



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, April 12, 2018

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Matt Merchant and Deerfield Township Trustee Ed Dean.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:06 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, and Attorney Allison Manayan from the Prosecutor's Office.

HUMAN RESOURCES:

Journal Entries - # 8 - 18

EXTERNAL SERVICES:

Resolution(s) - # 15

Journal Entry - # 7

Discussion:

1. Cintas Uniform Rental

Prior to the start of the 2017 Portage County Water Resources (PCWR) negotiations with the Teamsters 246, a financial analysis of current vendor expenses was undertaken starting in 2016. The purpose of the analysis was to determine sources of funding which could be used to offset increases in the benefits package to the PCWR bargaining unit employees. One vendor which surfaced as a potential source for reduction was Cintas, the vendor providing uniform rentals to staff. What was discovered was the following was being paid to Cintas:

<u>Year</u>	<u>PCWR</u>
2009	\$21,515.38
2010	\$24,850.00
2011	\$24,900.00
2012	\$28,990.00
2013	\$31,586.46
2014	\$38,684.98
2015	\$46,400.00
2016	\$56,715.00
2017	\$64,760.00

The increase from 2009 to 2017 was just over 300% with an average increase of 33% per year with little to no increase in staffing to explain the escalated cost.

A search for vendor documentation did not produce anything from County records except for yearly purchase orders. Progress was continued to completion of the 2018-2020 Collective Bargaining Agreement that provided for elimination of the Cintas rental services in favor of uniform allowance and other employee benefits.

The savings which could be experienced by eliminating the Cintas spend for renting uniforms was compared in August 2017 against the estimated cost to purchase uniform shirts, provide a uniform allowance (including cleaning), professional development pay, equity adjustments and on call status pay. These benefits were being offered while at the same time staying 0.29% below the recommended increase limit for the life of the Agreement of 4.5% for three years.

After the Collective Bargaining Agreement was finalized, Cintas was advised that PCWR would be terminating their services at the end of 2017. Cintas informed PCWR that the County had a 5-year Agreement which did not end until 2019.

Cintas provided a copy of the Agreement with a five year term which did not have a Termination for Convenience clause. The vendor agreement did have a buyout clause which, if exercised, requires a onetime payment which by Cintas calculations would be \$19,340 and *when* added to the \$9,615 which Cintas has invoiced in 2018 for what is claimed as ongoing rental fee then the estimated outstanding amount due is \$28,955.

The issue is if the Agreement is appropriate given the lack of bidding requirements not being met and the requirement for language subjecting the Agreement in years two through five to be subject to future years appropriation approval.

Attorney Manayan pointed out the following:

1. It may be more effective to have Director Roberts and the Prosecutor's Office work together with Cintas to find an amicable resolution to the problem.
2. Solid Waste is part of the contract.

3. There are about eight months left in the contract.
4. The Board could argue that the contract is void on the basis that there is no record in the minutes that the Board consented to the contract, the contract was not signed by the Board of Commissioners, there was no competitive bidding done (if exceeds \$50,000 is required) and no auditor certification was attached.

Attorney Manayan suggests Director Roberts and the Prosecutor's Office work together with Cintas to find an amicable resolution to the problem and the Board agreed.

2. 2018 First Round Vehicle Purchase

Director Roberts would like to purchase seven vehicles for the department, which includes replacement of six vehicles and retaining one vehicle which has been inspected and found to be the best of the old fleet. The purchase approval being requested is for the following vehicles:

Description	Qty	Unit Price	Extension
Chrysler Jeep Cherokee Latitude subcompact utility	3	\$25,752.92	\$77,258.76
1500 RAM ST Quad Cab 4X4 Chrysler trucks	4	\$30,699.24	\$122,796.96
Total			\$200,055.72

Recent history would steer purchases away from all but one manufacturer. In the past, Ford Motor products were recommended for purchase and the above listed vehicles are manufactured by Chrysler. The past practice was based on the desire of Motor Pool to maintain a fleet based on one product line, but since Water Resources currently maintaining its fleet, Director Roberts is inclined to make the purchase recommendation based on price.

Director Roberts will add this to the Consent Agenda next week.

DBFM:

Resolution(s) - #'s 1 to 8

Journal Entry - # 1

Discussion:

1. April 5, 2018 Prosecutor's Letter, requesting \$68,485.00 increases for the following:

- Office Administrator (1) \$53,300 to \$64,600
- Assistant Prosecuting Attorneys (3) \$48,600 to \$54,995
- Administrative Assistants (5) \$31,500 to \$36,000 to \$43,000

Director Bragg mentioned the Board has three options: amend the Prosecutor's budget, send a letter saying no to the increases or send letter saying yes to the increases. Commissioner Kerrigan will meet with Prosecutor Vigluicci to discuss.

2. **Office 365:**

Commissioner Kerrigan pointed out that during the last Data Processing Board meeting, Office 365 was discussed, specifically an invoice that is coming due in May, and the Data Processing Board is wondering who pays the bill. Director Bragg explained that currently the contract was paid out of Internal Services' budget and at the end of the year, there is supposed to be a reconciliation that occurs when Information Technology Services communicates with Microsoft, in order to give a credit or bill for what the County owes. Once an amount has been established, each department will be charged their share and funding will be placed in the appropriate budget to cover the cost.

3. **Chief Information Officer (CIO) for Information Technology Services**

Commissioner Kerrigan shared that a person has been identified for the CIO position and County Auditor Esposito should be making an offer to them today. Commissioner Kerrigan explained there is not enough money in the Auditor's General Fund budget for the new hire's entire salary because current employees were shifted around, and County Auditor Esposito will need to pull money from REA and possibly other areas to cover the shortfall. Commissioner Kerrigan talked about non general fund departments paying a portion for their IT services, but Director Bragg pointed out that IT is part of the Cost Allocation Plan and you cannot double dip. The Board of Commissioners will not allocate additional General Fund money this year for the position.

INTERNAL SERVICES:

Resolution(s) - #'s 9 - 14

Journal Entry - # 2

Discussion:

1. **Request for BOC to present proclamation to Karen Collins (retiring from Job and Family Services) 4/27/18 at 2:00 p.m.** Commissioner Christian-Bennett will attend and Director Townend will advise.
2. **Riddle Elevator update:** Director Townend is waiting to obtain firm pricing (now approximately \$35,000-\$45,000) for repair to the Riddle Block elevator. The problem is the cylinder and they will need to dig down into the ground to replace it. It will be approximately two to three weeks for installation. There have been no complaints on anyone being inconvenienced by having to use the stairs, but other provisions have been put into place at the Administration Building in case someone cannot get up the stairs.
3. **Request from the Haven of Portage County to forgive fees:** The Haven of Portage County has requested forgiveness of Building Department fees for a project on their building. The Board has done this in the past at a 50% reduction for County government agencies, but not for outside agencies. The total estimated fees are \$4,950.00. The Board agreed it does not want to waive the fees and Director Townend will contact them to advise.

4. **Request to require a process for requesting project funds:** Mr. Parker is in need of additional funding for the Mantua Center School Project and he spoke to Mike Bogo from Neighborhood Development Services. When Director Townend contacted Mr. Bogo, he indicated there is additional funding in the CDBG Housing RLF funds. Mr. Parker would need the funding by June 20th. The Board agreed it needs additional information and Director Townend will contact Neighborhood Development Services to see if they can bring Mr. Parker in with them to meet with the Board.
5. **1-800 number** – Commissioner Kerrigan asked Director Townend to prepare correspondence to anyone the County would refer to the 1-800 number advising them that the number will be phased out over the next six-month period.

PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (DD)

Present: Diane Cotton and Lynn Leslie

Ms. Cotton and Mr. Leslie met with the Board to provide an update on Portage Industries:

- The Board of DD currently has a lease with Portage Industries Inc. to transition the adult workshop to them, which expires June 1st, but a new one-year lease is in the works.
- The Board of DD is also trying to transition some of the services such as cleaning and snow removal to Portage Industries.
- Current tables and chairs in the building that Portage Industries clients use will be sold to them in June and other items will be sold at auction, as there used to be over 200 consumers in the building and they are down to 89.
- The Board of DD is currently investigating uses of the extra space in the building.
- The last transition date is June 1, 2018.
- There has been some discussion about moving some staff from the Administration Building out to Portage Industries.

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Todd Bragg

Commissioner Kerrigan requested to pull Resolution No. 8 from the Consent Agenda: Authorize electronic application for the Ohio Department of Health FY2019 Women, Infants and Children (WIC) Administration Grant.

Commissioner Kerrigan asked if now would be the appropriate time to transition WIC to the Health Department since they are reapplying for the grant. Health Commissioner Diorio pointed out previously that the Health Department would not have been able to support WIC without the levy, even with the grant, but now that they have the levy, they are happy to take WIC. Commissioner Christian-Bennett remembered Director Cooper was supposed to apply to the State to start the transition process.

Director Bragg pointed out the State is the hold up and the State is saying that in order to switch the granting entity (from the Board to the Health Department), the State would need the grant to

be rebid. Another option for Board considerations is for the Commissioners to enter into an agreement with the Director of Health in terms of what the Board wants him to administer and the Board allows him to administer that portion of the Commissioners' staff. The Board agreed that the cleanest way to do this is to let the Health Department apply for the grant and to take WIC. The Board agreed to have Director Townend schedule WIC Director Amy Cooper and Health Commissioner Joe Diorio to discuss further on a Tuesday after the May election.

Later in the morning, Director Bragg spoke with WIC Director Amy Cooper and reported that the Board is required to notify the State six months prior to backing out of a grant (March), but the application process will need to be handled by the 24th of this month and the resolution should be adopted as-is with the County being the grant holder. Director Bragg asked for clarification on who should bring the grant agreement through in March and the Board agreed everyone needs to put this on their radar and Director Bragg will send an e-mail to Director Cooper, Health Commissioner Diorio and Director Townend advising the Board will discuss further after the May election.

Motion To: Authorize electronic application for the Ohio Department of Health FY 2019 Women, Infants and Children (WIC) Administration Grant./18-0260

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

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Commissioner Christian-Bennett requested to pull Journal Entry No. 16: The Board of Commissioners signed the Personnel Requisition authorizing the seven day internal posting of the full time permanent Treatment Plant Mechanic, new position, for Portage County Water Resources Department with external posting if no internal appointment is made, as presented by Janet Kovick, Human Resources Director./Journal Entry adopted later in the day under separate motion.

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Discussion:

1. Treasurer Cromes' request to post the Ravenna Kiwanis Club notice of its annual fundraiser on May 9, 2018.

The Board discussed Treasurer Cromes' request and agreed it opens the door for every non-profit organization to post and the Board would rather have only official county business posted on its bulletin board. Commissioner Kerrigan will prepare a Journal Entry for Board consideration next week.

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2018 GENERAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PUBLIC HEARING APRIL 12, 2018 10:30 AM

Portage County Administration Building

7th Floor Commissioners' Boardroom

449 South Meridian Street

Ravenna, OH 44266

Present: Lisa Reeves, Regional Planning Commission; Matt Merchant, Record Courier; Tom Collins, Garrettsville Council; Heather Laliberte, Family and Community Services; Commissioner Vicki A. Kline, Commissioner Sabrina Christian-Bennett, Commissioner Mike Kerrigan, Clerk Amy Hutchinson.

Commissioner Kline opened the Public hearing opened at 10:30 AM

I. INTRODUCTION – LISA REEVES

This is the first of two required Public Hearings for any CDBG grant that is applied for through the Office of Community Development.

II. PURPOSE OF THE HEARING – LISA REEVES

This hearing will allow the Board of Commissioners and the general public to hear about eligible grants the County can apply for on their own or on their behalf by another community.

III. DISCUSSION OF GRANT PROGRAMS – LISA REEVES

2018 OHIO COMMUNITY DEVELOPMENT GRANT PROGRAM

COMMUNITY HOUSING IMPACT AND PRESERVATION (CHIP) PROGRAM

Application Due: May 4, 2018

Goals: Through an efficient, flexible and impactful approach, the CHIP will partner with Ohio Communities to preserve and improve the affordable housing stock for low and moderate-income Ohioans and strengthen neighborhoods through community collaboration.

Eligible Jurisdictions: Counties and cities that are HUD Entitlement, Non-participating jurisdictions under the HOME program and HUD non-entitlement communities. Communities must have an approved CHIP Policy and Procedures Manual. Communities may only apply every other year for funding.

Eligible Activities: **Rehabilitation Assistance**

1. Owner Rehabilitation
2. Rental Rehabilitation

Repair Assistance

1. Owner Home Repair
2. Rental Home Repair

Homeownership Assistance

1. Homeownership (Down Payment Assistance/Rehabilitation or Downtown Payment Assistance only)
2. New Construction - Habitat for Humanity

Tenant-Based Rental Assistance Administration Fair Housing

Maximum Grant Amount:

Single-Community Applicants: Single-Community Applicants may apply for a maximum award outlined in the chart below. Jurisdictions that are able to partner, but are applying as a single-community applicant must refer to Column "A". The remaining single-community applicants must refer to Column "B".

	<u>Maximum Award</u>	
	Option 1	Option 2
• County	\$300,000	\$400,000
• City with a population of at least 15,000	\$250,000	\$350,000
• City with a population between 5,000 – 14,999	\$200,000	\$300,000

Partnership Composition: Parameters for developing a partnership are as follows:

- A partnership's boundaries cannot exceed to adjacent counties.
- An eligible city can only partner within its county, either with the county or another CHIP Program eligible city within the county. In a scenario where the city is an applicant and their county is a partner the partnership cannot cross the county borders without partnering with both counties.
- One of the eligible communities (city or county) in the partnership will be the applicant/potential grantee.
- Jurisdictions are allowed to submit or be a part of only one application.

Regardless of the number of communities in the partnership, the maximum grant ceiling will be \$1.6 million. Prior to submitting the application, the partnership shall prepare a plan for expending the awarded funds throughout each jurisdiction. The plan shall be submitted in the application for evaluation by the Office of Community Development.

HOMELESS CRISIS RESPONSE PROGRAM

Applications Due: June 25, 2018

Goal: To prevent individuals and families from entering homelessness, provide for emergency shelter operations and rapidly move homelessness to permanent housing.

The Homeless Crisis Response Program is divided into two components:

- 1) Emergency shelter operations and;
- 2) Homelessness prevention and rapid re-housing activities

Eligible Jurisdictions: Non-Profit Organizations, Units of Local Government for emergency shelter activities and to State selected nonprofit organizations and local units of government for homelessness prevention and rapid re-housing activities.

To apply for Homeless Prevention and Rapid Re-housing funds, each region must have a collaborative, Regional Homeless Service Coordination Plan. Regional plans should include an agreed upon participant screening criteria, common assessment tools and referral processes and each participant in the region implementing the program must have the same forms.

Maximum Grant Amount:

Maximum Award Amounts:

<u>Category</u>	<u>Maximum Award</u>	<u>Grant Period</u>
Emergency Shelter:	\$350,000 per shelter	One or Two Years
Homelessness Prevention & Rapid Re-Housing	By Formula Allocation	One or Two Years

Applicants must provide at least \$1 in local public or private resources for every \$2 in Homeless Crisis Response Program funds (A ratio of 1:2 other funds to grant funds). Grants or loans from the Ohio Development Services Agency cannot be used as match. No match is required for the housing stability category.

SUPPORTIVE HOUSING PROGRAM

Application Due: June 25, 2018

Goal: To facilitate moving homeless persons to permanent housing by providing transitional housing as well as provide long-term permanent supportive housing to homeless persons with disabilities.

Eligible Jurisdictions: Non-Profit Organizations, Units of Local Government, Public Housing Authorities and Consortia of any eligible applicants are eligible to apply for funding. The priority for transitional housing is projects for facilities that either serve special homeless populations (i.e. transition age youth, victims of domestic violence or persons with mental illness or persons in recovery from substance abuse and young families) that comply with national best practice or research supported design. The priority for permanent supportive housing is projects that meet the housing needs of homeless families and individuals with disabilities using a Housing First methodology.

Maximum Grant Amount: Amount to be determined.

Applicants must provide at least \$1 in local public or private resources for every \$2 in Supportive Housing Program funds for transitional housing and permanent supportive housing grants or loans from the Ohio Development Services Agency cannot be used as match.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) PROGRAM

Application Due: November 16, 2018

Goal: OCD provides eligible nonprofit organizations or units of local government with funds to devise long-term, comprehensive strategies to meet the housing and supportive service needs of persons with AIDS or HIV related diseases.

Eligible Jurisdictions: Private, nonprofit organizations incorporated and granted 501.C.3 status; and units of local government.

Eligible Activities:

- Short term rental, mortgage and/or utility assistance
- Acquiring, rehabilitating or constructing permanent housing
- Permanent housing placement
- Tenant based rental assistance
- Operating a community residence
- Permanent housing placement
- Referral to drug and alcohol abuse treatment and counseling
- Limited case management
- Respite care
- Food/Nutritional services
- Activities of daily living
- Day care
- Transportation
- General administration
- Housing information services

Maximum Grant Amount: Based on percentage of cases of persons living with HIV/AIDS within the projects service area when compared to the balance of State (Areas outside of Columbus, Cincinnati and Cleveland service areas) figures promulgated by the Ohio Department of Health are used for this calculation. An adjustment factor 1.10 is used to account for increased need. Applicant must match the requested amount of HOPWA funds at a minimum of 1:1.

COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAM

Goal: To provide communities with a flexible housing and community development resource that can be used to address locally identified needs that are eligible CDBG activities and qualify under the national objective of LMI benefit and elimination of slum and blight.

Community Development Implementation Strategy:

Communities receiving funds from OCD are required to conduct long-term planning. Prior to 2013, OCD required Community Development Program applicants to conduct a Community Assessment Strategy (CAS) to qualify projects for CDBG funding. The CAS required applicants to evaluate public facilities' condition in low-moderate income (LMI) areas to assist in selecting and prioritizing projects. OCD redesigned the Community Development Program in 2013 to encourage collaboration within eligible applicant communities and include funding for Neighborhood Revitalization, Downtown Revitalization and Critical Infrastructure Competitive Set-Asides. The Community Development Implementation Strategy (CDIS) replaced the CAS as a tool to facilitate communication with stakeholders in eligible applicant communities. The CDIS will supplement the required Citizen Participation process providing a format for disseminating information about the Community Development, Economic Development and Residential Public Infrastructure Programs and assist with identifying and prioritizing potential funding opportunities. The CDIS is required for application to the 2018 Community Development, Economic Development and Residential Public Infrastructure Grant Programs. OCD recommends applicants to the PY 2019 Allocation Program conduct the CDIS in 2018 to allow adequate time for project identification and development; however PY 2018 communities are not required to the CDIS until Allocation applications are due.

A. COMMUNITY DEVELOPMENT ALLOCATION GRANT

Application Due: June 15, 2018

Eligible Jurisdictions: Under the FY 2018 Ohio Small Cities CDBG Program the non-entitlement counties and small cities (identified as cities by the Secretary of State as of January 1, 2015) will be able to apply for access to funds based entirely on the number of LMI persons residing in the eligible community. Approximately 50 percent of the eligible communities applied for funding in PY 2017. The remaining 50 percent will apply for funding in PY 2018.

Eligible Activities: Eligible activities are those contained in Title 1 of the Housing and Community Development Act of 1974, as amended.

Community Development Allocation Program funds cannot be used for housing activities, exception for Home Repair. OCD has funds set aside for these purposes through its Community Housing Impact and Preservation Program (CHIP). In the event a community applies, but is not funded for a CDBG eligible housing activity through the CHIP Program in the current or previous year's application cycle, OCD will consider a community's request to waive this requirement and use Community Development Allocation Program funds for other CDBG eligible housing activities. Consideration of a waiver will be based on the competitiveness of the CHIP application along with the community's demonstrated administrative capacity to administer a housing program.

Approximate Grant Amount: \$486,000. Funding allocations for communities are determined by dividing the number of low-moderate income (LMI) persons residing in the community by the total number of LMI persons residing in the non-entitlement areas of the state multiplied by the amount of CDBG Program funds allocated to the Community Development Allocation Program for the year. The U.S. Department of Housing and Urban Development (HUD) provides the number of LMI persons and used the 2006 - 2010 American Community Survey Low/Moderate Income Summary Data (updated in 2014) as the basis for estimating LMI figures. "Direct cities" are cities with a total population of 15,000 or greater and a LMI population of at least 30 percent or greater. Total population was determined upon the 2010 Census. Direct cities will be awarded and will administer their own grants. **Direct City status was re-evaluated for PY 2016. Portage County will not be required to undertake a project in the City of Ravenna for PY 2016, 2017 and 2018. Direct City status will be re-evaluated with the next release of American Community Survey LMI Summary Data and/or the 2020 Census.**

Number of Projects: The number of projects a Community Development Allocation Program applicant may undertake with CDBG funds is limited based upon the available allocation. See table below for project eligibility by allocation funding level:

<u>Allocation Funding Level</u>	<u>Projects Available</u>
\$150,000 - \$224,999	4
\$225,000 - \$299,999	5
\$300,000 or more	6

B. NEIGHBORHOOD REVITALIZATION GRANT

Application Due: June 15, 2018

Eligible Jurisdictions: PY 2018 CDBG Allocation Counties and Direct Cities.

Maximum Grant Amount: \$500,000

Eligible Activities: Public facilities improvements such as constructing, reconstructing and/or rehabilitating infrastructure in targeted areas of distress that do not fit within the criteria of other Ohio State CDBG competitive programs. At a minimum, Neighborhood Revitalization Program Applications must include three activities, excluding administration.

C. Downtown Revitalization Grants

Application Due: June 15, 2018

Eligible Jurisdictions: Community Development Allocation Counties and Direct Cities.

Maximum Grant Amount: \$300,000

Eligible Activities: Eligible activities include but are not limited to: uniform facade; interior and exterior building code violation corrections; ancillary streetscape activities; administrative costs directly related to the downtown program; and architectural and engineering work related to specific revitalization activities.

Residential development, non-building related private improvements (e.g. parking facilities, landscaping), and other investments undertaken in the downtown area during the CDBG project period can be counted as leverage. However, CDBG funds cannot be used to pay for these activities, unless OCD grants a waiver during the grant period.

D. Critical Infrastructure Grants**Application Due: Round 1 Program Period**

Submission: June 15, 2018

Grant Award: September 1, 2018

Round 2 Program Period

Submission: November/December

Grant Award: January 1, 2019

Round 3 Program Period

Submission: February/March 2019

Grant Award: April 1, 2019

Eligible Jurisdictions: PY 2018 and 2019 CDBG Allocation Program Counties and Direct Cities. Counties may apply on behalf of non-direct cities, villages and unincorporated areas.

Maximum Grant Amount: \$300,000

Eligible Activities: Eligible activities include constructing, reconstructing or rehabilitating infrastructure components. Eligible infrastructure components include streets and bridges; sidewalks; flood and drainage; water and sanitary sewer and fire protection facilities. Projects selected for funding must have a high community-wide impact.

ECONOMIC DEVELOPMENT LOAN AND PUBLIC INFRASTRUCTURE GRANT PROGRAM

Applicants are required to submit a pre-application to OCD for review to apply for funds. OCD will evaluate the proposed projects pre-application on its consistency with programmatic thresholds and public benefit before making the decision to invite an applicant to submit a full application.

A. ECONOMIC DEVELOPMENT LOAN PROGRAM

Application Due: Applications will be accepted on a continuous basis, beginning July 1, 2018.

Goal: To create and retain permanent, private sector job opportunities, principally for low and moderate-income persons through expanding and retaining business and industry in Ohio communities.

Eligible Jurisdictions: Non-Entitlement Cities and Counties. Counties may apply on behalf of Villages and Townships. Counties may also apply on behalf of cities within their jurisdiction.

Eligible Activities: Eligible activities include providing financial assistance to private for-profit entities (Through eligible units of local government) to carry out economic development projects directly and primarily related to the creating, expanding or retaining a business. Financing may cover fixed assets, including land, building, machinery and equipment and site preparation directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and the public benefit to be derived. Financing for fixed assets must be provided in the form of a non-forgivable loan.

In addition, job training is an eligible CDBG Economic Development Program activity. The State may provide applicants additional Economic Development Program funds, up to \$50,000 to provide training for low-moderate income individuals whose positions were created or retained by the recipient business.

Maximum Grant Amount: \$500,000 for direct loans; maximum grant ceiling includes project and program administration costs. A minimum of 51% of the jobs must be available to LMI persons.

B. ECONOMIC DEVELOPMENT PUBLIC INFRASTRUCTURE GRANT PROGRAM

Application Due: Project applications will be accepted on a continuous basis, beginning on July 1, 2018.

Goal: To create and retain permanent, private-sector job opportunities, principally for low and moderate income persons, through expanding and retaining of business and industry in Ohio communities.

Maximum Grant Amount: \$500,000 maximum for off-site infrastructure projects. Maximum grant ceiling includes project and program administration costs.

Eligible Jurisdictions: Non-Entitlement Cities and Counties. Counties must apply on behalf of Villages and Townships. Counties may also apply on behalf of cities within their jurisdiction.

Eligible Activities: Eligible activities include providing financial assistance, through eligible units of general local government, for public improvements directly and primarily related to creating, expanding or retaining a particular business. Financing under the State CDBG Economic Development Public Infrastructure Program is designed to cover public infrastructure

investment directly related to business or industrial development. The amount and type of financial assistance provided to a project must be deemed appropriate with respect to the financial gap and public benefit.

In addition, job training is an eligible CDBG Economic Development Program activity. The State may provide applicants additional Economic Development Program funds, up to \$50,000 to provide training for low-moderate income individuals whose positions were created or retained by the recipient business.

C. RESIDENTIAL PUBLIC INFRASTRUCTURE GRANT PROGRAM

- Application Due:** Applications may be submitted beginning July 1, 2018.
- Goal:** To create a safe and sanitary living environment for Ohio citizens by providing safe and reliable drinking water and proper disposal of sanitary waste disposal.
- Eligible Jurisdictions:** Non-Entitlement Counties, Cities and Villages. Counties must apply on behalf of townships, cities and villages that do not have a demonstrated capacity to operate a public water or wastewater system. Cities and Villages will be limited to one grant award per program year. Counties will be limited to four awards per program year. A County may receive two grant awards for applications submitted on behalf of itself and two on behalf of one or more eligible sub-units of general local government (villages and cities) within the county's jurisdiction.
- Jurisdictions which were funded under this program in FY 2017 will not be eligible for funding under the FY 2018 program however Counties which were funded in FY 2017 can apply on behalf of a different sub-unit of Government within their jurisdiction.
- Eligible Activities:** The Residential Public Infrastructure Grant Program will only fund projects that provide water and/or sanitary sewer service to primarily residential users (minimum of 60% of total users) in areas, which are a minimum of 51% LMI. Eligible on-site improvements include service laterals, septic tanks and well abandonment and CDBG eligible related fees.
- Maximum Grant Amount:** The awards may not exceed \$600,000; maximum grant ceiling includes water and sanitary sewer project, on-site improvements and program administration costs. The maximum award for public infrastructure improvements is \$500,000. An additional \$100,000 may be requested for on-site improvements.

TARGET OF OPPORTUNITY GRANT PROGRAMS

Goal: To provide a means to fund worthwhile "targets of opportunity" projects and activities that do not fit within the structure of existing program structures and to provide supplemental resources to resolve immediate and unforeseen needs.

A. Economic and Community Development

Application Due: Project applications will be accepted on an open cycle basis, beginning July 1, 2018 until March 31, 2019 or until such time OCD commits available funding.

Goals: Provide funds for "targets of opportunity" investments in:

1. Economic development projects which create and/or retain permanent job opportunities and are not eligible for Economic Development Program funding or feasible within the Economic Development Program guidelines.
2. Community development projects that is not feasible in other funding categories or eligible for Community Development Program Competitive Set-Aside or open-cycle Critical Infrastructure funds.
3. Downtown Target of Opportunity projects. Only single building projects will be considered and must be listed on the National Register of Historic Places or in a local historical district.
4. Housing projects benefiting severely disabled adults.
5. Youth Homelessness Demonstration Program projects.
6. Imminent threat grants covered by the Federal CDBG Regulation.
7. Initiatives of the Director of the Ohio Development Services Agency that include CDBG eligible activities.

Eligible Jurisdictions: Cities, Counties or Villages.

Eligible Activities: Any CDBG eligible activity. Public service projects are not eligible for Target of Opportunity funding.

Maximum Grant Amount: Based upon demonstrated need.

B. Ohio Housing Trust Fund (OHTF) Discretionary Grants

Application Due: March 30, 2018

Goal: Provide funding for "target of opportunity" projects and innovative proposals that will principally benefit persons below 50% of the area median income and meet the OHTF rules and requirements.

Eligible Jurisdictions: Non-profit organizations, units of local government, public housing authorities, private developers and lenders and consortia of any eligible applicants.

Eligible Activities: Proposals considered for target of opportunity funds must be inappropriate for funding from other state housing programs, either due to eligibility, program scope or project timing. Projects must result in identifiable outcomes and beneficiaries (cannot be seed money or start-up funds).

Maximum Grant Amount: The level of funds is determined based upon demonstrated need. OHTF Target of Opportunity grants for individual special projects typically will not exceed \$200,000 annually. Projects must have at least a dollar-to-dollar match in cash and/or direct "in kind" services.

C. Homelessness Targets of Opportunity Grants

Application Due: March 30, 2018

Goal: The 2018 Emergency Shelter Target of Opportunity Program priority is to provide funds for critical activities at existing OCD-funded emergency shelter locations. As a secondary priority and based on need and availability, these funds may also be used to fund emergency activities at OCD-funded organizations that serve homeless populations through other supportive housing models as well as organization providing emergency shelter, but may not be receiving OCD homeless assistance funds. All activities must be deemed an emergency or include needs that could not be anticipated during the normal funding program cycle.

Eligible Jurisdictions: Limited to PY 2016 and PY 2017 Supportive Housing Program and Homeless Crisis Response Program grantees.

Eligible Activities: All activities must be of an emergency nature or include needs that could not be anticipated during the normal funding program cycle.

Maximum Grant Amount: Based upon demonstrated need. Projects must have at least a dollar-to-dollar match in cash and/or direct "in kind" services.

D. New Horizons Fair Housing Assistance Program – Set-Aside

Application Due: July 1, 2018 through March 31, 2019.

Goal:

To provide funds to units of local government or consortia of units of local government, to affirmatively further fair housing. Activities funded with New Horizons grants must be in addition to a grantees Standard Fair Housing Program, which is required as part of the Allocation Program and Community Housing Impact and Preservation (CHIP) Program applications. New Horizons fair housing strategies are to be based on locally assessed needs and further the State's fair housing goals.

Affirmative fair housing strategies are to be based on locally assessed needs and commitments, as well as to further the State Fair Housing goal.

Eligible Jurisdictions: Direct Community Development Allocation Cities or Counties.

Eligible Activities: Implementing analysis of impediments to fair housing choice; activities that affirmatively further Fair Housing; and actions to remedy or mitigate conditions limiting fair housing choice.

Maximum Grant Amount: Up to \$15,000 for one jurisdiction and up to an additional \$5,000 for each additional eligible jurisdiction for a maximum award not exceeding \$30,000.

IV. QUESTIONS/SUGGESTIONS

1. Commissioner Christian-Bennett asked who takes care of the Regional Homeless Service Coordination Plan and Ms. Reeves will have to investigate.

There being no other business to discuss, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan to adjourn the Public Hearing at 10:41 AM.

Motion To: Adjourn the 2018 General Community Development Block Grant (CDBG) Public Hearing on Thursday April 12, 2018 at 10:41 AM

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

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Commissioner Christian-Bennett read in the minutes from Tuesday that the Board had already toured the different sites for space so the Board may not need to have Director Townend coordinate. Commissioner Kline believes all three Commissioners should tour the facilities together and agreed Director Townend should move forward with scheduling.

Recessed: 10:50 AM
Reconvened: 11:02 AM

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PORTAGE COMMUNITY RIGHTS GROUP

Present: Gwen Fischer, JoEllen Armstrong, Susie Beiersdorfen, John Williams, Howard Harper, Brad Brotje, Damen Rae

The Portage Community Rights Group met with the Board to discuss the rights-based County Charter they are proposing to put on the November 2018 ballot.

The Board heard comments from the following citizens:

1. Gwen Fischer
2. Damen Rae
3. Brad Brotje
4. JoEllen Armstrong
5. Suzie Beiersdorfen
6. John Williams

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Commissioner Christian-Bennett would like the Board to meet with Prosecutor Vigluicci to discuss his recent funding request and Commissioner Christian-Bennett will ask Director Townend to schedule.

COMMISSIONERS' CONSENT AGENDA

April 12, 2018

1. Approval of the April 3, 2018 regular meeting minutes.

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RESOLUTIONS

April 12, 2018

Budget & Financial Management:

1. Approve the Thursday, April 12, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0253
2. Approve the Thursday, April 12, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0254

3. Approve the Thursday, April 12, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0255
4. Approve the Thursday, April 12, 2018 Then & Now Certification, as presented by the County Auditor./18-0256
5. Approve the Tuesday, April 17, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0257
6. Approve the Tuesday, April 17, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0258
7. Approve the Tuesday, April 17, 2018 Then & Now Certification, as presented by the County Auditor./18-0259

Internal Services

8. Amend Resolution No. 18-0005 – for purpose of setting regular and special meetings, and establishing rules for the meetings of the Board of Portage County Commissioners./18-0261
9. Authorize payment of claim on the settlement and release for Raye and Maxine Butler./18-0262
10. Enter into an agreement with the State of Ohio, Development Services Agency for the Administration of the Portage County Economic Development Revolving Loan Fund./18-0263
11. Enter into an agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. for an intensive intervention case management./18-0264
12. Enter into real estate lease agreement for the property located at 211 South Chestnut Street, Ravenna, OH./18-0265
13. Authorize the Portage County Engineer to participate in the Ohio Department of Transportation's Summer Contract (418-19) for road salt for the 2018-2019 winter season./18-0266

External Services

14. Nominate members to the Portage County Local Emergency Planning Committee (LEPC)./18-0267

Motion To: Approve the Consent Agenda for April 12, 2018 as revised

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, April 13, 2018 \$ 236,855.30

and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0255 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:

04/12/18	442	\$ 30,154.34
04/12/18	441	64,886.27

Total		\$ 95,040.61
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; 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. 18-0256 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 **\$202,736.29** as set forth in Exhibit "A" dated **April 12, 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. 18-0257 - RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 April 17, 2018 in the total payment amount of **\$151,270.70** 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. 18-0258 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:

04/17/18	559	\$ 1,208.40
04/17/18	558	135,008.97
04/17/18	556	191,222.10
04/17/18	551	95.00
04/17/18	553	750.00
04/17/18	549	846.39
04/17/18	548	25.00
Total		\$ 329,156.86

; 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. 18-0259 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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 **\$76,308.26** as set forth in Exhibit "A" dated **April 17, 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. 18-0260 - RE: AUTHORIZE ELECTRONIC APPLICATION FOR
THE OHIO DEPARTMENT OF HEALTH FY 2019
WOMEN, INFANTS AND CHILDREN (WIC)
ADMINISTRATION GRANT.**

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

WHEREAS, the Women, Infants, and Children's Program of Portage and Columbiana Counties must submit an electronic request to continue to operate the Women, Infants, and Children (WIC) Program in the designated service area; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby support the Women, Infants, and Children's Program of Portage and Columbiana Counties and authorizes the electronic application to the Ohio Department of Health for the FY 2019 WIC Grant (October 1, 2018 through September 30, 2019) for an amount not to exceed One Million Forty-Six Thousand Four Hundred Forty-One Dollars (\$1,046,441.00) with no local match requirement, under grant number 06710041WAXXXX; and be it further

RESOLVED, that the Board of Commissioners authorizes the WIC Director to submit the grant application electronically; and be it further

RESOLVED, that a copy of this resolution will be filed with the Portage County WIC Program, the Portage County Department of Budget & Financial Management and the Portage County Auditor's Office; 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. 18-0261 - RE: AMEND RESOLUTION NO. 18-0005 - FOR THE PURPOSE OF SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE BOARD OF PORTAGE COUNTY COMMISSIONERS.

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

WHEREAS, Ohio Revised Code Section 121.22 concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and to provide notice of these meetings; now therefore be it

RESOLVED, that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

RESOLUTION

No. 18-0261

RE: AMEND RESOLUTION NO. 18-0005 - FOR THE PURPOSE OF SETTING REGULAR AND SPECIAL MEETINGS, AND ESTABLISHING RULES FOR THE MEETINGS OF THE BOARD OF PORTAGE COUNTY COMMISSIONERS.

RESOLVED, that the annual organizational meeting of the Board shall be held in accordance with Ohio Revised Code Section 305.05 and not later than the second Monday of January of each year; and be it further

RESOLVED, that fifty such regular session will be held each year in accordance with Ohio Revised Code Section 305.06; and be it further

- RESOLVED,** that the Board of Commissioners agrees to meet on Tuesdays and Thursdays, but suspends its Tuesday meetings unless a meeting is deemed necessary to complete county business, keeping the Thursday meeting days each week commencing at 9:00 AM and concluding at the end of business; and be it further
- RESOLVED,** that said meetings are to be held at the Portage County Administration Building, 7th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further
- RESOLVED,** the Board of Commissioners will determine in advance when meetings will be scheduled on a Tuesday and provide the proper notifications in accordance with Ohio law; and be it further
- RESOLVED,** that notices of upcoming meetings are published on the Portage County Board of Commissioners' agenda, which is posted on the first floor and seventh floor bulletin boards in the Portage County Administration Building, and on the Commissioners' calendar located <http://www.co.portage.oh.us/commissioners.htm>; and be it further
- RESOLVED,** that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (D2) and (G); and be it further
- RESOLVED,** that special and emergency sessions will be held at the call of the Board of Commissioners; and be it further
- RESOLVED,** that the Clerk of the Board shall give notice to the media of the date, time, location and purpose of a special and emergency session no later than twenty-four hours before the meeting is to start or, if not possible, as soon as the special or emergency session has been called – the notices for the special and emergency sessions shall be posted on the first floor and seventh floor bulletin boards in the Portage County Administration Building, and on the Commissioners' calendar located at: <http://www.co.portage.oh.us/commissioners.htm>; and be it further
- RESOLVED,** any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board; and be it further
- RESOLVED,** any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific item appears on the agenda. Each person shall file, with the Clerk, a written request specifying their person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months); and be it further

RESOLVED, that public comment is welcomed by the Board of Commissioners beginning at or as close to 11:00 a.m. A five-minute session (per person) will be placed on the agenda to allow for comments and questions from the public and media pertaining to topics and business items that have been discussed at that day's meeting. The Commissioners note 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; 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. 18-0262 - RE: AUTHORIZE PAYMENT OF CLAIM ON THE
SETTLEMENT AND RELEASE FOR RAYE AND
MAXINE BUTLER.**

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

WHEREAS, Raye and Maxine Butler are the owners of real property located at 7775 Windy Hill Dr., Kent, Ohio and

WHEREAS, Raye and Maxine Butler claim damages from sewage related problems that occurred at the residence located at 7775 Windy Hill Dr., Kent, Ohio on December 14, 2017; and

WHEREAS, the parties desire to compromise and settle their dispute and claim; now therefore be it

RESOLVED, that the Portage County Board of Commissioners authorizes payment of the claim on the settlement and release for Raye and Maxine Butler, in the amount of Four thousand and 00/100 Dollars (\$4,000.00); 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 an 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. 18-0263

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**RE: ENTER INTO AN AGREEMENT WITH THE
STATE OF OHIO, DEVELOPMENT SERVICES
AGENCY FOR THE ADMINISTRATION OF THE
PORTAGE COUNTY ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND.**

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

- WHEREAS,** the office of Community Development (Grantor) administers the federal Community Development Block Grant Program for the State of Ohio; and
- WHEREAS,** Portage County (Grantee) has been determined to be an eligible recipient of funds and has been awarded funds to finance eligible activities; and
- WHEREAS,** Portage County Board desires to encourage the expansion and stability of the economic base of the designated area of the Economic Development Revolving Loan Fund and encourage increased employment opportunities, particularly for low and moderate income persons in the designated areas of the Economic Development Revolving Loan Fund; and
- WHEREAS,** the State of Ohio, Development Services Agency desires to have Portage County administer an economic development revolving loan fund; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and the State of Ohio, Development Services agency for a period of three (3) years beginning January 1, 2018 and ending December 31, 2020; 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. 18-0264

- RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. FOR AN INTENSIVE INTERVENTION CASE MANAGEMENT/THERAPEUTIC INTERVENTION PROGRAM.

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

- WHEREAS,** the Portage County Department of Job & Family Services is in need of an Intensive Intervention Case Management/Therapeutic Intervention Program for parents who have recently lost custody of their children or are trying to prevent the removal of their children from the home and need additional support to complete case plan services during the reunification or prevention process; and
- WHEREAS,** Requests for Proposals were sent to eight (8) potential service providers; and
- WHEREAS,** Two (2) proposals were received, opened and tabulated on February 7, 2018; and
- WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and
- WHEREAS,** the Agreement will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and Family & Community Services, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period May 1, 2018 through September 30, 2018, with the option to extend two (2) additional terms; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Twenty-seven thousand seventy-two and 04/100 dollars (\$27,072.04); 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. 18-0265 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT
FOR THE PROPERTY LOCATED AT 211 SOUTH
CHESTNUT STREET, RAVENNA, OHIO.**

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

- WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 211 South Chestnut Street, Ravenna, Ohio; and
- WHEREAS,** Anthony Sylvester dba Sly Bail Bonds has an interest in leasing said property; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Anthony Sylvester for a term of one (1) year, beginning January 1, 2018 and ending December 31, 2018 ; and be it further
- RESOLVED,** that the amount of rent shall be five hundred dollars (\$500.00) per month; 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. 18-0266 - RE: AUTHORIZE THE PORTAGE COUNTY
ENGINEER TO PARTICIPATE IN THE OHIO
DEPARTMENT OF TRANSPORTATION'S**

**SUMMER CONTRACT (418-19) FOR ROAD
SALT FOR THE 2018-2019 WINTER SEASON.**

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

WHEREAS, the Portage County Commissioners, on behalf of the Portage County Engineer, hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual Summer road salt bid (418-19) in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT Summer road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the Summer road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the Summer road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT Summer road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the Summer road salt contract; and
- d. The Political Subdivision hereby requests through this participation agreement a total of **2,000 TONS** of Sodium Chloride (Road Salt) of which the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 100% of its above-requested salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT Summer salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request within 24 hours of the opening of bids. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the

deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

now therefore be it

RESOLVED, that the Portage County Board of Commissioners authorize the Portage County Engineer to participate in the Ohio Department of Transportation's Summer road salt contract for the *2018-2019 Winter Season* (Contract 418-19); and be it further

RESOLVED, by the following authorized person(s) that this participation agreement for the ODOT Summer road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT Summer road salt contract:

_____ (Authorized Signature) _____ Approval Date

_____ (Authorized Signature) _____ Approval Date

_____ (Authorized Signature) _____ Approval Date

;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. 18-0267

**RE: NOMINATE MEMBERS TO THE PORTAGE
COUNTY LOCAL EMERGENCY PLANNING
COMMITTEE (LEPC).**

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

- WHEREAS,** Ohio Revised Code section 3750.03 designates Local Emergency Planning Districts to prepare and implement district chemical emergency response and preparedness plans; and
- WHEREAS,** ORC 3750.03 describes the required member organizations or groups to be represented on the Local Emergency Planning Committee (LEPC) of each emergency planning district; and
- WHEREAS,** the State Emergency Response Commission, which is under the Ohio EPA, shall appoint the members from a list submitted by the Portage County Board of Commissioners to serve on the Portage County Local Emergency Planning Committee for a two-year term; and
- WHEREAS,** by Resolution 17-0463, the Portage County Board of Commissioners made recommendations to the SERC for the term beginning August 17, 2017 and ending August 16, 2019; and
- WHEREAS,** it has become necessary to replace and add members to the Portage County Local Emergency Planning Committee (LEPC); and
- WHEREAS,** the Portage County LEPC has recommended to the Board of Commissioners that the member listing be updated as follows; now, therefore, be it
- RESOLVED,** that the Board of Commissioners does hereby recommend the following members to serve on the Portage County LEPC for the term ending August 16, 2019:

<i>Status</i>	<i>Name</i>	<i>Representing</i>
<i>PCSO Alternate</i>	<i>Harry Muir</i>	<i>Law Enforcement replacing Richard Noland</i>
<i>Primary</i>	<i>Andrew</i>	<i>Elected Official</i>

; and be it further

- RESOLVED,** that a copy of this resolution will be forwarded by Emergency Management Office staff to the State Emergency Response Commission (SERC); P.O. Box 1049; Columbus Ohio 43216-1049; 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

JOURNAL ENTRY

April 12, 2018

DBFM

1. The Board of Commissioners approved the March 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.

Internal Services

2. The Board of Commissioners approved the revised "Public Comment Request Form" dated April 2018 for immediate use as presented by the Internal Services Director.

Commissioners

3. The Board of Commissioners acknowledged receipt of the April 4, 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.
4. The Board of Commissioners acknowledged receipt of the 2017 Annual Report, as presented by the Portage County Probate/Juvenile Court Division Judge Robert W. Berger.
5. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the Month of March 2018, received on April 9, 2018 as presented by the County Auditor and County Treasurer.
6. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the State of Ohio Office of Community Development Request for Payment and Status of Funds Request Draw No. 10, as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Activity No.	Amt Requested
B-F-16-1CJ-1	Neighb.Fac/Community Ctr	1	\$ 5,000.00
B-F-16-1CJ-1	Neighb.Fac/Community Ctr	1	4,900.00
Total			\$9,900.00

External Services

7. The Board of Commissioners accepted the recommendation of Water Resources Department Director Gene Roberts and authorized the Federal Drug Enforcement Administration (DEA) to hold a pharmaceutical collection event in conjunction with the National Take-Back Initiative on Saturday, April 28, 2018 from 10:00 am to 1:00 pm at the Portage County Water Resources Department located at 8116 Infirmary Road in Shalersville Township, as required in Part II of the Streetsboro Wastewater Treatment Plant NPDES Permit.

Human Resources

8. The Board of Commissioners signed the Personnel Action Form accepting the retirement of Marilyn Bowling, Clerical Specialist 4, for the Portage County Job & Family Services, effective May 31, 2018, as 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 Clerical Specialist 4, replacing Marilyn Bowling, for Portage County Job & Family Services with external posting if no internal appointment is made, as presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Dutchess Murray, replacing Donna Fortney, as an Eligibility Specialist for the Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 23, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
11. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent Account Clerk 3, due to the passing of Susan Miller, for Portage County Job & Family Services with external posting if no internal appointment is made, as presented by Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Derek McIntyre from Collections System Operator to Treatment Plant Operator I effective April 16, 2018, as presented by Janet Kovick, Human Resources Director.
13. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Jeffrey Whetsel from Collections System Operator to Collections Systems Chief Operator, new position, for the Portage County Water Resources effective April 16, 2018, as presented by Janet Kovick, Human Resources Director.
14. The Board of Commissioners approved the revised job description for the Design Technician I position in the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.
15. The Board of Commissioners approved the job description for the Treatment Plant Mechanic position in the Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.
16. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Vincent Saltsman, as a Maintenance II, replacing Robert Woolf, for the Portage County Maintenance Department, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 23, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
17. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Leland Hykes, as a Maintenance II, replacing Robert Pauley, for the Portage County Maintenance Department presented by Janet Kovick, Human Resources Director. Anticipated

start date is April 23, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

18. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Ohio Office of Criminal Justice Services Subgrant Award Agreement Award Period for October 1, 2017 to September 30, 2018, requesting a cash match in the amount of \$8,810.20 that will come from the Portage County Drug Task Force Grant No. 2016-DL-LEF-5846A, as presented by Larry Limbert, Portage County Sheriff's Department.

Motion To: Approve the Journal Entries for April 12, 2018 as revised

RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

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

JOURNAL ENTRY II

April 12, 2018

1. The Board of Commissioners approved the Personnel Requisition authorizing the seven day internal posting of the full time permanent Treatment Plant Mechanic, new position, for the Portage County Water Resources Department with external posting if no internal appointment is made, as presented by Janet Kovick, Human Resources Department.

Motion To: Approve Journal Entry II for April 12, 2018

RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

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

Motion To: Adjourn the Official Meeting of April 12, 2018 at 11:47 AM

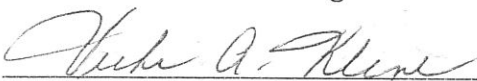
RESULT: ADOPTED [UNANIMOUS]

MOVED: Sabrina Christian-Bennett

SECONDED: Mike Kerrigan

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

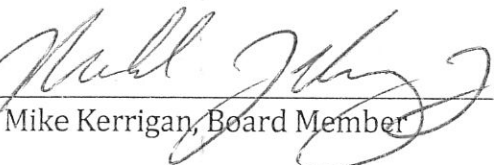
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.




Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk