



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Thursday, October 4, 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

Recessed to Solid Waste Management District: 9:01 AM  
Reconvened: 9:44 AM

**PUBLIC DEFENDER**

Present: John Laczko, Department of Budget & Financial Management Director Todd Bragg and Attorney Chris Meduri

Mr. Laczko referred to correspondence sent to the Board back in September, regarding a history of the Public Defender's Office.

The staff has not increased at the Public Defender's Office since 2013. The caseload has increased approximately 30% from the time Mr. Lager came to the Board and requested a 7<sup>th</sup> attorney. Since April of last year, the office has been operating with 8 attorneys. Mr. Hazlett was brought back as part of a settlement agreement and his term according to the decree will end October 19, 2019.

Based on statistics, the Public Defender's Office has agreed with the Board of Commissioners and the Judges to handle 75% of all felonies, 100% misdemeanors and 100% of juvenile cases. In 2016, the office handled 83% of felonies and 81% in 2017 (not including probation violation cases routinely handled every day). As a result, Mr. Laczko created a new system on how the office handles new cases. The Public Defender's office manages 7 courts - 3 Municipal Courts, Juvenile, 2 Felony Courts, and Domestic Relations. With only 8 attorneys, the office is only able to cover the courts on a one-on-one basis, except if someone is out of the office. Mr. Laczko has looked at the potential of increasing the number of felony cases it handles, but it's impossible to take 100% of the cases that have multiple defendants, and the maximum they could do is 90%. In taking 90%, there would be approximately 400 more Felony cases per year and he would like to add an additional staff member, with a lower salary grade, to handle the additional caseload.

Attorney Sed will be retiring in 2018 and Mr. Laczko recommends replacing him by moving an assistant up at a lesser salary, but he would need approval from his Board. There is a juvenile

aggravated murder case coming up and by having the Public Defender take the case, the County will save an estimated \$100,000.

The Public Defender's budget is \$130,000 short and will run out of funding November 15, 2018. Commissioner Kerrigan noted that although Mr. Laczko did not create this budget problem, he has neglected to resolve it since first being made aware of it in March 2018. Mr. Laczko explained he does not have the power to do anything without permission from his Board based upon his employment contract, but it has been detailed to them and he has received very little help and guidance. Based upon the situation, Mr. Laczko has researched the issue and provided the Board correspondence detailing the situation. Mr. Laczko noted some of the attorneys are willing to take a reduction in pay or freeze their wages to help the situation and his Board is aware of that.

Mr. Laczko has met with Judge Doherty and Judge Pittman about his proposal to take on additional cases and they both understand the situation, but this will require an additional employee for the Public Defender's office.

The Commissioners discussed the Public Defender's policy to use flex time for the attorneys to work their private practice and they are offered 24 hours a month for this purpose. The policy used to be 40 hours a month and several attorneys that have been employed with the County for several years use it, so he did not want to stop the policy altogether. There is a need for attorneys to obtain prior approval before taking their 24 hours and it cannot conflict with their court schedule. When asked if Mr. Laczko needs approval from his Board for the time off, he responded the day-to-day items do not have to go in front of his Board, but policy changes, discipline, changes in employment, and compensation do.

Director Bragg suggests a meeting between the Public Defender Board and the Prosecutor to address some of the issues, such as the proper starting salary for an attorney.

When asked why the Public Defender's Office did not participate in the wage study, Mr. Laczko responded there was no specific reason, but he would be open to participating now that he understand the role of the departments more clearly.

10:31 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 conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Also present: John Laczko, Department of Budget & Financial Management Director Todd Bragg, and Attorney Meduri. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

11:07 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners moves out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

The Board will finish its discussions on Mr. Laczko's request to add an attorney and increase the Public Defender's caseload to 90%, subject to approval of the Public Defenders Commission.

Mr. Laczko will schedule a meeting with Prosecutor Vigluicci, one Commissioner, Director Bragg, one Public Defender Commission member and Attorney Meduri as soon as possible.

#### **PUBLIC COMMENT**

Present: Maxine Miles-Heidman, Attorney Chris Meduri, Department of Budget & Financial Management Director Todd Bragg, John Trew, Human Resources Director Janet Kovick, Water Resources Department Gene Roberts

Ms. Miles-Heidman purchased a home in Reminderville, which is in Summit County. Her daughter receives services through Children's Advantage in Portage County and she will no longer be eligible to receive those services because the new house is in Summit County. Ms. Miles-Heidman is concerned because her daughter has established relationships with the caseworkers at the Portage facility. Commissioner Kerrigan explained the Summit County ADM Board may be able to contract with Children's Advantage to keep that continuity of provider, but it would be up to Summit County. Commissioner Kerrigan provided phone numbers for Ms. Miles-Heidman and the Board asked that she keep in touch as to the outcome of the situation.

#### **AMATS TAC BOARD INTERVIEW**

Present: John Trew, Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Attorney Chris Meduri and Department of Budget & Financial Management Director Todd Bragg

Mr. Trew met with the Board to discuss his interest in the AMATS Technical Advisory Committee representing small villages. The Board agreed to appoint Mr. Trew and a resolution will be presented next week for consideration. Mr. Trew will make arrangements to get his background check completed.

#### **ADMIN TEAM**

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg and Attorney Chris Meduri

#### **HUMAN RESOURCES:**

Journal Entries - #7 to 12

#### **Discussion:**

##### **1. 2018 Holiday Leave**

Director Kovick explained if the Board grants four (4) hours of paid holiday leave to full-time employees and two (2) hours of paid holiday leave to part-time employees for the 2018 holiday season, the dates for employees to choose from would be:

- Monday, December 24, 2018 or
- Wednesday, December 26, 2018
- Monday, December 31, 2018 or
- Wednesday, January 2, 2019

The Board agreed to offer holiday leave to its departments and Director Kovick will present a Journal Entry for Board consideration on October 11, 2018.

## 2. 2018 Annual Sick Leave Cash Incentive

As an incentive to employees, once a year an employee can convert some of their unused sick leave (not to exceed 80 hours) earned during what has been defined as the conversion year beginning October 23, 2017 and ending on October 21, 2018, to a cash payment. This payment will be made in the November 30, 2018 pay. ***Please note that the Board of Commissioners does not intend that sick hours earned while working overtime be included in this payout.*** Hours not converted at this time will roll to the employee's accrued sick leave balance for future use.

Departmental payroll clerks will enter the number of hours of conversion leave into Munis. This year 5 payroll codes have been set up: 730 = 60%, 731 = 50%, 732 = 40%, 733 = 30%, and 734 = 20%. Each of these pay types corresponds to one of the levels of payout under the new policy. The Munis system automatically calculates the hours at the stated % of pay based on the pay type used.

Departments will have from November 15<sup>th</sup> to the 20<sup>th</sup> to enter sick leave conversion along with any other exceptions to the payroll. Each department must have their payroll person monitor this program.

Director Kovick presented a draft correspondence to Elected Officials, Departments and Board and Commissions for Board approval and the Board agreed to have the Human Resources Department send the correspondence.

## 3. American Red Cross Blood Drive

This year's Blood Drive will be held on Thursday, December 6, 2018 from 10:00 AM-3:00 PM in the Administration Building's Room 134.

\* \* \* \* \*

Commissioner Kerrigan asked about the flu shots and if they are open to family members of employees and Director Kovick replied it's just for County employees and Director Bragg observed it should be open to everyone on our plan.

## 4. Clemans Nelson Conference Call

The Board is trying to schedule a conference call with Clemans Nelson to review the wage study results and Director Kovick asked if the Board was interested in having the conference call on Friday as opposed to next Tuesday, but Commissioner Christian-Bennett will be out of town and the Board agreed to wait until next week.

11:28 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider the compensation of a public employee or official, licensee, or regulated individual. Also present: Human Resources Director Janet Kovick and Attorney Chris Meduri. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

11:32 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### 5. United Way

Director Kovick reported the 2018 United Way campaign results are in and the County had 40 participants (with a goal of 60) and last year the County had 28 participants. The County also raised pledges of \$8,251.00 (with a goal of \$10,000) and last year raised \$8,434.00. The Human Resources Department will send out an e-mail announcing the winners of the prizes.

#### **EXTERNAL SERVICES**

Journal Entry #4

Resolution - #11 & 12

#### **Discussion:**

##### 1. Dog Warden Body-Worn Cameras Policy

Director Roberts presented a draft policy on behalf of the Portage County Dog Warden for Body Worn Cameras (BWC) for the Board to review.

##### 2. County's 1-800 Number

Director Roberts presented and discussed the new decal for Portage County Water Resources vehicles, which removed the website address and 1-800 number since it's no longer being used. The Motor Pool started to cut off the 1-800 number from the remaining decals left in inventory.

#### **DBFM:**

Resolutions - #'s 1 to 6

Journal Entries - #'s 5 & 6

11:36 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive

session to discuss the employment of a public employee. Also present: Human Resources Director Janet Kovick, Department of Budget & Financial Management Director Todd Bragg and Attorney Chris Meduri. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:42 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

**INTERNAL SERVICES:**

Resolutions - # 9 & 10

**CONSENT AGENDA**

October 4, 2018

1. Approval of the September 27, 2018 and October 2, 2018 regular meeting minutes.

\* \* \* \* \*

**RESOLUTIONS**

October 4, 2018

**Budget & Financial Management:**

1. Approve the Thursday, October 4, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0702
2. Approve the Thursday, October 4, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0703
3. Approve the Tuesday, October 9, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0704
4. Approve the Tuesday, October 9, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0705
5. Approve the Tuesday, October 9, 2018 Then & Now Certification, as presented by the County Auditor./18-0706
6. Support and approval of Drug Use Prevention (DARE) electronic grant application for the Portage County Sheriff./18-0707

**Job and Family Services**

7. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./18-0708

8. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./18-0709

**Internal Services**

9. A resolution to authorize the Portage County Engineer to execute Local Public Agency (LPA) agreement No. 32805 (PID No. 107679) with the Director of the Ohio Department of Transportation for the project known as Infirmiry Road Resurfacing (CH164), from State Route 14 to State Route 303 in Ravenna and Shalersville Townships, Portage County, OH./18-0710

10. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain for a septic system replacement. (Larry & Mary Ann Elkins)./18-0711

**External Services**

11. Authorize application for Region 5, FY2018 State Homeland Security Grant Program (SHSP) funds on behalf of the Portage County Office Homeland Security & Emergency Management./18-0712

12. Acceptance of donations to the Office of the Portage County Dog Warden./18-0713

**Motion To:** Approve the Consent Agenda for October 4, 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

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**RESOLUTION NO. 18-0702 - 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 October 4, 2018 in the total payment amount as follows:

1. \$7,585.67 to Wage Works-Contributions-Fund 7101; and
2. \$1,050.00 to Wage Works-Admin; and
3. \$327,147.92 to Medical Mutual-Claims; 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, October 5, 2018	\$ 7,585.67
Wire Transfer on Friday, October 5, 2018	\$ 1,050.00
Wire Transfer on Friday, October 5, 2018	\$ 327,147.92

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. 18-0703**

-

**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:

10/04/18	316	\$ 16,429.66
10/04/18	315	493.00
10/04/18	314	74.92
10/04/18	313	124.69
10/04/18	312	124.69
10/04/18	311	74.92
10/04/18	287	74.92
10/04/18	282	40.89
10/04/18	281	846.39
Total		\$ 18,284.08

; 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. 18-0704**

**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 October 9, 2018 in the total payment amount of **\$404,388.74** 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. 18-0705                      -                      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:

10/09/18	451	\$ 96.00
10/09/18	450	137.96
10/09/18	449	45,994.86
10/09/18	448	112.36
Total		\$ 46,341.18

; 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. 18-0706**

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**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 **\$34,026.53** as set forth in Exhibit "A" dated **October 9, 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. 18-0707**

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**RE: SUPPORT AND APPROVAL OF DRUG USE  
PREVENTION (DARE) ELECTRONIC GRANT  
APPLICATION FOR THE PORTAGE COUNTY  
SHERIFF.**

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

- WHEREAS,** Senate Bill 62, known as the OMVI Law, passed by the Ohio Legislature and signed into law by Governor Voinovich effective October 1, 1993, established the DARE Grants Program within the Office of the Attorney General; and
- WHEREAS,** the Board of Portage County Commissioners strongly supports the concept of DARE (Drug Use Prevention) and the resultant important information disseminated to young people; and
- WHEREAS,** the Portage County Sheriff is willing to continue the DARE (Drug Use Prevention) Grant Program utilizing the deputies that are already employed and assigned to teach the DARE curriculum in grades Kindergarten through 8<sup>th</sup> grade; now therefore be it
- RESOLVED,** Board of Portage County Commissioners does hereby give approval and support to the Portage County Sheriff for the electronic submittal of the FY 2018-2019 Drug Use Prevention Program (DARE) Grant Electronic Application for a total of \$70,087.68; which includes the necessary matching funding of \$35,043.84 being provided from the County General Fund for the grant period September 1, 2018 through August 31, 2019. Grant is to be administered by the Portage County Sheriff's Office; and be it further
- RESOLVED,** that Board of Commissioners authorizes the electronic submission of this grant as presented by the Portage County Sheriff; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Department of Budget & Financial Management, the Portage County Sheriff, and 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. 18-0708**

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**RE: TRANSFER FROM FUND 0001, GENERAL FUND  
TO FUND 1410, PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

**WHEREAS,** it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$31,662.09 for the month of October 2018 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 - Transfer Out \$31,662.09

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 - Transfer In

Project: NONE \$31,662.09

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services and the Department of Budget and Financial Management; 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. 18-0709 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

**WHEREAS,** it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$100,000.00 for the 4th estimate of 4th quarter SFY18 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 - JFS Shared

Project 5SHAR \$100,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS Shared

Project 5SHAR \$100,000.00

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; 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. 18-0710**

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**RE: A RESOLUTION TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO EXECUTE LOCAL PUBLIC AGENCY (LPA) AGREEMENT NO. 32805 (PID NO.107679) WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE PROJECT KNOWN AS INFIRMARY ROAD RESURFACING (CH 164), FROM STATE ROUTE 14 TO STATE ROUTE 303 IN RAVENNA AND SHALERSVILLE TOWNSHIPS, PORTAGE COUNTY, OHIO.**

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

**WHEREAS,** Resolution 17-0813 authorized the Portage County Engineer to apply for Federal Surface Transportation Block Grant (STBG) funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) to improve **Infirmary Road (CH 164)**, from State Route 14 to State Route 303 in Ravenna and Shalersville Townships, Portage County, and

**WHEREAS,** the Portage County Engineer has received LPA Agreement No. 32805 (PID No. 107679) from the Director of the Ohio Department of Transportation for this project, and

**WHEREAS,** the LPA Agreement provides for 80% direct payment to the Contractor(s) of federal MPO STBG funds (up to grant maximum) for appropriate work completed on the project, now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize the Portage County Engineer to enter into LPA Agreement No. 32805 (PID No. 107679) with the Director of the Ohio Department of Transportation to access federal funds to pay the Contractor(s) for work completed on the project known as **Infirmary Road Resurfacing (CH 164)**, from State Route 14 to State Route 303 in Ravenna and Shalersville Townships, Portage County, 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. 18-0711**

**RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND DYNAMERICAN PLUMBING, HEATING, COOLING, EXCAVATING, SEPTIC AND DRAIN FOR A SEPTIC SYSTEM REPLACEMENT.**

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

- WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and
- WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Larry C. & Mary Ann Elkins 4271 Mahoning Road, Diamond, Ohio 44412 qualifies for replacement under this program, and
- WHEREAS,** Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$11,155.50, now therefore be it
- RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain in the amount of \$11,155.50 to perform the agreed upon services; and be it further
- RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further
- RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; 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. 18-0712                    -                    RE:    AUTHORIZE APPLICATION FOR REGION 5,  
FY2018 STATE HOMELAND SECURITY GRANT  
PROGRAM (SHSP) FUNDS ON BEHALF OF THE  
PORTAGE COUNTY OFFICE OF HOMELAND  
SECURITY & EMERGENCY MANAGEMENT.**

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

**WHEREAS,** the Summit County Emergency Management Agency advised the Portage County Office of Homeland Security & Emergency Management in a September 24, 2018, email that should Portage County be determined eligible for Region 5 FY2018 State Homeland Security Grant Program (SHSP) funds, a project request should be submitted for review and postmarked no later than October 5, 2018; and

**WHEREAS,** the FY2018 SHSP supports the implementation of the National Preparedness System by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation; and

**WHEREAS,** the Portage County Office of Homeland Security and Emergency Management has identified a proposed project (or projects) within the County that meets the program's purposes and criteria and is consistent with and promotes emergency communications activities and whole community preparedness; and

**WHEREAS,** the grant is a collaborated effort and organized in Region 5 which consists of thirteen (13) counties with Summit County representing the sub-grantee and fiscal officer; now, therefore, be it

**RESOLVED,** the Board of Commissioners authorizes the Portage County Office of Homeland Security and Emergency Management to submit an application for the Region 5, 2018, State Homeland Security Grant Program (SHSP) funds to Summit County, Ohio *with no impact to the Portage County general fund*; and be it further



## **JOURNAL ENTRY**

October 4, 2018

### **Commissioners**

1. The Board of Commissioners received the September 25, 2018 Amended Certificate of Estimated Resources for the year beginning January 1, 2018 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
2. The Board of Commissioners received a notice in the matter of the allocation of the Local Government Fund of the several participating sub-divisions of Portage County, Ohio for the year 2019 under the provision of Section 5707.03, Section 5725.24 & Section 5747.53 of the Ohio Revised Code, as presented by the Portage County Budget Commission.
3. The Board of Commissioners acknowledged receipt of the October 1, 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.

### **External Services**

4. The Board of Commissioners signed the correspondence to Prescott Pike Two, LLC, advising that the Portage County Water Resources Department records indicate that Project No. BR-2 17-220-P, Sanitary Sewer & Water Improvements-Prescott Pike-Phase 2 has been completed, including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer Agreement have been met and the project is accepted by Portage County subject to the usual one year guarantee of workmanship and material.

### **Department of Budget & Financial Management**

5. The Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Virginia McIntyre of 9196 Briar Drive, Streetsboro, OH 44241 to secure payment of \$1,120.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
6. The Board of Commissioners approved the September 2018 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

### **Human Resources**

7. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Jacob Workman from Engineering Technician II to Engineering Technician III, due to successfully demonstrating the task completion process required for promotion, for Portage

County Water Resources effective October 8, 2018, presented by Janet Kovick, Human Resources Director.

8. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Rebecca Douds, Social Service Worker 3, for Portage County Job & Family Services, effective October 12, 2018, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Rebecca Douds, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Action Form accepting the retirement of Tammy Devine, JFS Division Administrator PCSA, for the Portage County Job & Family Services, effective May 31, 2019, presented by Janet Kovick, Human Resources Director.
11. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent JFS Division Administrator PCSA, who will replace Tammy Devine upon her retirement in May of 2019, for Portage County Job & Family Services, with 30 day external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
12. The Board of Commissioners authorized an unpaid leave of absence for medical purposes for a Job and Family Services employee, presented by Janet Kovick, Human Resources Director.

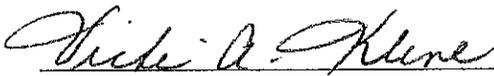
**Motion To:** Approve the Journal Entries for October 4, 2018

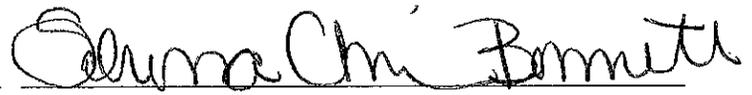
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Mike Kerrigan
<b>AYES:</b>	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

**Motion To:** Adjourn the Official Meeting of October 4, 2018 at 11:43 AM

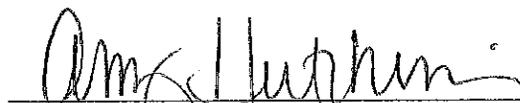
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Mike Kerrigan
<b>AYES:</b>	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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

  
Amy Hutchinson, Clerk