



Portage County Board of Commissioners

Meeting Minutes

0718

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

Amy Hutchinson, Clerk
330-297-3600

March 19, 2020

10:00 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

Commissioner Kline moved to affirm and approve the direction taken by the President of this Board including affirming and approving that based upon the present situation created by COVID-19, and during this situation, that the public meetings of this Board will be open to the public by way of live streaming at:

<https://join-noam.broadcast.skype.com/portageco.com/b4717635c1a342b5887d8cf78ecd2557> in lieu of the public gathering in the Commissioners' Board Meeting Room, seconded by Commissioner Clyde. Roll call vote: Commissioner Kline, Aye; Commissioner Clyde, Aye; Commissioner Christian-Bennett, Nay;

Commissioner Clyde explained that because of the COVID-19 situation for the safety and health of the public, the Board is providing public access via live web stream. Commissioner Clyde would like to thank the staff and the IT Department for the ability to get the web stream up and running and the Board is doing this for the health and safety of the public, the Commissioners, and staff.

Commissioner Christian-Bennett indicated last night she was notified at 6:39 PM that the Board meeting was moved from 9:00 AM to 10:00 AM without a reason stated and she wondered what kind of public notice was provided to the public and what was the justification to delay the meeting by one hour? Commissioner Clyde explained the public was notified via notice to the media and then to all the people who are on the agenda for today's meeting. The reason the meeting was delayed today was so the public, if anyone showed up today at 9:00 AM, would have time to return home and get the live web stream up and running out of a courtesy to them to make sure public access truly was granted to this meeting. This emergency health crisis requires action to be taken quickly in order to preserve the health and safety of the public and staff. Commissioner Clyde appreciates everyone's accommodation of changes and dealing with this issue. Commissioner Christian-Bennett asked Commissioner Clyde for the CDC's limit on how many people can gather at this time and she is asking because this meeting is being live streamed, and the public could still come to the meeting, but moving forward the meeting was going to be live streamed and the public would be notified. She noticed Commissioner Clyde had an exchange with Mr. Ames this morning, who was upset that he is not allowed in the

Boardroom and she asked if he received proper notice and Commissioner Clyde noted he did and he received special notice last night and staff provided adequate public notice of today's meeting upon advice of legal counsel and following an opinion from the Attorney General. These are emergency circumstances dealing with a public health crisis and we are doing the best that we can to preserve the health and safety of the public and of the staff and following the law at the same time. Commissioner Christian-Bennett stated she received a general e-mail last night and she is concerned because the Clerk referenced 'the Board decided', but she was not consulted in the decision and Commissioner Clyde does not have the decision-making authority by herself, so she would like to know how this came about. As had been discussed earlier in the meeting, the need to delay the meeting for an hour and move to live-streaming was based on emergency health concerns. Commissioner Clyde recessed the Board into the Solid Waste Management District.

Recessed to Solid Waste: 10:07 AM

Reconvened: 10:13 AM

JOB & FAMILY SERVICES

Present: Kellijo Jeffries, Sue Brannon and Human Resources Director Janet Kovick

Resolutions:

Transfer \$12,422.45 from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund.

- This resolution has been changed - it's from Fund 1415 going to Fund **8800 Family & Children First Council** for \$12,422.45.
- This is the part of the multi-system youth funds.
- The Department was granted a new allocation from the State and it requires a minimum of 5% be designated to Family and Children First Council by March 31, 2020.
- The \$12,422.45 is 5% of the total allocation of \$248,449.00.

RESOLUTION NO. 20-0165 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 8800 FAMILY & CHILDREN FIRST COUNCIL

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 Portage County Family & Children First Council for 5% of the Multi-System Youth Allocation allotted to Portage County Job & Family Services Child Welfare Division per OAC section 5101:2-54-01; 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 \$12,422.45 which represents 5% of the \$248,449.00 allocation allotted for SFY20

Multi-System Youth Program 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: 910000 – Transfers Out

Project

\$12,422.45

TO:

FUND 8800, Family & Children First Council

ORGCODE - 88009142

Revenue Account

Object: 280000 – Transfer In

Project

\$12,422.45

; 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;

Transfer \$8,903.92 from Fund 0001, General Fund to Fund 1414, Child Support Administration.

- This resolution is the County's portion of the 4D contract payments that were made in the month of February for Domestic Court, Juvenile Court and Clerk of Courts in the amount of \$8,903.92.

RESOLUTION NO. 20-0166

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**RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1414, CHILD SUPPORT
ADMINISTRATION**

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 has agreed to provide the local match for Child Support IV-D contract payments; and

WHEREAS, it is necessary to do a transfer from the General Fund; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$8,903.92 for February 2020 IV-D contract payments local match for the Domestic Court September 2019, Juvenile Court November 2019, and Clerk of Courts October-November 2019 services as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000— Transfer Out \$8,903.92

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 – Transfer In

Project NONE \$8,903.92

; 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;

PLEASE ADD TO YOUR AGENDA:

1. Draft resolution: The Board of Commissioners approves the revised Prevention, Retention and Contingency Plan, effective March 17, 2020, Portage County Job and Family Services
 - This is a late add on because of the COVID-19 virus.
 - Job and Family Services has been given emergency funding through the PRC Plan so they need to update the plan to include emergency assistance for the COVID-19.

- The funding provides a one-time cash assistance to family who have suffered a loss of income because of the pandemic.
- A \$300.00 amount is available per eligible family for a wage loss that were not eligible for unemployment.
- Commissioner Christian-Bennett asked if they changed the threshold, as it was 200%, but Director Jeffries stated it's still 200%. Director Jeffries noted if it does, they will modify the plan again because that will allow more people to apply, as the funding lasts.
- Commissioner Christian-Bennett asked if everyone is working through the phone lines and online because the OMJ Centers have closed down. Director Jeffries noted people can still come into the second floor lobby.
- David Shea sent a notice to the Planning Committee for approval on this action and everyone voted yes.

RESOLUTION NO. 20-0184 - RE: APPROVE THE REVISED PREVENTION, RETENTION AND CONTINGENCY PLAN, EFFECTIVE MARCH 17, 2020 FOR PORTAGE COUNTY JOB AND FAMILY SERVICES.

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

- WHEREAS,** Chapter 5108 of the Ohio Revised Code and rules issued under the chapter require that Job & Family Services adopt a written statement of policies governing the prevention, retention, and contingency (PRC) program for Portage County; and,
- WHEREAS,** there have been twenty-eight (29) revisions since the inception of the PRC Plan with the last revision approved via Journal Entry on October 10, 2019 with an effective date of October 1, 2019; and
- WHEREAS,** the Director of Portage County Job & Family Services presented the Board of Commissioners with the revised Prevention, Retention and Contingency Plan for Portage County Job & Family Services, Division of Family Employment & Support Services, advising the Board of Commissioners that the PRC Plan was revised in accordance with Chapter 5108 of the Ohio Revised and reviewed by the County Community Planning Committee; and,
- WHEREAS,** the Portage County Prosecutor's Office reviewed the revised PRC Plan and advised that the proposed changes are consistent with the requirements of the applicable statutes and related regulations; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby certify that Portage County Job & Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies and agrees to adopt this revised Prevention, Retention and Contingency (PRC) Plan in its entirety, as presented by the Director of Portage County Job and Family Services, effective October 1, 2019; 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;

Director Jeffries had a conference call with Ohio Department of Job and Family Services yesterday and the State approved the department to be able to take their desktop computers home, but the department hasn't received their tokens yet to function them from home, but they are coming. The Department has transitioned 2/3rd of staff home, and in the next week the remaining employees will be pick up their equipment for home. The employees that are home now are working in some capacity and Director Jeffries will provide numbers as they transition. Commissioner Christian-Bennett asked if she is following the Board's policy of turning in actual hours and anything short are considered administrative and Director Jeffries noted it's all paid because they are working in some capacity and they are checking in each morning for work assignments so they are still paying without admin leave. Commissioner Christian-Bennett asked if she would be transitioning the 60-core people from the Administration Building to their homes and Director Jeffries responded if the building stays open, a handful of staff members will stay, but if the building closes, everyone would be working at home. Commissioner Clyde asked if the building were to close, how would it impact the department and Director Jeffries explained the child welfare workers can work from home (Adult Protective Services and Child Protective Services), but it's more of the homeless individuals and those who need emergency food stamps that might not have a cell phone or an internet option that would be affected, but only about a handful, but the rest of the divisions could fully function. If the building needs to close, the department would just need to find a community point where those individuals could go to be serviced.

Director Jeffries noted she convened a meeting last week with the food pantries in Portage County and they had a nice turnout. Currently, they are sharing information on food distribution in the community and she wants to include that group in future discussions, as well.

The Department will still receive allocations and need to pay bills so Ms. Brannon will need access to MUNIS. Ms. Brannon was told by the County Auditor's Office that there's the ability to work from home with MUNIS, but the current policy states you must have a County system at home. Ms. Brannon noted invoices come by mail and if the County shuts down the building, there's no one to get the mail. Director Jeffries pointed out there's always a way to get the invoices via e-mail and scanning. Commissioner Clyde added that the building would be closed to the public but essential staff could still access the building.

Commissioner Christian-Bennett asked if they are having issues with meals for the children and Director Jeffries noted they have been in contact with Russ Bennett and as the schools develop food distribution plans, they are sharing information with Job and Family Services. The Department purchased some food supplies and the food pantries have a supply and if the department needed to contract with them, there are TANF funds available for that purpose.

Commissioner Christian-Bennett noted for seniors, pharmacy staff is now delivering medicines and the Salvation Army is delivering groceries to those in need. Ms. Brannon reported that the Department has been making bags for the Adult Protective Services clients so if the workers are on a call and notice someone is low on food, they can provide that service. Director Jeffries noted the Salvation Army has also been at the roundtable discussions.

Director Jeffries will keep the Board updated on the system conversion.

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Resolutions:

- There's nothing out of the ordinary on the bill run for the payments. There was a late fee of \$7.98 but it wasn't out of the ordinary.

**RESOLUTION NO. 20-0167 - 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 March 20, 2020 in the total payment amount of **\$821,792.37, including late fees finance charges, interest & penalties amounting to \$7.98 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;

- The ACH is the credit card processing with normal fees.

**RESOLUTION NO. 20-0168 - RE: WIRE TRANSFER 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 March 19, 2020 in the total payment amount as follows:

1. \$1,115.00 to Wage Works – Admin
2. \$8,968.32 to Wage Works - Contributions; and

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 authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, March 20, 2020	\$ 1,115.00
Wire Transfer on Friday, March 20, 2020	\$ 8,968.32

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. 20-0169 - 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:

03/19/20	592	\$135,280.01
03/19/20	596	9,777.49
03/19/20	600	33,921.91
03/19/20	602	5,272.85
03/19/20	615	10,488.30
03/19/20	624	54,882.83
03/19/20	625	5,491.33
03/19/20	626	8,101.06
03/19/20	627	38.00
03/19/20	679	25,272.13
03/19/20	681	14,687.26
03/19/20	682	90.28
03/19/20	701	18.70
Total		\$303,322.15

; 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;

- Commissioner Christian-Bennett asked if Director Bragg sent the correspondence to department heads about working to decrease their Then & Nows and Director Bragg noted it did not get sent because the problems aren't as bad and the Board's aware of them.

RESOLUTION NO. 20-0170 - 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 **\$206,169.87** dated **March 19, 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;

Amend the General Fund 2020 Annual Appropriation Resolution No. 19-0947, adopted December 19, 2019.

- Director Bragg has a change to the General Fund Amendment.
- The \$340,000 is for the Sheriff's vehicles - 5 Tahoes and parts and an additional \$50,000 for maintenance for the remainder of the year.
- The Prosecutor amount of \$7,390 is for the update to Windows 10 requirement.

RESOLUTION NO. 20-0171

**RE: AMENDMENT TO THE GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION
NO. 19-0947 ADOPTED DECEMBER 19, 2019**

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

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
300	Prosecutor		
03005	Prosecutor Materials & Supplie	7,390	-
	MEMO TOTAL	<u>\$ 7,390</u>	<u>\$ -</u>
Note:			
700	Sheriff's Department		
07004	Sheriff Contract Services	340,000	-
	MEMO TOTAL	<u>\$ 340,000</u>	<u>\$ -</u>
Note:			
TOTAL MEMO BALANCE ALL AMENDMENTS		<u>\$ 347,390</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;

Amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019.

- The \$102,744 for the County Engineer is from Fund 1201 Gas Tax Fund to the Project Funds.
- The remaining items are adjustments to current programs supporting existing expenditures with noting out of the ordinary.
- Commissioner Christian-Bennett asked annually what the County Engineer is receiving from the Permissive Gas Tax for the license plate and Director Bragg will check and report back to the Board.

RESOLUTION NO. 20-0172

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

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

RESOLVED, that it has become necessary to amend the Non General Fund 2020 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget &

		<i>Increase</i>	<i>Decrease</i>
Fund: 1026	Kent Muni Ct Projects		
520	Municipal Court		
10264	Kent Muni Court Projects CS	15,000	-
	MEMO TOTAL	<u>\$ 15,000</u>	<u>\$ -</u>

Note:

Fund: 1112	Sheriff Inmate Commissary		
700	Sheriff's Department		
11124	Sheriff Inmate Commissary CS	20,000	-
11125	Sheriff Inmate Commissary MS	-	40,000
11126	Sheriff Inmate Commissary CO	20,000	-
	MEMO TOTAL	<u>\$ 40,000</u>	<u>\$ 40,000</u>

Note: eqpt purch, inmate

Fund: 1122	Adult Probation		
590	Adult Probation		
11224	Adult Prob-Comm Corr CS	2,500	-
11225	Adult Prob-Comm Corr MS	-	2,500
	MEMO TOTAL	<u>\$ 2,500</u>	<u>\$ 2,500</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1149	Felony Delinque Care & Custody		
570	Juvenile Court		
11493	Juv Feny Delnq Care Salary&Fri	8,000	-
	MEMO TOTAL	<u>\$ 8,000</u>	<u>\$ -</u>

Note: cover expenses to end

		<i>Increase</i>	<i>Decrease</i>
Fund: 1201	Motor Vehicle And Gas Tax		
800	Engineer's Department		
12016	Engineer MVGT Capital Outlay	-	102,744
12019	Engineer MVGT Misc Expense	102,744	-
	MEMO TOTAL	<u>\$ 102,744</u>	<u>\$ 102,744</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 168,244</u>	<u>\$ 145,244</u>
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; 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;

PLEASE ADD TO YOUR AGENDA:

JOURNAL ENTRY: The Board of Commissioners authorizes the suspension of late fees on all sewer and water accounts starting March 19, 2020 through April 30, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

COVID-19

Commissioner Christian-Bennett asked about Director Bragg's plan for his staff and he responded that he would like the part time temporary worker Erika Proctor to work from home collecting voicemails and returning calls and Joan Lambach is already working from home. Yesterday, 20 Smartpro Tablets were ordered so employees can use VPN access from home. Ms. Proctor will use her personal phone to return calls if the public leaves a message that needed addressed. She will be using the #67 to block her personal phone number. Commissioner Christian-Bennett pointed out title companies will still be calling for final billing and Director Bragg said they will be accommodated. Commissioner Christian-Bennett asked about tap in fees and Director Bragg noted there's a different mechanism for fees and they've worked with Water Resources for that purpose.

Commissioner Christian-Bennett asked about taking payments and Director Bragg stated the Internal Services Director is working on a way to adhere a container filled with blank envelopes so citizens can use the drop box for payments.

Commissioner Christian-Bennett asked if Director Bragg posted a notice downstairs and he is working on it.

Director Bragg explained since the tablets were overnighted, there will be a slight premium. It does fit within the scope of the \$600,000 plan and the tablets will be returned to IT and reprocessed for one of the replacement computers so the County is not purchasing extra equipment. The total cost will be approximately \$6,000.

Director Bragg would like to continue to be at work and recommends Director Townsend stay as well, but Commissioner Christian-Bennett noted Director Bragg needs to work from home because there is no backup for him if he gets sick. Commissioner Kline suggested the Clerk and Assistant Clerk could rotate days in the office, but Director Bragg reiterated his position to get people home and let the Directors coordinate who needs to come in and when. Commissioner Clyde asked to table the discussion for now until the other appointments and agenda items have been addressed.

The Board approved Ms. Porter's ability to work from home until further notice.

HUMAN RESOURCES

Present: Janet Kovick

JOURNAL ENTRY: The Board of Commissioners agree to accept the promotion of Stephanie Wenrich from Temporary PCSA Supervisor to PCSA Supervisor, replacing Scott Genova, for Portage County Job & Family Services effective March 23, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- The department interviewed 3 applicants and felt Ms. Wenrich was the most qualified.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the three-day internal posting of the full time Temporary PCSA Supervisor, replacing Stephanie Wenrich 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

- This is the normal posting to replace Ms. Wenrich.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the full time hire of Nickalaus Corpe as a Social Service Worker 2, replacing the position previously held by Danielle Tuttle, for Portage County Job & Family Services. Anticipated start date is April 20, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- The department interviewed 3 applicants and felt Mr. Corpe was the most qualified.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the creation of the part-time Quality Assurance Officer position in the Portage County Job & Family Services and approved the respective job description.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- This is a part time position that was a result of the full time Quality Assurance Officer that was abolished due to the efficiency of operations for Job and Family Services.

JOURNAL ENTRY: The Board of Commissioners authorizes a professional development wage increase for Matthew DeWalt, Engineering Technician I, for Portage County Water Resources, effective March 23, 2020, for completing the required tasks for promotion. This qualifies him for the Engineering Technician II title.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- The employee met the qualifications according to the Union contract for professional development.

JOURNAL ENTRY: The Board of Commissioners authorizes a professional development wage increase for John Stirm, Engineering Technician I, for Portage County Water Resources, effective March 23, 2020, for completing the OSHA 30 Certification and obtaining his Class I Water Certification.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- This employee met the qualifications according to the Union contract.

JOURNAL ENTRY: The Board of Commissioners agreed to authorize the promotion of Vincent Saltsman from Maintenance II to Maintenance III, for Portage County Internal Services effective March 30, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- This promotion was based on a conversation with Director Townend last week.

COVID-19

Commissioner Christian-Bennett asked how Director Kovick scheduled her staff and Director Kovick responded that both Susan Lynn and Jenna Morgan are working from home starting March 19, 2020 and they will periodically come in to check the fax machine and the mail. Ms. Lynn may need to come in more often because of the employee files located in her office. They discussed the possibility of boxing the files, but they prefer keeping them on site and locked.

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend, Janet Kovick, and Attorney Chris Meduri

10:52 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss discipline of a public employee. Also present: JoAnn Townend, Attorney Chris Meduri, and Human Resources Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:01 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.

Resolutions:

Accepts the proposal of MS Consultants, Inc. and enters into an agreement for providing professional design services for the Johnson Road (TH141) bridge replacement (Bridge #107), over Fish Creek in Franklin Township, Portage County.

- This is for a bridge replacement on Johnson Road for design services from MS Consultants.

RESOLUTION No. 20-0173 - RE: ACCEPT PROPOSAL OF ms consultants, inc. AND ENTER INTO AGREEMENT FOR PROVIDING PROFESSIONAL DESIGN SERVICES FOR THE JOHNSON ROAD (TH 141) BRIDGE REPLACEMENT (BRIDGE #107), OVER FISH CREEK IN FRANKLIN TOWNSHIP, PORTAGE COUNTY

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

WHEREAS, the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to provide professional design services for the **Johnson Road (CH 141) Bridge Replacement (Bridge #107)**, over Fish Creek in Franklin Township, Portage County; and

WHEREAS, the Portage County Board of Commissioners, by Resolution No. 18-0853, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2019 and 2020; and

WHEREAS, the Portage County Engineer selected ms consultants, inc. from the list of consultants who have a statement of qualification on file for 2019 and 2020, to submit a technical and fee proposal to provide professional design services for

the **Johnson Road (TH 141) Bridge Replacement (Bridge #107)**, over Fish Creek in Franklin Township, Portage County; and

WHEREAS, the Portage County Engineer, upon review of the proposal from ms consultants, inc., recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of ms consultants, inc. and authorizes the Portage County Engineer to enter into an agreement for providing professional design services for the **Johnson Road (TH 141) Bridge Replacement (Bridge #107)** over Fish Creek in Franklin Township, Portage County; and be it further

RESOLVED, that a contract be entered into with ms consultants, inc., 333 East Federal Street, Youngstown, Ohio 44503-1821 at a not to exceed cost of \$37,070.00, 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 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;

The Board of Commissioners accepts the proposal of Osborn Engineering and enter into an agreement for providing professional engineering services to perform bridge load ratings of eight (8) Portage County bridge structures.

- This is to accept a proposal for engineering services for bridge load ratings on 8 bridge structures.

RESOLUTION No. 20-0174

- **RE: ACCEPT PROPOSAL OF OSBORN
ENGINEERING AND ENTER INTO AGREEMENT
FOR PROVIDING PROFESSIONAL ENGINEERING
SERVICES TO PERFORM BRIDGE LOAD
RATINGS OF EIGHT (8) PORTAGE COUNTY
BRIDGE STRUCTURES**

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

WHEREAS, the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to provide professional engineering services to perform Bridge Load Ratings of eight (8) Portage County bridge structures; and

WHEREAS, the Portage County Board of Commissioners, by Resolution No. 18-0853, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2019 and 2020; and

WHEREAS, the Portage County Engineer selected Osborn Engineering from the list of consultants who have a statement of qualification on file for 2019 and 2020, to submit a technical and fee proposal to provide professional engineering services to perform Bridge Load Ratings of eight (8) Portage County bridge structures; and

WHEREAS, the Portage County Engineer, upon review of the proposal from Osborn Engineering, recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of Osborn Engineering and authorizes the Portage County Engineer to enter into an agreement for providing professional engineering services to perform Bridge Load Ratings of eight (8) Portage County bridge structures; and

RESOLVED, that a contract be entered into with Osborn Engineering, 1201 East Market Street, Suite 200, Akron, Ohio 44305 at a not to exceed cost of \$47,800.00, 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 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;

The Board of Commissioners agrees to enter into a real estate lease agreement with Sandy Knotek, 106 East Main Street, Ravenna.

- This is for a real estate lease for the bar on Main Street and it's late because her attorney had some issues with the lease agreement wording.

RESOLUTION NO. 20-0175 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT WITH SANDY KNOTEK, 106 EAST MAIN ST., RAVENNA, OH.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property located in the City of Ravenna, known for street numbering purposes as 106 East Main Street, Ravenna, Ohio; and

WHEREAS, Sandy Knotek has an interest in leasing said property; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Sandy Knotek, 959 Bruce Dr., Kent OH 44240 for a term of one (1) year, beginning on or about November 1, 2019; and be it further

RESOLVED, that the rent shall be paid in equal monthly installments of Seven hundred, sixty-six and 88/100 dollars (\$766.88). After expiration date of the original or any renewal term of the lease the hold-over monthly rate will be Eight hundred, fifty and 00/100 (\$850.00). All rents are payable on the tenth day of each month; 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, HUMAN RESOURCES & INTERNAL SERVICES Present: Todd Bragg, Human Resources Director Janet Kovick and Internal Services Director JoAnn Townend

Discussion:

1. Hybrid County Administrator/Department Director
Last week, the team presented the job description along with a possible posting for the hybrid County Administrator/Department Director for Board approval. Commissioner Christian-Bennett asked if Director Bragg checked this description against the Ohio Revised Code and Director Bragg compared the documents.

Director Kovick noted under Job Standards, it indicates that the applicant must currently be a Board of Commissioners' Department Director and must be capable of assuming all current duties assigned by the Board to continue to be fulfilled. The suggested posting dates are March 20-April 1, 2020. The Board agreed to move forward with the request and any responses should go to the Human Resources.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the creation of the County Administrator – Supplemental position.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agree to authorize the internal posting of the County Administrator – Supplemental position.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

The Board agreed to keep next Tuesday meeting, but may add a meeting strictly to interview potential candidates.

HUMAN RESOURCES & WATER RESOURCES

Present: Janet Kovick and Water Resources Director Gene Roberts

11:12 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: Water Resources Department Director Gene Roberts, and Human Resources Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:37 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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.

Commissioner Christian-Bennett asked if the Board was going to allow Public Comment to call in today and Commissioner Clyde noted the Board is suspending Public Comment.

COUNTY ENGINEER

Present: Attorney Chris Meduri, County Engineer Mickey Marozzi, Larry Jenkins, and Mike Collins

Discussion:

1. Wintergreen Subdivision

County Engineer Marozzi is requesting acceptance of the completed roads in the Wintergreen Subdivision Rootstown Township, for future maintenance responsibility by the

Since that time, there's been a lot of conversation. Commissioner Christian-Bennett noted Rootstown Township is to be responsible for the road effective February 6, 2020 and she believes it should reflect today's date and County Engineer Marozzi agreed. Mr. Bossow has been maintaining the roads and would like them to transfer accordingly.

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

T.H. 1648 Ivy Trail
T.H. 1649 Blackberry Lane
T.H. 1667 Green Hill

WHEREAS, the Portage County Engineer has agreed to accept these roads as identified above, and

0741.

RESOLVED, that the Board of Portage County Commissioners accept these newly constructed roads in Rootstown Township as identified above; and be it further

RESOLVED, that the acceptance of these roads makes **ROOTSTOWN TOWNSHIP** responsible for their maintenance effective **March 19, 2020**, and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file a certified copy of the above Resolution with the Portage County Engineer and, 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;

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Commissioner Clyde asked Attorney Meduri if the Board needed a motion to suspend Public Comment and Attorney Meduri explained under the Open Meetings Act, the public has the right to be in attendance under normal circumstances, but the Board is in a state of emergency with COVID-19. Even under normal conditions, the public has no statutory right to speak during the public meeting, the Open Meetings Act just means the meetings must be open to the public, it does not require public comment.

OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

Present: Ryan Shackelford and Attorney Chris Meduri

Discussion:

1. Coronavirus

Director Shackelford presents two resolutions for Board consideration. The first resolution is to declare a local emergency proclamation to protect the health, safety and welfare of the residents of Portage County from the effects of Coronavirus disease. This resolution is just a formality at the local level which indicates the County is at its capabilities and needs State assistance.

**RESOLUTION No. 20-0182 - RE: LOCAL EMERGENCY PROCLAMATION TO
PROTECT THE HEALTH, SAFETY, AND
WELFARE OF THE RESIDENTS OF
PORTAGE COUNTY FROM THE EFFECTS
OF CORONAVIRUS DISEASE 2019.**

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

WHEREAS,

Portage County, Ohio is immediately threatened by Coronavirus Disease 2019. (COVID-19) is a respiratory disease that can result in serious illness or death, which is caused by the SARS-CoV-2 virus that is a new strain of coronavirus that had not been previously identified in humans; and

WHEREAS,

COVID-19 is rapidly spreading, as persons throughout the State have been infected with the disease and the risk of serious illness is imminent and the life, safety and welfare of the residents of Portage County are in jeopardy due to the outbreak of a deadly infectious respiratory disease identified as the Coronavirus disease (COVID-19); and

WHEREAS,

the resulting impact of the disease on Portage County residents and businesses is potentially catastrophic; and

WHEREAS,

on March 9, 2020, Ohio Governor Mike DeWine signed Executive Order 2020-01D, declaring a State of Emergency in Ohio to protect the well-being of Ohioans from the dangerous effects of COVID-19. The Ohio State of Emergency allows state departments and agencies to better coordinate in their response and Portage County must also engage in that effort; now, therefore, be it

RESOLVED,

that the Portage County Board of Commissioners declares that a state of emergency exists in the county and that the Board hereby invokes and declares portions of Ohio Revised Code, which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency protective measures and authority for protection of the lives and property of the people of Portage County and the restoration of local government with a minimum of interruption; and be it further

RESOLVED,

that the Portage County Board of Commissioners is requesting the Portage County Emergency Management Agency to activate the Portage County Emergency Operations Center for the duration of the emergency in order to coordinate response efforts; and be it further

RESOLVED,

that reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5502 of the Ohio Revised Code; and be it further

RESOLVED,

that all public officers and employees of Portage County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives-state and local; and be it further

RESOLVED, that all citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operation plans, and to obey and comply with the lawful directions of properly identified officers; and be it further

RESOLVED, that all operating forces will direct their communications, operations and request for assistance directly to the Portage County Emergency Operations Center; 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 was as follows:

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

The second resolution is to accept donations from the Rootstown Veterinary Hospital for the COVID-19 response.

RESOLUTION NO. 20-0183 - RE: ACCEPTANCE OF DONATION TO THE OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT FOR COVID-19 RESPONSE

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

WHEREAS, COVID-19 is rapidly spreading, as persons throughout the State have been infected with the disease and the shortage of personal protective equipment for frontline responders is in jeopardy due to the outbreak of a deadly infectious respiratory disease identified as the Coronavirus disease (COVID-19); and

WHEREAS, all members of EMS, Police and Fire need to follow procedures regarding personal protective equipment as they respond to any assignments pertaining to the COVID-19 virus or other infectious diseases; and

WHEREAS, health officials have called on **veterinarians**, health care providers, and food-service businesses to donate unused gloves, masks and other personal protective equipment to their local emergency management agencies; now, therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept the following donation in accordance with Resolution No. 13-1010, adopted on October 3,

Donor	Contact (Requirement)	Address	Donation
Rootstown Veterinary Hospital	Dr. Drach	4248 Lynn Rd., Ravenna, OH 44266	Tie Masks, Gowns, Non- Surgical Latex Gloves (\$75 value)

; 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:

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

Director Shackelford noted most objectives for COVID-19 that were put in place Wednesday are almost completed. Commissioner Christian-Bennett asked if Director Shackelford will be providing an agenda for next week's meetings and Director Shackelford assured her that he will. The Media Release for donations management and one for Family & Community Services for food and volunteers, as well as paper plates. He is working on a briefing currently entitled 'What is Portage County's Response' as requested on Wednesday.

Commissioner Clyde asked how Director Shackelford handling the Open Meetings requirement and he responded tomorrow's the next Executive Policy Meeting and anything decision based would be held for Board discussion. Attorney Meduri asked if one Board member could be in the office for the call and then everyone could listen live and that would fulfil the Open Meetings requirement. The public needs access to the discussion and if they could hear the audio that would meet the requirement. Commissioner Clyde suggested the Clerk could dial into the conference call from the Boardroom and it could be streamed to the web so the public could hear the conversation. The Board will dial into the conversation, but the Clerk will work with IT to set up the conference call. Attorney Meduri noted this may not be necessary, but under the abundance of caution, it's better to be safe and stream the meeting.

Director Shackelford noted as an after action, he will update the Emergency Plan to do this process each time. Commissioner Clyde suggests that Director Shackelford announce at the beginning of the call that this is a public meeting and public access is available via live stream and give people instructions on how to access it. The call-in schedule for tomorrow is 9:35 AM, then every Monday, Wednesday and Friday at 9:35 AM thereafter and Director Shackelford will take care of the notice.

Commissioner Clyde has questions on closing the building and explained the Board talked with Job and Family Services Director Jeffries and was told there's a small population that

accesses the services, but she felt they could still be accommodated even if the building were to close. Director Shackelford suggested the discussion take place during the Elected Official and Department Director conference call. Commissioner Christian-Bennett asked if the building closes, will essential staff still be in the building and Commissioner Clyde replied it should be addressed on the agenda, but it could be closed to the public with essential staff still having access.

Director Shackelford brought up the hand washing station and noted he will bring that up along with the closing of the building in the next call. Commissioner Christian-Bennett noted Governor DeWine suggested employers take temperatures, but Director Shackelford stated they have no thermometers, but a request has gone out to the universities.

Commissioner Christian-Bennett asked when the testing sites will be up at UH and Director Shackelford is hoping it will be up this afternoon. He hasn't heard anything about NEOMED opening a site and he doesn't think they should because of the limited amount of resources.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the March 12, 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

Water Resources

**RESOLUTION NO. 20-0176 - RE: ENTER INTO AN AGREEMENT
BETWEEN THE PORTAGE
COUNTY BOARD OF
COMMISSIONERS ON BEHALF
OF WATER RESOURCES AND
STANTEC CONSULTING
SERVICES, INC. FOR THE
SUFFIELD TOWNSHIP
WASTEWATER TREATMENT
PLANT PLANNING STUDY,
PROJECT NO. PC (19-130).**

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

WHEREAS, this Board by Resolution No. 19-0458, adopted June 27, 2019, authorized the preparation of a planning study project to be known as Project No. PC (19-130); and

WHEREAS, this Board by Resolution 19-0631, adopted August 2, 2019, established approval of specifications and set the proposal date for qualifications for professional engineering services for the project; and

WHEREAS, on October 2, 2019, eight (8) firms submitted qualification statements for consideration and of which three (3) firms were selected for further consideration; and

WHEREAS, Stantec Consulting Services, Inc. was selected and has the ability to provide the services needed; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Stantec Consulting Services, Inc., 1500 Lake Shore Drive, Suite 100, Columbus, Ohio 43204-3800; and be it further

RESOLVED, that services provided under this agreement shall not exceed Seventy-three thousand, nine hundred five and 72/100 dollars (\$73,905.72); 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. 20-0177 - RE: PERFORMANCE BOND AGREEMENT FOR
SANITARY SEWER IMPROVEMENTS FOR
NEW MILFORD ROAD SEWER EXTENSION-
BEDNARIK PROJECT, PORTAGE COUNTY
WATER RESOURCES PROJECT NO. RV-0
19-170-P.**

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

WHEREAS, Steve & Barbara A. Bednarik (OWNERS), have established a Performance Bond Account in the amount of Twenty One Thousand Nine Hundred Seventy One Dollars and Forty Cents (\$21,971.40) at Portage Community Bank (BANK); and

WHEREAS, the Performance Bond Account has been set up at the BANK for the purpose of guaranteeing the construction of sewer main improvements for Project No. RV-0

19-170-P, "NEW MILFORD ROAD SEWER EXTENSION-BEDNARIK"
(PROJECT); and

WHEREAS, the PROJECT will provide sanitary sewer service to one parcel, located along New Milford Road having a permanent parcel number of 32-015-10-00-001-000, instrument number 201711356 of the Portage County Property Records, containing 0.826 acres of land, also known as being Block "A" of Vaughn's Homesites Allotment as recorded in Plat Book 9, Page 32A, located in the Township of Rootstown, Portage County, Ohio, Original Lot 15; and

WHEREAS, the Director of Water Resources is required to approve invoices to be paid from the Performance Bond Account as established at the BANK in order to control release of contractor payments; now therefore be it

RESOLVED, that this Board hereby agrees to enter into a Performance Bond Agreement with the OWNERS and BANK for the benefit of Portage County; and be it further

RESOLVED, the amount of Twenty One Thousand Nine Hundred Seventy One Dollars and Forty Cents (\$21,971.40) to be held in a Performance Bond Account by the BANK is for the express purpose of guaranteeing the construction of the PROJECT within the public right of way; and be it further

RESOLVED, that the Director of the Portage County Water Resources Department shall be the signatory agent representing the Board regarding approval of invoices to be paid from the Performance Bond Account as established at the BANK in order to control release of contractor payments; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements 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. 20-0178

**- RE: GENERAL SEWER AGREEMENT FOR
SANITARY SEWER IMPROVEMENTS TO
NEW MILFORD ROAD SEWER EXTENSION-
BEDNARIK, PORTAGE COUNTY WATER
RESOURCES DEPARTMENT PROJECT NO.
RV-0 19-170-P.**

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

WHEREAS, Steve & Barbara A Bednarik (OWNERS) will construct 109 linear feet of 12-inch sanitary sewer, 7 linear feet of 6-inch sanitary sewer, 1 sanitary sewer manhole, and all necessary appurtenances to provide sanitary sewer service to one parcel, located along New Milford Road having a permanent parcel number of 32-015-10-00-001-000, instrument number 201711356 of the Portage County Property Records, containing 0.826 acres of land, also known as being Block "A" of Vaughn's Homesites Allotment as recorded in Plat Book 9, Page 32A, located in the Township of Rootstown, Portage County, Ohio, Original Lot 15; and

WHEREAS, after construction, the OWNERS will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and

WHEREAS, the OWNERS have prepared plans and specifications for the New Milford Road Sewer Extension-Bednarik (PROJECT), County Project Number RV-0 19-170-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it

RESOLVED, that this Board does hereby agree to enter into a General Sewer Agreement with the OWNERS; and be it further

RESOLVED, the PROJECT will be constructed at the OWNERS' expense, for the sum of NINETEEN THOUSAND NINE HUNDRED SEVENTY FOUR DOLLARS AND ZERO CENTS (\$19,974.00); and be it further

RESOLVED, this Board authorizes the OWNERS to begin construction of the PROJECT to provide sanitary sewer service to New Milford Road Sewer Extension-Bednarik, situated in the Township of Rootstown, Original Lot 15, Portage County, Ohio; and be it further

RESOLVED, that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements 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. 20-0179

**- 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 Vicki A. Kline, and seconded by Sabrina Christian-Bennett 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: Jason W. Brooks (OWNER)
Service Address: 393 Howe Road
Kent, OH 44240

Parcel Number: 04-017-10-00-053-001

Property Description: Situated in the Township of Brimfield, County of Portage, and State of Ohio; and known as being all of Lot Number 2 and 8 in Oakwood Acres Allotment as recorded in Volume 11, Page 16 of Portage County Records of Plats, as recorded and more fully described by Instrument Number 201123987 of the Portage County Records, and further depicted as Lot 2R and recorded in Plat 2016-24 of the Portage County Records, Replat of Lots 2 and 8 of Oakwood Acres, Vol. 11 Page 16, Brimfield Twp. Lot 17, Portage County, State of Ohio.

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 1.21% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of January 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 permit, 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 the 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,

Vicki A. Kline,

Sabrina Christian-Bennett,

Commissioners

Resolutions:

1. The Board of Commissioners agrees to amend Resolution No. 07-0685, dated July 10, 2007: Resolution granting regular annexation of 1.419 acres of land from Suffield Township to the Village of Mogadore (Regular Annexation) amended to be 1.3930 acres of land annexed from Suffield Township to the Village of Mogadore./**HOLD FOR FURTHER EXPLANATION FROM THE REGIONAL PLANNING COMMISSION DIRECTOR.**

RESOLUTION NO. 20-0180

This resolution was omitted. Amend Resolution 07-0685, Annexation from Suffield Township to the Village of Mogadore for further review by the Board of Commissioners. This is for numbering purposes only.

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

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of February 2020, received on March 12, 2020 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for December 2019 and January 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the March 13, 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

JOURNAL ENTRY: The Board of Commissioners acknowledges receipt of the March 16, 2020 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating the Ohio Secretary of State Office directed them to place an outdoor drive through ballot box and an extension of post-election office hours. A Board Member will maintain watch over the temporary ballot box.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

INTERNAL SERVICES

Present: JoAnn Townend and Department of Budget and Financial Management Director Todd Bragg

Commissioner Clyde has thought about who should be staying on the floor during the COVID-19 crisis and she believes Director Bragg should be working from home.

Director Townend's situation is different and she has been trying to come up with a schedule to split staff so everyone isn't working together at one time but still being able to maintain mail services, scanning and printing of Purchase Orders.

The Microfilm Center only needs to be able to deliver files to the Courts and the Prosecutor, Public Defender, and Adult Probation, so she will utilize Glenn Cooper to pull the files and Vince Saltsman to deliver. As far as microfilming, the records cannot be microfilmed from home..

Commissioner Christian-Bennett asked about Shannon Kautzman and Director Townsend explained between Shannon and Michelle Crombie, she will be rotating them in the office because they can all back each other up, but everyone shouldn't be there at the same time.

Commissioner Clyde asked about the handwashing stations and Director Townend explained Director Shackelford wanted to put a station in the lobby, but there isn't a water source, but a portable station could be used and Director Townend indicated that type of leased station could be placed in the lobby at the Administration Building and the Courthouse, and down by the Treasurer's office and the Board agreed. Director Townend will also check with the Sheriff's Office and when she checked with Riddle Block, they didn't need one.

Commissioner Clyde talked about the 7th floor staff and if the building stays open, someone needs to stay at the front desk. Commissioner Clyde suggests the Clerk stay and the Assistant Clerk could work from home and Commissioner Christian-Bennett noted the Assistant Clerk will need to come in eventually because she does not have VPN access to do the agendas and the phone calls would be coming through on her personal cell phone and the County would be using her minutes. Commissioner Christian-Bennett suggested the Assistant Clerk use her County phone, so she doesn't have to use her personal phone. Commissioner Kline asked if Todd's temporary employee will be affected by utilizing her personal phone, but Director Bragg noted the call itself would not be subject to the public records law, just the log of the call. Director Townend pointed out if the County is reimbursing the person, the employee will need to give the detail of the cell phone bill, but Director Bragg explained she is not asking for reimbursement. Director Townend checked the availability of cell phones, but their current carrier only has Iphone 7s available and they are going fast. Director Townend pointed out if the calls are for water issues that Ms. Porter is answering, maybe that line could be transferred to the Water Resources Department. The Board agreed to address if it becomes an issue.

Director Bragg noted their department mail needs to be locked up and Director Townend will hold the mail downstairs.

Commissioner Clyde would like to move towards actual Board members are videoconferencing in and the conference is streamed for the public. Commissioner Christian-Bennett is fine with that idea but voted against today's motion because it wasn't fair to notify the public at the 7th hour and the rule still stands that 10 people can gather together. Commissioner Christian-Bennett also pointed out that the Board still needs to make a line available if the public wanted to call, but she heard what Attorney Meduri said today and noted other Counties have a line for the public to call and comment. Commissioner Kline reiterated the fact that Attorney Meduri said it wasn't required. Commissioner Clyde noted the public does have access through live stream, so they are able to view the meeting and that meets the Open Meeting Act requirement in an emergency. Commissioner Christian-Bennett noted they don't have the right for public comment if they wanted to say something or ask something and Commissioner Clyde noted they don't have to be granted that right under the Open Meeting law and it's a courtesy the Board provides and should continue to provide when it's out of this emergency situation. The public can also e-mail and write in. Director Townend pointed out if the Board ever needed to receive calls from the public, the Boardroom phone could be utilized. Commissioner Clyde commented that the Board doesn't have to have public comment during regular meetings, it's done as a courtesy and during regular board meetings, it should continue, but in this emergency circumstance, it's difficult.

Commissioner Christian-Bennett asked if the IT Director is working on access for videoconferencing and Commissioner Clyde noted he is.

Director Townend also commented that Director Shackelford would like the building to go down to one exit and entrance in the Administration Building and she will completely lock down the bullpen door and the back door towards the old emergency room entrance and only employees who have fob access can get it. The main doors will open at 8:00 AM and she will inquire about locking down the Meridian Street doors after talking with Jill Fankhauser and Brad Cromes.

Motion To: Adjourn the Official Meeting of March 19, 2020 at 12:25 PM

RESULT: ADOPTED

MOVED: Kathleen Clyde

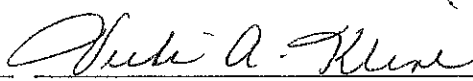
SECONDED: Sabrina Christian-Bennett

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

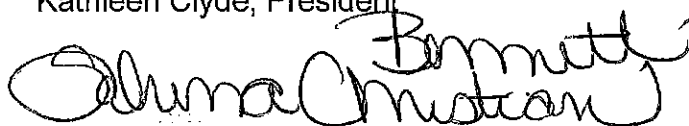
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



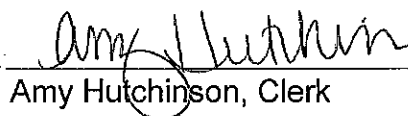
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk