

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

Tuesday, September 17, 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
Sabrina Christian-Bennett	Vice President	Absent
Kathleen Clyde	Board Member	Present

Also attending throughout the day Brian Ames, Barb Tittle, and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:01 AM
Reconvened: 9:01 AM

WATER RESOURCES

Present: Deputy Director Laura Weber, Department of Budget and Financial Management
Director Todd Bragg, and Internal Services Director JoAnn Townend

Discussion:

1. eMaint Computerized Maintenance Management System (CMMS)

Portage County Water Resources (PCWR) requests approval to enter into an agreement with eMaint CMMS software system. The goal of entering into this agreement is that PCWR will implement a CMMS that will help with cost reduction, inventory and asset management, workflow improvements, tracking and reporting. A total of seven (7) CMMS systems were reviewed and vetted out by PCWR staff. The following components were evaluated for each of the systems reviewed:

- 1) Cost Reduction: A properly utilized CMMS will reduce our cost of operation across our overall maintenance.
- 2) Inventory and Asset Management: Manage PCWR assets and all the parts required to keep in stock. This task can be challenging as the environment in which we operate can have many changes which happen very fast. Having too much inventory in stock is not optimal and it is even less desirable to not have enough inventory in stock – especially for critical needs components. Obtaining a successful balance must be obtainable with the CMMS system chosen.

- 3) **Workflow Improvements:** The CMMS system must have the ability to automate and speed up communications between the field maintenance team and as such streamline the workflow process.
- 4) **Tracking and Reporting:** The amount of data needing to be tracked and reports which would be available to the staff would increase which would transform how data is utilized by staff. The main goal of any computerized system is to transform available data into useable data with better and helpful insights into the meaning of the data collected. This helps lead to informed decision making and therefore better operational and business results.

eMaint SOFTWARE

The eMaint software rated above all other CMMS companies that were reviewed in that they met or exceeded the above key items. An additional benefit is that eMaint offers training at an Online University (eMaint University). Training has been proven to be valuable in that it provides staff the ability to see how the system works from start to finish. The training offered by eMaint provides transparency in that it provides the end user with the tools needed and shows what is needed to use the system.

PROPOSAL

The proposed Agreement with eMaint is for a total of \$49,900.00. The proposal has been reviewed by the Portage County Data Processing Board with approval granted on August 14, 2019. The Portage County Prosecutor's office performed a legal review of the proposal which finalized on September 10, 2019.

Commissioner Clyde asked about the timeframe and what was included and Deputy Director Weber explained the agreement provides 16 users with the added capability of different levels of users, a full year of service, online assistance, training, 24 hour technical support, an assigned technician to Water Resources, data housing, work order tracking, and security of the information.

Commissioner Clyde asked about previous software purchases and Deputy Director Weber noted previous software purchases show the costs continued to rise.

Commissioner Kline asked about maintenance and Deputy Director Weber explained the department wanted the preventative maintenance tracked and predicted maintenance, as well.

The Board agreed to move forward with the request.

Recessed: 9:12 AM

Reconvene: 9:19 AM

SHERIFF'S OFFICE BUDGET MEETING

Present: Sheriff Dave Doak, Pete Kacarab, Ron Rost, Sheriff's Office, Department of Budget and Financial Management Todd Bragg and Internal Services Director JoAnn Townend

Mr. Kacarab reported now that the jail facility is being utilized and repurposed, the former maximum area has been turned over for repairs to the doors and wiring. The male inmates have been relocated to the female POD and the females have been moved into the new section

of the jail. The facility is currently operating with two separate camera controls and they are working on wiring to take old analog cameras to the new digital system.

Mr. Kacarab explained to the Board that Ohio Sheriffs have the following mandates:

1. To preserve the public peace (cause all persons guilty of any breach of the peace, within the sheriff's knowledge or view, to enter into recognizance with sureties to keep the peace);
2. Bring the individual appear at the succeeding term of the court of common pleas;
3. The Sheriff shall commit such persons to jail in case they refuse to do so (operate the County Jail);
4. The Sheriff shall attend upon the Court of Common Pleas and the Court of Appeals during their sessions, and, when required, shall attend upon the Probate Court (Court Security);
5. Execute all warrants, writs, and other process directed to the Sheriff by any proper and lawful authority of this state, and those issued by a proper and lawful authority of any other state.

Sheriff Doak stated he wanted to provide the Board an overview of what is in the future. He has 400 some days remaining in office and he is concerned about issues surrounding personnel and the new facility being open.

The Sheriff's Office requires a comprehensive review by the Board of Commissioners as to his mandated duties. It therefore cannot be properly determined by the Board of Commissioners or by providing just a lump sum of money towards its operation. The Sheriff's budget affects the safety and well being of the citizens of Portage County and the proper time and attention must be given to it by the Board.

Based upon the above, Portage County Sheriff David Doak submits the following staffing, patrol vehicle and training requirements to carry out his mandated duties:

STAFFING:	Requested	Present
Detective Bureau		
Supervisor Open (retired) (still budgeted)	1	0
Detectives	8	6
No Clerical, transcription FT	1	0
The Sheriff's Office does not have a dedicated Detective Bureau to investigate rape, murder, and other violent and high level crimes. The assigned detectives must investigate these crimes, transport prisoners and work on road patrol.		
Arson/Sex Offender Registration - Clerk	1	1

Job and Family Services		
2 Detectives salaries picked up by Job and Family Services (mandated match). Vehicle use is not transferred over.	2	2
Civil Warrant Division		
Need two full time to keep up with present and backlog of civil warrants	2	1
Criminal Warrant Division		
The Sheriff has over 2,000 criminal warrants from Portage County Common Pleas Courts to be served that the Sheriff's Office has not had the manpower available to serve. Need two full time deputies to work on backlog. This will also require 2,000 plus individuals to be processed through the jail, transported to the courthouse and if denied bond, housed in the jail. Aside from the manpower, no jail space has been available to temporarily house the individuals on whom the warrants have been issued.	2	0
Evidence		
Presently staffed by two part time deputies, one part time deputy and one full time deputy who splits time between Drug Task Force and Evidence. Needed are two full time or one full time, two part time deputies to work through years of backlog of evidence to comply with the Sheriff's Office retention policy. Numerous years of backlog of weapons and notifications of potential citizens per US Supreme Court ruling in Henderson v. US is necessary to work through gun backlog.	2	1
Road Patrol – Supervisors		
Presently staffed by two full time Lieutenants per each 12-hour shifts and four Sergeants. Need either an additional Lieutenant or additional Sergeants. Promoting from within with savings on frontline deputy hiring from outside.	3	2
Deputies		
Cannot have part-time deputies due to contractual difficulties with CBA contract. Barely enough deputies to cover with court transports, vacation and sick leave requests as well as staggered dates of 12-hour shifts. There are several out on medical leave and Mr. Kacarab will provide that information to the Board.	35	29
Patrol Cars		

Presently have 13 cars. Cars are split between each 12 hour shift. Most cars average over 150,000 miles.	28	13
Director Bragg mentioned there are 24 vehicles on the list and he's been trying to reach out to Major Kelly for the other vehicles are. The Board's goal was to have 23 budgeted for the department.		
Court House Security		
One Supervisor currently	1	1
Total Deputies to cover Court duties	10 FT 6 PT	7 FT 7 PT
Corrections Officers (CO)		
<p>This is consistent with prior discussions between the Commissioners staff. Inmates were reassigned and Jail 1 and Jail 2 repurposed on September 15, 2019. This will not be immediate. Completion of Jail expected no sooner than May 2020. Jail rating 350 inmates.</p> <p>Once this realignment has been experienced, final staffing numbers can be obtained. For now, the old maximum security area has been vacated so Grainger Construction can replace and repair all cell and security doors that have not functioned since at least 2009 because the necessary funding was not approved by Board of Commissioners.</p> <p>Mr. Kacarab noted with the repurposing of the jail, the County will actually have a maximum security facility and not a maximum security facility that also houses behavioral issues and suicides.</p> <p>The Sheriff is looking to minimize the threat in the Booking Area because it's the busiest and most dangerous section of the Justice Center.</p> <p>The number of CO's includes the 15 previously funded positions, with just one addition</p>	71	55
Transports and Hospital/Prison Transport		
The need is for two dedicated Deputies for day and afternoon shifts because COs lack the certification and training and are consequently not permitted to guard inmates while outside the jail facility. The COs are also not armed, so Deputies must go on all transports to prison, court and stay with the inmate in the hospital.	2	0
Drug Task Force		
The need is for 4 full time Drug Task Force Officers.	4	1

The positions must be deputized as Federal Task Force Officers (FTOs) by a federal agency, FBI, DEA, ICE, ATF, Marshals, etc. in order for their overtime to be fully paid by the sponsoring federal agencies to which they are assigned. It also gives the Task Force access to the intelligence the agencies have. The task force has already lost the Homeland FTO sponsorship for OT. Drug Task Force monies belong to the Board that makes up the local Police Department that participate. A Task Force Officer's overtime is directly paid by the sponsoring agency.		
Dispatch Request		
This request was also made in the 2019 budget request, but the Commissioners denied the request. Dispatch is where every call the Sheriff is mandated to respond to, begins. There is much scrutiny in legal actions of the Dispatcher handling of emergency calls. The 4 part time positions are in the 20 hour category.	12 4 PT	11
Training		
<p>Training should be viewed as prudent payment of "insurance" to protect the County from legal actions which inevitable surround police and corrections. Without updated training, the County has a much more difficult position to defend.</p> <p>The Sheriff indicated free training really isn't free when the employee is taken away from what they are doing, there's always a cost involved. It's been very noticeable when opening the new facility that there are training issues that could become liability issues for the County and he wants to minimize the risk. Additionally, Road Deputies need continual training, but it also takes away from the manpower doing the job.</p>		
Deputies		
The request is for funding (including overtime) for training for all Deputies be conducted once a quarter to include: firearms, dynamic scenarios, use of force techniques consistent with use of force continuum training, legal updates and review.		
Corrections Officers		
Same as above with emphasis on non-lethal force training.		
Dispatch		
Intense scenario training to and legal updates.		

Other		
Maintenance personnel assigned to jail, condition of hot water pipes, medical and food costs to increase (food will increase proportionately with inmate population for 2019 by Medical Contract to be renegotiated by April 2020).		

Director Townend indicated not all of the pipes in the jail are scheduled to be replaced, but they are working with the plumbing company to get information for the repair before the job has been completed.

Commissioner Kline asked if the Sheriff's Office is recommending one Maintenance person for the Justice Center and Mr. Kacarab suggested at least one person dedicated to taking care of the issues.

Sheriff Doak pointed out that contractually the Sheriff's Office needs to have a maintenance contract with the company that's installing the jail doors to ensure the doors undergo preventive maintenance. Sheriff Doak believed that once they took over Jail 2, all controls would be switched to the Master Control in Jail 2, but they are unable to complete that task until the project has been completed.

Mr. Kacarab also mentioned other threat to the jail institution are the Concealed Carry Weapon (CCW) area and the common entrance. Funding is available through CCW funds for the protection of the area and the department would like to utilize the funding for the installation of bullet proof glass at the administration window, the CCW windows, and to add a metal detector in the lobby. The Sheriff's Office would utilize part time Deputies to secure the facility and some minor construction would be necessary to restrict access to the side doors. Part time Deputy staffing during operation hours is not included.

Commissioner Kline noted the request appears to be asking for 40 additional personnel and she wondered how many are budgeted and Director Bragg believes there are 26 positions plus 2 ½ to guard, plus 1 maintenance position, on top of the 15 prior positions. Mr. Rost noted they will provide actual figures so the Board will have a better idea of the final request.

Mr. Kacarab explained Phase II of the construction project is in progress and mid-time next year the facility will be open and running. With 2,000 outstanding criminal warrants from the Court, the Board is likely to have 400 inmates by the end of 2020.

Mr. Kacarab also pointed out food and medical costs will increase by approximately \$30,000 for 2019 for each jail, and Director Bragg noted it will be matched at the end of the year.

Ms. Tittle asked how much of the sales tax money is left and Director Bragg responded there's \$4.5 million in the fund and the County is expecting \$5 million collected next year, but with the provision of the drug task force, it's roughly committed.

Commissioner Clyde asked collectively what the thoughts are as to where the revenue should come from and what does the Sheriff suggest saying to residents for a projection of 25 full time additional employees? Mr. Kacarab explained their main objective is to advise the Board on what it takes to protect the County with local mandates, to respond to calls, to run a 400 person jail and do it in the most professional and efficient manner as fiduciaries of the tax

payer's money. Mr. Kacarab went on to suggest agreements could be made within each Township for road patrol as it is not a mandated service.

Sheriff Doak explained collectively we need to inform the public of the need for it. Portage is not the only County facing this issue, it's across the state. The organization can't be run without resources and people, it's that simple.

Commissioner Clyde asked what can be done to limit the increased capacity so quickly? Mr. Kacarab reminded the Board they still have 2,000 warrants and repeat offenders that need processed through jail. Sheriff Doak is on board to work with the Commissioners to see what can be done. Commissioner Clyde noted there are national and statewide issues being discussed that deal with the substance abuse epidemic. The biggest difficulty is that the funding doesn't follow the substance of the policy. It is important to note that some of the sales tax revenue is going towards prevention and trying to get at the root of the problem.

Sheriff Doak mentioned the liability is there when the County doesn't act and he is trying to keep the inmates, public and staff safe, but it takes resources to do that.

Commissioner Clyde asked about staffing and Mr. Kacarab will provide a historical report.

Sheriff Doak suggests the County educate the public about the problems we have and the resources available and they will work with the Board any way they can.

REGIONAL AIRPORT AUTHORITY

Present: President Homer Lucas, Department of Budget and Financial Management Director Todd Bragg, and Attorney Chris Meduri



Balance of 2019

09/11/2019

Revenue

Fuel flow Metro Life Flight	1,500	
	<u>0.25</u>	
		375
FBO	12,000	
	<u>0.25</u>	
		<u>3,000</u>

3,375 Revenue under budget
135,355 Budget 2019
131,980 Projected revenue

Expenses

Fuel pumps/Card reader		665 Expenses over budget
Fuel tank repair YTD	5,996	
Tank rental(4 mon)	<u>6,000</u>	

11,996 Expenses over budget
6,261 Expenses over budget
2,075 Expenses over budget

Grounds		
Board Hangars ABD		
Tractor/Mowing Equip	Budget 7,000	
	<u>Projected 4,000</u>	

-3,000 Expenses under budget

Pavement maintenance		
Budget	10,000	
Runway crack seal	1,200	
South taxiway crack seal	<u>6,500</u>	

-2,300 Expenses under budget
15,697 Expenses over budget
134,417 Budget 2019
150,114 Projected expenses

-18,134 Projected loss
42,895 Cash on hand 01/01/2019
24,761 Projected on hand 12/31/2019

3,500 2020 matching funds req'd
21,261 Projected on hand 12/31/2020
if break even in 2020

Use of PACA parcels for matching funds

\$35,354 Three PACA parcels
7,600 Used for local match, property acquisition, 2019
3,500 To be used for local match, design north taxiway, Aug 2020
\$24,254 Balance available for local match
40,000 Required local match, construction north taxiway
-15,746 Funds required for local match, construction north taxiway, Aug 2021



PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
FINANCIAL REPORT - 2020 Budget

09/11/2019

GENERAL OPERATING REVENUE FUND			2019 Budget	2020 Budget	Difference 2020-2019
Fees					
Key Card			100	100	0
Tie-Down			125	125	0
User Fees	Commercial Users		3,900	3,900	0
	Private User		11,000	11,000	0
	Support User		2,400	2,400	0
Fuel Flow					
	County Commissioners (For Metro Life Flight)		1,500	1,500	0
	FBO		12,000	12,000	0
Lease					
	Board Hangar 1 (4 months Tim Hartong)		4,400	1,600	-2,800
	Board Hangar 2 (3 months @ \$800/month)		0	6,400	6,400
	Board Hangars A,B,D		50,825	50,825	0
	Board Hangars Repairs		8,545	8,545	0
	Castle Hangar (assume up to date on 12/31/2019)		27,000	21,600	-5,400
Lease, Land	FBO		5,352	5,352	0
Lease, Land	T-Hangers (FBO Hangers LLC)		5,120	5,120	0
Miscellaneous					
	Gas Royalty Distribution (Black)		125	0	-125
	Events (Fees/Donations)		2,500	2,500	0
	Refund Grant Reimbursement		483	0	-483
	Interest from Form 941 refund				
Total General Operating Revenue			135,355	132,957	-2,398

GENERAL OPERATING EXPENSES FUND			2019 Budget	2020 Budget	Difference 2020-2019
Contract Services					
Advertising					
Board Related					
Grant Projects					
AWOS					
	AWOS Monthly System Telephone		576	576	0
	AWOS Quarterly Hardware Maintenance		2,100	2,100	0
	AWOS Quarterly Software Maintenance		1,500	1,500	0
	AWOS Repair				
Debt and Interest					
	Hangar Acquisition - Monthly Payment, Hangars ABD		31,071	31,071	0
	County Loan (On hold)				
Fire/Safety Inspection					
			200	200	0
Grant 2019 (Related fees)					
Insurance					
	4% increase				
	Airport General Liability		2,890	3,006	116
	Commercial Equipment/Buildings		6,515	6,776	261
	Secretary Bond 2013		160	166	6
Maintenance/Repairs					
	Castle Hangar				
	Equipment (fire extinguishers)		0	600	600
	Fuel Farm Repairs - First \$500		-500	0	500
	Fuel Pumps/Card Reader		5,200	6,000	800
	Fuel Tank Costs		0	0	0
	Grounds (utility pole, gates, cold patch)			10,000	10,000
	Hangar Repairs Board Hangars ABD (roof, door)			4,000	4,000
	Board Hangars 1 and 2		1,600	1,500	0
	Lights		700	500	-200
	Tractor/Mowing Equipment		7,000	5,000	-2,000
	Snow Removal				



PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY
FINANCIAL REPORT - 2020 Budget

09/11/2019

GENERAL OPERATING EXPENSES FUND (Continued, Page 2)				
	2019 Budget	2020 Budget	Difference 2020-2019	
Miscellaneous				
Board Conferences		700	700	
Donation for (field sign and special ground maintenance)	723	723	0	
Event Expenses	2,200	2,200	0	
Hanger Rental Reimbursement			0	
Court Fee			0	
Commercial User Fee Refund			0	
Engineering Services (Access Road)			0	
Professional (Legal- land acquisition)			0	
Board Conferences			0	
Professional (Membership OAA)	800	800	0	
Bank Maintenance Fee for FAA/ODOT account			0	
Office Supplies/Equipment	1,000	800	-200	
Pavement Maintenance				
	10,000	4,000	-6,000	
Real Estate Taxes				
Year 2018 (current and delinquent agreement)	23,512	23,512	0	
Salaries				
Payroll: Groundskeeper Salary	13,000	13,000	0	
Payroll: Secretary/Treasurer Salary	11,000	11,000	0	
Payroll: Intern Salary	0	1,500	1,500	
Salary: Related Costs				
Employer Medicare				
OPERS Retirement	334	334	0	
Workers Compensation Final Bal 2018	3,360	3,360	0	
Workers Compensation Rebate 2019	24	24	0	
Workers Compensation Estimate 2020	-280	-280	0	
Withholding Tax Overage on Form 941, Qtr 2018	280	280	0	
Overage on Withholding Tax Form 941, Qtr 2, 2018	2	2	0	
Utilities (Electricity)				
Board Hanger 2				
Board Hangers ABD	900	900	0	
Field Sign	2,100	2,100	0	
Fuel Pumps	900	900	0	
Runway/Taxiway	750	750	0	
Board Hanger 2 (gas)	3,700	3,700	0	
	150	150	0	
Website				
	1,050	1,600	550	
General Operating Expenses	134,417	145,050	10,633	
Profit/Loss	938.24	-12,083.00	-13,021	

General Fund

Beginning Balance 01/01/2020	24,761
Matching funds required, north taxiway	-3,500
	21,261
Profit/Loss 2020	-12,083
Projected balance 12/31/2020	9,178

Asset Maintenance**Grounds and Facilities (Estimates)**

\$80,000	Repair Narway Blvd
\$120,000	T Hangar maintenance: roofs, doors, floors
\$12,000	Repair Board Hangar 2 for new tenant
\$15,000	Repairs to Castle Hangar (Cales Custom Aviation)
\$40,000	Maintenance on aprons
\$16,000	Matching funds for north taxiway construction
\$30,000	Replace fuel terminal
\$313,000	Total

Director Bragg pointed out the Airport received an \$80,000 settlement four years ago and a \$20,000 settlement last year, which has sustaining them, not generated revenue.

Commissioner Clyde asked about an exemption on the real estate taxes and Commissioner Kline noted the Board investigated the issue thoroughly in the past and Mr. Lucas added they were advised to stop paying taxes on the disputed properties and then the State ruled they did owe the taxes because the parcels generate revenue.

Director Bragg noted the Airport's spending what it brings in, not what they need to spend. Commissioner Clyde asked if the leases are competitive with the going rate of smaller regional airport and Mr. Lucas responded the rates are reasonable considering the condition of the hangers. Mr. Lucas noted rents were raised 3 years ago and they are due to increase. There are other hangers on the field owned by the Fixed Base Operator (FBO) that are enclosed and private that rent for \$350-\$375 per month.

PUBLIC COMMENT

Present: Brian Ames

Mr. Ames referenced a Supreme Court's decision whereby meetings have to be conducted so that people can understand what's going on. When reviewing the Commissioners' Consent Agendas, the public cannot understand anything because decisions are being made outside of public view. Mr. Ames pointed out that during most of the Solid Waste meeting, the public hears "motion to approve the Consent Agenda..." and he has no idea what that entails.

Recessed: 11:03 AM

Reconvened: 11:08 AM

11:09 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Job and Family Services Director Kellijo Jeffries, Human Resources Director Janet Kovick, and Attorney Chris Meduri. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent.

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

After exiting executive session, the Board took no action.

11:10 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the discipline of a public employee. Also present: Job and Family Services Director Kellijo Jeffries, Human Resources Director Janet Kovick, and Attorney Chris Meduri. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent.

11:36 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move out of executive

session. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Absent.

After exiting executive session, the Board took no action.

INFORMATION TECHNOLOGY SERVICES (ITS)

Present: Director Lloyd Alger, County Auditor Janet Esposito, Department of Budget and Financial Management Director Todd Bragg, County Treasurer Brad Cromes and Board of Elections Deputy Director Terrie Nielsen

- Prior to today's proposal, it was left up to departments to replace their own personal computers (pcs) on their own schedule.
- There was a major purchase approved by the Commissioners in 2014 and ITS executed it throughout 2014-2015, to replace slightly over 400 machines across the County.
- This purchase did not replace all computers that existed within the County, only those they felt were of critical need of replacement.
- It's still been up to the departments to determine the cycle for Portage County replacements.
- Director Alger is focusing on the future and has created a systemwide policy agreed to and funded so the department can handle replacements more succinctly in the future.
- The vast majority of the machines run on Windows 7 and Microsoft indicated they will discontinue support on January 14, 2020.
- There are 580 active systems in the County, but there are more connected to the network.
- There are 160 computers to update and 420 to replace, which equals the 580 that are not Windows 10 compatible.
- The County has 150 machines that have Windows 10.
- Director Alger presented two plans for replacement: Solution A and Solution B

Solution A: Replacement and Update Vulnerable Systems

- Replace all machines that are not Windows 10 that are active in the County.
- The major advantage eliminates the risk of having Window 7 machines inside the County and receiving viruses on them that ITS cannot fight because Microsoft will no longer support the software in the future.
- The major disadvantage is that there's a huge amount of labor involved and ITS would need contractual services to help with the replacement of the machines and it's a major investment of funding.

Resources Needed

The following resources would be needed to accomplish this project:

Computer Purchases: 334 Computers @ \$850 = \$283,900

Laptop Purchases: 75 Laptops @ \$1,100 = \$82,500

License Purchases: 580 Windows 10 Enterprise Licenses @ \$65 = \$37,700 (licenses are needed regardless of the chosen solution).

Contractual Services: 4 hrs per 580 @ \$70 = \$162,400;

Total: \$566,500

Solution B: Accept Vulnerabilities and Initiate Cycle

- A cycle that replaces 130-150 pcs every single year continually on a five year basis.
- The process can be started next year.
- The County can assume the risk of Window 7 machines in the environment assuming the anti-virus will continue to support them for several years and move forward with 150 pcs annually based on the schedule provided by ITS.
- ITS is prioritizing data that is the highest risk and the highest cost value if leaked according to the initial cycle spanning five years as follows:

Department	Systems	Year
Auditor	18	2020
Emergency Management Agency	8	2020
Sheriff	96	2020
Treasurer	11	2020
Auto Title	3	2021
Clerk of Courts	70	2021
Prosecutor	49	2021
Public Defender	14	2021
Common Pleas Court	20	2022
Domestic Relations Court	13	2022
Job & Family Services	7	2022
Juvenile Court	35	2022
Municipal Court	39	2022
Probate Court	11	2022
Ravenna Court	11	2022
Adult Probation	36	2023
Building	8	2023
Engineer	18	2023
Tax Map	7	2023
Water Resources	69	2023
Board of Election	1	2024
Budget & Finance	5	2024
Commissioners	14	2024
Coroner	3	2024
Dog Warden	5	2024
Human Resources	4	2024
Information Technology Services	42	2024
Maintenance	3	2024
Purchasing	3	2024
Recorder	27	2024
Solid Waste	0	2024
Veterans	6	2024

Resources

The following resources would be needed to accomplish this project:

Next Year Computer Purchases: 119 Computers @ \$850 = \$101,150

Laptop Purchases: 14 Laptops @ \$1,100 = \$15,400

License Purchases: 675 Windows 10 Enterprise Licenses @ \$65 = \$43,875;

Total: \$160,425

Commissioner Kline noted Solution A is the ultimate goal, but she wondered how large the risk throughout the years and Director Alger noted the risk isn't severe in year 1 because Windows 7 expires January 14, 2020 and the anti-virus should cover Windows 7 machines next year. The unknown comes within years 2021 and 2022.

Commissioner Clyde asked under Solution A if there's any flexibility on the labor costs and Director Alger reported initial labor was \$1.1 million with 8 hours on a machine. The staff was able to reduce the contractual services down to 4 hours a machine, but it still takes 3 days to deploy a computer. Commissioner Clyde asked how services would work and Director Alger explained the contractual services would be performed by an outside team that may be able to handle the process more efficiently. The scope of work has to be bid and hopefully it will come in lower than the projected cost, but it's not anticipated to go any higher.

Director Alger went on to explain, ITS can handle approximately 130 pcs on its own, taking 1.5 people and putting them on the project exclusively for 10 months, but if any additional emergency pcs outside the cycle get added, the County would have to pay for contractual services to add that pc within the timeline.

Director Alger noted it will take 3-4 weeks to go out to bid and if Solution A was chosen, ITS would go to bid in January of 2020 for contractual services and get a price that's locked in for the year, with the program starting in February through November 2020.

2020 Budget Requested Revisions Summary

ITS New Projects

Email Security: ITS plans to purchase an Email Security server designed to minimize phishing attacks on the environment. The server will intercept all inbound Email from Office 365, scan and analyze it for malware, phishing schemes, and viruses, and then deliver clean Emails to the end-user. Portage County used to have a server like this prior to migrating to Office 365, however that was scuttled assuming the Office 365 would handle those functions better than they currently are.

Initial Project Cost: \$48,000

Systems Administrator: ITS would like to internally promote one of their IT Specialists to Systems Administrator and replace them with an additional IT Specialist. Adding an additional IT Specialist in 2018 was helpful in removing helpdesk duties from our Network, Security, and Systems Administrator John Groselle. They are now looking to remove the Systems Administrator role from John so that his focus can truly be network and security related tasks. It is not industry standard to have one individual perform all three of those roles as they can be quite intensive.

ITS Specialist Cost: \$41,828.80 (\$20.11/hr Full Time)

System Administrator Training: \$7,000

Website Security: There are currently about a dozen internal and external websites managed by ITS. Some of these sites have security certificates to validate them and some do not. The department plans on purchasing security certificates for all county websites both internal and external in order to comply with security standards and internet browser requirements.

Initial Project Cost: \$1,200

ITS Cycled Maintenance

Dell Server Support: The support for all the Dell servers expires at the end of the year and they are planning on a capital replacement of all servers in 2021 as they will be seven (7) years old at that point.

2019 Maintenance Cost: \$29,000

Microsoft Licensing: The Board of Elections purchased, on behalf of the entire county, licensing for Microsoft server at a cost of \$20,400, which had expired last year. The three-year renewal of these licenses comes due in 2020.

2020 Maintenance Cost: \$13,500 (for 3 years)

Ms. Nielsen noted the licensing purchase was part of the Cyber Security Directive as the County was not compliant and in order for the Board of Elections to become compliant, the County had to be.

Court View + Pros View: Support for the county financial system rises at close to 2% each year. This is an annual maintenance agreement.

2020 Maintenance: \$37,300 (Approximate. Still working on the Court View formula for 2020).

Munis: Support for the county financial system rises at close to 5% each year. Director Alger also included a package from Tyler that will provide training to staff as well as free Munis review as to what the County is using and not using in the software. This would be an annual maintenance agreement.

2020 Maintenance: \$250,475

Commissioner Kline asked the status of the Munis items not being used by the County and Director Alger noted the support contract for next year include review from Munis to help analyze what the County is and isn't using. If elements are found the County is not using, modules can be dropped for the following year. Additionally, Munis provides support services and upgrade fees within the costs.

Next year, Munis costs are estimated to be \$244,475.00.

ITS Budget Summary

9150003 Data Procession Board PS (Personnel)	\$ 823,051.04
9150004 Data Procession Board CS (Contractual Services)	\$ 441,091.00
9150005 Data Procession Board MS (Materials)	\$ 17,400.00

Capital Plan for ITS

ITS has figured out capital planning for storage servers, network servers, back up servers, switch environment and phone systems.

- ITS is anticipating a computer refresh next year and in 2021, a server environment replacement - Total cost \$300,000
- In 2022, replace switch environment across the network and the phone systems - cost for the switch environment is \$125,000, but pricing is unknown on the phone system as it will require a full audit. Director Bragg pointed out this includes the Justice Center and the Prosecutor's Office.
- In 2025, the security infrastructure will be replaced.

Director Alger will finalize the capital plan and return it to the Commissioners for budget discussions next year.

Director Bragg asked about WiFi and Director Alger explained ITS could not get same floor department heads to agree whether they wanted WiFi or not. Director Alger is taking the major estimates from last year and breaking them down into sections. The first

sections are the Ravenna and Kent Courthouse and they are scheduled for surveys the week of September 30th. The jail still has a good estimate to work from and they will be next on the list. WiFi at the Courthouses is intended in 2020 and the jail is thereafter.

Deputy Director Nielsen asked if there's any room in the budget for the ongoing costs for continued monitoring and Director Alger reported the County is estimating to continue ongoing maintenance beyond 2020.

Recessed: 12:30 PM
Reconvene: 1:03 PM

Commissioner Clyde motioned to pull Resolution No. 6 from the Consent Agenda.

RESOLUTION

September 17, 2019

6. *Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./PULLED FROM THE CONSENT AGENDA.*

Motion To: *Amend the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0682*

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

PLEASE ADD TO YOUR AGENDA:

September 17, 2019

1. Draft Resolution: Agreement for the settlement and release of all claims in connection with Portage County Water Resources Department Project No. 15-090, Franklin Hills WWTP Caustic Soda Bulk Storage & Feed.

Motion To: Agree to the settlement and release of all claims in connection with Portage County Water Resources Department Project No. 15-090, Franklin Hills WWTP Caustic Soda Bulk Storage & Feed./19-0690.

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

COMMISSIONERS' CONSENT AGENDA

September 17, 2019

1. Approval of the September 12, 2019 regular meeting minutes.

* * * *

RESOLUTIONS

September 17, 2019

Budget & Financial Management:

1. Approve the Thursday, September 19, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0677
2. Approve the Thursday, September 19, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0678
3. Approve the Tuesday, September 24, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0679
4. Approve the Tuesday, September 24, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0680
5. Approve the Tuesday, September 24, 2019 Then & Now Certification, as presented by the County Auditor./19-0681
6. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./**PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION. 19-0682**

Job & Family Services

7. Transfer from Fund 0001, General Fund to Fund 1410, Child Support Administration (\$5,673.36)./19-0683

8. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410, Public Assistance Fund (\$140,000.00)./19-0684

Internal Services

9. Amend Resolution No. 19-0552, dated August 1, 2019: accepting bids and awarding contracts for Project No. SW-W (19-100), 2019 Sanitary Sewer Maintenance Program, in the Portage County Regional Sewer District, Portage County, Ohio./19-0685

Water Resources

10. Approving a request for installment payments of connection charges for connection to the water system in the Streetsboro Sanitary Sewer District No. 4 and establishing the terms and conditions of the same./19-0686
11. Enter into an agreement for emergency notification system between the Portage County Board of Commissioners on behalf of the Portage County Water Resources Department and Rave Mobile Safety./19-0687

Human Resources

12. Establishing a Wellness Program for full-time employees covered by the County's Employee Health Benefit Plan./19-0688

Commissioners

13. Accept and approve a collective bargaining agreement between the Portage County Board of Developmental Disabilities (PCBDD) and the Portage County Educators Association for the Developmentally Disabled – Unit A./19-0689

Motion To: Approve the Consent Agenda for September 17, 2019 as revised.

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

**RESOLUTION NO. 19-0677 - RE: WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on September 19, 2019 in the total payment amount as follows:

1. \$8,572.50 to Wage Works – Contributions

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

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:

;and be it further

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.

RESOLUTION NO. 19-0678 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.

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

09/19/19	755	\$43,782.09
09/19/19	756	20,487.88
09/19/19	757	115,284.34

09/19/19	760	3,530.75
Total		\$183,085.06

; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0679 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on September 24, 2019 in the total payment amount of **\$1,092,670.22** 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, September 25, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on September 24, 2019 in the total payment amount of **\$20.00 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0680 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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

09/24/19	770	\$82,522.62
09/24/19	772	6,969.15
09/24/19	773	5,070.44
09/24/19	896	2,175.04
09/24/19	898	196.00
09/24/19	899	364.00
09/24/19	900	300.00
09/24/19	933	140.00
Total		\$97,737.25

; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0681 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating

that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$221,525.03** as set forth in Exhibit "A" dated **September 24, 2019** shall be paid; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0682**RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION
RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018**

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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: 1004	DTAC - Treasurer		
200	Treasurer		
10043	DTAC Treasurer Salary & Fringes	13,700	-
10044	DTAC Treasurer CS	6,000	-
	MEMO TOTAL	<u>\$ 19,700</u>	<u>\$ -</u>

Note:

Fund: 1019	Tax Certification Admin		
200	Treasurer		
10193	Tax Cert Admin Salary & Fringes	7,125	-
	MEMO TOTAL	<u>\$ 7,125</u>	<u>\$ -</u>

Note:

Fund: 1301	Marriage Licenses		
560	Probate Court		
13014	Marriage Licenses CS	3,100	-
	MEMO TOTAL	<u>\$ 3,100</u>	<u>\$ -</u>

Note: cover expense to yr end

Fund: 1390	Women Infants And Children		
053	Women, Infants & Children		
13905	Women Infants & Children MS	500	-
	MEMO TOTAL	<u>\$ 500</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund:	1410 Job And Family Services		
	051 Job And Family Services		
14103	Job & Family Svc Salary&Fringe	-	225,000
14104	Job & Family Services CS	250,000	-
14106	Job & Family Services CO	-	44,453
14109	Job & Family Services ME	19,453	-
	MEMO TOTAL	<u>\$ 269,453</u>	<u>\$ 269,453</u>

Note: Projected need

Fund:	5200 PCS General Administration		
	060 Water Resources		
52003	Portage Co Sewer Salary&Fringe	700,000	-
52004	Portage County Sewer CS	450,000	-
52005	Portage County Sewer MS	100,000	-
52006	Portage County Sewer CO	-	1,250,000
	MEMO TOTAL	<u>\$ 1,250,000</u>	<u>\$ 1,250,000</u>

Note:

Fund:	5211 PCS Revenue Bonds 2001		
	060 Water Resources		
52118	PCS Revenue Bonds 2001 DS	1,037	-
	MEMO TOTAL	<u>\$ 1,037</u>	<u>\$ -</u>

Note:

Fund:	5212 PCS Revenue Bonds 2001 Summit		
	060 Water Resources		
52128	PCS Revenue Bonds 2001 Summ DS	393	-
	MEMO TOTAL	<u>\$ 393</u>	<u>\$ -</u>

Note:

Fund:	5214 PCS Revenue Bonds 2007		
	060 Water Resources		
52148	PCS Revenue Bonds 2007 DE	1,511	-
	MEMO TOTAL	<u>\$ 1,511</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 5215	PCS Revenue Bonds 2007 (USDA)		
060	Water Resources		
52158	PCS Revenue Bonds 07 (USDA) DE	800	-
	MEMO TOTAL	<u>\$ 800</u>	<u>\$ -</u>

Note:

Fund: 5244	PCS OWDA 2001		
060	Water Resources		
52448	PCS OWDA 2001 DS	110	-
	MEMO TOTAL	<u>\$ 110</u>	<u>\$ -</u>

Note:

Fund: 5322	Oakwood Acres Subdivision		
060	Water Resources		
53226	Oakwood Acres Subdiv CO	4,292	-
	MEMO TOTAL	<u>\$ 4,292</u>	<u>\$ -</u>

Note:

Fund: 5400	PCW General Administration		
060	Water Resources		
54003	Portage Co Water Salary&Fringe	400,000	-
54005	Portage County Water MS	100,000	-
54006	Portage County Water CO	-	500,000
	MEMO TOTAL	<u>\$ 500,000</u>	<u>\$ 500,000</u>

Note:

Fund: 5413	PCW Revenue Bonds 2001		
060	Water Resources		
54138	PCW Revenue Bonds 2001 DS	560	-
	MEMO TOTAL	<u>\$ 560</u>	<u>\$ -</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 5600	StS General Administration		
060	Water Resources		
56003	Streetsboro Sewer Salary&Fring	350,000	-
56005	Streetsboro Sewer MS	100,000	-
56006	Streetsboro Sewer CO	-	450,000
	MEMO TOTAL	<u>\$ 450,000</u>	<u>\$ 450,000</u>

Note:

Fund: 7040	Centralized Accounting Service		
011	Budget & Financial Management		
70403	Central Acctg Serv Salary&Fring	80,000	-
	MEMO TOTAL	<u>\$ 80,000</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 2,588,581</u>	<u>\$ 2,469,453</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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Absent;

RESOLUTION NO. 19-0683 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION

It was moved by Kathleen Clyde, seconded by Vicki A. Kline 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 \$5,673.36 for August 2019 IV-D contract payment local match for the CSEA Domestic Court for March - May 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 \$5,673.36

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION
ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE \$5,673.36

; and be it further

RESOLVED,

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

RESOLVED,

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Absent;

RESOLUTION NO. 19-0684

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

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

WHEREAS,

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

WHEREAS,

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

RESOLVED,

that the following transfer of funds be made in the amount of \$140,000.00 for the 4th Qtr SFY19 Est#2 as reviewed and recommended by the Department of Job & Family Services:

FROM:

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

\$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, Absent;

RESOLUTION NO. 19-0685

**RE: AMEND RESOLUTION NO.19-0552, DATED
AUGUST 1, 2019; ACCEPTING BIDS AND
AWARDING CONTRACTS FOR PROJECT NO.
SH-W (19-100), 2019 SANITARY SEWER
MAINTENANCE PROGRAM, IN THE
PORTAGE COUNTY REGIONAL SEWER
DISTRICT, PORTAGE COUNTY, OHIO.**

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

WHEREAS, this Board by Resolution No. 19-0552 adopted August 1, 2019, accepting bids and awarding contracts for Project No. PC (19-100) 2019 Sanitary Sewer Maintenance Program; and

WHEREAS, there was an error stating that the Cash Allowance for Project No. PC (19-100) 2019 Sanitary Sewer Maintenance Program was in the total amount of \$33,640.00 and should have been \$26,890.00; and

RESOLVED, that the Board of Commissioners agrees to amend the resolution to reflect the change in the cash allowance for the project; and be it further

RESOLVED, that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

* * * * *

RESOLUTION

NO. 19-0685

RE: ACCEPT BIDS AND AWARD CONTRACTS FOR PROJECT NO. SH-W (19-100), 2019 SANITARY SEWER MAINTENANCE PROGRAM, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, PORTAGE COUNTY, OHIO.

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

WHEREAS, this Board by Resolution No. 19-0457 adopted July 27, 2019, set the date and time for bidding of Project No. PC (19-100) 2019 Sanitary Sewer Maintenance Program; and

WHEREAS, the notice of accepting bids was advertised in the Record Courier Newspaper on July 1, 2019 and July 8, 2019; and

WHEREAS, three (3) Plan Rooms and six (6) potential bidders received plans and specifications for the PROJECT; and

WHEREAS, this Board received 2 individual bids for Project No. PC (19-100) 2019 Sanitary Sewer Maintenance Program on July 24, 2019 as named below; and

United Survey, Inc.	\$167,955.50
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Lake County Sewer Co., Inc.	\$216,360.00
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WHEREAS, in accordance with Ohio Revised Code Section 9.31, united Survey, Inc., has submitted a formal bid withdrawal request citing that they had mistakenly omitted some costs when calculating their bid, thereby resulting in an erroneously low bid of \$167,955.50; and

WHEREAS, based upon the analysis of the bids received (bid tabulation attached), the Portage County Water Resources has made a recommendation for award; now therefore be it

RESOLVED, by the Board of Commissioners of Portage County does hereby accept the bid withdrawal request of United Survey, Inc.; and be it further

RESOLVED, that this Board does hereby award Project No. PC (19-100) 2019 Sanitary Sewer Maintenance Program to the responsive bid of Lake County Sewer Co., Inc., 32900 Lakeland Blvd., Willowick, Ohio 44095, in the bid amount of \$216,360.00; and be it further

RESOLVED, that Water Resources is hereby authorized and directed to issue the Notice Of Award for Project No. PC (19-100) 2019 Sanitary Sewer Maintenance Program to the contractor named in Section 2 in the total amount of \$216,360.00; and be it further

RESOLVED, that this Board does hereby provide the Cash Allowance for Project No. PC (19-100) 2019 Sanitary Sewer Maintenance Program in the total amount of \$26,890.00 bringing the total Project Contract Budget to \$243,250.00, plus \$6750.00 for advertising, inspection and administration for a project budget total of \$250,000.00; and be it further

RESOLVED, that the funds to cover the cost of the PROJECT will be budgeted in the "2019 Sanitary Sewer Maintenance Program", Fund 5200 Org., 40P4 Object 413000, Project 19-100; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor and the Department of Budget and Financial Management within 15 days after its passage; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Absent;

RESOLUTION NO. 19-0686

**RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF CONNECTION
CHARGES FOR CONNECTION TO THE
WATER SYSTEM IN THE STREETSBO
SANITARY SEWER DISTRICT NO. 4 AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.**

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

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the water system in the Streetsboro Sanitary Sewer District No. 4 (for Portage County owned water lines) and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant (OWNERS), being the owners of the property hereafter described applied for a water permit and have now requested in writing the option of paying the connection charges, applicable to the following described property, in installments; and

Applicant: Allen G. Grishaber & Nickole B. Sauer, n/k/a Nickole B. Grishaber, (OWNERS)
9208 Page Road
Streetsboro, OH 44241

Service Address: 9208 Page Road
Streetsboro, OH 44241

Parcel Numbers: 35-047-00-00-010-001

Property Deed Description: Situated in the City of Streetsboro, County of Portage, and State of Ohio; And known as being Sublot 7R in the Wiencek Allotment platted in Volume 10, Page 8 and replatted in 2002-23, a 1.00 acre parcel, located in Original Lot 48.

Instrument recorded under File Number 200810963 of the Portage County Records of Deeds.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNERS for installment payments of the connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

A. The total amount of such connection charges is \$2,418.80 for front foot connection charges.

- B. The connection charges shall be payable in 40 quarterly installments beginning with the first sanitary sewer/water billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 1.24 percent per annum (based on the Ohio Water Development Authority market rate program for the month of September 2019, for an owner occupied home), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as a separate quarterly bill.
- E. In the event any installment or the carrying charges thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a Surety Bond sufficient to assure the payment of all such installments.
- G. The OWNERS or their successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNER or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by

such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the water improvement record provided for in Section 6103.16, Ohio Revised Code, for the Streetsboro Sanitary Sewer District No. 4 and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or successors, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS the permit provided for in Section 2 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant to Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined 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, and that all deliberations of this Board and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Absent;

RESOLUTION NO. 19-0687

**RE: ENTER INTO AN AGREEMENT FOR
EMERGENCY NOTIFICATION SYSTEM
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF THE
PORTAGE COUNTY WATER RESOURCES
DEPARTMENT AND RAVE MOBILE SAFETY.**

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

WHEREAS, the Portage County Water Resources Department requested and the Board of Commissioners agreed to provide emergency notification capabilities over multiple platforms as a basis for communication for Emergency Notification Services to Portage County Water Resource Customers; and

WHEREAS, Rave Mobile Safety, is experienced in providing Emergency Notification Services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement for providing Emergency Notification Services to Portage County Water Resource Customers between the Board and Rave Mobile Safety, 492 Old Connecticut Path, 2nd Floor, Framingham, MA, 01701 for the term of October 1, 2019 through September 30, 2020 with two one year extensions as approved by Board of Portage County Commissioners for the periods of October 1, 2020 through September 30, 2021 and October 1, 2021 through September 30, 2022; and be it further

RESOLVED, that the total service amount under this Agreement shall not exceed Nine thousand, six hundred 00/100 dollars (\$9,600.00) the first year of the agreement including setup fee and Seven thousand, eight hundred and

00/100 dollars (\$7,800.00) for the second and third of the agreement and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0688 - RE: ESTABLISHING A WELLNESS PROGRAM FOR FULL-TIME EMPLOYEES COVERED BY THE COUNTY'S EMPLOYEE HEALTH BENEFIT PLAN.

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

WHEREAS, by agreement with Medical Mutual Services, LLC, the County has established a Wellness Initiatives Fund of \$20,000 for each of calendar years 2020, 2021 and 2022, which may be expended, with the approval of Medical Mutual, in furtherance of wellness and education initiatives intended to promote healthy lifestyles for County employees, and

WHEREAS, Medical Mutual has expressly approved the expenditure of the Fund to support the proposed wellness program set forth in the program attached hereto as Exhibit "A," and has indicated that the expenditures contemplated therein are reimbursable under its Wellness Initiatives guidelines, to the limits of Wellness Initiatives Fund, therefore be it

RESOLVED, that the Director of Human Resources is authorized to establish the County's Employee Wellness Initiative in accordance with the program document attached hereto as Exhibit "A," and to make the expenditures contemplated therein, with the understanding that all such expenditures will be reimbursed by Medical Mutual to the limits of the Wellness Initiatives Fund, and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Absent;

Exhibit A.

PORTAGE COUNTY
Proposal for Use of \$20,000 Wellness Allowance:

Concept: Full time benefit eligible employees on the County's Health Insurance Plan will be invited to attend a health event to be staged by the County. Employees who participate in the Health event and sign up to participate in the Wellness Program at that time only will be considered eligible employees. ("Eligible Employees") will be eligible to receive one of the following incentives to undertake healthy lifestyles: 1) Employees who are not now members of any health & wellness facility will be eligible to be reimbursed at cost to join and maintain membership in a wellness facility, to a maximum of \$30/month. 2) Employees will be eligible to be reimbursed for the cost of their membership based on usage of the facility, to a maximum of \$30/month for the program year. 3) Employees who join Weight Watchers at Work will be eligible to be reimbursed for cost of their memberships, to a maximum of \$30/month, upon achieving a minimum participation rate.

How it will work:

1. The County will open the program to any qualified health/wellness facility once approved and meeting minimum facility standards and willing to comply with program conditions:
 - a. The facility should have both cardio (treadmills, stationary bikes, etc.) and strength training equipment (weights, plate-loaded machines, etc.), certain circuit training that meets safety standards.
 - b. The facility should be open early morning, evening and weekend hours and have a regular schedule of exercise programming such as aerobics classes at times when most County employees are not at work.
 - c. The facility must have the ability to track individual member visits and agree to report member use to the County promptly on a monthly basis.
 - d. Portage County will make available a list of approved gyms and take request to approve new gyms.
2. Up to two Health events will be held for the program year. Employees will be provided an opportunity, and be encouraged, to participate in the health event. If an employee cannot attend either "Health Event" under certain pre-approved circumstances, but wishes to participate, the employee may obtain a biometric screening from his/her PCP and submit satisfactory evidence thereof to the County, upon approval only.
3. Eligible Employees will join a qualified health & wellness facility, or Weight Watchers, at his/her own cost. The wellness facility membership should be annual paid in advance,

month-to-month, or one year payable on a monthly installment basis. Invoices must be submitted to the Department of Human Resources monthly. The Weight Watchers membership should be one of its 12-week or 17-week Weight Watchers At-Work Meeting Series, payable in advance.

4. An Eligible Employee who is currently a member of a qualified wellness facility is eligible to receive reimbursement for the monthly cost of membership according to actual usage of the wellness facility by the employee. This condition will apply to all wellness facility memberships after January 1, 2020. The employee will be reimbursed in arrears on a quarterly basis for actual cost of membership paid in the previous quarter, to a maximum of \$30/month based on usage of the facility during the quarter:

38 or more visits	= 100% (\$90 max)
30-37 visits	= 75% (\$67.50 max)
22-29 visits	= 50% (\$45 max)
16-21 visits	= 25% (\$22.50 max)
15 or less visits	= no reimbursement
5. Eligible Employees who join Weight Watchers at Work will receive reimbursement in arrears for the actual cost of membership up to \$30/month if the employee attends at least 11 weekly Weight Watchers at Work meetings in a 12-week program, or 15 weekly Weight Watchers at Work meetings in a 17-week program. Weight Watchers and the employee must agree to provide attendance data to the County. This reimbursement will be in addition to reimbursement offered directly by Medical Mutual under the Health Care Plan if available, but not to exceed actual cost. Reimbursement will be made at the end of the program series. Eligible Employees who renew a Weight Watchers at Work membership will continue eligibility for reimbursements up to \$360.00 per year.
6. The County will facilitate Weight Watchers meetings by providing meeting space and permitting Weight Watchers at Work meetings (subject to departmental staffing needs and space). However, Weight Watchers at Work and associated reimbursements will proceed only if the minimum numbers of participants required by Weight Watchers sign up and pay for the program.
7. The incentives offered under this program are offered only to County employees who are enrolled in the County's health care plan. If an employee purchases an additional wellness facility membership for spouse or family, the reimbursement will still not exceed \$30/month.
8. If the County holds a Health Event, employees will need to attend and participate in that Health Event in order to maintain eligibility for the incentives offered under this program. Employees participating in the Health Event for the first time will attain eligibility then for the following wellness year.
9. Reimbursements to employees will be made only to the extent funding is available under the Wellness Initiative Fund established under the Health Benefit contract between the County and Medical Mutual. Participating employees will be informed that

reimbursements are subject to available funding. Reimbursements under federal law will be subject to tax.

10. The County reserves the right to amend or terminate the program without advance notice. Participating employees will be made aware of this disclaimer.

RESOLUTION NO. 19-0689

**RE: ACCEPT AND APPROVE A COLLECTIVE
BARGAINING AGREEMENT BETWEEN THE
PORTAGE COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES (PCBDD)
AND THE PORTAGE COUNTY EDUCATORS
ASSOCIATION FOR THE
DEVELOPMENTALLY DISABLED - UNIT A.**

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

RESOLVED, that the Board of Portage County Commissioners does hereby accept and approve the Collective Bargaining Agreement between the Portage County Board of Developmental Disabilities (PCBDD) and the Portage County Educators Association for the Developmentally Disabled – Unit A, as negotiated and accepted by vote of the Bargaining Unit; and be it further

RESOLVED, that this agreement is in effect from September 1, 2019 and shall continue in full force and effect until August 31, 2022; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0690

**RE: AGREEMENT FOR THE SETTLEMENT AND
RELEASE OF ALL CLAIMS IN CONNECTION
WITH PORTAGE COUNTY WATER
RESOURCES PROJECT NO. 15-090,
FRANKLIN HILLS WWTP CAUSTIC SODA
BULK STORAGE & FEED.**

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

WHEREAS, Johnson-Laux Construction, LLC and the Portage County Board of Commissioners, in conjunction with the Portage County Department of Water Resources, entered into a contract for work on the public improvement identified as Project No. 15-090, Franklin Hills WWTP Caustic Soda Bulk Storage & Feed, hereinafter referred to as the "PROJECT"; and

WHEREAS, Workman Industrial Services, Inc., designated as sub-contractor for the PROJECT by Johnson-Laux Construction, LLC, served Portage County with an affidavit of claim against PROJECT funds; and

WHEREAS, a dispute between the parties arose, resulting in the cause of action known as Workman Industrial Services, Inc. v. Johnson-Laux Construction, LLC, et al., Court of Common Pleas, Portage County, Ohio, Case No. 2018 CV 00908; and

WHEREAS, the dispute was referred to Mediation conference conducted on August 12, 2019; and

WHEREAS, as a result of the Mediation conference, the parties desire to mutually finalize contractual obligations and settle all claims in connection with the PROJECT, and accordingly a proposed settlement agreement (Exhibit A) has been approved and signed by the parties; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby agree to enter into the settlement agreement referred to as Exhibit A and adopts, accepts and authorizes each of the terms of the settlement agreement, including without limitation the provisions for final payments described as, the Johnson-Laux Settlement Amount in the amount of \$18,000.00 to be paid to Johnson-Laux Construction, LLC, and the Workman Settlement Amount in the amount of \$43,000.00 to be paid to Workman Industrial Services, Inc.; and be it further

RESOLVED, that upon execution of the settlement agreement, the PROJECT is deemed fully and finally terminated, and in consideration for work having been performed and accepted, reduction is made to the final PROJECT cost, to \$186,000.00, of which \$125,000.00 has been previously paid pursuant to Resolution 17-0483, and the remainder of which shall be disbursed pursuant to the terms of the settlement agreement; and be it further

RESOLVED, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Absent;

Water Resources Department

1. The Board of Commissioners signed the application and certificate for payment for the final payment of \$ 66,595.18 for Oakwood Acres Subdivision Sanitary Improvements BR-2 (12-140) payment to Rudzik Excavating, as presented by the Water Resources Department.

Commissioners

2. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for August 2019 as presented by the Portage County Treasurer.
3. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for August 2019, as presented by the Portage County Sheriff's Department.
4. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of August 2019, received on August 15, 2018 as presented by the County Auditor and County Treasurer.

Human Resources

5. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Casey Mayer from Social Service Worker 3 to Social Service Worker 3 – Group Home, new position, for Portage County Job & Family Services effective October 17, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Casey Mayer, 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.
7. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Dawn Lawson from Clerical Specialist 3 to Social Service Worker 2, new position, for Portage County Job & Family Services effective September 23, 2019, presented by Kellijo Jeffries, JFS Director and Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Clerical Specialist 3, replacing Dawn Lawson, 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.

9. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3 – Group Home, new position, 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.
10. The Board of Commissioners agreed to allow the Human Resources Department to replace the current optional insurance providers for life and short-term disability with new insurance providers effective 1/1/2020.

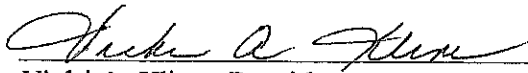
Motion To: Approve the Journal Entries for September 17, 2019

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

Motion To: Adjourn the Official Meeting of September 17, 2019 at 1:07 PM

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

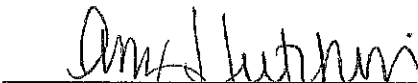
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of September 17, 2019.


Vicki A. Kline, President


Kathleen Clyde, Vice President

-----ABSENT-----

Sabrina Christian-Bennett, Board Member


Amy Hutchinson, Clerk