

Portage County Board of Commissioners  
Meeting Minutes

0212

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, April 30, 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	Present
Sabrina Christian-Bennett	Vice President	Present
Kathleen Clyde	Board Member	Absent

Also attending throughout the day Record Courier Reporter Diane Smith and Deerfield Township Trustee Ed Dean.

**DISCUSSION**

Present: Department of Budget & Financial Management Director Todd Bragg

1. Budget Requests

Director Bragg met with the Board to discuss budget requests that have been received since January 2019.

<u>Commissioners</u>	Amount	
Changes to Staffing	?	
2020 COLA raises	1% = \$250,000	
Merit raises	?	Approved
Facilities Plan		
Building use		
<u>DBFM</u>		
Pending review of new billing requirements (Kent, Mantua, Sts.)		
<u>Internal Services</u>		
Pending review of staff reorg		
<u>Microfilm/Printing</u>		
New Equipment and/or outsourcing of material	?	
<u>Building Maintenance</u>		
Annex Building	?	
Riddle	?	
<u>Human Resources</u>		
Staff adjustments	4,000	
Promotional Items	850	Approved
Applicant tracking software	15,000 *	
<u>Building Inspection</u>		
Addition of Staff		
New submission/tracking software	25,000 *	
<u>IFS</u>		
Longevity (approved)		Approved
Merit based evaluations		
3 year payments into 1		
2nd COLA adjustment in 2019		
Additional Investigator (approved)	37,000	Approved
<u>WIC</u>		
<u>Dog Warden</u>		
<u>EMA</u>		
911 Reorg	104,000 *	
<u>Motor Pool</u>		
Inventory/Building		
<u>Auditor</u>		
<u>Treasurer</u>		
<u>Prosecutor</u>		
<u>Recorder</u>		
<u>Clerk</u>		
<u>Courts</u>		
Increase for drug testing	15,000	Approved
<u>Coroner</u>		
<u>Sheriff</u>		
911 Reorg	745,000?	
Pending expansion opening		
<u>Engineer</u>		
<u>Solid Waste</u>		
Cash Advance	?	
<u>Board of Elections</u>		
Remodel	?	
<u>Veterans</u>		
<u>Data Processing</u>		
WiFi	?	
<u>Public Defender</u>		
<u>Other</u>		
Small Bus. Alliance - to offset loss of State funds	5,000	Declined
Motor Pool facility	?	
<u>RPC</u>		
Building sale/loan	?	
Comprehensive Plan	100,000	
<u>Airport</u>		
Loan payment deferral	45,000	
Hanger/Infrastructure		
Runway expansion		
<u>OSU</u>		
Staffing changes	9,000	
<u>Portage Development Board</u>		

TAB DRAFT 4/30/2019

- Facility Plan
  - Job and Family Services does not want the third floor of the Administration Building.
  - WIC will most likely be staying at their current location and the Board decided it will charge rent.
  - The Board will need to hire a consultant as the life expectancy of the Administration Building is another 40 years, and the fees can be built into the 2020 budget.
- Annex Building/Riddle Block renovations
  - The air conditions and boilers have reached their life expectancy in the Annex building.
- Building Use
  - This item is listed as it refers to vacant offices within the Administration Building.
- Budget and Financial
  - The Department has absorbed new billing requirements for Kent, Mantua and Streetsboro, and the Department may need additional staffing.
  - As an alternative, sewer bills could be turned over to Streetsboro or their water bills could be turned over to Portage County.
- Internal Services
  - The request for additional staffing is still pending until the Department can confirm whether current staffing levels are adequate.
- Microfilm
  - There has been discussion about outsourcing the microfilming component of the Records Center and Director Townsend received several quotes for the service.
- Human Resources
  - Requests funding for staff adjustments
  - Request for applicant tracking software
  - Promotional items - Pens (approved previously)
- Board of Elections
  - Requests more lighting, heat in the training room, and key fob access.
  - There is a need for a new cardveyor, but quotes are still needed.
  - The Board will need to sit down with the Board of Elections to discuss funding for the purchases.
- Building Inspection
  - Requests new tracking software
  - The Deputy Director position is on hold because that employee is in the middle of a family emergency.
- Job and Family Services
  - The Board will need to discuss the request for merit-based evaluations. The merit-based policy approved by the Board is for everyone, but Director Bragg is unsure if it's the same merit-based evaluation Job and Family Services is using.
  - The 3-year payment adjustments into 1 year and the COLA adjustments will also need to be discussed in further detail.
- Office of Homeland Security and Emergency Management
  - There's change for the 9-1-1 reorganization that will cost \$104,000, but most of the funding will come from 9-1-1.

- Director Shackelford will be convening a meeting shortly to discuss in more detail.
- Motor Pool Building
  - An inventory contract has been done and will begin shortly.
  - The Motor Pool facility will need additional discussion.
- Clerk of Courts
  - Increase for drug testing (previously approved).
- Sheriff
  - Director Shackelford mentioned the Sheriff will need an additional \$45,000 as the Supervisor/Dispatcher position was part of the 9-1-1 funding, but the Sheriff has not formally made that request.
- Solid Waste
  - May need a cash advance up to \$250,000.
- Data Processing
  - WiFi is still pending.
- Small Business Alliance
  - Requesting funding due to State budget cut of 25% (declined previously).
- Regional Planning Commission
  - The facility still has the loan attached to it.
  - A minimum bid was placed on the specifications, but may need to be reduced.
  - The County deferred the Planning Commission's payment twice.
  - The Board could always adjust the Compensation Plan, along with the County's hours, in order to recuperate some of the funding.
- Regional Planning Commission Comprehensive Plan
  - Still outstanding.
- Regional Airport Authority
  - A loan deferral request will most likely be forthcoming.
  - Hanger/infrastructure
    - One hanger is completely unusable and a second has structural damage.
  - Runway Expansion
    - Even if the expansion doesn't happen, improvements to the facility are still necessary.
  - Commissioner Christian-Bennett spoke with Brian Ross (Nelson Racing) and Fred Wolfe, who mentioned they would be interested in helping fund the project of extending the runway.
- OSU Extension Office
  - \$9,000.00 for staffing changes.
    - The Board agreed Director Bragg will prepare correspondence to OSU denying their request for \$9,000 due to an outstanding demand towards other commitments. Director Bragg will draft correspondence for Board signature on Thursday.

## 2. Sales and Use Tax proposals/levy

- All contracts end June 30<sup>th</sup>, but several have built in contingencies to fund through August or September.
- The schools are anxious to know the results of the process for budgeting purposes, but Director Bragg believes the deadline has already expired.

- Commissioner Christian-Bennett remembered Director Bragg and Director Townend were to meet with Portage County Board of Developmental Disabilities Superintendent John Garrity to review the proposals for any overlap or the possibility of recipients receiving additional funding.
- The Board agreed to discuss the proposals on Thursday, May 2, 2019.

Director Bragg will leave the budget request listing with the Board for further discussion when ready.

Commissioner Christian-Bennett mentioned Job and Family Services is still waiting to hear back regarding the issue of placing the 3-year payments into 1 and Director Bragg noted it's an addition \$180,000 for all Job and Family Services employees. The Board could consider implementing the payments into 2 years as opposed to 1, and Director Bragg will prepare figures for the adjustments if it were made in 2020.

Director Bragg mentioned letters will be distributed next week advising Elected Officials and Department Heads to turn in their 2020 budget requests.

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

April 30, 2019

#### **RESOLUTIONS**

April 30, 2019

1. Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution No. 18-0440, dated June 21, 2018; ad amended by Resolution 19-053, dated January 17, 2019; and as amended by Resolution 19-0206, dated March 28, 2019 to enter into a water and wastewater services agreement between the Portage County Board of Commissioners and Village of Mantua./19-0276
2. Enter into the 2019 CHIP Partnership with the cities of Ravenna and Streetsboro for the FY2019 Community Housing Impact and Preservation Program Funds (CHIP) with the Ohio Development Services Agency, Office of Community Development, and declaring an emergency./19-0277

Motion: by Sabrina Christian-Bennett, seconded by Vicki A. Kline to approve the Consent Agenda for April 30, 2019

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

**RESOLUTION NO. 19-0276      -      RE:    AMEND RESOLUTION NO. 18-0418, DATED JUNE 14, 2018; AS AMENDED BY RESOLUTION 18-0440, DATED JUNE 21, 2018; AS AMENDED BY RESOLUTION 19-053, DATED JANUARY 17, 2019; AND AS AMENDED BY RESOLUTION 19-0206,**

**DATED MARCH 28, 2019 TO ENTER INTO A  
WATER AND WASTEWATER SERVICES  
AGREEMENT BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS AND  
VILLAGE OF MANTUA.**

It was moved by, Sabrina Christian-Bennett seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** on June 14, 2018, the Board of Commissioners entered into a water and wastewater services agreement between the Portage County Board of Commissioners and the Village of Mantua; and
- WHEREAS,** on June 21, 2018, upon inspection, it was found that a portion of Resolution No. 18-0418 referred to Rootstown Water Company instead of the Village of Mantua and Resolution No. 18-440 corrected this error;
- WHEREAS,** on January 17, 2019, Resolution No. 19-053 extended the Village of Mantua agreement until March 31, 2019; now therefore be it
- WHEREAS,** on March 28, 2019, Resolution No. 19-0206 extended the Village of Mantua agreement until April 30, 2019; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby amends Resolution No. 19-0206, dated March 28, 2019 to extend the agreement with the Village of Mantua to read as follows:
- WHEREAS,** the Village of Mantua desires to have Portage County Water Resources act as the operator of record and have certain water and wastewater services provided by the County for the Village of Mantua; and
- WHEREAS,** Portage County Water Resources is duly qualified and able to provide the services requested in the attached agreement; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby agrees to extend the agreement with the **Village of Mantua** to act as the operator of record and provide certain water and wastewater services to commence May 1, 2019 until July 31, 2019; and be it further
- RESOLVED,** that the Village of Mantua agrees to pay the Portage County Water Resources Department, One thousand nine hundred sixteen and 67/100 dollars (\$1,916.67) per week plus all other additional costs incurred by Portage County Water Resources Department as agreed to by the Village of Mantua for the term of the agreement previously extended; 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; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0277 - RE: ENTER INTO THE 2019 CHIP PARTNERSHIP WITH THE CITIES OF RAVENNA AND STREETSBO RO FOR THE FY 2019 COMMUNITY HOUSING IMPACT AND PRESERVATION PROGRAM FUNDS (CHIP) WITH THE OHIO DEVELOPMENT SERVICES AGENCY, OFFICE OF COMMUNITY DEVELOPMENT, AND DECLARING AN EMERGENCY.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** The State of Ohio, Development Services Agency, provides financial assistance to local governments, participating in a partnership, for the purpose of addressing local needs; and
- WHEREAS** Portage County desires to enter into the 2019 CHIP Partnership agreement for the 2019 Community Housing Impact and Preservation Program (CHIP) with the City of Ravenna and City of Streetsboro; and
- WHEREAS,** Portage County desires to utilize these available monies to provide private owner rehabilitation, home repair, home repair septic, fair housing, and administration services as eligible under the grant guidelines; now therefore be it
- RESOLVED,** that the Board of Commissioners authorizes the President of the Board, or her designee to sign the necessary application documents, as presented by Neighborhood Development Services 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 A. Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

9:50 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Department of Budget & Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

10:04 AM Attorney Chris Meduri attending.

10:12 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

After exiting executive session, the Board acted by adopting a Journal Entry for Internal Services.

\*

\*

\*

\*

\*

### **JOB AND FAMILY SERVICES**

Present: Kellijo Jeffries and Human Resources Director Janet Kovick

1. Pajama Drive – Director Jeffries asked permission to place a box in the lobby for the Job and Family Services Pajama Drive and the Board agreed.
2. National Foster Care Month – Director Jeffries presented correspondence to Portage County's foster care families, recognizing May as National Foster Care month and the Board sign the documents.

10:14 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss the discipline of a public employee. Also present: Job and Family Services Director Kellijo Jeffries, Attorney Chris Meduri, and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

10:30 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

After exiting executive session, the Board took no action.

10:31 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss employment of a public employee. Also present: Job and Family Services Director Kellijo Jeffries and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

10:33 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out



of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Absent;

After exiting executive session, the Board acted by adopting a Journal Entry for Job and Family Services.

### **JOURNAL ENTRY**

April 30, 2019

1. After exiting executive session, the Board of Commissioners authorized a two-month unpaid leave of absence for an Internal Services employee beginning April 15, 2019, as presented by JoAnn Townend, Internal Services Director and Janet Kovick, Human Resources Director.

Motion: by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board approve the Journal Entry for April 30, 2019.

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

### **JOURNAL ENTRY II**

April 30, 2019

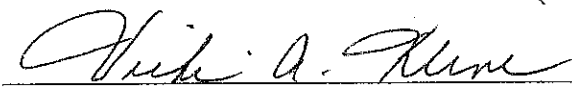
1. After exiting executive session, the Board of Commissioners authorized an unpaid leave of absence for medical purposes for a Job and Family Services employee effective April 26, 2019 to June 12, 2019, as presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.

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

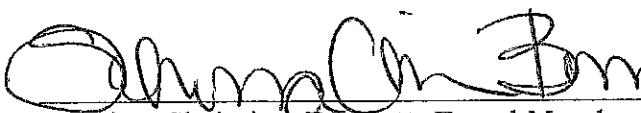
Motion: by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board adjourn the Meeting of April 30, 2019 at 10:34 AM.

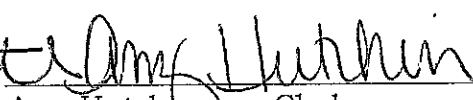
Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Kline, Yea;  
Commissioner Clyde, Absent;

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of April 30, 2019.

  
Vicki A. Kline, President

-----ABSENT-----  
Kathleen Clyde, Vice President

  
Sabrina Christian-Bennett, Board Member

  
Amy Hutchinson, Clerk