

Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, May 14, 2020

9:02 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present via Zoom video conference.

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

Also attending throughout the morning: County Administrator Gene Roberts

Commissioner Clyde asked for a moment of silence for the Portage County residents who lost their lives this week battling the COVID-19 virus. Our thoughts are with their families and loved ones at this difficult time.

Recessed to Solid Waste Management District: 9:04 AM

Reconvened: 9:10 AM

HUMAN RESOURCES

Present: Director Janet Kovick and Sue Brannon, Budget & Finance Administrator Job and Family Services

Discussion:

1. Personal Travel During COVID-19 Pandemic

On April 30th, the Governor signed the "Stay Safe Ohio" order extending it to May 29th, however the order also mentioned personal travel. Summer is almost here and employees will be going on vacations and could possibly be going out of state, so a policy was drafted to address these concerns. The order allows for travel into or out of the state, but it does recommend persons entering the state with the intent to stay self-quarantine for 14 days unless they are doing so for critical infrastructure or for healthcare workforce purposes.

Director Kovick also reported that the County Commissioners' Association of Ohio (CCAO) put out a bulletin dated May 7, 2020, in line with the Governor's Order, advising when an employee returns from personal non-essential travel, they need to use their own personal time during the 14 days, unless they can telework from home upon the approval of the Department Director.

Director Kovick drafted a policy in line with the order and CCAO, which indicates if an employee chooses to go on vacation, when they return they will need to stay self-quarantine for 14 days using vacation, personal comp time, or leave without pay to cover the quarantine period unless they are able to telework, but that would be up to their Director. Sick leave is not allowed to be used during the 14 day period because there is no illness.

The draft policy was reviewed by County Administrator and Prosecutor's Office.

Commissioner Clyde asked if the Director would come back to the Board or the Human Resources Department on the leave without pay or paid administrative leave option and Director Kovick replied typically, leave without pay requests come to the Board as a paper trail, but the request can either go through Human Resources or the Director can come to the Board. It's important to note that employees will not be disciplined for this leave without pay. Commissioner Clyde asked if the Governor changes the order, would this policy change or be terminated and Director Kovick noted the bottom of the policy has a disclosure that states it is subject to change. Commissioner Clyde pointed out this is travel to any state and Director Kovick agreed.

Administrator Roberts noted in the interim if an employee will be on vacation, Directors can use the hours provided by the Board specifically to implement what plans are necessary and Directors would return to the Board with specifics.

Director Kovick will prepare a resolution for adoption next week.

JOURNAL ENTRY: The Board of Commissioners agrees to authorize the full time hire of Donald Feller as a Regional Wastewater Superintendent, replacing the position previously held by Christopher McCarron, for Portage County Water Resources. Anticipated start date is June 8, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries.

JOURNAL ENTRY: The Board of Commissioners accepts the resignation of Kaleigh Yoder, Social Service Worker 3, for Job and Family Services effective June 6, 2020 as presented by Human Resources Director Janet Kovick.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries.

Discussion:

Three-day internal posting of the full time Social Service Worker 3, replacing Kaleigh Yoder for Portage County Job & Family Services with external posting if no internal appointment is made.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

Commissioner Clyde noted Director Jeffries talked about a hiring freeze in her department and she wondered how this posting would interact with some of the changes she is making and Director Kovick will need to verify, but on occasion posting go through the approval process so when the Director is ready, it can move forward.

Commissioner Clyde asked if Director Kovick talked with Director Jeffries on the posting for her department in light of her current hiring freeze and Director Kovick noted very few have gone through and he department is interviewing for another position, but she believes it won't happen until next week and they are internal applicants for the position. Director Kovick will reach out to Director Jeffries and Commissioner Clyde asked to hold the posting of the Social Service Worker 3 while they have the conversation. Commissioner Clyde believes we should be careful on all hiring decisions right now and not necessarily be on auto pilot with postings because of budgetary issues. Director Jeffries has been very up front about her strategies about dealing with them, but it would be helpful to check in with her first and make sure that filling this position is absolutely necessary at this time and for all of us to be as careful as possible moving forward on individual hiring decisions.

The Board agreed to hold the Journal Entry for posting until next week depending on the conversation between Director Kovick and Director Jeffries as it doesn't appear it would be a hardship to wait one week based on the date of the resignation.

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator

Ms. Brannon noted when she logged on, she heard the discussion about the posting and Director Jeffries was intending to post it, but she's not planning on hiring right now. Commissioner Clyde asked why would she post if she's not going to hire or interview. Ms. Brannon indicated she would find Director Jeffries in order to continue the conversation, but Commissioner Clyde indicated they will discuss further next week.

Resolutions:

1. Transfer \$28,747.95 from Fund 1413, WIA fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0312
 - This is the quarterly MOU transfer to pay back the Public Assistance Fund for the One Stop charges that the partners owe Job and Family Services. The department

fronts the expenses for the quarter and then they bill back their partners in the amount of \$28,747.95 for the October/December 2019 quarter.

**RESOLUTION NO. 20-0312 - 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 One Stop sharing 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 \$28,747.95 for the 2nd Qtr SFY20 Oct-Dec 2019 adjustment 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

\$14,373.97

Project 3B278

\$14,373.98

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$28,747.95

; 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;

2. Transfer \$68,512.85 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0313

- This is the monthly transfer to the Public Assistance Fund from the WIA fund for the staffing costs paid originally out of the Public Assistance Fund. The transfer is for a second adjustment for February, a first adjustment for March and April for \$68,512.85.

RESOLUTION NO. 20-0313

**- 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 \$68,512.85 for Feb 2020 Adj#2 and March 2020 Adj#1, and April 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

\$14,174.17

Project 3B278

\$13,033.64

Project 3A259

\$ 9,009.88

Project 3B259

\$14,185.09

Project 3B277

\$18,110.07

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$68,512.85

; 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;

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. Reduce the speed limit on New Milford Road (CH 31), beginning at Wilkes Road (TH116) and ending at the Stark County limits, in Randolph Township, Portage County./20-0314
 - This resolution is for the County Engineer to have the speed limits reduced on New Milford Road beginning at Wilkes Road and ending at the Stark County limits.

RESOLUTION No. 20-0314 - RE: REQUEST THAT THE STATE DIRECTOR OF TRANSPORTATION REDUCE THE SPEED LIMIT ON NEW MILFORD ROAD (CH 31), BEGINNING AT WILKES ROAD (TH 116) AND ENDING AT THE STARK COUNTY LIMITS, IN RANDOLPH TOWNSHIP, PORTAGE COUNTY.

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

WHEREAS, the Portage County Engineer's Department requests that the speed limit be reduced on **New Milford Road (CH 31)**; now therefore be it

RESOLVED, that the County Engineer, having completed the engineering studies by virtue of the provisions of Section 4511.21 of the Revised Code of Ohio, the Director of

Transportation of the State of Ohio be and is hereby requested to review the engineering and traffic investigations and determine and declare a reasonable speed limit and to consider the recommendation of speed limits of the Portage County Engineer and Board of Portage County Commissioners as follows:

Reduce the speed limit from 55 to 45 mph on New Milford Road (CH 31), beginning at Wilkes Road (TH 116) and ending at the Stark County Limits in Randolph Township, Portage County; and be it further

RESOLVED, that upon notification from the Director of Transportation of the State of Ohio of the speed limit declared reasonable and safe, standard signs be properly posted giving notice thereof, 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;

2. Declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./Resolution No. 20-0315

- This is a standard resolution to dispose of obsolete personal property.
- It's for 4 vehicles owned by the Board of Developmental Disabilities they no longer need.
- Commissioner Kline asked what happens to the busses and Director Townend indicated these will be sold on Gov Deals, which is a government website where individuals post pictures and a live auction is held and there will be some funding coming from the sale.

**RESOLUTION NO. 20-0315 - RE: DECLARE OBSOLETE AND DISPOSE OF
PORTAGE COUNTY PERSONAL
PROPERTY LOCATED AT THE PORTAGE
COUNTY BOARD OF DEVELOPMENTAL
DISABILITIES**

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

WHEREAS, the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; now therefore be it

RESOLVED, that, in accordance with the Ohio Revised Code Section 307.12(D), the Board of County Commissioners authorizes the request to dispose of the following inventory:

ITEM:**VIN NUMBER:**

Bus THOMAS 16, 2004	24-passenger 1T88J4C2741145734
Bus THOMAS 8, 2011	23 passenger 1T88K4E2XB1130054
Mini-Van Chevrolet 11, 2007	8 passenger 1GBDV13187D128796
Mini-Van Chevrolet 12, 2008	8 passenger 1GBDV13W18D143234

;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;

3. Declares unused/excess property owned by the Portage County Commissioners and set the auction date for the sale of the unused/excess real estate located in Ravenna City (Board of DD)/20-0316
- This resolution is for a sale by auction of unused/excess real estate located on SR88 that belongs to the Board of Developmental Disabilities.
 - The resolution has been reviewed by the Prosecutor's Office.
 - The advertisement will be in the paper starting on Saturday once a week for 4 weeks for 30 days.
 - Commissioner Kline asked if the Board has ever rejected any bids and what the reason would be and Director Townend responded an example might be if a bidder missed the deadline, but she doesn't recall that we've ever had to use that stipulation.
 - Commissioner Clyde thanked Director Townend and the Board of DD for their work on this project.

RESOLUTION NO. 20-0316 - RE: DECLARE UNUSED/EXCESS PROPERTY OWNED BY THE PORTAGE COUNTY COMMISSIONERS AND SET THE AUCTION DATE FOR THE SALE OF THE UNUSED/EXCESS REAL ESTATE LOCATED IN RAVENNA CITY.

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

WHEREAS, parcels no. 31-212-00-00-020-002 and 31-212-00-00-020-004 (known as 7008 St. Rt. 88) consisting of approximately 7 acres and 3.58 acres respectively located in the City of Ravenna, Ohio was initially acquired by the Portage County Board of Commissioners at the request of the Portage County Board of Developmental Disabilities and for purposes of use by the Portage County Board of Developmental Disabilities including the construction of a building on the parcels; and

WHEREAS, the Portage County Board of Developmental Disabilities no longer requires the property for public use and in compliance with Ohio Revised Code 307.09 and 307.10 the Board of Developmental Disabilities requests that the Portage County Board of Commissioners declare the property as owned, unused/ excess property; now therefore be it

RESOLVED, that parcels no. 31-212-00-00-020-002 and 31-212-00-00-020-004 (known as 7008 St. Rt. 88) consisting of approximately 7 acres and 3.58 acres respectively located in Ravenna City, Ohio be declared as County owned unused/excess property not needed for public use and under the jurisdiction of the Board of County Commissioners; and be it further

RESOLVED, that the Portage County Board of Commissioners sell the property and its contents pursuant to R.C. 307.10 and R.C. 307.10 to the highest responsible bidder at an auction with the minimum bid set at \$500,000.00 and that a Medicaid Certified DODD provider will be preferred and be a factor in determining the highest responsible bid; and be it further;

RESOLVED, that the Board of County Commissioners reserves the right to reject any and all bids in accordance with law and that the Board of County Commissioners shall determine the highest responsible bid at its next regularly scheduled public meeting after the auction; and be it further;

RESOLVED, that the Portage County Board of Commissioners reserves the right to have an easement on a portion of the property to be designated by the Board; and be it further

RESOLVED, that the public auction will be conducted by the Portage County Sheriff's office on the outside front steps of the Portage County Courthouse, 203 W. Main St., Ravenna OH at 11:00 a.m., e.s.t. on Wednesday, June 17, 2020; and be it further

RESOLVED, that at the conclusion of the public auction, the official conducting the auction will write on a pre-printed form the highest offered bid by each respective

party bidding, that party's contact information, whether such party is a Medicaid Certified DODD provider, and then have each respective party sign such form. The official conducting the auction will then forward those forms containing the bid information to the Director of the Portage County Internal Services Department who shall then forward those forms containing the bids for presentment to the Board of County Commissioners at the Board of County Commissioners' next regularly scheduled meeting where the Board will then determine the highest responsible bid; and be it further

RESOLVED

the Board of County Commissioners and the Board of Developmental Disabilities shall provide no warranties of any kind or nature whatsoever and the highest responsible bidder shall execute a purchase and sale agreement prepared on behalf of the Board of County Commissioners and said agreement shall include such terms but not limited to the buyer taking title to the real property "AS IS" via a Quit Claim Deed, buyer shall indemnify, hold harmless and release the Board of County Commissioners and the Board of Developmental Disabilities and both Board's respective officers, directors, employees and agents from any and all liability of any kind, as well as other essential terms as determined by the Board including designating an escrow agent, all closing costs payable by the buyer, and with the closing of the purchase to occur within 30 days of the Board of County Commissioners determining the highest responsible bidder, unless extended by mutual agreement.

RESOLVED,

that the notice of the time, date and place of the public auction shall be published in the Record Courier on May 16, 23, 30 and June 6, 2020 and a copy thereof be posted on the County's website and bulletin board of the Board 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;

DEPARTMENT OF BUDGET & FINANCE

Present: Director Todd Bragg

Director Bragg noted the bill run is back to normal with several weeks that were low and this run is \$764,654.15 and is typically between this amount and \$1 million.

The Then and Now increased slightly because of several invoices, but it's not too concerning.

**RESOLUTION NO. 20-0317 - 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 May 14, 2020 in the total payment amount of **\$764,654.15** 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, May 15, 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 May 14, 2020 in the total payment amount of **\$25.05 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. 20-0318 - 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 May 14, 2020 in the total payment amount as follows:

1. \$271,500.34 to Medical Mutual - Claims
2. \$8,727.55 to Wage Works; 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, May 15, 2020 \$271,500.34

Wire Transfer on Friday, May 15, 2020 \$ 8,727.55

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. 20-0319 - 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:

05/14/20	410	\$4,665.50
05/14/20	412	34.00
05/14/20	413	108.00
05/14/20	414	72.02
05/14/20	415	136.00
05/14/20	416	846.39
05/14/20	417	7,247.47
05/14/20	418	2,484.89
05/14/20	419	26,011.21
05/14/20	420	74.92
05/14/20	421	382.32
05/14/20	422	124.69
05/14/20	423	74.92
05/14/20	424	124.69
05/14/20	425	74.92
05/14/20	426	13,704.90
05/14/20	427	4,464.91
05/14/20	428	7,624.24
05/14/20	429	10,279.24
05/14/20	430	6,128.30
05/14/20	431	1,666.67
05/14/20	432	322.85
Total		\$86,653.05

; 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. 20-0320

-

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 **\$357,398.24** dated **May 14, 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;

1. The Board of Commissioners accepts the Ohio Department of Justice Program, Violence Against Women grant (VAWA), domestic violence intervention project number 2019-WF-VA2-8222 for grant year 2020./20-0321
 - This is for a normal grant application for the 2021 budget year, starting in October but both transfers and match would be done in 2021.
 - The Prosecutor is very good about giving the standard amount the County provides, even if more was approved in the grant.
 - Commission Christian-Bennett believes it was the VOCA grant that was reduced and Director Bragg will investigate.

RESOLUTION NO. 20-0321 - RE: ACCEPT THE OHIO DEPARTMENT OF JUSTICE PROGRAM, VIOLENCE AGAINST WOMEN GRANT (VAWA), DOMESTIC VIOLENCE INTERVENTION PROJECT NUMBER 2019-WF-VA2-8222 FOR GRANT YEAR 2020.

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

WHEREAS, at the request of Family & Community Services, Inc. the Board of Commissioners adopted Resolution No. authorizing the re-submittal of a grant application under the subgrant number 2019-WF-VA2-8222; now therefore be it

RESOLVED, that the Board of Commissioners accepts the United States Department of Justice Office of Criminal Justice Services (OCJS) Violence Against Women Act (VAWA) for the Domestic Violence Intervention Project grant on behalf of the Portage County Prosecutor's Office, implementing agency for the grant; and be it further

RESOLVED, that the Board of Commissioners notes that the grant is effective January 1, 2020 through December 31, 2020 with an Office of Criminal Justice Services total grant award amount for **2019-WF-VA2-8222 of Fifty-Nine Thousand Nine-Hundred Ninety-Seven Dollars and Eighty-Nine cents (\$59,997.89) with a required General Fund cash match of Nineteen Thousand Nine Hundred Ninety-Nine Dollars and Thirty cents (\$19,999.30) for a Total Budget of Seventy-Nine Thousand and Nine Hundred Ninety-Seven Dollars and Nineteen cents (\$79,997.10);** and be it further

RESOLVED, that a transfer from the General Fund in the amount of **not to exceed \$59,750.00** to cover additional program costs will be utilized for this program; and be it further

RESOLVED, that a copy of this resolution will be filed with the Portage County Department of Budget & Financial Management, the Portage County Auditor and the Portage County Prosecutor's Office; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY: The Board of Commissioners approved the April 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.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the May 7, 2020 regular meeting minutes.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries.

Dog Warden

Resolutions:

1. Accept the donations to the office of the Portage County Dog Warden./Resolution No. 20-0322

**RESOLUTION NO. 20-0322 - RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF THE PORTAGE COUNTY DOG
WARDEN.**

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

WHEREAS, the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

Name	Address	
Ohio Pet Fund Grant	2280 Henderson Rd Suite 207 Columbus, Oh 43220	\$2,500
Jewell Anne Diehn	5102 John Thomas Rd Ravenna Oh 44266	\$100
Amy Lanese	10173 Hopkins Rd Garrettsville Oh 44231	\$10
Rich & Jennifer Salzer	3277 Cook Rd Atwater Oh 44201	\$15
Caleigh & Charles Ellis	4063 Chapman Dr Kent Oh 44240	\$100
Carol Hughes	3077 SR 225 Diamond Oh 44412	\$100
Diane E Stresing	1375 Nicholas Dr Kent Oh 44240	\$50

Mark & Melanie Stallings	458 Hutchinson Dr Mogadore Oh 44260	\$500
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; now therefore, be it

RESOLVED, the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

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

Roll call vote as follows:

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

Water Resources

JOURNAL ENTRY: The Board of Commissioners agrees to signs the correspondence to Joshua C. Muller & Jeanine M. Muller, advising that the Portage County Water Resources Department records indicate that Project No. FR-1 16-150-P, Sanitary Sewer Extension-Schoolview Drive has been completed, including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer Agreement have been met and the project is accepted by Portage County subject to the usual one-year guarantee of workmanship and material.

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 acknowledged receipt of the May 4, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries.

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

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries.

JOURNAL ENTRY: The Board of Commissioners acknowledged the receipt of the tax estimates as they will appear on 2021 Certificate of Estimated Resources as presented by the Portage County Auditor (Cc: Department of Budget & Finance).

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries.

REGIONAL PLANNING COMMISSIONER (RPC) AND NEIGHBORHOOD DEVELOPMENT SERVICES (NDS)

Present: Lisa Reeves, Director Todd Peetz, Regional Planning Commission; Mike Bogo, Jen Davis, Neighborhood Development Services; Department of Budget and Financial Management Director Todd Bragg, Director Ryan Shackelford, Office of Homeland Security and Emergency Management

Discussion:

1. CDBG Proposals

Ms. Reeves discussed the following 2020 CDBG Community Development Allocation Program Proposals:

Agency/Org	Request	Other Funding	Project	Comments
<u>Haven of Portage County</u>	\$250,000	Haven of P.C. Amount to be determined P.C. RLF = \$25,000	Material, installation and tie-in fees for water, sanitation and sewer for a building located at 2645 State Route 59 in Ravenna Township to provide low-barrier housing with 62 beds for homeless, LMI persons.	LMI Benefit
<u>P.C. Land Reutilization Corp.</u>	\$25,000	-	Demolition of the following residential structures: (1) 4422 Wolforth Avenue, Ravenna Township; (2) 2412 Sunnybrook Road, Suffield Township.	Slum/Blight
<u>Windham Village</u>	\$148,000	-	Rehabilitate the Village Community Center located at 9647 East Center Street in the Village of Windham including several health and safety items. These repairs include: (1) Repairs to floors; (2) Repairs to walls; (3) Repairs to ceilings; (4) Repairs to the electric; (5) Repairs to HVAC; (6) Remove and replace existing uneven sidewalks.	Community Center is located in Census Tract 6006.03, Block Group 1 and is 60% LMI
<u>Freedom Township & The Freedom Township Historical Society</u>	\$24,763	-	<u>School House (7276 State Route 303)</u> : (1) 2 handicap accessible parking spaces; (2) 1 ADA compliant unisex restroom; (3) ADA compliant sidewalk and lift area. <u>Freedom Township Hall (8966 State Route 700)</u> : (1) 2 ADA accessible parking spaces; (2) 2 ADA compliant restrooms; (3) Replace deteriorating ramp and railings to be compliant with ADA standards.	
<u>Coleman Professional Services</u>	\$150,000	-	Demolition of the blighted North portion of 111 East Main Street to make room for parking and improved access to the building from the parking lot and tenant recreation area. Work will include demolition of existing concrete ramp that is adjacent to the building to be demolished. Two existing porches at 109 & 111 East Main Street would also be demolished to make space for a new common entrance to the 1st floor as well as basement access. The ramp would be rebuilt and repositioned to increase space and improve parking for tenants and employees in compliance with Ravenna's downtown planning and zoning requirements.	
<u>LoveLight, Inc.</u>	\$195,734	\$568,400	Acquire a piece of property (approx. 10 acres) located at 2346 State Route 59 in Franklin Township (Former KSU Golf Course) as well as some interior modifications and purchase of equipment for a learning center and for a variety of activities and programs for the community.	51% of the people served through LoveLight, Inc. must benefit LMI. Property is located in Census Tract 6016, Block Group 3 which is considered to be 53.78% LMI.
Total CDBG Requests	\$793,497			

	Total Allocation	\$630,000	<i>At least 51% of the Allocation (exclusive of Administration and Fair Housing) must benefit LMI households)</i>
	RPC Administration - County	\$72,000	<i>A maximum of 20% of the Allocation may be programmed for Administration and Fair Housing</i>
	Fair Housing	\$10,000	
	City of Streetsboro	\$150,000	<i>Funding allocation for the City will be awarded to Portage County under the jurisdiction of the Commissioners. RPC could use up to \$7,000 out of their allocation for Fair Housing and \$22,500 for administration. The City will be allowed up to 4 projects.</i>
	Left to Allocate	\$398,000	<i>The County is allowed up to 6 projects.</i>
	Maximum Public Service	\$72,000	<i>A maximum of 15% of the Allocation may be programmed for Public Service.</i>
	Maximum Slum/Blight	\$195,020	<i>No more than 49% of the Allocation (exclusive of Administration and Fair Housing) may aid in the elimination of Slum and Blight. Waiver requests to exceed the 49% must be submitted to OCD with the application.</i>

Director Peetz explained they worked with Neighborhood Development Services and the Department of Budget and Financial Management, to come up with a scoring sheet based on the following criteria:

- How long has the agency been established.
- Has the agency received funding previously.
- Have they received funding over the past 3 allocation cycles.
- Is the prime purpose for operations and maintenance.
- Is this a new program that will directly serve the community.
- Are other funding sources involved.
- Is the project more than 10% of annual revenue.
- Bonus point question - How was the agency to work with.

When reviewing the scores, the six top agencies were the Haven of Portage County, Portage County Landbank Reutilization Corporation, Windham Village, Freedom Township & Freedom Township Historical Society, LoveLight Inc. and the one that scored the least was Coleman Professional Services. There is a concern with LoveLight Inc. because they do not have an agreement or a letter of credit in place yet. Historically, the Board has always tried to spread the funding out as much as possible and they came up with the following:

- Neighborhood Development Services has \$75,000 of Revolving Loan Funding (RLF) and would contribute \$25,000 towards the Haven of Portage County.

- Take the Land Reutilization Corporations' \$25,000 request, along with Freedom Township/Historical Society \$24,763 and Windham Village project \$148,000 and put \$50,000 towards a County-wide demo program, so four of the six projects would be covered.
- NDS will work on the demolition through the RLF funding for the Land Reutilization Corp.
- In their recommendation, Coleman and LoveLight would not be funded but they will continue to seek other funding sources for them.
- Mr. Bogo noted this process is one step of a greater process the Board assigned to Neighborhood Development Services to complete, so this isn't the end of the Community Development activities. The outreach that started was hindered due to COVID-19, but there are a lot more projects that are in discussion. This is only for the one funding source of the Community Development Block Grant funding source but the intent is to continue to chase additional revenue and make other projects in the pipeline possible.
- Director Peetz noted the Land Reutilization Corp is asking for \$25,000, but there are also projects for Shalersville and Windham that fall under Countywide demo, so they can create a Countywide demo for \$50,000 out of RLF funding.

Project Funding from CDBG Allocation:

\$225,000 for Haven of Portage County
 \$148,000 for Windham Village
 \$ 24,763 for Freedom Township
\$397,763

Project Funding from RLF Allocation:

\$25,000 for Haven of Portage County
\$50,000 for Countywide Demo (Land Reutilization Corp (\$25,000), Windham Township and Shalersville)
\$75,000

The Board has a week to think about the proposals and a decision will be necessary next Thursday.

Commissioner Clyde asked for an explanation as to why Coleman's score was lower and Director Peetz explained that they scored lower because of past usage of the allocation funding (ie. they've asked for more than \$100,000, they've received funding more frequently, and this project is more than 10% of their annual revenue, etc).

Commissioner Clyde asked if the scoring system was such that if an agency received funding before, they are at a slight disadvantage and Director Peetz noted it's not a

requirement of the grant funding, but the County is trying to make the playing field more even. The Board can reject the recommendations as the scoring system was an internal function of the group and if the Board doesn't approve of the criteria, it can be tweaked.

Commissioner Christian-Bennett asked if Mr. Bogo had any comments regarding the scoring and he explained they were trying to create something from scratch and less random and more systematic and incorporated more of the community's non-profits and this is the product of that effort. The Board certainly has the final decision, but they were asked by the Board to channel the process into a system with more objectivity and that's what they tried to create.

Commissioner Clyde asked about the constraints on the funding and Director Peetz noted as long as it's serving the low to moderate income population or eliminates slum and blight in the community. Commissioner Clyde noted it has to be on non-staff expenditures and Director Peetz replied it is not for funding staff position or operations, it's for capital projects.

The Board thanked everyone for their participation.

HOMELAND SECURITY & EMERGENCY MANAGEMENT

Present: Ryan Shackelford

Discussion:

1. Public Assistance COVID-19 Grant Program for FEMA-DR-4507-OH authorized agent letter

Director Shackelford presented correspondence for Commissioner Clyde's signature, to the Ohio Emergency Management Agency, allowing Department of Budget and Financial Management Director Bragg to sign all documents and act as the Authorized Agent relative to the COVID-19 Public Assistance Grant Program and the Board agreed to move forward with the request.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Kline

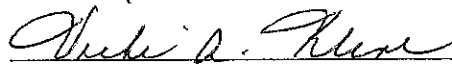
That the Board adjourn the Meeting of May 14, 2020 at 10:13 AM.

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

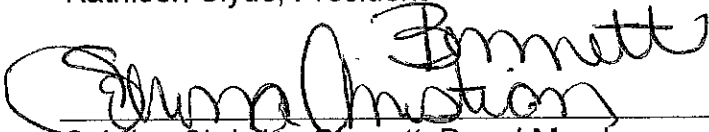
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of May 14, 2020.



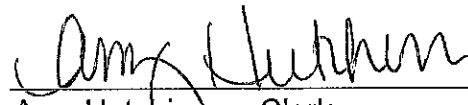
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk