



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, July 25, 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 Barb Tittle and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:08 AM

WATER RESOURCES

Present: Deputy Director Laura Weber

Discussion:

a. Vehicle Request comparison

At the request of the Board of Commissioners, the Water Resources Department completed an analysis of the Enterprise Lease program and purchasing vehicles through the State Cooperative Purchasing Program.

The conclusion of the analysis is that the cost of ownership of a vehicle purchased through a local dealer is lower than if the department would lease the same model vehicle through Enterprise.

Given the conclusion of this analysis, Deputy Director Weber requests authorization to purchase one (1) Transit Van and six (6) trucks through a local dealer capable of meeting the State Cooperative Purchasing Program pricing on the listed vehicles.

The Board of Commissioners agreed to move forward with the request.

b. Streetsboro SR 14 Water main replacement project, in the Portage County Regional Sewer District, City of Streetsboro with GPD Group

Portage County Water Resources has been working with the Ohio Department of Transportation (ODOT) and the City of Streetsboro for an upcoming construction project to widen the roadway along State Route 14 within the City of Streetsboro.

Planning and design of the project has been in progress with the ODOT hired project design consultant GPD GROUP. Portage County has sanitary sewers and water main within the project area and improvements will be required to be provided for the roadway work to be completed.

An existing transmission water main travels along the path of the planned roadway improvements that was built in 1970 using an asbestos cement pipe material. It has been determined that this water main should be replaced after a review of the existing conditions, future access, the planned roadway improvements, constructability challenges for pieces of partial replacement, reliability, and the life cycle cost benefits.

Deputy Director Weber would like to move forward using the GPD GROUP and the ODOT consultant, for professional design services to develop construction drawings to provide for a future public bid water main replacement project. The planned project schedule is to complete the water main replacement construction before the state roadway improvement project begins.

The GPD GROUP total fee proposal is \$10,764.00 based on the work completed to date on the project under the ODOT project.

The Board agreed to move forward with the request and the resolution will be on next week's Consent Agenda.

c. Application of Weed Killers at Water Resources' Facility

The Water Resources Department has not met the requirements of the Ohio Administrative Code 901:511-02 "Trained servicepersons, safety and restrictions", regulating the pesticide use for industrial vegetation control as defined in 901:5-11-01 as follows:

(5) "Industrial vegetation control" means the application of pesticides, except fumigants, to nonagricultural lands, such as roadways, public water courses, utility rights-of-way, or in close proximity to industrial sites, power stations, parking lots or similar areas for the control or eradication of unwanted vegetation. This category also covers the use sites as defined in pesticide use in category 6C "ornamental weed control."

In Ohio, any pesticide applied commercially, including by a public agency or in publicly accessible sites, must be applied by a certified applicator or a trained serviceperson under the direct supervision of a certified applicator.

One of the department's newest employees, Dustin Kisamore is a Licensed Applicator. Mr. Kisamore can complete the necessary training for the Water Resources staff and keep the necessary records required by the Ohio Administrative Code, thus bringing the department into compliance.

Deputy Director Weber requests Mr. Kisamore be provided an increase through the Professional Development Benefit compensation provided for in the Collective Bargaining Agreement of \$0.20 per hour for his Applicator's License.

The Board agreed to move forward with the request, and it will come back on next week's Consent Agenda.

JOB & FAMILY SERVICES

Present: Kellijo Jeffries and Sue Brannon

Discussion:

a. Data Report

Director Jeffries highlighted the Job and Family Services May and June Data Report.

b. Additional JFS Vehicle Operator

Job and Family Services currently has transportation contracts with two vendors, PARTA and Emerald Transportation. However, the demand from Job and Family Services for transportation services for the Ohio Mean JOBS employment and training initiatives and the Medicaid recipients through the Non-Emergent Transportation Program (NET), has become so great that they have not been able to accommodate all requests.

Job and Family Services issued a Request for Proposal (RFP) to secure a third vendor and only one proposal was received but did not meet the requirements set forth within the request. Director Jeffries would rather hire a second Job and Family Services Vehicle Operator instead of reposting.

The cost to the operating budget would be minimal because all NET trips and wages associated with this population are covered under Medicaid pass through dollars. Starting salary of \$13.00/hr. for the position. The starting wage cannot be increased because of the contract, but it will be revisited in year 2020.

The Board agreed to move forward with the request and the paperwork will come back on next week's Consent Agenda.

c. Additional Social Service Worker II

There is a Clerical Specialist 3 position in Children Services aligned with the Family Team Meeting Program. The employee schedules and coordinates all Family Team Meetings and she is responsible for coordinating all Case Transfer meetings for the Social Service Worker III's. The employee completes Family Team meeting reports and updates case sensitive records, as well as, provides support to children during the Family Team Meetings. She also stays abreast of resources in which she provides to families in need.

After meeting with the Union President on this issue, it was agreed the current functions are more aligned within the Social Service Worker II job description than the Clerical Specialist 3.

Director Jeffries is requesting an additional Social Service II position in Children Services and to post this position to support the Family Team functions.

The Board agreed to move forward with the request and the paperwork will come back on next week's Consent Agenda.

d. Post a Temporary Children Services Supervisor Position

Children Services has a supervisor in Children Services out on documented leave

since the end of March 2019. The Human Resources Department has received documentation that continued leave is necessary and does not have a firm return to work to date at this time.

Director Jeffries requests a temporary Children Services Supervisor position be posted and filled in order to support the upcoming training class of new Social Service Worker III's slated to begin in August, enhance Quality Assurance methods for case reviews and to lead future involvement in the Ohio Department of Job and Family Services START Program. The position is non-bargaining and shall be posted internally for three (3) days per our current collective bargaining agreement, as well as externally.

The Board agreed to move forward with the request and the paperwork will come back on next week's Consent Agenda.

e. Ohio Children's Trust Fund Resignation

The Board appointed Director Jeffries and Tammy Devine to the Ohio Children's Trust Fund Northeast Regional Prevention Council. Ms. Devine retired on May 31, 2019 and resigned from the Council, as well. Jackie Robinette (Ohio Children's Trust Fund Northeast Regional Prevention Council Director), asked Director Jeffries for a recommendation to replace her and she recommend Melissa Marzec, who is the Portage County Family and Children's First Council Service Coordinator, employed with Family and Community Services.

Director Jeffries is requesting that Ms. Marzec be invited to attend the next Council meeting on September 16, 2019 and after the meeting, she will be asked to provide a commitment of participation. Director Jeffries will ensure the formal process is completed and submitted for the Commissioners' review.

The Board approved Director Jeffries' request to have Ms. Marzec attend the next meeting and to consider her to be the second board member. Director Jeffries will ensure the formal process is completed and submitted for the Commissioners' review.

f. Poverty Simulation from Missouri Community Action Council – Discussion

Director Jeffries would like to purchase through Missouri Community Action Council, the poverty simulation for Portage County. Initially, the Job and Family Services staff would go through the simulation as a refresher and the new Director of Leadership Portage County and asked if Job and Family Services could be part of their Human Services Day with the simulation being done by community partners. Director Jeffries also invites the Board to be a part of the simulation, if interested, for community awareness.

The Board agreed to move forward with the project.

g. Group Home – Discussion on proposed location

Director Jeffries has been in touch with an executor of a family trust who owns a home in Ravenna Township that has 6 bedrooms and 3 full baths. Director Jeffries visited the home and believes it would be a good fit for the group home. The cost is \$2,500.00/month, is zoned accordingly and includes snow/lawn care of the 1 acre lot. A draft lease was approved by the Prosecutor's Office and forwarded to the executive of the trust. The lease would begin September 1, 2019, but in the meantime several

rooms will need the carpet replaced. The State licensing department will do a formal safety inspection and the kids will be able to move in by October 1st. The lease is for 2 years and at the end of the term, it may go up for sale. If it does, the Board could hold title and Job and Family Services would offer the funds for the purchase on its behalf. There is a lease to own option in the contract and if at the end of two years Job and Family Services decides to purchase, the executor would credit \$4,800 off the market appraised value price. Job and Family Services levy funds could be used and as long as the purpose falls under the levy guidelines, it is an acceptable expense. Job and Family Services will still need to ensure that it is a 4E approved facility for reimbursement.

Ms. Brannon noted if Job and Family Services lost the lease amount they have to pay monthly, it may reduce their reimbursement rate and they will need to research the issue.

Commissioner Clyde would like Director Jeffries to outreach to the community, neighbors and elected officials to ensure the County is being transparent and educating the community. Commissioner Christian-Bennett has spoken to the Zoning Inspector who said the trustees are aware of the group home and are on board.

The Board supports Director Jeffries moving forward.

h. Job and Family Services Application for Agency Credit Card

Job and Family Services Children Services Staff are sometimes faced with immediate needs for youth and families working with Children Services. When purchasing duplicate copies of birth certificates or purchasing photo IDs for children in custody, Job and Family Services typically must wait a few weeks for the check to be cut from the Auditor's Office. The process to request these items is often tedious and time consuming for both the Auditor's staff and Job and Family Services staff.

When Job and Family Services staff attends conferences, trainings or General Session meetings out of county where overnight stays are logical, employees or the Director will provide the Executive Assistant with their personal credit cards to reserve and hold the hotel rooms.

As Job and Family Services embarks on the opening of the Group Home, purchases of furniture and routine grocery shopping for the home will be needed.

State Fiscal indicated the County is not allowed to utilize State dollars to pay interest, so the department will need to pay the balance within 30 days. The County has a credit card, but Director Jeffries doesn't want to pay an extra 15% to the County for use of the card.

Director Jeffries would like Board approval to open their own credit card account. This topic has been discussed with the Auditor's Office and they have no objection as this is permissible under Ohio Revised Code 301.27. The card would only be used by Director Jeffries, the group home Program Manager, and Sue Brannon.

The Board agreed to move forward with the request, noting the card can go no higher than \$15,000.

Recessed: 10:00 AM

Reconvened: 10:03 AM

BUDGET & FINANCIAL MANAGEMENT

Present: Director Todd Bragg, Benefits Specialist Susan Lynn, Internal Services Director JoAnn Townend

Discussion:

1. County Health Benefits

- The Board agreed to move the Stop Loss coverage to \$200,000 for the first year and the Board will decide on the second and third year thereafter. The Board decided on Delta Dental and Medical Mutual for three years, as well.

2. 2019 Budget Requests

- Data Processing
 - Storage of \$100,000 has already been approved, along with the additional staff for \$55,000.
- Airport
 - Director Bragg and Commissioner Christian-Bennett met with the Airport and viewed the cracked fuel tank. They will need approximately \$10,000-\$30,000 to replace in addition to the funds they have.
 - Mr. Lucas is working on a presentation to bring to the Board with their recommendations.
 - The Airport will continue to come to the Board for funding and the County is barely able to provide it.
 - Commissioner Christian-Bennett noted the Airport is still paying a portion of the fuel tank and because of that, it will deplete its reserves.
 - The fuel tank will need to be replaced this year.
 - The reserves were from a settled lawsuit and when that funding is gone, it's gone for good.
 - The Airport is not being maintained.
 - If the size of the Airport is reduced, they are still going to need money to alter the current situation on how it's being run.
 - If the Airport is expanded, they will need money.
 - The FAA covers 90-95% of the runway but won't fix their driveway or Infirmary Road.
 - There is every indication of potential for the Airport, but since a hanger blew down and they've lost significant revenue.
 - It may make more sense to rebuild the hanger to see how it fills up.
 - A new hanger will cost \$600,000 and the County could build and collect the rent.
 - A JEDD could help fund the Airport.
- Office of Homeland Security and Emergency Management
 - An increase for raises would require \$2,500.
 - Coins recognition program would require \$500.00.

- Office of Homeland Security and Emergency Management's grant is \$204,000 and Director Shackelford spends approximately \$280,000. Most of the increase is for the Deputy Director's salary.
- The Board agreed to fund the current levels of spending.
- There is a little money at the end of the year from the Maintenance line that can be moved around.
- The money is there for the coins, but the Board doesn't provide for employee recognition anywhere in its policy and that is why the Auditor's office is requesting a Journal Entry on the coins noting it's an allowable expense.
- If the coins were distributed exclusively to County employees, it would be a different issue, as the Board cannot do for one what you do not do for all.
- Sheriff
 - The Sheriff hasn't formally come forward but would like another full time person.
 - The 911 Coordinator/Supervisor position is trying to become separate positions.
 - Currently, the 911 fund is paying for the dual position of Coordinator/Supervisor, but once the position is split, 911 will continue to pay for the Coordinator, but not the Supervisor.
 - The Office will need an increase from General Revenue Fund.
 - \$800,000 is coming out of the sales and use tax.

Commissioner Christian-Bennett asked if the \$800,000 is for the additional positions for the Sheriff, Correction Officers and Adult Probation Offices and Director Bragg noted it is.

Commissioner Christian-Bennett asked about the additional non labor operating expenses increase in the jail are estimated at \$350,000 to \$700,000 and Director Bragg responded that is the increase for the medical contracts, food, electric, natural gas because the building has been increased by 1/5th and the population by 1/3rd.

Commissioner Christian-Bennett asked about the \$1.2 million dollars and Director Bragg noted it is for the 15 additional people the Sheriff is anticipating, which includes benefits.

Indigent Defense costs will start at 70%-75%, But Director Bragg is unsure of the start date.

Commissioner Christian-Bennett noted internet sales are supposed to start the taxation of foreign companies and the County Commissioners' Association of Ohio is aware and will provide additional information once it becomes available.

- Commissioners
 - 2020 Cost Of Living Adjustments (COLA) raises and merit increases
 - Job and Family Services has a wage opener in their contract and is waiting to hear about the COLAs.
 - There are also grant funding employees who need to know about COLA, to know what amount to include in their grant.
 - Merit raise policy – was adopted, but Director Bragg is unclear on how to implement it and how much to allocate to each department.
 - Facilities plan – It may not be necessary to hire a consultant, but the Board needs to start looking at County's facilities as there are a lot of projects without decisions.

- Riddle Block – It may not be adequate facility, but the County has put a lot of money in it to keep it status quo.
- Board of Elections Remodel
 - Little projects are being done and it's an improvement for the Department.
 - The Board received a report on the security issues that need addressed.
 - They are replacing the roof today for the air conditioning unit for their training room.
 - Director Townend has reached out to them for sources of electronic retriever.
 - Director Townend asked if they want her to get involved in the redesign work for office cubicles, but they are working with their vendor and she has no report back about the counter issue.
 - Security issues – The Board of Elections should have met with Homeland Security last week, so she is still waiting on report.
 - Electrical – Supplies are coming in and electrician will be starting next week.
- NDS/Windham (\$213,000)
 - The Board is currently looking at a process, and once the process has been put into place, they can apply. Director Bragg will convey that information to Neighborhood Development Services and Windham.

Commissioner Clyde would like a history of budgets and Director Bragg will provide a 3 year history, the current budget and any additional information for everyone that is coming before the Board.

INTERNAL SERVICES

Present: Director JoAnn Townend

1. NOPEC 2019 Community Event Sponsorship Program
Director Townend reached out to NOPEC about using the funding towards the Randolph Fair building, and NOPEC advised that was not an allowable expense, so the Board agreed to split the funding between Ravenna Cruise In and the Runway Fest.
2. Justice Center maintenance person
The current compensation plan lists this job as a Level 5 position. On the compensation plan, the job is factored at a Level 5 \$16.07/minimum - \$19.60/midpoint - \$24.70/maximum. The current maintenance II positions are at (retire/rehire) at \$16.11/per hour and (2) at \$ 16.90 per hour.
3. Soil & Water Insurance Coverage
Director Townend investigated the CORSA insurance coverage as requested by the Board and reported the following:
 - a. Soil & Water vehicles have always been covered under the CORSA insurance program as the vehicles are titled in the Boards name and have county plates on them.
 - b. The Board and Employees of the Soil & Water District are considered employees of Portage County and are covered under CORSA.

- c. In July 2011, the Board of Commissioners wanted the Portage County Park District Foundation and the Portage County Regional Airport Authority removed from the CORSA Insurance policy. At that same time, the Board was considering the removal of the Soil & Water Conservation District from the insurance per an e-mail from Deb Mazanec.
- d. On July 28, 2011, the Board decided to continue coverage for the Soil & Water District and correspondence was sent to the entire Board, along with Mr. Bierlair. At that time, Soil & Water was renting and CORSA provided contents coverage. Mr. Bierlair's July 18, 2019 correspondence indicated they purchased the building and land on March 6, 2016 and had the County been notified the building and land were purchased, it would have been added to the CORSA policy at that time. By approving the addition of the building and land, Soil and Water could completely cancel their policy with the Ohio Plan. Director Townend will reach out to Mr. Bierlair to let him know the employees, their Board and their building is covered, and that will save them money.

COMMISSIONERS' CONSENT AGENDA DISCUSSION:

Commissioner Christian-Bennett had a question on Resolution No. 16 (Authorizing the use of CORSA's employee dishonest and faithful performance of duty policy instead of individual surety bonds for officers, employees, and appointees) and Director Townend noted House Bill 291 states you can use your CORSA insurance to cover bonds, with the exception of the Judges and Job and Family Services Executive Director of Children's Services Agency.

Commissioner Clyde noted a type-o on Resolution No. 22 (*Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution 18-0440, dated June 21, 2019; as amended by Resolution 19-053, dated January 17, 2019; as amended by Resolution 19-0206, dated March 28, 2019 as amended by Resolution 19-0276, dated April 30, 2019 to enter into a water and wastewater services agreement between the Portage County Board of Commissioners and Village of Mantua*), noting the 5th WHEREAS states on April 30, 2019, Resolution No. 19-0276 extended the Village of Mantua agreement until **April 30, 2019** and it should say July 31, 2019. Staff will make the requested change.

COMMISSIONERS DISCUSSION ITEMS:

1. Suspend Tuesday session – The Board agreed to suspend Tuesday sessions and the Clerk will prepare a resolution for next week's Consent Agenda.
2. Decision on County's Health Plan – discussed earlier in the day.
3. Cancel session for Randolph Fair – The Board agreed to cancel the week of August 19th but would be available if needed that Monday for a special session.

*

*

*

*

*

PULLED CONSENT AGENDA ITEMS:

July 25, 2019

1. Motion was made by Commissioner Christian-Bennett to pull Resolution No. 10 from the Consent Agenda.

10. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018.

2. Motion was made by Commissioner Clyde to pull Resolution No. 22 from the Consent Agenda.

22. Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution 18-0440, dated June 21, 2019; as amended by Resolution 19-053, dated January 17, 2019; as amended by Resolution 19-0206, dated March 28, 2019 as amended by Resolution 19-0276, dated April 30, 2019 to enter into a water and wastewater services agreement between the Portage County Board of Commissioners and Village of Mantua.

Motion To: Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018 **AS REVISED.**/19-0524

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

Motion To: Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution 18-0440, dated June 21, 2019; as amended by Resolution 19-053, dated January 17, 2019; as amended by Resolution 19-0206, dated March 28, 2019 as amended by Resolution 19-0276, dated April 30, 2019 to enter into a water and wastewater services agreement between the Portage County Board of Commissioners and Village of Mantua **AS REVISED.**/19-0536

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

PUBLIC COMMENT

Present: Cynthia Sanders and RL Sanders

Ms. Sanders thanked the Board for its support of McElrath Improvement Corporation (MIC) and asked for possible funding sources. Commissioner Christian-Bennett mentioned Neighborhood Development Services, and Director Bragg suggested Economic Development and the Regional Planning Commission for CDBG funding.

Mr. Sanders is hoping to find a home for the MIC organization, which has been around for 50 years.

My Brother's Keeper was brought up during conversation and Commissioner Clyde noted there's a statewide initiative and they will be coming to Portage County soon.

Commissioner Christian-Bennett noticed the bags of debris in the pictures presented, and Director Bragg pointed out Solid Waste Management District has a deputy specifically for that purpose and Ms. Sanders will contact the Solid Waste Management District directly.

Mr. Sanders would like to get a trash dumpster in the area so people will use that instead of throwing trash on the ground.

Ms. Sanders asked about breaking ground for the gym and the Board was unaware a gym was coming to King Kennedy.

Ms. Sanders noted on August 10th, there will be an Art in the Park event at MIC.

* * * * *

11:17 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 consider the investigation of complaints against a public employee.

Also present: Board of Commissioners only. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

11:38 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.

COMMISSIONERS' CONSENT AGENDA

July 25, 2019

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

RESOLUTIONS

July 25, 2019

Budget & Financial Management:

1. Approve the Thursday, July 25, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0515
2. Approve the Thursday, July 25, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0516
3. Approve the Tuesday, July 30, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0517
4. Approve the Tuesday, July 30, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0518
5. Approve the Tuesday, July 30, 2019 Then & Now Certification, as presented by the

County Auditor./19-0519

6. Cash advance from Fund 0001, General Fund to Fund 1162 FEMA./19-0520
7. Cash advance from Fund 0001, General Fund to Fund 002 ¼% GF./19-0521
8. Closing of Fund 4244 Peck Rd., and Fund 4237 Sandy Lake Rd./19-0522
9. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018. /19-0523
10. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./**PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION./19-0524**

Job & Family Services

11. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund (\$140,000.00)./19-0525
12. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration (\$9,770.10)./19-0526

Internal Services

13. Enter into amendment no. 3 for Title XX Adult Day Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services d.b.a. Coleman Adult Day Services./19-0527
14. Enter into a subgrant agreement between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Northeast Ohio Consortium Council of Governments for Ohiomeansjobs Center Operator and Adult and Dislocated Workers Services./19-0528
15. 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./19-0529
16. Authorizing the use of CORSA's employee dishonest and faithful performance of duty policy instead of individual surety bonds for officers, employees, and appointees./19-0530
17. Public Announcement of available contract (County Engineer)./19-0531
18. Declare the necessity to lease two (2) vehicles for the Portage County Prosecutor IV-D Contract./19-0532

WIC

19. Acceptance of donations to the Offices of the Portage/Columbiana Counties WIC Program./19-0533

Homeland Security & Emergency Management Agency

20. Encourage Continuity of Operations Planning Participation for all departments under the Portage County Board of Commissioners./19-0534

21. Appointment to the Portage County Emergency Management Agency (EMA) Advisory Committee./19-0535

Water Resources

22. Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution 18-0440, dated June 21, 2019; as amended by Resolution 19-053, dated January 17, 2019; as amended by Resolution 19-0206, dated March 28, 2019 as amended by Resolution 19-0276, dated April 30, 2019 to enter into a water and wastewater services agreement between the Portage County Board of Commissioners and Village of Mantua. / **PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION./19-0536**

Motion To: Approve the Consent Agenda for July 25, 2019 as revised.

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

**RESOLUTION NO. 19-0515 - RE: WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 25, 2019 in the total payment amount as follows:

1. \$389,318.91 to Medical Mutual-Claims
2. \$1,115.00 to Wage Works-Admin
3. \$8,662.50 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, July 26, 2019 \$ 389,318.91

Wire Transfer on Friday, July 26, 2019	\$	1,115.00
Wire Transfer on Friday, July 26, 2019	\$	8,662.50

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. 19-0516 - 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:

07/25/19	872	\$ 2,475.73
07/25/19	1015	846.39
07/25/19	1016	343,955.00
07/25/19	1017	380.00
Total		\$ 347,657.12

; 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. 19-0517 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 30, 2019 in the total payment amount of **\$748,429.50 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 Wednesday, July 31, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on July 30, 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, Yea;

RESOLUTION NO. 19-0518 - 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:

07/30/19	1133	\$ 41,052.61
07/30/19	1153	22,672.92
07/30/19	1156	50,410.27
07/30/19	1161	130.24
Total		\$ 114,266.04

; 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. 19-0519 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$40,975.01** as set forth in Exhibit "A" dated **July 30, 2019** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 19-0520 - RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 1162 FEMA**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following

- WHEREAS,** The fund requires a cash advance in the amount of \$15,350, to be paid back once all expenses have occurred and revenues received; now therefore be it;
- RESOLVED,** that the following advance of funds be made:
- | | |
|-------------------------------|-------------|
| Debit: 00100009 920000 | \$15,350.00 |
| Credit: 11629302 290000 9A039 | \$15,350.00 |
- and be it further
- RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the 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. 19-0521 - RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 0002 ¼% GF**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following

WHEREAS, The fund requires a cash advance in the amount of \$400,000, to be paid back once all sufficient revenues received; now therefore be it;

RESOLVED, that the following advance of funds be made:

Debit: 00100009 920000	\$400,000.00
Credit: 20100002 290000	\$400,000.00

and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the 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. 19-0522 - RE: CLOSING OF FUND 4244 PECK RD., AND
4237 SANDY LAKE RD.**

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

WHEREAS, fiscal activity has ceased in Funds 4244 AND 4237, all payments have been made and the Treasurer's Cash Balance for each is \$0.00; now therefore be it

RESOLVED, that Funds 4244 Peck Rd., and 4237 Sandy Lake Rd., are hereby closed as recommended by the Director of Budget and Financial Management; 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. 19-0523

RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION NO. 17-0924 ADOPTED DECEMBER 13, 2018

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

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

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
590	Adult Probation		
05905	Adult Probation Materials & Su	20,000	-
	MEMO TOTAL	<u>\$ 20,000</u>	<u>\$ -</u>
Note:			
800	Engineer's Department		
08305	Tax Map Materials & Supplies	0	14,000
08306	Tax Map Capital Outlay	14,000	-
	MEMO TOTAL	<u>\$ 14,000</u>	<u>\$ 14,000</u>
Note: To purchase plotter			
915	Data Processing Board		
09153	ITS Salary & Fringes	2,000	2,000
	MEMO TOTAL	<u>\$ 2,000</u>	<u>\$ 2,000</u>
Note:			
TOTAL MEMO BALANCE ALL AMENDMENTS		<u>\$ 36,000</u>	<u>\$ 16,000</u>
Fund: 0002	General Fund 5739.026		
012	Central Purchasing Services		
20125	GF 5739.026 Purch MS	400,000	-
	MEMO TOTAL	<u>\$ 400,000</u>	<u>\$ -</u>
Note: Appropriation/new pod			

TOTAL MEMO BALANCE ALL AMENDMENTS

<i>Increase</i>	<i>Decrease</i>
<u>\$ 400,000</u>	<u>\$ -</u>

; and be it further

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

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

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

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0524

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

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

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

		<i>Increase</i>	<i>Decrease</i>
Fund: 1091	Election Security Grant		
902	Board Of Elections		
10914	Elections Security Grant CS	50,000	-
	MEMO TOTAL	<u>\$ 50,000</u>	<u>\$ -</u>

Note:

Fund: 1113	Police Services		
700	Sheriff's Department		
11133	Police Services PS	27,493	-
	MEMO TOTAL	<u>\$ 27,493</u>	<u>\$ -</u>

Note: Addtl approp needed

Fund: 1121	Probation Services		
590	Adult Probation		
11215	Adult Probation Services MS	5,000	-
	MEMO TOTAL	<u>\$ 5,000</u>	<u>\$ -</u>

Note:

Fund: 1162	FEMA Planning		
930	Emergency Management Agency		
11624	FEMA Planning CS	15,350	-
	MEMO TOTAL	<u>\$ 15,350</u>	<u>\$ -</u>

Note: EMA Grant

		<i>Increase</i>	<i>Decrease</i>
Fund: 1166	EMPG Homeland Security Grant		
930	<i>Emergency Management Agency</i>		
11663	EMPG Homeland Sec Salary&Fring	62,683	5,675
11664	EMPG Homeland Security CS	12,901	7,901
11665	EMPG Homeland Security MS	15,519	15,519
	MEMO TOTAL	\$ 91,103	\$ 29,095

Note: EMA

Fund: 1170	Emergency Response LEPC/CERP		
931	<i>Local Emergency Planning Commi</i>		
11703	LEPC / CERP Salary & Fringes	5,700	-
11704	LEPC / CERP CS	20,000	-
11705	LEPC / CERP MS	2,000	-
	MEMO TOTAL	\$ 27,700	\$ -

Note: Adding Budget for 2019

Fund: 1272	RLF Section 17		
001	<i>Commissioners</i>		
12724	RLF Section 17 CS	500	-
	MEMO TOTAL	\$ 500	\$ -

Note: RLF Admin

Fund: 1390	Women Infants And Children		
053	<i>Women, Infants & Children</i>		
13905	Women Infants & Children MS	2,000	-
	MEMO TOTAL	\$ 2,000	\$ -

Note: meet expenses

Fund: 1481	Prosecutors State Grant		
300	<i>Prosecutor</i>		
14813	Pros Victim Assist Salary&Fring	15,883	-
14814	Pros Victim Assist Contract Sv	525	-
	MEMO TOTAL	\$ 16,408	\$ -

Note:

		<u>Increase</u>	<u>Decrease</u>
Fund:	4249 2019 Resurfacing Program		
	800 Engineer's Department		
42494	2019 Resurfacing Program CS	6,795	-
42496	2019 Resurfacing Program CO	-	6,795
	MEMO TOTAL	<u><u>\$ 6,795</u></u>	<u><u>\$ 6,795</u></u>

Note: SEE ADD'L
DESCRIPTION

Fund:	7102 Cafeteria Benefits Program Pkg		
	018 Human Resources		
71024	Cafeteria Benefits Program CS	150,000	-
	MEMO TOTAL	<u><u>\$ 150,000</u></u>	<u><u>\$ -</u></u>

Note: Delta Dental

Fund 1271:	12719 RLS Trans out	\$85,700	
------------	---------------------	----------	--

Fund 1310:	13103 MHRB PS	\$48,087	\$1,800
	13104 MHRB CS	\$3,137,946	\$1,069,877
	13105 MHRB MS	\$7,250	

TOTAL MEMO BALANCE FOR ALL FUNDS		\$3,671,332	\$1,107,567
---	--	--------------------	--------------------

Increase

Decrease

; and be it further

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

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

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

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0525

-

RE:

**TRANSFER FROM FUND 1415, CHILD
WELFARE SPECIAL LEVY FUND TO FUND
1410 PUBLIC ASSISTANCE FUND**

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$140,000.00 for the 3rd Qtr SFY19 Est.#3 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

\$140,000.00

TO:

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

\$140,000.00

; 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. 19-0526 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$9,770.10 for June 2019 IV-D contract payment local match for the CSEA Domestic Court for Jan 2019, Juvenile Court Apr 2019, Clerk of Courts Apr 2019 and Prosecutor Jan 2019 services as reviewed and recommended by the Department of Job & Family Services:

FROM:

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

\$9,770.10

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$9,770.10

; 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. 19-0527

-

**RE: ENTER INTO AMENDMENT NO. 3 FOR
TITLE XX ADULT DAY SERVICES BETWEEN
THE BOARD OF COMMISSIONERS ON
BEHALF OF THE PORTAGE COUNTY
DEPARTMENT OF JOB & FAMILY
SERVICES AND COLEMAN PROFESSIONAL
SERVICES d.b.a. COLEMAN ADULT DAY
SERVICES.**

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20170447 (the "Original Contract") on November 7, 2017 by Resolution No. 17-0839 to provide Title XX Adult Day Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social or work-related activities knowing their loved one is in a safe and supportive environment; and

WHEREAS, an Amendment No. 1 was entered into on September 20, 2018 through Resolution No. 18-0672 to amend the Original Contract to increase the budget by Eight Thousand dollars (\$8,000.00) to cover the cost of expansion of participation by eligible Portage County residents for the time period beginning October 1, 2017 through September 30, 2018; and

WHEREAS, an Amendment No. 2 was entered into on November 29, 2018 through Resolution No. 18-0851 to amend the Original Contract to extend the agreement by one (1) additional year from October 1, 2018 through September 30, 2019 and to amend the unit rate to \$75.44 per unit not to exceed Sixty-six thousand eight hundred ten and 00/100 dollars (\$66,810.00); and

WHEREAS, the parties desire to amend the Original Contract; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 3 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Coleman Professional Services d.b.a. Coleman Adult Day Services to increase the amount of the agreement by Fifty thousand and 00/100 dollars (\$50,000.00) for the time period beginning October 1, 2018 through September 30, 2019; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed One hundred sixteen thousand eight hundred ten and 00/100 dollars (\$116,810.00); 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. 19-0528 - RE: ENTER INTO A SUBGRANT AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, AND THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS FOR OHIO MEANS JOBS CENTER OPERATOR AND ADULT AND DISLOCATED WORKER SERVICES.

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

- WHEREAS,** Title I of the Workforce Innovation and Opportunity act of 2014 (WIOA) requires that WIOA Area 19, which consists of Geauga, Ashtabula and Portage Counties, must provide for the existence of one or more OhioMeansJobs centers, and provide Adult and Dislocated Worker Career and Training services; and
- WHEREAS,** the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIOA funds and other workforce development activity funding sources pursuant to a Governing Agreement entered into by Geauga, Ashtabula and Portage Counties; and
- WHEREAS,** on June 5, 2019, the NOC COG and the Area 19 WDB respectively voted to give the GRANTOR the authority to enter into a Subgrant Agreement with SUBGRANTEE for the provision of the Comprehensive OhioMeansJobs center, and the provision of Adult and Dislocated Worker career and Programing Services, pursuant to the terms and conditions set forth herein, for a term commencing July 1, 2019, and ending June 30, 2020; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby enter into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments on behalf of the Portage County Department of Job & Family Services for the period July 1, 2019 through June 30, 2020;
- RESOLVED,** that compensation for WIOA staffing services shall not exceed Two Hundred Fifty-Three Thousand One Hundred Eight and 25/100 dollars (\$253,108.25); and be it further
- RESOLVED,** that compensation for Adult and Dislocated Worker programming services shall not exceed Two Hundred Fifty-Seven Thousand and 00/100 dollars (\$257,000.00); and be it further
- RESOLVED,** that compensation for operation of the OhioMeansJobs Center shall not exceed Ninety Eight Thousand Nine Hundred Seventy-nine 92/100 dollars (\$98,979.92); and be it further
- RESOLVED,** that total compensation under this Subgrant Agreement for the period July 1, 2019 through June 30, 2020 shall not exceed Six Hundred Nine Thousand Eighty-eight and 17/100 dollars (\$609,088.17); 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. 19-0529

**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 Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 April Moreland located at 4088 Lynwood Drive, Kent, Ohio 44240 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 \$2,152.50, 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 \$2,152.50 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 Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0530

**RE: AUTHORIZING THE USE OF CORSA'S
EMPLOYEE DISHONESTY AND FAITHFUL
PERFORMANCE OF DUTY POLICY
INSTEAD OF INDIVIDUAL SURETY BONDS
FOR OFFICERS, EMPLOYEES, AND
APPOINTEES.**

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

WHEREAS, House Bill 291 was signed into law on December 20, 2018 and became effective March 20, 2019; said law authorizes the use of an "employee dishonesty and faithful performance of duty policy" instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to give bond before entering upon the discharge of duties; and

WHEREAS, in accordance with Ohio Revised Code §3.061, the Board of Commissioners must adopt a policy by resolution to allow use of an employee dishonesty and faithful performance of duty coverage document rather than a surety bond to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

- (1) An officer, employee, or appointee shall be considered qualified to hold the office or employment, without giving bond, on the date the oath of office is taken, certified, and filed as required by law.
- (2) Officer, employee, or appointee shall be entitled to enter upon the duties of the office or employment when the policy is in effect.
- (3) All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
- (4) The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.
- (5) Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the county's CORSA coverage agreement and affirm that the county's coverage complies with ORC §3.061. Said approval shall be obtained by the Board of Commissioners of Portage County.

WHEREAS, Portage County's "employee dishonesty and faithful performance of duty policy" through the CORSA coverage document complies with ORC §3.061; now therefore be it

RESOLVED, that the Board of Commissioners of Portage County, Ohio hereby authorize the use of the county's "employee dishonesty and faithful performance of duty policy" instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to give bond before entering upon the discharge of duties. Specifically authorized are: County Commissioners,

Prosecutor & Prosecutor FOJ, Sheriff & Sheriff FOJ, Coroner, Engineer, Recorder, Auditor, Treasurer, Clerk of County Courts, Clerk of Common Pleas Court, DJFS Director and Dog Warden & Deputy Wardens; 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. 19-0531 - RE: PUBLIC ANNOUNCEMENT OF AVAILABLE CONTRACT

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

WHEREAS, R.C. 153.67 requires that a public authority planning to contract for professional services publicly announce all contracts available from it for such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners, by unanimous vote thereto, authorizes the announcement of the request for proposals for professional design services for the Portage County Engineer for the project known as **Ravenna Road Bridge Replacement (FRA 248 CH145G) - PID 105556**; and be it further

RESOLVED, that such notice shall comply with all terms and requirements of Substitute House Bill 231 (Eff. 11/24/95) and specifically R.C. 153.67; and be it further

RESOLVED, that the announcement requesting proposals will be published on the Ohio Department of Transportation's Local Governments Postings on **July 29, 2019**, 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. 19-0532

**RE: DECLARE THE NECESSITY TO LEASE TWO
(2) VEHICLES FOR USE BY THE PORTAGE
COUNTY PROSECUTOR IV-D CONTRACT.**

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 lease two (2) 2019 Ford Explorer vehicles for the Portage County Prosecutor IV-D contract; and
- WHEREAS,** the lease of the vehicle will be with Enterprise Fleet Management; and
- WHEREAS,** the lease cost of the one (1) 2019 Ford Explorer vehicle for the Portage County Prosecutor is \$552.77 per month for sixty (60) months and \$552.72 per month for sixty (60) months is for the other; and
- WHEREAS,** the lease cost will be expensed from Job & Family Services funds; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners declares it necessary to lease two (2) 2019 Ford Explorer vehicles for the Portage County Prosecutor IV-D contract; now therefore be it
- 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, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0533

**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
Tiny Tots Depot	7735 SR 45 Lisbon, OH 44432	\$20
Dashing Divas Boutique	5 S. Park Ave, Lisbon, OH 44432	\$25
Generations Café	31 S. Main St, Columbiana, OH 44408	\$10
Subway	38279 Adams Rd, Lisbon, OH 44432	\$200
Advance America	2368 State Street, Suite A, Salem, OH 44460	\$20
Craftastic 5	craftasticfive@gmail.com	\$40

; 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, Yea;

RESOLUTION No. 19-0534 RE: Encourage Continuity of Operations Planning Participation for All Departments under the Portage County Board of Commissioners

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

WHEREAS, Ohio Revised Code section 5502.24 provides authority to governing bodies to enact programs which ensure the continuation of essential government services at alternate facilities; and

WHEREAS, Continuity Guidance Circular 1 (CGC 1) and Continuity Guidance Circular 2 (CGC 2) provides essential deliverables to be planned out and executed upon in the event there is an emergency that results in the widespread degradation of public service; and

WHEREAS, the Portage County Board of Commissioners recognizes the need to enact a formal continuity program as a mitigation measure for continued public service during declared disasters and/or emergencies the Portage County Office of Homeland Security and Emergency Management as the appropriate facilitating agency; and

WHEREAS, the Portage County Office of Homeland Security and Emergency Management will serve as the Continuity Program Manager(s) and will facilitate the continuity planning process and respective planning updates regarding all Departments under the Portage County Board of Commissioners; now therefore be it

RESOLVED, that all Portage County Board of Commissioners' Departments are hereby encouraged to participate in the continuity program and planning process and respond to all inquiries by the Portage County Office of Homeland Security and Emergency 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 121.00 of the Ohio Revised Code.

Roll call vote as follows:

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

RESOLUTION No. 19-0535 - RE: APPOINTMENT TO THE PORTAGE COUNTY EMERGENCY MANAGEMENT AGENCY (EMA) ADVISORY COMMITTEE.

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

WHEREAS, the Portage County Emergency Management Agency Advisory Committee assists and provides direction to the Portage County Emergency Management Agency to reduce the loss of life and property and protects institutions from all hazards by leading and supporting Portage County in a comprehensive, risk-based emergency management program; and

WHEREAS, in accordance with Portage County Commissioners Resolution 89-122 creating the Portage County Emergency Management Agency the Board of Commissioners agreed that the Council will be comprised of the specified officials and private citizens appointed or required; and

WHEREAS, it has become necessary to replace a member on the Portage County Emergency Management Agency Advisory Committee; and

WHEREAS, the Portage County Emergency Management Agency Advisory Committee by unanimous vote of members present at the July 3, 2019, meeting nominated the member indicated below for appointment; now, therefore, be it

RESOLVED, the following member is hereby appointed to serve out a term commencing immediately and expiring December 31, 2020:

Nominee Representing John Trew
 Portage County Engineer's Office
 (Replacing Butch Helmling)

; 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, Yea;

RESOLUTION NO. 19-0536 - RE: AMEND RESOLUTION NO.18-0418, DATED JUNE 14, 2018; AS AMENDED BY RESOLUTION 18-0440, DATED JUNE 21, 2018; AS AMENDED BY RESOLUTION 19-053, DATED JANUARY 17, 2019; AS AMENDED BY RESOLUTION 19-0206, DATED MARCH 28, 2019 AND AS AMENDED BY RESOLUTION 19-0276, DATED APRIL 30, 2019 TO ENTER INTO A WATER AND WASTEWATER SERVICES AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND VILLAGE OF MANTUA.

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

WHEREAS, on June 14, 2018, the Board of Commissioners entered into an water and wastewater services agreement between the Portage County Board of Commissioners and the Village of Mantua; and

WHEREAS, on June 21, 2018, upon inspection, it was found that a portion of Resolution No. 18-0418 referred to Rootstown Water Company instead of the Village of Mantua and Resolution No. 18-440 corrected this error;

WHEREAS, on January 17, 2019, Resolution No. 19-053 extended the Village of Mantua agreement until March 31, 2019; now therefore be it

WHEREAS, on March 28, 2019, Resolution No. 19-0206 extended the Village of Mantua agreement until April 30, 2019; now therefore be it

WHEREAS, on April 30, 2019, Resolution No. 19-0276 extended the Village of Mantua agreement until July 31, 2019; now therefore be it

RESOLVED, that the Board of Commissioners hereby amends Resolution No. 19-0276, dated April 30, 2019 to extend the agreement with the Village of Mantua to read as follows:

WHEREAS, the Village of Mantua desires to have Portage County Water Resources act as the operator of record and have certain water and wastewater services provided by the County for the Village of Mantua; and

WHEREAS, Portage County Water Resources is duly qualified and able to provide the services requested in the attached agreement; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to extend the agreement with the **Village of Mantua** to act as the operator of record and provide certain water and wastewater services to commence August 1, 2019 until August 30, 2019; and be it further

RESOLVED, that the Village of Mantua agrees to pay the Portage County Water Resources Department, One thousand nine hundred sixteen and 67/100 dollars (\$1,916.67) per week plus all other additional costs incurred by Portage County Water Resources Department as agreed to by the Village of Mantua for the term of the agreement previously extended; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;
JOURNAL ENTRIES
July 25, 2019

Sabrina Christian-Bennett, Yea;

Kathleen Clyde, Yea;

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.
2. In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for June 2019.

Internal Services

3. The Board of Commissioners authorizes Michelle Crombie to sign the on-line renewal application to continue the Bureau of Workers' Compensation Individual Retrospective Rating Program beginning January 1, 2020 at the same \$200,000 maximum cost per individual claim limit at 150% maximum premium, as presented by the Director of Internal Services.

Homeland Security & Emergency Management

4. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Seventh Quarter Cash Reimbursement Request in the amount of \$80,727.20 for the EMPG FY18 Q-7 Grant, as prepared by the Homeland Security and Emergency Management Office and reviewed by the Department of Budget & Financial Management, with no exceptions noted. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.
5. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Use of School Facilities Request Form to use Maplewood Career Center on October 18, 2019, for the Portage County Office of Homeland Security and Emergency Management's LEPC Workshop event. Maplewood Career Center has agreed to waive the \$100.00 fee.

Human Resources

6. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Amanda Snider as a Social Service Worker 3, filling the position previously held by Paige Penny, for Portage County Job & Family Services, as presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director. Anticipated start date is August 26, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
7. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Monique Brown as a Social Service Worker 3, filling the position previously held by Lisa Wright, for Portage County Job & Family Services, as presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director. Anticipated start date is August 26, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

8. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Maggie Duvall as a Social Service Worker 3, filling the position previously held by Kate Fahey, for Portage County Job & Family Services, as presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director. Anticipated start date is August 26, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
9. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Matthew Caldwell from JFS JOBS Counselor to CCMEP Intensive Case Manager, filling the position previously held by Jennifer Deweese, for Portage County Job & Family Services effective August 5, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent JFS JOBS Counselor, replacing Matthew Caldwell, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
11. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Dutchess Murray from Eligibility Specialist to CCMEP Intensive Case Manager, filling the position previously held by Lee Lovejoy, for Portage County Job & Family Services effective August 5, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Eligibility Specialist, replacing Dutchess Murray, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
13. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Taylor Chercourt as a JFS Intensive Case Manager, new position, for Portage County Job & Family Services, as presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director. Anticipated start date is August 5, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
14. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Emily Lee, Child Care Certification Specialist, for Portage County Job & Family Services, effective July 31, 2019, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.
15. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Child Care Certification Specialist, replacing Emily Lee for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.
16. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Terri Wiard, JFS IT Specialist, for Portage County Job & Family Services, due

to successfully completing 5 years of service in the JFS Non-Bargaining Unit, as supported by the JFS Wage Policy 010-23, effective July 28, 2019, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.

17. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Michelle Dodd, Part time Dietitian, for Portage Columbiana WIC, effective August 2, 2019, presented by Amy Cooper, WIC Director, and Janet Kovick, Human Resources Director.

Motion To: Approve the Journal Entries for July 25, 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 July 25, 2019 at 11:38 AM

RESULT: ADOPTED

MOVED: Kathleen Clyde

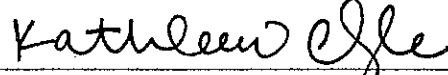
SECONDED: Sabrina Christian-Bennett

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

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



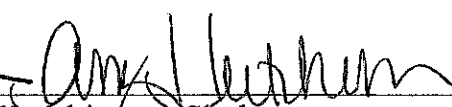
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk