



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, July 2, 2019

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available. Please contact the Commissioners' Office for specific details.*

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

Attendee Name	Title	Status
Vicki A. Kline	President	Absent
Kathleen Chandler	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Record Courier Reporter Diane Smith.

## SOLID WASTE

Since there is no Solid Waste business today, the Board proceeded with regular County business.

## TUESDAY DISCUSSION ITEM

Commissioner Christian-Bennett would like to discuss the sales tax levy and the sale of the Portage Industry building with Attorney Meduri and Commissioner Clyde asked the Clerk to check with Commissioner Kline.

## CONSENT AGENDA

July 2, 2019

1. Approval of the June 27, 2019 regular meeting minutes.

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## RESOLUTIONS

July 2, 2019

1. Creating Fund 1081, Election Security Grant (Board of Elections)./19-0464
2. Declare the necessary to purchase a vehicle for use by the Portage County Dog Warden. (Internal Services)./19-0465
3. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund \$30,404.51 (Job and Family Services)./19-0466
4. Transfer from Fund 1413 WIA Fund to Fund 1410 Public Assistance Fund \$66,167.29 (Job and Family Services)./19-0467

5. Acceptance of donation to the Office of the Portage/Columbiana Counties WIC program (WIC)./19-0468
6. Award and enter into contract with Gibb Construction, Inc. for the CDBG Windham Township Demolition Project, 10352 Silica Sand Road, Windham, Ohio 44288 (Regional Planning Commission)./19-0469
7. Accept grant from the Ohio Public Works Commission (OPWC) Project No. DG03 – for the Portage County Engineer covering the Notman Road Bridge Replacement, Deerfield Township, Portage County (County Engineer)./19-0470
8. Accept grant from the Ohio Public Works Commission (OPWC) Project No. CG40W for the Portage County Engineer covering the 2019 Resurfacing Program (County Engineer)./19-0471

**Motion To:** Approve the Consent Agenda for July 2, 2019

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

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**PLEASE ADD TO YOUR AGENDA**

July 2, 2019

1. Enter into an agreement between the Portage County Board of Commissioners on behalf of the Portage County Department of Job and Family Services, the Northeast Ohio Consortium Council of Governments, and the Portage Development Board (Job and Family Services).

**Motion To:** Enter into an agreement between the Portage County Board of Commissioners on behalf of the Portage County Department of Job and Family Services, the Northeast Ohio Consortium Council of Governments, and the Portage Development Board (Job and Family Services)./19-0472

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

**RESOLUTION NO. 19-0464      -      RE:      CREATING FUND 1091 – ELECTION SECURITY GRANT**

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

- WHEREAS,** the Ohio Secretary of State's Office is providing one-time grant funding in the amount of \$50,000.00 to assist county boards of elections with implementing Ohio Secretary of State Directive 2019-08 and Directive 2018-015; and
- WHEREAS,** the Portage County Board of Elections has resolved to enter into the "Elections Security Grant Agreement" with the Ohio Secretary of State, a copy of which is attached to this Resolution (hereinafter "Agreement") in order to receive this one-time grant; and
- WHEREAS,** in accordance with the Agreement, funds received are to be deposited into a separate interest bearing account of the Board of Elections and shall not be deposited into the General Fund, therefore be it
- RESOLVED,** that Fund 1091 - Election Security Grant be created as an interest bearing account for the purposes of accounting for revenues and expenditures associated with the Election Security Grant, 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 the Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call vote as follows:

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

**RESOLUTION NO. 19-0465 - RE: DECLARE THE NECESSITY TO PURCHASE A VEHICLE FOR USE BY THE PORTAGE COUNTY DOG WARDEN.**

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

- WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) 2020 Chevrolet Tahoe Pickup Truck to for used by the Portage County Dog Warden's office; and
- WHEREAS,** the purchase of the vehicle will be from the Charles Auto Family in Garrettsville, OH; and
- WHEREAS,** payment of the vehicles will be from the Dog & Kennel Fund in the amount of \$33,222.18; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners declares it necessary to purchase one (1) 2020 Chevrolet Tahoe Pickup Truck at a cost of

\$33,222.18 for use by the Portage County Dog Warden's office; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 19-0466 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1410, PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

**WHEREAS,** it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$30,404.51 for the month of July 2019 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND  
ORGCODE - 00100009  
Debit Expense Account  
Object: 910000 - Transfer Out

\$30,404.51

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND  
ORGCODE - 14100512  
Revenue Account  
Object: 280000 - Transfer In  
Project: NONE

\$30,404.51

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

**RESOLUTION NO. 19-0467 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff 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 \$66167.29 for Apr 2019 adj.#2, May 2019 adj.#1 and June 2019 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1413, JFS WIA FUND  
ORGCODE - 14130519  
Debit Expense Account  
Object: 912000 - JFS Shared  
Project 3A258  
Project 3B278  
Project 3A259  
Project 3B259

\$48,009.46  
\$ 1,306.54  
\$12,929.26  
\$ 3,922.03

**TO:**

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

Project 5SHAR

\$66,167.29

; 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 A. Kline, Absent;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0468**

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

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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
Tri County Breastfeeding Connections	P.O. Box 4008, Youngstown, OH 44515	\$250.00

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

**RESOLUTION No. 19-0469      -      RE:    AWARD AND ENTER INTO CONTRACT  
WITH GIBBS CONSTRUCTION, INC. FOR  
THE CDBG WINDHAM TOWNSHIP  
DEMOLITION PROJECT, 10352 SILICA  
SAND ROAD, WINDHAM, OHIO 44288**

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

**WHEREAS**, official bid forms and specifications were requested from thirteen (13) contractors and one (1) plan house for the Windham Township Demolition Project, 10352 Silica Sand Road, Windham, Ohio; and

**WHEREAS**, nine (9) bids were received for the Windham Township Demolition Project, opened and tabulated by the Department of Internal Services on June 19, 2019; and

**WHEREAS**, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the Community Development Block Grant Specialist that the bid received from Gibbs Construction, Inc. be accepted; now therefore be it

**RESOLVED**, that the Portage County Board of Commissioners enter into a contract with Gibbs Construction, Inc., 2255 North Duck Creek Road, North Jackson, Ohio 44451 in the amount of Twenty Thousand Seven Hundred Sixty Dollars and 00/100 (\$20,760.00); and be it further

**RESOLVED**, that 2018 CDBG Community Development Program grant 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 A. Kline, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0470      -      RE:    ACCEPT GRANT FROM THE OHIO PUBLIC  
WORKS COMMISSION (OPWC) - OPWC**

**PROJECT NUMBER DGW03 - FOR THE  
PORTAGE COUNTY ENGINEER COVERING  
THE NOTMAN ROAD BRIDGE  
REPLACEMENT, IN DEERFIELD TOWNSHIP,  
PORTAGE COUNTY.**

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

**WHEREAS**, the Portage County Board of Commissioners adopted Resolution 18-0700 on September 27, 2018, authorizing the Portage County Engineer to submit a grant application to the Ohio Public Works Commission for the **Notman Road Bridge Replacement**, in Deerfield Township, Portage County; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners hereby accepts the Ohio Public Works Commission grant award of \$251,500 – OPWC Project Number DGW03 -- and designates the President of the Board of Commissioners as the authorized official to execute said grant for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further

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

Roll call vote as follows:

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

**RESOLUTION No. 19-0471 - RE: ACCEPT GRANT FROM THE OHIO PUBLIC WORKS COMMISSION (OPWC) - OPWC PROJECT NUMBER CG40W - FOR THE PORTAGE COUNTY ENGINEER COVERING THE 2019 RESURFACING PROGRAM.**

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

**WHEREAS**, the Portage County Board of Commissioners adopted Resolution 18-0701 on September 27, 2018, authorizing the Portage County Engineer to submit a grant application to the Ohio Public Works Commission for the **2019 Resurfacing Program**; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners hereby accepts the Ohio Public Works Commission grant award of \$299,500 – OPWC Project Number CG40W -- and designates the President of the Board of Commissioners as the



authorized official to execute said grant for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0472      -      RE:    ENTER THE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS, AND THE PORTAGE DEVELOPMENT BOARD.**

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

**WHEREAS**, Northeast Ohio Consortium of Governments (the "NOC COG") made by the Ohio Department of Job and Family Services (ODJFS) was awarded a grant pursuant to Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA) for the program year commencing July 1, 2017 for Business Resource services; and

**WHEREAS**, the Northeast Ohio Consortium Council of Governments has been designated as a Subgrantee and the Fiscal and Administrative Agent for the Business Resource Network within Geauga, Ashtabula and Portage Counties; and

**WHEREAS**, on July 21, 2017, the NOC COG issued a Request for Proposals ("RFP") to perform the County Account Executive work from experienced workforce and economic professionals and was sent to seventeen (17) potential providers; and

**WHEREAS**, two (2) proposals were received, opened and tabulated for above mentioned services; and

**WHEREAS**, on February 22, 2018, the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network

services for the period September 1, 2017 through June 30, 2018, through Resolution No. 18-0151; and

**WHEREAS,** on November 1, 2018, the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for the period July 1, 2018 through June 30, 2019, through Resolution No. 18-0773; and

**WHEREAS,** the parties desire to amend the Original Agreement; and

**WHEREAS,** this Agreement will be used to detail the terms of the relationship between the NOC COG, Portage County Department of Job & Family Services and Portage Development Board; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services does hereby enter into an agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for one (1) additional year from July 1, 2019 through June 30, 2020; and be it further

**RESOLVED,** that the total amount of this Agreement effective July 1, 2019 through June 30, 2020 shall not exceed Forty-Five Thousand and 00 /100 Dollars (\$45,00.00) 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 A. Kline, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

#### **JOURNAL ENTRY**

July 2, 2019

1. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Lee Lovejoy from CCMEP Intensive Case Manager to Program Officer, filling the position previously held by Louise Feciuch, for Portage County Job & Family Services effective August 19, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
2. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent CCMEP Intensive Case Manager, replacing Lee Lovejoy, for Portage County Job & Family Services with external posting if no internal

appointment is made, presented by Janet Kovick, Human Resources Director.

3. The Board of Commissioners acknowledged receipt of the June 27, 2019 Amended Certificate of Estimated Resources for the year beginning January 1, 2019 as submitted by the Portage County Budget Commission.
4. The Board of Commissioners acknowledged receipt of the June 28, 2019 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2019, as presented by the Portage County Auditor's Office.

**Motion To:** Approve the Journal Entries for July 2, 2019

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

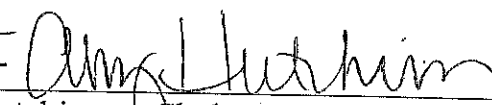
**Motion To:** Adjourn the Official Meeting of July 2, 2019 at 9:06 AM

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

-----ABSENT-----  
Vicki A. Kline, President

  
Kathleen Clyde, Vice President

  
Sabrina Christian-Bennett, Board Member

  
Amy Hutchinson, Clerk