



Portage County Board of Commissioners

Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

February 27, 2020

9:02 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 and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:02 AM

Reconvened: 9:15 AM

**WATER RESOURCES**

Present: Deputy Director Laura Weber

**DISCUSSION:**

1. Fairlane Water Company Public Meeting Memo

The Portage County Water Resources Department (PCWR) has scheduled the public informational meeting for the customers of the Fairlane Water Company (FWC) for **7:00 pm on March 18, 2020 at the Suffield Township Fire Station**. The purpose of the meeting will be to present the available potable water options to the residents. The Board, Ohio EPA, Public Health District, Suffield Township Trustee's, and RCAP have confirmed their availability to attend and/or participate at the public meeting.

Deputy Director Weber presented a draft meeting announcement correspondence to the residents for review and approval and a copy was provided to the Suffield Township Trustees for review and was approved as written. Upon approval by the Board, PCWR will mail certified letters to the residents on March 2, 2020.

Deputy Director Weber also presented a draft Public Notice to be advertised in the Record Courier. Upon review and approval by the Board, PCWR will advertise the Public Notice the second week of March.

The Board agreed to move forward with both requests.

**RESOLUTION:**

1. Sale of obsolete equipment by public auction (2006 Ford F-250)./Resolution No. 20-0122
  - This is for a vehicle that is being replaced as it was not safe to drive and declared obsolete.

**RESOLUTION NO. 20-0122      -      RE:    AUTHORIZE SALE OF OBSOLETE EQUIPMENT BY PUBLIC AUCTION.**

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

**WHEREAS,**                    the Portage County Board of Commissioners, Water Resources Department has a vehicle that is obsolete and unfit for the use for which they were acquired for; now therefore be it

**RESOLVED,**                that the Board of Portage County Commissioners has determined that the item described below is obsolete and unfit for the use which said items were acquired:

**2006 Ford F-250 with plow Vin#1FTNF21566ED47743**

; and be it further

**RESOLVED,**                that said items will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, to the highest bidder; and be it further

**RESOLVED,**                that Notice of Public Auction shall be posted in the office of the Portage County Commissioners, the County's Website and a Notice of Public Auction shall be published in the Record Courier on March 4, 2020.

**Date of Auction:    Saturday March 14, 2020**  
**Time of Auction:    9:30 A.M.**  
**Location:            Edinburg Auction Sales, Inc.**  
**4029 State Route 14**  
**Edinburg, Ohio 44272**

said equipment may be viewed from 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinburg Auction Sales, Inc. 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;

**JOURNAL ENTRY:** The Board of Commissioners approved Portage County Water Resources' drafted letter to send out to the residents of the Fairlane Subdivision on March 2, 2020.

**Motion: Commissioner Clyde**

**Seconded: Commissioner Christian-Bennett**

All in Favor: Commissioner Clyde, Yea; Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners approved Portage County Water Resources' draft Public Notice regarding the public informational meeting for customers of the Fairlane Water Company for advertisement in the Record Courier on March 9, 2020.

**Motion: Commissioner Clyde**

**Seconded: Commissioner Christian-Bennett**

All in Favor: Commissioner Clyde, Yea; Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea;

**Motion Carries**

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## **HUMAN RESOURCES**

Present: Director Janet Kovick

**JOURNAL ENTRY:** The Board of Commissioners accepts the resignation of Kimberly Boswell, JFS JOBS Counselor, for Portage County Job & Family Services, effective March 6, 2020.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea;

**Motion Carries**

- Ms. Boswell accepted a job and Board of Elections.

**JOURNAL ENTRY:** The Board of Commissioners agrees to authorize the three-day internal posting of the full time JFS JOBS Counselor, replacing Kimberly Boswell for Portage County Job & Family Services with external posting if no internal appointment is made.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;

**Motion Carries**

- Director Jeffries is posting for a bargaining unit position according to the contract.

**JOURNAL ENTRY:** The Board of Commissioners agrees to authorize the promotion of Jessica Wilson from Biologist to Laboratory/Industrial Pretreatment Program Coordinator, new position, for Portage County Water Resources effective March 9, 2020.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;

**Motion Carries**

- This posting received one internal application and Ms. Wilson is the most qualified for the position.

**JOURNAL ENTRY:** The Board of Commissioners agrees to authorize the seven-day internal posting of the full time Biologist, replacing Jessica Wilson for Portage County Water Resources with external posting if no internal appointment is made.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;

**Motion Carries**

- Director Jeffries is posting for a bargaining unit position according to the contract.

Recessed: 9:23 AM

Reconvened: 9:36 AM

**PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES**

Present: Director JoAnn Townend, Job and Family Services Director Kellijo Jeffries and Sue Brannon, Budget and Financial Manager

**RESOLUTIONS:**

Resolution No. 20-0123

- The Mantua Police Department requests use of the County's Training Facility on Coit Road.
- Commissioner Clyde noted there's not date in the Resolution and Director Townend replied it's for the entire year.

**RESOLUTION NO. 20-0123**

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**RE: ENTER INTO LICENSE AGREEMENT  
BETWEEN THE PORTAGE COUNTY  
COMMISSIONERS AND THE MANTUA  
POLICE DEPARTMENT.**

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

- WHEREAS,** the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and
- WHEREAS,** the MANTUA POLICE DEPARTMENT wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the MANTUA POLICE DEPARTMENT for use of the training facility and firing range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff's office; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

Resolution No. 20-0124

- Back around 2011-2013, the Board support to the Development Board was \$200,000 per year, then it was adjusted to \$50,000 and has remained there ever since. The original contract stated rent and utilities were provided as an in-kind contribution, which is still in force today. This resolution is the 6<sup>th</sup> amendment to the contract at the \$50,000 amount from the General Fund.

**RESOLUTION NO. 20-0124       -       RE:   ENTER INTO AN AMENDMENT NO. 6  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS AND THE PORTAGE  
DEVELOPMENT BOARD.**

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

**WHEREAS,** an agreement between the parties was entered into on April 17, 2014 through resolution 14-0201 and known as Portage County Contract 20140251 to

implement programming for economic development by and through Portage Development; and

**WHEREAS**, an amendment no. 1 between the parties was entered into on March 31, 2015 through resolution 15-0190 and known as Portage County contract 20150227; and

**WHEREAS**, an amendment no. 2 between the parties was entered into on June 7, 2016 through resolution 16-0423 and known as Portage County contract 20160288; and

**WHEREAS**, an amendment no. 3 between the parties was entered into on April 25, 2017 through resolution 17-0273 and known as Portage County contract 20170274; and

**WHEREAS**, an amendment no. 4 between the parties was entered into on March 1, 2018 through resolution 18-0111 and known as Portage County contract 20180261; and

**WHEREAS**, an amendment no. 5 between the parties was entered into on February 7, 2019 through resolution 19-0045 and known as Portage County contract 20190226; and

**WHEREAS**, the parties wish to extend said agreement for an additional one year, to commence on January 1, 2020 and terminate on December 31, 2020; and

**WHEREAS**, in consideration of the services to be provided by Portage Development the County shall pay Portage Development the amount not to exceed Fifty thousand and 00/100 dollars (\$50,000.00) from the general fund; and

**WHEREAS**, all other terms and conditions remain the same as the previous amendment; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners does hereby enter into amendment no. 5 with the Portage Development Board in the amount not to exceed Fifty thousand and 00/100 dollars (\$50,000.00) for the term of January 1, 2020 through December 31, 2020; and be it further

**RESOLVED**, that the Portage County 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 a meeting opened 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. 20-0125

- The Board will be rescinding the original resolution from October to send vehicles to the auction lot, but because some had to be towed to the facility and Director Townend has been out of the office, it was never coordinated. At the advice of the Prosecutor's Office, Director Townend presents today's resolution for consideration.

**RESOLUTION No. 20-0125      -      RE:      RESCIND RESOLUTION NO. 19-0789,  
DATED OCTOBER 31, 2019 AND DECLARE  
OBSOLETE AND AUTHORIZE SALE OF  
EQUIPMENT BY PUBLIC AUCTION.**

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

**WHEREAS,**      on October 31, 2019, the Board of Commissioners declared the following obsolete and authorized the sale of the equipment by public auction on November 16, 2019:

2009	GMC Pick up Truck	VIN 1GTEK19069Z257696
2009	Ford Fusion	VIN 3FAHP06Z29R151400
2009	Ford Fusion	VIN 3FAHP06Z59R151407
2009	Ford Fusion	VIN 3FAHP06Z19R151405; and

**WHEREAS,**      the items did not get sold on that date; now therefore be it

**RESOLVED,**      that the Board of Commissioners hereby declares the following equipment obsolete and authorized the sale by public auction:

2009	GMC Pick up Truck	VIN 1GTEK19069Z257696
2009	Ford Fusion	VIN 3FAHP06Z29R151400
2009	Ford Fusion	VIN 3FAHP06Z59R151407
2009	Ford Fusion	VIN 3FAHP06Z19R151405

**RESOLVED,**      that said items will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, to the highest bidder; and be it further

**RESOLVED,**      that Notice of Public Auction shall be posted in the office of the Portage County Commissioners, the County's website and a Notice of Public Auction shall be published in the Record Courier on March 5, 2020:

**Date of Auction:** Saturday – March 21, 2020  
**Time of Auction:** 9:30 A.M.  
**Location:** Edinburg Auction Sales, Inc.  
 4029 State Route 14  
 Edinburg, Ohio

Said equipment may be viewed from 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinburg Auction Sales, Inc.; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 20-0126

- The Springfield Township Police Department requests use of the County's Training Facility on Coit Road.

**RESOLUTION NO. 20-0126 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND THE SPRINGFIELD TOWNSHIP POLICE DEPARTMENT.**

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

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

**WHEREAS,** the SPRINGFIELD TOWNSHIP POLICE DEPARTMENT wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the SPRINGFIELD



TOWNSHIP POLICE DEPARTMENT for use of the training facility and firing range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff's office; and be it further

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

Roll call vote as follows:

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

Resolution No. 20-0127

- The Northfield Village Police Department requests use of the County's Training Facility on Coit Road.

**RESOLUTION NO. 20-0127 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND THE NORTHFIELD VILLAGE POLICE DEPARTMENT.**

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

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

**WHEREAS,** the NORTHFIELD VILLAGE POLICE DEPARTMENT wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it

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

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

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

Roll call vote as follows:

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

# **DEPARTMENT OF BUDGET & FINANCE**

Present: Director Bragg, Job and Family Services Director Kellijo Jeffries and Sue Brannon, Budget and Financial Manager

## **A. Resolutions:**

Resolution No. 20-128

- There's nothing out of the ordinary this date to report. The \$2.97 late fees are for two invoices, one for \$2.95 and one for \$0.02.

**RESOLUTION NO. 20-0128 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on February 27, 2020 in the total payment amount of **\$779,596.37, including late fees finance charges, interest & penalties amounting to \$2.97 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

Commissioners Clyde reported there were no wire transfers today and after confirming with the Auditor's Office, Director Bragg asked that the Board pull draft Resolution No. 20-129.

**RESOLUTION NO. 20-0129**

This resolution was inadvertently omitted. No health benefit wires submitted. This is for numbering purposes only.

Resolution No. 20-130

- The JV's this date are for normal routine business moving of the funds.

**RESOLUTION NO. 20-0130       -       RE:   APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

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

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

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

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

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

02/27/20	758	\$34.00
02/27/20	759	87,432.94
02/27/20	761	23,193.56
02/27/20	762	4,448.38
02/27/20	763	190.00
02/27/20	765	1,666.67
02/27/20	767	9,319.29
02/27/20	770	2,018.38
02/27/20	882	1,433.52
Total		\$ 129,736.74

; 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. 20-131

- The Then and Now should be \$395,374.03 and that is a reduction from last week.
- Director Bragg is still working on a letter for Board review.

**RESOLUTION NO. 20-0131 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Vicki A. Kline, 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 **\$395,374.03** dated **February 27, 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. 20-132

- This transfer takes care of the match and the additional that is needed to cover the salary of one employee for the Prosecutor's Office.

**RESOLUTION NO. 20-0132 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1480, VAWA**

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

**WHEREAS,** fund 1480 is in need of a transfer from the general fund; now therefore be it;

**RESOLVED,** that the following cash advance be made:

**Debit:**

FUND 0001, GENERAL FUND  
ORGCODE- 00100009 910000

\$49,705.00

**Credit:**

FUND 1480 VAWA  
ORGCODE – 14803002 280000 0A588

\$49,705.00

;and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor,

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

**Discussion:**

1. Board of Elections Draft Create Fund 1092 Resolution:

Commissioner Christian-Bennett asked if Director Bragg had any comments on the Board of Elections resolution to Create Fund 1092 and Commissioner Kline noted she contacted the Prosecutor's Office this morning and if the original resolution is still good, why are we doing a resolution to create the fund? Director Bragg explained there's no other fund that took two resolutions to create the fund and his preference would be to amend the original resolution (18-0831) if it lacks certain wording. The resolution before the Board today puts no restrictions other than what is required by the Ohio Revised Code, and the original Resolution (18-0831) does list specific restrictions. Commissioner Kline asked Director Bragg to contact Attorney Meduri to discuss further. Director Bragg also added the settlements arrived on February 25<sup>th</sup>, but it takes a month to reconcile so there isn't an immediate rush to adopt another resolution.

**JOB & FAMILY SERVICES**

Present: Director Kellijo Jeffries and Sue Brannon, Budget and Financial Manager

**DISCUSSION:**

1. 2019 Job and Family Services Agency Goal Update

During her last meeting, Director Jeffries was asked to present the results of the Department's 2019 goals and they are categorized as abandoned, ongoing or completed.

Director Jeffries noted her March agenda will include contract amendments and an update on Children Services.

Commissioner Kline asked about a notation on the customer surveys that states 'this (goal) has not happened yet as the Administration has not been able to review surveys.' Director Jeffries explained several years ago, the department developed surveys for Public Assistance, Child Support, and Ohio Means Jobs, to measure how they were doing with their customers. Children Services and Fiscal never had the surveys and now they are working on surveys for every division.

2. Data Report

Director Jeffries presented and discussed the November/December 2019 Monthly Data Report for Public Assistance, Ohio Means JOBS/WIOA/Work Experience Program, Children Services, Child Support, Human Resources, Community Outreach and Public Relations.

Commissioner Christian-Bennett asked if the department has experienced any of the funding from the Governor's office and Director Jeffries responded they are and the

one-time \$20 million was not a reoccurring allocation for the department but helped Counties at the end of 2019. The Department received Foster Care Recruitment allocations and Multi System Youth dollars and that will provide a needed break relevant to the costs they are sharing.

Commissioner Clyde brought up the emergency \$1 million dollars available statewide tied to Children Services and Director Jeffries will have to search the Plain Dealer for the article.

Commissioner Christian-Bennett asked how many residents are in the group home and Director Jeffries noted there are five, there were six but someone left to go home with family. There is a new clinical manager that starts next Monday and there are about 3-4 other youths earmarked to come.

3. 2020 JFS Events

Director Jeffries has a listing of the 2020 Job and Family Services events by department. The events are programmatic for clients as well as outreach events in the community. In May will be the first Foster Parent Recruitment Dinner and she will send a formal invitation for the event at NEOMED.

4. Ohio Children Trust Fund Prevent Council Board Appointment

Director Jeffries has served two (2) terms on the Ohio Children Trust Fund who works on prevention initiatives to provide support and education to families to prevent children from coming into the Child Welfare System. The Board is comprised of two (2) county representatives and the Board recently appointed Melissa Marzakis from Family and Community Services and Director Jeffries recommends Lori Tabinski, Intake Supervisor for Job and Family Services as her replacement on the Board. Ms. Tabinski has completed the Board application and she asks that the Board consider her for appointment as Director Jeffries term expires March 7, 2020.

## RESOLUTIONS

1. Transfer Resolution \$140,000.00

Ms. Brannon noted the Transfer Resolution is for the third payment of shared funds and cost pull funds repayment from Child Welfare Levy to the Public Assistance fund for the first quarter of 2020./Resolution No. 20-0133

**RESOLUTION NO. 20-0133      -      RE:    TRANSFER FROM FUND 1415, CHILD  
WELFARE SPECIAL LEVY FUND TO FUND  
1410 PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$140,000.00 for the 1<sup>st</sup> Qtr SFY2020 Payment#3 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR \$140,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$140,000.00

; and be it further

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

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

10:10 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: Job and Family Services Director Kellijo Jeffries, Job and Family Services Budget and Financial Manager Sue Brannon, Board of Elections Director Faith Lyon and Deputy Director Terrie Nielsen, and Human Resources Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:23 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

After exiting executive session, the Board took no action.

### **BUILDING DEPARTMENT**

Present: Randy Roberts Joe Bodnar, and Human Resources Director Janet Kovick

### **DISCUSSION:**

#### **1. Revised Job Descriptions**

Director Roberts presents and discussed the revised job descriptions for the Office Manager, Permit Technician I, II and III for the Portage County Building Department.

Commissioner Clyde asked if Director Kovick had any concern about adding the levels of authority and Director Kovick replied it actually helped the factoring process.

10:35 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Randy Roberts, Deputy Director Joe Bodnar, Department of Budget and Financial Management Director Todd Bragg and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Kathleen Clyde, Yea;

11:05 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.

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Commissioner Kline brought up Public Informational Meeting on March 18<sup>th</sup> with the Water Resources Department regarding Fairlane Water Company and mentioned she was going to attend on behalf of the Board, but since Commissioner Christian-Bennett is planning on going

on behalf of Bennett Land Title, Commissioner Kline will verify with the Prosecutor's Office whether it's OK for both Commissioners to attend.

### MISCELLANEOUS ACTION ITEMS

The Board of Commissioners approves the February 25, 2020 regular meeting minutes.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;

**Motion Carries**

### Dog Warden

#### RESOLUTION:

1. Dog Warden Donation 20-0134

**RESOLUTION NO. 20-0134      -      RE:    ACCEPTANCE OF DONATIONS TO THE  
OFFICE OF THE PORTAGE COUNTY DOG  
WARDEN.**

It was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett 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	
Sherry Blasens	8545 Tallmadge Rd Diamond Oh 44412	\$15
Vicki Richardson	408 Hutchison Dr Mogadore Oh 44260	\$20
Jon & Marjorie Poda	165 Woodale Dr Mogadore Oh 44260	\$20
Jennifer Klock	11208 Center St Garrettsville Oh 44231	\$60
Ultimutt Inn	13501 Butternut Rd Burton Oh 44021	\$268
Joe & Susan Miller	4832 Alexander Rd Atwater Oh 44201	\$200
Johanna Gooding	4755 Periewood La Kent Oh 44240	\$20
Mark & Melanie Stollings	458 Hutchinson Dr Mogadore Oh 44260	\$600
John A Buonpane	8872 Peck Rd Ravenna Oh 44266	\$30
Rachel Schindler	12119 Mantua Center Rd Mantua Oh 44255	\$50

; 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;

**Commissioners**

**RESOLUTIONS:**

1. Mark Atwood Airport Authority 20-0135

**RESOLUTION NO. 20-0135 - RE: APPOINTMENT TO THE PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY BOARD OF TRUSTEES**

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

**WHEREAS,** Ohio Revised Code Chapter 308 authorizes the creation of a regional airport authority. The Portage County Regional Airport Authority Board of Trustees has been established for the purpose of acquiring, establishing, constructing, operating and promoting the use of the Portage County Regional Airport; and

**WHEREAS,** there is one vacant position on the Board of Trustees due to a resignation; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby appoint the following member to complete a 3-year term commencing immediately and ending June 27, 2022:

Mark Atwood  
669 Rock Creek Dr.  
Aurora, Oh 44202

**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;

**JOURNAL ENTRY:** The Board of Commissioners acknowledges receipt of the February 21, 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

**Seconded:** Commissioner Christian-Bennett

All in Favor: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;

**Motion Carries**

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**PLEASE ADD TO YOUR AGENDA**

February 27, 2020

**RESOLUTION:**

Create Fund 1092 Board of Elections 136 – Director Bragg will contact Attorney Meduri. Hold for next week.

**Motion To:** Adjourn the Official Meeting of February 27, 2020 at 11:07 AM

**RESULT:** ADOPTED

**MOVED:** Kathleen Clyde

**SECONDED:** Sabrina Christian-Bennett

**AYES:** Kathleen Clyde, Sabrina Christian-Bennett, Vicki A. Kline

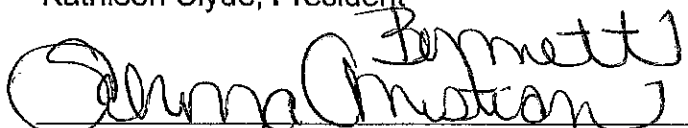
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



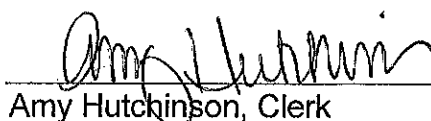
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk