

# 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 20, 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	Absent

Also attending throughout the day Internal Services Director JoAnn Townend, Brian Ames, Bruce Smith, Barb Tuttle, and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:01 AM

Reconvened: 9:33 AM

### **JOB & FAMILY SERVICES**

Present: Director Kellijo Jeffries, Brian Boykin, Mandy Berardinelli, and Lisa Fay

9:34 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the compensation of a public employee. Also present: Director Kellijo Jeffries and Human Resources Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent;

9:38 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent;

After exiting executive session, the Board took no action.

#### **1. Discussion**

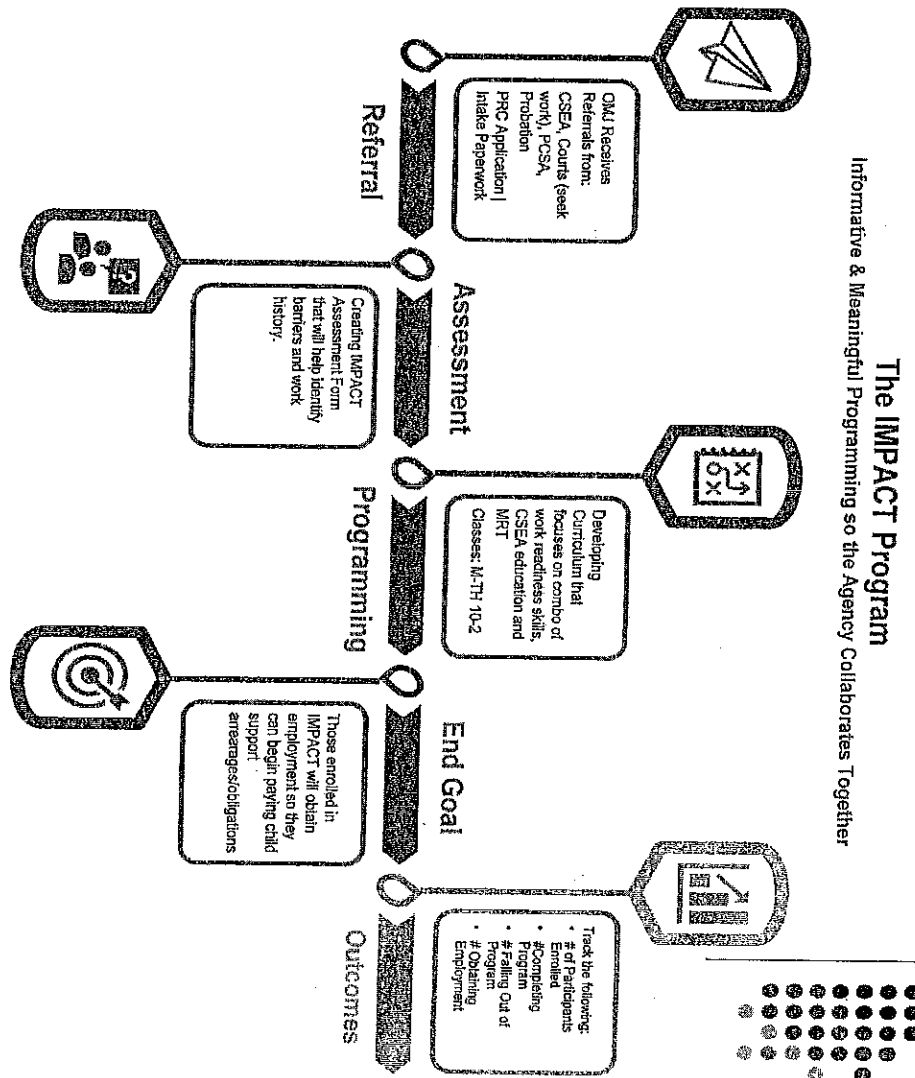
##### **a. Job and Family Services Data Report**

Director Jeffries updated the Board on the April/May Monthly Data Report.

Job and Family Services is utilizing Face book Live to share employment opportunities. This process allows the Department of Job and Family Services to tag an employer's site and in turn, they are receiving many more applications through the process.

**b. New IMPACT Program at Ohio Means Jobs (OMJ)**

The Board listened to a presentation by Mandy Berardinelli and Lisa Fay, regarding the IMPACT Program (Informative and Meaningful Programming so the Agency Collaborates Together). This program replaces the PASSAGES contract that expires on September 30, 2019. The program is collaborated effort between Child Support and the Workforce Division of Job and Family Services.



**c. Management Evaluation of SNAP Program**

The State of Ohio Department of Job and Family Services acknowledged total compliance during the FFY2019 Management Evaluation Review of the Supplemental Nutrition Assistance Program (food stamps). Director Jeffries would like to recognize Public Assistance Administrator Rebecca Abbott and the Job and

Family Services team for receiving the first compliance in twelve years without any continuous improvement findings from the State.

Mr. Bruce Smith asked if Job and Family Services help students obtain part time jobs and Director Jeffries responded they do and the service is year round.

**d. Request to add additional Comprehensive Case Manager (CCMEP) Position**

When the new Comprehensive Case Management and Employment Program (CCMEP) started in 2017, the Department had no way of knowing what the case load sizes to serve the 14-24 year old voluntary participants. The Ohio Department of Job and Family Services did not make a recommendation to any of the 88 counties on what case load sizes should be for each worker in this role. As such, the Department set a benchmark at Portage County Job and Family Services that no worker would have more than 25 youth assigned to their caseload and Director Jeffries started off by hiring four case managers.

Upon further review, numbers have been consistently around 250 youth, meaning on average the workers are carrying over 40 cases per worker. Director Jeffries is comfortable adding a fifth case manager to the program and requests Board approval to hire. The Board agreed to move forward with the request.

Commissioner Kline asked how the Department handles homeless teenagers and Director Jeffries explained Children Services is engaged to assess the situation and many times the teenagers have family, but they could be thrown out, in a domestic situation, run away, or are involved with other family issues where they don't feel safe. The schools are aware of the programs offered by Job and Family Services and they work together for a positive end result.

**e. Job Descriptions for New Draft Group Home**

Director Jeffries presented the following new positions for the Children Services Division of Job and Family Services: Social Service Worker 3, Program Manager and Clinical Service Manager. The group home would be staffed around the clock with six staff members – 4 Social Service Workers 3 and 2 Managers (Program Manager and Clinical Manager).

The non-bargaining positions have not been audited with Human Resources, but once approved, the management positions will be forwarded to them for review. The Social Service Worker 3 is a union position that has been reviewed and approved by the union president. Both the Clinical and Program Manager are recommended to be direct reports to the Director. The Board agreed to move forward with the requests.

**f. 2020-2021 Biennial Subgrant Agreement**

The Board will need to sign the subgrant agreement between Portage Job and Family Services and the Ohio Department of Job and Family Services (ODJFS) and

the Ohio Department of Medicaid (ODM) for receipt of funding for the July 1, 2010 through June 30, 2021 biennium.

**Motion To:** Execute the Subgrant Agreement between the Portage County Board of Commissioners, Ohio Department of Job and Family Services and the Ohio Department of Medicaid./19-0441

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Kathleen Clyde
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Kathleen Clyde, Vicki A. Kline
<b>ABSENT:</b>	Sabrina Christian-Bennett

The Board signed the 2020/2021 Biennial Subgrant Agreement and the original was returned for processing through Internal Services.

Director Jeffries has spoken to the County Auditor about advancing the tax money that is scheduled to be received in August, to be moved to July. A draft resolution will be presented on the Consent Agenda next week for Board consideration.

## **HUMAN RESOURCES**

Present: Director Janet Kovick

Discussion

### **1. Performance Evaluation Templates**

At the request of the Board, Director Kovick was tasked with the responsibility of creating a performance evaluation tool to effectively evaluate employees, supervisors and department directors.

Once the evaluation tool is finalized and approved, department directors will be required to use the evaluation tool if the department does not have an existing evaluation template approved by the Board of Commissioners. Elected Officials and non-Board of Commissioners' departments will be encouraged to utilize the evaluation tool for their departments should they desire to do so.

