



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

January 16, 2020

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
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Brian Ames, Barb Tittle, Atwater Zoning Commission Chairman Philip Cox, Dori Kinkoph, Tony Badalamenti, and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:01 AM
Reconvened: 9:02 AM

WATER RESOURCES

Present: Director Gene Roberts and Human Resources Director Janet Kovick

A. Discussion:

1. Water Service Agreement between Portage County and the City of Ravenna. Commissioner Christian-Bennett asked if the EPA approved the emergency interconnect for the City of Ravenna and Director Roberts responded they did.

Commissioner Christian-Bennett asked when there is an emergency interconnect, how long is it connected and Director Roberts responded as long as it's needed for the emergency and as long as the emergency is in place, the County is required to issue a boil alert.

There is a 1970 vintage agreement that says the County will provide emergency water and as far as anyone can tell it's never been rescinded, so the County is going to start the conversation.

Commissioner Clyde asked about the budgetary change and Director Roberts reported the budget impact is \$7,000 per month the County is no longer spending to meet the requirements of the agreement.

B. Resolutions:

1. Authorizing accepting the joint operational policy and procedure for shared facilities between the Portage County Board of Commissioners on behalf of the Portage County Water Resources Department and the City of Ravenna; authorizing the Portage County Board of Commissioners and Director of Water Resources Department to carry out the requirements of the policy and declaring an emergency./20-0028

Motion: Commissioner Kline

Second: Commissioner Christian-Bennett

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

Motion Carries.

C. Journal Entries:

The City of Streetsboro Wastewater Plant the County owns and operates is in the permit renewal cycle with the NPDES permit required by the Ohio EPA. In the process, the Water Resources Department is required to update the background in industrial waste strengths. It was completed five years ago, and Director Roberts is requesting the Board do it again because they have all the background information and it's the most cost effective method for the department.

1. The Board of Commissioners authorizes the Portage County Department of Water Resources to move forward with an agreement with Burgess & Niple for professional engineering services to evaluate and update the local limits and submit a technical justification report to Ohio EPA for a fee not to exceed \$11,000.

Motion: Commissioner Christian-Bennett

Second: Commissioner Kline

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

Motion Carries.

D. Informational item:

The Water Resources Department put together an informational piece in terms of procedures for the Oakwood residents to proceed with connecting to the sewer and the Health Department ended up attaching the letter to their approval and disapproval process and the Water Resources Department has been receiving calls about interior plumbing issues, etc. Director Roberts would like to reach out to the

Health Department and ask them to stop using their correspondence for that purpose and the Board agreed.

E. NEFCO

There's a standard public meeting on Wednesday, January 22 at 6:00 PM and the Board is welcome to attend.

HUMAN RESOURCES

Present: Janet Kovick

A. Discussion:

1. Workplace Harassment Training
Director Kovick would like to have mandatory training every two years for all types of workplace harassment and the last time the Board provided sexual harassment training was in October 2018. Director Kovick has been working with the Ohio Civil Rights Commission to provide free training and it will be mandatory for Commissioners' departments and if there's any additional room available, she will open it up for other departments.
2. 2020 BOC Organizational Chart
Director Kovick made two recent changes to the Organizational Chart (1) Removing WIC and (2) Changing the name of the Building Inspection to Building Department/Flood Plain Administration. Director Kovick will present a Journal Entry next week acknowledging approval of the Organizational Chart for Board consideration.

PLEASE ADD TO YOUR AGENDA:

January 16, 2020

3. Memorandum of Understanding (MOU) for Water Resources and the Teamsters Local Union #436 to add the Laboratory Industrial Pretreatment Program Coordinator position to Article 4 Recognition and Modify Appendix B Wages as presented by Director Gene Roberts and Human Resources Director Janet Kovick. Director Kovick noted the IPP position was created back in December 2019./See Final Journal Entries #17

B. Resolutions:

1. The Board of Commissioners agrees to adopt the amended Portage County Board of Commissioners' Personnel Policy Manual./**HOLD FOR ONE ADDITIONAL WEEK.**

C. Journal Entries:

1. The Board of Commissioners accepts the retirement of William Trivelli, Deputy

Dog Warden, for the Portage County Dog Warden, effective February 28, 2020, presented by David McIntyre, Chief Dog Warden, and Janet Kovick, Human Resources Director.

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

- Mr. Trivelli decided to retire.
- 2. The Board of Commissioners authorizes the five-day internal posting of the full time Deputy Dog Warden, replacing William Trivelli for the Portage County Dog Warden with external posting if no internal appointment is made, presented by David McIntyre, Chief Dog Warden, and Janet Kovick, Human Resources Director.

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

- Commissioner Clyde asked if there needs to be an evaluation of the position for any changes and Director Kovick was not aware of any concerns but will touch base with Director McIntyre to be sure.
- 3. The Board of Commissioners authorizes the full time hire of Melissa McCon as a Social Service Worker 2, replacing the position previously held by Isaiah Jones, for Portage County Job & Family Services, as presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director. Anticipated start date is January 27, 2020. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

- There were sixteen applications for this position and they interviewed four.
- 4. The Board of Commissioners accepts the resignation of Laura Asbury, Eligibility Specialist, for Portage County Job & Family Services, effective January 9, 2020, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources

Director.

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

- This person resigned from the position.

5. The Board of Commissioners authorizes the three-day internal posting of the full time Eligibility Specialist, replacing Laura Asbury for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

- This is a union position.

6. The Board of Commissioners accepts the resignation of Danielle Tuttle, Social Service Worker 2, for Portage County Job & Family Services, effective January 10, 2020, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

- The employee is going back to school.

7. The Board of Commissioners authorizes the three-day internal posting of the full time Social Service Worker 2, replacing Danielle Tuttle for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Kellijo Jeffries, JFS Director, and Janet Kovick, Human Resources Director.

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Commissioner Clyde, Yea;
Motion Carries.

- If no internal posting is received, the department will choose from interviews done previously.
- 8. The Board of Commissioners approved the Memorandum of Understanding (MOU) between Portage County Water Resources and the Teamsters Local Union #436 to add the "Laboratory Industrial Pretreatment Program Coordinator" position to Article 4 "Recognition and modify Appendix B Wages. Presented by Water Resources Director Gene Roberts and Human Resources Department Director Janet Kovick.

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

REGIONAL PLANNING COMMISSION

Present: Lisa Reeves

Last week, the Board signed a Coordination Agreement with the State Historic Preservation Office, outlining what is considered to be exempt from their review concerning CDBG related projects. As a requirement under the agreement, the Planning Commission must file a report each year on which projects were reviewed the previous year and what the Planning Commission believes is exempt based on the agreement.

This year, there were two eligible grants – Windham Village and the Ravenna City Critical Infrastructure Grants. Ms. Reeves is asking for Board signature on the correspondence to the State Historic Preservation Office to complete the process.

Commissioner Clyde asked if there were other projects that could have been accepted and Ms. Reeves noted the department didn't have any other projects that qualified.

Journal Entries:

1. The Board of Commissioners agrees to sign the January 9, 2020 correspondence to the State Historic Preservation Office and the Ohio History Connection regarding activities determined to be exempt from Ohio Historic Preservation Office review, as presented by the Regional Planning Commission.

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

Motion Carries.**DEPARTMENT OF BUDGET & FINANCE**

Present: Todd Bragg and Human Resources Director Janet Kovick

A. Discussion:**1. Temporary Employee**

Director Bragg would like to hire a temporary worker to replace a current employee that is out of the office on paid sick leave. Director Bragg is unsure when the employee will return to work, but if the temporary worker is needed until March, it would be an additional \$5,000 on top of the current employee's salary. Director Bragg suggests using Kelly Services and having the temporary worker stay from 9:00 AM-2:00 PM daily. The Board agreed to move forward with the request and Director Bragg will present a Journal Entry next week to move forward.

B. Resolutions:

1. The Board of Commissioners agrees to approve the Thursday, January 16, 2020 bills/ACH payments as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee./20-0030

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

- Director Bragg reviewed and there was \$1 million dollars expense, but that is not unusual at the beginning of the year.

2. The Board of Commissioners agrees to approve the Thursday, January 16, 2020 wire transfers for health benefits as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee./20-0031

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

3. The Board of Commissioners agrees to approve the Thursday, January 16, 2020 Journal Vouchers, as presented by the County Auditor and reviewed by the Board of Commissioners Department of Budget and Financial Management, Department of Internal Services or other designee./20-0032

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

4. The Board of Commissioners agrees to approve the Thursday, January 16, 2020 Then & Now Certification, as presented by the County Auditor and reviewed by the Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee./20-0033

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

Roll call vote:

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

Motion Carries.

5. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019. /20-0034

Motion: Commissioner Christian-Bennett

Second: Commission Kline

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

Motion Carries.

- Job and Family Services needs to budget their salaries for the group home (Fund 1415) and the Mental Health & Recovery Board had a payment that did not get processed last year so it needs budgeted in the prior year corrections.

C. Journal Entries:

1. The Board of Commissioners authorizes Commissioner Kathleen Clyde, President of the Board, to sign the Fifth Quarter Cash Reimbursement Request in the amount of \$65,902.74 for the EMPG FY19 Q-5 Grant, as prepared by the Homeland Security and Emergency Management Office and reviewed by the Department of Budget & Financial Management, with no exceptions noted.

Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

Motion: Commissioner Christian-Bennett

Second: Commissioner Kline

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

- This is the reimbursement of the grant portion of their expenditures and everything is in line with the budgets approved both in May and November 2019. There is some savings because the Deputy Director position has not been filled.

Recessed: 9:34 AM

Reconvened: 9:42 AM

JOB & FAMILY SERVICES

Present: Kellijo Jeffries and David Moore

A. Discussion:

1. Job and Family Services Report
Director Jeffries discussed the Job and Family Services Data Report for October and November 2019.
2. 2020 JFS Goals
Director Jeffries discussed the 2020 Job and Family Services Agency Goals Agency Wide and Public Assistance. Director Jeffries will produce the results of the 2019 Goals for her department and then if the Board has any questions, she will be able to address them directly.
3. 2020 Children Services Strategies to Build Efficiencies
Director Jeffries presented and discussed strategies to build efficiencies (revised) for Children Services for 2020. For example, it's very important for the department to enter data in a timely manner so they receive reimbursement monies from the state.

Mr. Moore talked about AT&T Firstnet and noted some of the other Child Welfare systems are using the cellphones for social workers and case managers and they will reduce costs for the agency. AT&T partnered with the FCC to create a first priority network and social workers and case workers fall into the first responder status and this would be a huge cost reduction for the department.

Director Jeffries will invite Senator Eklund and Representative Clites to visit the new group home and to discussion the need for Child Welfare reform and

additional funding for the system in the upcoming state budget. The Board will also be invited to attend.

4. Contract Termination

MST Contract

The Multisystemic Therapy Program (MST) is an intensive family and community based treatment program for youth with complex clinical, social and educational problems (e.g., violence, drug abuse, school expulsion). MST focuses on addressing all environmental systems that impact chronic and violent juvenile offenders and is delivered in homes, neighborhoods, schools and communities by master's level professionals with low caseloads.

Job and Family Services has been in contract with Family and Community Services to provide these services since 2008.

Based on a review of the contract over the last six months which analyzes effectiveness of services in keeping families intact and addressing individual and family stressors, coupled with a decrease of referrals made by social workers for this program, Director Jeffries has determined the cost of the contract does not align with the families being served and the outcomes being realized at this time. As such it is her recommendation to end this contract effective July 1, 2020. The contract period ends June 30, 2020. This information has been discussed recently with the director of Family and Community Services. Families that are intact and have open cases with Children Services can still benefit from in home intervention, clinical and case management services. As such a new more cost efficient model with reduced administrative costs and agency developed outcomes will be explored and developed. Because MST is a Best Practice model, administrative oversight of this program has two layers, one from Family and Community Services and the other from Case Western Reserve. The annual contract amount is \$196,793.

5. Children Services Levy

In December 2019, the Board of Commissioners passed a resolution for Job and Family Services to place a .49 Renewal tax on the March 2020 ballot to fund services for abused, neglected and dependent children in the agency's custody. Director Jeffries has learned that the Children Services Levy is represented as Levy #11. Passing this renewal levy is of grave importance. The opiate epidemic and the increase of children being remanded into Job and Family Services custody has caused Children Services to endure system constraints since 2016. The Portage County residents' supporting the levies has allowed Job and Family Services to support the placement costs associated with children in custody and to maintain staffing levels in the Children Services Division.

The Portage County Child Welfare Levy Citizens Committee has started efforts to promote Levy #11. Portage County Job and Family Services appreciates the community's recognition of how this epidemic has challenged our system and for supporting our efforts

to keep children safe.

6. Job and Family Services Bake Sale

Job and Family Services employees in the Children Services Division would like to have a bake sale on Thursday, February 13, 2020 on the 3rd floor in the Administrative Building. Proceeds from the bake sale would be donated to the Portage County Child Welfare Citizens Committee that is promoting Levy 11 which is on the upcoming March ballot. This sale would be held on the 3rd floor in lieu of the lobby to ensure we will meet the Board of Elections guidelines to not have campaign material within 100 feet of the front doors of the Board of Election. The Job and Family Services employees will work at the bake sale during their lunch hours and not on work time. The Board agreed to move forward with the request.

7. Portage Innovative Program and Challenges with Transportation

Director Jeffries sent notice to Kimberly Hall, who is the new Director of Job and Family Services, regarding the need for separate flexible funding for transportation for communities. Director Jeffries noted that although the agency is writing grants on their own for transportation funding, this is a great opportunity to support the initiative.

B. Resolutions:

1. The Board of Commissioners requests the County Auditor to advance taxes from the proceeds of the 2019 tax collection year pursuant to Section 321.34 of the Ohio Revised Code to Portage County Job & Family Services./20-0035

Motion: Commissioner Clyde

Second: Commissioner Christian-Bennett

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

Motion Carries.

10:06 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 the employment of a public employee. Also present: Human Resources Director Janet Kovick, Job and Family Services Director Kellijo Jeffries and David Moore, Job and Family Services. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:22 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.

10:23 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Human Resources Director Janet Kovick, Job and Family Services Director Kellijo Jeffries and David Moore, Job and Family Services. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:25 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.

MISCELLANEOUS ITEMS

Dog Warden

A. Resolution:

1. The Board of Commissioners accepts donations to the Office of the Portage County Dog Warden./20-0036

Motion: Commissioner Christian-Bennett

Second: Commission Kline

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

Homeland Security & Emergency Management

A. Resolution:

1. The Board of Commissioners authorizes the appointment of Robert Walker to the Portage County Local Emergency Planning Committee (LEPC)./20-0037

Motion: Commissioner Christian-Bennett

Second: Commissioner Kline

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

Commissioners

1. The Board of Commissioners approves the January 9, 2020 regular meeting minutes and the January 13, 2020 Organizational Day meeting minutes.

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

A. Resolutions:

1. The Portage County Board of Commissioners authorizes the appointments of Diana Fierle and Heather Malarcik to the Tax Incentive Review Council for the City of Kent./20-0038

Motion: Commissioner Christian-Bennett

Second: Commissioner Kline

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

Motion Carries.

B. Journal Entries:

1. The Board of Commissioners acknowledges the receipt of the Portage County Investment Portfolio Report for December 2019 as presented by the Portage County Treasurer.

Motion: Commissioner Kline

Second: Commissioner Christian-Bennett

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

Motion Carries.

2. The Board of Commissioners authorizes Commissioner Kline to sign the Equitable Sharing Agreement, and Certification, FY ending 12/31/2019, as presented by the Portage County Prosecutor.

Motion: Commissioner Kline

Second: Commissioner Christian-Bennett

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

Motion Carries.

3. The Board of Commissioners acknowledges the receipt of the Portage County Investment Reconciliation for the Month of December 2019, received on January 9, 2020 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Kline

Second: Commissioner Christian-Bennett

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

Motion Carries.

4. The Board of Commissioners authorizes Commissioner Kathleen Clyde, President of the Board, to sign the Use of School Facilities Request Form to use Maplewood Career Center on Thursday, February 13, 2020, for the Portage County Office of Homeland Security and Emergency Management's Hazard Mitigation Planning meeting. Maplewood Career Center has agreed to waive the \$100.00 fee.

Motion: Commissioner Kline

Second: Commissioner Christian-Bennett

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

Motion Carries.

5. The Board of Commissioners authorizes Commissioner Kathleen Clyde, President of the Board, to sign the Use of School Facilities Request Form to use Maplewood Career Center on Thursday, April 16, 2020, for the Portage County Office of Homeland Security and Emergency Management's Hazard Mitigation Planning meeting. Maplewood Career Center has agreed to waive the \$100.00 fee.

Motion: Commissioner Kline

Second: Commissioner Christian-Bennett

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

Motion Carries.

6. The Board of Commissioners acknowledges receipt of the January 10, 2020 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, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Kline

Second: Commissioner Christian-Bennett

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

Motion Carries.

Recessed: 10:36 AM

Reconvened: 11:00 AM

PUBLIC COMMENT

Present: Brian Ames

Mr. Ames indicated when a meeting is being conducted, there should be no other conversations going on that interferes with the public's ability to hear what is being said by the Commissioners and it's the responsibility of whoever is presiding over the meeting to ensure that the meeting is being conducted in compliance with the law.

PUBLIC COMMENT

Present: Atwater Township Zoning Chairman Philip Cox

Mr. Cox is concerned with properties that are far exceeding the debt that's owed in property taxes. He indicated monies not collected by the County are affecting his Township, the schools, and County government. There are over \$2 million dollars owed to the County and he is concerned why the County is not moving more quickly to recoup the tax money. The Board suggested that Mr. Cox discuss his concerns with the County Treasurer.

RESOLUTION NO. 20-0028 - RE: AUTHORIZING ACCEPTING THE JOINT OPERATIONAL POLICY AND PROCEDURE FOR SHARED FACILITIES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT AND THE CITY OF RAVENNA; AUTHORIZING THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND DIRECTOR OF WATER RESOURCES TO CARRY OUT THE REQUIREMENTS OF THE POLICY, AND DECLARING AN EMERGENCY.

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

- WHEREAS,** the Portage County Water Resources Department wishes to enter into the Joint Operational Policy and Procedure for Shared Facilities and Utility Interconnections; and
- WHEREAS,** the City of Ravenna, by Ordinance Number 2019-119, is attached hereto as Exhibit "A", accepted the Joint Operational Policy and Procedure for Shared Facilities and Utility Interconnections; and
- WHEREAS,** the policy and procedure will provide guidance to both entities' employees and identify the essential employees charged with the responsibility for the operation of the shared facilities; now therefore be it

RESOLVED,

by the Board of Commissioners, Portage County, Ohio

Section 1: That the Joint Operational Policy and Procedure for Shared Facilities be and is hereby accepted. A copy of the Policy and Procedure is attached hereto as Exhibit "B" and approved by the Council of Ravenna, Ohio.

Section 2. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with Section 121.22 of the Ohio Revised Code.

Section 3. That this Resolution is hereby declared an emergency measure and shall take effect immediately upon passage and approval by the Board of Commissioners for the reason that it is necessary for the health, safety and welfare of the citizens of Portage County, Ohio, and for the additional reason that Portage County and the City of Ravenna have shared facilities which must be monitored on an ongoing basis.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

Exhibit A

ORDINANCE NO. 2019-119

AN ORDINANCE ACCEPTING THE JOINT OPERATIONAL POLICY AND PROCEDURE FOR SHARED FACILITIES BETWEEN THE CITY OF RAVENNA AND PORTAGE COUNTY, OHIO; AUTHORIZING THE MAYOR AND DIRECTOR OF PUBLIC SERVICE TO CARRY OUT THE REQUIREMENTS OF THE POLICY, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Ravenna wishes to enter into a joint operational policy and procedure for shared facilities and utility interconnections; and,

WHEREAS, the policy and procedure will provide guidance to both entities' employees and identify the essential employees charged with the responsibility for the operation of the shared facilities.

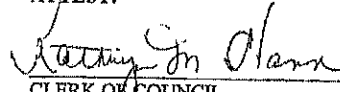
NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Ravenna, Portage County, Ohio:

SECTION I: That the Joint Operational Policy and Procedure for Shared Facilities be and hereby is accepted. A copy of the Policy and Procedure is attached hereto as Exhibit "A" and approved by this Council.

SECTION IV: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions were in meetings open to the public in compliance with Section 121.22 of the Ohio Revised Code.

SECTION V: That this Ordinance is hereby declared an emergency measure and shall take effect immediately upon passage and approval by the Mayor for the reason that it is necessary for the health, safety and welfare of the citizens of the City of Ravenna, Ohio and for the additional reason that the City and Portage County currently have shared facilities which must be monitored on an ongoing basis.

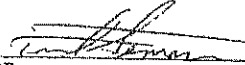
ATTEST:


CLERK OF COUNCIL


PRESIDENT OF COUNCIL

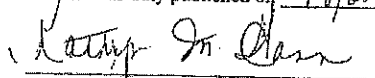
Sponsored by:
Utilities Committee
Committee of the Whole

PASSED: 11/4, 2019


MAYOR

APPROVED: 11/5, 2019

I hereby certify that Ordinance No. 2019-119 was duly published on 11/8/2019 in the Record-Courier, Ravenna, Ohio.


CLERK OF COUNCIL

1st Reading

2nd Reading

3rd Reading

Waive Rules

Adopt Emergency Clause

Adopted

Assigned Committee



Portage County, Ohio
City of Ravenna, Ohio
Joint Operational Policy and Procedure for Shared Facilities

OBJECTIVE

Portage County Water Resources (PCWR) and the City of Ravenna (City) want to ensure their employees understand the duties and responsibilities regarding both entities need for accurate information where the entities have shared utility interconnections. Both entities fully understand that each is required to protect their interest but most importantly that their decisions are based on the same data set.

This Joint Operational Policy and Procedure for Shared Facilities shall set in place requirements to be followed by both entities and provide guidance to both entities' employees specific to what is expected to be completed in the presence of each other in order to established shared facts.

1. Definitions

- a. **City shall mean the City of Ravenna, Ohio.**
- b. **County shall mean Portage County, Ohio.**
- c. **Data Capturing Devices are such things as flow meters, flumes or any other device designed to measure liquid volume.**
- d. **Data Gathering is the reading of Shared Facility Data Capturing Devices.**
- e. **Department Directors shall mean the City of Ravenna Service Director and the Portage County Water Resources Director.**
- f. **Essential Employees are those employees identified by the respective Department Director charged with the duty of oversight of and data gathering from Shared Facilities.**
- g. **Joint Operational Policy and Procedure for Shared Facilities is this document.**
- h. **Non-essential Employees are those employees identified by the respective Department Directors charged with assisting the Essential Employees with the duty of oversight of and data gathering from Shared Facilities.**
- i. **Service Department shall mean the City's Service Department.**
- j. **Shared Facilities are facilities such as but not limited to metering devices and peripheral connections for recording flow of liquids over a period of time.**

- k. Shared Responsibility is equitable cost distribution of Shared Facilities including installation, maintenance, calibration, repair and/or replacement.
- l. PCWR shall mean the Portage County Water Resources Department.

2. Authority and Responsibility

- a. **The Portage County Board of Commissioners' by Resolution Number _____ passed on _____, 2019 provides that PCWR Department Director is charged with the responsibility of carrying out the requirements of this Joint Policy and Procedure, including the selection of the Essential Employee(s) assigned to carry out the Procedures required by this document.**
- b. **The City of Ravenna Council By Ordinance Number _____ passed on _____, 2019 and Mayor provides that City's Service Department Director is charged with the responsibility of carrying out the requirements of this Joint Policy and Procedure, including the selection of the Essential Employee(s) assigned to the carrying out the Procedures required by this document.**

3. Purpose

- a. **The purpose of the Joint Operational Policy and Procedure for Shared Facilities is to identify Essential Employee(s) charged with and responsible for the operations of Shared Facilities with assigned tasks that shall be completed in the presence of a County and City Essential Employee. The following task list is not complete but represents the types of tasks to be assigned to the Essential Employee(s):**
 - i. **Joint inspection of Shared Facilities, by both entities, at a frequency to be set and modified in writing as agreed to from time to time by the respective Department Directors.**
 - ii. **Data Gathering of flow information at a frequency to be set and modified in writing as agreed to from time to time by the respective Department Directors.**
 - iii. **Jointly witnessing the Department Directors' mutually approved vendor annual calibrations of the Data Gathering Device(s).**
 - iv. **Assisting the other Department's Essential Employee(s) in the installation, maintenance, calibration, repair and/or replacement of Shared Facilities.**
 - v. **Other duties as assigned, modified and/or removed from the Duties of the Essential Employees in writing as agreed to from time to time by the respective Department Directors.**
- b. **This Policy shall only apply to Shared Facilities Data Gathering, installation, maintenance, calibration, repair and/or replacement of Shared Facilities.**

4. Notification

- a. **Notification between the parties shall be considered delivered when sent between the parties to the following address:**

For the City:

For the County:

City of Ravenna

Director of Public Service

210 Park Way

Ravenna, OH 44266

Portage County

Water Resources Director

8116 Infirmary Road

Ravenna, Ohio 44266

5. Selection of Essential Employees

- a. **The Director of PCWR shall indentify Essential Employee(s) as those employees that are to complete the tasks as identified herein, or as added, modified or removed by the Department Directors in writing or other duties as assigned by the Water Resources Director.**
- b. **The City's Service Director shall indentify Essential Employee(s) as those employees that are to complete the tasks as identified herein, or as added, modified or removed by the Department Directors in writing or other duties as assigned by the City's Service Director.**
- c. **The following criteria must be taken into consideration as guidance and is recommended to be followed by the Department Directors in the selection of their respective Essential Employees:**
 - i. **Employees' other duties which would limit their availability**
 - ii. **Employees' understanding of Ohio EPA regulation**
 - iii. **Employees' understanding of their respective system operations**
 - iv. **Employees' technical knowledge**
 - v. **Employees' trouble shooting skills**
 - vi. **Employees' attention to details**

6. Operational Policy and Procedure for Shared Facilities

- a. **Inspection of Shared Facilities shall be at the frequency defined by the Department Directors. Inspections shall occur by the Essential Employees from both entities at the same time and in the presence of each other.**
 - i. **The initial Shared Facilities inspection shall occur every week starting with a Monday having an even calendar day and continue every other week.**
 - ii. **Department Directors shall review and agree upon schedule modifications.**
 - iii. **Modification of the schedule shall be in writing with a starting date and frequency of inspection identified.**
 - iv. **If a holiday or weekend preempts a regular scheduled task then every effort shall be made to complete the task on the work day prior to the scheduled task but in no case shall the task be completed later then the first day upon returning to work by both entities.**

- b. **Data Gathering** of flow information at a frequency to be defined by the respective Department Directors at all locations where Joint Data Capturing Devices are located.
- i. Data Gathering shall coincide with information needs of the entities for billing purposes. In no case shall Data Gathering occur less than once per month.
 - ii. Requests for data gathered to be corrected shall occur only within the 30 day period following a Data Gathering effort called into question. Corrections agreed to by both entities shall be reflected in the next invoice, either increasing or decreasing the subsequent month's amount due. In no case shall increases or decreases in an invoice occur other than provided for in this section.
 - iii. Modification of the schedule shall be in writing with a starting date and frequency of inspection identified
 - iv. Data gathering and sharing of data: All information collected at the Data Capturing Device(s) shall be shared at the device so that both entities are working from the same data gathered at the same time.
 1. Data Capturing Device readings shall be taken in the presence of both Essential Employees whom shall agree on the numerical values read.
 2. A signature sheet and data sheet shall be provided for each Data Capturing Device. Both Essential Employees shall sign off on the data collected and shared at each device.
 3. If the Data Capturing Device is a meter which has rolled over then the Essential Employees shall agree that the meter has rolled over and shall note same on their respective reports for the location.
 4. If the Data Capturing Device is a meter which has a multiplier by which the meter reading is adjusted then the Essential Employees shall agree to what the multiplier is for the meter and shall note same on their respective reports for the location.
 5. When the Data Capturing Device has data logging capabilities which may be uploaded electronically in any manner then the uploaded data shall be shared before the Essential Employees depart the location.
 - v. If either Essential Employee disagrees upon the validity of the Data Gathered they shall endeavor to find an agreeable resolution. All data gathered that is not disagreed to at the time it is obtained shall be recorded as accurate.
 1. In the event that the Essential Employees cannot agree on the Data Gathered they shall each call their respective Supervisors. The Supervisors shall endeavor to correct the specific issue noted by the Essential Employees in an attempt to have both Essential Employees agree on the Data Gathered.

2. In the event that the Supervisors are unsuccessful in having both Essential Employees agree on the Data Gathered they shall gather all of the facts, provide documentation with digital images and each draft a report to be sent to the Department Directors. The report shall represent, to the best of the Essential Employees abilities, the differences observed and not resolved. If required the Supervisors shall agree on an estimated numerical value to be used to represent the Data Gathered for the period for billing purposes.
3. Within the subsequent two weeks the Department Directors shall meet and resolve the issue:
 - a. Review the reports written about the differences observed by the Supervisors.
 - b. Interview the assigned Supervisors if deemed appropriate.
 - c. Interview the assigned Essential Employees if deemed appropriate.
 - d. Define and mutually agree on the problem resolution.
 - i. Provide modifications to this document where deemed appropriate to prevent another occurrence of this or a similar problem.
 - ii. Recommend training for Essential Employees and/or Supervisors to prevent another occurrence of this or a similar disagreement.
 - e. Agree on any adjustments that are found to be appropriate to correct the problem.
 - f. A complete record of the disagreement shall be kept by both Department Directors.
 - g. In no case is either party to this Joint Operational Policy and Procedure for Shared Facilities limited by this document to avail themselves of alternative dispute resolutions.
- c. Calibration by third party vendor(s)
 - i. The Department Directors shall agree on and select third party vendor(s) to calibrate all Data Capturing Device.
 1. The Essential Employees and their supervisors shall investigate and make recommendations to the Department Directors on third party vendor(s) to complete annual and special Data Capturing Device calibration.
 2. The Department Directors shall review the information provided by the Essential Employees and Supervisors on third party vendor(s) to

complete annual and special Data Capturing Device calibration and agree on the selection of third party vendor(s).

- ii. The Department Directors shall obtain from the third party vendor(s) calibration standards for the specific Data Capturing Device(s) including industry acceptable deviation from actual flow.
- iii. Once the third party vendor(s) for the calibration of all Data Capturing Device are selected then both the City and the County shall have equal access to the services and expertise provided by the selected vendor(s).
- iv. In no case shall third party Data Capturing Device calibration occur less than once per year.
- v. The third party vendor shall provide both Department Directors with all reports generated by the third party vendor including all calibration reports and any additional work product requested by either entity relative to the Shared Facilities.
- vi. In the event that either entity believes that a Data Capturing Device is not accurately reflecting flow volumes they shall be entitled to have an additional meter calibration completed.
- vii. Witnessing of meter calibration shall only be scheduled when both entities' Essential Employees can be present.

d. Shared Responsibility

- i. Both entities shall pay an equal share of the cost of Shared Facilities including installation, maintenance, calibration, repair and/or replacement except as modified below.
- ii. The cost of Data Capturing Device(s) calibration shall be paid as follows:
 - 1. Both entities shall pay an equal share for the annual calibration(s),
 - 2. When other than the annual calibration, both entities agree that an additional calibration for a specific Data Capturing Device is needed then both shall pay an equal share for the additional calibration,
 - 3. If both entities do not agree that the meter requires additional calibration and additional calibration is scheduled with the Data Capturing Device being found to be within calibration standard then the entity requesting the calibration shall pay the full amount,
 - 4. If both entities do not agree that the meter requires additional calibration and additional calibration is scheduled with the meter being found to not be within calibration standard then both entities shall pay an equal share of the additional calibration.
- iii. Cost share of the annual expenses for the Shared Facilities shall be managed as follows:

- a. On even years the City shall provide for payment of third party vendor(s) and cost of repairs and replacements. The City shall provide the County with a copy of all invoices received for these efforts and the County shall provide payment for their share.
- b. On odd years the County shall provide for payment of third party vendor(s) and cost of repairs and replacements. The County shall provide the City with a copy of all invoices received for these efforts and the City shall provide payment for their share.
- c. If either party feels that the cost for which they are being requested to pay is incorrect for any reason then they shall protest prior to the installation, maintenance, calibration, repair and/or replacement effort occurs.
 - i. To provide for this requirement both entities must maintain close communication regarding the Shared Facilities in order to have the opportunity to question future expenses.
 - ii. In order to maintain proper communication the Essential Employees shall notify their respective Supervisors whom shall inform their counterpart at the City or the County and their Department Director prior to the installation, maintenance, calibration, repair and/or replacement effort occurs at any Shared Facility.
- e. Assistance between the Departments' Essential Employee is necessary and they shall work together for the installation, maintenance, calibration, repair and/or replacement of Shared Facilities.
- f. Record keeping as required to demonstrate the history of the Joint Operations Policy as provided for in this document shall include written records be prepared and the accuracy shall be agreed to by both Department Directors and each shall retain a copy.

7. Shared Facilities

- a. Both entities are committed to a full and complete understanding of the Shared Facilities. As such each entity will develop additional Shared Facilities documentation which shall be shared between the entities. The source of the documentation may be historical in nature, newly developed by either entity or developed by future needs.
- b. The following list of Shared Facilities as currently exist as of the date of this documents first draft and on any future revision date shall be listed in this document as provided for below.
 - i. The attached Exhibit "A" dated April 23, 2019, shall define the currently known Shared Facilities for which this Joint Operational Policy and Procedure for Shared Facilities covers.

ii. Future revision dates to be added

8. Effective Date

a. This Joint Operational Policy and Procedure for Shared Facilities between Portage County, Ohio and the City of Ravenna, Ohio shall become effective on and reviewed next per the following schedule:

i. The first effective date shall be as noted below when both the City of Ravenna Council and the City of Ravenna Mayor and the Portage County Commissioner approve by Ordinance or Resolution the implantation of the Joint Operational Policy and Procedure for Shared Facilities:

1. First effective date: _____

2. Future Revision date: _____

b. It is agreed by the entities that the requirements set forth in this document are of such importance that this document requires annual review and updated where deemed appropriate by both parties. As such the parties agree to review the total document during the month of the year that the first effective date occurred.

i. Revisions to this document shall be for cause and include all supporting documents as to why all modifications were made.

ii. Revision dates shall be cataloged along with any revisions made in order that a history is maintained.

c. It is agreed by the entities that when new flows are introduced or existing flows are removed from the Shared Facilities and the changed flows require the addition or removal of Data Capturing Devices, that such changes shall require updating this document. Both entities agree to share such new flow information as early as possible during the design phase of future improvements.

IN WITNESS WHEREOF, the CITY and the COUNTY have caused this Policy to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

PORTAGE COUNTY COMMISSIONERS
PORTAGE COUNTY, OHIO

Vicki Kline

Kathleen Clyde

Sabrina Christian-Bennett

Date: _____

Approved as to content:

Gene Roberts, P.E. Water Resources Director

Date: _____

Approved as to form:

Date:

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:

01/16/20	148	\$2,000.00
01/16/20	149	2,000.00
01/16/20	151	1,992.00
01/16/20	152	74.92
01/16/20	153	74.92
01/16/20	154	124.69
01/16/20	156	74.92
01/16/20	155	124.69
01/16/20	157	347.47
01/16/20	158	3,427.90
01/16/20	244	10,281.95
01/16/20	245	15,775.78
01/16/20	298	558.20
Total		\$36,887.44

; 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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0033

**RE: ACCEPTANCE OF THEN AND NOW
CERTIFICATIONS FOR PAYMENT.**

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

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures 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 **\$780,073.26** dated **January 16, 2020** 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:

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

RESOLUTION NO. 20-0034

**RE: AMENDMENT TO THE NON GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION
NO. 19-0948 ADOPTED DECEMBER 19, 2019**

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 2020 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: 1310 Mental Health & Recovery Board		
904 Mental Health & Recovery Board		
13109 Mental Health & Recovery ME	60,000	-
MEMO TOTAL	<u>\$ 60,000</u>	<u>\$ -</u>

Note:

Fund: 1415 Child Welfare - Special Levy		
051 Job And Family Services		
14153 JFS Child Welfare Salary&Fring	285,178	-
14154 JFS Child Welfare Levy CS	-	285,178
MEMO TOTAL	<u>\$ 285,178</u>	<u>\$ 285,178</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 345,178</u>	<u>\$ 285,178</u>
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Increase

Decrease

; and be it further

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

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

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

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 20-0035 - RE: REQUEST FOR THE COUNTY AUDITOR TO
ADVANCE TAXES FROM THE PROCEEDS
OF THE 2019 TAX COLLECTION YEAR
PURSUANT TO SECTION 321.34 OF THE
OHIO REVISED CODE TO PORTAGE
COUNTY JOB AND FAMILY SERVICES.**

It was moved by Kathleen Clyde, and seconded by Sabrina Christian-Bennett to approve the following resolution:

WHEREAS, the County Auditor is hereby authorized and directed to pay to the Portage County Job and Family Services all monies now in the hands, and that may hereafter come into the hands of the County Treasurer, which are payable to the Child Welfare Levy, from the proceeds of the 2019 tax year collection, including without limitation, revenues from personal property taxes, real property taxes, and special assessments.

WHEREAS, Portage County Job and Family Services is hereby authorized and directed to furnish a copy of this Resolution to the 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 20-0036 - RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF THE PORTAGE COUNTY DOG
WARDEN.**

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

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

Name	Address	
Bonnie Wonn	2723 Tallmadge Rd Ravenna Oh 44266	\$40
Jill Calkins	7869 St Rt 305 Garrettsville Oh 44231	\$50
Elizabeth Culotta	338 Woodard Ave Kent Oh 44240	\$100
Antoinette & James Taylor	1683 Dunlap Dr Streetsboro, Oh 44241	\$50

Vicky E. Grumman	5760 Unger Rd Atwater Oh 44201	\$500
Jerry Craver Jr	1880 Randolph Rd Mogadore Oh 44260	\$200
Eldreth Photography	820 Congress Lake Rd Mogadore Oh 44260	\$1,150
Josh & Shannon Hagen	1239 Meadow Dr Kent Oh 44240	\$10
Noreen Miliano	2525 Lorain St Newton Falls Oh 44444	\$100
Richard & Jennifer Salzer	3277 Cook Rd Rootstown Oh 44272	\$15
Mary Ann Howitt	8108 St Rt 43 Streetsboro Oh 44241	\$100
Nick Niro	7699 Peck Rd Ravenna Oh 44266	\$20
Donna Hejl	4085 Parkwood Ave Mantua Oh 44255	\$20
Tracy & Tina Alarcon	2860 St Rt 225 Diamond Oh 44412	\$75
Portage Foundation	138 E. Main St. Suite 201-C Kent Oh 44240	\$500
Cynthia Didado	1243 Portage Line Rd Akron Oh 44312	\$30
Portage Foundation	138 E. Main St Suite 201-C Kent Oh 44240	\$500
Terri Richards	1031 Orchard Ave Aurora Oh 44202	\$50
Sherri McNamee	1093 Sagamore Dr N. Streetsboro Oh 44241	\$25
Dave & Lynda McIntyre	3756 Herriff Rd Ravenna Oh 44266	\$50
Carl Keller	3756 Herriff Rd Ravenna Oh 44266	\$50
Kendra Becker	12068 Abbott Rd Hiram Oh 44234	\$100
Bonnie Tokarcik	656 Ticknor Rd Mogadore Oh 44260	\$10
Lisa Trombo	12664 Sheldon Rd Mantua Oh 44255	\$50

Name	Address	
Linda Winkler	1003 Etter Rd Mogadore Oh 44260	\$10
Yvonne & Dave Bartlett	2811 Lynn Rd Kent Oh 44240	\$100
John Gunstad	1310 Mockingbird Dr Kent Oh 44240	\$250
Albert Stump	3731 Homestead Rd Ravenna Oh 44266	\$100
Nancy Grant	3712 St Rt 14 Rootstown Oh 44272	\$100
HR Source Inc.	P.O. Box 489 Mantua Oh 44255	\$200
Jane Palmstrom	709 Midland Av. Ravenna Oh 44266	\$20
Richard Haas	130 N. Pearl St Kent Oh 44240	\$30
Sherry Gedeon	619 Tallmadge Rd Kent Oh 44240	\$50
Georgia Vincent	1787 Honeychuck La Kent Oh 44240	\$50
Carl & Charlotte Cantley	4392 Fairground Rd Atwater Oh 44201	\$75
Ted Schreiber	800 N. Aurora Rd # 113 Aurora Oh 44202	\$25
Linda Summers	124 Watson Rd N. Benton Oh 44449	\$15
Holly Delaney	4667 St Rt 14 Ravenna Oh 44266	\$25
Gail & Richard Nickel	420-26 Willow Cir Aurora Oh 44202	\$40
Melissa Foley	1739 Manor Dr. Streetsboro Oh 44241	\$25

Diana Orsburn	5528 Wilkes Rd Atwater Oh 44201	\$20
Kay Repasky	3586 Sunnybrook Rd Kent Oh 44240	\$500
Teresa Albert	10252 Yale Rd Deerfield Oh 44411	\$5
Linda Biermann	2107 Martin Rd Mogadore Oh 44260	\$10
Monica Hilliard	4212 Clover Dr Ravenna Oh 44266	\$10
James Maxen	2700 Martin Rd Mogadore Oh 44260	\$15
Randy Collins	3332 Old Forge Rd Kent Oh 44240	\$60
Bonnie Cole	5015 Cline Rd Kent Oh 44240	\$10

Name	Address	
Ruth Ann Ross	3968 Bingham Plc Rootstown, Oh 44272	\$55
Laura McEwen	2615 St Rt 59 # 89 Ravenna Oh 44266	\$50
Gail Oviatt	1294 Carol Dr Kent Oh 44240	\$15
Mike & Lanna Omlor	500 Allen Dr Kent Oh 44240	\$30
Judith M. Zala	9839 St Rt 43 Streetsboro Oh 44241	\$30
Luda Leontieva	1320 Sunset Way Blvd Kent Oh 44240	\$30
Ron Gavanditti	299 Birchbark Tr Aurora Oh 44202	\$50
Glen & Holly Miller	4382 Wayne Rd Mantua Oh 44255	\$200
Patty Adsit	520-18 Willow Cir Aurora Oh 44202	\$25
Stephen & Delinda Finkel	3852 Poplar Ln Kent Oh 44240	\$50
William Ailes	308 N. Prospect St Ravenna Oh 44266	\$20
Beth Wunderlich	5869 Rhodes Kent Oh 44240	\$1,000
Mike Bush	6434 Garrett Rd Ravenna Oh 44266	\$25
Tom & Kathy Schama	12569 Udall Rd Hiram Oh 44234	\$6
Lori & Kevin Sova	9216 Page Rd Streetsboro Oh 44241	\$15
Lonnie & Phyllis Stacy	718 Price St Ravenna Oh 44266	\$25
Sally Artz	344 Greenbrair Dr Ravenna Oh 44266	\$50
Carolyn E. Miller	9348 St Rt 82 Garrettsville Oh 44231	\$10
William Moors	1472 Brimfield Dr Kent Oh 44240	\$20
William Moors	1472 Brimfield Dr Kent Oh 44240	\$10
Joan Kollman	9205 Infirmary Rd Ravenna Oh 44266	\$15
Marilyn & Amaris McLatt	1665 St Rt 183 Atwater Oh 44201	\$10
Mary & Montie C Hardman	319 Highland Ave Kent Oh 44240	\$21
Marti Long	5725 Goodell Rd Mantua Oh 44255	\$20

; now therefore, be it

RESOLVED,

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

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0037 - RE: RECOMMENDATION FOR APPOINTMENT
TO THE PORTAGE COUNTY LOCAL
EMERGENCY PLANNING COMMITTEE
(LEPC).**

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

- WHEREAS,** Ohio Revised Code section 3750.03 designates Local Emergency Planning Districts to prepare and implement district chemical emergency response and preparedness plans; and
- WHEREAS,** ORC 3750.03 describes the required member organizations or groups to be represented on the Local Emergency Planning Committee (LEPC) of each emergency planning district; and
- WHEREAS,** the State Emergency Response Commission, which is under the Ohio EPA, shall appoint the members from a list submitted by the Portage County Board of Commissioners to serve on the Portage County Local Emergency Planning Committee for a two-year term; and
- WHEREAS,** by Resolution 19-0438, the Portage County Board of Commissioners made recommendations to the SERC for the term beginning August 17, 2019 and ending August 16, 2021; and
- WHEREAS,** it is necessary to replace and add a member to the Portage County Local Emergency Planning Committee (LEPC); and
- WHEREAS,** the Portage County LEPC has recommended to the Board of Commissioners that the member listing be updated as follows; now, therefore, be it
- RESOLVED,** that the Board of Commissioners does hereby recommend the following member to serve on the Portage County LEPC for the term ending August 16, 2021:

<i>Status</i>	<i>Name</i>	<i>Representing</i>
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<i>Alternate</i>	<i>Robert Walker</i>	<i>Health</i>
	<i>(replacing Marianne Kitakis)</i>	

; and be it further

RESOLVED, during the December 4, 2019, LEPC meeting the Portage County LEPC elected that the officers list be updated as follows:

Matt Mohler, Chair
Craig Peeps, Vice Chair
Patricia Corley, Secretary

; and be it further

RESOLVED, that all applications for appointment to the Portage County LEPC will be forwarded by Emergency Management Office staff to the State Emergency Response Commission (SERC); P.O. Box 1049; Columbus Ohio 43216-1049; 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:

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

RESOLUTION NO. 20-0038 - RE: PORTAGE COUNTY BOARD OF COMMISSIONERS' APPOINTMENT TO THE TAX INCENTIVE REVIEW COUNCIL FOR THE CITY OF KENT.

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

WHEREAS, the Tax Incentive Review Council (TIRC) is an inter-jurisdictional body created to review and evaluate the performance of each Enterprise Zone Agreement; and

WHEREAS, the council is to annually review each Enterprise Zone Agreement and determine whether or not businesses have complied with the terms and conditions of the agreement; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby appoint the following to the City of Kent TIRC:

Diana Fierle
1283 Gale Drive
Kent, Oh 44240

Heather Malarcik
7685 West Lake Blvd.
Kent, Oh 44240

;and be it further

RESOLVED, that the above mentioned board member serve an unexpired term commencing immediately; 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.

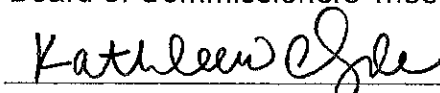
Roll call vote as follows:

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

Motion To: Adjourn the Official Meeting of January 16, 2020 at 11:10 AM

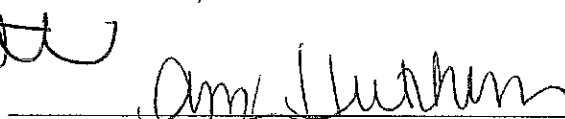
RESULT:	ADOPTED
MOVED:	Commissioner Kline
SECONDED:	Commissioner Clyde
AYES:	Commissioner Kline, Commissioner Clyde, Commissioner Christian-Bennett

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


Kathleen Clyde, President


Vicki A. Kline, Vice President


Sabrina Christian-Bennett, Board Member


Amy Hutchinson, Clerk