

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

September 26, 2019

9:00 AM

Commissioners' Board Room

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

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

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

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

Recessed to Solid Waste Management District: 9:00 AM  
Reconvened: 9:02 AM

#### **HUMAN RESOURCES**

Present: Director Janet Kovick Attorney Chris Meduri, and Department of Budget and Financial Management Director Todd Bragg

#### **Discussion:**

1. Resolution No. 25 (Establishing employer and employee bi-weekly contribution rates for the Portage County Employee Health Benefit Plan for calendar year 2020)  
Director Kovick noted an error in Resolution No. 25 for the Health Benefit Fund and she will revise and bring it back later this morning as the rates were taken from Willis Towers Watson's instead of last year's figures.

#### **2. Performance Evaluation Templates**

Director Kovick prepared two separate versions of the employee performance evaluation for the Commissioners' Directors to review and a majority liked the subset criteria evaluation template, to which both Commissioner Kline and Commissioner Christian-Bennett agreed. Job and Family Services and Water Resources have their own template and will continue to use them as authorized by the Board.

Director Kovick mentioned there are at least two counties that have discontinued use of evaluation for 'in the moment' conversations. It appears after some research, Counties were noticing a majority of employees being rated the same, even with additional employee training. The 'in the moment' conversations are documented and placed in the personnel file just as you would an evaluation.

There are templates available for conversations if the Board is interested.

Commissioner Kline asked if the Directors support the 'in the moment' conversations and Director Kovick will reach out to them for their input and will get back to the Board.

### 3. Merit Pay Policy

The Merit Pay Policy hasn't moved forward for adoption because the Board is waiting on the final evaluation tool.

Director Kovick mentioned that longevity could be used instead of merit pay, and Commissioner Christian-Bennett added it would be easier for planning purposes, but Director Bragg explained the more automatic triggers that are put in place, the more the Board needs to cut elsewhere to make room for those triggers.

Commissioner Kline doesn't like automatic increases and believes there should be some type of criteria associated with an increase and a merit increase needs to depend on the job that's being done and everyone shouldn't get the same increase. Commissioner Kline went on to say it should be left up to the supervisor or director of the department to provide increases because they know the employee, but Director Bragg pointed out directors believe their employees are worth much more than the County can afford.

Director Kovick stated if the Board does longevity and if a director felt an employee was doing an exceptional job, that director could discuss it with the Board.

Commissioner Christian-Bennett would like the directors to have the most discretion possible instead of automatic increases in case the budget doesn't allow for it and suggested the Board hold off on the merit policy until Director Kovick receives feedback next week from the Directors about the 'in the moment' conversations.

Commissioner Clyde pointed out the Board has repeatedly declined to extend longevity pay to additional employees.

## **DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Director Todd Bragg and Attorney Chris Meduri

Director Bragg explained assessments were done in September and the Auditor had several questions and he asked if his department needs to do anything different in the coming year regarding assessment bills. Attorney Meduri noted the contracts are the same and noted the quick fix for this year is to do the first half billing for recycling to keep it consistent with all of the other political subdivisions, but next year the Board should investigate billing the full year at once.

Commissioner Christian-Bennett believes you cannot assess for a future bill of services a year in advance. Attorney Meduri noted it's an issue that should be squared away with the political subdivision and if approved through the Auditor, it may be worked out. Attorney

Meduri went on to say the Aurora contract states assessments should be certified by the municipality, but past practice has been for the County to do it. Until something comes from the municipality that says that, it would be best not to continue beyond the first half this year for the assessments to the Auditor's Office. Commissioner Kline asked if the County has always done the full year and Director Bragg responded Aurora is the only community that has continued unchanged for 20 years. Five years ago, the County sent everyone an invoice for an entire year and if they didn't pay the invoice, it went straight to assessments for the entire year. As a cost savings measure three years ago, the County started going straight to assessments and that was questioned as to whether the County could forego the bill and go straight to assessments and the ruling indicated the County was permitted to, but there was a recommendation that went with the timing issue. The City of Aurora was not in that group because they were always sent a bill and the County continued to assess what was not paid.

Director Bragg noted the County received an e-mail from Aurora's Finance Director wondering why the County Auditor called him stating the County is illegally billing the City of Aurora. Director Bragg noted no response has been sent because there's a meeting Monday with the Service Director of Aurora.

Commissioner Clyde asked if other political subdivisions do not receive a bill and Director Bragg noted the City of Streetsboro is billed for sewer and they agreed to let the County put recycling charges on its sewer bill. There are approximately 1,000 people in Streetsboro who are not on sewer and receive annual assessment bill. The City of Aurora has always been sent a separate invoice. The City of Kent no longer wants recycling on their water bills so they are sent a separate bill amounting to 20,000 additional bills the department sends per year. Everyone else is assessed.

Commissioner Christian-Bennett asked if the City of Aurora's contract stated the County will bill quarterly for recycling and Director Bragg noted the contract is a private hauler contract which is also why it states the city will assess. A verbal understanding was made that the County would bill annually, and the contract copy states they will be billed annually, but it was never put in writing. Director Bragg will inquire on Monday during the meeting if he can get verification in writing of annual billing. If they do not agree, they City will need to go to quarterly billing, and that will be a problem for the department in terms of volume. Commissioner Clyde would like Director Bragg to report on this issue next week after the meeting.

Director Bragg asked if the Board would like to follow the Prosecutor's advice to assess half the year regardless of the outcome and Attorney Meduri noted that the suggestion was made after talking with the Auditor's Office as she wanted it done sooner than later. Commissioner Clyde noted she spoke with the County Auditor this morning and waiting a week for the meeting results is reasonable.

Commissioner Clyde asked for the meeting on Monday if the Aurora would amend the contract to reflect past practices in writing. Attorney Meduri recommends assessing what has been served, then in September assess January 1-July 1<sup>st</sup>. If the County goes a full year it will still need further investigation by the Prosecutor's Office. Attorney Meduri will ensure representation from the Prosecutor's Office during the Monday meeting.

Director Bragg remarked for the Monday meeting, the County will be requesting a Memorandum of Understanding (MOU) for the County to assess the entire year.

Recess: 9:54 AM  
 Reconvened: 10:30 AM

### **OSU EXTENSION BUDGET MEETING**

Present: Ashley Hughey, Jeannie Yount, Eric Barrett, Tanner Gordon, OSU Extension and Department of Budget and Financial Management Director Todd Bragg

Mr. Barrett the Extension Office hired a new Agriculture and Natural Resources Educator, Angie Arnold, who starts her employment on October 28, 2019 and 25% of her time will be Trumbull County.

Ms. Yount explained the Expanded Food and Nutrition Education Program (EFNEP) noting the program is free and targeted to adults raising kids under the age of 18.

- The program has been around for 50 years and consists of 9 weeks that focuses on physical activity, food safety, meal planning, label reading, and cooking, with specific focus on the food groups.
- Incentives are provided each of the 9 weeks.
- Sites visited are the Root House, Horizon House, and PARC, GED sites, Job and Family Services foster parent groups, Ohio Means Jobs, English As A Second Language and anywhere else that requests their assistance.
- Sometimes it can be difficult to have members attend the entire 9 week program and they cannot be counted unless they complete 6 classes.
- Classes are primarily during the day.

#### Results:

- For 2019, EFNEP reached 151 participants with a total reach of 602 family members.
- 87% of participants improved in food safety practices.
- 89% of participants improved in food resource management practices.
- 97% of participants improved in any food group consumption.
- 65% of participants planned meals I advance more often.
- The program is funded through USDA because the County has an Extension Office.

Mr. Barrett noted they also have a SNAP ED (Supplemental Nutrition Assistance Program Education) person, Jordyn Yeater, that spends half of her time in Portage and the other half in Summit County.

#### Carteen Program

- The program was started in August 2018 in cooperation with Juvenile Court and the Ohio State Highway Patrol.
- Anyone under the age of 18 that had a traffic offense was sent to the Carteen Program, and once the class was completed, court costs paid, and no further traffic offense within 6 months, their record was wiped clean of the offense and no points were added to their license.
- This year, there are 213 youth participating in the program and at least 300 teens have gone through since its inception.
- The program is once a month for 2 hours on a Wednesday evening.
- It's a peer on peer program and 4H members teach the program.


## Farmers and Gardeners

- With all programs combined, there were over 490 who attended.
- A new program was added this year, Beef Quality Assurance.
- An organic farming workshop was also offered.

## 4H Projects

- A recent discussion with the Port Authority provided interested in workforce development specific programs.

## Budget Proposal

OHIO STATE UNIVERSITY EXTENSION				
 <b>THE OHIO STATE UNIVERSITY</b> COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES				
Portage County Commissioner Budget Proposal				
	2018	2019	2020	
	<i>Actual</i>	<i>Estimated</i>	<i>Request</i>	
<b>Staffing</b>				
Educator Cost-Share (1.5)	\$ 50,000.00	\$ 44,166.67	\$ 61,750.00	ANR to 75%
Support/Program Salaries (24 hrs)	\$ 19,317.48	\$ 19,126.40	\$ 18,000.00	
Support/Program Benefits (24 hrs)	\$ 9,298.83	\$ 6,197.08	\$ 5,814.00	
<b>Subtotal</b>	<b>\$ 78,616.31</b>	<b>\$ 69,490.15</b>	<b>\$ 85,564.00</b>	
<b>Office Operations</b>				
Supplies	\$ 1,504.00	\$ 1,600.00	\$ 1,600.00	
Postage	\$ 300.00	\$ 400.00	\$ 400.00	
Phone, Internet (Base Technology)	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
Rent & Lease Fees	\$ 2,700.00	\$ 2,700.00	\$ 2,400.00	
Copier Lease	\$ 3,000.00	\$ 2,627.64	\$ 3,000.00	
Technology/Networking (New Equip)	\$ 79.99	\$ 1,500.00	\$ -	
<b>Subtotal</b>	<b>\$ 11,583.99</b>	<b>\$ 12,827.64</b>	<b>\$ 11,400.00</b>	
<b>Program Development &amp; Delivery</b>				
Mileage, Travel & Training	\$ 3,000.00	\$ 4,500.00	\$ 3,536.00	
Dues & Educational Materials	\$ 520.00	\$ 750.00	\$ 500.00	
<b>Subtotal</b>	<b>\$ 3,520.00</b>	<b>\$ 5,250.00</b>	<b>\$ 4,036.00</b>	
<b>Total Basic Expenses</b>	<b>\$ 93,720.30</b>	<b>\$ 87,567.79</b>	<b>\$ 101,000.00</b>	
<b>Total Commissioner Funds</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ 101,000.00</b>	
Estimated OSU State and Federal Contributions	\$ 107,022.00	\$ 118,138.00	\$ 123,738.00	

Mr. Barrett noted OSU charges rent and lease fees to the Extension Office and he asked if the Board would lease space from Family and Community Services at 705 Oakwood Street, on behalf of the Extension Office, in order to eliminate the yearly fee of \$300.00, which is due to increase, as well. Commissioner Christian-Bennett noted a review by the Prosecutor's Office would be in order and the Clerk will forward a copy to them for review.

9:40 AM Commissioner Clyde left the meeting.

## PUBLIC COMMENT

Present: Steve English

Mr. English expressed his concern about the lack of Amber Alerts for missing children in Portage County, the lack of funding for the homeless shelter, the overpopulation of the jail system, and the lack of camera recordings in certain sections of the jail. Commissioner Kline assured Mr. English that she will ask the questions.

### **WATER RESOURCES**

Present: Attorney David Garnier, Department of Budget and Financial Management Director Todd Director, Director Gene Roberts and Deputy Director Laura Weber

#### **1. Village of Mantua Letter of Intent to Negotiation Request for Extension.**

On September 24, 2019, Mayor Clark from the Village of Mantua requested an extension to the operator of record agreement. This Friday, Village Council is meeting to reaffirm the Memorandum of Understanding (MOU) agreement. A public hearing is needed through Mantua, and they need to vote on it 3 times during Council sessions, and at the end of the approval, the resolution sits for 30 days in case anyone wants to appeal the decision. Director Roberts noted the department is looking around January before the County would take ownership.

The Village of Mantua is asking for an extension until December 31, 2019 and Director Roberts recommends Friday, December 27, 2019 instead and the board concurred. Director Roberts noted the only change to the contract is the closing date so the extension would be from September 30, 2019 to December 27, 2019, but an effective date is still undetermined at this point.

Director Roberts noted the Village of Mantua is asking for a cap to secure a maximum amount of increase every year, which doesn't cause any concern for the County. The language drafted included a surcharge cap calculated every year and the rate is set by the Board, so that way each year there will be a 3% increase in the cap or the Board has the option to use the Construction Price Index so if there's a spike in construction costs, the County is protected.

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Commissioner Christian-Bennett had a question on the draft letter to Pretty Glen property owners regarding the necessary easements because the language in the draft correspondence was not clear that the Board intends to remove the dam. Since Director Townend is out, Director Bragg will rework and provide the Board a revised draft.

Commissioner Christian-Bennett motioned to pull Resolution Nos. 14, 17 and 25 from the Consent Agenda.

### **RESOLUTIONS**

*September 26, 2019*

- 14. Enter into a septic assistance program assessment between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Pag's Excavating Inc. for a septic system replacement (Larry M. Day)./ **PULLED FROM THE CONSENT AGENDA BUT A REVISED COPY WAS REPLACED IN***

## **CONSENT AGENDA. 19-0704**

17. Enter into a septic assistance program assessment between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Pag's Excavating Inc. for a septic system replacement (Matthew & Holly Cart)./ **PULLED FROM THE CONSENT AGENDA BUT A REVISED COPY WAS REPLACED IN THE CONSENT AGENDA. 19-0707**

25. Establishing employer and employee bi-weekly contribution rates for the Portage County Employee Health Benefit Plan for calendar year 2020./ **PULLED FROM THE CONSENT AGENDA BUT A REVISED COPY WAS REPLACED IN THE CONSENT AGENDA./19-0715**

Commissioner Christian-Bennett questioned Journal Entry #12 (Personnel Action Form authorizing the full time hire of Lisa Cimino-Huntley as a Vehicle Operator, new position, for Portage County Job & Family Services) as she thought the position was part time.

Motion by Commissioner Christian-Bennett to pull Journal Entry #12 from the Journal Entries.

### **JOURNAL ENTRY**

September 26, 2019

12. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Lisa Cimino-Huntley as a Vehicle Operator, new position, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is October 7, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing./ **PULLED FROM THE JOURNAL ENTRIES THIS DATE.**

## **COMMISSIONERS' CONSENT AGENDA**

September 26, 2019

1. Approval of the September 17, 2019 regular meeting minutes.

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### **RESOLUTIONS**

September 26, 2019

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

1. Approve the Thursday, September 26, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0691
2. Approve the Thursday, September 26, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0692

3. Approve the Tuesday, October 1, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0693
4. Approve the Tuesday, October 1, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0694
5. Approve the Tuesday, October 1, 2019 Then & Now Certification, as presented by the County Auditor./19-0695
6. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018. /19-0696
7. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0697
8. Transfer from Fund 0001, General Fund to Fund 1480, VAWA./19-0698

#### **Job & Family Services**

9. Transfer from Fund 1410, Public Assistance Fund to Fund 1414, Child Support Administration (\$19,452.92)./19-0699
10. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund (\$26,414.07)./19-0700
11. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration (\$8,923.91)./19-0701
12. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund (\$140,000.00)./19-0702

#### **Internal Services**

13. Enter into an agreement between the Portage County Board of Commissioners on behalf of Water Resources Department and CTI Engineers, Inc. for engineering services./19-0703
14. Enter into a septic assistance program assessment between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Pag's Excavating Inc. for a septic system replacement (Larry M. Day)./ ***PULLED FROM THE CONSENT AGENDA BUT ADOPTED UNDER REVISED MOTION. 19-0704***
15. Transfer from Fund 4246, Chamberlain Road Resurfacing Project, to Fund 1201, Motor Vehicle and Gas Tax./19-0705
16. Declare obsolete or unfit for use and dispose of Portage County personal property located at Portage County Adult Probation Office./19-0706
17. Enter into a septic assistance program assessment between the Portage County Board of

Commissioners, the Portage County Regional Planning Commission and Pag's Excavating Inc. for a septic system replacement (Matthew & Holly Cart). / **PULLED FROM THE CONSENT AGENDA BUT ADOPTED UNDER REVISED MOTION. 19-0707**

18. Enter into an agreement between the Portage County Board of Commissioners on behalf of Water Resources and McHenry and Associates, Inc. for engineering design services. / 19-0708
19. Enter into an agreement between the Portage County Board of Commissioners on behalf of Water Resources and Hal L. Stamm, P.E. for structural engineering design services. / 19-0709
20. Declare obsolete and dispose of Portage County personal property located at Portage County Board of Developmental Disabilities. / 19-0710
21. Enter into an agreement for child and adult emergency reporting services (CARES) between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services, Inc. / 19-0711
22. Enter into an agreement for parenting services (nurturing parent) between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services, Inc. / 19-0712
23. A resolution to authorize the Portage County Engineer to execute the agreement between Portage County and the Norfolk Southern Railway Company for preliminary engineering services for the project known as the Ravenna Road Bridge Replacement, over the Norfolk Southern Railroad in Franklin Township, Portage County. / 19-0713
24. Accept contract change order no. 1 and final to the construction agreement between the Board of Commissioners and Chagrin Valley Paving for the Diagonal Road/Overlook Road Resurfacing Project in Franklin Township, Portage County. / 19-0714

#### **Human Resources**

25. Establishing employer and employee bi-weekly contribution rates for the Portage County Employee Health Benefit Plan for calendar year 2020. / **PULLED FROM THE CONSENT AGENDA BUT ADOPTED UNDER REVISED MOTION. / 19-0715**

**Motion To:** Approve the Consent Agenda for September 26, 2019 with the revisions to Resolutions 14, 17 and 25.

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

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**RESOLUTION NO. 19-0691**

This resolution was inadvertently omitted. This is for numbering purposes only.

**RESOLUTION NO. 19-0692      -      RE:    APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, 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:

09/26/19	980	\$26,683.55
09/26/19	1036	159.00
Total		\$26,842.55

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

**RESOLUTION NO. 19-0693      -      RE:    BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Sabrina Christian-Bennett, 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 October 1, 2019 in the total payment amount of **\$600,544.11** 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; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0694 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, 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:

10/01/19	41	\$54,502.29
10/01/19	44	3,341.72
10/01/19	45	1,666.67
10/01/19	47	1,290.85
Total		\$60,801.53

; 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0695 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, 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 **\$87,162.70** as set forth in Exhibit "A" dated **October 1, 2019** shall be paid; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0696****RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION  
NO. 17-0924 ADOPTED DECEMBER 13, 2018**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

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

		<i>Increase</i>	<i>Decrease</i>
<hr/>			
Fund: 0001	General Fund		
300	Prosecutor		
03004	Prosecutor Contract Services	0	3,000
03005	Prosecutor Materials & Supplie	7,192	-
	MEMO TOTAL	<u>\$ 7,192</u>	<u>\$ 3,000</u>
<hr/>			
Note:	Computers		
<hr/>			
550	Domestic Relations		
05505	Domestic Ct Materials & Suppli	2,515	-
	MEMO TOTAL	<u>\$ 2,515</u>	<u>\$ -</u>
<hr/>			
Note:	Computers		
<hr/>			
TOTAL MEMO BALANCE ALL AMENDMENTS		<u>\$ 9,707</u>	<u>\$ 3,000</u>

IncreaseDecrease

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

**RESOLUTION NO. 19-0697****RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION  
RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018**

It was moved by Sabrina Christian-Bennett, seconded by 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: 1102	Marine Patrol Grant		
700	Sheriff's Department		
11023	Marine Patrol Salary & Fringes	23,280	16,200
11025	Sheriff-Marine Patrol MS	318	-
	MEMO TOTAL	<u>\$ 23,598</u>	<u>\$ 16,200</u>

Note: Addtl approp for '19                      Addtl approp for '18  
   grant

Fund: 1103	Drug Abuse Resistance Educatio		
700	Sheriff's Department		
11033	DARE Program Salary & Fringes	-	50,294
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 50,294</u>

Note:

Fund: 1410	Job And Family Services		
051	Job And Family Services		
14104	Job & Family Services CS	-	19,453
14106	Job & Family Services CO	19,453	-
	MEMO TOTAL	<u>\$ 19,453</u>	<u>\$ 19,453</u>

Note: Projected need

		<i>Increase</i>	<i>Decrease</i>
Fund: 1481	Prosecutors State Grant		
300	Prosecutor		
14814	Pros Victim Assist Contract Sv	300	-
	MEMO TOTAL	<u>\$ 300</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 43,351</u>	<u>\$ 85,947</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 A. Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0698 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1480, VAWA**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS**, fund 1480 is in need of a transfer from the general fund to cover expenses not covered by the grant; now therefore be it;

**RESOLVED**, that the following transfer be made,

**Debit:**

FUND 0001, GENERAL FUND  
ORGCODE- 00100009 910000

\$30,000.00

**Credit:**

FUND 1480 VAWA

ORGCODE - 14803002 280000 9A588

\$30,000.00

;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,

**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, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0699**

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

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,**

OAC 5101:9-6-05 provides the authority for a CDJFS to transfer all or a portion of its IM allocation to CSEA to assist in meeting Title IV-D program match requirements, and

**WHEREAS,**

it is necessary to do a transfer from the Public Assistance Fund; now therefore be it

**RESOLVED,**

that the following transfer of funds be made in the amount of \$19,452.92 for SFY19 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100519

Debit Expense Account

Object: 910000 - Transfers Out \$19,452.92

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In \$19,452.92

; 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0700 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff costs paid out of the Public Assistance Fund; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$26,414.07 for Adj#1 July & August 2019 and Sept 2019 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

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

\$10,972.30  
\$ 159.86  
\$ 6,355.61  
\$ 8,926.30

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND  
ORGCODE - 14100512

Revenue Account  
Object: 282000 – JFS Shared  
Project 5SHAR

\$26,414.07

; 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0701 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION**

It was moved by Sabrina Christian-Bennett, 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 \$8,923.91 for September 2019 IV-D contract payment local match for the CSEA Prosecutor 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

\$8,923.91

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512  
 Revenue Account  
 Object: 280000 - Transfer In  
 Project NONE

\$8,923.91

; 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0702 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Sabrina Christian-Bennett, seconded by 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#3 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

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

\$140,000.00

**TO:**

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

\$140,000.00

; and be it further

**RESOLVED,**

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

**RESOLVED,**

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0703**

**RE: ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF WATER  
RESOURCES AND CTI ENGINEERS, INC.  
FOR ENGINEERING SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,**

the Portage County Water Resources Department has the need for engineering services for the Shalersville Water Treatment Plant Aeration and Ion Exchange System Improvement Project; and

**WHEREAS,**

CTI Engineers, Inc. has the ability to provide such services; now therefore be it

**RESOLVED,**

that the Board of Portage County Commissioners does hereby agree to enter into an agreement with CTI Engineers, Inc., One Cascade Plaza, Suite 710, Akron OH 44308; and be it further

**RESOLVED,**

that the total cost of the engineering services shall be Eighty-four thousand, four hundred, ninety and 00/100 dollars (\$84,490.00); and be it further

**RESOLVED,** that water resource departmental funds will be used for payment of this agreement; and

**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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0704 - RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND STARK AERATION & EXCAVATION, INC FOR A SEPTIC SYSTEM REPLACEMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Larry M Day located at 3849 Cook Road, Rootstown, Ohio 44272 qualifies for replacement under this program, and

**WHEREAS,** Stark Aeration & Excavation, Inc., a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$3,861, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Stark Aeration & Excavation, Inc. in the amount of \$3,861 to perform the agreed upon services; and be it further

**RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED**, that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0705      -      RE:    Transfer From Fund 4246, Chamberlain Road Resurfacing Project, To Fund 1201, Motor Vehicle And Gas Tax**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS**,            the **Chamberlain Road Resurfacing Project** has been completed, all payments have been made on behalf of said project and all costs have been booked, and

**WHEREAS**,            the Portage County Engineer has requested an operating transfer to debit all remaining funds in Fund 4246, **Chamberlain Road Resurfacing Project**, and credit Fund 1201, Motor Vehicle and Gas Tax, and

**WHEREAS**,            the Portage County Board of Commissioners has approved said operating transfer; now therefore be it

**RESOLVED**,            that the following transfer of funds be made in the amount of \$12,305.35.

**FROM:**

**FUND 4246, Chamberlain Road Resurfacing Project**

ORGCODE- 42468109

Debit Expense Account

Object: 910000 - Transfers Out

\$12,305.35

**TO:**

**FUND 1201, Motor Vehicle and Gas Tax**

ORGCODE - 12018102

Credit Revenue Account

Object: 280000 - Transfer In

\$12,305.35

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 County Auditor, the County Engineer 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0706 - RE: DECLARE OBSOLETE OR UNFIT FOR USE AND DISPOSE OF PORTAGE COUNTY PERSONAL PROPERTY LOCATED AT THE PORTAGE COUNTY ADULT PROBATION OFFICE.**

It was moved by Sabrina Christian-Bennett, seconded Vicki A. Kline by that the following resolution be adopted:

**WHEREAS,** the Portage County personal property located at the Portage County Adult Probation Office, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and

**WHEREAS,** the property is inoperable and has no value; now therefore be it

**RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the following inventory to be discarded or salvaged:

County Tag #	Description
Alco-Sensor FST Intoximeter #023668 F-000157-01	

;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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0707       -       RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND STARK AERATION & EXCAVATION, INC FOR A SEPTIC SYSTEM REPLACEMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and
- WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Matthew & Holly Cart located at 2241 Alliance Road, Deerfield, Ohio 44411 qualifies for replacement under this program, and
- WHEREAS,** Stark Aeration & Excavation, Inc., a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$2,307, now therefore be it
- RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Stark Aeration & Excavation, Inc. in the amount of \$2,307 to perform the agreed upon services; and be it further
- RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further
- RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 19-0708**

**RE: ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF WATER  
RESOURCES AND MC HENRY AND  
ASSOCIATES, INC. FOR ENGINEERING  
DESIGN SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** the Portage County Water Resources Department has the need for engineering design services for the Brimfield Water Treatment Plant Improvements Project; and
- WHEREAS,** Mc Henry and Associates, Inc. has the ability to provide such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Mc Henry and Associates, Inc., 25001 Emery Rd., Suite 200, Warrensville Heights, OH 44128; and be it further
- RESOLVED,** that the total cost of the engineering design services shall be Eighteen thousand and 00/100 dollars (\$18,000.00); and be it further
- RESOLVED,** that water resource departmental funds will be used for payment of this agreement; and
- 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0709**

**RE: ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF WATER  
RESOURCES AND HAL L. STAMM, P.E. FOR  
STRUCTURAL ENGINEERING DESIGN  
SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** the Portage County Water Resources Department has the need for structural engineering design services for the Brimfield Water Treatment Plant Chlorination and Fluoridation Improvements Project; and
- WHEREAS,** Hal L. Stamm, P.E., has the ability to provide such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Hal L. Stamm, P.E., 11029 St. Rt 700, Garrettsville OH 44231; and be it further
- RESOLVED,** that the total cost of the engineering design services shall be Three thousand and 00/100 dollars (\$3,000.00); and be it further
- RESOLVED,** that water resource departmental funds will be used for payment of this agreement; and
- 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0710      -      RE:    DECLARE OBSOLETE AND DISPOSE OF  
PORTAGE COUNTY PERSONAL PROPERTY  
LOCATED AT THE PORTAGE COUNTY  
BOARD OF DEVELOPMENTAL  
DISABILITIES**

It was moved by Sabrina Christian-Bennett, seconded Vicki A. Kline by that the following resolution be adopted:

- WHEREAS,** the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and
- WHEREAS,** the estimated fair market value of this personal property is valued below \$2,500.00; now therefore be it
- RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory:

DD Tag #_	Description
001939	Reliant lift
023076	Charger for lift
none	White table

;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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0711 - RE: ENTER INTO AN AGREEMENT FOR CHILD AND ADULT EMERGENCY REPORTING SERVICES (CARES) BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COLEMAN PROFESSIONAL SERVICES, INC.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** Portage County Job & Family Services is in need of Child and Adult Emergency Reporting Services (CARES) to provide emergency response in situations where child and adult abuse and neglect may be occurring, stabilize a family and prevent removal of children from their homes and link families to other community services; and

**WHEREAS,** requests for Proposals were sent to thirteen (13) potential service providers; and

**WHEREAS,** one (1) proposal was received, opened and tabulated for Child and Adult Emergency Reporting Services (CARES) on July 17, 2019; and

**WHEREAS,** Coleman Professional Services, Inc. is willing and able to provide these services; and

**WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Coleman Professional Services, Inc.; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc. with its principal place of business located at 5982 Rhodes Road, Kent, OH 44240, for the period October 1, 2019 through September 30, 2020, with the option to renew the agreement two (2) additional years; and be it further

**RESOLVED**, that the parties agree that Child and Adult Emergency Reporting Services (CARES) will be at a unit rate of Eight and 17/100 dollars (\$8.17) per unit, where a unit is defined as an hour of telephone line coverage; and be it further

**RESOLVED**, that the total amount of this Agreement is not to exceed Fifty-three thousand five hundred fifty-one and 14/100 dollars (\$53,551.14); and be it further

**RESOLVED**, that funding for this agreement will come from Job & Family Services Fund 1415; 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, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0712       -       RE:   ENTER   INTO   AN   AGREEMENT   FOR  
PARENTING   SERVICES   (NUTURING  
PARENT)   BETWEEN   THE   BOARD   OF  
COMMISSIONERS   ON   BEHALF   OF  
PORTAGE   COUNTY   JOB   &   FAMILY  
SERVICES AND COLEMAN PROFESSIONAL  
SERVICES, INC.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS**, Portage County Job & Family Services is in need of Parenting Services to stabilize families and prevent removal of children from their homes and reunify children that have been removed from their homes by providing parenting assessment, treatment and other instruction services; and

**WHEREAS**, Requests for Proposals were sent to thirteen (13) potential service providers; and

**WHEREAS**, four (4) proposals were received, opened and tabulated for Parenting Services on July 17, 2019; and

**WHEREAS,** Coleman Professional Services, Inc. is willing and able to provide these services utilizing the "Nurturing Parent" program; and

**WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Coleman Professional Services, Inc.; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc. doing business at 5982 Rhodes Road, Kent, OH 44240, for the period October 1, 2019 through September 30, 2020, with the option to renew the agreement two (2) additional years; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Twenty thousand and 00/100 dollars (\$20,000.00); and be it further

**RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1415; 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, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0713**

**RE: A RESOLUTION TO AUTHORIZE THE PORTAGE COUNTY ENGINEER TO EXECUTE THE AGREEMENT BETWEEN PORTAGE COUNTY AND THE NORFOLK SOUTHERN RAILWAY COMPANY FOR PRELIMINARY ENGINEERING SERVICES FOR THE PROJECT KNOWN AS THE RAVENNA ROAD BRIDGE REPLACEMENT, OVER THE NORFOLK SOUTHERN RAILROAD IN FRANKLIN TOWNSHIP, PORTAGE COUNTY,**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** The Portage County Engineer is in the process of developing construction plans and specifications for the project known as the **Ravenna Road Bridge Replacement**, over the Norfolk Southern Railroad in Franklin Township, Portage County, and

**WHEREAS**, the Norfolk Southern Railway Company requires that the Portage County Engineer submit plans and specifications for work which will involve or affect their facilities, and

**WHEREAS**, the Norfolk Southern Railway Company submitted a preliminary engineering cost estimate to \$19,213 to review said plans and specifications; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners do hereby authorize the Portage County Engineer to enter into an agreement between Portage County and Norfolk Southern Railway Company for preliminary engineering services for the project known as the **Ravenna Road Bridge Replacement**, over the Norfolk Southern Railroad in Franklin Township, Portage County, and be it further

**RESOLVED**, that a purchase order will generated, in the amount of \$19,213, for Norfolk Southern Railway Company, 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0714      -      RE:    ACCEPT CONTRACT CHANGE ORDER NO. 1  
AND FINAL TO THE CONSTRUCTION  
AGREEMENT BETWEEN THE BOARD OF  
PORTAGE COUNTY COMMISSIONERS AND  
CHAGRIN VALLEY PAVING FOR THE  
DIAGONAL ROAD/OVERLOOK ROAD  
RESURFACING PROJECT IN FRANKLIN  
TOWNSHIP, PORTAGE COUNTY.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS**, Resolution 19-0197 accepted and awarded the bid of Chagrin Valley Paving, Inc. for furnishing all labor, materials and equipment necessary to complete the **Diagonal Road/Overlook Road Resurfacing Project** in Franklin Township, Portage County, and

**WHEREAS**, a contract was entered into with Chagrin Valley Paving, Inc. in the total amount of \$279,475.80, and

**WHEREAS,** modifications to the project specifications resulted in a cost decrease, now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with Chagrin Valley Paving, Inc. covering the **Diagonal Road/Overlook Road Resurfacing Project** in Franklin Township, Portage County, and be it further

**RESOLVED,** that this Contract Change Order decreases the contract between Chagrin Valley Paving, Inc. and Portage County by \$29,986.07 to **\$249,489.73**, and be it further

**RESOLVED,** that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Chagrin Valley Paving, Inc. and Portage County; 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, Absent;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0715        -        RE:    ESTABLISHING EMPLOYER AND  
EMPLOYEE BI-WEEKLY CONTRIBUTION  
RATES FOR THE PORTAGE COUNTY  
EMPLOYEE HEALTH BENEFIT PLAN FOR  
CALENDAR YEAR 2020.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the following Resolution be adopted:

**WHEREAS,** Ohio Revised Code ("R.C.") §§305.171 and 305.23 authorize the Portage County Board of Commissioners ("Board") to provide and manage group hospitalization, health and dental insurance plans for the employees of Portage County, on a contract or self-insured basis; and

**WHEREAS,** the Board has entered into contract with Medical Mutual Services, LLC and Delta Dental of Ohio to provide and administer group health care and dental plans for employees during calendar year 2020; and

**WHEREAS,** the Board has established the Employee Health Benefit Plan with the assumption that costs will be fairly apportioned between employer and employee for the purpose of ensuring a viable and properly funded plan; and

**WHEREAS,**

Willis of Ohio, Inc., the county's Health Care Consultant, and the Human Resources Department staff have recommended revisions to the County's Employee Health Benefit Plan, as reflected herein and in the Plan Addendum attached hereto as Exhibit A and the Spousal Certification attached hereto as Exhibit B, incorporating certain changes to the Portage County Employee Health Benefit Plan (PPO Plus), now therefore be it

**RESOLVED,**

that the Board has previously established and affirms as a matter of policy that total employee contributions toward the cost of the Employee Health Benefit Plan should meet or exceed ten percent (10%) of such costs, and any previous expressions of Board policy in this regard (e.g., Resolution #18-0745) are hereby super ceded; and be it further

**RESOLVED,**

that the Board approves the employee contribution rates established hereinafter with the understanding that the rates are designed to be applied as payroll deductions on the 26 pay periods of 2020; and be it further

**RESOLVED,**

that the bi-weekly employee/employer contribution rates for the Portage County Employee Health Benefit Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay days in calendar year 2020, as follows:

**Medical/ Rx****PPO Plus**

<b>Coverage</b>	<b>Employee</b>	<b>Employer</b>
Employee	\$36.26	\$323.67
Employee + Spouse	\$94.90	\$698.04
Employee + Child(ren)	\$64.89	\$581.91
Family = Spouse + children	\$129.40	\$950.39

; and be it further

**RESOLVED,**

that the bi-weekly employee contribution rates for the Portage County Employee Vision/Hearing Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay dates in calendar year 2020, as follows:

**Vision/Hearing**

	<b>Employee Rate</b>
Employee Only	\$1.95
Employee + Spouse	\$4.28
Employee + Child(ren)	\$3.50
Family	\$5.84

; and be it further

**RESOLVED,**

that the bi-weekly employee contribution rates for the Portage County Employee Dental Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay dates in calendar year 2020, as follows:

**Dental****Delta Dental**

	<b>Employee Rate</b>
Employee Only	\$11.58
Employee + Spouse	\$21.37
Employee + Child(ren)	\$28.80
Family	\$42.93

; 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, Absent;

Sabrina Christian-Bennett, Yea;

**PORTAGE COUNTY PLAN ADDENDUM, 2020****INTRODUCTION**

This document is an addendum description of the Portage County Employee Health Benefit Plan. The Plan is designed to protect participants against certain catastrophic health expenses. This Addendum supersedes all previous written and unwritten Portage County Employee Health Benefit Plans that directly conflict with this 2020 Addendum.

Coverage under the Plan will take effect for an eligible Employee and eligible Dependents when the Employee and Dependents satisfy all of the eligibility requirements of the Plan.

The Portage County Board of Commissioners reserves the right to terminate, suspend, discontinue, or amend the Plan at any time and for any reason.

The Portage County Board of Commissioners reserves the right to terminate, suspend or discontinue benefits of the employee or dependent when eligibility information supporting the employee's or dependent's application for coverage is materially false or erroneous.

Changes in the Plan may occur in any or all parts of the Plan including benefit coverage, deductibles, maximums, co-payments, exclusions, limitations, definitions, eligibility or other factors at any time as determined by the Portage County Board of Commissioners.

Failure to follow the eligibility or enrollment requirements of this Plan may result in delay of coverage or no coverage. Reimbursement from the Plan can be reduced or denied because of certain provisions in the Plan, such as coordination of benefits, subrogation, exclusions, the timeliness of elections as well as COBRA elections, utilization review or other cost management requirements, lack of medical necessity, lack of timely filing of claims or lack of coverage.

The Plan will pay benefits only for the expenses incurred while this coverage is in force. No benefits are payable for expenses incurred before coverage began or after coverage is terminated, even if the expenses were incurred as a result of an accident, injury or disease that occurred, began, or existed while coverage was in force. An expense for a service or supply is incurred on the date the service or supply is furnished.

If the Plan is terminated, amended, or benefits are eliminated, the rights of the Covered Persons are limited to covered charges incurred before termination, amendment or elimination.

A Plan Participant should contact Medical Mutual, the Third Party Plan Administrator, to obtain additional information about the Plan coverage of a specific benefit, particular drug, treatment, test, or any other aspect of the Plan benefits or requirements.

Any clarification is available from the Plan Administrator and or Medical Mutual free of charge.

## **ENROLLMENT**

An eligible employee must complete and sign an enrollment application and submit the completed application to the County Human Resources Department no later than 31 days after the person becomes eligible for coverage. If the employee fails to provide a completed application within the first 31 days, no enrollment of the employee or dependents, if any, will occur until the next Open Enrollment period, unless the eligibility of the employee or dependent is due to a qualifying event (defined below).

## **ELIGIBILITY**

**Eligible Employee:** A person is eligible for employee coverage on their date of hire if he or she meets the following eligibility requirements:

The employee is a permanent full-time employee working 40 hours per week and in active pay status or a benefit-eligible part-time employee. An eligible part-time employee is considered benefits-eligible if he or she has a regular schedule of at least 30 but less than 40 hours of work per week, or variable hours that average at least 30 hours of service per week or 130 hours of service per month during the applicable measurement period chosen by the County pursuant to 26 CFR §54.4980H-3. An employee is considered in active pay status on any day in which the employee accrues paid sick leave and paid vacation leave. An

employee, once becoming eligible, who uses authorized leave under the Family and Medical Leave Act remains an eligible employee during such leave, regardless of active pay status. Elected officials are considered full-time employees provided the official is in office. Seasonal or temporary employees are not eligible.

**Eligible Dependents:** An eligible employee's Spouse and Children who meet the following eligibility requirements can be enrolled in the plan:

- (1) A covered employee's spouse will only be eligible if other insurance through the spouse's active employer is not available, regardless of quality of coverage. Proof by certification will be required to establish that the employee's spouse does not have access to other insurance. Falsification of information may result in discipline of the employee up to and including dismissal, and/or loss of coverage for employee and spouse.
- (2) "Spouse" means a person to whom the employee is lawfully married under the laws of the State of Ohio, or another state or country if the marriage is recognized by the State of Ohio. Eligibility for any benefit described in this plan is subject to the submission of satisfactory evidence, such as certificate of marriage, submitted to the Human Resources Department as documentation of spousal status.
- (3) "Children" means the employee's natural or adopted children, or the spouse's children, such as stepchildren, children placed in "anticipation of adoption", legally adopted children, children for whom either the employee or employee's spouse is the legal guardian or custodian or any children who, by court order, must be provided health care coverage by the employee or the employee's spouse. Coverage of child dependents is subject to the submission of proper legal documentation. To be considered eligible dependents, children's ages must fall within the age limit specified below.

**Adult Children:** A dependent adult child may be covered until the last day of the month of the child's 26<sup>th</sup> birthday and, for additional charge, to the last day of the month of the child's 28<sup>th</sup> birthday. To be eligible for coverage after age 26, the child must be the natural child, stepchild or adopted child of the employee or the employee's spouse, and must not be eligible for coverage through their employer or under Medicaid or Medicare. To be eligible for coverage between the child's 26<sup>th</sup> and 28<sup>th</sup> birthdays, the child must be 1) unmarried, 2) the natural child, stepchild or adopted child of the employee or the employee's spouse, 3) a resident of this state OR a full-time student at an accredited public or private institution of higher education, 4) not employed by an employer offering a health insurance plan under which the child would be eligible for coverage, 5) not eligible for coverage under Medicaid or Medicare. A surcharge for coverage of adult children between the ages of 26 and 28 will be established from time to time by the Board of Commissioners.

**Child Support Orders:** A dependent child under the age of 18 may be eligible under the terms of a court order that requires an eligible employee to provide medical coverage for his or her children in situations involving divorce, legal separation or paternity dispute. The Human Resources Department will notify an employee who becomes subject to a medical child support order received by the Department. The Department will notify each affected employee, custodial parent, or guardian of its procedures for determining whether medical child support orders are consistent with the requirements of the Plan. Within a reasonable time after receipt of such order, the Department will determine whether the order is

consistent with the Plan, and shall notify each affected employee, custodial parent or guardian of its determination. Once the dependent child is enrolled under a medical child support order, the child's custodial parent or guardian will receive a copy of all pertinent information provided to the eligible employee. In addition, should the eligible employee lose eligibility status, the custodial parent or guardian will receive the necessary information regarding the dependent child's rights for continuation of coverage under COBRA.

**Dependent Disability:** Eligibility will continue beyond the termination age limit for eligible dependents that are 1) unmarried and 2) primarily dependent upon the employee for support due to a physical handicap or mental retardation that renders the dependent unable to work. This incapacity must have started before the age limit was reached and must be medically certified by a Physician. After a two (2) years following the date the eligible dependent meets the termination age limit, the County may annually require further proof that the dependence and incapacity continue. The County reserves the right to have such dependent examined by a Physician of the County's choice, at the County's expense, to determine the existence of such incapacity.

**Married Employees:** Where two eligible employees are married to each other, each employee is required to enroll in a single plan for payroll purposes only. If children are to be covered, one of the employees must enroll under "employee plus children" coverage.

#### **ENROLLMENT ELECTION CHANGES OR QUALIFYING EVENT**

An eligible employee experiencing a qualifying event is permitted to change tiers. A qualifying event is a change in marital status, a spouse or dependent losing or gaining access to coverage, birth of a child or death of a covered individual. Proof of this qualifying event will be necessary. The employee must notify the Human Resources Department within 31 days of the qualifying event to make the eligible change in coverage. If notification is not received within 31 days, the effective date of the change in coverage will not occur until the next Open Enrollment. Timely-notified changes in tiers will be effective on the date of the qualifying event, not on the date of notification.

A newborn child of a covered employee is not automatically enrolled in the plan. A newborn child or newly adopted child will be enrolled as of the date of birth or adoptive placement, provided that the employee requests enrollment from the Human Resources Department within 31 days of the date of birth or adoptive placement. If the enrollment of a newborn child is not received within the 31 days of the newborn's birth or adopted child's placement, coverage for the newborn or adopted child will not be available until the next Open Enrollment.

Coverage will continue for an adopted child unless the placement is disrupted prior to legal adoption and the child is removed from placement.

#### **CONTRIBUTIONS**

Portage County shares the cost of employee and dependent coverage under this Plan. Portage County sets and reserves the right to change the level of the employee contribution.

#### **TERMINATION OF COVERAGE**

When coverage under this Plan stops, Plan participants will receive a certificate of coverage that will show the period of coverage under this Plan. Employees should contact the Human Resources Department for further details.

**Termination of Employee Coverage:** Employee coverage will terminate on the last day of the payroll cycle that the employee ceases to be an eligible employee as result of termination, lay-off, reduction of full time status, or if the employee fails to pay his or her share of the required health care contribution. A covered employee will be eligible for COBRA continuation coverage. Employees should contact the Human Resources Department for a complete explanation of when COBRA continuation coverage is available, what conditions apply, and how to select coverage.

**Termination of Dependent Coverage:** A dependent's coverage will terminate on the date that the eligible employee's coverage under the Plan terminates for any reason including death, except that 1) termination of coverage for adult dependent children due to age will be pursuant to federal or state law as outlined under "Adult Children" above, and 2) voluntary termination of any dependent coverage by an eligible employee may occur with proof of qualifying event.

#### **OPEN ENROLLMENT**

Employees and their eligible dependents who are not currently covered under this Plan may choose to be covered under this Plan during the annual open enrollment period or as of the date of a qualifying event. Changes cannot be made during a plan year without a qualifying event.

Portage County reserves the right to require proof of all qualifying events as well as proof of dependent eligibility at any time. Audits of dependent coverage eligibility will be completed periodically.

Benefit choices made during the open enrollment period will become effective January 1 of the following year.



**SPOUSAL COVERAGE CERTIFICATION 2020**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Name of Spouse

An employee's spouse is not eligible to participate in Portage County's 2019 medical plan if the spouse has access to medical coverage through his or her employer. This rule applies regardless of cost differences and/or network access between Portage County's medical plans and the plan(s) available to the spouse. If a spouse does not have access to coverage through his or her active employer, he/she is permitted to participate in Portage County's medical plan with proper proof/documentation.

☐ My spouse is **NOT** employed as of DATE: \_\_\_\_\_.

☐ My spouse **IS** employed but does **NOT** have access to medical coverage through his or her employer.

Name of Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I understand that I am required to notify Human Resources within thirty (30) days if my covered spouse acquires access to employer-provided medical coverage from the date of this certification throughout the Plan year.

I hereby certify that the information provided above is correct. By completing this form, I attest the information on this form is accurate to the best of my knowledge. I understand if any false statement is made in this certification or information is withheld, I will be subject to appropriate discipline, up to termination and the medical coverage of my spouse and/or dependents will be terminated.

Employee Signature: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

**JOURNAL ENTRY**

September 26, 2019

**Commissioners**

1. The Board of Commissioners acknowledged receipt of the September 13, 2019 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2019, as presented by the Portage County Auditor's Office.
2. The Board of Commissioners approved the placement of Thanksgiving and Christmas Giveaway food boxes to be located in the first floor lobby at the Portage County Administration Building, the Portage County Courthouse Ravenna and Kent Branch to assist families experiencing hardships, as requested by Julie Piccione Beach, Center of Hope and Kent Social Services.
3. The Board of Commissioners acknowledged the receipt of the September 16, 2019 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the November 5, 2019 General Election as follows:

Monday, October 7	8:00 am – 9:00 pm
Tuesday, October 8 – Friday, October 11	8:00 am – 5:00 pm
Monday, October 15 – Friday, October 18	8:00 am – 5:00 pm
Monday, October 21 – Friday, October 25	8:00 am – 5:00 pm
Monday, October 28 – Friday, November 1	8:00 am – 7:00 pm
Saturday, November 2	8:00 am – 4:00 pm
Sunday, November 3	1:00 pm – 5:00 pm
Tuesday, November 5	6:30 am – Election complete

In addition to the hours listed above they will be open beyond regular business hours to conduct Election Official Training as follows:

Tuesday, October 1	5:00 pm – 8:30 pm
Thursday, October 3	5:00 pm – 8:30 pm
Saturday, October 5	8:30 am – Noon
Tuesday, October 8	5:00 pm – 8:30 pm
Saturday, October 12	8:30 am – Noon
Tuesday, October 15	5:00 pm – 8:30 pm

4. The Board of Commissioners authorized the electronic submission of the Ohio Office of Criminal Justice Services Second Quarterly Subgrant Report for Domestic Violence Intervention Project, Grant No. 2018-WF-VA2-8222 for the period ending June 30, 2019 as presented by Donya Buchanan, Family & Community Services.
5. The Board of Commissioners acknowledged receipt of the September 18, 2019 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2019 as presented by the Portage County Auditor's Office.

6. The Board of Commissioners acknowledged receipt of the September 19, 2019 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2019, as presented by the Portage County Auditor's Office.
7. The Board of Commissioners signed the Subordination of Mortgage for Brenda Brennan, 4864 Smith Road, Ravenna, OH, as requested by Neighborhood Development Services.
8. The Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Christine M. Clyde 1219 Gaynelle Avenue, Streetsboro, OH 44241 to secure payment of \$5,000.00. The original document will be recorded by Neighborhood Development Services, Inc.

### **Department of Budget & Finance**

9. The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing II Limited Partnership for the property located at 9056 Maple Grove Road, Windham, Ohio. Portage County will receive 1/24<sup>th</sup> of the principal accrued interest of \$9,712.08, in Portage County records as Instrument Number 200217188, as presented by Neighborhood Development Services.
10. The Board of Commissioners authorized Commissioner Kline to sign two United States Bankruptcy Court, Northern District of Ohio Proof of Claims, as presented by the Department of Budget & Finance for unpaid water and/or sewer bills as follows:

Name	Address	Amount	Account Number
Michael & Michelle Finan	4799 Gooseberry Knoll Ravenna, OH	\$ 265.81	299-43438-01
William P Manounis Jr.	4602 Creekside Dr. Kent, OH	\$ 195.11	299-40900-01

### **Human Resources**

11. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Megan Hazlett as a Program Manager – Group Home, new position, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is October 17, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
12. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Lisa Cimino-Huntley as a Vehicle Operator, new position, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is October 7, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing. ***/PULLED FROM THE JOURNAL ENTRIES THIS DATE.***

13. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Jessica Plymale as a Social Service Worker 3, replacing the position previously held by Diamond Carroll, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is October 7, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
14. The Board of Commissioners signed the Personnel Action Form authorizing the full time hire of Alyssa Lane as a Social Service Worker 3, replacing the position previously held by Margarite Neuhart, for Portage County Job & Family Services, as presented by Kellijo Jeffries, Job and Family Services Director, and Janet Kovick, Human Resources Director. Anticipated start date is October 7, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
15. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Stephanie Wenrich from Social Service Worker 3 to PCSA Supervisor - Temporary, replacing Kaylyn Kane, for Portage County Job & Family Services effective October 21, 2019, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
16. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Stephanie Wenrich, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
17. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Alice Moore from Eligibility Specialist to IM Aide 2, replacing Brittni Jenkins, for Portage County Job & Family Services effective October 14, 2019, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
18. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Eligibility Specialist, replacing Alice Moore, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.
19. The Board of Commissioners signed the Personnel Action Form accepting the retirement of Donna Buteau, Clerical Specialist 4, for the Portage County Job & Family Services, effective September 30, 2019, presented by Janet Kovick, Human Resources Director.
20. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Clerical Specialist 4, replacing Donna Buteau, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, Job and Family Services Director and Janet Kovick, Human Resources Director.

21. The Board of Commissioners approved leave without pay for a Job and Family Services employee through Monday, September 30, 2019, as presented by Kellijo Jeffries, Job and Family Services Director.
22. The Board of Commissioners signed Personnel Action Form for a professional development wage increase for Jeff Cottrell, Laborer, for Portage County Water Resources, effective September 23, 2019, for obtaining his Class B CDL, presented by Gene Roberts, Water Resources Director, and Janet Kovick, Human Resources Director.

**Water Resources**

23. The Board of Commissioners accepted the recommendation of Water Resources Department Director Gene Roberts and authorized the Federal Drug Enforcement Administration (DEA) to hold a pharmaceutical collection event in conjunction with the National Take-Back Initiative on Saturday, October 26, 2019 from 10:00 am to 1:00 pm at the Portage County Water Resources Department located at 8116 Infirmary Road in Shalersville Township, as required in Part II of the Streetsboro Wastewater Treatment Plant NPDES Permit.

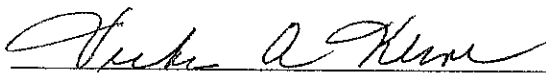
**Motion To:** Approve the Journal Entries for September 26, 2019 as revised.

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

**Motion To:** Adjourn the Official Meeting of September 26, 2019 at 11:29 AM

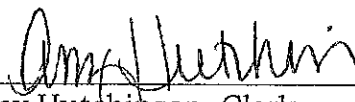
<b>RESULT:</b>	<b>ADOPTED</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Vicki A. Kline
<b>AYES:</b>	Sabrina Christian-Bennett, Vicki A. Kline
<b>ABSENT:</b>	Kathleen Clyde

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

  
Vicki A. Kline, President

  
Kathleen Clyde, Vice President

  
Sabrina Christian-Bennett, Board Member

  
Amy Hutchinson, Clerk