Commissioner Kline asked for Directors' feedback on the proposed templates and Commissioner Clyde suggested only forwarding the employee templates, not the director template to the Directors for review. Director Kovick will report back once she has received comments.

### **2. IRS Mileage**

Director Kovick provided additional information to the Board as a follow up to the IRS mileage reimbursement.

The IRS mileage reimbursement (currently \$.58/mile) is the maximum amount the IRS will allow for non-taxable reimbursement for an individual. It's intended to only be a guideline and deferring to the IRS mileage rate is the decision made by a governing board. It is up to the Commissioners and/or any other Elected Official to establish a mileage max rate.

The GSA website is also an IRS-driven tool that sets the maximum meal amounts that are allowed to be claimed as reimbursements before being considered a taxable benefit. The issue with following the GSA guidelines for meal reimbursements was the concern that it is geared toward federal employees who receive a daily allowance for travel requirements, which the County does not do. The GSA also has different requirements for hotels, incidentals, receipts, etc. which contradicts the County's policy. Referring people to the GSA website can cause confusion and more ambiguity because the website says one thing, but the County's policy says something else.

The Board agreed to move forward with the mileage reimbursement section of the Policy.

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### **CONSENT AGENDA QUESTIONS:**

Commissioner Clyde asked for clarification of services on Resolution No. 12 (Enter into an agreement between the Portage County Board of Commissioners on behalf of Water Resources and Stanley Miller Construction Company, Inc)

- Director Townend will research the contract and report back to the Board.
- The project could have been done by either a purchase order or contract, but the Prosecutor's Office prefers a contract.
- The Water Resources Department sought proposals from various companies and Stanley Miller was the lowest proposal received.
- The project does not need to be formally bid as it is under the established requirements.

### **INTERNAL SERVICES**

Present: JoAnn Townend

Karen Marlow sent an e-mail to Director Townend noting the Correction Officers at the Sheriff's Office need 3 days of training from Grainger on the electronic door controls for the new pod. Karen Marlow asked if the Board could utilize another funding source (other than the Sheriff's budget) for overtime required for the training. The Board agreed to move forward with the request and Director Townend will respond to Ms. Marlow and will work with Director Bragg to utilize sales tax funding for this expense.

Director Townend noted the new POD is on schedule to open July 3, 2019.

### **TUESDAY DISCUSSION ITEMS:**

The Board agreed to cancel its meeting on Tuesday, June 25, 2019.

Recessed: 10:19 AM

Reconvened: 11:00 AM

### **PUBLIC COMMENT**

Present: Steve English

Mr. English met with the Board to talk about the homeless shelter and the need for additional donations for the facility. Currently, only \$160,000 has been raised and they need \$500,000. Mr. English would like to be of assistance, but doesn't know who to contact and Commissioner Kline provided a contact name and number for him and noted they are currently raising money for the shelter.

Mr. English also shared his concerns about the 106 children reported missing in Portage County in 2018 and the lack of an Amber Alerts issued. (Record Courier newspaper advertisement June 18, 2019).

### **COMMISSIONERS' CONSENT AGENDA**

June 20, 2019

1. Approval of the June 13, 2019 regular meeting minutes.

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### **RESOLUTIONS**

June 20, 2019

#### **Budget & Financial Management:**

1. Approve the Thursday, June 20, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0425
2. Approve the Thursday, June 20, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0426
3. Approve the Tuesday, June 25, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0427
4. Approve the Tuesday, June 25, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0428
5. Approve the Tuesday, June 25, 2019 Then & Now Certification, as presented by the County Auditor. /19-0429
6. Wire transfer to Ohio Water Development Authority Services approved and certified to the Portage County Auditor for payment. /19-0430
7. Authorize the Portage County Prosecutor to submit the 2019-2020 electronic grant application to the Crime Victims Assistance Office of the Attorney General of Ohio (Continuation Program). /19-0431

#### **Job and Family Services**

8. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund (\$330,000). /19-0432



**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 20, 2019 in the total payment amount as follows:

1. \$253,613.88 to Medical Mutual Claims-Fund 7101; and

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

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

Wire Transfer on Friday, June 21, 2019                      \$ 253,613.88

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, Absent;

**RESOLUTION NO. 19-0426                      -                      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:

06/20/19	726	\$ 252.00
06/20/19	730	388.00
Total		\$ 640.00

; 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 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, Absent;

**RESOLUTION NO. 19-0427 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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 25, 2019 in the total payment amount of **\$1,112,462.79** 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 ACH payment is approved as certified to the County Auditor for payment on or after Friday, June 26, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on June 25, 2019 in the total payment amount of **\$20.00 to Neil Group** 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, Absent;

**RESOLUTION NO. 19-0428 - RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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:

6-25-19	884	\$6,732.00
6-25-19	885	9,159.03
6-25-19	886	23,468.72
6-25-19	887	956.23
6-25-19	888	3,670.92
6-25-19	890	9,173.65
6-25-19	916	9,145.43
Total		\$62,305.98

; 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, Absent;

**RESOLUTION NO. 19-0429**

**RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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 **\$365,179.23** as set forth in Exhibit "A" dated **June 25, 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, Absent;

Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0430**

**RE: WIRE TRANSFER TO OHIO WATER  
DEVELOPMENT AUTHORITY SERVICES  
APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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 Department of Budget and Financial Management or other designee on June 25, 2019 in the total payment amount of **\$ 460,575.69 for Ohio Water Development Authority** 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 interest and principal totaling \$460,575.69 as presented by the Portage County Auditor's Office:

Wire Transfer on Wednesday, June 26, 2019                      \$460,575.69

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, Absent;

**RESOLUTION NO. 19-0431                      -                      RE:    AUTHORIZE THE PORTAGE COUNTY PROSECUTOR TO SUBMIT THE 2019-2020 ELECTRONIC GRANT APPLICATION TO THE CRIME VICTIMS ASSISTANCE OFFICE OF THE ATTORNEY GENERAL OF OHIO (CONTINUATION PROGRAM).**

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

**WHEREAS,** the Portage County Prosecutor recommends that the Board of Commissioners authorize an application to the Crime Victims Assistance Office of the Attorney General of Ohio, to continue funding Six (6) full-time positions, mileage, and continue to pay/purchase iPhones/Ipads

1. Victim/Witness Assistance Office Director/common please advocate
2. Administrative Assistance in the notification program
3. Advocate Position for Juvenile/Kent Courts
4. Advocate Position for Common pleas courtroom
5. Advocate for Ravenna Municipal court A/Domestic violence victims
6. Advocate for Ravenna Municipal court B/Domestic violence victims and

**WHEREAS,** the state has instituted an electronic process for the VOCA/SVAA grant application for the 2019-2020 grant period; now therefore be it

**RESOLVED,** the Board of the Portage County Commissioners does hereby authorize the electronic submission of the continuation application to the Crime Victims Assistance Office of the Attorney General of Ohio, on behalf of the Portage County Prosecutor's Office, with a **VOCA request of \$310,125.51 and a General Fund local match of \$77,531.38 for a project total of \$387,656.89 and SVAA grant funding of \$10,156.68, with no local match;** and be it further

**RESOLVED,** the Portage County Board of Commissioners authorizes the Portage County Prosecutor's Office to insert the name of the President of the Board as the electronic signatory on the grant application for the 2018-2019 Grant application for VOCA/SVAA funds, as presented for the grant period of **October 1, 2019 through September 30, 2020;** and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Prosecutor's Office-Victim Assistance and the Portage County 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 a 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, Absent;

**RESOLUTION NO. 19-0432        -        RE:    TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$330,000.00 for the 3<sup>rd</sup> Qtr SFY19 Est.#2 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND  
 ORGCODE - 14150519  
 Debit Expense Account  
 Object: 912000 - JFS Shared  
 Project 5SHAR

\$330,000.00

**TO:**

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

\$330,000.00

; 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, Absent;

**RESOLUTION NO. 19-0433**

**RE: TRANSFER FROM FUND 1414, CHILD  
 SUPPORT ADMINISTRATION, TO 1410  
 PUBLIC ASSISTANCE FUND**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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 \$430.84 for May 2019 Final 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

\$430.84

**TO:**

FUND 1410, PUBLIC ASSISTANCE  
ORGCODE - 14100512  
Revenue Account  
Object: 282000 - JFS - Shared  
Project 5SHAR  
; and be it further

\$430.84

**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, Absent;

**RESOLUTION NO. 19-0434**

**RE: ACCEPTANCE OF DONATIONS TO THE  
OFFICES OF THE PORTAGE/COLUMBIANA  
COUNTIES WIC PROGRAM.**

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

**WHEREAS,**

the Portage/Columbiana WIC Program received donations from the following for Breastfeeding Awareness Month Activities:

Name	Address	Donation
Paramount Advantage	1901 Indian Wood Circle, Maumee, OH 43537	\$1,000

; now therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1010, adopted on October 3, 2013, on behalf of the Portage/Columbiana WIC Program 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, Absent;

**RESOLUTION No. 19-0435 - RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR VARIOUS CHILDREN'S SERVICES FOR THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**

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

**RESOLVED,** that the specifications for receiving proposals for various children's services 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, 1<sup>st</sup> floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E. S.T. on July 17, 2019; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on June 26, 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, Absent;



**RESOLUTION NO. 19-0436**

**RE: ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF WATER  
RESOURCES AND STANLEY MILLER  
CONSTRUCTION COMPANY, INC.**

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

- WHEREAS,** the Portage County Water Resources Department has the need for sand bed #3 improvement services at the Shalersville Water Treatment Plant, 9640 Coit Road, Shalersville OH; and
- WHEREAS,** Stanley Miller Construction Company, Inc. has the ability to provide such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Stanley Miller Construction Company, Inc., 2250 Howenstine Dr. SE, East Sparta, OH 44626; and be it further
- RESOLVED,** that services provided under this agreement shall be Forty-nine thousand, six hundred six and 00/100 dollars (\$49,606.00); and be it further
- RESOLVED,** that the payment for services shall be made from water resources fund 5400; 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, Absent;

**RESOLUTION NO. 19-0437**

**RE: ENTER INTO AMENDMENT NO. 1 BETWEEN  
THE PORTAGE COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY AND THE  
PORTAGE COUNTY DOMESTIC RELATIONS  
COURTS - MAGISTRATE SERVICES.**

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

**WHEREAS,** a IV-D Service Contract between the parties was entered into and known as ODJFS Contract No. 67180604 (the "Original Contract") on July 19, 2018 by Resolution No. 18-0507; and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Portage County Child Support Enforcement Agency and the Portage County Domestic Relations Court-Magistrate Services for the period July 1, 2018 through June 30, 2019; and be it further

**RESOLVED,** that the parties agree to increase the contract by Five thousand five hundred twelve and 25/100 dollars (\$5,512.25), not to exceed Eighty-two thousand seven hundred twelve and 41/100 dollars (\$82,712.41); 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, Absent;

**RESOLUTION NO. 19-0438 - RE: NOMINATE MEMBERS TO THE PORTAGE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC).**

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

**WHEREAS,** Ohio Revised Code section 3750.03 designates Local Emergency Planning Districts to prepare and implement district chemical emergency response and preparedness plans, and

**WHEREAS,** ORC 3750.03 describes the required member organizations or groups to be represented on the Local Emergency Planning Committee (LEPC) of each emergency planning district, and

**WHEREAS,** the State Emergency Response Commission (SERC), which is under the Ohio EPA, shall appoint the members from a list submitted by the Portage County Board of Commissioners to serve on the Portage County Local Emergency Planning Committee for a two-year term; now, therefore, be it

**RESOLVED,** that the Board of Commissioners does hereby nominate the following members to serve on the Portage County LEPC for the term starting August 17, 2019 and ending August 16, 2021:

<b>*Status Name</b>		<b>Representing</b>	<b>*LEPC Officer</b>
1.	P Vicki A. Kline	Elected Official	
	A Sabrina Christian-	Elected Official	
2.	P Victor W. Grimm	Elected Official	
3.	P Andrew Kluge	Elected Official	
4.	P Susan White	Elected Official	
5.	P Dave Doak	Law	
	A Harry Muir	Law	
6.	P Robert Reinholz	Fire	
	A Kevin Grimm	Fire	
7.	P Ryan Shackelford	Emergency Management	*Emergency Coordinator
	A Cody Brookover	Emergency Management	
8.	P Patricia Corley	Emergency Management	*Information Coordinator / *Secretary
9.	P Craig Peeps	Emergency Management	*HazMat Coordinator/ *Vice Chair
10.	P Edward Grecol	Hospital	
	A Raymond Pace	Hospital	
11.	P Debbie Chitester	First Aid (Red Cross)	
	A Daniel Frank	First Aid (Red Cross)	
12.	P Joseph Diorio	Health	
	A Marianne Kitakis	Health	
<b>*Status Name</b>		<b>Representing</b>	<b>*LEPC Officer</b>
13.	P Rich Gano	Environmental	
	A Cindy Hazlett	Environmental	
14.	P Amie Cajka	Media/PIO	
15.	P Michael Marozzi	County Engineer	
	A John Trew	County Engineer's Office	
16.	P Matt Mohler	Industry	*Chair
17.	P John Boruta	Industry	
	A Jeff Johnson	Industry	
18.	P Brian Trautman	Transportation (PARTA)	
	A Chuck Jones	Transportation (PARTA)	
	NV Kurt Kollar	OH EPA	

NV Michelle Sowers	OH EMA
NV Bob Zehentbauer	OH EMA
NV W. Fred Romeo	ODNR

\*P-Primary \*A-Alternate \*NV- Non Voting

; and be it further

**RESOLVED,** that a certified copy of this resolution will be forwarded by the Local Emergency Planning Committee's Information Coordinator to the State Emergency Response Commission (SERC); P.O. Box 1049; Columbus Ohio 43216-1049; and be it further

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

Roll call as Follows:

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

**RESOLUTION NO. 19-0439      -      RE:    ACCEPT THE FEDERAL FY18 HAZARD MITIGATION PLANNING GRANT ON BEHALF OF THE PORTAGE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT (FEMA-DR-4360-OH).**

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

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution No. 18-0518 on July 19, 2018, and authorized the grant application for **Federal Emergency Management Agency (FEMA)** FY18 Hazard Mitigation Planning Grant funds on behalf of the Portage County Office of Homeland Security and Emergency Management; and

**WHEREAS,** the Federal Emergency Management Agency (FEMA) has approved the grant application in an amount of not to exceed Thirty-two thousand, four hundred and eighty and 00/100 (\$32,480.00) for the grant period of April 19, 2019, through April 19, 2021; now, therefore, be it

**RESOLVED,** the Portage County Board of Commissioners accepts the FY18 Hazard Mitigation Planning Grant in the amount of Thirty-two thousand, four hundred and eighty and 00/100 (\$32,480.00), **with no local match**

*requirement from the general fund* for the grant period of April 19, 2019, through April 19, 2021; and be it further

**RESOLVED,** the Portage County Board of Commissioners authorizes Ryan Shackelford, Director of the Office of Homeland Security and Emergency Management, to sign and submit all grant documents related to the project; and be it further

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

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0440 - RE: ADOPTION OF REVISED SECTION 13 - TRAVEL AND EXPENSE REIMBURSEMENT IN THE PORTAGE COUNTY BOARD OF COMMISSIONERS PERSONNEL POLICY MANUAL.**

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

**WHEREAS,** on February 8, 2018, the Portage County Board of Commissioners adopted Resolution 18-0118, amending the Board of Commissioner's Personnel Policy Manual in its entirety; and

**WHEREAS,** section 13 - Travel and Expense Reimbursement has been revised to clarify when meals are reimbursed while on travel and clarify the rates at which the meals will be reimbursed; and

**WHEREAS,** the previous Travel and Expense Reimbursement policy established the meal reimbursement rates as a percentage of the applicable daily reimbursement rate according to the General Services Administration website; and

**WHEREAS,** the revised Travel and Expense Reimbursement policy establishes set maximum dollar amounts for meal reimbursements and clarifies the

maximum dollar amounts includes tax and gratuity (not to exceed 20% of the total cost of the meal) as below:

- Breakfast: \$14.00
- Lunch: \$16.00
- Dinner: \$25.00; and

- WHEREAS,** the revised Travel and Expense Reimbursement policy also reduces the distance requirement for reimbursable lodging accommodations from one hundred fifty (150) miles to one hundred (100) miles from the county wherein the employee's headquarters is located and the employee's county of residence for meetings or conferences scheduled to start prior to 10:00 a.m.; now therefore be it
- RESOLVED,** that the Board of Commissioners does hereby adopt revised Section 13 – Travel and Expense Reimbursement of the Personnel Policy Manual; and be it further
- RESOLVED,** that this said Section 13 – Travel and Expense Reimbursement will supersede all prior versions of Section 13; 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, Absent;

## TRAVEL AND EXPENSE REIMBURSEMENT

### SECTION 13

EFFECTIVE: 6/20/19  
RESOLUTION: 19-0440

#### 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 per diem rates schedule located in this policy to determine the maximum reimbursements allowed.
- 4) Meals on partial days, meals during 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;
  - b. Lunch: \$16.00; and
  - c. Dinner: \$25.00.
- 5) If the employee does not remain away overnight, he or she will be reimbursed for meals according to the per diem rates 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 this policy.

#### **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 (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-REIMBURSEABLE 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.

**RESOLUTION NO. 19-0441       -       RE:    EXECUTION OF THE SUBGRANT AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, OHIO DEPARTMENT OF JOB AND FAMILY SERVICES AND THE OHIO DEPARTMENT OF MEDICAID.**

It was moved by Kathleen Clyde, and seconded by Vicki A. Kline to approve the following resolution:

**WHEREAS,**                the Portage County Commissioners agrees to enter into the 2020/2021 Subgrant Agreement with the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Medicaid (ODM); and

**WHEREAS,**                the agreement is applicable to all subawards by ODJFS and ODM to Portage County for the operations of their Portage County Job and Family Services for all duties and performance expectations set forth in ORC 329.04, all public children services duties and all child support duties; and

**WHEREAS,**                the agreement was established by the Ohio Department of Job and Family Services in accordance with 5101.21 and 5160.30 and has been reviewed and legally approved by the Portage County Prosecutor's Office; now therefore be it

**RESOLVED,**                that the Portage County Board of Commissioners enters into the 2020/2021 Subgrant Agreement with the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Medicaid (ODM); 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, Absent;

### **JOURNAL ENTRY**

June 20, 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 May 2019, as presented by the Portage County Sheriff's Department.

#### **Water Resources**

2. The Board of Commissioners signed the application and certificate for payment from construction escrow account for payment of \$2,686.64 for the State Route 44 Sewer Extension - White Donuts, Project No. RV-0-17-070-P to Whitedonuts, LLC - Stewart L. White-Managing Member, as presented by the Water Resources Department.
3. The Board of Commissioners signed the application and certificate for final payment of \$72,757.48 for the Streetsboro WWTP Clarifier Equipment Improvements ST-4(15-010) to Top Industrial Painting Inc., as presented by the Water Resources Department.

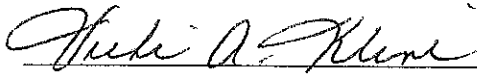
**Motion To:** Approve the Journal Entries for June 20, 2019


<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Kathleen Clyde
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Kathleen Clyde, Vicki A. Kline
<b>ABSENT:</b>	Sabrina Christian-Bennett

**Motion To:** Adjourn the Official Meeting of June 20, 2019 at 11:13 AM

<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Kathleen Clyde
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Kathleen Clyde, Vicki A. Kline
<b>ABSENT:</b>	Sabrina Christian-Bennett

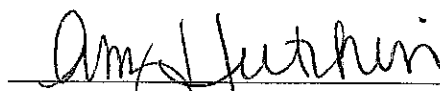
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of June 20, 2019.

  
Vicki A. Kline, President

  
Kathleen Clyde, Vice President

-----ABSENT-----

Sabrina Christian-Bennett, Board Member

  
Amy Hutchinson, Clerk