



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 23, 2020

9:03 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. Our thoughts are with the family, friends, and neighbors of our fellow Portage County residents.

Recessed to Solid Waste Management District: 9:03 AM  
Reconvened: 9:06 AM

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

Present: JoAnn Townend, Attorney Chris Meduri and Human Resources Director Janet Kovick

**Resolutions:**

1. Enter into amendment number eight (8) with Courtview Justice Solutions, Inc. and the Portage County Board of Commissioners for electronic payment processing software (epay plus).
  - The Clerk of Courts would like to update the electronic payment processing software (epay plus) with a new vendor for the Courtview Justice Solutions.
  - Commissioner Clyde asked about the length of the agreement and Director Townend explained there isn't an ending date with Courtview as the agreement is amended each time there's a substantial change to the software.

**RESOLUTION No. 20-0261      -      E:      ENTER INTO AMENDMENT NUMBER EIGHT (8) WITH COURTVIEW JUSTICE SOLUTIONS, INC. AND THE PORTAGE COUNTY BOARD OF COMMISSIONERS FOR ELECTRONIC PAYMENT PROCESSING SOFTWARE (EPAY PLUS).**

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

- WHEREAS,** the Board of Portage County Commissioners entered into the Master Agreement Between Portage County, Ohio, Board of Commissioners and Maximus Justice Solutions, Contract No. 1802003001 on April 10, 2003 through resolution no. 03-0290 for software, training, and services for court and jail information systems, with Maximus Justice Solutions; and
- WHEREAS,** amendment number one was adopted on April 3, 2007 through resolution no. 07-0320 and entered into between Maximus Justice Solutions and the Portage County Board of Commissioners on May 1, 2007; and
- WHEREAS,** amendment number two was adopted on May 15, 2008 through resolution no. 08-0451 and entered into between Maximus Justice Solutions and the Portage County Board of Commissioners on July 10, 2008; and
- WHEREAS,** Maximus Inc., the parent company of Maximus Justice Solutions, assigned all rights, title and interest to CourtView Justice Systems, Inc., effective October 1, 2008; and
- WHEREAS,** amendment number three was adopted on May 14, 2009 through resolution no. 09-0448 and entered into between CourtView Justice Solutions, Inc. and Maximus, Inc., and the Portage County Board of Commissioners on May 28, 2009; and
- WHEREAS,** amendment number four was adopted on May 28, 2009 through resolution no. 09-0448 and entered into between CourtView Justice Solutions, Inc. and the Portage County Board of Commissioners on May 28, 2009; and
- WHEREAS,** amendment number five was adopted on May 19, 2016 through resolution no. 16-0438 and entered into between CourtView Justice Solutions, Inc. and the Portage County Board of Commissioners on May 19, 2016; and
- WHEREAS,** amendment number six was adopted on June 28, 2016 through resolution no. 16-0504 and entered into between CourtView Justice Solutions, Inc. and the Portage County Board of Commissioners on June 28, 2016; and
- WHEREAS,** amendment number seven was adopted on October 20, 2016 through resolution no. 16-0899 and entered into between CourtView Justice Solutions, Inc. and the Portage County Board of Commissioners on June 28, 2016; and
- WHEREAS,** the parties desire to amend the Master Agreement to provide epay plus software for the Portage County Clerk of Courts; and

**WHEREAS**, consideration for such service will be in accordance with the provisions of the Master Agreement; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners does hereby agree to amend Contract Number 1802003001 with CourtView Justice Solutions, Inc., with an office at 4825 Higbee Avenue NW, Suite 100, Canton, OH 44718, to provide epay plus software, as set forth in amendment number eight (8); and be it further

**RESOLVED**, that the Board of Portage County 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

2. Enter into amendment no. 5 between the Board of Commissioners and Correctional Healthcare Companies LLC for inmate health care services.
- This vendor provides medical services for the inmates at the Portage County Justice Center.
  - The terms are being renegotiated within the contract and this is a renewal for 30 days.
  - A second extension of 30 days may be necessary at the end of April.
  - The contract amount is the same cost to the County.

**RESOLUTION NO. 20-0262       -       RE:    ENTER INTO AMENDMENT NO. 5  
BETWEEN THE BOARD OF  
COMMISSIONERS AND CORRECTIONAL  
HEALTHCARE COMPANIES LLC FOR  
INMATE HEALTH CARE SERVICES.**

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

**WHEREAS**, an agreement between the Board of Commissioners and Correctional Healthcare Companies was entered into on January 23, 2014 through resolution 13-0321 known as Portage County Contract No. 20140101 for inmate health care services for all detainees of the Portage County Justice Center; and

**WHEREAS**, an amendment no. 1 between the parties was entered into on May 12, 2016 through resolution 16-0145 and known as Portage County Contract 20160279; and

- WHEREAS,** an amendment no. 2 between the parties was entered into on May 2, 2017 through resolution 17-0025 and known as Portage County Contract 20170291; and
- WHEREAS,** an amendment no. 3 between the parties was entered into on June 12, 2018 through resolution 18-0330 and known as Portage County Contract 20180312; and
- WHEREAS,** an amendment no. 4 between the parties was entered into on April 23, 2019 through resolution 19-0217 and known as Portage County Contract 20190287; and
- WHEREAS,** the parties desire to amend the Original Contract for thirty (30) days; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Amendment No. 5 between the Board and Correctional Healthcare Companies LLC to renew inmate health care services for an additional thirty (30) days in the monthly amount not to exceed Eighty thousand, nine hundred thirty-one and 20/100 dollars (\$80,931.20); and be it further
- RESOLVED,** that the term begins April 1, 2020 at 12:01 a.m. and ends April 30, 2020 at 11:59 p.m.; 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;

3. The Board of Commissioners agrees to authorize Quality Control Inspection, Inc. (QCI) to provide inspection services on an "as needed" basis for various Portage County Subdivisions.
- The County Engineer provides inspections on projects that subdivisions and Townships conduct within the County.
  - This resolution is to authorize the agreement with a company that will provide the inspections.

**RESOLUTION No. 20-0263 - RE: AUTHORIZE QUALITY CONTROL INSPECTION, INC. (QCI) TO PROVIDE**

**INSPECTION SERVICES ON AN "AS  
NEEDED" BASIS FOR VARIOUS PORTAGE  
COUNTY SUBDIVISIONS.**

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 perform inspection services for **Various Portage County Subdivisions**; and

**WHEREAS**, the Portage County Engineer requested a fee proposal from **Quality Control Inspection, Inc. (QCI)** for providing said inspection services, and

**WHEREAS**, the Portage County Engineer, upon review of the proposal from QCI, 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 fee proposal of QCI, Inc. and authorizes the Portage County Engineer to enter into an agreement for providing inspection services on an "as needed" basis for **Various Portage County Subdivisions**; and be it further

**RESOLVED**, that said services will be performed by **QCI, Inc.**, 40 Tarbell Avenue, Bedford, Ohio 44146 and billed as per the Hourly Rate Schedule of the proposal; and be it further

**RESOLVED**, that the Portage County Commissioners authorize the Portage County Engineer to generate a purchase order to cover said services; 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:

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

4. The Board of Commissioners accepts the contract modification No. 4 to the engineering agreement between GPD Group and Portage County for providing professional services for the project known as the Tallmadge Road Corridor Improvement (POR-CR 18-0.51 – PID 98585).

- This is an amendment to the current agreement with GPD Group for redesign costs on behalf of the County Engineer for the Tallmadge Road Corridor project.

**RESOLUTION No. 20-0264      -      RE:      ACCEPT CONTRACT MODIFICATION NO. 4 TO THE ENGINEERING AGREEMENT BETWEEN GPD GROUP AND PORTAGE COUNTY FOR PROVIDING PROFESSIONAL SERVICES FOR THE PROJECT KNOWN AS THE TALLMADGE ROAD CORRIDOR IMPROVEMENT (POR-CR 18-0.51 – PID 98585).**

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

**WHEREAS**, Resolution No. 15-0450, adopted by the Portage County Board of Commissioners on May 28, 2015, authorized the Portage County Engineer to enter into an engineering agreement in the amount of **\$401,302.00** for providing PRELIMINARY ENGINEERING services for the project known as the **Tallmadge Road Corridor (POR-CR 18-0.51 – PID 98585)** in Brimfield Township, Portage County, and

**WHEREAS**, Resolution No. 16-0916 accepted Contract Modification No. 1 to said engineering agreement which increased the contract by \$99,619.00 to **\$500,921.00**, and

**WHEREAS**, Resolution No. 18-0307 accepted Contract Modification No. 2 to said engineering agreement which increased the contract by \$500,921.00 to **\$969,615.00**, and

**WHEREAS**, Resolution No. 19-0876 accepted Contract Modification No. 3 to said engineering agreement to relocate funds, and

**WHEREAS**, Part 15 of said agreement has been modified which requires additional maximum compensation for the Parcel 10 Klaben Redesign, and

**WHEREAS**, the fee submitted by GPD Group for the Parcel 10 Klaben Redesign is \$18,019.00, now therefore be it

**RESOLVED**, that the Portage County Board of Commissioners does hereby accept Contract Modification No. 4 and authorizes the execution of said contract modification between GPD Group, 520 South Main Street, Suite 2531, Akron, Ohio 44311 and Portage County for the project known as the **Tallmadge Road Corridor Improvement (POR-CR 18-0.51 – PID 98585)**; in Brimfield Township, Portage County; and be it further

**RESOLVED**, that this modification increases the contract amount from \$969,615.00 to **\$987,634.00**; and be it further

**RESOLVED**, that no additional local share will be required of Portage County as the Ohio Department of Transportation will "direct pay" GPD Group 100% of the cost of said modification; 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:

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

5. The Board of Commissioners agrees to rescind Resolution No. 20-0162 and approve plans and specifications and set new date for accepting bids for the removal and replacement of roofing shingles for several buildings at the Portage County Engineer Central Facility.
- This resolution is to reset the bid date and time for removal and replacement of roofing shingles for the County Engineer.
  - The replacement is necessary because of hail storm damage that was obtained last year.

**RESOLUTION No. 20-0265      -      RE:      RESCIND RESOLUTION 20-0162 AND APPROVE PLANS AND SPECIFICATIONS AND SET NEW DATE FOR ACCEPTING BIDS FOR THE REMOVAL AND REPLACEMENT OF ROOFING SHINGLES FOR SEVERAL BUILDINGS AT THE PORTAGE COUNTY ENGINEER CENTRAL FACILITY**

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

**WHEREAS**, Resolution 20-0162, adopted on March 12, 2020, approved plans and specifications and set date for accepting bids for the removal and replacement of roofing shingles for several buildings at the Portage County Engineer Central Facility, and

**WHEREAS**, the bid opening was postponed until a system was in place to live stream the bid opening to the public due to the onset of COVID-19 (Coronavirus), and

**WHEREAS**, it is necessary to rescind Resolution 20-0162 and adopt a new resolution as follows:

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

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

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

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

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

**RESOLVED**, that sealed bids will be accepted by the Portage County Director of Internal Services, Portage County Administration Building, 1st Floor, Room 114, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00 P.M.**, Local Time, **May 13, 2020**; and be it further

**RESOLVED**, that Notice of Receiving Bids shall be published in the Record Courier on **April 27, 2020** and **May 4, 2020** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, and be it further

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

Roll call vote as follows:

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

6. The Board of Commissioners agrees to enter into an agreement for infectious materials emergency response services between the Portage County Board of Commissioners on behalf of the Portage County Emergency Management Agency and Clean Harbors Environmental Services Inc.

- Three separate agencies can provide decontamination services to the County if necessary, due to COVID-19.
- This is the first agreement coming through to the Board in order to have at least 2 areas decontaminated.
- The agreement is with Clean Harbors Environmental Services.



RESOLUTION NO. 20-0266

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RE: ENTER INTO AN AGREEMENT FOR  
INFECTIOUS MATERIALS EMERGENCY  
RESPONSE SERVICES BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF THE  
PORTAGE COUNTY EMERGENCY  
MANAGEMENT AGENCY AND CLEAN  
HARBORS ENVIRONMENTAL SERVICES,  
INC.

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

- WHEREAS,** during the COVID-19 pandemic the Portage County Emergency Management Agency may need the services for decontamination; and
- WHEREAS,** Clean Harbors Environmental Services, Inc. can supply site evaluation, decontamination and restoration, and standby of personnel and equipment in anticipation of an infectious materials emergency need; now, therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement for services between the Board and Clean Harbors Environmental Services, Inc. as the need arises; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**Discussion:**

1. Portage County Board of Developmental Disabilities (DD).  
Director Townend asked if the Board would like her to talk to the Sheriff's Office to see if they would be interested in conducting the auction to sell the DD building and Commissioner Christian-Bennett believes it's a good idea because they wanted to get started soon than later. Commissioner Clyde would like to get an update during Director Townend's next meeting.
2. Correspondence to Brad Ehrhart, Portage Development.  
Director Townend has prepared correspondence to Director Ehrhart, regarding the easement for the retention pond for the DD property.

**HUMAN RESOURCES & PROSECUTOR**

Present: Janet Kovick and Attorney Chris Meduri

**Discussion:**

1. Family First Coronavirus Response Act's (FFCRA) Accrued Leave

Director Kovick and Attorney Meduri have been working with the County Auditor's Office on communication that should go out to employees regarding use of accrued leave in order to supplement the Family First Coronavirus Response Act's (FFCRA) unpaid one-third leave portion.

- A. Draft Resolution: Allowing eligible employees the opportunity to voluntarily choose to use the employee's unused accrued paid leave under the Portage County Board of Commissioners' Personnel Policy Manual where applicable in order to supplement the Family First Coronavirus Response Act's unpaid one-third leave portion.

**RESOLUTION No. 20-0279      -      RE:    ALLOWING ELIGIBLE EMPLOYEES THE OPPORTUNITY TO VOLUNTARILY CHOOSE TO USE THE EMPLOYEE'S UNUSED ACCRUED PAID LEAVE UNDER THE PORTAGE COUNTY BOARD OF COMMISSIONERS' PERSONNEL POLICY MANUAL WHERE APPLICABLE IN ORDER TO SUPPLEMENT THE FAMILY FIRST CORONAVIRUS RESPONSE ACT'S UNPAID ONE-THIRD LEAVE PORTION**

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

**WHEREAS,** federal legislation known as the Family First Coronavirus Response Act (FFCRA) was recently enacted and is now effective through the end of the 2020, which establishes that covered employers are to provide eligible employees certain amounts of emergency paid sick leave and emergency family and medical leave expanded for certain qualifying reasons;

**WHEREAS,** for certain qualifying reasons under the FFCRA eligible employees are to be paid 2/3 their regular rate of pay for the leave allowed to be taken under the FFCRA, thus an amount of 1/3 an employee's regular rate of pay is unpaid while that person is on leave under the FFCRA;

**WHEREAS,** the Board of County Commissioners has determined to allow eligible employees to choose to supplement the FFCRA's unpaid 1/3 portion by allowing eligible employees to use the eligible employee's unused accrued paid leave under the Portage County Board of Commissioners' Personnel Policy ("County Policy") when such is applicable;

**WHEREAS**, it is necessary to establish an appropriate means of accounting for the use of unused accrued paid leave under the County Policy that an eligible employee may choose to use to supplement the 1/3 portion that is unpaid under the FFCRA so that this 1/3 portion will be paid from the employee's unused accrued paid sick leave under the County's Policy and calculated as paid leave and subtracted from the employee's unused accrued paid leave under the County Policy.

**RESOLVED**, eligible employees may choose to use their unused accrued paid leave under the County Policy when applicable to supplement for the unpaid one-third (1/3) leave taken under the FFCRA and to be compensated for the amount of that 1/3 portion from the eligible employee's unused accrued paid leave under the County's Policy; and

**RESOLVED**, eligible employees who choose to use their unused accrued paid leave under the County Policy to supplement the 1/3 unpaid FFCRA portion shall have the appropriate number of hours needed to arrive at the amount of paid compensation needed to supplement this 1/3 portion deducted from the eligible employee's total number of hours of unused accrued paid leave hours under the County's Policy;

**RESOLVED**, eligible employees taking leave under the FFCRA for one of the qualifying reasons for which the employee receives 2/3 the rate of pay under the FFCRA, and who choose to supplement the 1/3 unpaid portion by using their own unused accrued paid leave under the County Policy, will continue to accrue leave while on such leave under the FFCRA and based solely upon the amount of time for which leave from work occurs.

(For example, if an employee takes paid leave under the FFCRA for a two week period (i.e. 80 hours), and receives 2/3 pay under the FFCRA and 1/3 pay under the County Policy, the accrual amount will be based upon 80 hours (i.e. the actual amount of leave time taken from work).

**RESOLVED**, the applicable provisions of the County Policy will be applied in the event a holiday falls while an eligible employee is on leave under the FFCRA; and

**RESOLVED**, that the Board of County Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in open meeting of the 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 Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

Commissioner Christian-Bennett commended Director Kovick, Attorney Meduri and the County Auditor's Office for their hard work on this and for making it happen for the employees.

2. Annual Sick Leave Incentive Program (November 2020)

Director Kovick pointed out that sometime during this year, the Board will need to think about what to do with the Annual Sick Leave Incentive Program and whether the Board will allow employees that benefit from either the emergency leave under the Federal Act or the expanded Family Medical Leave Act (FMLA) will be eligible for the sick leave incentive program.

3. Return to Work Policy

Director Kovick is working on a return to work policy for employees who have been out for COVID-19 or are experiencing symptoms because she's had several Directors ask about the next steps in returning to work. Director Kovick presented the document to the Prosecutor's Office for review, but would also like to get an opinion from someone from the Health Department, as well.

4. Request for Leave Form for Families First Coronavirus Response Act (FFCRA) Emergency Family and Medical Leave Expansion Act (EFMLAE)

Director Kovick revised the Leave Form slightly for clarification purposes as the Department of Labor has more clearly defined the Act and the revised form was sent to the Prosecutor's Office for review. Once the communication goes out to employees, the revised Leave Form will go with it. Director Kovick will forward a copy to the Board so it's aware of the documentation needed when an employee is requesting leave or FMLA.

**JOB & FAMILY SERVICES AND HUMAN RESOURCES**

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

**Resolutions:**

1. The Board of Commissioners agrees to transfer \$ 18,384.88 from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance Fund
  - This is the regular monthly transfer from the Child Support Fund to Public Assistance Fund for their share of costs in Public Assistance for \$18,384.88.

**RESOLUTION NO. 20-0267      -      RE: TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Child Support Administration Fund owes the Public Assistance Fund for Shared 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 \$18,384.88 for March 2020 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$18,384.88

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$18,384.88

; 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;

9:23 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Commissioner Clyde, seconded by Commissioner Kline that the Board of Commissioners move into executive session to consider the discipline of a public employee. Also present: Kellijo Jeffries and Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:32 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.

