

Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, June 13, 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
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Diane Cotton, Portage County Developmental Disabilities.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:01 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion

1. Draft Travel and Expense Reimbursement Policy

Director Kovick presented the following revised Travel and Expense Reimbursement Policy for Board discussion:

TRAVEL AND EXPENSE REIMBURSEMENT:

SECTION 13

A. GENERAL

- 1) County employees may be entitled to reasonable reimbursement for expenses incurred while traveling on official County business. In order to seek reimbursement, all expenses must be approved in advance by the employee's department director or designee and/or the Board of Commissioners by completing the Request for Authorization Expense form. For meetings and conferences, request forms must be completed and submitted to the Board of Commissioners in advance of the meeting/conference date with a copy of the meeting/conference details attached and the names of all County personnel attending. This provision applies equally to elected officials, department directors, employees, and board members.
- 2) The Request for Authorization Expense form can be found in the employee's department or by contacting Portage County Internal Services Department.

B. TRAVEL

1) Mileage, Parking and Tolls:

- a. A County car or an employee's personal car may be used for approved county travel. If an employee's personal car is used, actual total mileage should be reported and will be reimbursed at the prevailing Internal Revenue Service's Standard Mileage Rate (AAA mileage will be used to verify questionable mileage reimbursement requests). This rate will be reviewed each year during the month of November and adjusted at that time to match the Internal Revenue Service's Standard Mileage Rate established for the year ahead.
- b. Any change in rate will take effect January 1 of each year. Such payment is considered to be a total reimbursement for all vehicle related expenses (e.g. gas, oil depreciation, etc.).
- c. Mileage reimbursement is payable only to one (1) employee if two (2) or more employees are traveling on the same trip and in the same automobile.
- d. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount.
Receipts for parking costs and highway tolls are required.
- e. No expense reimbursements are paid for travel between home and office.

2) Common Carrier:

- a. Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.
- b. The employee shall be personally liable for any charges assessed due to his/her failure to cancel reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control.
- c. Expenses claimed under this section must be supported by an original receipt.
- d. Frequent flyer credits earned by County employees for travel on County business cannot be used for personal travel. These credits must be applied towards future County travel or must be forfeited.

C. MEALS

- 1) Each expense voucher submitted will be reviewed for accuracy and completeness of documentation before payment is made. Expense vouchers are to be submitted within one month of the last date of travel for each trip out of the County.
- 2) If an employee attends a conference, workshop, or seminar where a meal is being served as a part of the cost of attending the event, and he or she chooses to forgo the pre-paid meal and eat elsewhere, the employee will be responsible personally for all costs incurred, including the cost of the substituted meal, related travel expense, and gratuities.
- 3) Before traveling, the employee may wish to review the maximum federal-per diem rates schedule located in ~~his or her department~~ this policy to determine what the maximum reimbursements allowed ~~would be for the city visited.~~

- 4) If Meals included in partial days are included in time away meals for full days of overnight stays, meals on the day of departure and on day of return after an overnight stay, the cost of meals, including tax and gratuity, will be reimbursed as follows:
- a. Breakfast: \$14.00 ~~25% of the applicable daily reimbursement rate;~~
 - b. Lunch: \$16.00 ~~25% of the applicable daily reimbursement rate; and~~
 - c. Dinner: \$25.00 ~~50% of the applicable daily reimbursement rate.~~
- 5) If the employee does not remain away overnight, he or she will be reimbursed for meals according to the per diem rates percentages list directly above; however, the employee must be away at least 4 hours for any meal costs to be reimbursed.
- 6) A full day of travel is defined as a day both preceded and followed by an overnight stay.
- 7) Reimbursement for meals is only for meals not included in the registration and/or lodging accommodations.
- 8) The total reimbursement for the meal plus gratuity (not to exceed 20% of the total cost of the meal) and tax will not exceed individual meal maximums detailed in Section C (4) in this policy.
- ~~6) Reimbursement for gratuities for meals shall not exceed 20% of the cost of the meal.~~

D. OVERNIGHT EXPENSES

- 1) Hotel/motel bills for approved travel will be paid as submitted on an original invoice or receipt.
Travel requests should be approved by the Appointing Authority prior to the date of travel. The Board of Commissioners reserves the right to authorize additional employee reimbursement due to inclement weather or other emergency.
- 2) When at all possible, employees should use a warrant for paying the hotel directly and include a tax exemption form, so as to save the County the cost of state sales tax.
- 3) No reimbursement will be made for lodging:
- a. Within the county wherein the employee's headquarters is located;
 - b. Within the employee's county of residence;
 - c. For the night prior to the meeting or conference unless the meeting or conference is greater than one hundred and fifty (150) one hundred (100) miles from the locations listed in (a) and (b) and the meeting or conference is scheduled to start prior to 10:00 am.

E. RECEIPTS

- 1) Original, itemized receipts, including method of payment, are required for all reimbursable authorized expenses.

F. NON-REIMBURSABLE EXPENSES

1) Non-reimbursable expenses include:

- a. Alcoholic beverages
- b. Laundry
- c. Entertainment/Movies
- d. Tips, other than for meal service, or tips greater than 20% of the total cost of the meal
- e. Personal telephone calls, except for calls that:
 - i. Announce to the employee's family his or her safe arrival at the destination;
 - ii. Pertain to family emergencies;
 - iii. Report to the employee's family any uncontrollable changes in travel plans, or delays to the traveler caused by weather or other unforeseen circumstances.

G. EXCEPTIONS

- 1) The Board of Commissioners recognizes that there may be times when an employee will not be able to adhere to the dollar limits set down in this policy. In such cases, the Board of Commissioners will review the circumstances surrounding the excess requested for approval and make a decision as to whether some or all of the excess will be approved.

The Board agreed to move forward with the changes to the policy and Director Kovick will prepare a resolution for Board consideration next week.

Commissioner Clyde noted meal reimbursements were changed so that it would not reference the GSA, and she wondered if IRS standard mileage rate should be reviewed, as well. Director Kovick will investigate with the County Auditor and report back.

2. Personnel Policy Manual Annual Review

Last year, the Human Resources Department reviewed the Personnel Policy manual in its entirety and Director Kovick will make this an annual practice every June moving forward. Director Kovick would also like departments to disseminate the Policy manual in January of each year, along with a new acknowledgement form for employees to sign for their personnel file. Commissioner Clyde asked if an annual review was standard and Director Kovick discussed that she has already found changes that need to be made to the policy.

3. Thank You Idea for Duma Meats & Farm Market

Director Kovick would like to have all employees attending this year's Employee Appreciation Day sign a special thank you to Dave Duma, Duma Meats for his generous contribution of meat and buns for this year's event and the Board concurred.

4. Independence of Portage County Question

Director Kovick was contacted by Independence of Portage County asking if the County had any volunteer work for them and after talking with Internal Services Director Townend and the Board, Director Kovick will advise no opportunities are available at this time.

PORTAGE COUNTY DEVELOPMENTAL DISABILITIES (DD)

Present: Diane Cotton

Ms. Cotton has a resolution on today's Consent Agenda to declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities. Commissioner Clyde would rather wait to decide on the auction items once a decision has been made about the building. Ms. Cotton noted if the resolution does not pass, DD will be charged additional money for insurance on the busses. Commissioner Kline asked if the Board could do the busses separately today, but Ms. Cotton noted larger items entice and attract people to the auctions. The items in question are items spread between the property - some from school, workshop and transportation. A second auction will eventually be needed because the school is not completely empty. Commissioner Clyde is not comfortable with the huge list of items to auction without knowing the future of the building as someone else may be interest in utilizing them.

Commissioner Kline suggests moving forward with the declare obsolete and dispose of the items listed, and temporarily hold all auction items, with the exception of the 4 busses.

Commissioner Clyde motioned to pull Resolution No. 16 on the Consent Agenda.

RESOLUTIONS

June 13, 2019

16. *Declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./PULLED FROM THE*
CONSENT AGENDA.

WATER RESOURCES

Present: Director Gene Roberts, Deputy Director Laura Weber, and Attorney David Garnier

9:39 AM In accordance with the Ohio Rev. Code 121.22(G)(2), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider the purchase of property for public purpose. Also present: Director Gene Roberts, Deputy Director Laura Weber and Attorney Garnier. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:53 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

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9:53 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Director Gene Roberts, Deputy Director Laura Weber. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:56 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board acted by Journal Entry on behalf of the Water Resources Department. (See Journal Entry II)

WATER RESOURCES QUARTERLY MEETING

Present: Gene Roberts and Laura Weber

- The Annual Report will be coming shortly.
- There's a meeting tomorrow in Beaver Dam, Ohio, to request additional funding from other funding agencies (OWDA, OPWC, US Department of Agriculture, Ohio EPA, and Community Development) for the Village of Mantua to offset costs of their delayed recapitalization. The County supports this effort and Director Roberts will attend the meeting, but noted any decision made will require action from the Village of Mantua, and the Board of Commissioners.
- Water Resources has a new supervisor in Operations that started about a month ago.
- The Technology Division is moving forward with plans and evaluating how to manage assets.
- The Board will have a proposal for software next week.
- The general plan for Chinn Allotment is being finalized for Board review before it is sent to the Ohio EPA. One entire hard copy of the plan will be submitted to the Board, along with an Executive Summary for everyone.
- Residents have proceeded with Oakwood Acres and the open cut across the pavement and it still needs to be decided what, if anything the County will pay. The Water Resources Department is open to anything that is balanced based on contract language, but the Department also has an obligation for all residents who will be paying for this. All laterals have been completed, but road crossings have not been restored. They are currently working on driveway crossing and putting in the concrete and asphalt driveways. The driveway culverts were surveyed and put back to grade as installed by the Township. The road crossing is covered by a maintenance bond by Brimfield Township and are covered for 1 year.
- A meeting was held yesterday concerning Bryn Mawr Subdivision, Ravenna Twp, and the Water Resources Department is still evaluating the capability doing the assessments. Although listed in the agreement as being part of the sewer district, it technically is not because it was moved into the Ravenna Service area. The Water Resources Department is still evaluating the language before moving forward.
- Enterprise Fleet Management has been on site a week ago and there is positive momentum. There is a considerable amount of benefit in some cases where you can almost eliminate capitalization costs if vehicles are turned over fast enough. Once

numbers have been evaluated, Director Roberts and Deputy Director Weber will return to the Board for additional discussion.

INTERNAL SERVICES

Present: JoAnn Townend

10:09 AM In accordance with the Ohio Rev. Code 121.22(G)(2), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider the sale of property at competitive bid. Also present: Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:46 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

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10:46 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss discipline of a public employee. Also present: Director JoAnn Townend. Roll call vote: Kathleen Clyde, Yea; Vicki Sabrina Christian-Bennett, Yea; A. Kline, Yea;

11:06 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board acted by adopting Journal Entry III.

PUBLIC COMMENT

Present: Lori Babbey

Ms. Babbey met with the Board to discuss the role of a Master Gardener. The Commissioners have been supporting the OSU Extension Office and particularly the Agriculture and National Resources (ANR) Educator and that person supports the Master Gardeners. Ms. Babbey is here to share what they do so the Board will get a better understanding of who they are and their impact in the County. Two items the Master Gardner's do are the Hotline and Grow Ohio Program.

- A. Hotline – The hotline was established as a way that citizens can contact a Master Gardener volunteer to ask specific questions about their gardens, yards, trees, and any plant or pest issues. The hotline is open from April – October and citizens can call in, drop off samples, attend an event, or utilize the new online questionnaire. Most questions come from the farmer's market, the Randolph Fair and public education workshops. Last year, there were over 100 inquiries and this year, they are expecting

more due to their online presence that went live in April. Citizen's inquiries are typically responded to within two to three days.

- B. Grow Ohio Challenge – This is a statewide program that encourages Master Gardeners across the State of Ohio, to donate the excess food from their gardens and other sources where they collect fresh food to local food banks within their own County. Last year, the Master Gardeners in Portage County donated 1,662 pounds of fresh food. The Master Gardeners wouldn't be as successful without the ANR Educator. In the two year period, the Extension Office went from 42 to 62 active Master Gardeners. Ms. Babbey noted she appreciates the Board's efforts to support the ANR Educator.

PUBLIC COMMENT:

Present: Pamela McDowell

Ms. McDowell is involved in a garden in Windham Township and noted the Renaissance Family Center began planting it in 2018 which uses no chemicals and all food grown is donated to the Salvation Army, emergency food pantries or kitchens that provide free lunches for children. One benefit of the ANR Educator is that she helped coordinate donation. The Master Gardeners would like to develop educational programs for children.

Ms. McDowell noted there is a dedication ceremony on Saturday, July 20th at Noon at the Renaissance Family Center if the Board is interested in attending.

PUBLIC COMMENT

Present: Polly Tucker

Ms. Tucker handles public education and she works with the Soil and Water Conservation District by presenting their programs. With help of the ANR Educator, they were able to offer 10 programs and 8 have been completed. The programs include straw bale gardening to pollination. These programs couldn't be done as well as they are without the assistance of the ANR Coordinator and she thanks the Board for its support.

PUBLIC COMMENT

Present: Linda Idoine

Ms. Idoine explained the different projects the Master Gardeners are involved in:

- Kent Farmer's Market
- Coleman Adult Day Care program
- Two historic kitchen gardens – Kelso House and Historical Society in Kent
- Holden School work with teachers and students and they have a garden at the school
- Portage County Randolph Fair – educational program
- Kent Library seed program
- Kent Child Development Center - horticulture program

The ANR person helped develop the projects and made them available throughout the community. Ms. Idoine believes Master Gardeners are essential to the community.

Background:

A Master Gardener is required to have 4 months of training prior to becoming a Master Gardener and additional training each year. Master Gardeners have an initial training

program of 50 hours and every year you must volunteer a minimum 20 hours and earn a minimum 10 CEU's to maintain your status. The educational units must be gained from an OSU sanctioned educational program.

PUBLIC COMMENT

Pauline Thornton

Ms. Thornton met with the Board to discuss noise pollution (shooting ranges and unmuffled motorcycles, vehicles, and 4 wheelers) along Brady Lake Road. Attorney Meduri suggests Ms. Thornton speak with the Franklin Township Trustees, who have the authority to adopt a resolution for unmuffled vehicles and they also have a limited contract with the Sheriff's Office for road patrol.

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Todd Bragg and Internal Services Director JoAnn Townend

1. Tax Budget

Director Bragg presented and discussed the General and Non General Fund Tax Budgets. The budgets need to be on public display 10 days prior to its adoption and the budgets needs to be adopted by July 15, 2019 (July 12, 2019 is the Thursday prior).

Requests this year have been conservative on the part of most Elected Officials. The cash balance fell from the beginning of 2020 to the end of 2020 by almost \$2 million.

General Fund

Unencumbered Balance December 31st

<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Est.</u>	<u>2020 Est.</u>
\$8,832,004	\$9,259,787	\$9,664,080	\$7,521,307

All General fund Agencies Revenues

<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Est.</u>	<u>2020 Est.</u>
\$42,865,040	\$45,364,890	\$45,256,053	\$44,989,693

Expenditures

<u>2017 Actuals</u>	<u>2018 Actuals</u>	<u>2019 Est.</u>	<u>2020 Est.</u>
\$41,429,840	\$44,937,107	\$44,851,761	\$47,132,466

There may be additional requests from the Courts throughout November and possibly the Sheriff's Office for a Dispatcher that is not reflected in the numbers.

Commissioner Clyde inquired as to whether Director Bragg was factoring in the 100% reimbursement for Indigent Defense and Director Bragg noted the tax budget factors in reimbursement at the current rate of 42%, not 100%. There hasn't been any additional information on the Senate's budget, but Director Bragg is watching it.

Director Bragg explained the tax budget process whereby the tax budget is to present the Budget Commission with its needs for the taxes it levied. If the Budget Commission doesn't feel the County needs all the levied taxes, they can remove them. Additionally, the Board cannot appropriate until the Budget Commissioner certifies.

This year's tax budget is asking for \$54,653,773 to be certified, so that in December, the Board can adopt a budget up to \$54 million. The budget cannot change until January and then you would have to apply for each change through the Budget Commission's certification process.

The next step is for the Board to adopt the Tax Budget in July, and in July-August the Board prepares its recommended budget, whereby the Board will take all requests under consideration and in mid-September, a recommended budget will be sent out. Once the recommended budget is presented, Elected Officials can schedule hearings to come before the Board. Through the end of October- November, is when the Board tweaks the budget and then it is presented in December for adoption. The tax budget that is adopted in December will be the amounts that Departments can spend the following year.

If there is additional revenue from the State (ie. Indigent Defense), it will not be certified by the Budget Commission until it has been received and exceeded what has been requested.

Director Bragg also presented the Non General Fund budget and Commissioner Christian-Bennett asked where is the Board of Elections fund and Director Bragg believes it is Fund 1118, but he will double check.

Director Bragg pointed out the sewer/water funds 5200/5400 are rather large, but the projects were on hold until the Facilities Plan Update has been completed.

Director Bragg noted the Solid Waste Budget expenses for the changeover from dual stream to single stream were up front costs and revenues have been coming slowly, so no cash advance is needed at this time. Estimates for this year are \$464,996, but 2020 estimates are \$414,996.

The Board agreed to adopt one Journal Entry for receipt of the County's tax budget and the Solid Waste Management District's tax budgets to be on display through July 12, 2019./Journal Entry IV.

2. Sales and Use Tax Levy – Hold for future discussion.

3. WIC Lease

Director Townend contacted the closest realtor to the Lisbon Building (East Palestine), regarding the basement of the WIC Lisbon building. East Palestine typically doesn't get involved with leases but offered to look at the facility and provide a determination on what they might be able to do, and she will get back to Director Townend next week.

The square footage charge on the Columbiana County building could be approximately \$10.00 per square foot, but the Portage County site is under Maximus and the Health Department will be charge whatever is permitted under that plan. The Board agreed \$9.00 per square foot was reasonable for the Columbiana County site and Director Townend will contact the Health Department noting that cost doesn't include any services from Portage County Maintenance other than looking at the large systems. The County will continue to pay the cost for basement utilities at the Columbiana site.

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CONSENT AGENDA QUESTIONS:

Commissioner Kline had a question with Resolution No. 13 – Amendment No. 1 for PRC Child Support Enforcement Agency for supportive services with Passages, Inc.

- Director Townend noted they are taking out the language to limit the allocation of funds, with no option to renew. It could be a catch-up.

Commissioner Kline also asked about Resolution No. 14- Lease of copiers for the Sheriff's Department and wondered if the County has ever investigated one leasing company for all.

- Director Townend explained the County typically go through Copeco and they either have Wells Fargo finance or Copeco finances the leases themselves.

Commissioner Clyde asked about Resolution No. 11 - Transfer from Fund 1201 Motor Vehicle Gas Tax to Fund 4248 Infirmary Road and asked for additional information on the request.

- Director Bragg noted it's a project fund which is a separate fund for that project, but the funding needs to be transferred to do the work, then they receive the grant reimbursement and the amount will be transferred back.

Commissioner Clyde asked about Resolution No. 15 – Approve specs and set bid date for Critical Infrastructure Grant BX-18-1CJ-2 Vine and Gill Street water and roadway improvement project.

- Director Townend explained this is CDBG funding.

Commissioner Clyde asked about Resolution No. 17 – Approve specs and set bid date for supplemental transportation services for Job and Family Services.

- Commissioner Christian-Bennett noted one of the transportation company couldn't be utilize any longer, but Director Townend noted Director Jeffries is looking for additional people because they have an abundance of needs within the community. This service is on a temporary basis.

Commissioner Clyde asked about Resolution No. 18 – Enter into a business associate agreement with Willis Towers Watson Midwest, Inc., as required by HIPPA.

- Director Townend noted Willis is the Third Party Administrator (TPA) for the County's Health Benefit Plan.

Commissioner Clyde asked about Resolution No. 19 – Award contract to the Keefe Commissary Network LLC for software and services for the Sheriff and Resolution No. 20 – Award contract to Inmate Calling Solutions for inmate telephone services for Sheriff.

- Director Townend responded both contracts are commission generated contracts and pricing is different with each contract. The Prosecutor's Office has reviewed and approved the agreement, and Director Townend believes all necessary provision have been included.

TUESDAY DISCUSSION ITEMS: The Board agreed to cancel Tuesday's session as Commissioner Christian-Bennett will be out of the office.

COMMISSIONERS' CONSENT AGENDA

June 13, 2019

1. Approval of the June 6, 2019 regular meeting minutes.

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RESOLUTIONS

June 13, 2019

Budget & Financial Management:

1. Approve the Thursday, June 13, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0401
2. Approve the Thursday, June 13, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0402
3. Approve the Tuesday, June 18, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0403
4. Approve the Tuesday, June 18, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0404
5. Approve the Tuesday, June 18, 2019 Then & Now Certification, as presented by the County Auditor./19-0405
6. Create Fund 4250 – Notman Road Bridge Replacement./19-0406
7. Create Fund 4249 – 2019 Resurfacing Program./19-0407

Job and Family Services

8. Acceptance of cash donations from organizations, and businesses to support the Portage County Job & Family Services Annual Senior Forum Event./19-0408
9. Resolution to proceed with placing a renewal of a .75 mill levy for the benefit of Portage County for the purpose of providing funds for the benefit of Children Services for the care,

placement and treatment of abused, neglected and dependent children./19-0409

10. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./19-0410

Internal Services

11. Transfer from Fund 1201, Motor Vehicle Gas Tax to Fund 4248 (Infirmary Road Resurfacing)./19-0411
12. Award and enter into contract with R2K Contracting, Inc. for the CDBG (Re-bid) Coleman Rehab Project, 4155 State Route 14, Edinburg Township and 5974 Rhodes Road, Franklin Township./19-0412
13. Enter into amendment no. 1 for Prevention, Retention and Contingency (PRC) Child Support Enforcement Agency (CSEA) supportive services entitled "Jobs for Dads and Moms" between the Board of Commissioners on behalf of the Portage County Job & Family Services and Passages Connecting Fathers and Sons, Inc. dba Passages, Inc./19-0413
14. Enter into a copier lease agreement between the Portage County Board of Commissioners and Wells Fargo Leasing, Inc. on behalf of the Portage County Sheriff. /19-0414
15. Approve specifications and set date for the Critical Infrastructure Grant (BX-18-1CJ-2) Vine and Gill Street Water and Roadway Improvements Project, Ravenna, Ohio./19-0415
16. Declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./***PULLED FROM THE CONSENT AGENDA AND ADOPTION UNDER SEPARATE MOTION./19-0416***
17. Approve specifications and set the proposal date for supplemental transportation services for the Portage County Department of Job & Family Services./19-0417
18. Enter into a business associate agreement with Willis Towers Watson Midwest, Inc. as required by HIPAA./19-0418
19. Award and enter into an agreement with the Keefe Commissary Network LLC for commissary software & services for the Portage County Sheriff./19-0419
20. Award and enter into an agreement with Inmate Calling Solutions, LLC for inmate telephone services for the Portage County Sheriff./19-0420

Water Resources

21. General sewer agreement for sanitary sewer improvements to Meadow View Subdivision – Phase 10, Portage County Water Resources Project No. ST-4-19-010-P./19-0421

Dog Warden

22. Acceptance of donations to the Office of the Portage County Dog Warden./19-0422

Commissioners

23. Appointment to serve on the Portage County Community Based Correction Board./19-0423

24. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Pag's Excavating, Inc. for a septic system replacement./19-0424

Motion To: Approve the Consent Agenda for June 13, 2019 as amended

RESULT:	ADOPTED
MOVED:	Kathleen Clyde
SECONDED:	Sabrina Christian-Bennett
AYES:	Kathleen Clyde, Sabrina Christian-Bennett, Vicki A. Kline

RESOLUTION NO. 16 - REVISITED

Resolution No. 16 was pulled from the Consent Agenda and adopted under separate motion which included 4 busses and disposal items only. All other auction items were removed (see below).

Motion To: Declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./19-0416

RESULT:	ADOPTED
MOVED:	Kathleen Clyde
SECONDED:	Vicki A. Kline
AYES:	Kathleen Clyde, Vicki A. Kline
NAYS:	Sabrina Christian-Bennett

RESOLUTION**No. 19-0416**

RE: DECLARE OBSOLETE AND DISPOSE OF PORTAGE COUNTY PERSONAL PROPERTY LOCATED AT THE PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

It was moved by Kathleen Clyde, seconded Vicki A. Kline by that the following resolution be adopted:

WHEREAS, *the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and*

RESOLVED, *that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory by online auction or direct disposal as noted below:*

Portage County Board of DD Items to dispose or sell in June 2019

<u>DD Tag#</u>	<u>County Tag#</u>	<u>Description</u>	<u>Notes</u>
000359	00246	Bus 20, Thomas, VIN#1T88J4C2861168149	auction
007021	00213	Bus 18, Thomas, VIN#1T88J4C2541145733	auction
BUS#02	00668	Bus 2, Thomas, VIN#1T88K4E2881130053	auction
BUS#7	00207	Bus 7, Thomas, VIN#1T88J4B2011095322	auction
000026	000433	Pressure Washer, 1987	dispose
000252		Vacuum Cleaner, 1989	dispose

000607		Radio, Portable	dispose
000608		Radio, Portable	dispose
002502		Table	dispose
002580		Table, Conference	dispose
003424		Lift, Hoyer	dispose
003591		Side Lyer	dispose
005078		Table	dispose
005100		Painting	dispose
005117		Mirror	dispose
005143		Lift, Arjo	dispose
005180		Adapted Commode	dispose
005249		Binder Machine	dispose
005299		Lift, Hoyer	dispose
005668		Computer	dispose
005957	000788	Computer, Notebook	dispose
005960		Bike	dispose
005961		Paralell Bars	dispose
005976		Chair	dispose
006258	004275	Computer	dispose
006283	004163/005400	Computer	dispose
006313	004148	Computer	dispose
006357	004233	Computer	dispose
006377	004268	Computer	dispose
006378	004254	Computer	dispose
006380	004263	Computer	dispose
006410	005518/005398	Computer	dispose
006412	005515/005399	Computer	dispose
006444	005541	Computer	dispose
006470	005613	Computer	dispose
006489	005948	Computer	dispose
006496	005949	Computer	dispose
006500	005952	Computer	dispose
006517	006611	Computer	dispose
006521	006157	Computer	dispose
006537		Computer	dispose
006653	007018	Computer	dispose
006682		Computer	dispose
006684		Computer	dispose
006690		Computer	dispose
006728		Computer	dispose
006739		Computer	dispose
006741	000356	Computer	dispose
006745	000357	Computer	dispose

006747	Computer	dispose
006789	Computer, Dell	dispose
006840	Computer	dispose
008220	Shredder	dispose
008690	Lift, Ergo (broken)	dispose
009023	Chair	dispose
009032	Chair	dispose
009085	Computer	dispose
009088	Computer	dispose
009094	Exercise bike, Alradyne	dispose
009130	Chair	dispose
009131	Chair	dispose
009136	Chair	dispose
009138	Cycle/hand water exerciser - Fluid Ergo	dispose
009145	Lift	dispose
009146	Lift, Seat	dispose
009147	Lift, Seat	dispose
009414	Computer, Powerspec	dispose
10133	Wheelchair	dispose
021274	Chair	dispose
021503	Chair	dispose
021519	Chair	dispose
021600	Printer, HP	dispose
021844	Sure Hands Body Support	dispose
021941	Emergency Call System	dispose
023901	Desk, Wooden	dispose
	Helmets, Hard	dispose
	Helmets, Soft	dispose

;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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Nay;

I, Clerk of the Board of County Commissioners, do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Portage County, duly adopted June 13, 2019 and appearing upon the official records of said Board, Volume 92.

Clerk, Portage County Board of Commissioners

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RESOLUTION NO. 19-0401**RE: WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

It was moved by Kathleen Clyde, 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 June 13, 2019 in the total payment amount as follows:

1. \$143,241.09 to Medical Mutual Claims-Fund 7101; and
2. \$8,687.50 to Wage Works Contributions; 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, June 14, 2019	\$ 143,241.09
Wire Transfer on Friday, June 14, 2019	\$ 8,687.50

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

RESOLUTION NO. 19-0402**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:

06/13/19	391	\$ 159.95
06/13/19	392	651.24
06/13/19	393	4,945.00
06/13/19	395	139,107.29
06/13/19	396	1,666.67
06/13/19	398	560.06
06/13/19	399	7,831.44
06/13/19	400	531.04
06/13/19	401	358.65
06/13/19	402	225.99
06/13/19	403	157.40
Total		\$ 156,194.73

; 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, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0403

-

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

It was moved by Kathleen Clyde, 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 June 18, 2019 in the total payment amount of

\$1,089,953.79 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0404 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Kathleen Clyde, 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:

06/18/19	497	\$ 5,949.75
06/18/19	531	63,232.61
06/18/19	605	28.00
Total		\$ 69,210.36

; 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, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0405 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Kathleen Clyde, 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 **\$164,007.33** as set forth in Exhibit "A" dated **June 18, 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, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-0406 - RE: CREATE FUND 4250 - Notman Road Bridge Replacement

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

- WHEREAS,** A request for a new project fund was received from the County Engineer, therefore be it
- RESOLVED,** that Fund 4250 – Notman Road Bridge Replacement be created for the purposes of accounting for revenues and expenditures associated with this project, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0407 - RE: CREATE FUND 4249 – 2019 Resurfacing Program

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

- WHEREAS,** A request for a new project fund was received from the County Engineer, therefore be it
- RESOLVED,** that Fund 4249 – 2019 Resurfacing Program be created for the purposes of accounting for revenues and expenditures associated with this project, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0408**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 Kathleen Clyde, seconded by Sabrina Christian-Bennett to approve the following resolution:

- WHEREAS,** the Portage County Job & Family Services received a total of \$150.00 in cash donations from organizations, and/ or business; and
- WHEREAS,** donations of \$150.00 were received from the following three businesses in June 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 totaling \$150.00 from the following organizations, and/ or business; and be it further

Donor	Contact (Requirement)	Address	Donation
Accudose Pharmacy	Todd Jordan	685 Boardman Canfield Rd. Youngstown Ohio 44512	\$50.00
Stow-Glen Retirement Group	Kathleen Wolcott	4285 Kent Rd Stow Ohio 44224	\$50.00
Home Instead Senior Care	Paula Baughman	705 Oakwood St Ravenna Ohio 44266	\$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, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No. 19-0409**RE: RESOLUTION TO PROCEED WITH PLACING A RENEWAL OF A .75 MILL LEVY FOR THE BENEFIT OF PORTAGE COUNTY FOR THE PURPOSE OF PROVIDING FUNDS FOR THE BENEFIT OF CHILDREN SERVICES FOR**

**THE CARE, PLACEMENT AND TREATMENT
OF ABUSED, NEGLECTED AND DEPENDENT
CHILDREN.**

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

WHEREAS, on the 13th day of June, 2019, the Board of County Commissioners ("Board") adopted a resolution declaring the necessity, for the Portage County Department of Job & Family Services, whom has shown a need for a renewal of a levy for the purpose of providing funds to make appropriations for the benefit of Children Services for the care, placement and treatment of abused, neglected and dependent children pursuant to R.C. 5705.24; and

WHEREAS, the Portage County Auditor has certified to the Board the dollar amount of revenue that would be generated by the .75 mill renewal levy will be \$0.075 for each one hundred dollars of valuation, and that the dollar amount of revenue that would be generated by the tax levy during the first year of collection will be an estimated \$1,774,840 based upon current assessed valuation of Portage County; now therefore be it

RESOLVED, by the Board, with at least two-thirds of all members concurring, that the Board desires to proceed with the submission of the question of a renewal tax levy on the entire area of Portage County at rate of .75 mills for each one dollar of valuation, which amount to \$0.075 for each one hundred dollars of valuation, to the electors of Portage County; and be it further

RESOLVED, that the tax levy be for five years and will include a levy on the tax list commencing in the tax year 2020, and also then for 2021, 2022, 2023, & 2024, first due in calendar year 2021, if approved by a majority of the electors voting thereon; and be it further

RESOLVED, that the question of such tax levy shall be submitted to the electors of the County of Portage in its entirety, at the election to be held therein on November 5, 2019; and be it further

RESOLVED, that the Clerk is hereby directed to certify, not less than 90 days prior to the general election, to the Board of Elections, Portage County, Ohio, a copy of Resolution 19-0380 of necessity, dated May 30, 2019, along with a copy of this Resolution to Proceed, together with the certification of the Portage County Auditor, and notify the Board of Elections to cause notice of the election on the question of levying the tax to be given as required by law; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0410 - RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 1410
PUBLIC ASSISTANCE FUND**

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

WHEREAS, the Child Support Administration Fund owes the Public Assistance Fund for Shared 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 \$30,000.00 for Est#1 for May 2019 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 - JFS - Shared

Project 5SHAR

\$30,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS - Shared

Project 5SHAR

\$30,000.00

; and be it further

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

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0411

**RE: Transfer From Fund 1201, Motor Vehicle
Gas Tax To Fund 4248 (Infirmary Road
Resurfacing)**

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

WHEREAS, the Portage County Board of Commissioners approved an operating transfer; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$136,923.00.

FROM:

FUND 1201, Motor Vehicle Gas Tax Fund

ORGCODE- 12018109

Debit Expense Account

Object: 910000 - Transfers Out

\$136,923.00

TO:

FUND 4248, Infirmary Road Resurfacing

ORGCODE - 42488102

Credit Revenue Account

Object: 280000 - Transfer In

Project: 32805

\$136,923.00

;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 County Auditor, the County Engineer and the Department of Budget and Financial Management, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION No. 19-0412

**RE: AWARD AND ENTER INTO CONTRACT WITH
R2K CONTRACTING, INC. FOR THE CDBG**

**(RE-BID) COLEMAN REHAB PROJECT, 4155
STATE ROUTE 14, EDINBURG TOWNSHIP
AND 5974 RHODES ROAD, FRANKLIN
TOWNSHIP**

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

WHEREAS, official Bid forms and specifications were requested from three (3) contractors and one (1) plan house for the (Re-Bid) Coleman Rehab Project located at 4155 State Route 14, Edinburg Township and 5974 Rhodes Road in Franklin Township; and

WHEREAS, one (1) bid were received for the (Re-Bid) Coleman Rehab Project, opened and tabulated by the Department of Internal Services on May 29, 2019; and

WHEREAS, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the CDBG Specialist that the bid of R2K Contracting, Inc. be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the Portage County Board of Commissioners enter into a contract with R2K Contracting, Inc., P.O. Box 478, Rootstown, Ohio 44272 in the amount of Thirty-Seven Thousand One Hundred Fifty-One Dollars and 86/100 (\$37,151.86); and be it further

RESOLVED, that 2018 CDBG, Community Development Program funds will be utilized for this project; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0413 - RE: ENTER INTO AMENDMENT NO. 1 FOR
PREVENTION, RETENTION AND
CONTINGENCY (PRC) CHILD SUPPORT
ENFORCEMENT AGENCY (CSEA)
SUPPORTIVE SERVICES ENTITLED "JOBS
FOR DADS & MOMS" BETWEEN THE
BOARD OF COMMISSIONERS ON BEHALF
OF PORTAGE COUNTY JOB & FAMILY
SERVICES AND PASSAGES CONNECTING**

**FATHERS AND SONS, INC. dba PASSAGES,
INC.**

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

- WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20190110 (the "Original Contract") on December 13, 2018 by Resolution No. 18-0912 to provide PRC CSEA Supportive Services for eligible Portage County residents; and
- WHEREAS,** the parties desire to amend the Original Contract to remove language specifying and limiting the allocation of funds; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Passages, Inc., with no option to renew; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Eighty Thousand and 00/100 dollars (\$80,000.00); 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 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0414 RE: ENTER INTO A COPIER LEASE
AGREEMENT BETWEEN THE PORTAGE
COUNTY BOARD OF COMMISSIONERS AND
WELLS FARGO LEASING, INC. ON BEHALF
OF THE PORTAGE COUNTY SHERIFF.**

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

- WHEREAS,** the Portage County Sheriff wishes to lease a copier for the squad room; and
- WHEREAS,** Wells Fargo Leasing desires to lease the copier to the Portage County Sheriff for a period of sixty-three (63) months at the amount of \$122.88 per month; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a copier lease with Wells Fargo Leasing, 800 Walnut, 4th floor, Des Moines, Iowa 50309 to provide the copier as stipulated in the lease agreement; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No. 19-0415 - RE: APPROVE SPECIFICATIONS AND SET DATE FOR THE CRITICAL INFRASTRUCTURE GRANT (BX-18-1CJ-2) VINE AND GILL STREET WATER AND ROADWAY IMPROVEMENTS PROJECT, RAVENNA, OHIO

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

RESOLVED, that the bid specifications, as submitted for receiving bids for the labor and materials to replacement of approximately 1,430 lineal feet of 6" water line with new valves, hydrants and services. The work also includes rebuilding catch basins and new curb and sidewalks along Vine and Gill Street in the City of Ravenna, Ohio to be approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 1st floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., July 3, 2019 and will be publicly opened and read aloud in Room 134 on the 1st Floor of the County Administration Building; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on June 16, 2019 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0416

**RE: DECLARE OBSOLETE AND DISPOSE OF
PORTAGE COUNTY PERSONAL PROPERTY
LOCATED AT THE PORTAGE COUNTY
BOARD OF DEVELOPMENTAL
DISABILITIES**

It was moved by Kathleen Clyde, seconded Vicki A. Kline by that the following resolution be adopted:

WHEREAS, the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and

RESOLVED, that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory by online auction or direct disposal as noted below:

**Portage County Board of DD items to dispose or
sell in June 2019**

DD Tag#	County Tag#	Description	Notes
000359	00246	Bus 20, Thomas, VIN#1T88J4C2861168149	auction
007021	00213	Bus 18, Thomas, VIN#1T88J4C2541145733	auction
BUS#02	00668	Bus 2, Thomas, VIN#1T88K4E28B1130053	auction
BUS#7	00207	Bus 7, Thomas, VIN#1T88J4B2011095322	auction
000026	000433	Pressure Washer, 1987	dispose
000252		Vacuum Cleaner, 1989	dispose
000607		Radio, Portable	dispose
000608		Radio, Portable	dispose
002502		Table	dispose
002580		Table, Conference	dispose
003424		Lift, Hoyer	dispose
003591		Side Lyer	dispose
005078		Table	dispose
005100		Painting	dispose
005117		Mirror	dispose
005143		Lift, Arjo	dispose
005180		Adapted Commode	dispose
005249		Binder Machine	dispose
005299		Lift, Hoyer	dispose
005668		Computer	dispose
005957	000788	Computer, Notebook	dispose

005960		Bike	dispose
005961		Paralell Bars	dispose
005976		Chair	dispose
006258	004275	Computer	dispose
006283	004163/005400	Computer	dispose
006313	004148	Computer	dispose
006357	004233	Computer	dispose
006377	004268	Computer	dispose
006378	004254	Computer	dispose
006380	004263	Computer	dispose
006410	005518/005398	Computer	dispose
006412	005515/005399	Computer	dispose
006444	005541	Computer	dispose
006470	005613	Computer	dispose
006489	005948	Computer	dispose
006496	005949	Computer	dispose
006500	005952	Computer	dispose
006517	006611	Computer	dispose
006521	006157	Computer	dispose
006537		Computer	dispose
006653	007018	Computer	dispose
006682		Computer	dispose
006684		Computer	dispose
006690		Computer	dispose
006728		Computer	dispose
006739		Computer	dispose
006741	000356	Computer	dispose
006745	000357	Computer	dispose
006747		Computer	dispose
006789		Computer, Dell	dispose
006840		Computer	dispose
008220		Shredder	dispose
008690		Lift, Ergo (broken)	dispose
009023		Chair	dispose
009032		Chair	dispose
009085		Computer	dispose
009088		Computer	dispose
009094		Exercise bike, Airdyne	dispose
009130		Chair	dispose
009131		Chair	dispose
009136		Chair	dispose
009138		Cycle/hand water exerciser - Fluid Ergo	dispose
009145		Lift	dispose

009146	Lift, Seat	dispose
009147	Lift, Seat	dispose
009414	Computer, Powerspec	dispose
10133	Wheelchair	dispose
021274	Chair	dispose
021503	Chair	dispose
021519	Chair	dispose
021600	Printer, HP	dispose
021844	Sure Hands Body Support	dispose
021941	Emergency Call System	dispose
023901	Desk, Wooden	dispose
	Helmets, Hard	dispose
	Helmets, Soft	dispose

;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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Nay;

RESOLUTION No. 19-0417 - RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR SUPPLEMENTAL TRANSPORTATION SERVICES FOR THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES

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

RESOLVED, that the specifications for receiving proposals for supplemental transportation services for the Portage County Department of Job & Family Services be and hereby are approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m. on July 10, 2019; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on June 18, 2019 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0418 - RE: ENTER INTO BUSINESS ASSOCIATE AGREEMENT WITH WILLIS TOWERS WATSON MIDWEST, INC. AS REQUIRED BY HIPAA.

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

WHEREAS, Willis Towers Watson Midwest, Inc. has agreed to provide health benefit plan consulting services to the Portage County Board of Commissioners; and

WHEREAS, as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Portage County Board of Commissioners must enter into a Business Associate agreement with Willis Towers Watson Midwest, Inc. to provide compliance with the Privacy Rule of HIPAA; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into a Business Associate agreement with **Willis Towers Watson Midwest, Inc., 200 Public Square, Suite 3760, Cleveland, Ohio 44114**, to provide compliance with the Privacy Rule of HIPAA; 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 §121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

RESOLUTION NO. 19-0419 - RE: AWARD AND ENTER INTO AN AGREEMENT WITH THE KEEFE COMMISSARY NETWORK LLC FOR COMMISSARY

**SOFTWARE & SERVICES FOR THE
PORTAGE COUNTY SHERIFF.**

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

- WHEREAS,** requests for proposals for commissary software & services for the Portage County Sheriff were mailed by the Internal Services Department to four (4) firms; and
- WHEREAS,** on March 11, 2019 proposals were received from the following firms: Aramark Correctional Services, LLC and Keefe Commissary Network, LLC; and
- WHEREAS,** the proposals were reviewed and evaluated by the Portage County Sheriff's office and they recommend that the proposal of Keefe Commissary Network, LLC be accepted as the best proposal received; and
- WHEREAS,** the Portage County Data Processing Board approved the purchase of the software and services on May 8, 2019; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners awards the proposal and agrees to enter into an agreement with Keefe Commissary Network, LLC; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0420 - RE: AWARD AND ENTER INTO AN AGREEMENT
WITH INMATE CALLING SOLUTIONS, LLC
FOR INMATE TELEPHONE SERVICES FOR
THE PORTAGE COUNTY SHERIFF.**

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

- WHEREAS,** requests for proposals for inmate telephone services for the Portage County Sheriff were mailed by the Internal Services Department to eight (8) firms; and

- WHEREAS,** on April 3, 2019 proposals were received from the following firms: Inmate Calling Solutions, LLC and Securus Technologies, Inc.; and
- WHEREAS,** the proposals were reviewed and evaluated by the Portage County Sheriff's office and they recommend that the proposal of Inmate Calling Solutions, LLC be accepted as the best proposal received; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners awards the proposal and agrees to enter into an agreement with Inmate Calling Solutions, LLC; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0421 - RE: GENERAL SEWER AGREEMENT FOR SANITARY SEWER IMPROVEMENTS TO MEADOW VIEW SUBDIVISION - PHASE 10, PORTAGE COUNTY WATER RESOURCES DEPARTMENT PROJECT NO. ST-4 19-010-P.

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

- WHEREAS,** FLG-Streetsboro, LLC (OWNER) will construct 1,514 linear feet of 8-inch sanitary sewer and 1,784 linear feet of 6-inch sanitary sewer and all necessary appurtenances to provide sanitary sewer service to (41) sub-lots, within the Meadow View Subdivision - Phase 10, situated in the City of Streetsboro, Original Lot 76 & 77, Portage County, Ohio; and
- WHEREAS,** after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and
- WHEREAS,** the OWNER has prepared plans and specifications for the MEADOW VIEW SUBDIVISION - PHASE 10 (PROJECT), County Project Number ST-4 19-010-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it
- RESOLVED,** that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further

RESOLVED, the PROJECT will be constructed at the OWNER'S expense, for the sum of One Hundred Eight Thousand Six Hundred Forty Five Dollars and Zero Cents (\$108,645.00); and be it further

RESOLVED, this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to (41) sub-lots, within the Meadow View Subdivision - Phase 10, situated in the City of Streetsboro, Original Lot 76 & 77, Portage County, Ohio; and be it further

RESOLVED, that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0422

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

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

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

Name		Address
Carol Hughes	3077 ST RT 225 Diamond Oh 44412	\$100
Mary F. Seidel	3506 St Rt 183 Rootstown Oh 44272	\$100
Roger & Linda Miles	1169 Windward La Kent Oh 44240	\$40.00

; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

RESOLUTION NO. 19-0423 - RE: APPOINTMENT TO SERVE ON THE PORTAGE COUNTY COMMUNITY BASED CORRECTIONS BOARD.

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

WHEREAS, Section 5149.34 of the Ohio Revised Code, authorizes the establishment of the Portage County Community Based Corrections Board, and

WHEREAS, this Board shall seek to unify and coordinate corrections services in the County and to improve the overall system, and

WHEREAS, no compensation shall be allotted for any member and vacancies occurring during terms shall be filled by action of the Portage County Board of Commissioners; now therefore, be it

RESOLVED, the following members are hereby appointed to the Corrections Board for a term of three (3) years effective from the date of this resolution through March 14, 2022:

First Name	Last Name	Position
Becky	Doherty	Common Pleas Court
Aaron	Heavner	Attorney
Melissa	Roubic	Additional attorney
Michelle	Lee	Law enforcement of largest municipality
David	Doak	County Sheriff
Victor	Vigluicci	County Prosecutor
John	Garrity	Dir. Mental Health/Addiction
Valerie	Root	Halfway House
Kim	Massary	Administrator of correction facility

Hank	Gibson	Administrator of correction program
Marilyn	Sessions	Public representative/Victim of Crime
Laurie	Pittman	Additional representative of Judicial system
Poling	Kathy	Additional representative of corrections
Jerry	Fiala	Representative of largest municipality
Brian	Boykin	Additional representative of the public
Pamela	Nations-Calhoun	Additional representative of the public
Desiree	Liddell-Perry	Additional representative of the public
Kellijo	Jeffries	Additional representative of the public

;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 this Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0424 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND PAG'S EXCAVATING INC. FOR A SEPTIC SYSTEM REPLACEMENT.

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

WHEREAS, an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

WHEREAS, the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Kevin & Hillary Fink located at 1341 Laura Lane, Mogadore, Ohio 44260 qualifies for replacement under this program, and

WHEREAS, Pag's Excavating Inc., a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$13,600, now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Pag's Excavating Inc. in the amount of \$13,600 to perform the agreed upon services; and be it further

RESOLVED, that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

RESOLVED, that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY

June 13, 2019

Commissioners

1. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for March and April 2019, as presented by the Portage County Sheriff's Department.
2. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for May 2019 as presented by the Portage County Treasurer.
3. The Board of Commissioners signed the Satisfaction of Mortgage form for Kasey and Jamie Parmelee of 9615 Seminole Trail, Streetsboro, OH 44241 to secure payment of \$2,768.85. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
4. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of May 2019, received on June 11, 2019, as presented by the County Auditor and County Treasurer.

Human Resources

5. The Board of Commissioners signed Personnel Action Form for a wage increase for Tamara Soltis, Business Services Supervisor, for Portage County Job & Family Services,

effective May 30, 2019, due to a refactoring of the job description, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.

6. The Board of Commissioners signed Personnel Action Form for a wage increase for Lanell Hudock, Fiscal Supervisor, for Portage County Job & Family Services, effective May 30, 2019, due to a refactoring of the job description, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.

Motion To: Approve the Journal Entries for June 13, 2019

RESULT: ADOPTED

MOVED: Sabrina Christian-Bennett

SECONDED: Kathleen Clyde

AYES: Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

JOURNAL ENTRY II

June 13, 2019

1. After exiting Executive Session, the Board of Commissioners approved leave without pay for a Water Resources employee, beginning June 11, 2019 and returning to work on June 18, 2019, as presented by Water Resources Director, Gene Roberts.

Motion To: Approve Journal Entry II for June 13, 2019

RESULT: ADOPTED

MOVED: Sabrina Christian-Bennett

SECONDED: Kathleen Clyde

AYES: Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

JOURNAL ENTRY III

June 13, 2019

1. After exiting Executive Session, the Board of Commissioners agreed to extend unpaid leave to an Internal Services employee effective immediately until further notice as recommended by Internal Services Director JoAnn Townend

Motion To: Approve Journal Entry III for June 13, 2019

RESULT: ADOPTED

MOVED: Sabrina Christian-Bennett

SECONDED: Kathleen Clyde

AYES: Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

JOURNAL ENTRY IV

June 13, 2019

1. The Board of Commissioners authorize the Tax Budgets (County and Solid Waste Management District) to be on display for public review in the Board of Commissioners' Office and the County Auditor's Office beginning June 14, 2019 through July 12, 2019, as presented by Department of Budget and Financial Management Director Todd Bragg.

Motion To: Approve Journal Entry IV for June 13, 2019

RESULT: **ADOPTED**

MOVED: Sabrina Christian-Bennett

SECONDED: Kathleen Clyde

AYES: Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

Motion To: Adjourn the Official Meeting of June 13, 2019 at 12:17 PM

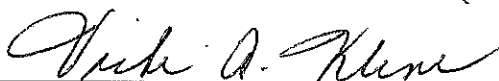
RESULT: **ADOPTED**

MOVED: Sabrina Christian-Bennett

SECONDED: Kathleen Clyde

AYES: Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of June 13, 2019.



Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk