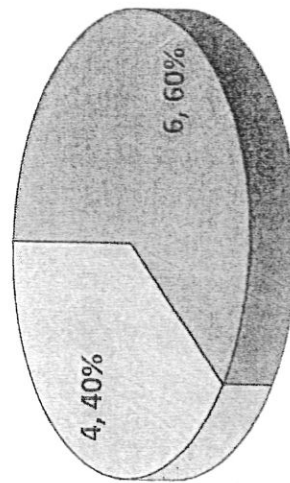
Employee Count: 36

### Work/Life Category



Employee Count: 18

### Competitive Practices Category



Employee Count: 10

### Career Potential Category

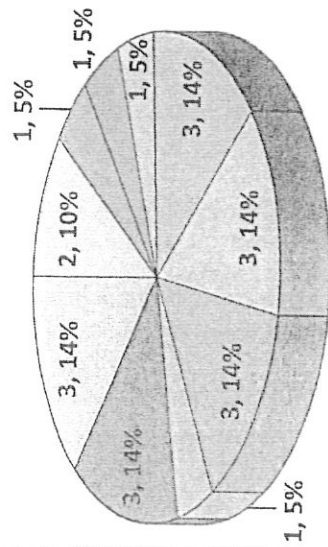


Employee Count: 5

NOTE: Three (3) employees resigned due to personal reasons- no specific reason provided.

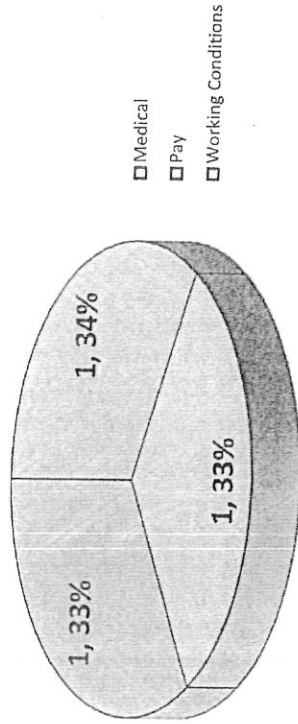
# Voluntary Turnover - January - December 2017 By Department

## Job & Family Services



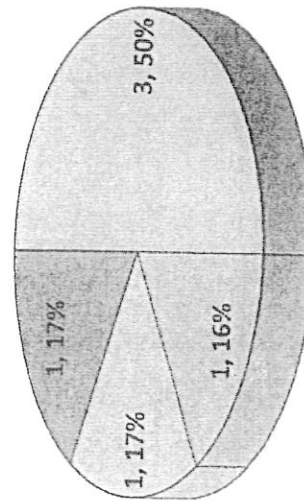
Employee Count: 21

## Solid Waste Management District



Employee Count: 3

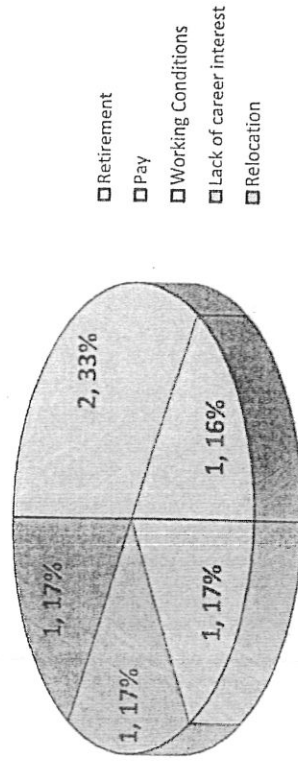
## BOC, Building, Dog Warden, Maintenance & WIC



Retirement: BOC (1) & WIC (2)  
Pay: Maintenance

Working Conditions: Dog Warden  
Relocation: Building

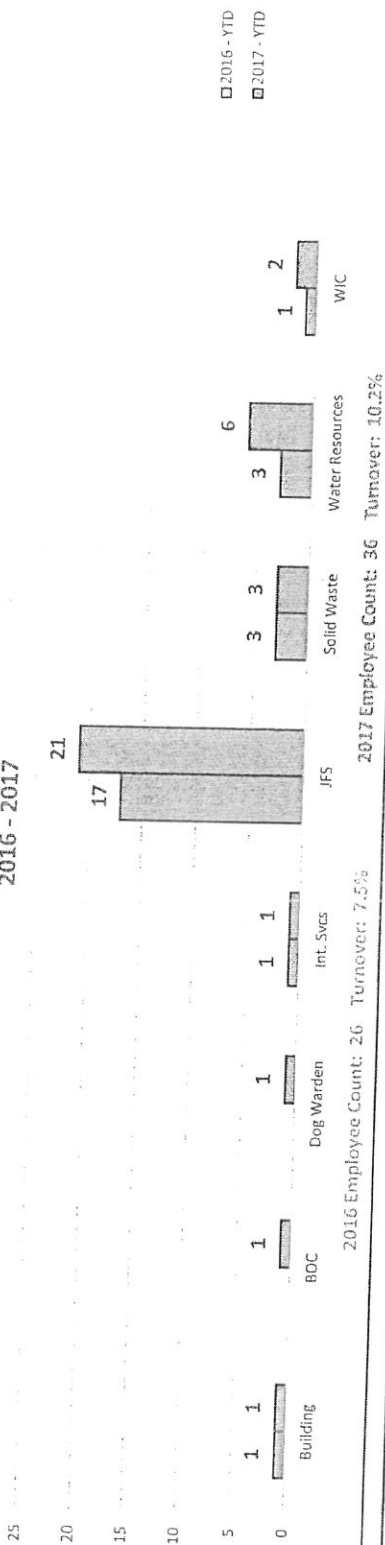
## Water Resources



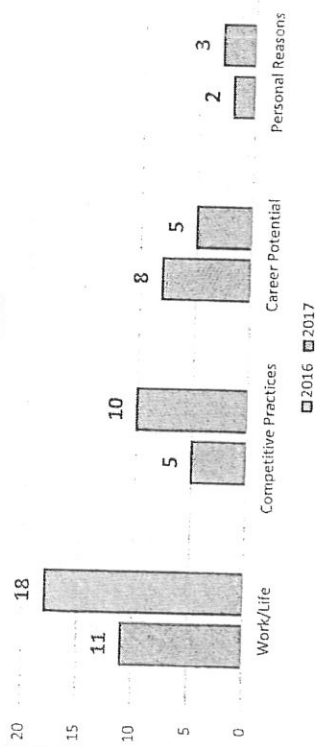
Employee Count: 6



# Department Voluntary Turnover Comparison 2016 - 2017



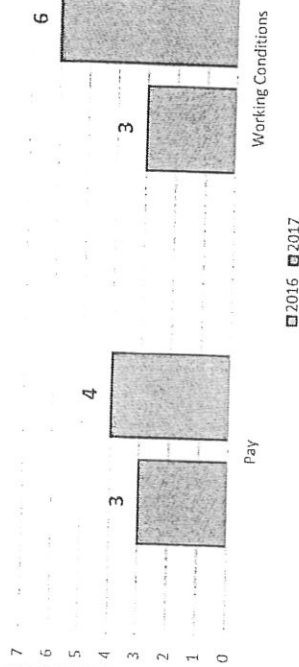
## Category Turnover Comparison 2016 - 2017



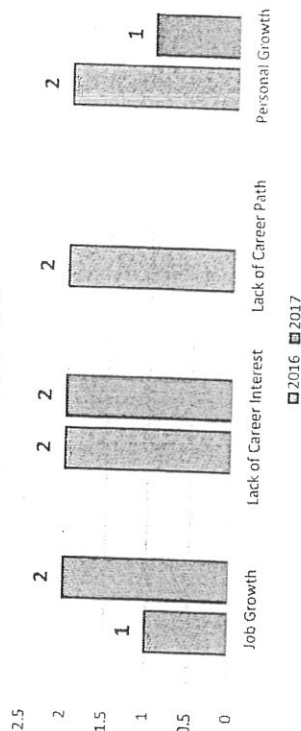
## Work/Life Turnover Comparison 2016 - 2017



## Competitive Practices Turnover Comparison 2016 - 2017



## Career Potential Turnover Comparison 2016 - 2017



## 2. Vacation Leave for New Hires:

Director Kovick checked with Attorney Denise Smith for a legal opinion on vacation payout if the new hire resigns/terminates before their one year anniversary. If the Board chooses to allow a new employee to accrue & use vacation their first year of employment, that employee is entitled to be paid out whatever has accrued at the time they separate from service during their first year. Currently, the Board's policy reflects Ohio Revised Code – the first eighty hours of vacation doesn't accrue until after the first year is completed. If the employee leaves before their one year anniversary, there is no accrued vacation payout.

Options for the Board to consider:

1. To allow full-time new hires to accrue and use vacation during their first year of employment knowing if they leave they will be paid out any accrued/unused vacation.
2. New full-time employees **with prior service** to use accrued vacation immediately upon employment with Portage and new full-time employees **without prior service** will be required to wait until the completion of their one year anniversary.
  - a. Summit County currently has this policy.
3. Keep the current policy which requires new hires to wait until their first anniversary before taking their accrued vacation; therefore, no payout is made if they leave prior to their 1<sup>st</sup> year.
4. Other options.

The Board agreed to move forward with Option No. 1 and Director Kovick will prepare the change for Board approval next week.

Director Townend suggests before the Board moves forward with changes to the Personnel Policy, it might want to talk to the County Auditor's Office first and Commissioner Kerrigan suggests the discussion should take place this week prior to the Board adopting the revised policy next week. Director Kovick will schedule a meeting with the Auditor's Office to discuss changes to the policy that would affect her department.

Commissioner Kerrigan is concerned about the sick leave cap and the Board agreed to return to the original way it used to be, which removes the 480 hours.

Director Kovick will make the changes to the Policy for approval next week.

### **EXTERNAL SERVICES:**

Resolution(s) – #16 & 17

### **Discussion:**

#### **1. Memo regarding clarification on Township & City Zoning Board of Appeals**

The Portage County Water Resources Department is requested regularly to provide comment to various municipal zoning boards in the County. The Water Resources Department provides comments to zoning boards only as it relates to the County's sewer and water infrastructure and easements. Some examples of these comments are:

- 1) There is no public sewer or water in the vicinity of the parcel
- 2) Demolition or construction activities could impact the sanitary sewer lateral please contact PCWR before construction activities occur
- 3) Structures cannot be placed over an existing sewer or water easement

The Water Resources Department also includes drawings which indicate the location of the infrastructure and/or easement to the zoning boards.

In 2017, the Water Resources Department prepared these comments to the township zoning boards and routed them through the Board of Commissioners for signature.

Director Roberts would like clarification on whether the Commissioners would like to continue signing these reports or if they would like Water Resources to correspond directly to the zoning boards. If so, the Water Resources Department will forward copies of their correspondences to the Commissioners and only route the reports for Board of Commissioners' signature when comments are outside of the boundaries of the Department's authority.

The Board agreed to have the Water Resources Department complete the reports and correspond directly with the zoning boards.

## **2. Melanie Bittecuffer, 5300 Meadow Park Drive, Kent, Ohio**

Director Roberts noted a problem with Ms. Bittecuffer's water/sewer billing, as the meter recorded actual water used but the transmitting device was not functioning resulting in no meter reading being recorded for a period May 27, 2016 through November 30, 2017.

Current billing due to Portage County is \$933.36 and the County has agreed to allow them to pay without penalty over time, but Ms. Bittecuffer does not feel she owes the balance. Director Roberts will forward correspondence to Ms. Bittecuffer.

For billing issues, the Board agreed the primary contact should be Director Roberts.

## **3. Notice of Violation from the Ohio EPA**

Portage County Water Resources received a Notice of Violation (NOV) for failure to maintain orthophosphate within acceptable range in the Portage County Water Resources Public Water System (PWS) on January 10, 2018. Portage County Water Resources PWS has taken the following steps to comply with the Ohio Environmental Protection Agency's (OEPA) requirements:

1. The Department is in the process of publicly notifying customers by sending out the Drinking Water Notice by direct mail, this will be done by the February 10, 2018 deadline.
2. The Department has reached out to their bulk water customers to make them aware that they are also responsible to notify their customers. They have been given a copy of the Drinking Water Notice, so that they can notify their customers.

3. Water Resources will be placing a notice in the Record Courier to catch anyone who may not be a customer of ours or any of the bulk water customers, but may come in contact with our water.
4. Corrective action has been taken at the plant so this does not happen again.
5. Notice will be placed on Portage County Water Resources web site.
6. Residents with concerns are encouraged to call the Operation Manager or Water Superintendent.

### **INFORMATION TECHNOLOGY SERVICES (ITS) - WEBSITE CHANGES**

Present: County Auditor Janet Esposito; Brenda Cumpston, Shannon Jenkins, ITS; Internal Services Director JoAnn Townend; Department of Budget and Financial Management Director Todd Bragg; Human Resources Department Director Janet Kovick

The Board met with the Information Technology Services to discuss the Commissioners' website.

### **ADMIN TEAM - CONT.**

#### **DBFM:**

Resolution(s) - #'s 1 to 9  
Journal Entries - #3 to 6

#### **Discussion:**

#### **1. January 18, 2018 Budget Commission Letter:**

In response to the Budget Commission's correspondence, Director Bragg prepared a response requesting a hearing. The Board is still waiting to hear back from Prosecutor Smith about what special funds they are going to address.

Director Bragg also pointed out if the Budget Commission is going to meet with the Board to discuss the 2019 tax budget, he will need to meet with every Elected Official before that date to figure out what they want in the 2019 budget. Director Bragg invites the Board to attend the meetings with him and the Board agreed each Commissioner will attend on a rotating basis.

### **INTERNAL SERVICES:**

Resolution(s) - #'s 10 - 15

Recessed: 10:52 AM

Reconvened: 11:00 AM

Recessed: 11:15 AM

Reconvened: 11:18 AM

### **PUBLIC COMMENT PERIOD**

Present: Chris Smeiles

Mr. Smeiles presented a copy of a study for the conversion of the Portage County Nursing Home to a Justice Facility dated April 2002 as presented by David A. Kessler.

## COMMISSIONERS' OFFICE MEETING

Present: Internal Services Director JoAnn Townend

1. EOC Training meeting Friday, February 23, 2018, RSVPs requested by February 16, 2018, does the Board wish to attend? The Board will attend and Director Townend will RSVP.
2. Records Commission Meeting – Last meeting held August 17, 2017 with a suggested meeting date of February 15, 2018 at 2:00 PM. The Board approved the date and time and the Clerk will advertise the meeting.
3. Presentation of proclamation to retiring Water Resources employee, Dave Shanks on January 31, 2018 at 11:00 AM at the Water Resources lab, does the Board wish to attend? Commissioner Christian-Bennett and Commissioner Kline will attend.
4. 911 Planning Committee – Joleen Clelland noted Commissioner Kline should convene the Committee if there are intentions to amend the plan; if not, questions about old 911 money can be discussed during a regular Commissioners' meeting. The Board agreed to have Ms. Clelland attend next week's Board meeting to discuss and Director Townend will invite Department of Budget and Financial Management Director Bragg and Sheriff Doak, as well.
5. 2018 Budget Discussion with Sheriff - Date requested (include expenditure in December 2018 from 911 fund; propane at DTF building). The Board agreed Director Bragg, Ron Rost, the Sheriff and a Board member will attend the meetings. The Board agreed to rotate its attendance, starting with Commissioner Kline.

### Pending Items:

#### 1. Board appointment process:

- Commissioner Kerrigan clarified he meant records check, not background check concerning the process.
- Commissioner Christian-Bennett asked if Commissioner Kerrigan has spoken with the Prosecutor's Office about the draft resolution, but Commissioner Kerrigan would rather finalize the document then send it to them for review.
- Commissioner Kline asked if this document would work for every board or will there be different documents for each board and Commissioner Kerrigan noted that's the purpose of the last two 'RESOLVED' sections of the Resolution.
- Director Townend prefers the wording in the second RESOLVED be changed
  - From: ... shall be submitted to the Clerk of the Board of Commissioners
  - To: ... shall be submitted to the Commissioners' Office
- Commissioner Christian-Bennett discussed the same RESOLVED where it indicates a copy of the applicant's resume or curriculum vitae should be received and she asked if the Board should change the wording so those that do not have a resume could still apply. After some discussion, the Board agreed to change the second RESOLVED verbiage to read as follows:
  - ... with a copy of the applicant's resume, curriculum vitae, or similar document.
  - ... submit three (3) references.
- Commissioner Kerrigan made another minor change in the fourth RESOLVED, adding the verbiage ... may obtain any additional relevant publicly available information.

- Commissioner Christian-Bennett asked if the Board would like to keep the fifth RESOLVED intact by requiring Federal Bureau of Investigation (FBI) and Ohio Bureau of Criminal (BCI) Investigation and the Board agreed.
- Commissioner Kerrigan will check with the Prosecutor's Office to see if the Board can go into Executive Session to discuss the results of the FBI and BCI investigation.
- Commissioner Kerrigan pointed out the last RESOLVED on the first page indicates the Board has seven (7) days to consider the appointment after the criminal records is made available to the Board.

Commissioner Kerrigan will make the changes and will ask the Prosecutors' Office to review the entire document and about Executive Session.

2. **Board Application:** Director Townend mentioned the Board received three applications, one from Judge Berger, one from Mental Health & Recovery Board Executive Director Joel Mowrey, and the one she created. Director Townend will compile a listing of the number of Boards the Commissioners appoint to, the Ohio Revised Code and the By-Laws for each Board. Commissioner Kerrigan noted the Board could have a single primary application and if a particular board has additional supplemental requirements, a supplemental application could be created. Director Townend suggests a section on the website can be dedicated to Boards and Commissions.
3. **Ravenna City/Township JEDD:** The Board is supportive of the JEDD and would like to move forward with a Journal Entry next week. Remove from Pending List.
4. **Freedom rail line Mr. and Mrs. Harner:** Current title work has been started.

#### **NEW BUSINESS:**

January 25, 2018

1. Ohio Township Association Newsletter – Commissioner Kerrigan suggests the Board prepare a Proclamation for Township Day, February 1, 2018 and the Board agreed.
2. Public Comment from January 11, 2018 – Commissioner Kerrigan noticed the Public Comment was transcribed pretty much word for word and he wondered why it was so detailed as an audio recorded is available. Commissioner Kline noted it could have been because of the topic. Commissioner Kerrigan would like to see a summary on what the person said or is requesting from the Board. Commissioner Kerrigan also mentioned it might be helpful if one person from the audience speaks at a time and there are no conversations between audience members and all comments are directed to the Board.

#### **COMMISSIONERS' CONSENT AGENDA**

January 25, 2018

1. Approval of the January 18, 2018 regular meeting minutes.

#### **RESOLUTIONS**

January 25, 2018

#### **Budget & Financial Management:**

1. Approve the Thursday, January 25, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0065



2. Approve the Thursday, January 25, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0066
3. Approve the Thursday, January 25, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0067
4. Approve the Thursday, January 25, 2018 Then & Now Certification, as presented by the County Auditor./18-0068
5. Approve the Tuesday, January 29, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0069
6. Approve the Tuesday, January 29, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0070
7. Approve the Tuesday, January 29, 2018 Then & Now Certification, as presented by the County Auditor./18-0071
8. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017. /18-0072
9. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0073

#### **Internal Services:**

10. Enter into amendment no. 1 between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Swift Care Transport, LLC to provide supplemental transportation services./18-0074
11. Portage County Commissioners board appointments for year 2018./**REMOVED FROM THE CONSENT AGENDA**
12. Agreement for legal access services from Paul M. Earle for the Portage County Justice Center. /18-0076
13. Enter into an administrative services agreement with Medical Mutual of Ohio for the Portage County Employee Health Benefit Plan for 2018./18-0077
14. Amend Resolution No. 16-0920 to modify the list of bridges posted for weight reductions in Portage County./18-0078
15. Portage County Combined Health District 0.4 Mill Levy./**PULLED FROM CONSENT AGENDA FOR ADOPTION LATER IN THE DAY.**

#### **External Services**

16. Acceptance of donations to the Office of the Portage County Dog Warden./18-0080
17. Authorize application for the FY 2015 State Homeland Security Program (SHSP) Special Projects Grant on behalf of the Portage County Homeland Security & Emergency Management./18-0081



*Commissioner Kerrigan made a motion to Remove Items 11 and 15 from the Consent Agenda.*

**Motion To:** Approve the Consent Agenda for January 25, 2018

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

\* \* \* \* \*

**PULLED FROM CONSENT AGENDA FOR ADDITIONAL DISCUSSION:**

1. **Resolution No. 15:** Portage County Combined Health District 0.4 Mill Levy. A motion was made by Sabrina Christian-Bennett, seconded by Mike Kerrigan to approve the revised Resolution. All in favor, motion carries./18-0079

**RESOLUTION NO. 18-0065 - RE: BILLS APPROVED AND ACH 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 25, 2018 in the total payment amount of **\$387,772.59** 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 ACH payment is approved as certified to the County Auditor for payment on or after Friday, January 26, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on January 12, 2018 in the total payment amount of **\$2,071.24 to Moneris** 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. 18-0066 - RE: WIRE TRANSFER 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 25, 2018 in the total payment amount as follows:

1. \$330,213.07 to Medical Mutual Claims-Fund 7101; and

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 authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, January 26, 2018                      \$ 330,213.07

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. 18-0067                      -                      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:

01/25/18	656	\$ 1,681.44
----------	-----	-------------

01/25/18	655	14,519.31
01/25/18	634	27,245.82
01/25/18	632	195.04
01/25/18	630	9,058.19
01/25/18	629	254.42
01/25/18	627	20,616.46
01/25/18	602	49,329.51
01/25/18	568	198.46
01/25/18	565	20,767.75
01/25/18	463	2,558.25
Total		\$ 146,424.65

; 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. 18-0068                      -                      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 **\$248,359.63** as set forth in Exhibit "A" dated **January 25, 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. 18-0069 - RE: BILLS APPROVED AND ACH 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 30, 2018 in the total payment amount of **\$275,995.71** 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 ACH payment is approved as certified to the County Auditor for payment on or after Wednesday, January 31, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on January 12, 2018 in the total payment amount of **\$20.00 to Neil Group** 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 A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0070 - 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:

01/30/18	750	\$ 24,590.00
01/30/18	749	269.16
01/30/18	748	35,186.87
01/30/18	746	884.38
01/30/18	745	18,000.00
01/30/18	744	175,000.00
01/30/18	740	4,042.80
01/30/18	520	1,967.00
Total		\$ 259,940.21

; 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. 18-0071 - 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 **\$199,197.26** as set forth in Exhibit "A" dated **January 30, 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. 18-0072

RE: AMENDMENT TO THE GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0954 ADOPTED DECEMBER 19, 2017

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

**RESOLVED,** that it has become necessary to amend the General Fund 2018 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 0001 General Fund			
001 Commissioners			
00013	Commissioners Salary & Fringes	17,309	-
	MEMO TOTAL	<u>\$ 17,309</u>	<u>\$ -</u>
Note: HB adjustment			
010 Commissioners Other			
00107	Commissioner Other Other Exp	0	357,901
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 357,901</u>
Note: HB adjustment			
014 Motor Pool			
00143	Motor Pool PS	0	6,474
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 6,474</u>
Note: HB adjustment			
016 Building Maintenance			
00163	Building Maint Salary & Fringes	0	7,148
00164	Building Maint Contract Svcs	0	2,474
00169	Building Maint ME	2,474	-
	MEMO TOTAL	<u>\$ 2,474</u>	<u>\$ 9,622</u>
Note: HB adjustment	Insurance claim	Transfer to claims	



		<u>Increase</u>	<u>Decrease</u>
<b>017 Microfilm</b>			
00173	Microfilm Salary & Fringes	911	-
	MEMO TOTAL	<u>\$ 911</u>	<u>\$ -</u>

Note: HB adjustment

<b>018 Human Resources</b>			
00183	Human Resrcs Salary&Fring	586	-
	MEMO TOTAL	<u>\$ 586</u>	<u>\$ -</u>

Note: HB adjustment

<b>020 Building Regulation Inspection</b>			
00203	Building Dept Salary & Fringes	9,659	-
	MEMO TOTAL	<u>\$ 9,659</u>	<u>\$ -</u>

Note: HB adjustment

<b>100 Auditor</b>			
01003	Auditor Salary & Fringes	12,768	462
	MEMO TOTAL	<u>\$ 12,768</u>	<u>\$ 462</u>

Note: HB adjustment

<b>200 Treasurer</b>			
02003	Treasurer Salary & Fringes	3,638	-
	MEMO TOTAL	<u>\$ 3,638</u>	<u>\$ -</u>

Note: HB adjustment

<b>300 Prosecutor</b>			
03003	Prosecutor Salary & Fringes	31,732	7,837
	MEMO TOTAL	<u>\$ 31,732</u>	<u>\$ 7,837</u>

Note: HB adjustment

		<i>Increase</i>	<i>Decrease</i>
<b>400 Recorder</b>			
04003	Recorder Salary & Fringes	1,585	-
	MEMO TOTAL	<u>\$ 1,585</u>	<u>\$ -</u>

Note: HB adjustment

<b>500 Clerk of Courts</b>			
05003	Clerk of Courts Salary & Fring	58,424	8,281
	MEMO TOTAL	<u>\$ 58,424</u>	<u>\$ 8,281</u>

Note: HB adjustment

<b>510 Court Of Appeals</b>			
05104	Court Of Appeals Contract Svcs	7,907	-
	MEMO TOTAL	<u>\$ 7,907</u>	<u>\$ -</u>

Note:

<b>520 Municipal Court</b>			
05203	Municipal Court Salary&Fringes	24,041	4,678
	MEMO TOTAL	<u>\$ 24,041</u>	<u>\$ 4,678</u>

Note: HB adjustment      Personel move to 530

<b>530 Common Pleas Court</b>			
05303	Common Pleas Salary & Fringes	6,029	-
	MEMO TOTAL	<u>\$ 6,029</u>	<u>\$ -</u>

Note: HB adjustment      Personel move from 520

<b>550 Domestic Relations</b>			
05503	Domestic Ct Salary & Fringes	8,952	-
	MEMO TOTAL	<u>\$ 8,952</u>	<u>\$ -</u>

Note: HB adjustment

		<i>Increase</i>	<i>Decrease</i>
<hr/>			
<b>560 Probate Court</b>			
05603	Probate Court Salary & Fringes	13,947	1,523
05604	Probate Court Contract Svc	1,523	-
	MEMO TOTAL	<u>\$ 15,470</u>	<u>\$ 1,523</u>

Note: from visiting Judges salaries HB adjustment to visiting Judges expense

<hr/>			
<b>570 Juvenile Court</b>			
05703	Juvenile Court Salary & Fringes	7,601	1,523
05704	Juvenile Court Contract Svc	1,523	-
	MEMO TOTAL	<u>\$ 9,124</u>	<u>\$ 1,523</u>

Note: from visiting judges salaries HB adjustment to visting judges expense

<hr/>			
<b>580 Juvenile Probation</b>			
05803	Juvenile Prob Salary & Fringes	1,930	-
	MEMO TOTAL	<u>\$ 1,930</u>	<u>\$ -</u>

Note: HB adjustment

<hr/>			
<b>590 Adult Probation</b>			
05903	Adult Probation Salary & Fringes	0	3,214
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 3,214</u>

Note: HB adjustment

<hr/>			
<b>600 Coroner</b>			
06003	Coroner Salary & Fringes	2,102	-
	MEMO TOTAL	<u>\$ 2,102</u>	<u>\$ -</u>

Note: HB adjustment

<hr/>			
<b>700 Sheriff's Department</b>			
07003	Sheriff Salary & Fringes	206,478	1,232
	MEMO TOTAL	<u>\$ 206,478</u>	<u>\$ 1,232</u>

Note: HB adjustment

**800 Engineer's Department**

	<i>Increase</i>	<i>Decrease</i>
08303 Tax Map Salaries & Fringes	1,709	-
MEMO TOTAL	<u>\$ 1,709</u>	<u>\$ -</u>

Note: HB adjustment

**902 Board Of Elections**

09023 Bd of Elections Salary&Fringes	624	-
MEMO TOTAL	<u>\$ 624</u>	<u>\$ -</u>

Note: HB adjustment

**903 Veterans Services Commission**

09033 Veterans Serv Salary & Fringes	1,434	-
MEMO TOTAL	<u>\$ 1,434</u>	<u>\$ -</u>

Note: HB adjustment

**915 Data Processing Board**

09153 ITS Salary & Fringes	2,173	-
MEMO TOTAL	<u>\$ 2,173</u>	<u>\$ -</u>

Note: HB adjustment

**920 Public Defender Commission**

09203 Public Defender Salary&Fringes	0	16,405
MEMO TOTAL	<u>\$ -</u>	<u>\$ 16,405</u>

Note: HB adjustment

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 427,059</u>	<u>\$ 419,152</u>
-----------------------------------	-------------------	-------------------

*Increase*

*Decrease*

---

; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the 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 as Follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

## RESOLUTION NO. 18-0073

**RE: AMENDMENT TO THE NON GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0955 ADOPTED DECEMBER 19, 2017.**

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

**RESOLVED,** that it has become necessary to amend the Non General Fund 2018 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<i>Increase</i>	<i>Decrease</i>
Fund: 1026 Kent Muni Ct Projects		
520 Municipal Court		
10263 Kent Muni Ct Projects PS	42,307	-
MEMO TOTAL	<u>\$ 42,307</u>	<u>\$ -</u>

Note: moved from 4007

Fund: 1124 Repeat Offender Prog (ROCIP)		
590 Adult Probation		
11244 Repeat Offender Prg (ROCIP) CS	425	-
MEMO TOTAL	<u>\$ 425</u>	<u>\$ -</u>

Note:

Fund: 1129 Muni Ct Alcohol Monitoring		
520 Municipal Court		
11294 Muni Ct Alcohol Monitoring CS	13,000	-
MEMO TOTAL	<u>\$ 13,000</u>	<u>\$ -</u>

Note:

Fund: 1149 Felony Delinque Care & Custody		
570 Juvenile Court		
11493 Juv Feny Delnq Care Salary&Fri	110,363	-
11494 Juv Feny Delnq Care CS	16,000	-
MEMO TOTAL	<u>\$ 126,363</u>	<u>\$ -</u>

Note: cover expensed to end

*Increase**Decrease*Fund: **1201** Motor Vehicle And Gas Tax

800 Engineer's Department

12017 Engineer MVGT Other Expenses

MEMO TOTAL

20,479

\$ 20,479

-

\$ -

Note: SEE ADD'L

Fund: **1251** CDBG County Formula

081 Community Development

12514 CDBG Conty Formula CS

MEMO TOTAL

92,715

\$ 92,715

-

\$ -

Note: Set 2018 appropriations

Fund: **1265** CDBG New Horizons

081 Community Development

12654 CDBG New Horizons CS

MEMO TOTAL

4,594

\$ 4,594

-

\$ -

Note: Set 2018 appropriations

Fund: **1301** Marriage Licenses

500 Clerk of Courts

13014 Marriage Licenses CS

MEMO TOTAL

11,000

\$ 11,000

-

\$ -

Note:

Fund: **1414** Child Support General Admini

051 Job And Family Services

14144 JFS Child Support General CS

14149 JFS Child Support General ME

MEMO TOTAL

-

914

914

\$ 914

-

\$ 914

Note: Projected need



		<i>Increase</i>	<i>Decrease</i>
Fund: 4238	Tallmadge Rd Corridor Improv		
800	Engineer's Department		
42384	Tallmadge Rd Corridor Imprv CS	70,000	-
	MEMO TOTAL	<u>\$ 70,000</u>	<u>\$ -</u>

Note:

Fund: 4239	2015 Culvert Replcmt		
800	Engineer's Department		
42394	2015 Culvert Replcmt CO	20,000	-
42396	2015 Culvert Replcmt CO	254,165	-
	MEMO TOTAL	<u>\$ 274,165</u>	<u>\$ -</u>

Note:

Fund: 4242	Liberty St Bridge Rplcmt		
800	Engineer's Department		
42424	Liberty St Bridge Rplcmt CS	10,000	-
42426	Liberty St Bridge Rplcmt CO	741,634	-
	MEMO TOTAL	<u>\$ 751,634</u>	<u>\$ -</u>

Note:

Fund: 4243	Newton Falls Rd Resurfacing		
800	Engineer's Department		
42434	Newton Falls Rd Resurfacing CS	1,000	-
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ -</u>

Note:

Fund: 4244	Peck Rd/Lovers Ln Resurfacing		
800	Engineer's Department		
42444	Peck Rd/Lovers Ln Resurface CS	1,000	-
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 4245	Mishler Rd Resurfacing		
800	Engineer's Department		
42454	Mishler Rd resurfacing CS	5,000	-
42456	Mishler Rd Resurfacing CO	349,925	-
	MEMO TOTAL	<u>\$ 354,925</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 1,764,521</u>	<u>\$ 914</u>
----------------------------------	---------------------	---------------

; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the 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 as Follows:

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

**RESOLUTION NO. 18-0074 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES ("PCDJFS") AND SWIFT CARE TRANSPORT, L.L.C. TO PROVIDE SUPPLEMENTAL TRANSPORTATION SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20170221 (the "Original Contract") on February 9, 2017 by Resolution

No. 17-0097 to provide shuttle/door-to-door Transportation Services of the following: Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCDJFS Workforce Innovation and Opportunity Act (WIOA) Youth to and from their place of employment and/or training site; and, PCDJFS WIOA Adult and Dislocated Workers to and from place of employment and/or training site; and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services ("PCDJFS") and Swift Care Transport, L.L.C.; and be it further

**RESOLVED,** that the parties agree to increase transportation services by Twenty-five thousand and 00/100 dollars (\$25,000.00) to cover expenses through December 31, 2017 due to increased transportation needs by PCDJFS clients during this period; and be it further

**RESOLVED,** that total service under this agreement shall not exceed Seventy-five thousand and 00/100 dollars (\$75,000.00) for the contract period January 1, 2017 through December 31, 2017; 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0075**

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

**RESOLUTION NO. 18-0076                      -                      RE:    AGREEMENT FOR LEGAL ACCESS SERVICES  
FROM PAUL M. EARLE FOR THE PORTAGE  
COUNTY JUSTICE CENTER**

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

**WHEREAS,** the Board of Commissioners has need for legal assistance and clerking services in order to provide access to the legal system for inmates held in the Portage County Jail; and

**WHEREAS,** Paul M. Earle, Attorney at Law, represents that he is professionally qualified to perform the services requested under this Agreement; now therefore be it

**RESOLVED,** that the Board of Commissioners hereby agrees to enter into a Legal Access Services Agreement by and between the Board of Commissioners and Paul M. Earle, Attorney at Law, as stipulated in the Scope of Services within said Agreement, effective January 1, 2018 through December 31, 2019 at a compensated rate of \$200.00 per visit in a total agreement amount not to exceed \$10,400.00 per year; 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. 18-0077                      -                      RE:                      ENTER INTO AN ADMINISTRATIVE SERVICES AGREEMENT WITH MEDICAL MUTUAL OF OHIO FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN FOR 2018.**

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

**WHEREAS,** the Portage County Board of Commissioners is in need of TPA services for its self-insured Portage County Employee Health Benefit Plan; and

**WHEREAS,** Willis of Ohio, Inc., Portage County's insurance consultant recommends that the County continue administrative services of the employee health benefit plan with Medical Mutual of Ohio; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby accept the recommendation from Willis of Ohio, Inc. and enters into an agreement for TPA Services with Medical Mutual of Ohio, 2060 East Ninth Street, Cleveland, OH 44115 for its self-insured Employee Health Benefit Plan for the period January 1, 2018 through December 31, 2018; 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. 18-0078                      -                      RE:    AMEND   RESOLUTION   NO.   16-0920   TO  
MODIFY THE LIST OF BRIDGES POSTED FOR  
WEIGHT REDUCTIONS IN PORTAGE COUNTY.**

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

**WHEREAS,** Resolution No. 16-0920, adopted November 1, 2016, and appearing in Commissioners' Journal Volume 87, established and updated bridges currently posted for weight reductions in Portage County; and

**WHEREAS,** the **Norton Road Bridge (HIR 178 TH280A)**, over Silver Creek in Hiram Township, Portage County, has recently been replaced as part of the Ohio Bridge Partnership Program (OHBPP) and will now carry full legal loads; and

**WHEREAS,** the Portage County Engineer, Michael A. Marozzi, recommends that Resolution Number 16-0920 be amended to remove the **Norton Road Bridge (HIR 178 TH280A)** as posted, now therefore be it

**RESOLVED,** that the **Norton Road Bridge (HIR 178 TH280A)**, over Silver Creek in Hiram Township, be removed as posted, and be it further

**RESOLVED,** that the following eight (8) bridges are either closed or currently posted for weight reductions in Portage County:

Bridge Number	Location	Limit
FRA 248 CH145G	Ravenna Road (Franklin Township)	CLOSED
FRE 142 CH211A	Freedom Road (Freedom Township)	7 Tons
GAR 155 Liberty	Liberty Street (Village of Garrettsville)	3 Tons
MAN 159 TH247C	Mantua Center Road (Mantua Township)	CLOSED
NEL 161 TH250A	Hopkins Road (Nelson Township)	4 Tons
PAL 93 CH132B	Wayland Road (Palmyra Township)	12 Tons
RAN 59 CH79I	Saxe Road (Randolph Township)	12 Tons
RAV 119 TH165A	Dawley Road (Ravenna Township)	15 Tons

;and be it further;

**RESOLVED,** that the Clerk of this Board be and is hereby directed to file certified copies of this Resolution with the Portage County Engineer, the Portage County Sheriff's Department and the Ohio Highway Patrol; 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. 18-0079                      -                      RE:    PORTAGE COUNTY COMBINED HEALTH DISTRICT 0.4 MILL LEVY.**

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

**WHEREAS,**                      the Portage County Combined General Health District adopted Resolution 18-15 declaring the Primary Election on May 8, 2018 for a renewal levy of a four-tenths (0.4) mill for the benefit of the Portage County Combined General Health District; now therefore be it

the Board of Portage County Commissioners pursuant to O.R.C. section 5705.03, shall certify to the county auditor a resolution requesting the County Auditor certify to the taxing authority the total current tax valuation of the subdivision and the dollar amount of revenue that would generated by the renewal levy of 0.4 mill for each one hundred dollar of valuation, which amounts to four cents (\$.04) for each one hundred dollars of valuation, for five years, commencing with tax year 2019; and be it further

the renewal levy is for the benefit of the Portage County General Health District for the purpose of providing funds for current expenses of the Portage County Health District; and be it further

the County Auditor shall issue the certification to the taxing authority within ten (10) days after receiving the taxing authority's resolution requesting it; and be it further

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 inclusive of R.C. section 121.22.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0080**

**RE: ACCEPTANCE OF DONATIONS TO THE OFFICE  
OF THE PORTAGE COUNTY DOG WARDEN.**

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

**WHEREAS,** the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

<b>Name</b>	<b>Address</b>	
Vicky Hannahs	4082 St Rt 225 Diamond Oh 44412	\$5
Constantin Ogloblin	1320 Sunset Way Blvd Kent Oh 44240	\$25
Linda Summers	124 Watson Rd North Benton Oh 44449	\$15
Elizabeth Phelan	124 Deerfield La Aurora Oh 44202	\$10
Robert & Rose Guth	12336 Sheldon Rd Mantua Oh 44255	\$25
Christopher Blair	1035 E. Pioneer Tr Aurora Oh 44202	\$25
Ron Gavanditti	299 Birchbark Tr Aurora Oh 44202	\$50
Peggy Phillips	4047 Eberly Rd Atwater Oh 44201	\$100
Kim Hagan	9549 Bear Hallow Deerfield Oh 44411	\$100
Nancy Grant	3712 St Rt 14 Rootstown Oh 44272	\$100
Tressa DeWitt	3298 Birchview Dr Ravenna Oh 44266	\$100
Michael S. Pinkerton	6201 Waterloo Rd. Atwater Oh 44201	\$20
Mary Louise Marshall	955 E. Riddle Ave Ravenna Oh 44266	\$50
Gail Hura	2630 Sandy Lake rd Ravenna Oh 44266	\$50
Steven & Jenifer Collier	6173 First Ave. Kent Oh 44240	\$30
Mike & Lanna Omlor	500 Allen Dr Kent Oh 44240	\$5
Chris Shell	4963 St Rt 43 Kent Oh 44240	\$15
Vicky Hannahs	4082 St Rt 225 Diamond Oh 44412	\$5
Constantin Ogloblin	1320 Sunset Way Blvd Kent Oh 44240	\$25
Linda Summers	124 Watson Rd North Benton Oh 44449	\$15
Elizabeth Phelan	124 Deerfield La Aurora Oh 44202	\$10
Robert & Rose Guth	12336 Sheldon Rd Mantua Oh 44255	\$25
Christopher Blair	1035 E. Pioneer Tr Aurora Oh 44202	\$25
Ron Gavanditti	299 Birchbark Tr Aurora Oh 44202	\$50



; now therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; 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. 18-0081       -       RE:    AUTHORIZE APPLICATION FOR THE FY 2015  
STATE HOMELAND SECURITY PROGRAM  
(SHSP) SPECIAL PROJECTS GRANT ON  
BEHALF OF PORTAGE COUNTY OFFICE OF  
HOMELAND SECURITY AND EMERGENCY  
MANAGEMENT**

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

**WHEREAS,** the Ohio Emergency Management Agency notified the Portage County Office of Homeland Security & Emergency Management of a special project funding opportunity and that the FY 2015 SHSP Special Projects grant is a competitive grant application process; and

**WHEREAS,** the Board of Portage County Commissioners supports a grant application to the Ohio Emergency Management Agency for the FY 2015 SHSP Special Projects Grant for the time period of September 1, 2015 through August 31, 2018; now, therefore, be it

**RESOLVED,** that the Portage County Board of Commissioners authorizes the application for Fiscal Year 2015 SHSP Special Projects Grant funds for the grant period September 1, 2015 through August 31, 2018 for the following projects in the amount of \$110,000.00 *with no local match obligation:*

**Special Projects:**

- |   |             |
|---|-------------|
| 1. Mobile Communications                | \$90,000.00 |
| 2. Hazmat Personal Protective Equipment | \$20,000.00 |

<b>TOTAL FY 2015 SHSP GRANT REQUEST</b>	<b>\$110,000.00</b>
---	---------------------



; and be it further

**RESOLVED,** that the Portage County Board of Commissioners authorizes Director Ryan Shackelford of the Portage County Office of Homeland Security and Emergency Management to submit and manage the 2015 State Homeland Security Program (SHSP) Special Projects Grant application through FEMA's *eGrants* system; and be it further

**RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Portage County Office of Homeland Security & Emergency Management Agency; 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;

## **JOURNAL ENTRY**

January 25, 2018

### **Commissioners**

1. The Board of Commissioners acknowledged receipt of the January 12, 2018 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2018, as presented by the Portage County Auditor's Office.
2. On January 4, 2005, the Board of Commissioners adopted the following Journal Entry:
  10. The Board of Commissioners agreed that they will begin each Official Meeting in 2005 by reciting the Pledge of Allegiance and will entertain public comments at 9:30 – 9:45 AM on each meeting day, noting that they reserve the right to listen to public comments at other times throughout their meetings as time allows. The Commissioners noted that they will require those wishing to address the Board of Commissioners to complete a *Public Comment Request Form* prior to the Public Comment portion of the meeting. *The Commissioners further agreed that, while the public is welcome to attend all open meetings, video cameras will not be allowed to operate in the Commissioners' Board Room.*

After being advised by the Portage County Prosecutor's Office in regards to Attorney General Opinion #OAG 88-087, the Board of Commissioners hereby rescinds that highlighted portion of the Journal Entry No. 10, dated January 4, 2005, and will allow use of video cameras in the Boardroom.

### **Budget & Financial Management**

3. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Fifth Quarter Cash Reimbursement Request in the amount of \$70,614.78 for the EMPG FY17 Q-5 Grant, as prepared by the Homeland Security and Emergency Management Office and reviewed by the Department of Budget & Financial Management, with no exceptions noted. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.
4. On September 19, 2017, the Board of Commissioners approved the request for partial release and principal reduction for Brian & Pam Wilke (S&K Sales and Service, 8018 French Street, Garrettsville, OH 44231) as the Portage County Parks and Recreation is purchasing property to expand the Hike and Bike Trail. All proceeds will be applied to loan reduction with the bank and Commissioners loan, as presented by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Today, the Board of Commissioners approved the modified terms and authorized Commissioner Vicki Kline, President of the Board, to sign the Release of Mortgage, as presented by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

5. The Board of Commissioners authorized the electronic submission of the Ohio Office of Criminal Justice Services Annual Report for Domestic Violence Intervention Project, Grant No. 2014-WF-VA2-8222a and 2016-WF-VA2-8222 for the period through January - December 31, 2017 as presented by Donya Buchanan, Family & Community Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
6. The Board of Commissioners authorized the electronic submission of the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for Domestic Violence Intervention Project, Grant No. 2016-WF-VA2-8222 for the period ending December 31, 2017 as presented by Donya Buchanan, Family & Community Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

### **Human Resources**

7. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Tari Addison, JFS Accountant, for Portage County Job & Family Services, effective February 27, 2018, as presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent JFS Accountant replacing Tari Addison for Portage County Job & Family Services with external posting if no internal appointment is made, as

presented by Janet Kovick, Human Resources Director.

9. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Matthew Benson as a Water Treatment Plant Operator I, replacing David Shanks, for the Portage County Water Resources Department, presented by Janet Kovick, Human Resources Director. Anticipated start date is February 26, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
10. The Board of Commissioners approved the following for the Portage County Maintenance Department:
  - A. The resignation of James Markijohn, Maintenance III effective January 31, 2018 as submitted by the Director of Internal Services. With this resignation, the maintenance department will have two (2) Maintenance III vacancies
  - B. The promotions of Robert Pauley and Robert Woolf to the two Maintenance III positions, effective January 29, 2018, after successful completion of 120 promotional probationary period.
  - C. The posting of the two vacancies (Maintenance II) created by the foregoing promotions be posted immediately for external candidates to apply, as presented by Human Resources Department Director Janet Kovick.

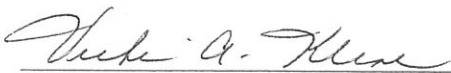
**Motion To:** Approve the Journal Entries for January 25, 2018


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

**Motion To:** Adjourn the Official Meeting of January 25, 2018 at 12:10 PM


<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Mike Kerrigan
<b>AYES:</b>	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

  
JoAnn Townend, Acting Clerk