



Portage County Board of Commissioners
Meeting Minutes

0374

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, August 6, 2020

9:04 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.

Commissioner Clyde noted there's been a few additional residents in Portage County who have passed away in the last week due to COVID-19 and she encourages everyone to continue to stay safe, wear your mask, socially distance, stay home as much as possible and to be as safe as you possibly can.

Commissioner Clyde asked for a brief moment of silence for the Portage County residents who lost their lives this week battling the Coronavirus. Our thoughts are with their families and loved ones during this difficult time.

Recessed: 9:06 AM into Solid Waste Management District Meeting
Reconvened: 9:20 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. COVID-19 and Travel Memo

Director Kovick presented a revised memo due to Governor DeWine's Travel Advisory from July 22, 2020 with the following changes:

- Effective July 27th, there is new language if an employee is traveling to a state that has 15% or higher positivity rate, the employee must quarantine when returning home.
- The Order for facial coverings has been added.
- Under the Travel Policy, sick leave has been included as an option for employees to use as part of the quarantine period due to the CCAO Bulletin dated July 30th (2020-16),

which refers to Ohio Revised Code 124.38 which provides specific reasons to use sick leave and one of the reasons include exposure to a contagious disease that can be communicated to other employees.

The Board agreed to move forward with the revisions and Director Kovick will send the memo to Elected Officials and Department Heads.

JOURNAL ENTRY: The Board of Commissioners directs the Board's Department Directors to follow the guidance provided in Memo Format dated August 6, 2020 as prepared by the Director of Human Resources providing for return to work plans for employees traveling on vacation and addressing facial coverings per the Order from the Director of the Ohio Department of Health.

Motion: Commissioner Clyde

Seconded: Commissioner Kline

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners accepts the retirement of Thomas Sobczak, Maintenance 2, for Portage County Internal Services, effective August 14, 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 agreed to authorize the two-week external posting of the full time Maintenance 2, replacing Thomas Sobczak for Portage County Internal Services 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 agreed to authorize the temporary transfer of Ariel Randolph, Eligibility Specialist to Child Support Specialist for Portage County Job & Family Services, effective August 10, 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 agreed to authorize the temporary transfer of Brooke McCarty, Eligibility Specialist to Child Support Specialist for Portage County Job & Family Services, effective August 10, 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 authorize the temporary transfer of David Morgan, Eligibility Specialist to Child Support Specialist for Portage County Job & Family Services, effective August 10, 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

WATER RESOURCES

Present: Gene Roberts

Discussion:

1. Shalersville Water Treatment Plant

Director Roberts would like to reach out to the owners of the operating sand and gravel facility next to the Portage County Shalersville Water Treatment Plant. Director Roberts presented a map highlighted in yellow of the improvement or new work going on County property. There was an agreement between the Board and the adjoining operator to remove trees within the curved area, but the purpose of the removal was to provide additional parking at the Sheriff's Training Center. The haul road crossing County property has brought many vehicles across Coit Road, so it's become a safety concern.

Director Roberts hasn't located anything in the agreed upon documents that was approved by the Board that authorized this work. Director Roberts will check the 70's and 80's to ensure an agreement doesn't exist that contained language for that person to come on the County's property to build the roads. Director Roberts would like to get a full understanding of what they are doing and to also explain what their impacts are to the public water supply.

The Board agrees Director Roberts should move forward with the request.

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg noted there's nothing out of the ordinary on this week's resolutions.

Resolutions:

**RESOLUTION NO. 20-0484 - RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on August 6, 2020 in the total payment amount of **\$499,083.68**, for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0485 - 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 August 6, 2020 in the total payment amount as follows:

1. \$170,625.47 to Medical Mutual - Claims
2. \$ 8,677.55 to Wage Works - Contributions; 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, August 7, 2020 | \$ 170,625.47 |
| Wire Transfer on Friday, August 7, 2020 | \$ 8,677.55 |

and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 20-0486 - 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:

| | | |
|----------|-----|-------------|
| 08/06/20 | 13 | 34.00 |
| 08/06/20 | 15 | 306.00 |
| 08/06/20 | 16 | 2,541.00 |
| 08/06/20 | 17 | 2,457.00 |
| 08/06/20 | 173 | 1,922.00 |
| 08/06/20 | 180 | 15,081.31 |
| 08/06/20 | 181 | 10,633.52 |
| 08/06/20 | 183 | 28,232.94 |
| Total | | \$61,207.77 |

; 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. 20-0487 - 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 **\$29,234.97** dated **August 6, 2020** shall be paid; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

1. The Board of Commissioners approves the application of the FY 20 Emergency Management Performance Grant-Supplemental COVID-19 on behalf of the Portage County Office of Homeland Security & Emergency Management./20-0488
 - Director Bragg noted Director Shackelford (Office of Homeland Security and Emergency Management) would like to have several plans prepared by outside consultants for emergency preparation that qualify under CARES funding, but all the CARES money will be spent.
 - There's a \$10,000 local match on the grant, however the match is authorized under the CARES funding and the Committee is planning to support that expense should the grant be awarded.

RESOLUTION NO. 20-0488

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**RE: APPROVE THE APPLICATION OF THE FY 20
EMERGENCY MANAGEMENT
PERFORMANCE GRANT-SUPPLEMENTAL
(EMPG-S) COVID-19 ON BEHALF OF THE
PORTAGE COUNTY OFFICE OF HOMELAND
SECURITY & EMERGENCY MANAGEMENT
(FEDERAL PASS THRU # EMC-2020-EP-
00014)**

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 adopt Resolution No. 20-0488 on August 6, 2020 authorizing the grant application to the Ohio Emergency Management Agency (EMA) for the FY 2020 Emergency Management Performance Grant – Supplemental, COVID-19 funds for Agreement Number 72665, Federal Pass-Thru number **EMC-2020-EP-00014**; and
- WHEREAS,** Ohio EMA has provided Portage County with Supplemental EMPG not to exceed with local match the total grant award of \$29,156.04; for actions taken to prepare for, respond to, mitigate, and recover from, the COVID-19 Pandemic; now, therefore, be it
- RESOLVED,** that the Board of Portage County Commissioners accepts the 2020 Emergency Management Performance Supplemental Grant of \$29,156.04; and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorizes the President of the Board of Commissioners to be the signatory of the grant and the Office of Homeland Security and Emergency Management Director to sign, return and be the administrator of the grant from Ohio EMA; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Office of Homeland Security & Emergency Management; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all

deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

JOURNAL ENTRY: The Board of Commissioners signed the Partial Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing I Limited Partnership to Portage County Commissioners, for the property located at 1686 Athena Drive, Kent, oh 44240. Portage County will receive 1/24th of the principal accrued interest of \$110,000.00, in Portage County records number 201515521, as presented by Neighborhood Development Services.

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 approved the July 2020 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners agrees to amend Resolution 20-0400, adopted on June 18, 2020, 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./20-0489
 - This resolution allows Director Townend to enter the purchase orders and pay the invoices out of the CARES fund.

- When the Auditor's Office originally set up the fund, it was set up under Department 011, which is Department of Budget and Financial Management, but Director Bragg only has authority to pay invoices from that fund, so it should come out of Department 010 so that both Director Townend and Director Brag will have access for a smoother transition.

RESOLUTION NO. 20 0489 - RE: AMEND RESOLUTION 20-0400, ADOPTED ON JUNE 18, 2020, 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 Board of Commissioners adopted Resolution 20-0400 on June 18, 2020, approving the fulfilling of the requirements of Ohio senate bill 310 for the passage of a resolution in order to receive and expend federal funds under section 5001 of the Coronavirus Aid, Relief, Economic Security (CARES) Act; and

WHEREAS, to allow for the process of purchase and payment requests and that the MUNIS department code 010 be utilized within fund 1500 and that the Director of Internal Services be added and authorized to enter purchase and payment requests into MUNIS and that the Portage County Administrator continues to be identified as the Responsible Authority and the Budget & Finance Director as the primary contact; and

RESOLVED, that the Board of Commissioners agrees to amend the resolution to reflect the above change; and be it further

RESOLVED, that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

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RESOLUTION

NO. 20-0489

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, the Budget & Finance Director as the Primary Contact and the Director of Internal Services is authorized to purchase supplies, materials, services and equipment and to submit invoices for payment and shall take the following actions and all other necessary actions to remain in compliance with S.B. 310:

- (1) To process purchase requests and payments from fund 1500, department 010 in the MUNIS County Financial System;
- (2) 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;
- (3) 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
- (4) 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, the Director of the Ohio Office of Budget and Management and to the Director of Internal Services; 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;

JOB & FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator

Resolutions:

1. The Board of Commissioners agrees to transfer \$30,680.58 from fund 0001, General Fund to Fund 1410, Public Assistance Fund./20-0490
 - This resolution is for the regular monthly mandated share transfer from the General Fund to Public Assistance for the month of August 2020.

RESOLUTION NO. 20-0490

**RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1410, PUBLIC ASSISTANCE
FUND**

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

WHEREAS, the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$30,680.58 for the month of August 2020 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

\$30,680.58

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE

\$30,680.58

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services and the Department of Budget and Financial Management; and be it further

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

meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the July 30, 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

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the July 28, 2020 Amended Certificate of Estimated Resources for the year beginning January 1, 2020 as submitted by the Portage County Budget Commission.

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 receipt of the July 30, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

REGIONAL PLANNING COMMISSION

Present: Todd Peetz, Department of Budget and Financial Management Director Todd Bragg, and Office of Homeland Security and Emergency Management Director Ryan Shackelford and Regional Planning Executive Committee President Jim DiPaola

Discussion:

1. Sale of Multi-Purpose Building

Director Peetz reported there's been some interest in the former Regional Planning Commission (RPC) building with the potential opportunity to make an offer to go forward with a sealed bid. Those discussions unfortunately have ceased at this time.

The Regional Planning Commissioner Executive Committee met on July 8th and requested the Commissioners put the building back out for sealed bid with a minimum bid of \$100,000.00. Unfortunately, the amount owed on the building is \$134,310.94 or a difference of \$34,310.94 and that amount would initially have to come from the Board of Commissioners. This is in addition to what the Board of Commissioners has contributed (\$95,366.28) from 2007, 2010 and 2019. The RPC would be left owing \$129,677.22 to the Board of Commissioners.

The Executive Committee's discussion included processing a payment reimbursement plan over the next 15 to 20 years with the possibility of doing other planning projects to help offset the cost of a County Comprehensive Plan or an annual payment to cover the difference. The Committee also discussed the possibility of splitting the difference of what's been paid by the Commissioners and what is owed.

Director Peetz is requesting that the Board determine if the RPC Building should go out for sealed bids with a minimum bid of \$100,000. The RPC and the Board of County Commissioners would then discuss a repayment plan based on the final bid price at a later time.

Commissioner Kline asked why there's a problem selling the building and Director Peetz noted there's nothing wrong with the building as it's in good working order, but the next 10 years will require \$60,000-\$80,000 worth of improvements such as the parking lot needs repaved, and there's 5 HVACs that are all over 20 years old.

There has been an interest to rent the building, but now that we are in the middle of a COVID-19 pandemic, it makes it even more difficult to sell.

Commissioner Christian-Bennett noted it's not selling because of its location as it's not a good location with vandalism and it's been empty since September 2018. The other concern Commissioner Christian-Bennett shared as a member of the Executive Board, that due to the COVID pandemic, people are more productive working from home and there's a lot of building space already available and this location is ideal for that purpose, but people are working from home.

Director Bragg noted in regard to the payoff, the County will pay off the USDA loan this fall and the issue is solely between the Planning Commission and the Commissioners, and the Commissioners have the ability to structure any type of repayment however the Board would like. The County paid the original mortgage and charged back the Regional Planning

Commission. What Regional Planning Commission owes the County is different than what the County owes the EPA.

Commissioner Christian-Bennett noted there's only 1 tenant that uses the area for storage and Director Peetz pointed out his rent covers the utilities.

Commissioner Christian-Bennett asked if Director Peetz heard back from the City about an incubator business for someone starting a business and Director Peetz explained he met with the Ravenna City Mayor and the City's Economic Development Director and they are looking at Riddle Block 9 instead. He also spoke with University Hospital about space and doing an incubator with NEOMED and met with the economic development people out of Chicago, and they said we needed to do an evaluation for incubator space and to perform of what the space would look like and that study typically runs about \$25,000-\$50,000, which the Planning Commission cannot afford.

Director Peetz is asking the Board to put the former Regional Planning Commission's building out for bid with a minimum bid of \$100,000, noting if that bid is met, there will be a shortfall of \$34,310.94 that would have to come from the Board of Commissioners, and the total shortfall amount would be worked out into a re-payment process agreed upon by the Regional Planning Commission and the Board of Commissioners. Commissioner Kline noted there aren't many options for the facility and Commissioner Christian-Bennett explained the longer it sits empty, the worse it gets.

The Board of Commissioners agreed with the recommendation of the Regional Planning Commission's Executive Board and asked Director Peetz to move forward and he will get in touch with Internal Services Director Townsend to put the building out for bid with a reserved minimum of \$100,000.

Discussion:

1. King Kennedy Center Gym Project

Commissioner Clyde asked if Administrator Roberts would reach out to the King Kennedy Center and continue the conversation with Neighborhood Development Services about funding that may be available for some community projects with Revolving Loan funding and report back to the Board.

Commissioner Christian-Bennett believes the gap in the funding for the playground is \$50,000.

KING KENNEDY CENTER GYM PROJECT

Present: Frank Hairston and Dr. Geraldine Hayes Nelson, Kent State University

Discussion:

1. King Kennedy Center Gym Project

Dr. Nelson explained the whole community is very stressed and they need monetary assistance to get the gym project built. They have reached out to the community, but they still need additional help.

Commissioner Kline has spoken with Mark Frisone (Family and Community Services) and he explained that because of the 2 year delay and bad soil, the project is now \$150,000 over budget without the sprinkler system.

Dr. Nelson explained the issue is the \$100,000 for the sprinkler system and \$50,000 to connect the buildings. The latest discussion was to build the gym without connecting it to the old facility.

Dr. Nelson pointed out the total with the sprinkler system would be \$300,000 and adding in tables and chairs, the total becomes \$350,000.

Commissioner Kline asked how important to the community is the need to connect the buildings and Dr. Nelson responded the restrooms are in the old building and the kids would need to go outside anytime they needed to use the restroom. Commissioner Kline noted the total amount of funding was not conveyed initially.

Commissioner Christian-Bennett had spoken to Myia Sanders on Monday and she understood they were short the money for the sprinkler system, but that's not what's being discussed today. Dr. Nelson noted the only discussion was to sprinkle or not sprinkle the building and the focus was on the \$100,000 - \$50,000 to sprinkle the gym and \$50,000 to sprinkle the other portion. Dr. Nelson also noted the cost \$100,000 and with the soil mitigation \$150,000 and that increased the project to about \$160,000.

The second issue was the presentation that Mr. Frisone had and it was just about the sprinkler system. Dr. Nelson asked Mr. Hairston to put something together showing the bottom line. A total of \$175,000 was given as a bequest towards the facility and a portion of the funding would go to offset the debt. The anticipated date of completion is early 2021.

Mr. Hairston believes there needs to be a conversation with Mr. Frisone to find out what is the financial plan for the gym project and it needs to be put on paper so everyone is informed.

Commissioner Christian-Bennett asked how much funding has been raised so far and Mr. Hairston indicated they've received State funding, Mental Health & Recovery Board donation, private donations, and church donations, as well.

Commissioner Clyde thanked both Dr. Nelson and Mr. Hairston for coming and indicated the Board will be in touch.

COUNTY ADMINISTRATOR

Present: Gene Roberts, Internal Services Director JoAnn Townend, Office of Homeland Security and Emergency Management Director Ryan Shackelford and Department of Budget and Financial Management Director Todd Bragg

Discussion:

1. Cares funding

The memo that was put together and sent via email to the Board provided an overview and the Committee held back \$100,000 for the Health Department and they just received their request late last night for a request of \$161,000. The Committee has spent money and will continue to spend money, but needs guidance from the Board based on where they are with total dollar amount and that they had also discussed excess money could be spent for business grants and social grants, but they are not seeing a large pot of money, if any, that will be available.

The Senate Bill 1624 (HEALS Act) will provide more funding to local government. The key element that will help counties survive is the push on the December 30th date on the CARES Act to March 30, 2021. If that does survive, it will provide an extra 3 months.

Administrator Roberts is looking at an October influx of cash from turnback money that may not occur. The Committee will try to program based on the \$1.8 million but have a considerable resource at their disposal to spend additional money as it becomes available.

Currently, the Committee needs direction on the priorities. They would like to begin looking at what's been proposed to the working group and start to prioritize. The primary need as defined by the Committee is the safety needs of the future by keeping employees and the community that visits the buildings safe. The #2 priority is recouping the costs already paid for Personal Protective Equipment (PPE), laptops, and any items that created social distancing. There isn't a hard number of the two priorities combined, but it should be \$300,000-\$400,000 without any hesitation.

The next level is recouping labor costs where appropriate and to always have reserve so that if money becomes available, the County can utilize it. Director Bragg programmed \$761,000 in what has been spent in labor costs to date, and the remaining is looking forward on the labor costs, if the Board agrees that they are not looking to spend money on social and business grants, or hazardous duty pay.

The next visit with the Board will contain hard numbers in addition to what has been presented for what it believed to be actual costs in at least the first 2 groups and a priority on the balance with the intent to use all the funding towards the best use possible.

Commissioner Clyde is pleased the Committee split up and touched base with every department and walk them through eligible expenses and compiled the information and the Committee is on target with the correct priorities established.

Commissioner Clyde knows there are CARES funds coming separately in some places and does the Health Department and Job and Family Services come out of the Board's \$1.8 million allocation or are there separate streams the County will be able to access and Director Bragg responded the requests are on top of what they've received, so they are able to spend all the funding they received and they can use the \$1.8 in addition. Administrator Roberts provided the example of the Health Department, who received 2 additional funding sources, both specific for contact tracing and the second one is for contact tracing, pointed directly at CARES response in mitigation. So they are spending all of their incoming grant money in the same mechanism we are trying to spend ours, but they are looking at giving us what they cannot spend with their restrictive uses of their funding. The Board of Elections is in the same situation, and Job and Family Services has a small stipend they've been given, but in general they are not being provided much funding. All entities were asked if they had additional funding sources and the County Auditor's Office was generous enough to share the 90 subsets the State Auditor is looking at for CARES funding, so we are back tracking on some of the items.

Commissioner Christian-Bennett asked if all the requests have been verified expenses that can be reimbursed with CARES Act funding and Director Roberts noted they are in the process of reviewing.

Commissioner Christian-Bennett has spoken with the Regional Airport and they also received CARES funding as well.

Commissioner Clyde asked what the \$220,000 stands for and Director Shackelford responded that number covered the Director and Deputy Director's salary from March 1, 2020 to December 30, 2020 (21 pay periods), but Patty's salary was excluded because she works on different projects and normal administrative duties. The figure also includes the PPE equipment. Commissioner Clyde asked if it would be duplicative in the payroll number, and Director Shackelford noted it's separate.

Commissioner Christian-Bennett asked what the Clerk of Courts requested for \$255,000 covers and Director Bragg explained a lot of the amount included building modification and the need for laptops. There's a total of \$3 million dollars on the list and not everyone is going to get funded, but building modifications is a little more concerning regarding eligibility and if we don't need to use it, we shouldn't to risk a rejection in the audit next year. The plan is to fund \$1.8 million that is on the list.

Director Shackelford noted there was a lot of redundant requests and a lot of great ideas for PPE equipment and disinfectant, so instead of each individual department requesting PPE specific to them, it was consolidated through the EMA office by doing the bulk purchasing of exactly what has been distributed over the past 5 months and we should continue to mimic those numbers in the coming months.

Administrator Roberts will keep the process moving and Commissioner Clyde noted the Board can reach out to Elected Officials to remind them to maximize the use of the CARES funding to save pain later down the road with staff reductions due to revenue shortfalls.

Administrator Roberts also noted when they hit \$1.8 million, they will want to continue the efforts so they are aware of the surplus that would be potentially eligible and once the turnback money starts to come in, capture as much as possible.

Commissioner Clyde asked if the Board will start receiving non general fund resolutions to spend down funding or how will this operationalize and Director Townend explained when they've talked with the County Auditor originally, and if anyone has taken money from their budget to purchase PPE, an expense corrections can be done from the EMPA or the CARES funding. There shouldn't be many appropriations going forward, except when additional funding is needed or when big ticket items come through over \$50,000 and those items are subject to be bid, except for PPE.

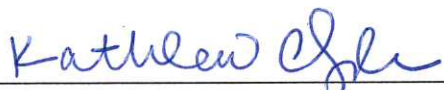
Director Bragg explained since there isn't a need to have funding set aside for hazard pay, the next goal is to dwindle the \$3 million down to the actual \$1.8 million. Some of the items are being ordered and some are on hold. The actual goal now is to come up with the \$1.8 million dollar list that needs to be encumbered by October 6, 2020. Director Townend explained the only purchases made so far are PPE for Director Shackelford and the laptops for the departments. The payment window upgrade for the Clerk of Courts is already encumbered under the construction contract that was bid out over a year and a half ago, it just hasn't started yet.

Commissioner Clyde noted this issue will come back before the Board with details of the \$1.8 million dollar expenses for the Board's approval, knowing that some of this has already been expended, but the bulk of it has not been spent. Administrator Roberts noted every time the Committee comes back, each piece will come back for approval and an update on what's left. The safety items (disinfectant, UV units) are proceeding as the #1 items necessary to protect employees.

Commissioner Christian-Bennett asked how many UV units are being purchased and Director Townend responded 2 single UV units and 6 double based upon discussions with the Judges and the Sheriff. The original number has been cut back from 10.

Motion: by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board adjourn the Meeting of August 6, 2020 at 10:56 AM.
Roll call vote: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea; Commissioner Clyde, Yea;
Motion Carries.

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of August 6, 2020.



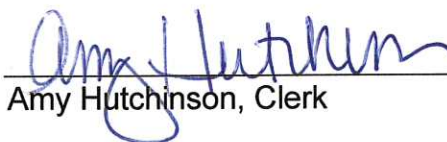
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk