



Portage County Board of Commissioners

Organizational Meeting

~ Minutes ~

0446

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

Amy Hutchinson, Clerk
330-297-3600

Monday, January 13, 2020

8:15 AM

Commissioners' Board Room

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

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

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

Also present throughout the day: Brian Ames and Attorney Chris Meduri

PRESIDENT/VICE PRESIDENT

President of the Board for 2020 – Kathleen Clyde

Motion: by Vicki A. Kline, seconded by Kathleen Clyde to appoint Kathleen Clyde as President of the Portage County Board of Commissioners for 2019./20-0021

Commissioner Christian-Bennett asked if Commissioner Clyde is willing make herself more accessible as President of the Board and Commissioner Clyde responded that she was looking forward to the opportunity.

Roll call vote: Commissioner Kline, Yea;
Commissioner Clyde, Yea;
Commissioner Christian-Bennett, Nay;
Motion Carries.

Vice-President of the Board for 2020 – Vicki A. Kline

Motion: by Kathleen Clyde, seconded by Vicki Kline to appoint Vicki A. Kline as Vice President of the Portage County Board of Commissioners for 2020./20-0022

Commissioner Christian-Bennett noted that both Commissioner Kline and Commissioner Clyde were out of the office during the same week in August, which left the County vulnerable if something happened due to a lack of quorum and Commissioner Kline responded she provided two months advanced notice that she would be out of the office. Commissioner Christian-Bennett suggests if two Commissioners are out at the same time again, the Board should send notice to all Elected Officials so as not to cause a hardship.

Roll call vote: Commissioner Clyde, Yea;
Commissioner Kline, Yea;
Commissioner Christian-Bennett, Nay;
Motion Carries.

STAFF APPOINTMENTS

Clerk for the Board for 2020 – Amy Hutchinson

Motion: by Vicki A. Kline, seconded by Sabrina Christian-Bennett to appoint Amy Hutchinson as Clerk for the Portage County Board of Commissioners for 2020./20-0023

Roll call vote: Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Motion Carries.

Acting Clerk for 2020 – Julie Gonzales

Motion: by Kathleen Clyde, seconded by Vicki A. Kline to appoint Julie Gonzales as Acting Clerk of the Portage County Board of Commissioners for 2020./20-0024

Roll call vote: Commissioner Clyde, Yea;
Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;
Motion Carries.

Establishing Regular and Special Meetings and Establishing Rules for the Commissioners' Meetings

Attorney Meduri drafted several Resolutions for the Board to consider, including having the regular Thursday and the first Tuesday of the month or the last Tuesday of the month and Commissioner Clyde suggested the last Tuesday of the month and Attorney Meduri suggested the language read the fourth Tuesday. Commissioner Christian-Bennett noted the Board will be meeting every Thursday and the fourth Tuesday of each month.

Motion: by Kathleen Clyde, seconded by Vicki A. Kline for the purpose of setting regular and special meetings and establishing rules for the meetings for the Board of Commissioners./20-0025

Roll call vote: Commissioner Clyde, Yea;
Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;

REFRESHMENTS

Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett to approve the purchase of refreshments for Board of Commissioners' functions from January 2, 2020 through December 31, 2020./20-0026

Roll call vote: Commissioner Clyde, Yea;
 Commissioner Christian-Bennett, Yea;
 Commissioner Kline, Yea;

PUBLIC RECORDS TRAINING

Motion: by Kathleen Clyde, seconded by Sabrina Christian-Bennett in accordance with Ohio Revised Code Section 109.43 and Section 149.43, appointing the Commissioners' Clerk as the designee to attend training programs and seminars about Ohio's Public Records Law on behalf of the Board of Commissioners./20-0027

Roll call vote: Commissioner Clyde, Yea;
 Commissioner Christian-Bennett, Yea;
 Commissioner Kline, Yea;

DISCUSSION

1. Commissioners' Meetings:
 - o Discontinue use of the Consent Agenda/Revised Commissioners' Agenda Review of sample format. The Board approved the new format for the Commissioners' Agenda.
 - o Font
 Every year, Commissioners' staff changes the font for the Commissioners' meeting minutes. Does the Board wish to send the template font for this year to all Department Heads to use on their letterhead and agendas or continue to utilize the font for the meeting minutes and resolutions only? Commissioner Clyde suggested the staff continue to use the same font every year for ease of use when preparing Resolutions and Journal Entries.
 - o If a department has a Journal Entry or Resolution to come before the Board, the Director or a designee needs to be present to answer any questions.

Questions:

1. Does the Human Resources Department present and discuss Journal Entries for new hires, termination, promotions, transfers for every department it handles or does the requesting department Director need to be present (ie. Solid Waste, Water Resources, Job and Family Services). The Board agreed the Human Resources Department presents anything personnel related unless there's a reason for the department director to also come before the board.

2. Does the Department of Budget and Financial Management present grant documents on behalf of a Department (ie. Prosecutor, EMA, Sheriff, Adult Probation) or does the requesting department Director need to be present? The Board agreed Director Bragg will present grant documents.
 3. Does the Director need to be present when it's requesting a resolution for routine business – (ie. Dog Warden donation resolution, Solid Waste for his bills, jvs & then and nows, Job and Family Services donation resolution). The Board doesn't need to see the Directors listed above, but the Clerk will check on additional categories of items on a case by case basis.
2. Official appointments of Board members or their designee for 2020
The Commissioners discussed their official appointments to various statutory boards and the Clerk will make the recommended changes to the draft resolution for review by the Board at a future meeting.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board adjourn the Organizational Meeting of **January 13, 2020 at 8:55 AM.**

Roll call vote:

Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea; ;

RESOLUTION NO. 20-0021

**RE: COMMISSIONER KATHLEEN CLYDE
ELECTED PRESIDENT OF THE BOARD OF
PORTAGE COUNTY COMMISSIONERS FOR
THE YEAR 2020.**

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

RESOLVED, that Commissioner Kathleen Clyde is elected President for 2020 to preside at all regular and special sessions thereof for a term of one year or until the next organizational meeting of the Board; 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, Nay;

**RESOLUTION NO. 20-0022 - RE: COMMISSIONER VICKI A. KLINE ELECTED
VICE PRESIDENT OF THE BOARD OF
PORTAGE COUNTY COMMISSIONERS FOR
THE YEAR 2020.**

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

RESOLVED, that Commissioner Vicki A. Kline is elected Vice President for 2020 for a term of one year or until the next organizational meeting of the Board; 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, Nay;

**RESOLUTION NO. 20-0023 - RE: APPOINT AMY HUTCHINSON AS CLERK OF
THE BOARD OF PORTAGE COUNTY
COMMISSIONERS FOR THE YEAR 2020.**

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

RESOLVED, that Amy Hutchinson is appointed by the Board of Portage County Commissioners as Clerk of the Board for the year 2020 or until the next organizational meeting of the Board; 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. 20-0024

**- RE: APPOINT JULIE GONZALES AS ACTING
CLERK IN THE ABSENCE OF THE CLERK
OF THE PORTAGE COUNTY BOARD OF
COMMISSIONERS FOR 2020.**

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

RESOLVED, that Julie Gonzales is appointed by the Board of Portage County Commissioners as Acting Clerk, in the absence of the Clerk for the Board, for the year 2020 or until the next organizational meeting of the Board; 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. 20-0025

**- RE: FOR THE PURPOSE OF SETTING REGULAR
AND SPECIAL MEETINGS, AND
ESTABLISHING RULES FOR THE MEETINGS
OF THE BOARD OF PORTAGE COUNTY
COMMISSIONERS.**

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

WHEREAS, Ohio Revised Code Section 121.22 concerning open public meetings, it is required that this Board adopt rules relative to scheduling regular and special Board meetings and to provide notice of these meetings; now therefore be it

RESOLVED, that the annual organizational meeting of the Board shall be held in accordance with Ohio Revised Code Section 305.05 and not later than the second Monday of January of each year; and be it further

RESOLVED, that fifty such regular sessions will be held each year in accordance with Ohio Revised Code Section 305.06; and be it further

- RESOLVED,** that the Board of Commissioners agrees to meet on Thursdays of every week commencing at 9:00 AM and concluding at the end of business (excepting holidays), and the Fourth Tuesday of every month commencing at 9:00 AM and concluding at the end of business (excepting holidays); and be it further
- RESOLVED,** that said meetings are to be held at the Portage County Administration Building, 7th Floor, 449 South Meridian Street, Ravenna, Ohio; and be it further
- RESOLVED,** that notices of upcoming meetings will be published on the Portage County Board of Commissioners' agenda, which is posted on the first floor and seventh floor bulletin boards in the Portage County Administration Building, and on the Commissioners' calendar located at <https://www.co.portage.oh.us/portage-county-board-commissioners>; and be it further
- RESOLVED,** that Executive Sessions will be held pursuant to Ohio Revised Code Section 121.22 (G)(1)-(8); and be it further
- RESOLVED,** that special and emergency sessions will be held at the call of the Board of Commissioners; and be it further
- RESOLVED,** that the Clerk of the Board will direct the "Record-Courier" publish notice in its newspaper of the time, place and purpose of a special meeting at least twenty-four hours in advance of the special meeting, and if any other news media have requested notification the Clerk shall give at least twenty-four hours' advance notice to any other news media that may have requested notification; and be it further
- RESOLVED,** that in the event of an emergency, the Clerk, on behalf of the member or members calling the meeting, shall notify the Record-Courier and any other news media that may have requested notification immediately of the time, place and purpose of the meeting; and be it further,
- RESOLVED,** the Board will continue to conduct business of and for the county solid waste management district, pursuant to the Board's statutory authority, at the regularly scheduled meetings of the Board on Tuesdays and Thursdays beginning at 9:00 AM, and will continue to be included on the Board's notices of upcoming meetings in accordance with this Resolution. Special and emergency sessions regarding the county solid waste district will be held at the call of the Board and with notice in accordance with this Resolution.

- RESOLVED,** any person may request the time and place of all regularly scheduled meetings by submitting a request to the Clerk of the Board; and be it further
- RESOLVED,** any person, upon written request, as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Clerk a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months); and be it further
- RESOLVED,** marked as an "Attachment" to this Resolution, and incorporated by reference herein, is a summary of the rule being adopted by the Board of Commissioners' and be it further,
- RESOLVED,** that public comment is welcomed by the Board of Commissioners beginning at or as close to 11:00 AM during the Commissioners' meetings on Thursdays. A five-minute session (per person) will be placed on the agenda to allow for comments and questions from the public and media pertaining to topics and business items that have been discussed at that day's meeting. The Commissioners note that they will require those wishing to address the Board of Commissioners to complete a *Public Comment Request Form* prior to the Public Comment portion of the meeting; 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;

REGULAR SCHEDULED MEETINGS (also referred to as **REGULAR SESSIONS**) of the **BOARD OF PORTAGE COUNTY COMMISSIONERS** will be held as follows:

TIME

TUESDAYS & THURSDAYS commencing at **9:00 AM** and concluding at the end of business.

PLACE

**PORTAGE COUNTY ADMINISTRATION BUILDING, 7TH FLOOR
449 SOUTH MERIDIAN STREET
RAVENNA, OHIO 44266
(330) 297-3600**

NOTICES of upcoming regularly scheduled meetings will be published on the Portage County Commissioners' agenda, which is posted on the First Floor and Seventh Floor Bulletin Boards in the Portage County Administration Building, and on the Commissioners' Calendar at: <https://www.co.portage.oh.us/portage-county-board-commissioners>

SPECIAL MEETINGS (also referred to as **SPECIAL SESSIONS**) of the **BOARD OF PORTAGE COUNTY COMMISSIONERS** will be held as follows:

HELD ON THE CALL OF THE BOARD

NOTICES of special meetings will be published on the Portage County Commissioners' agenda, which is posted on the First Floor and Seventh Floor Bulletin Boards in the Portage County Administration Building, and on the Commissioners' calendar located at: <https://www.co.portage.oh.us/portage-county-board-commissioners>

The Clerk of the Board will also direct the Record-Courier to publish in its newspaper notice of the time, place and purpose of a special meeting at least 24 hours in advance of the special meeting. If any other news media have requested notification, the Clerk shall give at least twenty-four hours' advance notice to any other news media that may have requested notification.

In the event of an emergency, the Clerk, on behalf of the member or members calling the meeting, shall notify the Record-Courier newspaper, and any other news media that have requested notification immediately of the time, place and purpose of the meeting.

****PLEASE SEE PAGE 3 REGARDING ANY PERSON, UPON REQUEST,
OBTAINING ADVANCE NOTIFICATION OF MEETINGS (SESSIONS)**

ATTACHMENT TO RESOLUTION NO. 20-0025

PAGE 2

COUNTY SOLID WASTE MANAGEMENT DISTRICT business

The board of commissioners, in its statutory role, will continue to conduct business of and for the county solid waste management district at the regularly scheduled meetings of the Board on Tuesdays and Thursdays beginning at 9:00 AM, and will continue to be included on the Board's notices of upcoming meetings in accordance with this Resolution and as described on page 1 of this Attachment.

Special and emergency sessions regarding the solid waste management district will be held at the call of the Board and with notice in accordance with this Resolution and as described on page 1 of this Attachment.

ATTACHMENT TO RESOLUTION NO. 20-0025

PAGE 3

PERSONS MAY REQUEST ADVANCE NOTIFICATION OF REGULAR MEETINGS AND/OR ALL MEETINGS AT WHICH ANY SPECIFIC TYPE OF BUSINESS IS TO BE DISCUSSED

Any person may request the time and place of all regularly scheduled meetings by submitting a request to the clerk of the Board of Commissioners.

Any person, upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the Clerk a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).

RESOLUTION NO. 20-0026 - RE: AUTHORIZATION FOR THE PURCHASE OF REFRESHMENTS FOR BOARD OF COMMISSIONERS' FUNCTIONS FROM JANUARY 2, 2020 THROUGH DECEMBER 31, 2020.

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

WHEREAS, the Board of Commissioners, a legislative body with legislative power, hosts various meetings and functions throughout the year for which they authorize the purchase of refreshments for those attending; and

WHEREAS, in accordance with the Auditor of the State of Ohio Bulletin 2004-002, which requires "that expenditures of public funds for coffee, meals, refreshments, or other amenities have prior authorization by the appropriate legislative authority"; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby authorize the purchase of refreshments for various meetings throughout the year 2020 in a total amount not to exceed \$1,000; 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. 20-0027

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RE: IN ACCORDANCE WITH OHIO REVISED CODE SECTION 109.43 AND SECTION 149.43, APPOINT THE COMMISSIONERS' CLERK AS THE DESIGNEE TO ATTEND TRAINING PROGRAMS AND SEMINARS ABOUT OHIO'S PUBLIC RECORDS LAW ON BEHALF OF THE BOARD OF COMMISSIONERS.

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

WHEREAS, Ohio law requires that elected officials attend a three hour seminar for each term of office to receive training in Public Records Law, but also allows the official to appoint a designee; now there for be it

RESOLVED, the Portage County Board of Commissioners does hereby appoint its Clerk as the Board of Commissioners' designee to attend the required training in accordance with Ohio Revised Code Section 109.43 (B) and Section 149.43 (E)(1); 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 actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

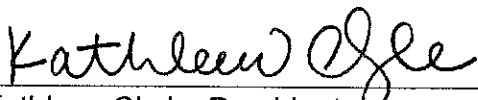
Roll call vote as follows:

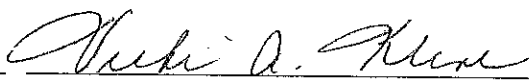
Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

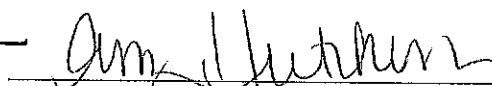
Sabrina Christian-Bennett, Yea;

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


Kathleen Clyde, President


Vicki A. Kline, Vice President


Sabrina Christian-Bennett, Board Member


Amy Hutchinson, Clerk