



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, June 18, 2020

9:07 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 County Administrator Gene Roberts.

Recessed: 9:08 AM into Solid Waste Management District Meeting

Reconvened: 9:27 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. Appreciation Gift Ideas

When the Employee Appreciation luncheon was started 5 years ago, the Human Resources Department purchased tumblers to give to those who were celebrating 25 years or more of service. There are 5 employees reaching the 30 year anniversary and next year there will be 10. Director Kovick presented several different gift ideas for the Board's consideration.

Jenna Morgan checked with Sports Express for a small cooler with the Portage County logo on it. If the logo is a single color the cost per cooler is \$12.00 and if it's multicolored it would be \$14.00. The Board agreed to go with the coolers and the Human Resources Department will work with Sports Express on the pricing.

Director Kovick sent an e-mail last week about the Employee Luncheon being postponed and will follow up with those having milestone anniversaries with a certificate, and the 25 year employees will get the tumbler and the 30 years employees will get the cooler.

JOURNAL ENTRY: The Board of Commissioners agree to authorize a wage increase for Eric Metz, Clinical Services Manager for Portage County Job & Family Services, due to successfully completing the 120-day probationary period, effective July 7, 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

JOURNAL ENTRY: The Board of Commissioners agree to suspend Job and Family Services Wage Policy 010-23 until further notice due to budget uncertainties in the face of the COVID-19 pandemic 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

- Job and Family Services has a policy from 2019 for longevity for non-bargaining employees, but it's being suspended due to budget constraints from COVID-19.

JOURNAL ENTRY: The Board of Commissioners agree to approve leave without pay for a Job and Family Services employee through June 12, 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

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator

Resolutions:

1. The Board of Commissioners agrees to transfer \$1,650.75 from fund 0001, General Fund to Fund 1414, Child Support Administration./Resolution No. 20-0385
 - This is the normal transfer for the 34% match for the 4-D contract payments made in May for the Juvenile Court April services for \$1,650.75 from the General Fund to Child Support fund.

RESOLUTION NO. 20-0385

-

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

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

WHEREAS, the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$1,650.75 for May 2020 IV-D contract payments local match for Juvenile Court April 2020 services as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000— Transfer Out

\$1,650.75

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 – Transfer In

Project NONE

\$1,650.75

; 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. The Board of Commissioners agrees to transfer \$30,213.39 from Fund 1414, Child Support Administration to 1410 Public Assistance Fund./Resolution No. 20-0386

- This resolution is the regular monthly shared fund transfer from the Child Support fund to Public Assistance fund to pay for their part of the shared costs in the Public Assistance fund for May 2020 for \$30,213.39.

**RESOLUTION NO. 20-0386 - 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 \$30,213.39 for May 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

\$30,213.39

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$30,213.39

; 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;

3. The Board of Commissioners declares obsolete and authorize the donation of Portage County Job and Family Services property to Portage County shelters./20-0387
- As the department moved from the Annex Building into the Administration Building, there were a lot of items that were obsolete they would like to donate to the Portage County shelters with a total valued amount of \$810.00.

**RESOLUTION NO. 20-0387 - RE: DECLARE OBSOLETE AND AUTHORIZE
THE DONATION OF PORTAGE COUNTY JOB
AND FAMILY SERVICES PROPERTY TO
PORTAGE COUNTY SHELTERS**

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

WHEREAS, that the Portage County Job and Family Services personal property which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, is declared as such and can be donated according to O.R.C. 307.12; and

WHEREAS, pursuant to O.R.C. 307.12 the Board of County Commissioners may donate such personal property valued under \$2,500.00 without advertisement or public notification to an eligible nonprofit organization that is located in Ohio; now therefore be it

RESOLVED, that the Board of County Commissioners authorizes the donation of the following items with the value of \$810.00 to local Portage County shelters:

<u>Items</u>	<u>Value:</u>
(2) loveseat	\$50
(9) suitcases	\$45
(30) keyboard trays	\$150
(15) desk and side chairs	\$300
(3) office desks	\$60
(2) footrests	\$10
(1) wooden rocker	\$10
(1) child rocker	\$5
18" TV old style	\$10
(4) 7x9 area rugs	\$20
(1) Children plastic table set	\$5
7 sections of vinyl lobby chairs from PCSA and PA lobby	\$ 70

Bunk Bed Set frame only	\$20
Miscellaneous children toys ages 9months- 5years old	\$15
Miscellaneous size children clothes age 12M-4T	\$20
(2) Coat and Shoe Racks	\$20

; 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;

4. The Board of Commissioners approves the revised Prevention, Retention and Contingency (PRC) Plan, effective May 5, 2020 for Portage County Job & Family Services./Resolution No. 20-0388

- This is a resolution to include the summer youth employment program in the PRC program.
- The Department received additional funding in the amount of \$174,000 for a combination of summer youth employment program and COVID-19 funds to cover this and amend the Plan to include these services.

RESOLUTION NO. 20-0388 - RE: APPROVE THE REVISED PREVENTION, RETENTION AND CONTINGENCY PLAN, EFFECTIVE MAY 5, 2020 FOR PORTAGE COUNTY JOB AND FAMILY SERVICES.

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

WHEREAS, Chapter 5108 of the Ohio Revised Code and rules issued under the chapter require that Job & Family Services adopt a written statement of policies governing the prevention, retention, and contingency (PRC) program for Portage County; and,

WHEREAS, there have been thirty (30) revisions since the inception of the PRC Plan with the last revision approved via Journal Entry on March 19, 2020 with an effective date of March 17, 2020; and

WHEREAS, the Director of Portage County Job & Family Services presented the Board of Commissioners with the revised Prevention, Retention and Contingency Plan

for Portage County Job & Family Services, Division of Family Employment & Support Services, advising the Board of Commissioners that the PRC Plan was revised in accordance with Chapter 5108 of the Ohio Revised and reviewed by the County Community Planning Committee; and,

WHEREAS, the Portage County Prosecutor's Office reviewed the revised PRC Plan and advised that the proposed changes are consistent with the requirements of the applicable statutes and related regulations; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby certify that Portage County Job & Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies and agrees to adopt this revised Prevention, Retention and Contingency (PRC) Plan in its entirety, as presented by the Director of Portage County Job and Family Services, effective May 5, 2020; 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 and Department of Budget and Financial Management Director Todd Bragg

Discussion:

1. Portage County Board of Developmental Disabilities Auction Results.

Director Townend submitted a draft resolution yesterday after the bid auction and she would like the Board to adopt it today in order to move forward with the sales agreement for the Board of Developmental Disabilities building.

Commissioner Clyde asked if the Prosecutor's Office reviewed the draft resolution and Director Townend will get him a copy for review today. The Board agreed to hold the adoption of the resolution until later this morning.

Resolutions:

1. The Board of Commissioners agrees to enter into amendment no. 1 between the Portage County Board of Commissioners, Portage County Common Pleas Court Domestic

Relations Division and Dixie L. Benshoff, Ph.D. to provide professional services./Resolution No. 20-0389

- Domestic Relations had to make some changes due to COVID-19 and they wanted to memorialize it with an amendment.

**RESOLUTION NO. 20-0389 - RE: ENTER INTO AMENDMENT NO. 1
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS, PORTAGE COUNTY
COMMON PLEAS COURT DOMESTIC
RELATIONS DIVISION AND DIXIE L.
BENSHOFF, PH.D TO PROVIDE
PROFESSIONAL SERVICES.**

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 known as contract #20200102 (the original contract) by Resolutions No. 19-0875; and

WHEREAS, the parties desire to amend the Original Contract to clarify and continue such services; now therefore be it

RESOLVED, that due to the COVID-19 public health emergency the monthly agreement amount for the March program of \$1,708.00 was utilized upon the time and efforts undertaken by the service professional to create a web meeting process and shall be paid; and be it further

RESOLVED, that the monthly agreement amount for the April program of \$1,708.00 was conducted via a web meeting process and shall be paid; and be it further

RESOLVED, that due to the public health emergency and until such time as live meetings may resume for the program the County will compensate the service professional at the monthly amount of \$1,708.00; and be if further

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners. Portage County Common Pleas Court Domestic Relations Division and Dixie L. Benshoff, Ph.D. to provide professional services amending the term from January 1, 2020 thru December 31, 2021 at the cost of One thousand, seven hundred eight and 00/100 dollars (\$1,708.00) per month; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that

resulted in those formal actions were in 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;

2. The Board of Commissioners agrees to enter into license agreement between the Portage County Commissioners and the Seale Swat Team./Resolution No. 20-0390

- This resolution is for a license agreement to use the Coit Road training facility.
- Commissioner Clyde asked where the Swat Team is located and Director Townend was unsure, but the Board moved forward with the request.

RESOLUTION NO. 20-0390 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND THE SEALE SWAT TEAM.

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

WHEREAS, the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and

WHEREAS, the SEALE SWAT TEAM wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the SEALE SWAT TEAM for use of the training facility and firing range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff'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;

3. The Board of Commissioners declares obsolete and unfit Portage County personal property and authorize the disposal of the items./Resolution No. 20-0391
- This resolution is for a trade in of equipment for a new piece of equipment (loader) for the Sheriff's Office.
 - The Sheriff is paying for the expense from Commissary funds.
 - All items are obsolete according to the Sheriff's Office and they will receive \$16,000 towards the purchase price.
 - The purchase price is reduced to \$2,350.00 for the loader.
 - The Sheriff's Office is purchasing the equipment through White's Supply in Atwater.

**RESOLUTION NO. 20-0391 - RE: DECLARE OBSOLETE AND UNFIT
PORTAGE COUNTY PERSONAL PROPERTY
AND AUTHORIZE THE DISPOSAL OF THE
ITEMS.**

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; now be it

RESOLVED, that, in accordance with the Ohio Revised Code Section 307.12(G), the Board of County Commissioners authorizes the request to sell the following equipment to the firm which it proposes to purchase equipment from (White's Farm Supply) and to have the price credited against the purchase price of a 4 X 4 Loader MF1529 at \$18,500.00:

Item	Credit
Y Bravo Mower 09030552	\$ 350.00
Y Bravo Mower 09010571	\$ 350.00
Y Bravo Mower 04030554	\$ 300.00
Y Bravo Mower 04030526	\$ 300.00
Honda Push Mower HRC2163HXA	\$ 150.00
King Kutter 7' Yard Rake 1001481222	\$ 400.00
Woods Finished Mower RM990	\$ 800.00
Kubota Zero Turn K318156133	\$ 4,500.00
Ford 3930 Tractor BD08718	\$ 6,500.00
Cub Cadet 60 4108301491	\$ 2,500.00
TOTAL	CREDIT
	\$16,150.00

;and be it further

RESOLVED, that the balance due to White's Farm Supply of \$2,350.00 will be paid from the commissary fund; 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 authorizes an emergency declaration regarding credit card usage during the state of emergency due to COVID-19./Resolution No. 20-0392
- The Auditor of State has ruled that as long as counties are buying Personal Protective Equipment (PPE), it will relax the control on credit cards.
 - The start date is when the first declaration was declared and good through the state of emergency is lifted.

**RESOLUTION NO. 20-0392 - RE: AUTHORIZING AN EMERGENCY
DECLARATION REGARDING CREDIT
CARD USAGE DURING THE STATE
OF EMERGENCY DUE TO COVID-19.**

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

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

WHEREAS, Portage County, Ohio may be affected by the COVID-19 which can endanger health, safety, and welfare of persons within the border of Portage County, Ohio; and

WHEREAS, on January 31, 2020, Health & Human Services Secretary Alex M. Azar II declared a Public Health Emergency for the United States in response to COVID-19; and

WHEREAS, on March 9, 2020 Mike De Wine, Governor of the State of Ohio, issued Executive Order #2020-01D declaring a State of Emergency in Ohio in response to COVID-19; and

- WHEREAS,** United States President Donald Trump declared a National Emergency on March 13, 2020 in response to COVID-19 pandemic; and
- WHEREAS,** on March 19, 2020, by resolution 20-0182, the Portage County Board of Commissioners declared a State of Emergency to protect the health, safety and welfare of the residents of Portage County from the effects of COVID-19; now therefore be it
- RESOLVED,** that the Portage County Commissioners, in the interest of public safety, do hereby temporarily waive the credit card usage requirements of Resolution 19-0203, dated March 28, 2019, to allow expenses for authorized personnel to purchase personal protective equipment and emergency cleaning supplies for county facilities; and be it further
- RESOLVED,** that the order of this credit card waiver is intended to be exclusive to the current State of Emergency and will expire upon the lifting of the same; 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;

5. The Board of Commissioners agrees to enter into amendment no. 6 between the Board of Commissioners and Correctional Healthcare Companies LLC for inmate health care services./Resolution No. 20-0393
- This amendment is for Correctional Healthcare Companies to provide inmate health medical services at the jail.
 - The Sheriff didn't want to rebid the contract and would rather extend the contract for an additional year.
 - With a new Sheriff coming in next year, it could go for bid next time.
 - The renewal will go through April 30, 2021.

**RESOLUTION NO. 20-0393 - RE: ENTER INTO AMENDMENT NO. 6
BETWEEN THE BOARD OF
COMMISSIONERS AND
CORRECTIONAL HEALTHCARE**

**COMPANIES LLC FOR INMATE HEALTH
CARE SERVICES.**

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

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

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

WHEREAS, an amendment no. 2 between the parties was entered into on May 2, 2017 through resolution 17-0025 and known as Portage County Contract 20170291; and

WHEREAS, an amendment no. 3 between the parties was entered into on June 12, 2018 through resolution 18-0330 and known as Portage County Contract 20180312; and

WHEREAS, an amendment no. 4 between the parties was entered into on April 23, 2019 through resolution 19-0217 and known as Portage County Contract 20190287; and

WHEREAS, an amendment no. 5 between the parties was entered into on April 23, 2020 through resolution 20-0262 and known as Portage County Contract 20200309 renewing the services through April 30, 2020 at 11:59 p.m.; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an Amendment No. 6 between the Board and Correctional Healthcare Companies LLC to renew inmate health care services for an additional year commencing May 1, 2020 at 12:01 a.m. through April 30, 2021 at 11:59 p.m. in the monthly amount not to exceed One hundred two thousand, seven hundred fifty-six and 26/100 dollars (\$102,756.26); 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;

6. The Board of Commissioners agrees to enter into agreement for professional services between the Portage County Board of Commissioners and James P. Wilkins, Attorney./Resolution No. 20-0394
- Attorney Wilkins agreed to a 2 year term with the same terms of the agreement for negotiating purposes.

**RESOLUTION NO. 20-0394 - RE: ENTER INTO AGREEMENT FOR
PROFESSIONAL SERVICES BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS AND JAMES P.
WILKINS, ATTORNEY.**

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

- WHEREAS,** the Board of Portage County Commissioners has determined that there is a need for various public sector labor relations legal advice; and
- WHEREAS,** James P. Wilkins is an attorney licensed to practice law in the State of Ohio and desires to provide such services; and now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a professional services Agreement by and between the Board of Commissioners and James P. Wilkins as an Independent Contractor, in the amount of Two hundred fifty and 00/100 dollars (\$250.00) per hour for services performed; and be it further
- RESOLVED,** that the Board of Portage County Commissioners shall reimburse James P. Wilkins for mandatory expenses incurred during the performance of the duties outlined in the agreement; and be it further
- RESOLVED,** that the term of the agreement shall be for two (2) years, beginning April 1, 2020 through March 31, 2022; 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;

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg explained there's nothing out of the ordinary and the actual bill run is around \$1 million dollars and that's higher than it has been, but it's more normal for the County. There is a late fee, but everything else is pretty ordinary in all of the lines.

Resolutions:

**RESOLUTION NO. 20-0395 - 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 June 18, 2020 in the total payment amount of **\$1,012,079.52, including late fees finance charges, interest & penalties amounting to \$15.78 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, June 19, 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 June 18, 2020 in the total payment amount of **\$56.95 to Neil Group and \$1,465,554.09 to OPERS** 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. 20-0396 - 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 June 18, 2020 in the total payment amount as follows:

1. \$315,529.88 to Medical Mutual

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, June 19, 2020 \$315,529.88

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. 20-0397**- 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:

06/18/20	422	\$5,205.40
06/18/20	531	17,549.59
06/18/20	532	8,848.64
06/18/20	533	853.19
06/18/20	538	1,745.53
06/18/20	592	47.25
Total		\$34,249.60

; 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. 20-0398 - 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 **\$170,072.78** dated **June 18, 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;

**RESOLUTION No. 20-0399 - RE: APPROVING THE PRESIDENT OF THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS, KATHLEEN CLYDE TO
SIGN A LETTER AUTHORIZING TODD
BRAGG AS THE INDIVIDUAL HAVING
AUTHORITY TO DISCUSS THE DETAILS OF
AN ANNUITY THAT WAS SET UP FROM MR.
FREDERICK E. PFARR AT THE ATHENE
ANNUITY AND LIFE COMPANY**

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

- WHEREAS,** the Athene Annuity and Life Company sent a letter dated May 28, 2020 to the Portage County Dog Warden stating that a deceased Mr. Frederick E Pfarr had provided an Annuity to the benefit of the Portage County Dog Warden's Office; and
- WHEREAS,** the Athene Annuity and Life Company has advised that they require a legal document in support of the letter previously sent them authorizing Mr. Todd Bragg at the individual having authority to discuss the details of the Annuity; now therefore be it
- RESOLVED,** by the Portage County Board of Commissioners affirms that the letter sent Athene Annuity and Life Company as signed by Kathleen Clyde, President Portage County Board of Commissioners accurately represents the Portage County Board of Commissioners position regarding said letter and contents; and be it further
- RESOLVED,** that the Clerk to the Board is hereby authorized and instructed to transmit a certified copy of this resolution to the Athene Annuity and Life Company by email as provided for by Athene Annuity and Life Company; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of the Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION No. 20-0400

-

RE: APPROVING THE FULFILLING OF THE REQUIREMENTS OF OHIO SENATE BILL 310 FOR THE PASSAGE OF A RESOLUTION IN ORDER TO RECEIVE AND EXPAND FEDERAL FUNDS UNDER SECTION 5001 OF THE CORONAVIRUS AID, RELIEF, ECONOMIC SECURITY (CARES) ACT

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

- WHEREAS,** the Coronavirus Aid, Relief, and Economic Security Act, 116 Public Law 136, (the CARES Act) was signed into law by the President of the United States on March 27, 2020; and
- WHEREAS,** the Ohio General Assembly established a process for distributing funds provided by the "Coronavirus Aid, Relief, and Economic Security Act" in Amended Substitute Senate Bill 310 of the 133rd General Assembly (S.B. 310); and
- WHEREAS,** the Portage County Board of Commissioners is requesting its share of funds from the County Coronavirus Relief Distribution Fund; now therefore be it
- RESOLVED,** by the Portage County Board of Commissioners affirms that all funds received from the County Coronavirus Relief Distribution Fund pursuant to S.B. 310 be expended only to cover costs of the subdivision consistent with the requirements of section 5001 of the CARES Act as described in 42 U.S.C. 601(d), and any applicable regulations and guidance only to cover expenses that:
- (1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - (2) Were not accounted for in Portage County's most recently approved budget as of March 27, 2020; and
 - (3) Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and be it further
- RESOLVED,** by the Portage County Board of Commissioners that the Portage County Administrator is identified as the Responsible Authority and the Budget & Finance Director as the Primary Contact and shall take the following actions and all other necessary actions to remain in compliance with S.B. 310:
- (1) On or before October 15, 2020, pay any unencumbered balance of money in the county's local coronavirus relief fund to the county coronavirus relief distribution fund;
 - (2) On or before December 28, 2020, pay the balance of any money in the county's local coronavirus relief fund to the state treasury in the

manner prescribed by the Director of the Ohio Office of Budget and Management; and

- (3) Provide any information related to any payments received under S.B. 310 to the Director of the Ohio Office of Budget and Management as requested.

; and be it further

RESOLVED, that the Clerk to the Board is hereby authorized and instructed to transmit a certified copy of this resolution to the County Auditor and to the Director of the Ohio Office of Budget and 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 the Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call vote as follows:

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

- Director Bragg noted the House passed this and it's currently waiting for the Governor's signature. A copy of this resolution needs to be sent to the County Auditor and to the Office of Budget and Management at the state. Once the Governor signs the law, the state is going to distribute to each County Auditor the County's allocation and the Auditor will hold that funding until each of the local jurisdictions within that County apply to the Budget Commission for the funding. As they apply, they will receive the Local Government share distributed from the main fund. If someone doesn't apply and there is additional funding left over, that funding can then be redistributed to all those who applied. The good news is that it appears the CARES fund can be used as a match for the Public Assistance Funds.

Discussion:

1. 2021 Tax Budget

Director Bragg presented and discussed the rough draft of the tax budget. Next week, the tax budget will be finalized and Director Bragg will ask that the draft document be put on display for 10 days and on July 9th, the public hearing will be held and the tax budget will be formally adopted.

The most important line on the Tax Budget is line 14 and the request for certification for \$51,493,649.

Commissioner Kline asked about the reimbursement line in the Receipts and Director Bragg responded it's a miscellaneous category and any time money is returned to the County for overpayment it goes into that fund. Commissioner Kline then asked what happened in 2018 with the large balance in the account, and Director Bragg noted it's probably from the Board of Elections.

Commissioner Kline asked about the Other Expenses line 25 for \$ 50,000 and Director Bragg noted the \$320,0339 is the completion of the contract for the architect and the business manager on the jail, and the \$50,000 is merely a placeholder for a roof or parking lot.

Commissioner Clyde asked why decreases are not listed on the Receipts such as Local Government and sales tax and Director Bragg responded the 2020 Estimates are reduced slightly from the normal amounts. COVID-19 will start affecting the June collections and it will continue until January or February, then it should climb back up, so if you figure $\frac{1}{2}$ of the loss in 2020 and $\frac{1}{2}$ of the loss is in 2021.

Commissioner Clyde asked about the balance on line 2, the \$6 million dollar decrease and Director Bragg explained that's on the conservative side, the worst case scenario, we may experience a \$6 million dollar decrease in the cash. Director Bragg's forecast assumes all things are staying the same because there hasn't been changes yet, but departments are working to reduce costs as we speak.

Commissioner Kline asked on page 3, line 115 is quite staggering from \$6.6 million to \$615,720 and Director Bragg noted that if everything stays the same that's where the County could go. He also indicated that \$4 million is the minimum and when we get into the \$ 3 million dollar range, it impacts the County's ability to function. If the County gets to \$6 million, it starts to border on the minimum of what he would like to see available.

Commissioner Clyde mentioned the Board of Elections should probably have a bigger difference between a presidential and a non-presidential year and Director Bragg noted some of their figures were much lower on their request and he will recheck the figures to find the difference and add it on.

Director Bragg explained he's had 1 week to review the data, and this is the best rough estimate to date. He is still working on the non-general fund and he will try to have it done so the Board can review it on Tuesday.

Director Bragg discussed Fund 0001, 0002, and 0003 and noted those funds make up the total General Fund on the Tax Budget and he will provide a more detailed spreadsheet for the Board's use.

Commissioner Clyde asked if there's a total of all the funds or are they certified separately, and Director Bragg responded they are certified separately. Fund 002 funding is already spent to finish out encumbrances on the jail. The certification is listed to return the cash advance. The $\frac{1}{4}\%$ sales tax is done until the jail is finished.

Commissioner Clyde asked about Fund 001 and it appears as if the Sheriff has put in for a \$2 million dollar increase and Director Bragg responded that \$850,000 has been sitting in Fund 002, and the Sheriff is moving funding. Director Bragg went on to say that it's not actually an increase in personnel, but there is a raise included in the funding and around \$850,000 to \$900,000 is just Fund 002 personnel moving into Fund 001. Director Bragg will contact Ron Rost at the Sheriff's Office for additional information and will provide a further breakdown for the Board, including prior years both for the General Fund and Non-General Fund.

Commissioner Clyde also asked for the responses from Elected Officials and Department Heads about their budgets and the Clerk will forward.

Next week, the Board will adopt a Journal Entry to put the County's tax budget on display for 10 days and the Board will need to decide how it can achieve public display due to COVID-19. Director Bragg recommends a table in the vestibule and have the first set of doors open from 8:00 AM-4:30 PM and include that in the advertisement. The tax budget will need to be accessible for 10 days prior to the hearing. The Tax budget will be adopted on July 9th. Commissioner Clyde suggests the tax budgets are posted on the website, and Director Bragg explained we always do, but it doesn't count towards the requirement of public inspection. Commissioner Clyde asked Director Bragg to double check with the Prosecutor's Office that putting the tax budgets on the website wouldn't be included in the temporary law the state passed for public meetings.

Commissioner Clyde asked if the Receipts could be broken out further by department, line item, amounts and projections and Director Bragg will provide the information shortly.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the June 11, 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

Resolutions:

1. The Board of Commissioners agrees to appoint Richard Brockett to the Portage Area Regional Transit Authority (PARTA) Board of Trustees representing the northern section of Portage County./**HOLD**

2. The Board of Commissioners agrees to appoint Ann Bryner Hedington to the Portage County District Library Board of Trustees./HOLD
3. Award the sale of real property owned by Portage County known as 7008 State Route 88, Ravenna./20-0401.

RESOLUTION NO. 20-0401 - RE: AWARD THE SALE OF REAL PROPERTY OWNED BY PORTAGE COUNTY KNOWN AS 7008 ST. RT. 88, RAVENNA OHIO.

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

WHEREAS, the parcels numbered 31-212-00-00-020-002 and 31-212-00-00-020-004 and their contents known as 7008 St. Rt. 88, Ravenna Oh, were offered for sale by public auction in accordance with requirements established by the Ohio Revised Code to be sold to the highest responsible bidder, Medicaid Certified DODD provider preferred; and

WHEREAS, the Board of Commissioners set a minimum bid of Five hundred thousand and 00/100 dollars (\$500,000.00), reserved the right to have an easement on a portion of the property and included a deed restriction and condition on the property; and

WHEREAS, the auction was opened at 11:00 a.m., E.S.T. on Wednesday, June 17, 2020 and one (1) bid was offered; and

WHEREAS, as the only bid received of Five hundred thousand and 00/100 dollars (\$500,000.00) met the minimum set by the Board of Commissioners and was also a Medicaid Certified DODD provider; it is the recommendation of the Director of Internal Services that the following bid be accepted as the best bid received and that the real property be sold to:

Portage Industries, Inc.
7008 St. Rt. 88
Ravenna, OH 44266

;now therefore be it

RESOLVED, that the Board of County Commissioners does hereby award the sale of the property and contents with easement rights, a deed restriction and condition of 7008 St. Rt. 88, Ravenna Ohio to Portage Industries, Inc.; 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;

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 May 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: In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Transportation Report for April and May 2020, as presented by the Portage County Sheriff's Department.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

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

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners authorizes the change in the designation of a parcel to be considered Linear Transportation Right-of-Way to allow the removal of all future stormwater fee assessments as requested by the County Engineer's Office for the following parcel:

Parcel #18-045-00-00-025-000, Freedom Township Trustees

The Board further authorizes reimbursement of the overpayment of Stormwater Utility fees from the last billing period in accordance with Resolution No. 09-0835, Section 7 as follows:

Parcel #18-045-00-00-025-000, Freedom Township Trustees, 5934 Streeter Road, Mantua, OH 44255 reimbursement of \$18.45.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries


Commissioner Clyde mentioned she talked with Administrator Roberts, and they discussed adding a County Administrator section before the Miscellaneous items for last minute or catch all items.

Administrator Roberts will present a resolution next week about streamlining some of the business of the Board that are routine such as the bills, wires, etc. The items can roll a week behind because the Auditor's Office is only running one check on run Thursday mornings. It won't change anything, except allowing Director Bragg a little breathing room to process their review.

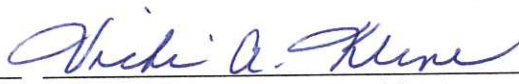
Administrator Roberts also discussed opening the Administration Building. There's no sense of urgency to re-open the building but he recommends the Board set a date next week of December 31st, noting anytime between now and December 31st, the Board will provide a 30 day window to open the building. Commissioner Christian-Bennett thought Director Jeffries requested 6 weeks and Administrator Roberts will confirm before the resolution is adopted.

Motion: by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board adjourn the Meeting of June 18, 2020 at 10:45 AM.
Roll call vote: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;

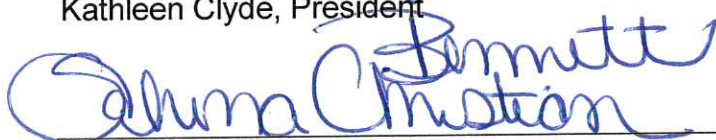
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of June 18, 2020.



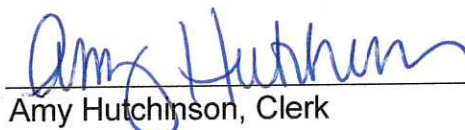
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk