



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

March 12, 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 and Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:03 AM

#### **JOB & FAMILY SERVICES & HUMAN RESOURCES**

Present: Kellijo Jeffries and Human Resources Director Janet Kovick

9:04 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 employment of a public employee. Also present: Kellijo Jeffries and Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

9:16 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 acted by adopting Resolution No. 20-0164 to approve job abolishment and subsequent layoff of position in the Portage County Department of Job and Family Services.

**RESOLUTION NO. 20-0164      -      RE:    APPROVE JOB ABOLISHMENT AND  
SUBSEQUENT LAYOFF OF POSITION IN  
THE PORTAGE COUNTY DEPARTMENT OF  
JOB & FAMILY SERVICES.**

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

- WHEREAS,** a time study was completed in the fourth quarter of 2019 on the quantity of work that was produced by the full-time Quality Assurance Officer and factored against what tasks would continue in 2020 by this position; and
- WHEREAS,** the results of the time study recorded 73.58% (54 hours, 40 minutes) of the full-time Quality Assurance Officer's time spent on writing documentation for tools created by this position that will be maintained in the future; and
- WHEREAS,** both the documentation and migration projects are not indefinite projects and once they are complete, will drop considerably and reduce the Quality Assurance Officer's total utilization by 50%; and
- WHEREAS,** as a result of the time study data, the abolishment of the full-time Quality Assurance Officer is being recommended due to a reorganization for efficient operations; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby adopt the attached Statement of Rationale; and be it further
- RESOLVED,** that the Board of Portage County Commissioners does hereby approve the layoff of the full-time, non-bargaining position of Quality Assurance Officer in the Department of Job & Family Services effective at close of business on Friday, April 3, 2020; 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;

Statement of Rationale:

During the fourth quarter of 2019, a time study was completed on the quantity of work that was produced by the full-time Quality Assurance Officer and factored against what tasks would continue in 2020 by this position.

Based on the time study results completed by the MIS Coordinator, the majority of Quality Assurance Officer's time during the recorded period was spent writing documentation about the tools that this employee has built. This accounted for 73.58% (54 hours and 40 minutes) of the employee's recorded time. This involved three documentation processes: one set generated by the Microsoft Access application, one set of documentation that provides

technical context to the program-generated documentation, and a user guide for each tool that the employee built that outlines the functions of the tool from a user perspective.

This has been the Quality Assurance Officer's primary task as this documentation will allow the tools to be maintained in the future. Both the documentation and migration projects are not indefinite projects and once they are complete, will both drop considerably and reduce the Quality Assurance Officer's total utilization below 50%.

As a result of this data, the abolishment of the full-time Quality Assurance Officer position due to a reorganization for the efficient operations of the department is recommended effective April 3, 2020. In place of the full-time position, the creation of a part-time Quality Assurance Officer is being recommended effective April 6, 2020.

### **JOB & FAMILY SERVICES**

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

#### **Resolutions:**

1. The Board of Commissioners agrees to enter into an amendment no. 3 for transportation services with Job & Family Services and Portage Area Regional Transportation Authority (PARTA)./Resolution No. 20-0152
  - This amendment is due to an increased need in the Non Emergency Medicaid Transportation program. The funds are a passthrough with half coming from the State and half coming from Federal and nothing from Job and Family Services' budget. They are projecting an additional \$55,000 so Job and Family Services is increasing the contract from \$110,000 to \$165,000. The contract ends April 30, 2020.
  - Commissioner Kline noted the draft memo is missing part of the sentence and Director Jeffries noted it should say "NET is funded by federal pass through dollars where work and training programs are funded by CCMEP, TANF and CCMEP WIOA dollars."
  - Commissioner Christian-Bennett asked if the amount is \$165,000 or \$175,000 and Director Jeffries noted it should be \$175,000 and she will send a new memo to the Board.

**RESOLUTION NO. 20-0152      -      RE:    ENTER INTO AMENDMENT NO. 3 FOR  
TRANSPORTATION SERVICES BETWEEN  
THE BOARD OF COMMISSIONERS ON  
BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES (PCJFS) AND PORTAGE  
AREA    REGIONAL    TRANSPORTATION  
AUTHORITY (PARTA).**

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

**WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 201280307 (the "Original Contract") on June 5, 2018 by Resolution No. 18-0344 to provide Transportation Services for eligible PCJFS clients to and from appointments or employment/training sites; and

**WHEREAS,** an Amendment No. 1 was entered into on December 6, 2018 through Resolution No. 18-0869 to increase the Original Contract by Sixty Thousand and 00/100 dollars (\$60,000.00); and

**WHEREAS,** an Amendment No. 2 was entered into on May 2, 2019 through Resolution No. 19-0290 to renew the agreement one additional year from May 1, 2019 through April 30, 2020 and that the total annual service paid for this period shall not exceed One Hundred Ten Thousand and 00/100 Dollars (\$110,000.00) with transportation services other than Medicaid (NET) not to exceed Twenty-Five Thousand and 00/100 Dollars (\$25,000.00); and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 3 between the Board of Commissioners on behalf of Portage County Job & Family Services and Portage Area Regional Transportation Authority (PARTA) to increase the agreement by Sixty-Five Thousand and 00/100 Dollars (\$65,000.00) for the time period beginning May 1, 2019 through April 30, 2020 with transportation services other than Medicaid (NET) not to exceed Fifteen Thousand and 00/100 Dollars (\$15,000.00); and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed One Hundred Seventy-Five Thousand and 00/100 dollars (\$175,000.00) with transportation services other than Medicaid (NET) not to exceed Forty Thousand and 00/100 Dollars (\$40,000.00); and be it further

**RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410 and 1413; 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;

2. The Board of Commissioners agrees to transfer \$40,434.44 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0153
- This amount is the shared costs that the WIA Fund owes back to the Public Assistance Fund.

**RESOLUTION NO. 20-0153      -      RE:    TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

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

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

**RESOLVED,**            that the following transfer of funds be made in the amount of \$40,434.44 for Jan 2020 Adj#1 and Feb 2020 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1413, JFS WIA FUND  
ORGCODE - 14130519  
Debit Expense Account  
Object: 912000 – JFS Shared  
Project 3A258  
Project 3B278  
Project 3A259  
Project 3B259  
Project 3B277

\$ 3,676.24  
\$ 8,823.10  
\$ 8,076.10  
\$ 8,823.10  
\$11,035.90

**TO:**

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

\$40,434.44

;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;

**Discussion:**

1. Coronavirus

Director Jeffries explained the State of Ohio Job and Family Services has suspended all travel out of County, so a lot of Job and Family Services meetings have changed to teleconferences. When the Department has training and sessions the Board has already approved their travel, she would like all staff to remain in County for the month of March 2020 and revisit April's travel at a later time. The Directors have been referred to the Governor's on-line press conference yesterday but they didn't speak directly to Job and Family Services. Job and Family Services has four associations (Workforce, Child Support, Public Children Services and Ohio Department of Job and Family Services Director's Association) and they will meet within the next two days for clarify for all Ohio counties.

**DEPARTMENT OF BUDGET & FINANCE**

Present: Todd Bragg, Human Resources Director Janet Kovick and Internal Services Director JoAnn Townend

**Resolutions:**

1. Resolution No. 20-0154 Bills

- The bill run included one late fee for \$37.00 from the Sheriff's Office, but that wasn't out of place.

**RESOLUTION NO. 20-0154 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on March 12, 2020 in the total payment amount of **\$606,225.99, including late fees finance charges, interest & penalties amounting to \$68.16 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, March 13, 2020, 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 March 12, 2020 in the total payment amount of **\$61.45 to Neil Group** 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:

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

2. There are no wire transfers this date. Director Bragg will ask staff to remove the resolution in the future.

#### **RESOLUTION NO. 20-0155**

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

3. Resolution No. 20-0156 JV's
  - The Journal Vouchers are typically to what's done every year.

#### **RESOLUTION NO. 20-0156 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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:

03/12/20	284	\$63,321.76
03/12/20	288	34.00
03/12/20	289	129.95
03/12/20	290	6,471.36
03/12/20	291	15,634.32
03/12/20	292	1,798.00
03/12/20	293	7,944.48
03/12/20	294	6,046.80
03/12/20	295	3,326.95
03/12/20	308	2,388.83
03/12/20	309	8,819.37
03/12/20	310	8,831.23
03/12/20	311	149.69
03/12/20	313	8,761.54
03/12/20	314	124.69
03/12/20	315	74.92
03/12/20	316	473.21
03/12/20	334	54,882.83
03/12/20	402	34.00
03/12/20	403	48.00
03/12/20	406	11,295.43
03/12/20	407	11,209.85
Total		\$ 211,801.21

; 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;

4. Resolution No. 20-0157 Then & Nows

- Then & Nows are lower and in proportion to the Board's departments.



- Commissioner Kline asked if Director Bragg sent the memo to all the Commissioners' department heads and Director Bragg noted he is still waiting for Board comment and Commissioner Clyde agreed to provide the necessary feedback.

**RESOLUTION NO. 20-0157      -      RE:    ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 **\$291,935.41** dated **March 12, 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;

5. Resolution No. 20-0158 – Amend the General Fund 2020 Annual Appropriation Resolution
- There was a change to the draft resolution for \$12,400 for the Prosecutor's Office because their new vehicles have arrived and didn't have all the necessary equipment installed on them, but the equipment has been ordered and the \$12,400 is the cost to pay the invoice.

**RESOLUTION NO. 20-0158**

**RE: AMENDMENT TO THE GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION  
NO. 19-0947 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 General Fund 2020 Annual Appropriation 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: 0001	General Fund		
017	Microfilm		
00174	Microfilm Contract Services	14,000	-
	MEMO TOTAL	<u>\$ 14,000</u>	<u>\$ -</u>
Note: Filming Kent & Rav			
300	Prosecutor		
03006	Prosecutor Capital Outlay	12,400	-
	MEMO TOTAL	<u>\$ 12,400</u>	<u>\$ -</u>
Note: Upfit equipment			
590	Adult Probation		
05904	Adult Probation Contract Svcs	60,000	-
	MEMO TOTAL	<u>\$ 60,000</u>	<u>\$ -</u>
Note:			
TOTAL MEMO BALANCE ALL AMENDMENTS		<u>\$ 86,400</u>	<u>\$ -</u>

*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:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

**DEPARTMENT OF BUDGET & FINANCE, HUMAN RESOURCES DEPARTMENT & INTERNAL SERVICES**

Present: Todd Bragg, Director Janet Kovick, and Director JoAnn Townend

**Discussion:**

1. Hybrid County Administrator/Department Director

Director Bragg presented a timeline for implementation of a County Administrator, along with a supplemental job description to an existing position rather than its own position. Director Bragg pointed out that Portage County is the largest county (population wise) that doesn't utilize a County Administrator and he would like the Board to continue to pursue the possibility of having one. Commissioner Clyde noted the concept is similar to the discussion brought before the Board earlier of a part-time add on to an existing Director's position. Commissioner Christian-Bennett noted a lot of counties have a dual role for their County Administrator. The Board agreed to discuss further in one week after the Board has time to review the proposed job description.

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

Present: JoAnn Townend

**Resolutions:**

1. The Board of Commissioners authorizes the execution of an agreement between the Portage County Board of Commissioners and the Portage County Regional Planning

Commission for the purpose of administration and coordination as it relates to the execution of responsibilities of the Portage County Storm Water District Septic Assistance Program./Resolution No. 20-0159

- This resolution allows the Regional Planning Commission to coordinate contracts for those who asked to be included in the Septic Assistance Program, paid from stormwater funding. This Resolution is done every year in cooperation with the Health Department.

**RESOLUTION NO. 20-0159       -       RE:    AUTHORIZE EXECUTION OF AN  
AGREEMENT BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS  
AND THE PORTAGE COUNTY REGIONAL  
PLANNING COMMISSION FOR THE  
PURPOSE OF ADMINISTRATION AND  
COORDINATION AS IT RELATES TO THE  
EXECUTION OF RESPONSIBILITIES OF  
THE PORTAGE COUNTY STORM WATER  
DISTRICT SEPTIC ASSISTANCE PROGRAM**

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

**WHEREAS,** the Portage County Board of Commissioners intends to engage the Portage County Regional Planning Commission to perform certain administrative duties for the Portage County Storm Water District Septic Assistance Program including accepting and reviewing applications, verifying of meeting program requirements, hiring of licensed contractors, working with applicable agencies to determine work has been satisfactorily completed and coordinating the payments for completed projects as required by Portage County's Ohio Environmental Protection Agency (OEPA) National Pollution Discharge Elimination System (NPDES) Phase II Permit; and

**WHEREAS,** cost for the Portage County Regional Planning Commission to perform said administrative duties shall not exceed \$13,983.03, for the period of January 1, 2020 through December 31, 2020; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners hereby agree to enter into an agreement with the Portage County Regional Planning Commission at a not to exceed cost of \$13,983.03 for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District Septic Assistance Program; and be it further

**RESOLVED,** term of said agreement will be 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 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;

2. The Board of Commissioners agrees to enter into an agreement for systems access to applicable iSYSTOC confidential data between University Hospitals and the Portage County Board of Commissioners on behalf of the Department of Water Resources./Resolution No. 20-0160

- CDL Drivers need to follow the Ohio Department of Transportation's Rules and Regulations for drug and alcohol testing and University Hospital utilizes iSYSTOC data and will authorize systems access to a designated employee of the Water Resources Department. This issue was discussed previously with Attorney Chris Meduri and he noted the Board could appoint Ms. Goudy to sign on behalf of the Water Resources Department staff to receive the information.

**RESOLUTION No. 20-0160                      -                      RE:    ENTER INTO AN AGREEMENT FOR  
SYSTEMS ACCESS TO APPLICABLE  
ISYSTOC CONFIDENTIAL DATA BETWEEN  
UNIVERSITY HOSPITALS AND THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF THE  
DEPARTMENT OF WATER RESOURCES.**

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

**WHEREAS**, in order to achieve compliance with DOT drug and alcohol testing regulations University Hospitals utilizes iSYSTOC data and will authorize systems access to a designated employee of the Water Resources department; and

**WHEREAS**, the Portage County Board of Commissioners approves and delegates the signing of the agreement by Mrs. Allison Goudy of the Portage County Water Resources department; and

**WHEREAS**, under this agreement the person signing the agreement (confidential employee) Mrs. Allison Goudy, may not allow others to access the UH System by allowing other persons to have their usernames, passwords or access rights; and

**RESOLVED**, that the Board of Portage County Commissioners does hereby agree to enter into an agreement for systems access to applicable iSYSTOC confidential data with University Hospitals on behalf of the Department of Water Resources; 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;

3. The Board of Commissioners agrees to enter into an agreement for systems access to applicable iSYSTOC confidential data between University Hospitals and the Portage County Board of Commissioners on behalf of the Department of Human Resources./Resolution No. 20-0161

- The Board was notified that the County's Human Resources Department was utilizing the system under Jenna Morgan's name as she signed the agreement. This resolution will ratify the Board's intent to allow Ms. Morgan to receive the information for pending hires.

**RESOLUTION No. 20-0161      -      RE:    ENTER INTO AN AGREEMENT FOR  
SYSTEMS ACCESS TO APPLICABLE  
iSYSTOC CONFIDENTIAL DATA BETWEEN  
UNIVERSITY HOSPITALS AND THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF THE  
DEPARTMENT OF HUMAN RESOURCES.**

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

**WHEREAS**, in order to achieve compliance with DOT drug and alcohol testing regulations University Hospitals utilizes iSYSTOC data and will authorize systems access to a designated employee of the Human Resources department; and

**WHEREAS**, on October 3, 2017, Jenna Morgan, HR Generalist signed the iSYSTOC confidential agreement for systems access with University Hospitals; and

**WHEREAS,** the Portage County Board of Commissioners approves the signing of the agreement and ratifies its execution by Ms. Jenna Morgan, HR Generalist of the Portage County Human Resources Department on October 3, 2017; and

**WHEREAS,** under this agreement the person signing the agreement (confidential employee) Ms. Jenna Morgan, may not allow others to access the UH System by allowing other persons to have their usernames, passwords or access rights; and

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement for systems access to applicable iSYSTOC confidential data with University Hospitals and ratifies its execution by Ms. Jenna Morgan, HR Generalist on October 3, 2017 on behalf of the Department of Human Resources; 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;

4. The Board of Commissioners approves the plans and specifications and set date for accepting bids for the removal and replacement of roofing shingles for several buildings at the Portage County Engineer Central Facility./Resolution No. 20-0162

- In response to last year's severe weather, the County Engineer's facility needs roof repairs but the timing was too late in the season to receive bids.

**RESOLUTION No. 20-0162      -      RE:   APPROVE PLANS AND SPECIFICATIONS  
AND SET DATE FOR ACCEPTING BIDS FOR THE  
REMOVAL AND REPLACEMENT OF ROOFING  
SHINGLES FOR SEVERAL BUILDINGS AT THE  
PORTAGE COUNTY ENGINEER CENTRAL  
FACILITY**

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

**WHEREAS,** roofing shingles on several buildings at the Portage County Engineer Central Facility were damaged due to a hail storm on April 14, 2019, and

**WHEREAS,** a claim was filed with the County Risk Sharing Authority (CORSA) and an insurance check has been issued, and

**WHEREAS**, the Portage County Engineer has determined it will be necessary to remove and replace said roofing shingles, and

**WHEREAS**, plans and specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

**RESOLVED**, that plans and specifications, as submitted, are approved for furnishing all labor, materials and equipment necessary for the removal and replacement of roofing shingles on several buildings at the Portage County Engineer Central Facility, and be it further

**RESOLVED**, that sealed bids will be accepted by the Portage County Director of Internal Services, Portage County Administration Building, 1st Floor, Room 114, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00 P.M.**, Local Time, **April 15, 2020**; and be it further

**RESOLVED**, that Notice of Receiving Bids shall be published in the Record Courier on **March 27, 2020** and **April 3, 2020** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, 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;

9:35 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to consider employment and promotion of a public employee. Also present: JoAnn Townend and Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:51 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; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.



**Discussion:**

## 1. Records Center Closure:

Director Townend asked the Board for permission to post a temporary closure sign at the Portage County Records Center indicating the facility is temporarily closed to the public.

**DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Todd Bragg and Internal Services Director JoAnn Townend

Director Bragg received a telephone call from Solid Waste Management District Director Bill Steiner, indicating Field Schools has just closed their buildings and that's the location of the March 31<sup>st</sup> Public Hearing for the Solid Waste Management District recycling rates and charges. At the least, the Board will need to advertise the change of location and more specifically does the Board want to hold the Public Hearings in lieu of the Coronavirus? Commissioner Christian-Bennett pointed out if the hearings are cancelled is the Board going to continue to provide recycling services by-weekly unpaid and Director Bragg stated that's a question that will still need to be answered. The Board talked about moving the location of the first Public Hearing, but Director Bragg pointed out if the Board moves the location, will that reset the 3 week advertising clause and the Board agreed that's a question for legal. The Board agreed Director Bragg will ask the question and it will discuss the issue in more detail next Thursday.

**MISCELLANEOUS ITEMS**

The Board of Commissioners approves the March 5, 2020 regular meeting minutes.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

**Water Resources Department****Resolution:**

1. The Board of Commissioners approves the request for installment payments for Brandon Szentes of connection charges for connections to the sanitary sewerage system in the Portage County Regional Sewer District and establishing the terms and conditions of the same./Resolution No. 20-0163

**RESOLUTION NO. 20-0163**

**RE: APPROVING A REQUEST FOR  
INSTALLMENT PAYMENTS OF CONNECTION  
CHARGES FOR CONNECTIONS TO THE  
SANITARY SEWERAGE SYSTEM IN THE  
PORTAGE COUNTY REGIONAL SEWER**

**DISTRICT AND ESTABLISHING THE TERMS  
AND CONDITIONS OF THE SAME.**

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

**WHEREAS**, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

**WHEREAS**, the following named applicant, being the (OWNER) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: Brandon Szentes (OWNER)  
Service Address: 4755 Loraine Drive  
Kent, OH 44240

Parcel Number: 04-017-10-00-005-000

Property Deed Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio; and known as being all of Lot 53 in Oakwood Acres Subdivision as recorded in Volume 11, Page 16 of the Portage County Record of Plats, as such parcel is recorded and described in Instrument 201907270 of the Portage County Records, which description is hereby incorporated as though fully rewritten herein.

**WHEREAS**, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

**RESOLVED**, that this Board agrees to accept the request of the above named OWNER for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

A. The total amount of such connection charges to be financed is \$5,580.00.

- B. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 1.18% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of February 2020, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNER, prior to the issuance of the permits, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNER or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNER or SUCCESSOR is delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice

shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

**RESOLVED**, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

**RESOLVED**, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNER or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

**RESOLVED**, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the

acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

**RESOLVED**, permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

**RESOLVED**, it is hereby found and determined 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, and that all deliberations of this Board and of any of its committees 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**

**Journal Entries:**

1. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for January and February 2020, as presented by the Portage County Sheriff's Department.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. The Board of Commissioners acknowledged receipt of the March 9, 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 Christian-Bennett

**Seconded:** Commissioner Kline

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

**Motion Carries**

3. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for February 2020 as presented by the Portage County Treasurer.

**Motion:** Commissioner Christian-Bennett

**Seconded: Commissioner Kline**

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

**Motion Carries**

Recessed: 10:00 AM

Reconvened: 11:00 AM

**Motion To:** Adjourn the Official Meeting of March 12, 2020 at 11:01 AM

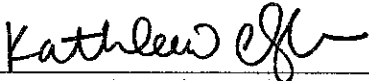
**RESULT: ADOPTED**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Vicki A. Kline

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

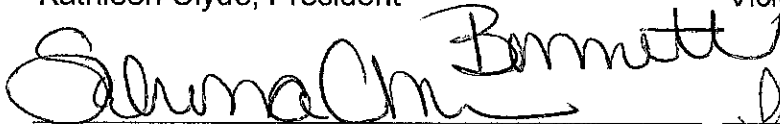
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



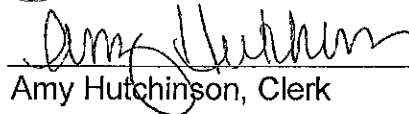
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk