



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0354

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, May 1, 2018

9:30 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
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Matt Merchant

Commissioner Kerrigan presented and discussed the Federal Government's Salary Table for the pay area of Cleveland, Akron and Canton.

## DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Todd Bragg

1. Mantua Township request for additional funding for the elevator project:

Director Bragg presented the following breakdown for the project:

Mantua Township Elevator Project

	RPC	Terry	Difference
<u>Revenues</u>			
County CDBG	77,120.15	76,819.75	300.40
MARSI	30,520.00	30,520.00	
State funds	83,000.00	83,000.00	
Township*	10,000.00	10,000.00	
Mantua Extra	16,078.00	17,158.25	-1,080.25
	<u>216,718.15</u>	<u>217,498.00</u>	<u>-779.85</u>

\* Mantua has paid more to date (by ~16,000 to 17,000)

### Expenses

James Martin Contract	175,120.00	175,120.00
-----------------------	------------	------------

Kozma Electric	38,563.00	38,563.00	
RLB Entineering	285.00	285.00	
Fire Protection (Ashton)	14,988.10	14,988.10	
Misc	4,579.00	4,579.00	
Contingency	5,000.00	5,000.00	
Building Dept	600.00	600.00	
Other	300.40		300.40
	239,435.50	239,135.10	300.40

Revenues Less Commitments	-22,717.35	-21,637.10	
---------------------------	------------	------------	--

Revenue Less Expenses (RPC's way)	<u>21,711.03</u> (1)		
-----------------------------------	----------------------	--	--

Revenue Less Expenses (Terry's way)	22,717.07 (2)	1,006.04
Bell Tower	7,000.00	7,000.00
	<u>29,717.07</u>	8,006.04

#### Todd's Way

Revenue Less Expenses	-22,717.35	-21,637.10 (3) & (4)	-1080.25
Less Mantua Extra	-38,795.35	-38,795.35 (5)	0
Plus Bell Tower		7000 (6)	
		-45,795.35 (6)	

The Board contacted Trustee Grimm to reaffirm the County's commitment to reimburse \$21,637.07 in CDBG grant funding. The Board pulled its correspondence from today's signature file to clarify verbiage in the correspondence to read the County will award Mantua Township up to \$21,637.07 on a reimbursement basis upon verification that all inspections and a reconciliation statement have been completed. Director Bragg will work on revised language which breaks down contributions from CDBG funding, Senator Eklund and Mantua Township, noting the County will pick up the remaining costs up to \$21,637.07.

#### CLEMANS NELSON

Present: Andrew and Mike Esposito, Clemans Nelson & Associates, Inc., Human Resources Director Janet Kovick, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

Andrew and Mike Esposito presented and discussed the revised Compensation Management Proposal from 2016, dated April 11, 2018.

#### STEP ONE - Review of Client Documents

- Consultant will review current position descriptions, wage/salary schedules, compensation and benefit policies and practices, and other similar, relevant documents.

- Consultant will be able to formulate a preliminary understanding of the current system and needs based on the data and the consultant's experience and expertise.

#### STEP TWO — Client Meeting(s)

- Kick off meeting
  - Discuss development of the current compensation system to ensure an understanding of the scope of the project.
  - Discussion will center on identifying needs, issues, and problems; obtaining reactions to existing programs and determining management's views on compensation philosophy and objectives.
  - Consultant will incorporate the client's strategic suggestions into the proposed project methodology and confirm any modifications in the scope of the project or methodology with the client before proceeding.
  - Tentative timeline and time commitments from the client will be established.
- Secondary meeting(s)
  - Review how the point factor evaluation will be conducted, determine the factors to be included in the point factoring process, and the weight or worth to be assigned to each factor and factor level.
  - Meeting(s) will also be used to determine benchmark classifications to be surveyed externally, as well as which jurisdictions.
- Additionally, consultant will meet with staff to determine what factors are to be assigned and confirm the classifications to be surveyed.
- Consultant will meet with staff to ensure accuracy of the documents.

#### STEP THREE — Conducting Point Factor Evaluations

- Consultant will develop a customized point factor system. As position descriptions are reviewed and updated, the consultant will point factor positions for internal equity analysis purposes.
- Spreadsheet will be created incorporating results for all positions, and a meeting will be held with the client to review.

#### STEP FOUR — Conducting the Wage Survey

- Consultant will develop an electronic survey instrument to query on both compensation and benefit structures, and distribute based on discussions with client.
- Compile survey results, analyze labor market trends, and prepare recommendations to the client for pay and/or benefit adjustments for the selected benchmark classifications.
- Other wage and benefit data information available from the client may also be utilized.
- This step measures job worth from an external standpoint; proper external equity allows an employer to recruit and retain quality employees.

#### **STEP FIVE — Developing Compensation Plan & Pay Schedule**

- Consultant will prepare a written compensation philosophy and pay procedures to establish and/or modify:
  - Existing compensation system(s) and benefit structures;
  - Ongoing administration of the compensation plan; and
  - Appeal processes (job audit).
- Proper maintenance will ensure the integrity of the plan.
- Consultant will make modifications to the compensation plan based on survey results and client input and will prepare a statistical database outlining any changes.
- Next, the consultant will review the assignment of classifications to appropriate pay grades, and make revisions if necessary, based upon point factoring classifications to appropriate locations in the range, and will also determine preliminary cost estimates for plan installation.
- Finally, the consultant will review the feasibility of implementing the plan and any additional concerns.

#### **STEP SIX — Meeting with Client to Review Pay Plan**

- Consultant will meet with staff to present the pay schedule, pay grade assignments, implementation cost estimates, and compensation philosophy and procedures.
- Consultant will solicit any final input for revisions as necessary.

#### **STEP SEVEN — Finalize Compensation Plan**

- Consultant will finalize the compensation plan as requested by the client within professionally accepted standards and will present the completed plan to the client and Board of County Commissioners.
- Project timeframe – twelve weeks.

#### **Retainer Client Rate:**

- Estimated consultant time cost \$19,891 - \$28,080
- Cost of Annual Retainer \$ 2,100
- Mileage, reasonable and necessary expenses not to exceed \$500

#### **Non- Retainer Client Rate:**

- Estimated consultant time cost \$ 23,221 - \$31,606
- Mileage, reasonable and necessary expenses not to exceed \$500

Mr. Andrew Esposito presented an original Retainer Agreement to the Board and Director Townend will forward to the Prosecutor's Office for review.

The Board agreed to have Director Kovick prepare correspondence for Board signature to all Elected Officials and Department Heads to ascertain whether they are interested in participating in the study.

11:15 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss employment, dismissal, and or discipline of a public employee. Also present: Department of Budget and Financial Management Director Todd Bragg. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

12:42 PM Director Bragg left the meeting.

12:54 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

**Motion To:** Adjourn the Official Meeting of Tuesday, May 1, 2018 at 12:54 PM

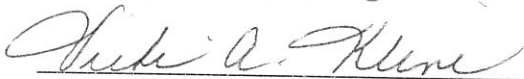
**RESULT:** ADOPTED [UNANIMOUS]


**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

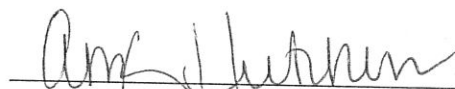
**AYES:** Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

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

  
Sabrina Christian-Bennett, Vice President

  
Mike Kerrigan, Board Member

  
Amy Hutchinson, Clerk