### **MISCELLANEOUS ITEMS**

The Board of Commissioners approves the April 16, 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**

### **Homeland Security & Emergency Management**

#### **Resolutions:**

1. Accept the donations to the Office of Homeland Security & Emergency Management for COVID-19 response.

**RESOLUTION No. 20-0273      -      RE: ACCEPTANCE OF DONATIONS 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 (COVI D-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 donations in accordance with Resolution No. 13-1010, adopted on October 3,

2013, on behalf of the Portage County Office of Homeland Security and Emergency Management:

Contact (Requirement)	Address	Donation
Deborah Wyszynski, Southeast LSD	8301 Tallmadge Rd. Ravenna OH 44266	1,000 Surgical Masks (value \$95)

; 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;

**Commissioners**

**Resolution:**

1. The Board of Commissioners opposes the elimination of the U.S. Census Akron Metropolitan Statistical Area.
  - Commissioner Clyde noted this resolution is in response to AMATS reaching out to the Board about the Metropolitan Statistical Area (MSA).

**RESOLUTION No. 20-0274                      -                      RE:                      PORTAGE COUNTY BOARD OF  
COMMISSIONERS OPPOSING THE  
ELIMINATION OF THE U.S. CENSUS  
AKRON METROPOLITAN STATISTICAL  
AREA**

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

**WHEREAS**, the Akron Metropolitan Area Transportation Study (AMATS) is designated as the Metropolitan Planning Organization (MPO) by the Governor, acting through the Ohio Department of Transportation and in cooperation with locally elected officials for Summit and Portage Counties and the Chippewa and Milton Township areas of Wayne County; and

**WHEREAS,** Summit and Portage Counties are both contained in the AMATS service area and make up the U.S. Census Bureau's Akron Metropolitan Statistical Area; and

**WHEREAS,** the Akron metropolitan area has been represented continuously in the U.S. Census since 1930 when the U.S. Census Bureau incorporated Metropolitan Districts; and

**WHEREAS,** Summit County has part of the Akron Metropolitan Statistical Area since the creation of Standard Metropolitan Statistical Areas in 1950; and

**WHEREAS,** Portage County has been part of the Akron Metropolitan Statistical Area since 1970; and

**WHEREAS,** this delineation of geographies of the Akron and Cleveland metropolitan areas have existed since the creation of Metropolitan Districts in the 1930 U.S. Census.

**WHEREAS,** the Northeast Ohio Areawide Coordinating Agency (NOACA) has proposed an initiative to combine the Akron, Canton and Cleveland Metropolitan Statistical areas to benefit the Cleveland Metropolitan Statistical Area; and

**WHEREAS,** the current U.S. Office of Management and Budget Metropolitan Statistical Area methodology does not support NOACA's initiative; and

**WHEREAS,** communities in Summit and Portage County value being represented by the Akron Metropolitan Statistical Area; and

**WHEREAS,** the elimination of the Akron Metropolitan Statistical Area would lead to a loss of identity and erosion of stature for the greater Akron area; and

**WHEREAS,** the elimination of the Akron Metropolitan Statistical Area harms the Akron metropolitan area's ability to differentiate itself in Northeast Ohio with no potential benefits; now therefore be it

- RESOLVED,** 1. That this Board opposes NOACA's initiative to combine the Akron, Canton and Cleveland Metropolitan Statistical Areas.
2. That this Board opposes the elimination of the Akron Metropolitan Statistical Area.
3. That this Board supports the existing Office of Management and Budget U.S. Census Metropolitan Statistical Area methodology.



4. That this Board affirms that the Akron Metropolitan Statistical Area is important census geography, providing Akron area communities identity as a separate metropolitan area in Northeast Ohio.
5. That this Board strongly believes that the Akron Metropolitan Statistical Area must and should remain in the 2020 U.S. Census; now therefore be it

**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 acknowledges receipt of the April 14, 2020 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating the days and hours that the Board of Elections will be open to the public continuing to conduct the Primary Election originally scheduled for March 17, 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 acknowledges receipt of the April 14, 2020 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections regarding special election cost estimate pursuant to ORC 3501.17(j). Special Election in Portage County is currently scheduled for August 4, 2020.

**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

Director Bragg explained the bill run is light this week and has no late fees. The Then & Nows are down to \$116,000 and there's nothing unusual with any of routine resolutions.

**RESOLUTION NO. 20-0268      -      RE:    BILLS APPROVED AND ACH 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 23, 2020 in the total payment amount of **\$796,597.92** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,**      that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, April 24, 2020, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on April 23, 2020 in the total payment amount of **\$20.00 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0269      -      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 23, 2020 in the total payment amount as follows:

1. \$114,615.74 to Medical Mutual - Claims

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 24, 2020 \$ 114,615.74

and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0270 - 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:

04/23/20	683	\$146.00
04/23/20	684	799.25
04/23/20	686	33,640.84
04/23/20	687	9,089.99
04/23/20	688	87,486.76
04/23/20	691	323.66
04/23/20	692	2,670.59
04/23/20	693	96.00
04/23/20	784	1,158.79
04/23/20	785	349.11
Total		\$135,760.99

; 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. 20-0271 - 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 **\$116,404.50** dated **April 23, 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. Accept the grant award from the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff.
- This is a standard grant that has small local match but it's already been budgeted.

**RESOLUTION NO. 20-0272 - RE: ACCEPT THE GRANT AWARD FROM THE OHIO DEPARTMENT OF NATURAL RESOURCES DIVISION OF WATERCRAFT MARINE PATROL ASSISTANCE GRANT PROGRAM FOR THE PORTAGE COUNTY SHERIFF.**

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

- WHEREAS,** Section 1547.67 of the Ohio Revised Code establishes a grant-in-aid program for financial assistance to political subdivisions engaged in recreational boating law enforcement; and
- WHEREAS,** the Portage County Board of Commissioners strongly supports the concept of recreational boating law enforcement to monitor area lakes; and
- WHEREAS,** on December 12, 2019, the Board of Commissioners adopted Resolution No. 19-0885 authorizing the FY 2020 Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Application for the grant period January 1, 2020 to December 31, 2020 for assistance of \$23,529.00 from the Waterways Safety Fund. The necessary General Fund Local Match Appropriation requested was \$7,843.00 for a total grant award of \$31,372.00. A contractual service agreement is dependent upon approval of this grant application.

Continuation of the program after fiscal 2020 is dependent upon receipt of future State funding; and

**WHEREAS,** the Ohio Department of Natural Resources has awarded the Portage County Sheriff's Department Twenty Three Thousand Five Hundred Twenty Nine Dollars and No Cents, (\$23,529.00), with a local match obligation of Seven Thousand Eight Hundred Forty Three Dollars and No Cents (\$7,843.00); from the General Fund, and

**WHEREAS,** the Portage County Sheriff began the Watercraft Marine Patrol Program utilizing deputies that were already employed by Portage County. The Commissioners note that this Portage County program will not replace the State of Ohio responsibility for law enforcement on Portage County lakes; now therefore be it

**RESOLVED,** that the Board of Commissioners accepts the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Award for January 1, 2020 - December 31, 2020 for \$23,529.00 from the Waterways Safety Fund on behalf of the Portage County Sheriff; and be it further

**RESOLVED,** that the necessary local match of \$7,843.00 will come from the County General Fund for a total grant award of \$31,372.00. Continuation of the program after Fiscal Year 2020 is dependent upon the receipt of future State funding; and be it further

**RESOLVED,** that the Board of Commissioners authorizes the President or Vice-President of the Board Commissioners to sign the award documents; and be it further

**RESOLVED,** that a copy of this resolution will be filed with the Portage County Auditor's Office, Portage County Department of Budget & Financial Management and the Portage County Sheriff's 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 was as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**PLEASE ADD TO YOUR AGENDA**

April 23, 2020

1. Amendment to the General Fund 2020 Annual Appropriation Resolution No. 19-0947 adopted December 17, 2019.
  - There is \$45,000 to Department 12 (Central Purchasing Services) to start work on removal of the fuel tank at the Motor Pool.
  - Everything else in the budget amendment is necessary in order to budget the grants the Courts just received.
  - The Supreme Court has awarded the County courts to purchase virtual equipment in order to practice social distancing.

## RESOLUTION NO. 20-0275

**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:

	<i>Increase</i>	<i>Decrease</i>
Fund: 0001 General Fund		
012 Central Purchasing Services		
00124 Internal Svcs Projects CS	45,000	-
MEMO TOTAL	<u>\$ 45,000</u>	<u>\$ -</u>

Note: Removal of UST

530 Common Pleas Court		
05305 Common Pleas Ct Materials & Su	21,489	-
MEMO TOTAL	<u>\$ 21,489</u>	<u>\$ -</u>

Note:

550 Domestic Relations		
05505 Domestic Ct Materials & Suppli	36,124	-
MEMO TOTAL	<u>\$ 36,124</u>	<u>\$ -</u>

Note:

570 Juvenile Court		
05705 Juvenile Court Materials & Sup	4,359	-
MEMO TOTAL	<u>\$ 4,359</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 106,972</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;

The next three resolutions are for the grant awards from the Supreme Court of Ohio. The Common Pleas Court received \$21,489, Domestic Relations received \$36,124, Juvenile Court received \$4,359 and the Detention Center received \$4,500.

**RESOLUTION NO. 20-0276 - RE: APPLYING FOR AND ACCEPT THE GRANT AWARD FROM THE SUPREME COURT OF OHIO ON BEHALF OF THE PORTAGE COUNTY COMMON PLEAS COURT.**

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

**WHEREAS,** the Portage County Common Pleas Courts applied for and received a \$17,130.23 grant that was later amended to include an additional \$4,358.28, 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 \$21,488.51 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 Pittman 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;

**RESOLUTION NO. 20-0277 - RE: APPLYING FOR AND ACCEPT THE GRANT AWARD FROM THE SUPREME COURT OF OHIO ON BEHALF OF THE PORTAGE COUNTY DOMESTIC RELATIONS COURT.**

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

- WHEREAS,** the Portage County Common Pleas Courts applied for and received a \$36,123.49 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 \$36,123.49 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 Giulitto 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;

**RESOLUTION NO. 20-0278 - RE: APPLYING FOR AND ACCEPT THE GRANT AWARD FROM THE SUPREME COURT OF OHIO ON BEHALF OF THE PORTAGE COUNTY COMMON PLEAS COURT, JUVENILE DIVISION.**

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

**WHEREAS,** the Portage County Common Pleas Courts applied for and received a \$4,358.28 grant that was later amended to include an additional \$4,575.80 for the Juvenile Detention Center, 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 \$8,934.08 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 Pittman 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;

**JOURNAL ENTRY:** The Board of Commissioners authorizes Commissioner Kathleen Clyde, President of the Board, to sign the Sixth Quarter Cash Reimbursement Request in the amount of \$56,391.71 for the EMPG FY19 Q-6 Grant, as prepared by the Homeland Security and Emergency Management Office and reviewed by the Department of Budget & Financial Management, with no exceptions noted. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

**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 quarterly reimbursement amount for the Office of Homeland Security and Emergency Management.

#### Discussion:

##### 1. 2020 General Fund

- In the adjustments for 2020, there's a negative \$1.5 million as a rough estimate of what the Board should plan on doing, assuming the Governor's Stay at Home Executive Order mostly continues through May.
- The estimate is mainly sales tax without an estimate on property tax delinquencies.
- It includes a modest estimate on lost interest, although the interest is the area where the County will lose revenue for awhile. Interest revenue will not go up for another year and a half to two years before it recovers.
- Currently, the State has provided guidelines and the County should expect to lose 20-30% of their sales tax revenue for each month under the Stay at Home order.
- The County receives a little over \$1.5 million each month for sales tax and 20% is \$350,000-\$400,000 and 30% is approximately \$550,000-\$600,000. If you assume we were out half of March, all of April and all of May, that puts the County at \$1.5 million just in sales tax.
- Better data will be available in May because all of April will have been in the process.
- Commissioner Kline pointed out a possible error in the 2016 adjustment figure and Director Bragg will make the adjustment so that it's consistent with the others.

- Commissioner Kline asked about the 1\* and Director Bragg noted the figures are estimated with a 2% increase in 2021-2022.
- Commissioner Christian-Bennett asked about the revenue change from 2018 to 2019 and if it was because of the sales tax increase and the interest? She also asked if the Board received reimbursement for the Board of Elections equipment. Director Bragg stated several grant reimbursements hit in 2019 and close to \$2 million of that was one-time revenue. Interest and sales tax did well last year and accounts for a portion of the increase. Director Bragg will provide a listing of the one-time revenues for the Board.
- Commissioner Christian-Bennett reiterated the fact that the \$1.5 million shortfall is an estimate and Director Bragg explained they will receive more accurate figures in May. If the pandemic goes into June and July, the Board can expect more delinquency on the property taxes.
- Commissioner Christian-Bennett noted if this pandemic keeps going, the Board is going to have to start making serious decisions.
- Director Bragg noted the County is in good financial shape and there is a cash balance available to work with.
- Director Bragg encourages the Board to come up with its Capital plan, specifically about its buildings within the next month so when the September/October budgeting cycle comes around, there's an idea of what capital and operating can be reduced and how much of the cash balance the Board wants to use to cushion the changes, so the Board can have a balanced 3-4 year plan.
- Commissioner Kline asked if the \$50,000 for Motor Pool takes into account the \$45,000 he'd asked about before and Director Bragg noted it accounts for the contract bids of \$45,000 and he budgeted a little higher for inspections.
- Director Bragg is unsure of the Board's intention when it comes to the Motor Pool building, whether to sell as is or to do some other work to it. There is an interested party and could be sold as is, but there's a lot of equipment stored inside the Motor Pool that needs to be discussed.
- Commissioner Christian-Bennett talked to Internal Services Director JoAnn Townend about Pretty Glen dam and she mentioned the estimated easement cost is around \$150,000. Director Bragg noted the Board is going to want to have the design engineer come in to discuss in more detail and there are grant opportunities for restoration. The Board will need to decide whether it wants to stagger the timing of the dam in with the grant application process, but it's too late for 2020, the Board would need to look at applying for grants in 2021. The Board can purchase the easements now and proceed with some of the design work this year if interested.
- Commissioner Christian-Bennett noted the Airport's amount from last year was for the fuel tank and Director Bragg noted the amount listed was an estimate and the

Board actually provided a loan up to \$80,000. The Airport is still doing the work, but hasn't made arrangements for the crane and then they were to pay back what they didn't use. Director Bragg is still waiting on better estimates as to what they are actually going to need.

- The Airport has come to the Board asking for additional funding to support a grant match, that will be reimbursed but in two years. The FAA has awarded the Airport a grant, but they cannot receive the funding until certain criteria has been met (such as moving the taxi way) and they could begin the design work now to keep the project on track, but will need money to pay the designer and the money would be reimbursed once the grant is awarded in 2022 at an amount around \$119,000. The Board could write it up as another extension of their loan agreement and could include more stringent language in terms of payback.
- Commissioner Christian-Bennett noted the Board must decide what it's doing with the Airport because they are not able to generate the income to pay back or to do anything. Director Bragg stated this is a reimbursement and the Board can stipulate that the reimbursement comes back to the Board.
- Director Bragg explained the Annex building, Riddle Block, Motor Pool and the Airport need a plan in place because there's a considerable amount of money to be spent on each facility.
- Commissioner Christian-Bennett asked if the loss of rent from Job and Family Services moving out of the Annex building is included in the projection and Director Bragg noted it's not listed because he hasn't heard whether that's official and what date it begins.
- Director Bragg discussed an option for the Annex building to be used for record storage and it would be closer for those departments needing to retrieve records.
- Commissioner Kline pointed out the Annex building doesn't seem to have any more useful life unless money is put into it but Director Bragg agreed for office space, but reminded the Board that it has a new roof and windows.
- Commissioner Christian-Bennett pointed out the Unions are going to be coming to the Board about hazard pay and Director Bragg reminded the Board that Sheriff Doak forwarded a request from the Sheriff's attorney indicating they wanted to talk about it.
- Director Bragg explained Job and Family Services receives a lot of money through property taxes, should they receive a significant portion of delinquencies and the Board may need to subsidize them until that catches back up.
- Commissioner Christian-Bennett cautions the Board about being in a good financial position because in a couple of months, it drastically changes and the Board may need to make serious cuts. A lot of the carryover was for projects the Board hasn't been able to pursue yet.

- Commissioner Christian-Bennett explained the Federal Government is only offering reimbursement for expenses due to COVID-19, but even if the government does contribute, it's still not going to be enough.
- Director Bragg noted all the counters in the Administration Building are open between the employee and the customer and he is unsure if 'sneeze guards' would be reimbursable. When we open back up to the public, departments are going to want protection. Hazard pay might not be reimbursable and it's being investigated.
- The tax budget will start in May and the Courts, Treasurer and Auditor will be asked to estimate what they feel some of their revenue losses are going to be for this year as well as going into 2021. Then the Board will need to start working on forecasting through June to put together the budget and by July they should have a clearer picture. Director Bragg suggests the Board include some discussion about facilities and what the Board wants to do with them over the next 2-3 years because it's important to go to the Elected Officials with a plan.

Commissioner Clyde asks for recommendations in preparation for the next meeting or future meetings about potential cost saving actions the Board can review in light of today's information.

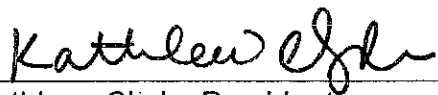
**Motion:** Commissioner Clyde

**Second:** Commissioner Kline  
that the Board adjourns the Meeting of April 23, 2020 at 10:10 AM.

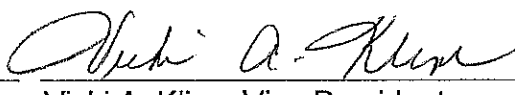
**Roll call vote:** Commissioner Clyde, Yea; Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;

**Motion Carries.**

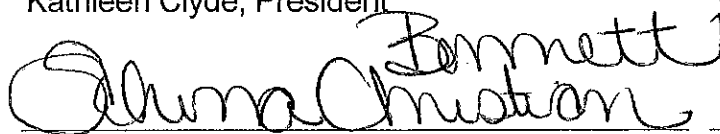
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of April 23, 2020.



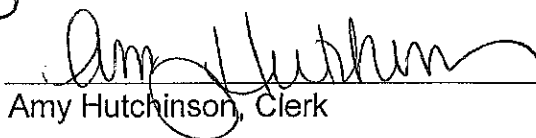
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk