



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Tuesday, April 23, 2019

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are 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	Absent
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Brian Ames and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:04 AM

COMMISSIONERS' MEETING

Present: Department of Budget & Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

1. Discussion:

- a. April 11, 2019 email from Rhonda Slauterbeck, Ottawa County Commissioners regarding Nuclear Energy support resolution. Does the Board of Commissioners wish to participate? The Board does not wish to participate at this time.
- b. Tuesday, April 30th Discussion – Sales & Use Tax Proposals.
Commissioner Clyde may not be in attendance next Tuesday.

WATER RESOURCES DEPARTMENT

Present: Gene Roberts and Laura Weber

1. Discussion:

- a. Village of Mantua

On April 10, 2019 Linda Clark, Mayor of the Village of Mantua, sent an email requesting a three-month extension of the Water and Wastewater Contract Services Agreement for the operation of the Village of Mantua utilities. The following is the date of the original agreement and the extensions thereto:

Original Agreement	Executed on June 14, 2018	For period July 1, 2018 through December 31, 2018
First Extension	Executed January 15, 2019	For period January 1, 2019 through March 31, 2019
Second Extension	Executed March 22, 2019	For period April 1, 2019 through April 30, 2019
Fourth Extension	Before Board on April 23, 2019	For period April 30, 2019 through July 31, 2019

Mantua Village Council acted on the Fourth Extension and the Memorandum of Understanding (MOU) at its March 16, 2019 meeting, approving both.

The Board's requested MOU provides for meetings every other week until an Agreement has been reached or both parties reach an impasse. Director Roberts noted a Councilman will be present at the meetings and he will provide the Board notice in case a Commissioner would like to attend.

The Board agreed to wait for Prosecutor's approval before signing the agreement and Director Roberts will present a Resolution next week for Board consideration.

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Commissioner Clyde inquired about Resolution No. 10 (Amend Resolution 19-0199, adopted March 28, 2019, to enter into a lease agreement with Job and Family Services for offices on floors two, three and visitation WIC/share area), and Director Townend explained the actual square footage wasn't obtained, so it needs to be amended.

Commissioner Clyde asked about Resolution No. 8 (Cash Advance from Fund 1340 to Fund 1343) and why it included language for WIC and Director Bragg explained it's for the Portage County Board of Developmental Disabilities and he will make the correction and bring back for adoption later today.

Commissioner Christian-Bennett motioned to pull Resolution No. 8.

RESOLUTION

April 23, 2019

8. *Cash Advance from Fund 1340 to Fund 1343./PULLED FROM THE CONSENT AGENDA.*

COMMISSIONERS' CONSENT AGENDA

April 23, 2019

1. Approval of the April 18, 2019 regular meeting minutes.

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RESOLUTIONS

April 23, 2019

Budget & Financial Management:

1. Approve the Thursday, April 25, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0259
2. Approve the Thursday, April 25, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0260
3. Approve the Tuesday, April 30, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0261
4. Approve the Tuesday, April 30, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0262
5. Approve the Tuesday, April 30, 2019 Then & Now Certification, as presented by the County Auditor./19-0263
6. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018. /19-0264
7. Amendment to the Non-General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0265
8. Cash advance from Fund 1340 to Fund 1343./**PULLED FROM THE CONSENT AGENDA.**

Internal Services

9. Amend Resolution No. 15-0499 to enter into a memorandum of understanding concerning the transfer of equipment from the Portage County Board of Commissioners on behalf of the Portage County Office of Homeland Security & Emergency Management and Rootstown Township Board of Trustees./19-0267
10. Amend Resolution 19-0199, adopted March 28, 2019, entering into a lease agreement with Job & Family Services for offices on floors two, three and visitation WIC/share area./19-0268

Water Resources

11. Authorize sale of obsolete equipment by public auction./19-0269

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for April 23, 2019 as amended.

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;

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Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Cash Advance from Fund 1340 to Fund 1343, as amended./19-0266

Roll call vote: Commissioner Christian-Bennett, Yea;

Commissioner Clyde, Yea;
Commissioner Kline, Absent;

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PLEASE ADD TO YOUR AGENDA

April 23, 2019

RESOLUTION:

1. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration./19-0270

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;

2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./19-0271

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;

3. Acceptance of cash donations from organizations, and businesses to support the Portage County Job & Family Services Annual Senior Forum Event.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to accept the cash donations from organizations, and businesses to support the Portage County Job & Family Services Annual Senior Forum Event./19-0272

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;

4. Acceptance of cash donations from Kent City Schools employees in support of Child Abuse Prevention Month to the Portage County Job & Family Services.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to accept the cash donations from Kent City Schools employees in support of Child Abuse Prevention Month to the Portage County Job & Family Services./19-0273

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

Commissioner Kline, Absent;

5. Acceptance of cash donations from Thomas Hall Book Sales for books purchased by Portage County JFS employees at an Employee Enhancement Committee sponsored book fair.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to accept the cash donations from Thomas Hall Book Sales for books purchased by Portage County JFS employees at an Employee Enhancement Committee sponsored book fair./19-0274

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;

6. Authorize the Portage County Homeland Security & Emergency Management to apply for the 2019-2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to authorize the Portage County Homeland Security & Emergency Management to apply for the 2019-2022 Hazardous Materials Emergency Preparedness (HMEP) Grant Program./19-0275

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;

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RESOLUTION NO. 19-0259

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

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 26, 2019 in the total payment amount as follows:

1. \$2,826,773.53 to Medical Mutual Claims-Fund 7101; and
2. \$371,899.16 to Medical Mutual Admin-Fund 7101; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Wire Transfer on Friday, April 26, 2019	\$ 2,826,773.53
Wire Transfer on Friday, April 26, 2019	\$ 371,899.16

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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0260

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

RESOLUTION NO. 19-0261 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 30, 2019 in the total payment amount of **\$607,318.05** 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0262 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

04/30/19	1021	\$ 1,244.70
04/30/19	1023	1,666.67
04/30/19	1027	2,923.58
04/30/19	1028	31,836.68
04/30/19	1029	9,292.03
04/30/19	1031	123.76
Total		\$ 47,087.42

; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0263 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 **\$161,492.09** as set forth in Exhibit "A" dated **April 30, 2019** 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, Absent; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-0264

**RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION
RESOLUTION NO. 18-0924 ADOPTED DECEMBER 13, 2018**

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

RESOLVED, that it has become necessary to amend the General Fund 2019 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

	<u>Increase</u>	<u>Decrease</u>
Fund: 0001 General Fund		
300 Prosecutor		
03009 Prosecutor Gen Admin ME	2,500	-
MEMO TOTAL	<u>\$ 2,500</u>	<u>\$ -</u>

Note:

700 Sheriff's Department		
07003 Sheriff Salary & Fringes	68,025	-
07005 Sheriff Material & Supplies	0	68,025
MEMO TOTAL	<u>\$ 68,025</u>	<u>\$ 68,025</u>

Note: Trf unif budg to disb objects

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 70,525</u>	<u>\$ 68,025</u>
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Increase

Decrease

; and be it further

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

RESOLVED, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0265

RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018.

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

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

	<i>Increase</i>	<i>Decrease</i>
Fund: 1105 Traffic Enforcement Program		
700 Sheriff's Department		
11053 Traffic Enforcem Salary&Fringes	-	2,038
11059 Traffic Enforcement Program ME	2,038	-
MEMO TOTAL	<u>\$ 2,038</u>	<u>\$ 2,038</u>

Note: Grant correction

Fund: 1122 Adult Probation		
590 Adult Probation		
11223 AP Comm Corr Gr Salary&Fringes	-	8,892
11225 Adult Prob-Comm Corr MS	8,892	-
MEMO TOTAL	<u>\$ 8,892</u>	<u>\$ 8,892</u>

Note:

Fund: 1159 EMA Urban Search & Rescue		
930 Emergency Management Agency		
11594 Urban Search & Rescue CS	2,500	-
11595 EMA Urban Search & Rescue MS	798	-
MEMO TOTAL	<u>\$ 3,298</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1170	Emergency Response LEPC/CERP		
931	Local Emergency Planning Commi		
11703	LEPC / CERP Salary & Fringes	4,000	-
11704	LEPC / CERP CS	-	4,000
	MEMO TOTAL	<u>\$ 4,000</u>	<u>\$ 4,000</u>

Note:

Fund: 7201	WC RR P General Administration		
012	Central Purchasing Services		
72019	WC RR P General Admin ME	-	55,941
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 55,941</u>

Note: Retro claim loss

Fund: 7218	WC Retro Rating Plan 2009		
012	Central Purchasing Services		
72189	WC Retro Rating Plan 2009 ME	1	-
	MEMO TOTAL	<u>\$ 1</u>	<u>\$ -</u>

Note: Retro claim loss

Fund: 7224	WC Retro Rating Plan 2015		
012	Central Purchasing Services		
72249	WC Retro Rating Plan 2015 ME	10,230	-
	MEMO TOTAL	<u>\$ 10,230</u>	<u>\$ -</u>

Note: Retro claim loss

Fund: 7226	Prospective Rating Plan 2017		
012	Central Purchasing Services		
72269	Prospective Rating Plan 17 ME	45,710	-
	MEMO TOTAL	<u>\$ 45,710</u>	<u>\$ -</u>

Note: Retro claim loss

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 74,169</u>	<u>\$ 70,871</u>
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*Increase**Decrease*

; and be it further

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

RESOLVED, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0266 - RE: CASH ADVANCE - FROM FUND 1340, TO
FUND 1343**

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

WHEREAS, Development Disabilities board passed resolution 19-04-02; now therefore be it

RESOLVED, that the following cash advance be made in the amount of \$46,000.00:

Debit A000099 920000	\$ 46,000.00
Credit D000002 290000	\$ 46,000.00

;and be it further

RESOLVED, that the cash advance will be repaid when grant revenues are received; and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, Board of Developmental Disabilities and the Department of Budget & 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0267 - RE: AMEND RESOLUTION 15-0499 TO ENTER INTO A MEMORANDUM OF UNDERSTANDING CONCERNING THE TRANSFER OF EQUIPMENT FROM THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT AND ROOTSTOWN TOWNSHIP BOARD OF TRUSTEES.

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

WHEREAS, on June 11, 2015, the Board of Commissioners entered into a Memorandum of Understanding for the transfer of Portage County Emergency Response Equipment from Homeland Security & Emergency Management Agency to Rootstown Township; which was purchased through federal grant funds; and

WHEREAS, there was an error in the VIN# of the Ford F350 that was transferred to the Rootstown Township; and now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend Resolution No. 15-0499, adopted June 11, 2015 to change the Ford F350 VIN # from 1FDAW56P66EA55726 to 1FTWF31526EA78862; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Homeland Security & Emergency Management Agency, Internal Services Department and 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0268 - RE: AMEND RESOLUTION 19-0199, ADOPTED
ON MARCH 28, 2019, ENTERING INTO A
LEASE AGREEMENT WITH JOB & FAMILY
SERVICES FOR OFFICES ON FLOORS
TWO, THREE AND VISITATION
WIC/SHARE AREA.**

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

WHEREAS, the Board of Commissioners adopted Resolution 19-0199 on March 28, 2019 to enter into a lease agreement with Job & Family Services for offices on floors two, three and visitation WIC/share area at the Portage County Administration Building; and

WHEREAS, that the amount of rent shall be \$10.59 per sq. ft. for floors two and three and visitation/WIC share area (total of 32,524 sq. ft.) based on the Portage County cost allocation plan, in equal monthly; and

WHEREAS, the resolution stated that the monthly lease amount was Twenty eight thousand, seven hundred two and 43/100 dollars (\$28,702.43); now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend the resolution to reflect the change in the monthly lease amount; and be it further

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

**RESOLUTION NO. 19-0268 - RE: ENTER INTO REAL ESTATE LEASE
AGREEMENT FOR THE PROPERTY
LOCATED AT 449 SOUTH MERIDIAN
STREET, RAVENNA, OH WITH JOB AND
FAMILY SERVICES FOR OFFICES ON
FLOORS TWO, THREE AND VISITATION
WIC/SHARE AREA.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 449 S. Meridian St. Ravenna, Ohio; and

- WHEREAS,** the Portage County Department of Job & Family Services has an interest in leasing said property on floors two, three and visitation/WIC share area; 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 the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2019 and ending December 31, 2019; and be it further
- RESOLVED,** that the amount of rent shall be \$10.59 per sq. ft. for floors two and three and visitation/WIC share area (total of 31,366 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of Twenty-seven thousand, six hundred-eighty dollars and 50/100 (\$27,680.50) each payable on the 1st day of each 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0269 - RE: AUTHORIZE SALE OF OBSOLETE EQUIPMENT BY PUBLIC AUCTION.

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

- WHEREAS,** the Portage County Board of Commissioners, Water Resources Department has equipment and vehicles that are obsolete and unfit for the use for which they were acquired for; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners has determined that the items described below are obsolete and unfit for the use which said items were acquired:
- 2005 Ford F-150 4x4 Vin# 1FTPX14515FA94626**
2008 Ford F-250 4x4 With Plow Vin#1FTNF21598EA62408
2008 Ford F-250 4x4 Vin#1FTNF21548ED69517
2008 Ford F-250 4x4 With Plow Vin#1FTNF21528ED69516
240 John Deere Lawn Tractor Mower Product ID M00240A477789
John Deere M655 Zero Turn Lawn Mower SN TCM655X020229
- ;and be it further

RESOLVED, that said items will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, to the highest bidder; and be it further be

RESOLVED, that Notice of Public Auction shall be posted in the office of the Portage County Commissioners, the County's Website and a Notice of Public Auction shall be published in the Record Courier on May 6, 2019.

Date of Auction: Saturday May 18, 2019
Time of Auction: 9:30 A.M.
Location: Edinburg Auction Sales, Inc.
 4029 State Route 14
 Edinburg, Ohio 44272

Said equipment may be viewed for 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinberg Auction Sales, Inc. 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0270 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION

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

WHEREAS, the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

WHEREAS, it is necessary to do a transfer from the General Fund; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$4,660.35 for April 2019 IV-D contract payment local match for the CSEA Domestic Court for Nov 2018 and Prosecutor Dec 2018 services 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

\$4,660.35

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$4,660.35

; 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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0271

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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 Kathleen Clyde 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 \$170,000.00 for the 2nd Qtr SFY19 Est#5 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

\$170,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND
 ORGCODE - 14100512
 Revenue Account
 Object: 282000 - JFS Shared
 Project 5SHAR

\$170,000.00

; 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, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0272

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**RE: ACCEPTANCE OF CASH DONATIONS FROM
 ORGANIZATIONS, AND BUSINESSES TO
 SUPPORT THE PORTAGE COUNTY JOB AND
 FAMILY SERVICES ANNUAL SENIOR
 FORUM EVENT**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the following resolution:

WHEREAS,

the Portage County Job & Family Services received a total of \$100.00 in cash donations from two organizations, and/ or businesses; and

WHEREAS,

donations of \$50.00 were received from United Healthcare and Altercare Post Acute in April 2019; now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$100.00 from the following organizations, and/ or businesses; and be it further

Donor	Contact (Requirement)	Address	Donation
United Healthcare	Stephen Malcolm	1511 Chattam Ave NE North Canton Ohio 44720	\$50.00
Altercare Post Acute	Nanic Ramsell	1463 Tallmadge Kent Ohio 44240	\$50.00

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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0273 - RE: ACCEPTANCE OF CASH DONATION FROM
KENT CITY SCHOOLS EMPLOYEES IN
SUPPORT OF CHILD ABUSE PREVENTION
MONTH TO THE PORTAGE COUNTY JOB &
FAMILY SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the following resolution:

WHEREAS, the Portage County Job & Family Services received a cash donation in the amount of \$100.00 from the following private individuals, organizations and/or businesses; and

WHEREAS, the cash donations of \$100.00 was mailed to Job and Family Services in April, 2019, now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the cash donation in the amount of \$100.00 from the following private individuals, organizations, and/or businesses;

Donor	Contact (Requirement)	Address	Donation
Kent City Schools	Kelley Labajetta	321 North Depeyster Street Kent Ohio	\$100

; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0274 - RE: ACCEPTANCE OF CASH DONATIONS FROM THOMAS HALL BOOK SALES FOR BOOKS PURCHASED BY PORTAGE JFS EMPLOYEES AT AN EMPLOYEE ENHANCEMENT COMMITTEE SPONSORED BOOK FAIR

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the following resolution:

WHEREAS, the Portage County Job & Family Services received cash donations totaling \$67.59 from Thomas Hall Book Sales based on books purchased by Portage JFS employees at an Employee Enhancement Committee sponsored book fair

WHEREAS, donation totaling the amount of \$67.59 from Thomas Hall Book Sales was received on April 17, 2019

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations totaling \$67.59 from Thomas Hall Book Sales for the Portage JFS Employee Enhancement Committee

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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0275 - RE: AUTHORIZE THE PORTAGE COUNTY
OFFICE OF HOMELAND SECURITY AND
EMERGENCY MANAGEMENT TO APPLY
FOR THE 2019-2022 HAZARDOUS
MATERIALS EMERGENCY PREPAREDNESS
(HMEP) GRANT PROGRAM**

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

WHEREAS, Portage County Office of Homeland Security and Emergency Management is eligible to apply to the Ohio Emergency Management Agency for the 2019-2022 Hazardous Material Emergency Preparedness Grant Program; and

WHEREAS, Portage County will utilize these grant funds to conduct training courses including: Ohio Hazardous Materials Officer / Safety Officer, Hazardous Materials Incident Commander, and Hazardous Materials for Dispatchers at a cost of \$ 7,955 (\$6,364 from grant, \$1,591 will be from local match Fund 1170 LEPC); now, therefore, be it

RESOLVED, the Portage County Board of Commissioners authorizes the submission of the 2019-2022 Hazardous Materials Emergency Preparedness Planning Grant application in an amount not to exceed seven thousand nine hundred and fifty-five dollars **(\$7,955) with a 20% local match obligation (\$1,591), (Total Grant \$7,955).** The grant period will last through September 30, 2022; and be it further

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

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

Roll call vote as follows:

Vicki A. Kline, Absent;

Sabrina Christian-Bennett, Yea;

Kathleen Clyde, Yea;

JOURNAL ENTRY:

1. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Christine Herra, JFS Supervisor for Portage County Job & Family Services, due to successfully completing 1 year of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective April 9, 2019, presented by Janet Kovick, Human Resources Director./Journal Entry

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The Board discussed the new County roadmaps offered for sale by the County Engineer's Office and noted the last time they were purchased was in September of 2013 and the cost was \$0.57 per map (for 2,500 maps). Today, a case of 135 maps costs \$2.24 each map and the Board agreed the purchase was not necessary.

Recessed: 9:24 AM

Reconvened: 9:45 AM

PUBLIC COMMENT

Present: Brian Ames

Mr. Ames met with the Board to discuss his concern about emergency meetings and the need for a person to be able to contact the Commissioners after hours in an emergency situation. Mr. Ames noted one of the business cards was lacking such information and believes this to mean openness is not embraced uniformly across the Board. Commissioner Clyde noted there is a phone number and e-mail listed on her business card for the public to contact her and she encourages them to do so.

JOURNAL ENTRY

April 23, 2019

1. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Christine Herra, JFS Supervisor for Portage County Job & Family Services, due to successfully completing 1 year of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective April 9, 2019, presented by Janet Kovick, Human Resources Director.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entry for April 23, 2019

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;


Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to adjourn the Official Meeting of April 23, 2019 at 9:51 AM.

Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Absent;

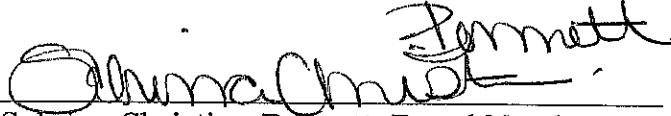
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.

-----ABSENT-----

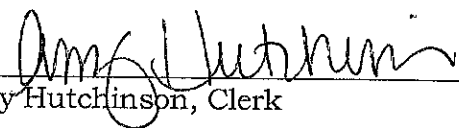
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk