



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

Thursday, April 16, 2020

9:01 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 via Zoom video conference:

Attendee Name	Title	Status
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Commissioner Clyde asked for a moment of silence for the Portage County residents who have died as a result of the Coronavirus pandemic.

Recessed to Solid Waste Management District: 9:04 AM
Reconvened: 9:08 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. Families First Response Coronavirus Act (FFCRA) and Accrued Leave

Both Director Kovick and Attorney Meduri have spoken with the County Auditor's Office and they have concerns about the accounting of the 1/3 and 2/3 portions because the MUNIS computer system is unable to calculate it so it would need to be configured manually by staff.

Currently, the Human Resources Department is only aware of employees who have applied for expanded FMLA and as of this morning, there were only 2. The Human Resources Department would only know if an employee was using part of the emergency leave connected to FMLA by the codes used in MUNIS, so a report would need to be generated for accurate figures. There have been a lot of questions about the policy, mostly relating to childcare.

According to the Families First Response Coronavirus Act, the first 10 days are unpaid, but it also states that an employee can elect to use their own accrued leave during that 2 week period so an employee would get paid. Currently, employees are using 80 hours of the emergency leave for the first 2 weeks of the FMLA and then the regular 10 weeks. The regular 10 weeks of FMLA is only paid at 2/3rds of the employee's salary. Part of the questions is during the time the employee is not getting paid 100% of their wage, would they be allowed to

use 1/3 of their accrued leave to offset the costs and that's where the Auditor's Office has concerns.

Commissioner Christian-Bennett noted she's focused more on staffing concerns not necessarily that she doesn't agree with the issue. Attorney Meduri noted with the emergency paid leave, there's 6 qualifying reasons, with reasons 1-3 allowing an employee to receive 100% of their regular pay (for an employee sick with Coronavirus 19), reasons 4-6 (for an employee staying home to take care of someone else who has Coronavirus or for children staying home from school or daycare because of Coronavirus 19) are paid out at 2/3rds of an employee's regular salary for the first 2 weeks. The Act itself does not require the employer to use their own policy to compensate for the 1/3, but it's in the Board's discretion to allow. The question remains how does the Board square the 1/3 under the County's current policy so the County Auditor can reconcile with their bookwork.

Commissioner Clyde asked if this is a staffing problem rather than a State Auditor issue and Attorney Meduri would like the County Auditor's Office to research with the state to ensure we are doing this correctly.

Attorney Meduri noted in the Family First Response Act, there are two separate acts - a paid emergency sick leave (80 hours) and an emergency family medical leave act expansion for an additional 10 weeks at 2/3rds of an employee's regular salary.

The Board agreed to table this issue for one week so the issue can be further discussed with the County Auditor's Office.

Resolutions:

1. Unused accrued leave to supplement the Emergency Family and Medical Leave Expansion and Emergency Paid Sick Leave pursuant to the Family First Coronavirus Response Act./**HOLD**
 - The Board agreed to table this issue for an additional one week for further discussion with the County Auditor's Office.

RESOLUTION NO. 20-0249

this resolution was omitted. Unused accrued leave to supplement the emergency family and medical leave expansion and emergency paid sick leave. This is for numbering purposes only.

2. Hiring of Gene Roberts as the County Administrator- part time supplemental for the Portage County Board of Commissioners as delegated under Ohio Revised Code 305.30.

RESOLUTION No. 20-0250

- **RE: APPROVING THE HIRING OF GENE ROBERTS AS THE COUNTY ADMINISTRATOR- PART TIME SUPPLEMENTAL FOR THE PORTAGE COUNTY BOARD OF**

**COMMISSIONERS AS DELEGATED UNDER OHIO
REVISED CODE 305.30.**

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 hereby determined to hire Gene Roberts for the position of County Administrator – Part Time Supplemental effective April 27, 2020 at a starting annual salary of \$15,000, in addition to his current annual salary as a Department Director; and
- WHEREAS,** the Board of Commissioners agree to review the salary of the County Administrator – Part Time Supplemental after a 120-day probationary period and upon successfully completing the probationary period, the annual salary for the position will be increased to \$20,000. The Board also agrees to review exercise of powers delegated by ORC 305.30 at a later date; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby authorizes the hiring of Gene Roberts as County Administrator – Part Time Supplemental effective April 27, 2020 with a starting annual salary of \$15,000, in addition to his current annual salary, 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 the 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

Commissioner Christian-Bennett asked if Commissioner Clyde talked to Director Roberts about his duties beginning April 27, 2020 and she is also concerned with the Project Engineer position that was pulled for Water Resources and the Building Department's raises that are on hold because of the pandemic. Commissioner Clyde responded the Board has discussed what the job would look like during the process of creating the position description, posting and the hiring process and it is a part-time supplemental add on for a bargain price to the County of \$15,000. The Board will need the time between now and his start date of April 27th and sometime thereafter, to discuss the duties and a resolution will be necessary authorizing the different duties with input from all 3 Commissioners. The next step is to provide input to shape the position into what the Board intends it to look like and there are plenty of items and needs, especially in the pandemic, for more efficient organization, chain of command and oversight of operations, which is part of the rationale that was considered when the Board decided to add

this part time supplemental position. Commissioner Clyde believes the health emergency has shown even more why this position is important and this is something the Directors wanted to see the Board move forward with because it's time for the County to take this step. Commissioner Christian-Bennett disagrees that the Board talked about what it sees this position doing and the job description specifically follows the Ohio Revised Code and doesn't mean the Board necessarily is going to assigning those duties to the position and the duties should have been decided beforehand. Commissioner Clyde noted it states in the Resolution that the Board agrees to review exercise of powers delegated by Ohio Revised Code at a later date and that is something the Board will need to do in concert with the start date of the position, but there is a little time for further discussion. Commissioner Christian-Bennett asked if the later date is April 27th date and Commissioner Clyde noted it should be done in line with the start date.

JOURNAL ENTRY: The Board of Commissioners accepts the resignation of David Moore, MIS Coordinator, effective May 1, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- The Human Resources will send David Moore the exit interview questionnaire before his last day for his feedback.

JOURNAL ENTRY: The Board of Commissioners approves the revised MIS Coordinator job description for Portage County Job and Family Services.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- This is for David Moore's position.
- Director Jeffries revised the educational requirements on the job description.
- The salary will not change because of the educational requirements.

JOURNAL ENTRY: The Board of Commissioners agree to authorize the two-week internal/external posting of the full time MIS Coordinator, replacing David Moore for Portage County Job & Family Services.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg and Job and Family Services Director Kellijo Jeffries and Sue Brannon,

Job and Family Services Budget and Financial Manager

Resolutions:

Director Bragg noted there's nothing out of the ordinary on the first four resolutions.

1. Approval of the Thursday, April 16, 2020 bills/ACH payments as presented by the County Auditor.

**RESOLUTION NO. 20-0251 - 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 April 16, 2020 in the total payment amount of **\$1,457,797.45, including late fees finance charges, interest & penalties amounting to \$30.84 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;

2. Approval of the Thursday, April 16, 2020 wire transfers for health benefits.

**RESOLUTION NO. 20-0252 - 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 April 16, 2020 in the total payment amount as follows:

1. \$146,082.17 to Medical Mutual - Claims
2. \$ 8,918.32 to Wage Works - Claims; 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, April 17, 2020 \$ 146,082.17
Wire Transfer on Friday, April 17, 2020 \$ 8,918.32

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;

3. Approval the Thursday, April 16, 2020 Journal Vouchers.

**RESOLUTION NO. 20-0253 - 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:

04/16/20	422	\$407.29
04/16/20	423	1,090.88
04/16/20	424	3,237.93
04/16/20	466	2,099,763.00
04/16/20	469	728.21
04/16/20	471	106.57
04/16/20	580	3,333.34
04/16/20	581	1,019.72
Total		\$2,109,686.94

; 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. Approval of the Thursday, April 16, 2020 Then & Now Certification./20-0254

RESOLUTION NO. 20-0254 - 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 **\$271,102.71 dated April 16, 2020** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

5. Amendment to the General Fund 2020 Annual Appropriation Resolution No. 19-0947, adopted December 19, 2019.
- The \$257,523 amount is to bring the Juvenile Detention Center amount up to the agreed upon amount.
 - The estimate was \$1.8 million based on last year's figures and it came in a little over \$2 million.
 - The \$14,282 for Municipal Court was one of the Supreme Court grants that issued funding for Courts to apply for remote technology due to the Coronavirus pandemic. The Domestic Court applied, the Common Pleas Court is applying, and the Municipal Court applied and was awarded funding to purchase equipment so they could do more remote sessions.

