

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

October 10, 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 Record Courier reporter Diane Smith and Bruce Smith.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:02 AM

HUMAN RESOURCES

Present: Director Janet Kovick, Office of Homeland Security and Emergency Management
Director Ryan Shackelford, Water Resources Department Director Gene Roberts and Deputy
Director Laura Weber, David Dix and William Barber

Discussion:

1. Employee Performance Policy

Director Kovick revised the Performance Evaluation section of the Commissioners' Personnel Policy Manual based on the conversation last week as follows:

PERSONNEL POLICY MANUAL

EMPLOYEE PERFORMANCE-EVALUATIONS

SECTION 19

EFFECTIVE: 03/12/2018 XX/XX/2019

RESOLUTION: 18-0118-X-XXXX

A. EVALUATIONS PROBATIONARY EMPLOYEES

- 1) The Board of Commissioners shall assure that all probationary employees are evaluated at least once during their probationary period. Beginning in 2017, all non-probationary employees will be evaluated every two (2) calendar years (in odd-numbered years). Performance evaluations for non-probationary employees are to be completed by the end of the first quarter of the evaluation year. Forms for performance evaluations shall be made available to all departments by the Board of Commissioners.
- 2) Each supervisor shall complete a written performance evaluation on probationary and non-probationary employees. Each supervisor shall review and discuss the performance

evaluation with the employee. The employee shall sign a copy of the performance evaluation, acknowledging that a review was conducted. The employee shall receive a copy of the performance evaluation and may submit a written response which will be attached to the evaluation

B. NON-PROBATIONARY OR PERMANENT EMPLOYEES

- 1) Daily, informal exchanges between all probationary and non-probationary employees and their supervisors regarding job performance are encouraged. Immediate feedback or "in the moment" discussions are required for all non-probationary or permanent employees rather than conducting annual performance evaluations. Immediate feedback discussions provide feedback to an employee, either to reinforce a positive behavior or prevent undesirable behaviors.
- 2) Immediate feedback discussions are to be documented on a department-approved form or a form provided by the Human Resources Department. The employee shall sign the document, acknowledging the discussion occurred, and signed by the supervisor. The employee shall receive a copy of the discussion form. The documentation shall be placed in the employee's personnel file.
- 3) Departments may adopt a formal evaluation system should they choose to do so, in addition to having immediate feedback discussions. Where a formal evaluation system is adopted, evaluation of each employee shall occur not less than once a year, at a time determined by the department.

The Board approved the changes and Commissioner Christian-Bennett asked about the effective date and Director Kovick responded the Policy Manual in itself is also being reviewed and she is meeting with the Directors this afternoon to discuss. The entire manual should be coming back to the Board for final approval by the end of the year.

Director Kovick also confirmed the new evaluation template are available if a department is still interested in using them and the Board concurred.

9:06 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider employment of a public employee. Also present: Director Janet Kovick.

9:13 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting Executive Session, the Board took no action.

9:14 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider employment and compensation of a public employee. Also present: Director Janet Kovick and Office of Homeland Security and Emergency Management

Director Ryan Shackelford. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:48 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Commissioner Clyde asked the Clerk to schedule Director Shackelford again in 2 weeks.

WATER RESOURCES

Present: Director Gene Roberts, Deputy Director Laura Weber, Human Resources Director Janet Kovick, David Dix, and William Barber

Discussion:

1. Clean Water Plan Update

In September 2017, Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) announced they would be updating wastewater management Facilities Planning Areas (FPAs) in Chapter 3 of the region's Clean Water Plan (CWP). The intent of this update to the CWP was to apply wastewater prescriptions to the parcel level.

Portage County Water Resources (PCWR) has provided updates to NEFCO. Most of the modifications to the CWP in this update will be limited to showing sewered parcel data for the County and recent text and map amendments that have been processed and approved by NEFCO. In addition, there will be one major map color change related to the Mahoning River Watershed.

In June 2019, PCWR requested the Board amend the CWP for the Mahoning River Watershed in the Portage County FPA (This includes portions of Nelson, Shalersville, Freedom, Rootstown, Randolph, Atwater and Windham Townships and all of Charleston, Edinburg, Deerfield, Palmyra and Paris Townships). The amendment process was started after NEFCO discovered there were no wastewater prescriptions for the Mahoning River Watershed in the Portage County FPA. PCWR did not complete the amendment process given amending the CWP would potentially impact a proposed project in Palmyra Township (Loves Truckstop). Since PCWR did not amend the Mahoning River Watershed, it currently remains with "No Wastewater Prescriptions". The current CWP shows this area as green, which implies the area has wastewater prescriptions, the new CWP will show this area as white. Simply put, the color will be revised to match its actual wastewater prescription. Leaving the area without prescription means Ohio EPA will make approval to private individual wastewater treatment systems based on best available technology. PCWR believes since the County has limited public wastewater collection and treatment in the Mahoning River Watershed (Atwater, Nelson and Chalestown Townships) requiring a commercial development to connect to a public wastewater system could make projects "Not Economically Feasible" and stifle economic development in this portion of the County.

The changes to the NEFCO CWP are scheduled to be presented to the NEFCO General Policy Board for approval to be released for the public comment period at the October meeting.

9:51 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider employment and compensation. Also present: Human Resources Director Janet Kovick, Water Resources Department Director Gene Roberts and Deputy Director Laura Weber. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:10 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

MAIN STREET RAVENNA

Present: Julie McClaine, Todd Peetz, Brad Cromes, David Dix, William Barber, Shawn Gordon and Tony Clum

Mr. Barber explained within the Ravenna Community Plan, there were strategies to get the community revitalized. For the downtown area, a framework was put together that included signage and wayfinding. The Committee created a plan and worked with the visual communication design at Kent State University, and they provided 15 different ideas for consideration. The ideas were then reviewed and narrowed down to the 4 provided today.

Ms. McClaine mentioned they have already met with the Trustees, the Mayor and Council members and after meeting with the Commissioners, they will be presenting the design to the community for comment. Once that has been completed, a student will assess the location and number of signs needed for the project and then cost estimates will be determined.

Mr. Dix showed a 5 minute presentation of what he observed while walking the community as if he was an outsider coming to Ravenna for the first time. Commissioner Clyde thanked Mr. Dix for the thoughtful presentation and mentioned the Board talked about starting a work group for the County's capital improvement planning and this should be considered within the process.

Commissioner Christian-Bennett noted there are several simple items the County can do now such as addressing the rusty fence, weeds, and signage could be changed from 'do not enter' to 'one way'.

UNIVERSITY HOSPITAL & DAVEY TREE

Present: Shawn Gordon, University Hospital and Tony Clum, Davey Tree

Davey Tree was contacted to create project for an unused area just south of University Hospital (UH) Portage. There's an open green space that is not being used and is unkept that has the potential to be turned into an inviting area for those coming to UH. The plans call for 5 landscaped beds within a walking path that is between $\frac{1}{4}$ and $\frac{3}{10}$ of a mile in length with a proposed lawn, amphitheater area, gazebo, and multiple benches.

Ms. Gordon mentioned the greenspace is located at the southwest corner of the hospital (left side) that is located below the cancer area of the hospital. Jack Shaffer, through his estate plan, gifted the foundation a \$100,000 bequest \$50,000 for the project and \$50,000 in an endowment for the maintenance and preservation of the area.

Ms. Gordon noted there is a funding gap, but they intend to promote fundraising events and are working with individuals, donors, corporations, foundations and they do accept in-kind donations from the Portage County area to support the project.

The location of the garden is on County owned property that will be permanently improvement. Ms. Gordon met with Mayor and he was very pleased to hear about the project. The Woodlands nursing facility has an outdoor patio that will have visual sight of the garden. Phase 2 of the project could include a walking path to several adjacent buildings. Ms. Gordon also met with the neighbors, Coleman Adult Daycare Center, and the Veterans Administration.

Ms. Gordon spoke with the High School for participation from the service learning class and will talk to Maplewood Career Center as well for the actual planting of the garden.

Commissioner Christian-Bennett suggested Ms. Gordon talk with Home Town Bank to host a movie night in the location.

The overall costs for the layout are about \$400,000, including labor and material, but Davey Tree will provide a donation, along with UH's portion and in-kind services. Mr. Clum encourages any additional contribution to this very worthy cause.

JOB & FAMILY SERVICES

Present: Director Kellijo Jeffries

1. Data Report
Director Jeffries reviewed the monthly Data Report for July/August 2019.
2. Job and Family Services to participate in Ohio Start
Ohio START (Sobriety, Treatment, and Reducing Trauma) is an intervention program that provides specialized victim services, such as intensive trauma counseling, to children who have suffered victimization with substance abuse of a parent being the primary risk factor. The program also assists parents of children referred to the program with their path to recovery from addiction. Created and now supported through the office of former Ohio Attorney General Mike DeWine, Ohio START requires the partnering of county Children Services agencies, behavioral health providers, and juvenile/family courts. A key element of this program is family peer mentors who are paired with a child welfare caseworker to provide intensive case management services.

Portage County Job and Family Services applied to be included in cohort 3 in the 4th grant cycle with VOCA, 2nd cycle with the State Opioid Response grant. Additionally, the state has allocated funds in the budget through a grant with Ohio Department of

Job and Family Services. The pilot currently has 17 participating counties in cohort 1: Athens, Brown, Clinton, Fairfield, Fayette, Franklin, Gallia, Hamilton, Highland, Hocking, Jackson, Lawrence, Meigs, Pickaway, Ross, Vinton and Warren. There are 15 counties participating in cohort 2: Ashtabula, Butler, Carroll, Delaware, Erie, Hardin, Mercer, Morrow, Lorain, Ottawa, Richland, Seneca, Stark, Summit and Trumbull. Ohio START's 3rd cohort was announced during the first week of September; PCSAs participating in cohort 3 which includes Portage County are:

- Allen County Children Services
- Ashland County Department of Job and Family Services
- Auglaize County Department of Job and Family Services
- Cuyahoga County Division of Children and Family Services
- Harrison County Department of Job and Family Services
- Licking County Job and Family Services
- Lucas County Children Services
- Mahoning County Children Services
- Medina County Job and Family Services
- Portage County Job and Family Services
- Tuscarawas County Job & Family Services
- Union County Department of Job & Family Services
- Wayne County Children Services Board
- Williams County Department of Job and Family Services

One-time funding will be made available to the Job and Family Services agency for the purposes of training and to support a portion of salary costs of the new Social Service Worker III - Ohio Start worker. The allocation amount has not been provided to Portage County yet. Portage Job and Family Services will be required to sustain this program after year one from their regular budget.

Director Jeffries is looking forward to starting this new effort and continuing to support children and families coping with addiction and striving towards for recovery.

3. Annual PRC Plan Renewal and New Bridge Contract with Scenic View

Annual PRC Plan Renewal

In September 2019, the Community Planning Committee convened the annual meeting as required by Ohio Revised Code to seek input from community partners on the services within the Prevention, Retention and Contingency Plan (PRC) as funded by federal Temporary Assistance for Needy Families (TANF) dollars. Community partners did not have any inclusions for the plan. Job and Family Services did make amendments to the Kinship Child Care section that reverted back to 200% of the federal poverty guideline and renamed the supportive services section to Stabilization Services which makes supportive services available to children and families working with Children Services and allows the child to be considered as an Assistance Group (AG) of 1 instead of looking at income of caregivers. The plan will be presented to the Board of Commissioners soon for signature and will be reflective of these changes.

New Bridge Contract with Scenic View Transportation

Two weeks ago, Public Assistance Administrator Rebecca Abbott indicated that the primary

contracted Non-Emergency Medicaid Transportation (NET) provider had to decline 8 Medicaid trips in one month due to staff issues. Job and Family Services staff stepped in to take these clients to doctor visits. The provider hopes to hire several new drivers soon that may alleviate this issue in the future. However, based on the necessity to have their medically fragile clients seen timely by medical providers, Director Jeffries outreached to previous provider, Scenic View and asked if they had the capacity to assist Portage Job and Family Services with emergency NET transportation trips. Scenic View does have the capacity and fleet to assist and are currently working with other Job and Family Services county agencies in

surrounding areas. As such, the department drafted a bridge contract, approved by the Portage County Prosecutor's office that will allow Portage Job and Family Services to access services from Scenic View in last resort situations. The contract will be presented on a future consent agenda.

While Job and Family Services has recently hired two internal drivers, the workforce demands afforded to clients that lack their own transportation competes with the NET needs and having this safety net service with Scenic View will assure that clients are getting to their medically necessary appointments. The NET program is funded by federal Medicaid pass through dollars.

4. Request to create a fund to transfer funds from the Rodman Account

Several weeks ago, Portage County Auditor Janet Esposito brought to Director Jeffries' attention a Rodman Account that was created as a result of the wishes of Mary Sanford Rodman and documented in her Last Will and Testament. The will requested the Commissioners invest her funds and to use income derived from investments annually for the then Portage County Detention Facility. When the detention facility closed, in 1954 and by resolution in Volume 20, page 168, it provided that the income should be paid to the Portage County Child Welfare League and that the Division of Child Welfare in the Department of Welfare should assume the duties of the league. In 2009, as requested by then Director Anita Herington, she made the request of the Portage County Auditor, Janet Esposito that the funds would be used for extraordinary needs for children in the custody of Portage County Job and Family Services to include but not limited to educational needs, vocational needs, medical needs not covered by public assistance and recreational needs. Director Jeffries understands that this request was honored. Since becoming Director of Job and Family Services in 2015, she was not aware of this fund formally and since learning about this, Director Jeffries is asking that the Commissioners support the Portage County Auditor's office to establish a fund code name Group and the funds be transferred to this fund. The funds would continue to be available for the special needs identified above but would also include funds needed to support the needs of children that will reside in the Portage Job and Family Services Group Home. The Board supports the request and a draft resolution will be prepared and sent to the Board of Commissioners for the next consent agenda.

5. Parking issue is on hold until Director Townend returns.

6. AFSCME 1696 Union

The Union contacted Director Jeffries because it's the year of their reopener and they are scheduled to meet on October 29th. Director Jeffries, Sue Brannon, and Human Resources Director Janet Kovick will attend and Director Jeffries will bring back all recommendations to the Board for discussion before any decision are made.

11:17 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Vicki A. Kline, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider the appointment of a public employee. Also present: Board of Commissioners only. Roll call vote: Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

11:53 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of

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

After exiting executive session, the Board took no action.

Recessed: 11:53 AM

Reconvened: 1:00 PM

BUDGET & FINANCIAL MANAGEMENT & ITS BUDGET DISCUSSION

Present: County Auditor Janet Esposito, Director Lloyd Alger, John Groselle and Department of Budget and Financial Management Director Todd Bragg

Director Alger noted the question before the Board is whether to replace all personal computers (pcs) all at once or over a 5 year cycle. The rationale for moving quickly on the \$500,000 request is that the pcs highlighted in the request are all Windows 7 machines. Windows 7 is going out of support by Microsoft January 14, 2020. The anti-virus still says it will cover Windows 7 operating systems for the time being, but how long they will support an operating system that's been abandoned by Microsoft is still unknown. The best guess is from the anti-virus with Sofos. Sofos supported Windows XP 3 years beyond the end of life of Windows XP. It's not exactly the same comparison because Windows XP went out of service in April 2014, and many Federal government agencies were still using XP beyond the expiration date. Director Alger is being told the vast majority of Federal agencies have already moved off of Windows 7 onto Windows 10. The anti-virus producers were still supporting it because of the huge consumer base for the product. With the government no longer utilizing Windows 7, he cannot say definitively how long the current anti-virus vendor will support Windows 7.

The difference between a system that's Windows 10 and supported by the anti-virus and Windows 7 also supported by the anti-virus isn't a lot, but a Windows 7 pc that gets hits with phishing e-mail, the anti-virus has to work harder to ensure more things aren't attacking the pc. On the Windows 10 pc, they are hardened and more secure so the anti-virus still works, but there is more flexibility when something happens without something catastrophic happening. Once Windows 7 is no longer supported by the anti-virus group, it's a huge risk to the County.

Director Alger mentioned the County has a different back up and storage routine than other Counties that has protected the County from the wide ranging horrible breaches, but smaller breaches within the department are still a possibility if a patch system is in place.

Director Alger believes within 2020, the risk shouldn't be that great, but the longer time the County spends away from the end date, the greater the risk becomes.

John Groselle pointed out it's not just the security issue, Windows 7 end of life means end of life, end of support and the software vendors don't support it either causing upgrade to be hindered or stalled.

Commissioner Kline stated that she is hearing it's very important to do the entire project at once. Director Alger suggests executing Plan A which replaces all the critical Window 7 machines in the environment, then move to Plan B, which includes taking pcs that are 2 years old and replace them with brand new machine and taking the 2 year old machine into inventory so when other pcs crash, the department can do replacements rather than waiting

3-4 years. In 2020, Plan A can be executed and in 2022, Plan B would begin with top level departments. The server will need replaced in 2021 but it's too early for exact figures but it's approximately \$300,000. In 2022, the switches and the network infrastructure will be approximately \$123,000, and that's the same year the phone systems need to be reviewed.

Commissioner Clyde asked why equipment wasn't replaced last year and Director Bragg noted the Department regularly budgets for computer replacement, but the list wasn't organized to see who needed to be replaced. County Auditor Esposito explained funding that doesn't come through the General Fund has been utilized for replacement computers. Director Alger noted 150 pcs have been replaced since 2014, mostly by Water Resources Department or by those utilizing Non General Fund monies. The 150 pcs are not counted for next year, but a small replacement of the 150 could be done in 2021 and in 2022 start the replacement cycle.

Commissioner Clyde asked about Option A on the licensing purchase and it appears there are 580 licenses budgeted and on Option B, there are 675. Director Alger noted the 580 licenses covers the just the pcs that are being replaced during that particular year. The 675 pcs under Plan B covers all licenses the County will need throughout the 5 year replacement cycle. If the County is starting the replacement cycle within the 3 years, Director Alger would replace the 580 with 675, which is a difference of \$6,000.

Director Alger also discussed funding for cyber security awareness training for the entire County and he will send the quotes to the Commissioners for review. Director Alger mentioned CORSA is offering a \$2,500 rebate if purchased and they will refund \$2,500. There are two levels of quotes with the first being a gold level – a slightly lower level that provides some department autonomy and the ability to track their department to see how well they are doing for \$14,000 or the platinum quote for \$16,000. There's also a \$2,500 reimbursement from CORSA (while the funding lasts) for the program for one year. There's a 3 year price he will send, but it might be more of a capital expense then the County is willing to endure the first year.

The training will educate any users on how to be security conscious at their desks, why they need strong passwords, how to recognize phishing and why it's dangerous, not allowing people to tailgate you when entering the building in the morning, to be conscious of USB drives and not putting an unfamiliar USB drive in their computer. There are also safe phishing campaigns that can be sent to employees to see who clicks on the bad e-mails trying to change mindset and raises awareness. The training is offered as online courses and

there are at least 3 training courses Director Alger recommends. The first course was 45 minutes, the second was a small video that was 5 minutes and the third was game that was about 10 minutes. Initially, the department would require employees to go through the 3 courses within 30 days and participation should be mandatory.

The Board agreed to move forward with the computer replacements, the software increases, and the email security server in 2020.

The Board added a full time person this year and a part time position last year to the IT Department and agreed to hold the System Security position at this time.

CONSENT AGENDA QUESTIONS:

The Board asked that Director Bragg and the Commissioners both be listed on the review of the bill run, wire, jv's and then and now resolutions.

COMMISSIONERS' CONSENT AGENDA

October 10, 2019

1. Approval of the October 3, 2019 regular meeting minutes and the special meeting held October 9, 2019.

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RESOLUTIONS

October 10, 2019

Budget & Financial Management:

1. Approve the Thursday, October 10, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Board of Commissioners./19-0732
2. Approve the Thursday, October 10, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Board of Commissioners./19-0733
3. Approve the Thursday, October 10, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Board of Commissioners./19-0734
4. Approve the Thursday, October 10, 2019 Then & Now Certification, as presented by the County Auditor./19-0735
5. Amendment to the Non General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0736

Job & Family Services

6. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund (\$30,404.51)./19-0737
7. Transfer from Fund 1413, WIA Fund to Fund 1410, Public Assistance Fund (\$5,519.19)./19-0738
8. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund (\$75,004.22)./19-0739
9. Approve the revised Prevention, Retention and Contingency Plan, effective October 1, 2019 for Portage County Job & Family Services./19-0740

Internal Services

10. Amend Resolution No. 19-0704 to modify the cost of replacing a home septic tank system (Larry M. Day)./19-0741
11. Amend Resolution No. 19-0707 to modify the cost of replacing a home septic tank system (Matthew & Holly Cart)./19-0742
12. Enter into license agreement between the Portage County Commissioners and the Kent State University Police Academy at Kent./19-0743

Motion To: Approve the Consent Agenda for October 10, 2019

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

RESOLUTION NO. 19-0732 - RE: **BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 10, 2019 in the total payment amount of **\$988,804.04, including late fees finance charges, interest & penalties amounting to \$5.00 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, October 11, 2019, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 10, 2019 in the total payment amount of **\$43.45 to Neil Group/Overage** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0733 - RE: **WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management,

Department of Internal Services or other designee on October 10, 2019 in the total payment amount as follows:

1. \$211,435.23 to Medical Mutual Claims; and

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

RESOLVED,

that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, October 11, 2019 \$ 211,435.23

and be it further

RESOLVED,

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0734 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

RESOLVED,

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

10/10/19	231	\$ 13,779.98
10/10/19	239	96.00

10/10/19	240	846.39
10/10/19	259	3,170.27
10/10/19	562	325.60
10/10/19	314	285.00
10/10/19	315	37.62
10/10/19	431	94.31
10/10/19	437	16,232.30
10/10/19	443	21,879.57
10/10/19	498	23,280.00
10/10/19	502	568.35
10/10/19	518	2,927.05
10/10/19	521	136.00
Total		\$ 83,658.44

; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0735 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

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

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

WHEREAS, a listing of expenditures 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 are properly certified by the County Auditor in the amount of **\$432,091.75** as set forth in Exhibit "A" dated **October 10, 2019** shall be paid; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0736

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

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

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

	<i>Increase</i>	<i>Decrease</i>
Fund: 1100 Concealed Handgun Licenses		
700 Sheriff's Department		
11004 Concealed Handgun Licenses CS	-	5,000
11005 Concealed Handgun Licenses MS	5,000	-
MEMO TOTAL	<u>\$ 5,000</u>	<u>\$ 5,000</u>

Note: Addtl \$ needed, CCW

Fund: 1105 Traffic Enforcement Program		
700 Sheriff's Department		
11053 Traffic Enforcem Salary&Fringes	6,916	291
MEMO TOTAL	<u>\$ 6,916</u>	<u>\$ 291</u>

Note: Addtl grant approp.

Fund: 1112 Sheriff Inmate Commissary		
700 Sheriff's Department		
11124 Sheriff Inmate Commissary CS	5,000	-
11125 Sheriff Inmate Commissary MS	5,000	-
11126 Sheriff Inmate Commissary CO	-	10,000
MEMO TOTAL	<u>\$ 10,000</u>	<u>\$ 10,000</u>

Note: Trf \$ not needed in Eqpt

		<i>Increase</i>	<i>Decrease</i>
Fund:	1201 Motor Vehicle And Gas Tax		
	800 Engineer's Department		
12014	Engineer MVGT Contract Svcs	-	50,000
12015	Engineer MVGT Materials&Suppli	200,000	-
12016	Engineer MVGT Capital Outlay	-	50,000
	MEMO TOTAL	\$ 200,000	\$ 100,000

Note: ROAD MAINTENANCE

Fund:	1330 Dog And Kennel		
	045 Dog And Kennel		
13304	Dog Warden Contract Svcs	7,800	-
	MEMO TOTAL	\$ 7,800	\$ -

Note: Accident repair

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 229,716	\$ 115,291
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; and be it further

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

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

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

Roll call as Follows:

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

RESOLUTION NO. 19-0737**RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1410, PUBLIC ASSISTANCE
FUND**

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

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

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

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

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 - Transfer Out

\$30,404.51

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 - Transfer In

Project: NONE

\$30,404.51

; and be it further

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

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0738

**RE: TRANSFER FROM FUND 1413, WIA FUND
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

WHEREAS, the JFS WIA Fund owes the Public Assistance Fund for One Stop sharing 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 \$5,519.19 for the 4th Qtr SFY19 Apr - Jun 2019 adjustment 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

\$2,759.60
\$2,759.59

TO:

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

\$5,519.19

; and be it further

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

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0739 - RE: TRANSFER FROM FUND 1413, WIA FUND
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$75,004.22 for Adj#1 June and July & August 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

\$29,596.00
\$12,258.22
\$22,100.75
\$11,049.25

TO:

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

\$75,004.22

; and be it further

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

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0740

**RE: APPROVE THE REVISED PREVENTION,
RETENTION AND CONTINGENCY PLAN,
EFFECTIVE OCTOBER 1, 2019 FOR
PORTAGE COUNTY JOB AND FAMILY
SERVICES.**

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

- WHEREAS,** Chapter 5108 of the Ohio Revised Code and rules issued under the chapter require that Job & Family Services adopt a written statement of policies governing the prevention, retention, and contingency (PRC) program for Portage County; and,
- WHEREAS,** there have been twenty-eight (28) revisions since the inception of the PRC Plan with the last revision approved via Journal Entry on May 2, 2019 with an effective date of April 17, 2019; and
- WHEREAS,** the Director of Portage County Job & Family Services presented the Board of Commissioners with the revised Prevention, Retention and Contingency Plan (see backup – Exhibit A) for Portage County Job & Family Services, Division of Family Employment & Support Services, advising the Board of Commissioners that the PRC Plan was revised in accordance with Chapter 5108 of the Ohio Revised and reviewed by the County Community Planning Committee; and,
- WHEREAS,** the Portage County Prosecutor's Office reviewed the revised PRC Plan and advised that the proposed changes are consistent with the requirements of the applicable statutes and related regulations; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby certify that Portage County Job & Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies and agrees to adopt this revised Prevention, Retention and Contingency (PRC) Plan in its entirety, as presented by the Director of Portage County Job and Family Services, effective October 1, 2019; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board, and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0741 - RE: AMEND RESOLUTION NO. 19-0704 TO
MODIFY THE COST OF REPLACING A
HOME SEPTIC TANK SYSTEM.**

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

WHEREAS, Resolution No. 19-0704, adopted September 26, 2019, and appearing in Commissioners' Journal Volume 92, Portage County; and

WHEREAS, The Portage County Health Department provided a cost estimate of \$3,861 to install and remove a home septic system owned by Larry M Day located at 3849 Cook Road, Rootstown, Ohio, 44272 now therefore be it

RESOLVED, The Portage County Health Department noted an error in the estimate. The estimate should be \$3,831; and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file certified copies of this Resolution with the Portage County Engineer, 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0742 - RE: AMEND RESOLUTION NO. 19-0707 TO
MODIFY THE COST OF REPLACING A
HOME SEPTIC TANK SYSTEM.**

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

WHEREAS, Resolution No. 19-0707, adopted September 26, 2019, and appearing in Commissioners' Journal Volume 92, Portage County; and

WHEREAS, The Portage County Health Department provided a cost estimate of \$2,307 to install and remove a home septic system owned by Matthew & Holly Cart located at 2241 Alliance Road, Deerfield, Ohio now therefore be it

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0743 - RE: ENTER INTO LICENSE AGREEMENT
BETWEEN THE PORTAGE COUNTY
COMMISSIONERS AND THE KENT STATE
UNIVERSITY POLICE ACADEMY AT KENT.**

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

WHEREAS, the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and

WHEREAS, the KENT STATE UNIVERSITY POLICE ACADEMY AT KENT wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and THE KENT STATE UNIVERSITY POLICE ACADEMY AT KENT for use of the training facility and firing range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff's office; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in

meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

JOURNAL ENTRY

October 10, 2019

Department of Budget & Finance

1. 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 9133 Maple Grove Road, Windham, Ohio. Portage County will receive 1/23rd of the principal accrued interest of \$9,759.13, in Portage County records as Instrument Number 200217188, as presented by Neighborhood Development Services.

Commissioners

2. In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for September 2019.
3. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the Use of School Facilities Request Form to use Maplewood Career Center on November 12, 2019 for the Portage County Office of Homeland Security and Emergency Management Agency's SKYWARN event. Maplewood Career Center has agreed to waive the \$100.00 fee.
4. The Board of Commissioners acknowledged receipt of the October 7, 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.
5. The Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Zelma E. Sarrach 10241 Newton Falls Road, Newton Falls, OH 44444, to secure payment of \$18,220.00. The original document will be recorded by Neighborhood Development Services, Inc.

Human Resources

6. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Laura Weber, Deputy Director for Portage County Water Resources, due to successfully completing 1 year of service, effective October 1, 2019, presented by Gene Roberts, Water Resources Director, and Janet Kovick, Human Resources Director.

7. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Cody Brookover, EMA Deputy Director, for the Portage County Office of Homeland Security & Emergency Management, effective October 25, 2019, presented by Janet Kovick, Human Resources Director.

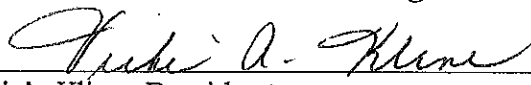
Motion To: Approve the Journal Entries for October 10, 2019

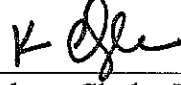
RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Kathleen Clyde
AYES:	Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

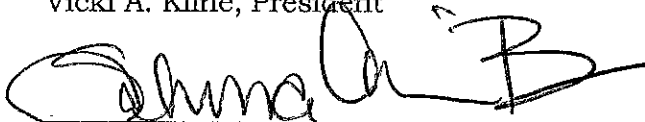
Motion To: Adjourn the Official Meeting of October 10, 2019 at 1:43 PM

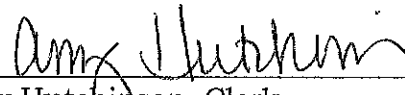
RESULT:	ADOPTED
MOVED:	Sabrina Christian-Bennett
SECONDED:	Kathleen Clyde
AYES:	Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

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


Vicki A. Kline, President


Kathleen Clyde, Vice President


Sabrina Christian-Bennett, Board Member


Amy Hutchinson, Clerk