



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

JoAnn Townend, Acting Clerk
330-297-3600

Thursday, April 19, 2018

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.
Please contact the Commissioners' Office for specific details.*

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

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Matt Merchant, Tony Badalamenti, and Deerfield Township Trustee Ed Dean.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:01 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

HUMAN RESOURCES:

Journal Entries - # 3 - 5

Discussion - 1. Mandatory sexual harassment training for all BOC employees.

Human Resources Director Janet Kovick would like to offer sexual harassment training for the Board of Commissioners employees every 2 years beginning this fall. Commissioner Kline said it would be nice to offer it to the elected officials employees as well. Commissioner Kerrigan suggested offering it to Board of Commissioners employees one year and then the next year offer to elected officials employees. The Board agreed.

EXTERNAL SERVICES:

Resolution(s) - # 12

Journal Entry(ies) - # 1 & 2

DBFM:

Resolution(s) - #'s 1 to 9

ITEM PULLED FROM THE CONSENT AGENDA DUE TO TRANSPOSITION IN FIGURES:

8. Accept the grant award from the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff. /18-0275.

Motion To: Accept the grant award from the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff (as revised from presented)

RESULT: ADOPTED [UNANIMOUS]

MOVED: Mike Kerrigan

SECONDED: Sabrina Christian-Bennett

AYES: Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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COMMISSIONERS' CONSENT AGENDA

April 19, 2018

1. Approval of the April 12, 2018 and April 17, 2018 regular meeting minutes.

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RESOLUTIONS

April 19, 2018

Budget & Financial Management:

1. Approve the Thursday, April 19, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0268
2. Approve the Thursday, April 19, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0269
3. Approve the Tuesday, April 24, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0270
4. Approve the Tuesday, April 24, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0271
5. Approve the Tuesday, April 24, 2018 Then & Now Certification, as presented by the County Auditor./18-0272
6. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017. /18-0273

7. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0274
8. Accept the grant award from the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff. /**PULL THIS ITEM FROM CONSENT AGENDA DUE TO TRANSPOSITION IN FIGURES.** – Resolution No. 18-0275
9. Accept a grant award from the Ohio Pet Fund Grant Program. /18-0276

Internal Services

10. Set time and place for annual meeting of county and township authorities as prescribed by Ohio Revised Code 5543.06. /18-0277
11. Declaring the necessity of placing on the ballot of the November 6, 2018 general election to be held in Portage County a replacement levy of an existing tax in the amount of five-tenths (0.5) mill for tax years 2019 through 2028 for the purpose of funding community mental health and recovery programs; certification of request to Portage County Auditor for tax valuation and revenue generation. /18-0278

External Services

12. Acceptance of donations to the Office of the Portage County Dog Warden. /18-0279

Motion To: Approve the Consent Agenda for April 19, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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JOURNAL ENTRY

April 19, 2018

External Services

1. The Board of Commissioners signed the letter of acceptance for the Copper Creek Lodge, LLC (Project BR-2 17-270-P noting that sanitary sewer and water lines, testing, final grade and restoration have been completed and the project is accepted by Portage County subject to a one year guarantee of workmanship and materials, as presented by the Water Resources Department.
2. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Sixth Quarter Cash Reimbursement Request in the amount of \$69,070.75 for the

EMPG FY17 Q-6 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.

Human Resources

3. The Board of Commissioners signed the Personnel Action Form authorizing the seasonal hire of Glenda Tawney as a Canvasser for the Portage County Dog Warden, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 25, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
4. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Jordan Baley, Social Service Worker 3, for Portage County Job & Family Services, effective April 27, 2018, presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent Social Service Worker 3, replacing Jordan Baley, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.

Internal Services

6. The Board of Commissioners authorizes JoAnn Townend, Director of Internal Services to process and pay invoices for all funds associated with departments 010 and 013.

Motion To: Approve the Journal Entries for April 19, 2018

RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

RESOLUTION NO. 18-0268

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

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on April 19, 2018 in the total payment amount as follows:

1. \$84,391.35 to Medical Mutual Admin-Fund 7101; and
2. \$245,010.59 to Medical Mutual Claims-Fund 7101; and

3. \$7,882.90 to Wage Works Claims; 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, April 20, 2018	\$ 84,391.35
Wire Transfer on Friday, April 20, 2018	\$ 245,010.59
Wire Transfer on Friday, April 20, 2018	\$ 7,882.90

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;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0269

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**RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

WHEREAS,

the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS,

there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS,

the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED,

that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

04/19/18	650	\$ 3,295.05
04/19/18	647	400.00
04/19/18	648	21.50
04/19/18	601	336.00
Total		\$ 4,052.55

; 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;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0270

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

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

RESOLVED,

that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on April 24, 2018 in the total payment amount of **\$738,948.80** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED,

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0271

**RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

- WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and
- WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and
- WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it
- RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

04/24/18	774	\$ 18,163.90
04/24/18	741	49,966.01
04/24/18	740	38,585.83
04/24/18	739	2,309.66
04/24/18	670	371.00
04/24/18	669	2,100.00
04/24/18	667	637.00
Total		\$ 112,133.40

; 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; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0272 - RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

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

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$153,246.61** as set forth in Exhibit "A" dated **April 24, 2018** 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;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0273

RE: **AMENDMENT TO THE GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0954 ADOPTED DECEMBER 19, 2017**

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

RESOLVED, that it has become necessary to amend the General Fund 2018 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:

		<i>Increase</i>	<i>Decrease</i>
Fund: 0001	General Fund		
	010 Commissioners Other		
00103	Commissioner Other Contract Sv	721	-
	MEMO TOTAL	<u>\$ 721</u>	<u>\$ -</u>

Note: Speigner 7/1/80-8/24/80

	017 Microfilm		
00174	Microfilm Contract Services	200	-
	MEMO TOTAL	<u>\$ 200</u>	<u>\$ -</u>

Note: Telephone

	020 Building Regulation Inspection		
00204	Building Dept Contract Svcs	700	-
	MEMO TOTAL	<u>\$ 700</u>	<u>\$ -</u>

Note: Telephone

	100 Auditor		
01004	Auditor Contract Svcs	550	-
	MEMO TOTAL	<u>\$ 550</u>	<u>\$ -</u>

Note: Telephone

		<u>Increase</u>	<u>Decrease</u>
300 Prosecutor			
03003	Prosecutor Salary & Fringes	10,000	-
03004	Prosecutor Contract Services	2,000	-
	MEMO TOTAL	<u>\$ 12,000</u>	<u>\$ -</u>

Note:

500 Clerk of Courts			
05005	Clerk of Courts Materials & Su	0	8,402
05006	Clerk of Courts Capital Outlay	8,402	-
	MEMO TOTAL	<u>\$ 8,402</u>	<u>\$ 8,402</u>

Note:

550 Domestic Relations			
05504	Domestic Ct Contract Svcs	1,000	-
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ -</u>

Note: Telephone

700 Sheriff's Department			
07004	Sheriff Contract Services	150,000	-
	MEMO TOTAL	<u>\$ 150,000</u>	<u>\$ -</u>

Note: Telephone

800 Engineer's Department			
08304	Tax Map Contract Svcs	500	-
	MEMO TOTAL	<u>\$ 500</u>	<u>\$ -</u>

Note: Telephone

902 Board Of Elections			
09024	Bd Of Elections Contract Svcs	1,800	-
	MEMO TOTAL	<u>\$ 1,800</u>	<u>\$ -</u>

Note: Telephone

		<u>Increase</u>	<u>Decrease</u>
913 Budget Commission			
09134	Budget Comm Contract Svcs	300	-
	MEMO TOTAL	<u>\$ 300</u>	<u>\$ -</u>

Note: Telephone

920 Public Defender Commission			
09204	Public Defender Contract Svcs	500	-
	MEMO TOTAL	<u>\$ 500</u>	<u>\$ -</u>

Note: Telephone

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 176,673</u>	<u>\$ 8,402</u>
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; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0274

RE: AMENDMENT TO THE NON GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0955 ADOPTED DECEMBER 19, 2017

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett 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:	1170 Emergency Response LEPC/CERP		
	931 Local Emergency Planning Commi		
11703	LEPC / CERP Salary & Fringes	1,000	-
11704	LEPC / CERP CS	20,000	-
11705	LEPC / CERP MS	10,000	-
	MEMO TOTAL	<u>\$ 31,000</u>	<u>\$ -</u>

Note:

Fund:	1481 Prosecutors State Grant		
	300 Prosecutor		
14813	Pros Victim Assist Salary&Frin	4,422	5,134
	MEMO TOTAL	<u>\$ 4,422</u>	<u>\$ 5,134</u>

Note:

Fund:	8105 Sheriff Gifts & Donations DARE		
	700 Sheriff's Department		
81055	Sheriff Gift Donation DARE MS	2,300	-
	MEMO TOTAL	<u>\$ 2,300</u>	<u>\$ -</u>

Note: Addtl \$ for sponsor

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 37,722</u>	<u>\$ 5,134</u>
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*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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0275

**RE: ACCEPT THE GRANT AWARD FROM THE OHIO
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATERCRAFT MARINE PATROL
ASSISTANCE GRANT PROGRAM FOR THE
PORTAGE COUNTY SHERIFF.**

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

- WHEREAS,** Section 1547.67 of the Ohio Revised Code establishes a grant-in-aid program for financial assistance to political subdivisions engaged in recreational boating law enforcement; and
- WHEREAS,** the Portage County Board of Commissioners strongly supports the concept of recreational boating law enforcement to monitor area lakes; and
- WHEREAS,** on December 7, 2017, the Board of Commissioners adopted Resolution No. 17-0912 authorizing the FY 2018 Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Application for the grant period January 1, 2018 to December 31, 2018 for assistance of \$21,717.19 from the Waterways Safety Fund. The necessary General Fund Local Match Appropriation requested was \$7,239.06 for a total grant award of \$28,956.25. A contractual service agreement is dependent upon approval of this grant application. Continuation of the program after fiscal 2018 is dependent upon receipt of future State funding; and
- WHEREAS,** the Ohio Department of Natural Resources has awarded the Portage County Sheriff's Department Twenty One Thousand Seven Hundred Seventeen Dollars and Nineteen Cents, (\$21,717.19), with a local match obligation of Seven Thousand Two Hundred Thirty Nine Dollars and Six Cents (\$7,239.06); from the General Fund, and
- WHEREAS,** the Portage County Sheriff began the Watercraft Marine Patrol Program utilizing deputies that were already employed by Portage County. The Commissioners note that this Portage County program will not replace the State of Ohio responsibility for law enforcement on Portage County lakes; now therefore be it
- RESOLVED,** that the Board of Commissioners accepts the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Award for January 1, 2018 - December 31, 2018 for \$21,717.19 from the Waterways Safety Fund on behalf of the Portage County Sheriff; and be it further
- RESOLVED,** that the necessary local match of \$7,239.06 will come from the County General Fund for a total grant award of \$28,956.25. Continuation of the program after

Fiscal Year 2018 is dependent upon the receipt of future State funding; and be it further

RESOLVED, that the Board of Commissioners authorizes the President or Vice-President of the Board Commissioners to sign the award documents; and be it further

RESOLVED, that a copy of this resolution will be filed with the Portage County Auditor's Office, Portage County Department of Budget & Financial Management and the Portage County Sheriff's 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote was as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0276 - RE: ACCEPT A GRANT AWARD FROM THE OHIO PET FUND GRANT PROGRAM.

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted.

WHEREAS, the Portage County Board of Commissioners adopted Resolution No. 18-0063, on January 18, 2018 authorizing the Portage County Dog Warden to apply for a grant to the Ohio Pet Fund Program which provides funds for spay/neuter projects to non-profit and government organizations; and

WHEREAS, the Ohio Pet Fund has notified the Portage County Dog Warden of a grant award in the amount of \$2,500.00; now therefore be it

RESOLVED, that the Board of Portage County Commissioners accepts the grant award from the Ohio Pet Fund Grants Program on behalf of the Portage County Dog Kennel & Shelter (Dog Warden's Office) in the amount of \$2,500.00; **with no local match**, for the period ending December 31, 2018; and be it further

RESOLVED, that the Portage County Board of Commissioners authorizes the Portage County Dog Warden to sign all documents related to this grant program; and be it further

RESOLVED, that a certified copy of this resolution will be filed with the Portage County Auditor's Office, the Portage County Department of Budget & Financial Management, and the Portage County Dog Warden's Office; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0277 - RE: SET TIME AND PLACE FOR ANNUAL MEETING
OF COUNTY AND TOWNSHIP AUTHORITIES
AS PRESCRIBED BY OHIO REVISED CODE
5543.06.**

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

WHEREAS, Ohio Revised Code 5543.06 requires that the County Engineer annually call a meeting, within the County, of all the Township and County authorities having directly to do with the construction and repair of roads and bridges within the County, and

WHEREAS, Michael A. Marozzi, Portage County Engineer, recommends that said meeting be held on **Saturday, May 19, 2018** at the **Portage County Engineer Central Facility** in Ravenna, Ohio, beginning at **6:00 P.M.**; now therefore be it

RESOLVED, that the annual meeting of County and Township authorities, as prescribed by Ohio Revised Code 5543.06, be held on **Saturday, May 19, 2018** at the **Portage County Engineer Central Facility** in Ravenna, Ohio, beginning at **6:00 P.M.**, 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0278

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RE: DECLARING THE NECESSITY OF PLACING ON THE BALLOT OF THE NOVEMBER 6, 2018 GENERAL ELECTION TO BE HELD IN PORTAGE COUNTY A REPLACEMENT LEVY OF AN EXISTING TAX IN THE AMOUNT OF FIVE-TENTHS (0.5) MILL FOR TAX YEARS 2019 THROUGH 2028 FOR THE PURPOSE OF FUNDING COMMUNITY MENTAL HEALTH AND RECOVERY PROGRAMS; CERTIFICATION OF REQUEST TO PORTAGE COUNTY AUDITOR FOR TAX VALUATION AND REVENUE GENERATION.

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

WHEREAS, the Mental Health and Recovery Board of Portage County adopted Resolution 18-12-02 declaring that a current ten (10) year 0.5 mill levy renewed by the voters of Portage County beginning with tax year 2009 will expire at the end of tax year 2018 and that a replacement thereof requires a vote of the people pursuant to Sections 5705.192, 5705.221 and 5705.224 of the Ohio Revised Code; and

WHEREAS, the Mental Health and Recovery Board of Portage County has certified to the Board of Portage County Commissioners the need to levy a replacement of the existing tax in the amount of 0.5 mill, which is the same rate as the rate of the existing levy, for the purpose of providing funds for the mental health and recovery programs in Portage County, including the maintenance, improvement and operation of the programs and services supported by the Mental Health & Recovery Board of Portage County; and

WHEREAS, the Board of Portage County Commissioners has the discretion to determine how to fulfill its obligations to provide community mental health and recovery programs; therefore be it

RESOLVED, by this Board of Portage County Commissioners, pursuant to authority of Section 5705.03, and with at least two-thirds of its members elected thereto concurring:

SECTION I: That the current ten (10) year 0.5 mill levy renewed by the voters of Portage County beginning with tax year 2009 will expire at the end of tax year 2018 and that replacement tax thereof requires a vote of the

people pursuant to Sections 5705.192, 5705.221 and 5705.24 of the Ohio Revised Code.

SECTION II: That the amount of taxes which may be raised within the ten mill limitation by levies on the current tax duplicate will be insufficient to provide the necessary requirements of the County's mental health and recovery services district established pursuant to Chapter 340 of the Ohio Revised Code, and that it is necessary to levy a replacement of an existing tax in the amount of five tenths (0.5) mill, which is the same rate as the rate of the existing levy, for the purpose of providing funds for the mental health and recovery programs in Portage County, including the maintenance, improvement and operation of the programs and services supported by the Mental Health & Recovery Board of Portage County; and

SECTION III: That the tax is to be levied upon the entire territory of Portage County and, as such, this ballot measure will be submitted to the entire territory of Portage County; and

SECTION IV: That the Board of Portage County Commissioners does hereby certify its request to the County Auditor to certify to the Board of Portage County Commissioners, within ten (10) days of receipt of this Resolution, the total current tax valuation of Portage County and the dollar amount of revenue that would be generated by a replacement levy in the amount of five tenths (0.5) mill, the same rate as the rate in the existing levy, for each one dollar of valuation, which amounts to five cents (\$0.05) for each one hundred dollars of valuation, for a period of ten (10) years, beginning in calendar year 2019, first due and payable in calendar year 2020 and ending in calendar year 2028; and be it further

RESOLVED,

that the Board of Portage County 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0279

-

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

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

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

Name	Address	
Girl Scout Troop # 90607	2771 Fairfax St. Streetsboro Oh 44241	\$75
Stephanie Reed	9909 Asbury Rd Mantua Oh 44255	\$5
Sue Smosarski	5314 E. Mennonite Rd Mantua Oh 44255	\$5

; now therefore, be it

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

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

INTERNAL SERVICES:

Resolution(s) - #'s 10 & 11

Journal Entry(ies) - # 1

Discussion - 1. Procurement of title insurance for 439 S. Meridian St.

Director Townend reported the Landbank has demolished the building located at 439 South Meridian Street. Does the Board of Commissioners wish to have title insurance to complete the process? The property has been transferred and is clear of all liens. The Board of Commissioners agreed it is not necessary to have title insurance.

Commissioner Kerrigan asked for clarification of Journal Entry #6.

6. The Board of Commissioners authorizes JoAnn Townend, Director of Internal Services to process and pay invoices for all funds associated with departments 010 and 013.

This will restore Director Townend's permission to pay invoices for departments 010 (Commissioners other) and 013 (Print Shop). Commissioner Kline asked why the permissions were taken away. Director Townend said they are not sure, but believes it could have been when a MUNIS upgrade was done and several changes transpired.

Recessed: 9:19 AM

Reconvened: 9:26 AM

PROSECUTOR BUDGET DISCUSSION

Present: County Prosecutor Vigluicci, Denise Smith, Department of Budget & Finance Director Bragg.

VICTOR V. VIGLUICCI
PORTAGE COUNTY PROSECUTING ATTORNEY

241 SOUTH CHESTNUT STREET
RAVENNA, OHIO 44266

(330) 297-3850 (330) 296-4593
Criminal Division Fax (330) 297-3856
Civil Division Fax (330) 297-4594
www.portageprosecutor.com

RECEIVED
PORTAGE COUNTY
COMMISSIONERS
2018 APR -6 A 10 42

April 5, 2018

Portage County Board of Commissioners
449 S. Meridian St.
Ravenna, OH 44266

Dear Commissioners:

As I indicated to Todd in our recent budget meeting, it has not been my habit to repeatedly schedule meetings with the Commissioners to demand higher wages for my employees, rather it has been my policy over my past 24 years in office to live within the budget allocated by the Commissioners. However, recent events have caused me to reconsider my past practices. It has come to my attention that several county offices have taken to unilaterally awarding pay increases without prior budgetary approval. Most recently the County public defender has given substantial raises to employees which now exceed the salaries of comparable positions at the Prosecutor's Office. Likewise, substantial raises have been given in the Juvenile/Probate Court and the Sheriff's Office. My Office Administrator is earning \$53,000 per year while the Juvenile/Probate Court has now raised the salary of their two Office Administrators to \$64,600 each for offices with less than half the staff of the Prosecutor's Office. Our starting salary for attorneys is \$48,000 while the public defender has now established a \$55,000 starting salary. Our attorneys carry substantially more responsibility than the public defender's and do not get one week off per month to conduct private practices. Administrative Assistants in the Juvenile/Probate courts are now paid \$43,000, while I have administrative assistants who have been with my office for over 20 years earning as little as \$31,500 per year.

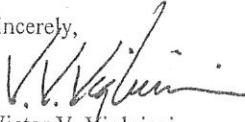
These are only a few examples of the inequities that have been created by recent unilateral increases in other county offices. All employees are aware of these inequities, and rather than be left behind and risk losing valuable employees, I see no alternative but to match these increases. The adjustments to my general fund (03003003 311200) will be as follows:

Office Administrator (1) \$53,300 to \$64,600
Assistant Prosecuting Attorneys (3) \$48,600 to \$54,995
Administrative Assistants (5) \$31,500 - \$36,000 to \$43,000.

The total of these increases is \$68,485.00

I realize that this is not the preferred way to conduct responsible fiscal planning and budgeting, but it seems to be the way things are currently operating in our County.

Sincerely,



Victor V. Vigluicci
Portage County Prosecutor

SHERIFF'S 2018 OFFICE BUDGET DISCUSSION

Present: Sheriff Doak; Financial Manager Ron Rost; Major Dale Kelly; Pete Kacarab, Administrative Advisor and Jolene Clelland, 9-1-1 Coordinator; Department of Budget & Financial Management Director Bragg.

Sheriff Doak said his office is in need of three additional corrections officers to help during the construction of the new jail pod.

Commissioner Kerrigan said the way it looks now the dispatch will run out of money in October and the Detective Bureau and Administration will run out of money in November.

The Board of Commissioners thought that three officers hired with revenue from a quarter-percent sales tax posed in 2015 would transition into those roles.

Major Kelly said the jail has been operating on minimum staff for years; there are not state requirements for minimum staffing.

Department of Budget & Financial Management Director Bragg said the three pressing issues are the 2018 shortfall of the existing staff. This would have to be resolved by increased appropriations or through reductions in spending. The construction is taking a strain on the Sheriff's staff and the 2019 budget.

The Commissioners decided to review the information presented and schedule another meeting with the Sheriff and his staff at a later date.

16-Apr-2018

Portage County Sheriff's Office
Projection of Budgeted Salary & Fringe Amounts for 2018

File: 2018SalaryProj

		Obj. 311000 Salaries	Obj. 311200 Salaries	Obj. 311300 PT Salaries	Obj. 313000 Overtime	Obj. 314000 Retirement	Obj. 321010 PERS	Obj. 321200 Medicare	Obj. 321500 Hlth. Ins.	Dept. Total	Obj. 321500 W/C
ADMINISTRATION											
Amount currently available as of 03/31/18 (6 pays)											
		75,200	268,100	(900)	9,400		48,100	4,800	84,100		45
Per. End.	Estimate per. 7 @ current pay rates	(3,765)	(14,950)	(2,325)	(470)		(3,000)	(300)	(4,200)		
8-Apr	period 8	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
22-Apr	period 9	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
6-May	period 10	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
20-May	period 11	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
3-Jun	period 12	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
17-Jun	period 13	H (3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
1-Jul	period 14	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
15-Jul	period 15	H (3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
29-Jul	period 16	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
12-Aug	period 17	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
26-Aug	period 18	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
9-Sep	period 19	H (3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
23-Sep	period 20	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
7-Oct	period 21	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
21-Oct	period 22	H (3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
4-Nov	period 23	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
18-Nov	period 24	H (3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
2-Dec	period 25	HH (3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
16-Dec	period 26	(3,765)	(14,500)	(2,325)	(470)		(3,000)	(300)	(4,200)		
Projected available budget through per 26		(100)	(21,950)	(47,400)	0	0	(11,900)	(1,200)	100	(82,350)	45
JAIL											
Amount currently available as of 03/31/18 (6 pays)											
		2,344,500	166,300	34,300	(46,700)		358,200	35,100	554,900		(650)
Per. End.	Estimate per. 7 @ current pay rates	(123,000)	(1,200)	(1,800)			(17,700)	(1,700)	(28,400)		
8-Apr	period 8	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
22-Apr	period 9	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
6-May	period 10	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
20-May	period 11	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
3-Jun	period 12	H (122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
17-Jun	period 13	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
1-Jul	period 14	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
15-Jul	period 15	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
29-Jul	period 16	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
12-Aug	period 17	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
26-Aug	period 18	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
9-Sep	period 19	H (122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
23-Sep	period 20	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
7-Oct	period 21	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
21-Oct	period 22	H (122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
4-Nov	period 23	(122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
18-Nov	period 24	H (122,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
2-Dec	period 25	HH (123,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
16-Dec	period 26	(123,000)	(1,200)	(1,800)			(17,500)	(1,700)	(28,500)		
Adjustments: BOC					46,700						
Projected available budget through per 26		(139,500)	83,100	4,000	0	0	(6,000)	300	(15,000)	(73,100)	(650)
DETECTIVE BUREAU											
Amount currently available as of 03/31/18 (6 pays):											
		488,100	16,000	11,300			92,500	6,700	122,200		(1,120)
Per. End.	Estimate per. 7 @ current pay rates	(29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
8-Apr	period 8	(29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
22-Apr	period 9	(29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
6-May	period 10	(29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
20-May	period 11	(29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
3-Jun	period 12	H (29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
17-Jun	period 13	(29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
1-Jul	period 14	(29,000)	(750)	(1,200)			(3,300)	(450)	(6,500)		
15-Jul	period 15	H (30,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
29-Jul	period 16	(29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
12-Aug	period 17	(29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
26-Aug	period 18	H (29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
9-Sep	period 19	H (29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
23-Sep	period 20	(29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
7-Oct	period 21	(29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
21-Oct	period 22	H (30,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
4-Nov	period 23	(29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
18-Nov	period 24	H (30,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
2-Dec	period 25	HH (31,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
16-Dec	period 26	(29,000)	(750)	(1,300)			(3,500)	(450)	(6,500)		
Adjustments: DARE Sal. Rev.		33,900									
Projected available budget through per 26		(65,000)	1,000	(18,400)	0	0	(17,500)	(2,300)	(7,300)	(110,000)	(1,120)
LAW ENFORCEMENT											
Amount currently available as of 03/31/18 (6 pays):											
		1,648,500	261,700	29,800	0		359,100	28,500	494,000		4,290
Per. End.	Estimate per. 7 @ current pay rates	(93,000)	(9,300)	(3,300)			(18,700)	(1,500)	(23,400)		
8-Apr	period 8	(90,000)	(10,000)	(3,000)			(18,000)	(1,500)	(23,500)		
22-Apr	period 9	(89,000)	(10,000)	(3,000)			(18,000)	(1,500)	(22,000)		
6-May	period 10	(91,000)	(10,000)	(3,000)			(18,000)	(1,500)	(22,000)		
20-May	period 11	(91,000)	(10,000)	(3,000)			(18,000)	(1,500)	(22,000)		
3-Jun	period 12	H (91,000)	(10,000)	(3,000)			(18,000)	(1,500)	(22,000)		
17-Jun	period 13	(85,000)	(10,500)	(3,000)			(18,000)	(1,500)	(22,000)		
1-Jul	period 14	(81,000)	(10,500)	(3,000)			(17,000)	(1,500)	(22,000)		
15-Jul	period 15	H (89,000)	(10,500)	(3,000)			(18,000)	(1,600)	(22,000)		
29-Jul	period 16	(81,000)	(10,500)	(3,000)			(17,000)	(1,500)	(22,000)		
12-Aug	period 17	(81,000)	(10,500)	(3,000)			(17,000)	(1,500)	(22,000)		
26-Aug	period 18	H (81,000)	(10,500)	(3,000)			(17,000)	(1,500)	(22,000)		
9-Sep	period 19	H (89,000)	(10,500)	(3,000)			(17,000)	(1,500)	(22,000)		
23-Sep	period 20	(81,000)	(11,000)	(3,000)			(17,000)	(1,500)	(22,500)		
7-Oct	period 21	(81,000)	(11,000)	(3,000)			(17,000)	(1,500)	(22,500)		
21-Oct	period 22	H (89,000)	(11,000)	(3,000)			(18,000)	(1,600)	(22,500)		
4-Nov	period 23	(89,000)	(11,000)	(3,000)			(17,000)	(1,500)	(22,500)		
18-Nov	period 24	H (89,000)	(11,000)	(3,000)			(18,000)	(1,600)	(22,500)		
2-Dec	period 25	HH (96,000)	(11,000)	(3,000)			(19,000)	(1,700)	(23,500)		
16-Dec	period 26	(81,000)	(11,000)	(3,000)			(17,000)	(1,500)	(22,500)		
Adjustments: Society Svcs / Grants / Marina, OT Salary		85,000		12,000	0	0					0
Projected available budget through per 26		37,500	51,200	(24,500)	0	0	3,400	(2,300)	47,600	103,000	4,290
DISPATCH											
Amount currently available as of 03/31/18 (6 pays):											
		319,600	40,300	5,000	0		61,400	4,000	95,200		38
Per. End.	Estimate per. 7 @ current pay rates	(21,500)	(1,050)	(300)			(2,900)	(300)	(4,800)		
8-Apr	period 8	(21,500)	(1,200)	(500)			(3,800)	(350)	(4,800)		
22-Apr	period 9	(21,500)	(1,200)	(500)			(3,800)	(350)	(4,800)		
6-May	period 10	(21,500)	(1,200)	(500)			(3,800)	(350)	(4,800)		
20-May	period 11	(21,500)	(1,500)	(500)			(3,400)	(350)	(4,800)		
3-Jun	period 12	H (22,500)	(1,500)	(500)			(3,400)	(350)	(4,800)		
17-Jun	period 13	(22,000)	(1,500)	(500)			(3,400)	(350)	(4,800)		
1-Jul	period 14	(22,000)	(1,500)	(500)			(3,400)	(350)	(4,800)		
15-Jul	period 15	H (23,000)	(1,500)	(500)			(3,400)	(350)	(4,800)		
29-Jul	period 16	(22,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
12-Aug	period 17	(22,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
26-Aug	period 18	H (22,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
9-Sep	period 19	H (23,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
23-Sep	period 20	(22,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
7-Oct	period 21	(22,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
21-Oct	period 22	H (23,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
4-Nov	period 23	(22,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
18-Nov	period 24	H (23,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		
2-Dec	period 25	HH (25,000)	(2,000)	(500)			(3,500)	(350)	(4,800)		

FOR 2018 MARCH
18-Apr-18

PORTAGE COUNTY SHERIFF'S OFFICE

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFRS ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMB.	AVAILABLE BUDGET	% USED	EST EXP. APR-DEC	PROJECTED (DEFICIT) OVERAGE
07007003 311000 Officials Salaries	97,846	0	97,846	22,580	0	75,266	23.10		
07007003 311200 Employee Full Time Salaries	349,708	0	349,708	81,104	0	268,604	23.20		
07007003 311300 Part Time/Seasonal Salaries	5,177	0	5,177	6,058	0	(881)	117.00		
07007003 313000 Employee Overtime	12,000	0	12,000	2,583	0	9,417	21.50		
07007003 321010 PERS	63,916	0	63,916	15,725	0	48,191	24.60		
07007003 321200 Medicare	6,466	0	6,466	1,572	0	4,894	24.30		
07007003 321300 Workers Compensation	9,831	0	9,831	1,910	0	7,921	19.40		
07007003 321500 Health Benefits	108,749	(1,232)	107,517	23,417	0	84,100	21.80		
07007004 400000 Contractual Services	62,000	5,760	67,760	18,720	11,520	37,520	44.60		
07007004 400100 Training	8,000	0	8,000	1,008	235	6,757	15.50		
07007004 400170 Travel (Non-Seminars)	500	0	500	16	884	(400)	180.00		
07007004 400180 Membership Dues	23,000	0	23,000	21,648	0	1,352	94.10		
07007004 412000 Advertising	4,000	0	4,000	0	0	4,000	0.00		
07007004 412100 Telephone	16,000	0	16,000	59,696	9,863	(53,559)	434.70		
07007004 412400 Postage	5,000	0	5,000	637	25	4,338	13.20		
07007004 413000 Maintenance & Repairs	25,000	0	25,000	1,783	4,981	18,236	27.10		
07007004 414100 Leases	27,000	0	27,000	5,248	10,317	11,435	57.60		
07007004 420000 Professional & Technical S	22,000	0	22,000	5,800	3,242	12,958	41.10		
07007004 422000 Legal Services	1,000	0	1,000	0	0	1,000	0.00		
07007004 428000 Fee Exp	0	0	0	31	169	(200)	100.00		
07007004 482000 Allow FOJ	43,487	0	43,487	43,487	0	0	100.00		
07007005 500000 Materials & Supplies	48,000	0	48,000	5,619	8,791	33,590	30.00		
07007005 542000 Gas	160,000	0	160,000	40,076	0	119,924	25.00		
07007005 590000 Uniforms	70,000	0	70,000	13,492	15,888	40,620	42.00		
07007005 596300 Equipment Less Than \$5000	25,000	0	25,000	245	0	24,755	1.00		
07007005 596600 Furniture	2,000	0	2,000	0	0	2,000	0.00		
07007006 630000 Equipment	70,000	0	70,000	0	0	70,000	0.00		
07007009 900000 Claims	7,000	0	7,000	4,523	477	2,000	71.40		
TOTAL Sheriff - General Administration	1,272,680	4,528	1,277,208	376,977	66,390	833,840	34.70	336,810	(492)
07007103 311200 Employee Full Time Salaries	3,095,028	0	3,095,028	750,491	0	2,344,537	24.20		
07007103 311300 Part Time/Seasonal Salaries	182,700	0	182,700	15,330	0	166,370	8.90		
07007103 313000 Employee Overtime	40,200	0	40,000	5,657	0	34,343	14.10		
07007103 314000 Retirement	0	0	0	46,614	0	(46,614)	100.00		
07007103 321010 PERS	466,393	0	466,393	108,147	0	358,246	23.20		
07007103 321200 Medicare	46,319	0	46,319	11,215	0	35,104	24.20		
07007103 321300 Workers Compensation	55,619	0	55,619	13,924	0	41,695	25.00		
07007103 321400 Unemployment	0	0	0	2,518	0	(2,518)	100.00		
07007103 321500 Health Benefits	676,320	45,756	722,076	167,123	0	554,953	23.10		
07007104 400000 Contractual Services	41,000	0	41,000	4,088	7,800	29,113	29.00		
07007104 400100 Training	7,000	0	7,000	1,687	1,517	3,797	45.80		
07007104 400104 Transportation	1,000	0	1,000	56	244	700	30.00		
07007104 400170 Travel	3,000	0	3,000	488	1,312	1,200	60.00		
07007104 412000 Advertising	4,000	0	4,000	0	2,500	1,500	62.50		
07007104 413000 Maintenance & Repairs	32,000	0	32,000	16,565	7,092	8,344	73.30		
07007104 414100 Leases	20,000	0	20,000	4,608	9,494	5,898	70.50		
07007104 420000 Professional & Technical S	20,000	0	20,000	1,977	8,123	9,900	50.50		
07007104 423100 Psychological Consulting	60,000	6,312	66,312	9,111	23,173	35,028	47.20		
07007104 423600 Inmate Medical Services	980,000	0	980,000	242,079	10,150	727,771	25.70		
07007104 428000 Fee Exp	0	0	0	101	99	(200)	100.00		
07007104 431200 Transportation of Prisoner	15,000	0	15,000	1,200	9,800	4,000	73.30		
07007105 600000 Materials & Supplies	55,000	188	55,188	4,705	4,498	45,985	16.70		
07007105 602000 Inmate Provisions	15,000	0	15,000	22,501	6,243	(14,144)	194.30		
07007105 621100 Photocopy Print Publication	2,600	0	2,600	799	0	1,801	30.70		
07007105 550000 Food Supplies	300,000	24,819	324,819	45,497	269,323	10,000	96.90		
07007105 590000 Uniforms	64,000	0	64,000	159	2,341	61,500	3.90		
07007105 596300 Equipment Less Than \$5000	18,000	0	18,000	4,888	0	13,112	27.20		
Total 710 Sheriff - Corrections	6,199,979	77,075	6,277,054	1,481,927	363,708	4,431,419	25.40	889,842	55,463
07007203 311200 Employee Full Time Salaries	661,232	0	661,232	173,124	0	488,108	26.20		
07007203 311300 Part Time/Seasonal Salaries	20,300	0	20,300	4,299	0	16,001	21.20		
07007203 313000 Employee Overtime	20,000	0	20,000	8,641	0	11,359	43.20		
07007203 321010 PERS	124,236	0	124,236	31,921	0	92,315	25.70		
07007203 321200 Medicare	9,400	0	9,400	2,606	0	6,794	27.70		
07007203 321300 Workers Compensation	9,407	0	9,407	3,163	0	6,244	33.60		
07007203 321500 Health Benefits	109,254	50,768	160,022	37,752	0	122,270	23.60		
TOTAL Sheriff - Detective Bureau	953,829	50,768	1,004,597	261,507	0	743,090	26.00		
07007303 311200 Employee Full Time Salaries	2,236,246	0	2,236,246	587,743	0	1,648,503	26.30		
07007303 311300 Part Time/Seasonal Salaries	324,800	0	324,800	63,006	0	261,794	19.40		
07007303 313000 Employee Overtime	40,000	0	40,000	16,152	0	23,848	40.40		
07007303 321010 PERS	476,634	0	476,634	117,505	0	359,129	24.70		
07007303 321200 Medicare	37,855	0	37,855	9,287	0	28,568	24.50		
07007303 321300 Workers Compensation	49,924	0	49,924	11,337	0	38,587	22.70		
07007303 321500 Health Benefits	551,647	86,669	638,316	144,228	0	494,088	22.60		
TOTAL Sheriff - Road Deputies	3,717,106	86,669	3,803,775	949,259	0	2,854,516	25.00		
07007403 311200 Employee Full Time Salaries	456,547	0	456,547	136,879	0	319,668	30.00		
07007403 311300 Part Time/Seasonal Salaries	46,487	0	46,487	6,172	0	40,315	13.30		
07007403 313000 Employee Overtime	7,000	0	7,000	1,921	0	5,079	27.40		
07007403 321010 PERS	81,200	0	81,200	19,787	0	61,413	24.40		
07007403 321200 Medicare	6,115	0	6,115	2,034	0	4,081	33.30		
07007403 321300 Workers Compensation	9,219	0	9,219	2,465	0	6,754	26.70		
07007403 321500 Health Benefits	103,630	19,446	123,076	27,804	0	95,272	22.60		
TOTAL Sheriff - Dispatch	710,198	19,446	729,644	197,061	0	532,583	27.00		
07007603 311200 Employee Full Time Salaries	116,989	0	116,989	26,526	0	90,463	22.70		
07007603 313000 Employee Overtime	2,500	0	2,500	1,012	0	1,488	40.50		
07007603 321010 PERS	20,706	0	20,706	4,984	0	15,722	24.10		
07007603 321200 Medicare	1,222	0	1,222	382	0	840	31.30		
07007603 321300 Wrks Comp	1,929	0	1,929	468	0	1,461	24.30		
07007603 321500 Health Benefits	22,283	3,839	26,122	6,259	0	19,863	24.00		
07007605 590000 Uniforms	2,000	0	2,000	0	0	2,000	0.00		
TOTAL Sheriff - Children Services	167,629	3,839	171,468	39,633	0	131,835	23.10		
COMPENSATION (DEFICIT), OVERAGE								1,226,660	54,972
									(310,050)
GRAND TOTAL	13,021,421	242,325	13,263,746	3,306,364	430,099	9,527,283	28.20		(255,078)

**KEN PARKER & NEIGHBORHOOD DEVELOPMENT SERVICES –
MANTUA SCHOOL PROJECT DISCUSSION**

Present: Ken Parker, Mantua Center School; Mike Bogo, Neighborhood Development Services; Todd Peetz, Regional Planning Commission; Lisa Reeves, Regional Planning Commission; Mantua Township Trustee, Victor Grimm; Internal Services Director JoAnn Townend; Department of Budget and Financial Management Director Todd Bragg

Mantua Township Trustee Victor Grimm said the CHIP program requires them provide a Program Income Implementation Plan. It gives you the balances of the RLF's. A very large chunk of the RLF CDBG Housing fund was charged towards the Altercare Program; which is no longer a project. There is currently a shortfall in the elevator project at the Mantua Center School Project for \$40,475.92. Commissioner Kerrigan doesn't like the idea of pulling grant money from a revolving loan fund. Commissioner Christian-Bennett asks what is plan B. Mr. Grimm said at this point there is no plan B. Using the bell tower funds was not a good idea. Department of Budget & Financial Management Director Bragg said the numbers do not add up according to the chart that was handed out. Lisa Reeves, Regional Planning Commission will get the correct numbers of expenses to JoAnn. The Board of Commissioners agreed to table their decision until they get the correct information.

The Mantua School Project is requesting up to \$42,000 to cover shortfalls in the elevator project funded, in part, by current Community Development funds.

The Township is required to install a fire recall system to the new elevator. Along with other invoices remaining for the project, the total outstanding need is \$62,192.25. The available funding left for the project is \$21,716.33 leaving a need of \$40,475.92.

All parties met to discuss this request with Lisa Reeves providing the accounting as shown above. It was decided to request up to \$42,000 to allow for some flexibility. Since the State likes to see the RLF funds deployed and because the Mantua School project meets a CDBG National Objective and the other compliance requirements have been met, it was suggested the parties request the shortfall from the County's RLF. The current balance in the targeted fund is \$143,000 as of March 31st 2018.

KOZMA ELECTRIC, INC.
CHANGE ORDER SUMMARY

Original Contract Price: \$26,865.00

Change Order #	Change Order Amount	Increase/Decrease/Ext. of Time	Reason for the Change Order	Responsible Entity: County/Township/Marsi
1	\$ 5,120.00	Increase	Install 400 amp outdoor 3-phase disconnect and a fully automatic transfer switch for future generator. Change order requested by Vic Grimm.	MARSI = \$2,770.00 Mantua Twp. = \$2,350.00
2	\$ 4,128.00	Increase	Location of wiring routed through panel was different from the electrical drawings. As a result additional labor and material was needed to install the panel.	Township
3	\$ 250.00	Increase	Add additional lighting in the elevator pit due to insufficient lighting according to Canton Elevator.	MARSI
Total	\$ 9,498.00			

Note: The change order list only reflects the change orders completed through October 31, 2017. The change orders were not invoiced separately and the costs are included in the invoice in which the work was completed.

JAMES MARTIN CONTRACTOR SERVICES, LLC.
GENERAL CONTRACTOR

	Invoice Amount	Retention Amount (10% of Invoice Amount)	AiA Invoiced Amount	Amount Paid	Responsible Entity: County/Township/MARSI	Date Paid
1	\$ 17,282.80	\$ 1,728.28	\$ 15,554.52	\$ 15,554.52	County	December 16, 2016
2	\$ 9,880.00	\$ 988.00	\$ 8,892.00	\$ 8,892.00	County	February 24, 2017
3	\$ 10,130.00	\$ 1,013.00	\$ 9,117.00	\$ 9,117.00	County	March 3, 2017
4	\$ 65,196.20	\$ 6,519.62	\$ 58,676.58	\$ 14,271.08	County	March 15, 2017
				\$ 16,905.50	Township	May 4, 2017
5	\$ 8,060.00	\$ 806.00	\$ 7,254.00	\$ 27,500.00	MARSI	March 2, 2017
6	\$ 64,571.00	\$ 6,457.10	\$ 58,113.90	\$ 7,254.00	Township	August 3, 2017
				\$ 2,120.15	County	December 6, 2017
7				\$ 27,313.50	Township	January 19, 2018
	\$ 175,120.00	\$ 17,512.00	\$ 175,120.00	Pending State Inspection	Township	
				\$ 128,927.75		

Balance Owed to James Martin Contractor Services: \$ 46,192.25

JAMES MARTIN CONTRACTOR SERVICES, LLC.
GENERAL CONTRACTOR

	Invoice Amount	Retention Amount (10% of Invoice Amount)	AiA Invoiced Amount	Amount Paid	Responsible Entity: County/Township/MARSI	Date Paid
1	\$ 17,282.80	\$ 1,728.28	\$ 15,554.52	\$ 15,554.52	County	December 16, 2016
2	\$ 9,880.00	\$ 988.00	\$ 8,892.00	\$ 8,892.00	County	February 24, 2017
3	\$ 10,130.00	\$ 1,013.00	\$ 9,117.00	\$ 9,117.00	County	March 3, 2017
4	\$ 65,196.20	\$ 6,519.62	\$ 58,676.58	\$ 14,271.08	County	March 15, 2017
				\$ 16,905.50	Township	May 4, 2017
5	\$ 8,060.00	\$ 806.00	\$ 7,254.00	\$ 7,254.00	MARSI	March 2, 2017
6	\$ 64,571.00	\$ 6,457.10	\$ 58,113.90	\$ 7,254.00	Township	August 3, 2017
				\$ 2,120.15	County	December 6, 2017
7			\$ 17,512.00	\$ 27,313.50	Township	January 19, 2018
	\$ 175,120.00	\$ 17,512.00	\$ 175,120.00	Pending State Inspection	Township	
				\$ 128,927.75		

Balance Owed to James Martin Contractor Services: \$ 46,192.25

JAMES MARTIN CONTRACTOR SERVICES, LLC.

CHANGE ORDER SUMMARY

Original Contract Price: \$167,948.00

Change Order #	Change Order Amount	Increase/Decrease/ Extension of Time	Reason for the Change Order	Responsible Entity: County/Township/Marsi
1	\$ 7,982.00	Increase	Drawings were changed after bid was accepted due to the P.C. Building Department comments during review of the plans and per John Zeit's request. The work included: (1) Mechanical Room - Materials to construct walls & ceiling to meet 1 hour rating (2) Install sump pump (3) Fire Stopping Material - 3M fire barrier mortar to meet 2 hour rating.	Mantua Township
2	\$ -	Extension of Time	Additional time needed to complete construction.	
3	\$ -	Extension of Time	Additional time needed to complete construction.	
4	\$ 200.00	Increase	Remove door in machine room and install drywall over the door opening. C/O requested by Hal Stamm.	Mantua Township
5	\$ 1,010.00	Decrease	(1) Install access panel for the sump pump to eliminate the sump pump from being unplugged. (2) Eliminate painting of the interior of the elevator shaft. Work not necessary per Canton Elevator.	Credit Issued
TOTAL	\$ 7,172.00			
Current Contract Price	\$175,120.00			

Note: The change order summary only reflects the change orders completed through October 31, 2017. These change orders were not invoiced separately and the costs are included in the invoice in which the work was completed.

**KOZMA ELECTRIC, INC.
ELECTRICAL CONTRACTOR**

	Invoice Amount	Amount Paid	Responsible Entity: County/Township/MARSI	Date Paid
1	\$ 13,465.00	\$ 13,465.00	County	June 23, 2017
2	\$ 17,250.00	\$ 13,400.00	County	August 11, 2017
		\$ 2,770.00	MARSI	March 3, 2017
		\$ 1,080.00	Township	March 15, 2017
3	\$ 5,398.00	?	Township	?
4	\$ 250.00	\$ 250.00	MARSI	March 19, 2018
	\$ 36,363.00	\$ 30,965.00		

*No documentation showing proof invoice was paid.

**CDBG (BF-15) SUMMARY OF EXPENSES
SEPTEMBER 1, 2015 - OCTOBER 31, 2017**

Total Grant Funds:

\$75,000.00

Additional Funds Moved to Project:

2,120.15

Total Grant Funds:

\$77,120.15

Vendor

Record Courier (Advertisement for Bid)
RPC Copies (Bid Document Copy Costs-Elevator Portion)
RPC Postage (RFP for Electrical Work to Mail Out)
Jim Martin Contractor Services (General Contractor)
Kozma Electric (Electrician)
TOTAL GRANT FUNDS SPENT THROUGH 11/30/17

Expense Amount
\$ 83.10
\$ 134.40
\$ 82.90
\$ 49,954.75
\$ 26,865.00
\$ 77,120.15

BOARD OF ELECTIONS-DISCUSSION OF SHERIFF'S OFFICE BILLING

Present: Director Faith Lyon and Deputy Director Theresa Nielsen; Department of Budget & Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

Deputy Director Nielsen received a letter from the Sheriff stating they will be charging for security if the hours worked are not mandated by ORC; such as the Precinct Election Officer training. However, the necessity of security is not required by the Board of Elections, but the Board of Commissioners has requested it. The current cost for this election is \$765.00. The Department of Budget & Financial Management Director Bragg said it would be the same General Fund monies and doesn't see a problem with paying it. Commissioner Christian-Bennett asked if they are required by law to have training the evenings. Director Lyon said that is by choice. We have always used the Sheriff's Department for security. The training for this election is finished. You may be able to coordinate with Job & Family Services security. JoAnn is currently working on a contract with a private security company for the Administration Building; they may be willing to work during the elections and/or training as well.

PORTAGE COUNTY SHERIFF'S OFFICE

SHERIFF DAVID W. DOAK



April 5, 2018

Portage County Board of elections
449 S. Meridian Street, Room 101
Ravenna, Ohio 44266
Attn: Faith Lyon, Director

RE: Security

Dear Ms. Lyon:

Please be advised that in accordance with the Ohio Revised Code we will provide security for your office on the additional dates, beginning April 9, 2018, that the Board of Elections is open, until the completion of the Primary Election on Tuesday, May 8, 2018.

However, the additional hours that are going to be used to conduct Election Official Training are not mandated by the ORC. Therefore, those dates will need to be covered as a special detail. The cost of that will be \$30.00 per hour for a deputy to be on duty. If you have not already done so, please contact Captain McRitchie or Deputy Gary Smith to make those arrangements.

Respectfully,


David W. Doak
Sheriff

3240 Infirmary Road • Ravenna, Ohio 44266 • 330-678-7012 • Emergency 911 • Non-Emergency 330-296-5100

JOB & FAMILY SERVICES

Present: Kellijo Jeffries, Human Resources Director Janet Kovick, Internal Services Director JoAnn Townend

1. Job and Family Services Data Report:

Director Jeffries reviewed the January/February 2018 Job and Family Services Data Report.

Portage County JFS Monthly Data Report January / February 2018

Public Assistance

OWF – Cash Assistance	January 2018	February 2018
Number of Individuals on OWF	735	732
Number of Families on OWF	420	427
Amount Issued	\$152,555.00	\$155,489.00

Food Assistance	January 2018	February 2018
Individuals	13,401	13,544
Families	6,785	6,860
Amount Issued	\$1,580,285.00	\$1,579,656.00

Medicaid	January 2018	February 2018
MAGI Adult Expansion	7,902	n/a due to new state report structuring
Non-MAGI Adult	6,555	n/a due to new state report structuring
Family Medicaid	15,837	n/a due to new state report structuring
Total Medicaid Recipients	30,294	n/a due to new state report structuring
Total Amount of received Medicaid Services	\$28,244,299.93	n/a due to new state report structuring

Child Care	January 2018	February 2018
Children	688	694
Public Funds Used	\$229,855.02	\$249,035.57

NET Transportation	January 2018	February 2018
Total NET Transportation Related Calls Received	859	760
Total Amount of Emerald Trips	88	119
Total Amount of Swift Care Trips	99	114
Total Amount of PARTA Trips	11	19
Total Amount of Gas Card Trips	327	304
Total Amount of Ticket Trips	240	240

Intake Appts	January 2018	February 2018
Total	148 (Walk-in) 308 (By Phone)	107 (Walk-in) 312 (By Phone)

Customer Service Center	January 2018	February 2018
Total Calls Received	6,021	4,128
Total Clients Seen	1,502	1,235

State Hearings	January 2018	February 2018
Hearing Completed	13	26
Hearings Withdrawn	31	25

Benefit Recovery	January 2018	February 2018
Total Amount Calculated	\$21,566	\$34,739.00
Total Amount Collected (fiscal-cash, TOP/Benefit Reduction and Incentives)	\$15,633.65	\$31,639.27

Ohio Means JOBS / WIOA/ Work Experience Program & CCMEP

OMJ Services/WIOA	January 2018	February 2018
First Time OMJ Center Customers	63	72
Total OMJ Center Customers	356	338
Total Size of WIOA A&DW Caseload	69	71
Total Services Provided to OMJ Center Customers	883	828
Number of Active ITA's	5	5
WIOA Orientation Sessions Held	21	14
Total Number of customers receiving unemployment	153	115
Referrals to Unemployment	0	0
Referrals to OOD	5	2
Veteran Job Placements	6	4
WIOA Customers Reported Employment	2	5
Total number of Business Services Provided	20	23
Total Number of Job Orders Posted	11	18
Total Number of Hiring Events/Job Fairs/Career Fairs (Events)	1	2
Total Number of Hiring Event Attendees	0	0
Total Number of Employers At Events	1	0
Monthly Unemployment Rate	4.7	n/a

Work Experience Programs (JOBS), CCMEP, and Supportive Services	January 2018	February 2018
ABAWD Job Placements	3	2
OWF Job Placements	2	3
Job Club Job Placements	1	1
Total Number of OWF Participants- All Family	51	51
Total Number of OWF Participants-2 Parent	4	4
All Family Participation Rate	53.85%	n/a
2-Parent Participation Rate	25%	n/a
ABAWD Participants	114	121
ABAWD Participation Rate	94%	79%
Number of Work Experience Sites (WEP)	36	37
Number of Active WEP Participants	109	111
New WEP Site Contracts	0	0
Job Club Participants	13	12
CCMEP Job Placements	2	3
Number of CCMEP Youth in Pre-Enrollment Services (used to be Referrals)	23	21
Number of CCMEP Youth in Framework Design Services	6	8
Number of CCMEP Youth Enrolled in Services	166	167

CCMEP Youth Total (Includes Pre Enrollment/Framework Design/Services)	195	196
CCMEP In-School Youth Total	97	101
CCMEP Out-of-School Youth Total	69	77
Total number of CCMEP Services	505	278
Number of Participants in Supportive Employment Program	7	7
PRC Applications Received	57	56

Children Services

	January 2018	February 2018
New Cases Assigned	122	129
Ongoing Cases	206	208
Adoption Cases	16	17
Adoptions Finalized	1	1
Children Leaving Custody	24	12
Children Entered Custody	16	29
Total Children in Custody	223	238
APS Cases Assigned	16	14
Family Team Meetings Held	90	77
Children in Kinship Care/Relative Care	89	85
Children placed in Agency Foster Homes	49	51
Children placed in Residential Treatment	31	32
Children Placed in Group Homes or Therapeutic Foster Homes	68	45

Child Support

	January 2018	February 2018
Total Calls Received by Customer Service	1,967	1,749
Total Clients Seen in Customer Service	480	437
Total CSEA Responses to Web Portal Inquiries	279	259
Number of Individual Enrolled In Passages Program (applications approved for the month)	6	6
Number of Enrolled Individuals that secured employment	0	3
Passages: Currently employed: Made less than 6 months of payments	8	10
Passages: Currently employed who have made 6 months or more of consistent payments	1	0
Passages: Monthly Collections	\$2,374.66	\$5,322.96
Cases where Paternity was Established	53	31
Modified Child Support Cases	18	14
Total Number of Active Cases	9,323	9,345
Total Amount of Child Support that was disbursed	\$1,949,434.79	\$1,882,550.67

Human Resources

	January 2018	February 2018
Total Number of Employees	199	196
Number of New Hires	0	0

Number of Promotions/Transfer	0	1
Number of Resignations/Retire/Rescinds	2	1
Number of Job Postings	2	3

IT

	January 2018	February 2018
Helpdesk tickets closed	293	230

Community Outreach and Public Relations

January 2018

- Planning for the upcoming Career Connections event on March 14 continued.
- Updating the new website continued.
- Planning continued for Child Abuse and Neglect month as well as the Family Fun Day on April 14th.
- Continued working on the PCJFS Annual Report
- Planning continued for the Child Support is Key 5k
- Planning for the Pathways to your Independence began
- Independent Living Program Classes:
 - Tuesday, January 9 The teenagers participated in a yoga class
 - Tuesday, January 23 The teenagers learned about anatomy

February 2018

- Website updates continued
- Finalized 2017 Annual Report
- Planning for upcoming Career Connections event on March 14
- Support is Key 5k planning continued
- Planning continued for Child Abuse and Neglect month as well as the Family Fun Day on April 14th
- Pathways to your independence event planning continued
- Independent Living Program classes:
 - February 6- The teenagers learned about human development, health, and relationships

PCJFS received Methodist Community Church donation with book bags full of stuffed animals.

- February 15- The teenagers participated in a cooking class and learned how to make a pasta dish
 - February 21- Social event; Roller Hutt
- CSEA and OMJPC Employer Outreach event planning continued
- PCJFS received Wayland Community Church donation with book bags full of stuffed animals, blankets, hygiene products and more!

2. Upcoming JFS Events and Activities

- a. Senior Forum – June 28, 2018
- b. Pathways to Independence Celebration – June 8, 2018

3. Contracts Discussion (Revised, New and Change)

- a. Coleman TAY Housing (Revised)
- b. Visitation Monitoring for Children Services (New)
The Board of Commissioners supports Director Jeffries idea to pilot and prepare a RFQ.
- c. Child Support Enforcement Support Services – JOBS for DADS & MOMS (one-year contract only) The Board of Commissioners agreed to Director Jeffries to continue with the one-year contract and then perhaps an in-house project next year.

4. Northwoods to add child support, child care and child protection services (with a mobility component) to the Ohio Benefits Document Management Project

5. Children Services - Pathways to Independence Scholarship

2:56 PM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider compensation of a public employee or official. Also present: Human Resources Director Janet Kovick and Department of Job & Family Services Director Kellijo Jeffries. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

3:07 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting the executive session the Board of Commissioners adopted Journal Entry II #'s 1 and 2.

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JOURNAL ENTRY II

April 19, 2018

1. In relation to the refactoring of the JFS Payroll Specialist job description, the Board of Commissioners signed Personnel Action Form for a wage increase for Donna Fortney, JFS Payroll Specialist, for Portage County Job & Family Services, effective April 23, 2018, presented by Janet Kovick, Human Resources Director.

Motion To: Approve Journal Entry II #1 for April 19, 2018

RESULT: ADOPTED [UNANIMOUS]
MOVED: Sabrina Christian-Bennett
SECONDED: Mike Kerrigan
AYES: Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

2. The Board of Commissioners authorized an unpaid leave of absence for medical purposes for a JFS employee, presented by Janet Kovick, Human Resources Director.

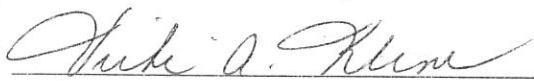
Motion To: Approve Journal Entry II #2 for April 19, 2018

RESULT: ADOPTED [UNANIMOUS]
MOVED: Sabrina Christian-Bennett
SECONDED: Mike Kerrigan
AYES: Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

Motion To: Adjourn the Official Meeting of April 19, 2018 at 3:13 PM

RESULT: ADOPTED [UNANIMOUS]
MOVED: Mike Kerrigan
SECONDED: Sabrina Christian-Bennett
AYES: Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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



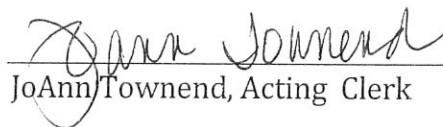
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



JoAnn Townend, Acting Clerk