RESOLUTION NO. 20-0255

**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		
030 Juv Detention Center		
00304 Juv Dentention Center CS	257,523	-
MEMO TOTAL	<u>\$ 257,523</u>	<u>\$ -</u>

Note:

520 Municipal Court		
05205 Municipal Court Materials & Su	14,282	-
MEMO TOTAL	<u>\$ 14,282</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 271,805</u>	<u>\$ -</u>
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Increase

Decrease

; and be it further

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

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

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

Roll call as Follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

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

- The \$1,060,379 increase and decrease of \$2,334,423 is the Mental Health Board and they requested a budget amendment to buy some Personal Protective Equipment (PPE), and then it turned into general housekeeping items, but nothing out of the ordinary.

RESOLUTION NO. 20-0256

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

		<i>Increase</i>	<i>Decrease</i>
Fund: 1310	Mental Health & Recovery Board		
904	Mental Health & Recovery Board		
13103	Mental Health Bd SalaryFringes	2,555	4,009
13104	Mental Health & Recovery CS	1,060,379	2,334,423
13105	Mental Health & Recovery MS	12,500	-
	MEMO TOTAL	\$ 1,075,434	\$ 2,338,432

Note:

Fund: 1480	Violence Against Women		
300	Prosecutor		
14803	Pros VAWA Grant Salary&Fringes	4,491	-
14804	Violence Against Women CS	-	4,491
	MEMO TOTAL	\$ 4,491	\$ 4,491

Note:

Fund: 7219	WC Retro Rating Plan 2010		
012	Central Purchasing Services		
72199	WC Retro Rating Plan 2009 ME	45,000	-
	MEMO TOTAL	\$ 45,000	\$ -

Note: To pay claims

Fund: 7220 WC Retro Rating Plan 2011
 012 Central Purchasing Services
 72209 WC Retro Rating Plan 2011 ME
 MEMO TOTAL

<i>Increase</i>	<i>Decrease</i>
40,000	-
<u>\$ 40,000</u>	<u>\$ -</u>

Note: To pay claims

TOTAL MEMO BALANCE FOR ALL FUNDS

<u>\$ 1,164,925</u>	<u>\$ 2,342,923</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:

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

7. Create Funds 7230, Prospective Rating Plan 2021 and 7231, Prospective Rating Plan 2022.

- These are annual resolutions for Workers Compensation that roll back 10 years and every year we create the next year's funds so the process can continue.

RESOLUTION NO. 20-0257 - RE: CREATE FUNDS 7230, PROSPECTIVE RATING PLAN 2021 and 7231, PROSPECTIVE RATING PLAN 2022.

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

WHEREAS, it has become necessary to create two (2) new funds in order to properly control the processing of financial related transactions related to the WC Prospective Rating Plans, 2021 and 2022; now therefore be it

RESOLVED, that Fund 7230, WC Prospective Rating Plan 2021 and Fund 7231 WC Prospective Rating Plan 2022 be created, and be it further

RESOLVED, that a certified copy of this resolution be filed with the Portage County Auditor, the Department of Budget and Financial Management and the Internal Services Department; 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

8. Apply for and accept the grant award from the Supreme Court of Ohio on behalf of the Portage County Municipal Courts.

- This is the \$14,281.86 grant award and in the resolution the Board authorizes Judge Poland to sign the documents.

RESOLUTION NO. 20-0258 - RE: APPLYING FOR AND ACCEPT THE GRANT AWARD FROM THE SUPREME COURT OF OHIO ON BEHALF OF THE PORTAGE COUNTY MUNICIPAL COURTS.

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

- WHEREAS,** the Portage County Municipal Courts applied for and received a 14,281.86 grant from the Supreme Court of Ohio to implement remote technology to allow the Court to function while implementing the social distancing required by the COVID-19 health emergency; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby authorize the application and the acceptance the \$14,281.86 grant awarded by the Supreme Court of Ohio, with no local match, and a term extending thru Nov. 30, 2020; and be it further
- RESOLVED,** that the Board of Commissioners authorizes Judge Poland to sign any and all documents pertaining to the submission of this grant; and be it further
- RESOLVED,** that a copy of this resolution be filed with 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 a meeting open to the public in compliance and accordance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

9. Transfer \$102,744.00 from Fund 1201, Motor Vehicle Gas Tax, to Fund 4251 (Ravenna Road Bridge Replacement).
- This is a routine transfer from the Motor Gas Tax into a specific project fund.
 - When the project involves grant funding, it's tracked in a separate fund and the \$102,744 would be the local share to get the project started.

RESOLUTION NO. 20-0259 - RE: Transfer From Fund 1201, Motor Vehicle Gas Tax, To Fund 4251 (Ravenna Road Bridge Replacement)

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 approved an operating transfer; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$102,744.00:

FROM:

FUND 1201, Motor Vehicle Gas Tax Fund

ORGCODE- 12018209

Debit Expense Account

Object: 910000 – Transfers Out \$102,744.00

TO:

FUND 4251, Ravenna Road Bridge Replacement

ORGCODE – 42518202

Credit Revenue Account

Object: 280000 - Transfer In

Project: 40448 \$102,744.00

;and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the County Engineer 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:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY: The Board of Commissioners' authorizes the Satisfaction of Mortgage form for Marvin L. and Eleanore L. Cline of 9157 Walters Road, Streetsboro, OH 44241 to secure payment of \$1,568.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

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' authorizes the Satisfaction of Mortgage form for Marvin L. and Eleanore L. Cline of 9157 Walters Road, Streetsboro, OH 44212 to secure payment of \$270.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioner Kline asked why there are two separate Journal Entries for the Clines and Director Bragg responded it could be that they applied for 2 separate projects, they get a new loan rather than combining the loans or one could be a deferred loan. Commissioner Christian-Bennett explained they separate the closing costs from the loan and that's the reason for 2 separate requests.

For next week, Commissioner Christian-Bennett asked Director Bragg for projections of the impact the pandemic is causing on the County's revenue streams and Director Bragg noted when this type of information is presented in open session, it causes panic on speculative numbers, but he will prepare the information for the Board. Commissioner Clyde mentioned that she too had asked Director Bragg about a budget briefing, and she agreed the Board should have one soon.

JOURNAL ENTRY: The Board of Commissioners' authorizes the Satisfaction of Mortgage form for Elizabeth D. Fear of 1180 Garth Drive, Kent, OH 44240 to secure payment of \$1,891.16. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOB & FAMILY SERVICES

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

Discussion:

1. Contract Amendment – Coleman Child and Adult Emergency Reporting Services

Since the COVID-1 crisis, Child Protective Services staff have started working remotely from home. They have also noticed a decrease in the number of referrals coming into the CARES Abuse/Neglect hotline. Under the current contract, Coleman Professional Services provides all after hour and weekend phone coverage for the hotline. Due to the current situation, Coleman Professional Services would be amenable to taking all CARES calls 24/ 7 a week basis until the crisis ends.

When calls come into the hotline, the Coleman staff contact the CARES line supervisor of Job and Family Services to provide contact information. At that point the call is assigned to a Job and Family Services Investigator that takes the report and screens the call for assignment. Under the current agreement the Coleman contract is \$ 53,551.14 through September 30, 2020. Under the amended agreement the contract would increase by \$9,926.55 to \$63,477.69 through September 30, 2020. Commissioner Clyde asked where the additional funding is coming from and Director Jeffries noted it's coming from Children Services (levy dollars). The Board agreed to move forward with the request and Director Jeffries will forward the contract and resolution through Internal Services.

2. Grant Writer Position Update

To date, the shared grant writer is working from home and has applied for 2 grants on behalf of Job and Family Services. The first grant is the Ohio Industry Partnership grant through Ohio Department of Job and Family Services for \$150,000 and if approved, it could offset the costs related to manufacturing internship program with Kent State and the manufacturing companies in Portage County. The other grant is a Community Resiliency Grant for \$4,200 for the kids that reside in the group home could prepare care packages for senior citizens during the pandemic, but they were notified that they did not get the grant.

Director Jeffries presented the grant writer with a listing of other grants they are interested in. Commissioner Clyde asked about the Community Resiliency Grant and wondered if it was a private foundation or a state grant and Director Jeffries noted it was a state grant opportunity.

3. Coronavirus Update relevant to JFS Programs and Services/Workforce

Ohio Department of Job and Family Services expediently provided 88 counties with VPN tokens so staff could take and use their equipment at home to tie into the Ohio Department of Job and Family Services systems and that includes child support system, public welfare system, and child welfare has its own system tied into their Surface Pros. The Department has 180 employees working remotely and 15 staff rotating in the office (mail staff, administrative, supervisors, paralegals, and fiscal and accountants). The group home workers are still working the group homes and it's been very successful. All the work is being monitored by managers and productivity has increased in some areas while working remotely. The Admin Team does phone conference twice a day and the full management team conducts video conferences once a week on Wednesdays. There are about 3 global emails to staff

every week regarding updates from the state and County. She's noticed staff is appreciative of minimizing the risk.

The public welfare applications have tripled to about 30 per day as people lose their jobs and apply for cash, food stamps and Medicaid. There have received 30 applications for emergency PRC funds \$300.00 cash payments, so the team is processing about \$10,000 worth of payments to families. The Department earmarked \$100,000 and the State provided a new allocation, so there's approximately \$90,000 left. If the funds are not used, the State has allowed the department to use them in tandem with Summer Youth program.

All staffing that goes out into the field are supplied with safety kits for their vehicles with masks, gloves and sanitizer. There's been a reduction in child welfare and it's a little concerning because abuse and neglect haven't stop, so they continue to promote that they are still here for the public on the Facebook and website. Commissioner Clyde asked if the department has adequate supplies for the safety kits or equipment and Director Jeffries noted she's on the Emergency Management team and she's on the telephone calls 3 times per week, so they had an initial supply available and the Ohio Department of Job and Family Services offered counties the ability to order masks through them, so she ordered 100 and some supplies through the Office of Homeland Security and Emergency Management and picked up 70 N95 masks, 100 surgical masks and about 500 gloves.

Commissioner Clyde asked if the \$10,000 for the PRC program was part of the new PRC allocation, and Director Jeffries replied it was and it allows for families under the 200% poverty guideline to apply and receive a \$300.00 cash check and that would be in addition to unemployment or public welfare as a stabilizing payment as many are not receiving unemployment. Unfortunately, nothing has been allocated for adults without dependents.

Commissioner Clyde asked if Director Jeffries had any insight on the difficulty locally with tapping into the unemployment system and she responded that the State outreached to several counties through Area 19, asking if any of the OMJ center employees would be willing to take calls because the unemployment system is so backed up, and 6 Job and Family Services employees said yes. Two days ago, they were told they are holding off right now because they have 1,200 people working there and they are hiring another 300, so they pushed back the Job and Family Services employees for now.

The Department was at 3,000 and now at 9,000 unemployment application from Portage County alone.

Commissioner Clyde asked if any work is being done relating to job postings and connecting Portage County residents to jobs and Director Jeffries noted the Ohio Means Jobs has all the job postings listed and available on the website. Mandy asked the State of Ohio for permission to do a local video promoting Ohio Means Jobs in tandem with Ohio Jobs and Family Services and permission was granted.

4. February/March 2020 Data Report

Director Jeffries doesn't see much difference since the last presentation for February/March 2020. There are 236 kids in care and as of Monday, there were 213 and this is a trend among all 88 counties.

5. Draft Annual Report

Director Jeffries presented a draft of the Job and Family Services Annual Report and the Board approved the request to move forward.

6. 2019 Children Services Budget

- The Department has been able to shore up all the 2019 invoices less any invoices that came in during 2020.
- The Department received a partial new tax money in February and March and has put the department in a good place.

Protect Ohio waiver demonstration project termination reminder

- The State of Ohio is no longer able to participate in Protect Ohio (Federal waiver program that has existed for 20+ years), and the premise behind the project was that you don't ask for reimbursements after the fact, the State will provide up front funding and you work through creativity and initiative to try to work with families to prevent placement or reduce placements. Family Team Meetings are a wraparound of service providers and were part of the Protect Ohio concept.
- The Federal government came in 2018 and said the waiver program will be going away September 30, 2019 and while the State asked for an extension, the Federal government denied the request. The Job and Family Services Department received about \$209,000 every month up front for Protect Ohio and starting October 1, 2019, the funding went away. The department did receive a one-time portion of \$20 million dollars throughout the State at the end of 2019 and that provided \$537,000, but with the loss of Protect Ohio, the department had a net loss of income in Child Welfare resources of \$103,000.
- Moving into 2020, the department has not been rectified for Protect Ohio and has realized a loss of \$419,000 in the first quarter alone because they are going to provide GAPP funding, but they are not sure when. The department has been working at a deficit of \$522,000, which includes the \$537,000 from the state.
- Director Jeffries noted the saving grace in 2020 has been the new tax money. Director Jeffries will be discussing further in 2 weeks how to make up for the loss when they don't have a date when the loss is coming.

Total Placement Costs 2019

- In 2016 before the opioid epidemic, the department was at a \$2 million dollar cash balance, with around 152 kids in care. Fast forward to 2019, numbers have been as high as 230 and 260 kids in care.

- In 2016, placements costs were \$2.6 million dollars and this year, the department paid out \$3.8 million dollars.
- Staffing levels were 56 in 2016 and there's 60 on staff with 2 currently out on leave.
- The financial burden is that more kids are in care and more placement costs.
- Portage County averages a child in residential treatment at about \$7,000 per month as opposed to a child in foster home of \$1,000 per month.
- There's no regulation relevant to the contracts every year so the private provider can propose new rate increase on a routine basis.
- There aren't a lot of beds in the State of Ohio for kids.
- There are 13 kids, on average in residential at a time, and 6 are in the group home, more than ½ of them are in residential because there is no other place for them to go.
- The Department must continue to work on getting the kids out of there for normalcy and the cost is ridiculous. This will be a long term permanent solution.

Total Costs of kids remanded into custody by Juvenile Court

- Relevant to the \$3.8 million dollars, \$1 million of those dollars correlate to kids that were remanded to Job and Family Services' custody from Juvenile Court.
- Juvenile Court does not have a budget to support placement costs or to help Job and Family Services with the costs.

7. 2020 New Funds - Discussion

- New Multi System Youth funds – recoding and future reimbursement
 - Under the new administration, the state has allowed for multi system youth dollars and Job and Family Services has been going back to July 1, 2019 and recoding kids in the financial system that would qualify for reimbursement through multi system youth, so the department will be able to get some dollars returned in May.
- New best practice funds - future reimbursement
 - This is a monthly reimbursable allocation if the Department steps up and states what it has regarding best practice.

- The department hired the Clinical Manager for the group home and that salary and costs will be utilized.
- The Transitional Recovery House has a case management position for best practice dollars and some equipment will be purchased.

The Department is still trying to figure out where it can make up the \$522,000 loss.

8. Job and Family Services 2020 strategies and cost savings measures to support children services and offset residential placement costs and fluctuating number of children coming into custody

- Strive to meet 13% Random Moment Sample Goal (TANF money from Public Assistance) Managers and Staff have been assessing income eligibility status.
- Ongoing concerted effort on timeliness associated with getting disbursements in the system.
- All purchased service requests are being monitored.
- All mileage reimbursements cross reference to ensure Job and Family Services is not paying when County cars are available and assigned to the workers.
- Move one full time NBU employee to part time status effective April 2020 - savings to shared fund \$42,731.78; Savings to Children Services \$14,986.09.
- Suspended overtime.
- Hiring freeze in Children Services effective April 2020 (despite staff levels being lower than they were in 2016 with about 50 more kids in care).
- Training and travel costs for children services covered by Food Assistance incentive dollars in lieu of Children Services Funds.
- Costs association with Outreach events will be new foster parent recruitment funds or FA incentive funds.
- Bi-Weekly review of children in residential centers progress – stepping children out of care as soon as progress has been realized.
- New Clinical Manager began March 9, 2020 and will visit all kids and therapeutic teams in residential facilities where youth are places to discern if youth are ready for step down; coordinate treatment plan with community provider; aggressively locate step down placement options.
- Cap residential placement at 6 (excludes youth in group home) effective July 1, 2020 which requires aggressive placement efforts and would go in tandem with offering increased per diem to foster parents.
- Foster parent recruitment of parents taking teenagers. Offer higher per diem rates to foster parents willing to take teenagers from \$39 a day to \$50 a day. Discuss at upcoming foster parent banquet, news media and info session.
- Ongoing efforts to recruit adoptive parents; collaboration with Family Court Judge Berger and team on an Adoption Day celebration.
- Coordination and planning of March 2020 Children Services Levy.

Director Jeffries explained the loss of funding for 2 months may be an issue she will need to address with the Board again from an assistance standpoint.

- The State provided a new allocation for the Foster Parent banquet that would not take from the department's current dollars. While they cannot hold the event in May, they want to have it as soon as the pandemic ends to celebrate the foster parent they have, talk about the new initiative to encourage them to step up for teenagers. Director Jeffries will provide the new dates for the event. Commissioner Clyde suggests an alternative to having the event because even when the stay at home is lifted, there may still be restrictions on mass gatherings and Director Jeffries will come up with a Plan B.
- Judge Berger participates in Trumbull County's adoption event in November and wanted to do a collaborative event with Portage to recruit people to adopt, not just foster as Portage County has 20 kids eligible for adoption.
- Director Jeffries is not asking for a levy increase because the community has been very supportive of the agency and she would like to do cost efficient measures before going to the tax payers.
- Job and Family Services to have six youth placed in new group home by February 1, 2020 (2020 cost savings \$154,000).
- Director Jeffries will invite Senator Eklund and Representative Clites to visit new group home and discuss need for Child Welfare reform and additional funds for the system in upcoming state budget.
- Director Jeffries would like to move Children Services staff from the Annex building to Administration Building where annual rent is \$69,000 effective July 1, 2020. The Board approved the request.
- Further review and reduce contracts that are underutilized or overstaffed (acted or proposed reductions correlate to \$173,000 in savings).

Total 2020 known savings \$410,986.09 and that doesn't include the residential reduction and more foster parents.

Resolutions:

1. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./20-0260
 - b. This resolution is to transfer funds from Fund 1413 to the Public Assistance Fund 1410 for salaries and administrative costs for a second adjustment for January, a first adjustment for February, and for March in the amount of \$72,135.62.

**RESOLUTION NO. 20-0260 - RE: TRANSFER FROM FUND 1413, WIA FUND
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

WHEREAS, the 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 \$72,135.62 for Jan 2020 Adj#2, Feb 2020 Adj#1 and March 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

\$17,471.85

Project 3B278

\$ 4,830.92

Project 3A259

\$ 8,450.47

Project 3B259

\$10,117.14

Project 3B277

\$31,265.24

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$72,135.62

; 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:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the Special Meeting Minutes of April 7, 2020 the regular meeting minutes of April 9, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioners

JOURNAL ENTRY: The Board of Commissioners approved the March 2020 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

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 Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for March 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

Discussion:

1. Board of Elections hours of public in the building.

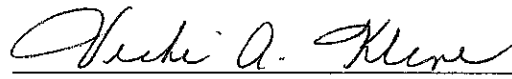
Commissioner Clyde discussed the April 14, 2020 correspondence from the Board of Elections, regarding the Secretary of State Directive 2020-07, indicating the Board of Elections office will be open to the public for the Primary Election. The Board provided authorization for Director Townsend to work with the Board of Elections to accommodate their needs for building access, to schedule security on the 28th, and notify offices that the building will be open for voting so they can organize accordingly. On the other voting days, the Board of Elections will need to escort voters from the bullpen door to the Board of Elections.

Motion: by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of April 16, 2020 at 10:41AM.
Roll call vote: Commissioner Kline, Yea;
Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

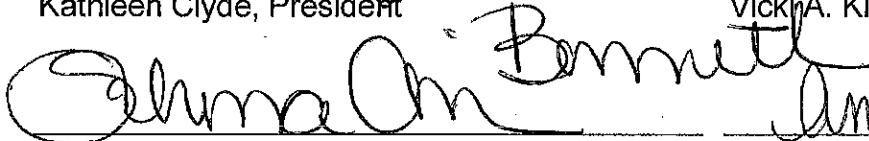
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of April 16, 2020.



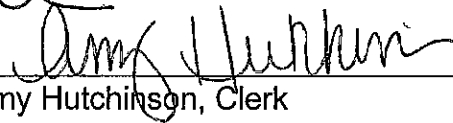
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk