



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 21, 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 day Chief 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 the family and loved ones at this difficult time.

Recessed: 9:04 AM into Solid Waste Management District Meeting

Reconvened: 9:21 AM

#### **HUMAN RESOURCES**

Present: Director Janet Kovick

#### **Discussion:**

##### **1. DRAFT Return to Work for Employees Affected by COVID-19**

Director Kovick drafted a Return to Work policy based on CDC recommendations, to provide guidance to supervisors as to when an employee can return to work after being affected by COVID-19 (ie. tested positive and has symptoms, has symptoms and was not tested, or tested positive and is a symptomatic.) The policy was reviewed by the Prosecutor's Office, the County Administrator, and the Health District and each agency agreed the policy is laid out effectively and it should provide some guidance to the supervisors.

Director Kovick also pointed out the reminders at the end of the policy noting the policy is subject to change as circumstances develop and will remain in effect until further notice.

Commissioner Christian-Bennett thanked Director Kovick for her work on the policy.

The Board approved the request to move forward and Director Kovick will present a draft resolution next Thursday.

Commissioner Kline noted Governor DeWine lifted the 14 day quarantine period and Director Kovick pulled the resolution from today's agenda for that reason. She has revised the draft resolution for the travel policy and it has been sent to the County Administrator and the Prosecutor's Office for review and the resolution will come back to the Board next week with the changes in place.

### **Resolutions:**

1. The Board of Commissioners approves the personal travel during COVID-19 pandemic policy requiring employees traveling out of state to shelter in place for fourteen days from the time of return home before returning to work./**HOLD**

### **RESOLUTION NO. 20-0323**

This resolution was omitted. Personal travel during COVID-19 pandemic policy pulled. This is for numbering purposes only.

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize the 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. The vacant posting will be posted once the hiring freeze in the Children Services Division is lifted.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- Director Kovick spoke with Job and Family Services Director Kellijo Jeffries and Director Jeffries presented a memo to the Board on Monday which indicated if the Board approved the posting, it will not post until the hiring freeze is lifted. The Journal Entry has been revised to reflect that action and the Human Resources Department will wait to hear from Director Jeffries.

Director Kovick also noted there are two Job Descriptions for Job and Family Services for Board review in the Share file. The changes are generic in nature and were made to update the job description based on the job duties. The job descriptions were reviewed by management and the union. The Journal Entries to approve the job descriptions will be presented next week.

### **JOB & FAMILY SERVICES**

Present: Sue Brannon, Budget & Finance Administrator

### **Resolutions:**

1. The Board of Commissioners agrees to transfer \$24,805.22 from fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 20-0324

- Ms. Brannon explained the transfer resolution is their regular monthly transfer from Child Support to Public Assistance for their shared costs for \$24,805.22.

**RESOLUTION NO. 20-0324      -      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 \$24,805.22 for April 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

\$24,805.22

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$24,805.22

; 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: Director JoAnn Townend

**Resolutions:**

1. The Board of Commissioners authorizes the Portage County Engineer to enter into Local Public Agency (LPA) agreement No. 34797 – PID#105550 with the Director of the Ohio Department of Transportation for the project known as the Silica Sand Road Bridge Replacement./Resolution No. 20-0325
  - This resolution is for federal funding secured for the replacement of Silica Sand Road Bridge in Windham.

**RESOLUTION No. 20-0325      -      RE:    A RESOLUTION AUTHORIZING THE PORTAGE COUNTY ENGINEER TO ENTER INTO LOCAL PUBLIC AGENCY (LPA) AGREEMENT NO. 34797 – PID #105550 WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR THE PROJECT KNOWN AS THE SILICA SAND ROAD BRIDGE REPLACEMENT (WIN 163 CH 253)**

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

**WHEREAS**, the Portage County Engineer has secured federal funding from the State of Ohio, Department of Transportation for the Silica Sand Road Bridge Replacement Project, and

**WHEREAS**, the Portage County Engineer has received LPA Agreement No. 34797 – PID #105550 from the Director of the Ohio Department of Transportation for said project, and

**WHEREAS**, the LPA Agreement will provide 95% in federal funds for eligible costs, up to a maximum of \$1,125,750 in federal CEAO funds, now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners does hereby authorize the Portage County Engineer to enter into LPA Agreement No. 34797 – PID #105550 with the Director of the Ohio Department of Transportation for the Silica Sand Road Bridge Replacement Project, 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. The Board of Commissioners approves the specifications and set the proposal date for Title XX Services for the Portage County Department of Job & Family Services./Resolution No. 20-0326

- This resolution is to set the bid date for receiving proposals for Job and Family Services for Title XX services.

**RESOLUTION No. 20-0326        -        RE:    APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR TITLE XX SERVICES FOR THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**

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

**RESOLVED**,        that the specifications for receiving proposals for Title XX services for the Portage County Department of Job & Family Services be and hereby are approved; and be it further

**RESOLVED**,        that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on June 17, 2020; and be it further

**RESOLVED**,        that the notice of receiving bids shall be published in the Record Courier on May 27, 2020, the County's website and a copy thereof be posted on the 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;

3. The Board of Commissioners agrees to enter into an agreement between the Portage County Board of Commissioners on behalf of Portage County Job & Family Services and the Portage County Sheriff./Resolution No. 20-0327

- Job and Family Services contracts with the Sheriff on an annual basis for investigation services for abused and neglected cases of children and seniors.
- Commissioner Christian-Bennett noted the contract is retroactive to January 1, 2020 and wondered if the Sheriff's Office has been getting paid for their services and Director Townend still sees the investigators working, but she will check and will report back to the Board.

**RESOLUTION NO. 20-0327      -      RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND THE PORTAGE COUNTY SHERIFF.**

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

**WHEREAS,** PCJFS has been designated by the Portage County Board of Commissioners as the public children services agency for Portage County, Ohio; and

**WHEREAS,** Portage County Job & Family Services is the recipient of funds that may be used for the care, placement, and treatment of abused, neglected, and dependent children and/or exploitation of senior adults, which may include compensation for one or more Sheriff's deputies to investigate matters involving the abuse and neglect of children and abuse, neglect and/or exploitation of senior adults; and

**WHEREAS,** the Portage County Sheriff holds itself capable of providing these services, now therefore be it resolved

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board of Commissioners, Portage County Job & Family Services ("PCJFS") and the Portage County Sheriff for the period January 1, 2020 through December 31, 2020, with successive one (1) year renewals contingent upon funding; and be it further

**RESOLVED,** that total compensation for the initial term of this agreement shall not exceed One hundred Eighty Six Thousand One hundred Seventy-two and 00/100 dollars (\$186,172.00); 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;

4. The Board of Commissioners agrees to enter into an agreement for Child and Adult Emergency Reporting Services (CARES) between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc./Resolution No. 20-0328

- This resolution is for an agreement between Job and Family Services and Coleman to provide emergency services for child and adult abuse and neglect.
- This resolution amends and adds additional service time and money to the contract.
- Commissioner Christian-Bennett asked about the units and Director Townsend believes they are charge back hours.

**RESOLUTION NO. 20-0328        -        RE:    ENTER INTO AN AGREEMENT FOR CHILD AND ADULT EMERGENCY REPORTING SERVICES (CARES) BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COLEMAN PROFESSIONAL SERVICES, INC.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20190438 (the "Original Contract") on September 26, 2019 by Resolution No. 19-0711 to provide emergency response in situations where child and adult abuse and neglect may be occurring, stabilize a family and prevent removal of children from their homes, and link families to other community services; and

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

**RESOLVED**, that the Board of Portage County Commissioners does hereby enter into an Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc. to increase the agreement by twelve hundred fifteen (1,215) units and nine thousand nine hundred twenty-six and 55/100 dollars (\$9,926.55) for twenty-four (24) hours a day and seven (7) days a week coverage beginning March 26, 2020 due to a response to the recent COVID-19 epidemic and continuing through the term of the agreement ending September 30, 2020 unless changed by amendment; and be it further

**RESOLVED**, that the total amount of this Agreement is not to exceed Sixty-three thousand four hundred seventy-seven and 69/100 dollars (\$63,477.69) and seven thousand seven hundred sixty-seven (7,767) units; and be it further

**RESOLVED**, that funding for this agreement will come from Job & Family Services Fund 1415; 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;

5. The Board of Commissioners agrees enter into a Roadway Use and Maintenance Agreement (RUMA) with American Transmission Systems, Inc., to upgrade the Hanna-Newton Falls 138kv Transmission Line in certain portions of Portage County./Resolution 20-0329

- American Transmission will be doing work over various County roads to upgrade the transmission lines and the County Engineer has prepared a RUMA so the County will be compensated for any maintenance repair and restoration of the roads.

**RESOLUTION NO. 20-0329 - RE: ENTER INTO A ROADWAY USE AND MAINTENANCE AGREEMENT (RUMA) WITH AMERICAN TRANSMISSION SYSTEMS, INC., TO UPGRADE THE HANNA-NEWTON FALLS 138KV TRANSMISSION LINE IN CERTAIN PORTIONS OF PORTAGE COUNTY.**

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





**WHEREAS,** the Portage County Sheriff has personal property located at the Portage County Justice Center that is not needed for public use, or is obsolete or unfit for the use for which it was acquired, and that the property has no value; and

**RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12(I), the Board of County Commissioners authorizes the request to discard or salvage the following inventory:

<u>ITEM</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SERIAL</u>	<u>DESCRIPTION</u>
CAMERA	CANON	A1200	232060006369	OBSOLETE/BROKEN
CAMERA	SONY	DSC-S2100	374586	OBSOLETE/BROKEN
CAMERA	CANON	A510	320003558	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGM093431065	OBSOLETE/BROKEN
CAMERA	NIKON	N65	2929354	OBSOLETE/BROKEN
CAMERA	CANON	A1200	322062058886	OBSOLETE/BROKEN
CAMERA	SAMSUNG	PL200	6601C30Z920994Z	OBSOLETE/BROKEN
CAMERA	KODAK	M575	KCGMR02004368	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGMC93422292	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGMC93431085	OBSOLETE/BROKEN
TAPE RECORDER	OPTIMUS	CTR-115	UNK	OBSOLETE/BROKEN
MICRO TALK	COBRA		T902014225	OBSOLETE/BROKEN
CAMERA	MINOLTA	AF	38011866	OBSOLETE/BROKEN
CAMERA	OLYMPUS	INFINITY 76	1377070	OBSOLETE/BROKEN
CAMERA	SONY	CYBER- SHOT	217316	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGMC93431010	OBSOLETE/BROKEN
CAMERA	FUJIFILM	S100	1023136	OBSOLETE/BROKEN
CAMERA	CANON	A1200	UNK	OBSOLETE/BROKEN
CAMERA	FUJIFILM	DISCOVERY	41203978	OBSOLETE/BROKEN
CAMERA	NIKON	COOLPIXL18	33262004	OBSOLETE/BROKEN
CAMERA	SONY	CYBER- SHOT	313943	OBSOLETE/BROKEN
CAMERA	CANON	A1200	232060002394	OBSOLETE/BROKEN
CAMERA	SONY	DSC-W510	639292	OBSOLETE/BROKEN
CAMERA	CANON	A480	9226216541	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGMC93421606	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	UNK	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	UNK	OBSOLETE/BROKEN
CAMERA	CANON	A1200	UNK	OBSOLETE/BROKEN
CAMERA	KODAK	C182	KCGVG95221007	OBSOLETE/BROKEN
CAMERA	KODAK	C182	KCGVG95221911	OBSOLETE/BROKEN

CAMERA	CANON	SD770IS	6728144667	OBSOLETE/BROKEN
CAMERA	CANON	A1200	232060001698	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGMC93431067	OBSOLETE/BROKEN
CAMERA	CANON	A1200	222060003032	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGMC93421694	OBSOLETE/BROKEN
CAMERA	NIKON	N70	2390167	OBSOLETE/BROKEN
CAMERA	NIKON	N70	2450315	OBSOLETE/BROKEN
CAMERA	POLAROID	SPECTRA 2	C6NHLD96VHBD	OBSOLETE/BROKEN
CAMERA	POLAROID	SPECTRA 2	L3TJCHNCVGBA	OBSOLETE/BROKEN
CAMERA	POLAROID	SPECTRA 2	C6LHL8CVVHBD	OBSOLETE/BROKEN
VIDEO				
CAMERA	PANASONIC	VDR-M50	40520972	OBSOLETE/BROKEN
CAMERA	KODAK	CD82	KCGMC93421639	OBSOLETE/BROKEN
CAMERA	CANON	PC1354	9222202442	OBSOLETE/BROKEN
LENS	SIGMA	70-300	1009969	OBSOLETE/BROKEN
VIDEO				
CAMERA	SONY	MVC-FD73	1215899	OBSOLETE/BROKEN
CAMERA	NIKON	N75	2206773	OBSOLETE/BROKEN
CAMERA	NIKON	N70	2338602	OBSOLETE/BROKEN
CAMERA	NIKON	N70	2315099	OBSOLETE/BROKEN
CAMERA	NIKON	N70	2450314	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002132	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002233	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002242	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002236	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002227	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002148	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002145	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002241	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002144	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002247	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002239	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002339	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002244	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002137	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002246	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002138	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002235	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002238	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002237	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002240	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002245	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002151	OBSOLETE/BROKEN
GPS	GARMIN	ETREX	A10002234	OBSOLETE/BROKEN

GPS GARMIN ETREX A10002243 OBSOLETE/BROKEN

;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;

7. The Board of Commissioners agrees to enter into an equipment lease agreement between the Portage County Board of Commissioners and US bank equipment finance on behalf of the Portage County Sheriff./Resolution No. 20-0331
- The Sheriff's Office would like an additional copier for the Dispatch area and the lease is for 63 months.
  - Commissioner Christian-Bennett asked if this expense was listed in their current budget and Director Bragg noted it wasn't in their list, but the Board provides an allocation and if the Sheriff shifts other expenses to make room for this lease it's fine and as of today, they haven't asked for a budget increase.

**RESOLUTION NO. 20-0331**

- **RE: ENTER INTO AN EQUIPMENT LEASE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND US BANK EQUIPMENT FINANCE ON BEHALF OF THE PORTAGE COUNTY SHERIFF.**

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

**WHEREAS,**

the Portage County Sheriff is in need of a copier in the dispatch office; and

**WHEREAS,**

US Bank Equipment Finance desires to lease the equipment to the Portage County Sheriff's department at the amount of Two hundred forty-nine and 00/100 dollars (\$249.00) per month for sixty-three (63) months; now therefore be it

**RESOLVED,**

that the Board of Portage County Commissioners does hereby agree to enter into an equipment lease purchase between the Board and US Bank Equipment Finance to provide such equipment; 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:** As specified in resolution 20-0187, the Portage County Board of Commissioners ratify that during the present public health emergency and for protection of both the public and county employees it was necessary to purchase the following PPE: 30,000 (3 ply paper face masks), 2,500 (cloth washable face masks), 30 bundles of elastic mask strings, 30 cases of disinfectant cleaner, and 31 cases of hand sanitizer as presented by the Director of Internal Services.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- The journal entry is for protective equipment due to COVID-19.
- The various items equal slightly more than \$33,000.
- University Hospital has reimbursed \$15,000 for the face masks.

#### **DEPARTMENT OF BUDGET & FINANCE**

Present: Director Todd Bragg

**RESOLUTION NO. 20-0332      -      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 20, 2020 in the total payment amount of \$862,439.86 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 21, 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 20, 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. 20-0333 - 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 21, 2020 in the total payment amount as follows:

1. \$138,098.39 to Medical Mutual - Admin
2. \$181,153.71 to Medical Mutual Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, May 22, 2020 \$138,098.39  
Wire Transfer on Friday, May 22, 2020 \$181,153.71

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. 20-0334 - 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:

05/21/20	463	\$579.00
05/21/20	465	10.86
05/21/20	506	34.00
05/21/20	507	129.46
05/21/20	512	50.00
05/21/20	516	69,476.01
05/21/20	580	18.72
05/21/20	581	401,210.00
05/21/20	582	4,855.15
05/21/20	680	14,531.20

05/21/20	681	835.02
05/21/20	682	8,655.19
05/21/20	683	37,708.45
05/21/20	684	87,511.80
Total		\$ 625,604.86

; 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. 20-0335 - 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 **\$209,190.10 dated May 21, 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. The Board of Commissioners agrees to authorize the Portage County Prosecutor to submit the 2020-2021 electronic grant application to the Crime Victims Assistance Office of the Attorney General of Ohio (continuation program)./Resolution No. 20-0336
- Director Bragg noted this is a 2021 budget expense item.
  - It's a typical grant and is within the normal parameters of what they applied for and what the Board typically funds each year.

**RESOLUTION NO. 20-0336                      -                      RE:                      AUTHORIZE THE PORTAGE COUNTY PROSECUTOR TO SUBMIT THE 2020-2021 ELECTRONIC GRANT APPLICATION TO THE CRIME VICTIMS ASSISTANCE OFFICE OF THE ATTORNEY GENERAL OF OHIO (CONTINUATION PROGRAM).**

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

**WHEREAS,** the Portage County Prosecutor recommends that the Board of Commissioners authorize an application to the Crime Victims Assistance Office of the Attorney General of Ohio, to continue funding Six (6) full-time positions.

1. Victim/Witness Assistance Office Director/Common Pleas advocate
  2. Administrative Assistant in the notification program
  3. Advocate Position for Juvenile/Kent Courts
  4. Advocate Position for Common pleas courtroom
  5. Advocate for Ravenna Municipal court A
  6. Advocate for Ravenna Municipal court B
- ;and

**WHEREAS,** the state has instituted an electronic process for the VOCA/SVAA grant application for the 2020-2021 grant period; now therefore be it

**RESOLVED,** the Board of the Portage County Commissioners does hereby authorize the electronic submission of the continuation application to the Crime Victims Assistance Office of the Attorney General of Ohio, on behalf of the Portage County Prosecutor's Office, with a **VOCA request of \$282,304.98 and a General Fund local match of \$70,576.24 for a project total of \$352,881.22 and SVAA grant funding of \$10,156.68, with no local match;** and be it further

**RESOLVED**, the Portage County Board of Commissioners authorizes the Portage County Prosecutor's Office to insert the name of the President of the Board as the electronic signatory on the grant application for the 2018-2019 Grant application for VOCA/SVAA funds, as presented for the grant period of October 1, 2020 through September 30, 2021; and be it further

**RESOLVED**, that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Prosecutor's Office-Victim Assistance and the Portage County 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 a 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;

6. The Board of Commissioners authorizes Portage County to apply for the FEMA Public Assistance Grant for expenses related to the COVID-19 emergency declaration./Resolution No. 20-0337

**RESOLUTION NO. 20-0337 - RE: RESOLUTION AUTHORIZING PORTAGE COUNTY TO APPLY FOR THE FEMA PUBLIC ASSISTANCE GRANT FOR EXPENSES RELATED TO THE COVID-19 EMERGENCY DECLARATION.**

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

**WHEREAS**, Portage County has incurred expenses related to the Covid-19 public health emergency which are eligible under the reimbursement guidelines established by FEMA; now therefore be it

**RESOLVED**, that the Portage County Board of Commissioners does hereby agree to the grant application on the behalf of the Portage County, and be it further;

**RESOLVED**, that the Director of Budget and Financial Management, or the Director of Emergency Management, as his backup, are authorized to sign the application documents, and be it further

**RESOLVED**, that a certified copy of this resolution be filed with the County Auditor, and the Portage County EMA, 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;

Director Bragg has 3 additional items to present and Commissioner Clyde asked if they could wait until next week and Director Bragg agreed.

Director Bragg also mentioned the Budget Commission sent out a notice regarding its certification.

### **MISCELLANEOUS ITEMS**

The Board of Commissioners approves the May 14, 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**

### **Commissioners**

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

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of April 2020, received on May 14, 2020 as presented by the County Auditor and County Treasurer.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

## **CDBG PROPOSALS**

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

### **Discussion:**

#### **1. CDBG Proposals**

Commissioner Kline asked if there was a reason the process is being done so quickly this year and Director Peetz responded it's been done this way in the past, but usually there's a couple of weeks in between for the Board to discuss the projects, but this year they are a week short because they've been working with Neighborhood Development Services as part of the CDBG process. Commissioner Kline asked about the timeline and Director Peetz explained they need to publish a legal advertisement in the paper on June 11<sup>th</sup> with the Board's decision and June 17<sup>th</sup> is the day it is due to the state at midnight. Director Peetz would like a decision today but by Tuesday at the latest.

Commissioner Kline believes the Board should provide some type of funding for Coleman and asked if there's any funding elsewhere that could be utilized, and Mr. Bogo responded there is funding in the HOME Revolving Loan Fund (RLF) of approximately \$125,000 that could be used for Coleman's project. Commissioner Kline also asked about the timeline for the HOME RLF and he stated there wasn't really a timeline. Director Bragg mentioned if the funding sits too long, the State lowers the grant award later. Commissioner Kline asked how long the funding has been sitting and Mr. Bogo indicated the balances have gone up and down, but the funding is safe for the time being. If the Board made a contingent commitment to Coleman based on other funding, it would help with an HDAP (Housing Development Assistance Program) application they are working on for the Phoenix project. Using this type of funding potentially gets them out of Davis Bacon and prevailing wages on the project by switching from CDBG to HOME RLF. Commissioner Clyde asked what the wages are if it's not the prevailing wage and Mr. Bogo noted the prevailing wage is a standard Federal wage the contractors and sub-contractors must be paid on a particular construction site. Commissioner Kline asked if they could be paid less if they use HOME funding and Mr. Bogo noted when a project receives Federal funding, different levels of funding kick in the requirement. Commissioner Clyde asked what the wage would be if prevailing wage is not offered and Mr. Bogo stated it would be determined by the bid on the project. Commissioner Clyde has concerns about not paying prevailing wage on the project and Mr. Bogo noted the Board can make that a requirement of the funding commitment as it's the County's money and it can set loan terms as deemed necessary.

Director Bragg mentioned if the Coleman project is funded out of the HOME RLF, it will be a separate agreement from the CDBG and Commissioner Kline indicated it would be a good idea because she is not happy about them not having to pay prevailing wage and Commissioner Clyde agreed.

Commissioner Christian-Bennett spoke with Mr. Burns at Coleman and he would be grateful for any amount of funding they can receive.

Director Peetz indicated the Economic Development RLF and the HOME RLF are not part of the CDBG, but when the CDBG packet is sent, it can be shared at that time. This also provides authorization to Mr. Bogó to begin moving forward with his portion of allocating the funds. Ms. Reeves noted part of the application contains information that needs to be submitted regarding these types of questions such as what is being committed and what the balance is, and she will forward to Neighborhood Development as soon as she knows an outcome on the projects.

Commissioner Clyde asked what action is needed by the Board today and Director Peetz responded a Journal Entry indicating the Regional Planning Commission can start the process and what projects the Board would like to fund, that way, Ms. Reeves can formulate the advertisement and prepare the Public Hearing information for June 11<sup>th</sup>. Ms. Reeves indicated the June 11<sup>th</sup> Public Hearing is for public comment on the grant application as to which projects the Board wants to include as part of the application.

The Board discussed funding Coleman at \$100,000 because there's about \$126,000 available in the HOME funds.

Commissioner Clyde is uncomfortable moving forward with a Journal Entry today that has not been reviewed in advance. Director Bragg mentioned the \$100,000 from the HOME RLF doesn't have to be done today, what really needs to happen today is the Board authorizing the Regional Planning Commission to prepare the advertisement identifying the projects it agrees to fund and Director Peetz concurred. Next week, a separate Journal Entry will be necessary to fund the RLF amount to the various projects. Mr. Bogó noted for the Countywide demolition project, the Board will need a sheet detailing the terms and since it is a stand-alone action, it doesn't have to be done today. Knowing that the Board is predisposed to assist Coleman with their Phoenix project, will allow Neighborhood Development Services to contact Heidi Shaffer to get the terms worked out and presented back to the Board for a Journal Entry.

Today, Director Bragg suggests the Board focus on the CDBG application, which is the advertisement process Journal Entry. Commissioner Kline asked what is needed for the advertisement and Ms. Reeves noted a brief description of the project, what the outcome is going to be, who benefits, the dollar amount for CDBG funding and the dollar amount for other funding. Commissioner Clyde asked who typically writes the Journal Entry and Director Bragg responded the Board deliberates and a Journal Entry is not prepared ahead of time because staff doesn't know what the Board's going to do. Once decided, the Clerk records the action and prepares the Journal Entry identifying the projects and then it's sent to Regional Planning Commission who prepares the advertisement. Commissioner Clyde noted the Planning Commission can begin preparing the advertisement and will be able to add the figures at a later time on Tuesday.

Commissioner Clyde would still like to see in writing a breakdown on the amounts and asked Director Bragg to prepare the Journal Entry.

Commissioner Christian-Bennett recapped the final numbers from the CDBG fund as follows:

\$ 225,237.00 coming from CDBG to The Haven of Portage County  
 \$ 148,000.00 going to Windham Village  
 \$ 24,763 going to Freedom Township

\$50,000 will come from the RLF for the Landbank  
 \$100,000 from the HOME fund going to Coleman  
 \$24,763 going to The Haven of PC from the RLF

Commissioner Clyde noted the Journal Entry would not include everything just stated, it would only be for the CDBG items – the Haven, Freedom Township and Windham Village and Director Peetz agreed.

Administrator Robert noted the Landbank for \$25,000 is not in the CDBG funding, it's coming from the RLF and Mr. Bogo noted the goal is to take their request, along with several other demolition requests, to create a Countywide demo program for \$50,000.

Commissioner Clyde asked if the Haven's request for CDBG funding in the amount of \$225,000 is the largest single grant award that the Board has ever done or is it the largest this time and Director Peetz noted this is the largest CDBG award he's ever been involved with, but there have been projects over the years that have come close to this amount.

Commissioner Clyde asked if requests have come in and not been fully funded and Director Peetz noted the Coleman project will receive 2 different grants to them with this project already, and it's in addition to the same structure to the same facility and they add up even though they are not requested at the same time.

Commissioner Clyde is concerned with the Haven's request because she is the co-chair with the County Auditor of the Census Committee, and when they had their point in time count of the homeless population (both sheltered and unsheltered) and the numbers this year and historically over the past several years has hovered between 8-15. She is concerned with the Haven project because the request is for a very large facility and the data on the homeless population does not show the need for a facility this large in Portage County.

Commissioner Christian-Bennett is concerned with the homelessness and the accuracy of what is being reported. She reached out to the school superintendents and she was told in Maplewood Career Center alone, there's 10 kids that are homeless and between Streetsboro and the Ravenna School District, there's possibly at least another 15 kids that are homeless. Commissioner Christian-Bennett noted the Haven of Portage County has worked closely with the Haven of Summit County and she would be interested to see their data. Commissioner Clyde asked Commissioner Christian-Bennett to produce some of the data she received from

the school superintendents as it would be helpful to the discussion and she will also gather information from the Federal Census data.

Director Peetz will prepare information on the three projects discussed and will bring back to the Board for further discussion, Director Bragg will prepare the Journal Entry and the Clerk will invite the Haven of Portage County to a zoom meeting to continue the discussion on Tuesday.

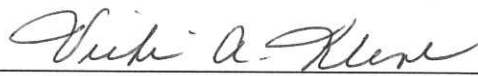
Motion: by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board adjourn the Meeting of May 21, 2020 at 10:30 AM.

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

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of May 21, 2020.



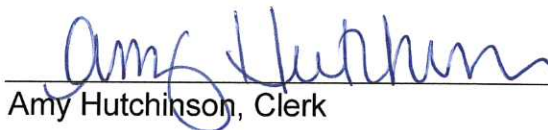
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk