



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, August 27, 2020

9:01 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	Absent
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day County Administrator Gene Roberts.

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

Recessed: 9:02 AM into Solid Waste Management District Meeting
Reconvened: 9:14 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. Potential Accommodations for Employees

Director Kovick presented potential accommodations for employees with childcare issues in the Fall.

Scenario A - Children in school 5 days per week.

If an employee chooses to keep a child home under this scenario, they have 3 options: telework, flexible work schedule or vacation, personal or comp time. The Family First Coronavirus Act (FFCRA) is not available if a parent elects to keep a child home when the school is open.

Scenario B - Is a hybrid schedule where schools are open part time and closed part time. An employee may have to stay home with the child on the days scheduled for virtual

learning. During that time, an employee is able to telework, have a flexible work schedule or take paid leave. Scenario B is also available for FFCRA during the days the child is doing the virtual learning only.

Sick leave is highlighted under both Scenario A and B for the Board to decide whether it wants its employees to use their sick leave during the days their child is virtually learning.

Scenario C – Online Learning Only.

This is when the school is completely closed and the child is learning online only. The employee has 4 options including the FFCRA, which is available to the employee for the entire schedule if the employee still has time available. If the FFCRA was completely utilized in the spring, the employee would receive 80 hours of sick leave and employees are also eligible for the FFCRA FMLA, which is expanded FMLA that would cover specifically for childcare purposes. The employee would only be eligible for the days when the child is doing virtual learning, it's not to be used when the employee chooses to keep their child home for fear of COVID-19.

It's important to note, under FFCRA leave, employees are only paid 2/3rds of their wage because it is for childcare. If an employee applies for FFCRA, they would be eligible for the 3rd week supplemented by their paid leave.

Commissioner Clyde noted some of the schools are allowing families to choose whether their child stays home or goes in and Director Kovick suggests utilizing Scenario A. The Board could make its own decision to allow use of sick time, but if an employee chooses to have their child stay home, she suggests they utilize their own time, whether it's vacation, comp or personal.

Commissioner Christian-Bennett asked if Director Kovick sees any issues with the policy and Director Kovick noted the document provides options for the Board to consider.

Commissioner Clyde noted all 3 options in Scenario A are currently in place and are provided to County employees.

Commissioner Clyde would like additional time to think about adding a possible Scenario D where the school is open 5 days a week, but it's optional for parents to send their child to school.

Commissioner Clyde would also like to provide Directors a little more authority in their decision whether to allow leave for their employee and asked Director Kovick to strengthen the language in the last sentence to say an employee should work with your Director (instead of Elected Official) as they are in a better position to judge the situation.

Commissioner Clyde noted if Director Kovick needs an update to one of the existing policies such as the temporary leave policy, the Board will handle the update there.

Commissioner Christian-Bennett noted the Board's current policy provides some direction for the Director's to work with if something comes up next week.

Director Kovick will bring this item back next week for discussion.

JOURNAL ENTRY: The Board of Commissioners agreed to rescind the recommendation to hire Steven Wolfe for the Regional Wastewater Superintendent position for Portage County Water Resources Department.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agreed to authorize the full time hire of Richard Krumreig as a Regional Wastewater Superintendent, replacing the position previously held by Christopher McCarron for Portage County Water Resources. Anticipated start date is October 5, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners accepted the resignation of John Stirm, Engineering Technician I, for the Water Resources Department, effective September 15, 2020.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agreed to authorize the seven-day internal posting of the full time Engineering Technician I, replacing John Stirm for Portage County Water Resources Department with external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

- Administrator Roberts noted there are 4 positions in the Engineering inspection group and one of the employees prior to Mr. Stirm's resignation has been out on FMLA and it may extend for some time. The request is because the group is down to 50% and he would like to ask that the Board move forward with the request and the Board agreed.

JOURNAL ENTRY: The Board of Commissioners accepted the resignation of Isaiah Jones, Social Service Worker 3 – Group Home, effective September 18, 2020 for Portage County Job and Family Services.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agreed to authorize the three-day internal posting of the full time Social Service Worker 3 – Group Home, replacing Isaiah Jones for Portage County Job & Family Services with external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

- Due to the hiring freeze, Director Jeffries would not be requesting this position, however the group home needs to have someone in this position and requests that it be posted.

JOB & FAMILY SERVICES

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

Resolutions:

1. The Board of Commissioners agrees to transfer \$140,000.00 from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./20-0522
 - This is the regular transfer from the Child Welfare levy to Public Assistance.

- This is the reconciliation payment for second quarter 2020 and the first payment for third quarter 2020 in the amount of \$140,000.00.

RESOLUTION NO. 20-0522 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool 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 \$140,000.00; \$127,020.97 for 2nd Qtr SFY2020 Reconciliation and \$12,979.03 for 3rd Qtr SFY2020 Payment#1 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR \$140,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$140,000.00

; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

1. The Board of Commissioners agrees to accept contract change order no 1 to the construction agreement between the Board of Commissioners and Boak & Sons, Inc. for the roof replacement project at the Portage County Engineer's Central Facility./20-0523
 - During the roofing replacement project, it was discovered that many of the panels were bad and needed replaced.
 - This resolution is for a change order to increase the contract and final closeout.
 - Total change order is \$3,697.00 to the contractor

RESOLUTION No. 20-0523 - RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND BOAK & SONS, INC. FOR THE ROOF REPLACEMENT PROJECT AT THE PORTAGE COUNTY ENGINEER CENTRAL FACILITY.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following Resolution be adopted:

WHEREAS, Resolution 20-0349 accepted and awarded the bid of Boak & Sons, Inc. for furnishing all labor, materials and equipment necessary to complete the project

known as the Removal and Replacement of Roofing Shingles for several buildings at the Portage County Engineer Central Facility; and

WHEREAS, a contract was entered into with Boak & Sons, Inc. in the total amount of \$159,863.00, and

WHEREAS, during construction, it was discovered that panels on several of the buildings were rotted and were in need of replacement which resulted in a contract increase, and

WHEREAS, during construction, it was discovered that the clear lexan panel on the salt shed was in need of replacement which resulted in a contract increase, now therefore be it

RESOLVED, that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with Boak & Sons, Inc. covering the Removal and Replacement of Roofing Shingles for several buildings at the Portage County Engineer Central Facility; and be it further

RESOLVED, that this Contract Change Order increases the contract between Boak & Sons, Inc. and Portage County by \$3,697.00 to **\$163,560.00**, and be it further

RESOLVED, that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Boak & Sons, Inc. and Portage County; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

2. The Board of Commissioners agrees to enter into an agreement between the Portage County Child Support Enforcement Agency and Portage County Clerk of Courts – Domestic Division./Resolution No. 20-0524

- This resolution is to enter into a 4-D contract for Child Support Enforcement with the Clerk of Courts.
- Contract Term: July 1, 2020-June 30, 2021.

**RESOLUTION NO. 20-0524 - RE: ENTER INTO AN AGREEMENT BETWEEN
THE PORTAGE COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY AND PORTAGE
COUNTY CLERK OF COURTS – DOMESTIC
DIVISION.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Child Support Enforcement Agency requests authorization to enter into a IV-D Contract with the Portage County Clerk of Courts – Domestic Division; and

WHEREAS, it was determined through meetings/discussions between representatives of the Portage County Child Support Enforcement Agency and the Portage County Clerk of Courts that Clerking Services shall be purchased at the rate of Nine and 20/100 dollars (\$9.20) per filing, not to exceed One Hundred fourteen thousand nine hundred seventy-seven and 63/100 dollars (\$114,977.63);

WHEREAS, the IV-D Contract will be used to detail the terms of the relationship between the Portage County Child Support Enforcement Agency and Portage County Clerk of Courts – Domestic Division; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a IV-D Contract between the Portage County Child Support Enforcement Agency and the Portage County Clerk of Courts – Domestic Division at the rate of Nine and 20/100 dollars (\$9.20) per filing per filing, not to exceed One Hundred fourteen thousand nine hundred seventy-seven and 63/100 dollars (\$114,977.63); ; and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1414; and be it further

RESOLVED, that the term of this agreement shall be from July 1, 2020 through June 30, 2021, 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

3. The Board of Commissioners agrees to enter into an agreement between the Portage County Child Support Enforcement Agency and the Portage County Juvenile Court-Magistrate Services./Resolution No. 20-0525
- This resolution is to enter into a 4-D contract with Juvenile Court for magistrate services.
 - Contract Term: July 1, 2020-June 30, 2021.

RESOLUTION NO. 20-0525 - RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY CHILD SUPPORT ENFORCEMENT AGENCY AND THE PORTAGE COUNTY JUVENILE COURT – MAGISTRATE SERVICES.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Child Support Enforcement Agency requests authorization to enter into a IV-D Contract with the Portage County Juvenile Court – Magistrate Services; and

WHEREAS, it was determined through meetings/discussions between representatives of the Portage County Child Support Enforcement Agency and the Portage County Juvenile Court that Magistrate Services shall be purchased at the rate of Three hundred fourteen and 19/100 dollars (\$314.19) per hour, not to exceed One hundred Fifty seven thousand ninety five and 59/100 dollars (\$157,095.59);

WHEREAS, the IV-D Contract will be used to detail the terms of the relationship between the Portage County Child Support Enforcement Agency and the Portage County Juvenile Court – Magistrate Services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a IV-D Contract between the Portage County Child Support Enforcement Agency and the Portage County Juvenile Court – Magistrate Services at the rate of Three hundred fourteen and 19/100 dollars (\$314.19) per hour not to exceed One hundred Fifty seven thousand ninety five and 59/100 dollars (\$157,095.59); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1414; and be it further

RESOLVED, that the term of this agreement shall be from July 1, 2020 through June 30, 2021; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

4. The Board of Commissioners agrees to enter into an agreement between the Portage County Child Support Enforcement Agency and the Portage County Prosecutor's IV-D Investigative Support Division./Resolution No. 20-0526
 - This resolution is to enter into a 4-D contract for the Prosecutor's Investigative Support Division.
 - Contract Term: July 1, 2020-June 30, 2021.

**RESOLUTION NO. 20-0526 - RE: ENTER INTO AN AGREEMENT BETWEEN
THE PORTAGE COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY AND THE
PORTAGE COUNTY PROSECUTOR'S IV-D
INVESTIGATIVE SUPPORT DIVISION.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Child Support Enforcement Agency requests authorization to enter into a IV-D Contract with the Portage County Prosecutor's IV-D Investigative Support Division, and

WHEREAS, it was determined through meetings/discussions between representatives of the Portage County Child Support Enforcement Agency and the Portage County Prosecutor's Office that IV-D Investigative Support Division services shall be purchased at the rate of Forty-nine 75/100 dollars (\$49.75) per hour, not to exceed One hundred Ninety-five thousand and five and 61/100 dollars (\$195,005.61);

WHEREAS, the IV-D Contract will be used to detail the terms of the relationship between the Portage County Child Support Enforcement Agency and the Portage County Prosecutor's IV-D Investigative Support Division; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a IV-D Contract between the Portage County Child Support Enforcement Agency and the Portage County Prosecutor's IV-D Investigative Support Division at the rate of Forty-nine 75/100 dollars (\$49.75) per hour,, not to exceed One hundred Ninety-five thousand and five and 61/100 dollars (\$195,005.61); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1414; and be it further

RESOLVED, that the term of this agreement shall be from July 1, 2020 through June 30, 2021; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

5. The Board of Commissioners agrees to enter into amendment no. 1 between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc. to provide Early Intervention Service Coordination./Resolution No. 20-0527

RESOLUTION NO. 20-0527

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RE: ENTER INTO AMENDMENT NO. 1
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF THE
PORTAGE COUNTY DEPARTMENT OF JOB
& FAMILY SERVICES AND FAMILY &
COMMUNITY SERVICES, INC. TO PROVIDE
EARLY INTERVENTION SERVICE
COORDINATION.

It was moved by Sabrina Christian-Bennett seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20190409 (the "Original Subgrant Agreement") on October 10, 2019 by Resolution No. 19-0589 to provide Early Intervention service coordination services, evaluation and assessment and for eligible infants and toddlers with disabilities, ages birth through age two (2) year, and their families in Portage County; and

WHEREAS, the parties desire to amend the Original Subgrant Agreement; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of The Portage County Department of Job & Family Services and Family & Community Services, Inc.; and be it further

RESOLVED, that the Ohio Department of Developmental Disabilities (DODD) was given authority to provide a subsidy to county Family & Children First Council administrative agencies to support Early Intervention child find outreach activities as well as increase the Early Intervention Service Coordination budget; and be it further

RESOLVED, that Portage County was allocated Fourteen thousand eight hundred eighteen and 00/100 dollars (\$14,818.00) in outreach subsidy for the 2020 state fiscal year and additional funds for early intervention service coordination in the amount of Forty nine thousand Seven Hundred and Fifty one and 00/100 (49,751.00); and be it further

RESOLVED, that the Outreach subsidy must be used (1) to support outreach for Ohio's Early Intervention program; (2) in accordance with any relevant federal regulations governing states' Part C Early Intervention programs (34 CFR 303); and, (3) in accordance with any local policies and procedures; and be it further

RESOLVED, that Family & Community Services, Inc. agrees to utilize the outreach subsidy funds to pay for personnel costs, promotional materials, advertising, and other appropriate activities related to outreach for Ohio's Early Intervention program in Portage County; and be it further

RESOLVED, that the parties agree to an increase of Sixty-Four Thousand five hundred sixty nine and 00/100 dollars (\$64,569.00) as a result of the additional funding issued by DODD for the period July 1, 2019 through June 30, 2020; and be it further

RESOLVED, that maximum consideration paid under this Subgrant Agreement shall not exceed Three hundred eight thousand five hundred sixty nine and 00/100 dollars (\$306,534.00) for the period July 1, 2019 through June 30, 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 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

- This resolution is an amendment to a contract with Job and Family Services and Family & Community Services for early intervention services.
- This program services toddlers through the age of two and their families.
- There were outstanding invoices, so the request is coming through to amend the agreement so they can be paid.

6. The Board of Commissioners agrees to accept and award the bid for biosolids disposal for the Department of Water Resources./Resolution No. 20-0528

- Bids were accepted through August 12th for biosolid disposal for Water Resources and one bid met all the qualifications.
- The bid would be awarded to Countywide Landfill RDF.
- Year 1 \$41.60/wet ton; Year 2 \$42.84/wet ton; Year 3 \$44.13/wet ton.

**RESOLUTION NO. 20-0528 - RE: ACCEPT AND AWARD THE BID FOR
BIOSOLIDS DISPOSAL FOR THE
DEPARTMENT OF WATER RESOURCES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the following Resolution be adopted:

WHEREAS, four (4) service suppliers requested bid specifications for biosolids disposal;
and

WHEREAS, two (2) bids for were received, tabulated and recorded on August 12, 2020;
and

WHEREAS, it is the recommendation of the Portage County Director of Internal Services
that the Portage County Board of Commissioners accept the following bid as
the best and only bid received meeting all required bid specifications:

Countywide Landfill RDF
3619 Gracemont St. S.W.
East Sparta, OH 44626

Year 1 – Biosolids Cake Solids Disposal Costs (15%-19%) \$41.60 per wet ton
Year 2 – Biosolids Cake Solids Disposal Costs (15%-19%) \$42.84 per wet ton
Year 3 – Biosolids Cake Solids Disposal Costs (15%-19%) \$44.13 per wet ton

;now therefore be it

RESOLVED, that the Board of County Commissioners does hereby award the bid for
biosolids disposal to Countywide Landfill RDF; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

DEPARTMENT OF BUDGET & FINANCE

Discussion:

1. 2021 Budget

Commissioner Clyde would like to consider keeping next year's budget the same as the 2020 budget based on the continued uncertainty with the pandemic effect on County revenue. There will be exceptions such as change orders, collective bargaining agreements, and any other modifications that will be necessitated by changes in revenue. Commissioner Clyde asked Director Bragg and Administrator Roberts to meet with Elected Officials and Department Heads expressing the desire to maintain status quo until the revenue projections stabilize. Commissioner Clyde would like to see the draft budget document include all expense changes highlighted for review by the Board.

Commissioner Christian-Bennett pointed out if the Board is going to consider keeping next year's budget the same, what about the hiring freeze for the Commissioners' departments and Commissioner Clyde explained it should continue and the Board will review each situation on a case by case basis.

Administrator Roberts stated they would leave the money budgeted for the employee, but not fill the position so the budgets would be unchanged and Commissioner Christian-Bennett agreed and stated if the impact is not as bad as anticipated, the money is still there.

A. Are the labor costs in Fund 0002, Additional Sales Tax, moving into the respective departments 0001, General Fund allocation?

Commissioner Clyde responded yes.

B. Are there any planned capital expenses occurring in 2021?

Commissioner Christian-Bennett pointed out the Board had money allocated, but nothing moved forward. Administrator Roberts explained the funding was pulled back 2 years ago and when it was pulled back, it needs to be refreshed and brought back as part of the budget. Commissioner Clyde mentioned as Director Roberts and Director Bragg are meeting with Elected Officials and Department Heads, it's a good time to check in with them about capital expenses to update their knowledge of priorities and to get a sense of how to work the process.

Commissioner Christian-Bennett noted Pretty Glen's figures are at least 4 years old, but money was set aside and would that money be pulled into the General Fund if the project's delayed? Administrator Roberts explained they are in the beginning stages of the Streetsboro Wastewater Treatment Plant upgrades and if they borrow money, WRRSP funding would be eligible. They will know more in 2021 as to where the funding stands for next year and they can determine whether it's 2021 WRRSP funding or if it needs to be 100% local. There are other capital projects that didn't receive funding that could be used (or a portion thereof) for Pretty Glen. Administrator Roberts will contact Director Townend for an update.

- Annex Building, Records Center and Motor Pool
 - Director Bragg noted the annex building is completely empty.
 - Commissioner Clyde asked that the Annex building be discussed with Director Townend along with county property and rents.
- Airport
 - Administrator Roberts has been charged with researching the issue.
- Vehicle replacements
 - This is a departmental issue, as well.

C. What level of general wage increases is the Board considering?

Commissioner Clyde noted it's too early to discuss and the Board could evaluate this issue in December. As the revenue picture becomes clearer and revenues stabilize, the Board could look at providing something in 2021.

Collective Bargaining employees will also need to be looked at to status quo wherever it can because of the potential financial uncertainties.

Director Bragg asked if the intention of the meetings is to take the place of putting out a proposed budget and Commissioner Clyde responded that she would like to see the proposed budget after Director Bragg has met with Elected Officials and Department Heads and Director Bragg would highlight any changes over 2020's budget for additional discussion. The proposed budget is the 2020 budget to discuss with Elected Officials and Department Heads.

2. Airport funding request

Year End Cash Projection, prepared 08/04/2020

1 Runway/Taxiway lights invoice, All Phase Service Company	\$23,600.00	
2 New lift station, Castle hangars, Harner Plumbing	\$15,180.50	
		<u>\$38,780.50</u>
3 Inspection of two Convault fuel tanks	\$3,544.61	
		<u>\$3,544.61</u>
4 Fuel tank	\$34,566.00	
5 Tank truck rental	\$3,000.00	
6 Total Tank Works, Installation	\$21,823.84	
7 Crane	\$7,290.00	
8 Demolition of old tank, Cherokee Demolition	\$7,500.00	
		<u>\$74,179.84</u>
9 Installation of new card reader for fueling terminal	\$3,087.00	
		<u>\$3,087.00</u>
10 Reserve for real estate taxes due 02/2021	\$11,671.24	
		<u>\$11,671.24</u>
11 Estimated additional cash required for operating exp 2020	\$6,878.00	
		<u>\$6,878.00</u>
Total cash required		<u>\$138,141.19</u>
Paid 07/10/2020, New lift station	\$15,180.50	
Paid 06/11/2020, Inspection of two Convault fuel tanks	\$3,544.61	
Cash available 08/04/2020	\$53,518.00	
Accounts receivable	\$7,148.00	
12 CARES Act Grant	\$30,000.00	
Total cash available		<u>\$109,391.11</u>
Shortage		<u><u>-\$28,750.08</u></u>

Administrator Roberts pointed out the accounts receivable shows 12 CARES Act grant and it's been applied for but it's unknown if they will receive it, so the Airport may have an additional ask.

Commissioner Christian-Bennett explained that she's spoken with AMATS to see if there's any Federal funding available for a consultant to look at the Airport and its potential and she will follow up with them today.

Commissioner Clyde noted the Board should approve the request of \$28,750.08 and it should be incorporated into the loan and Director Bragg will bring back a resolution for Board consideration next week.

Resolutions:

**RESOLUTION NO. 20-0529 - RE: BILLS APPROVED AND CERTIFIED TO THE
PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 27, 2020 in the total payment amount of **\$1,089,621.17 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 20-0530 - RE: WIRE TRANSFER APPROVED AND
CERTIFIED TO THE PORTAGE COUNTY
AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 27, 2020 in the total payment amount as follows:

1. \$332,447.35 to Medical Mutual - Claims

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

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

Wire Transfer on Friday, August 28, 2020 \$ 332,447.35

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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 20-0531 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

08/27/20	997	\$25,601.06
08/27/20	998	748.00
08/27/20	999	584.29
08/27/20	1001	121,140.14
Total		\$148,073.49

; 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, Absent; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0532 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 **\$90,850.26** dated **August 27, 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, Absent; Sabrina Christian-Bennett, Yea;

WATER RESOURCES

Present: Gene Roberts

Discussion:

1. Streetsboro Wastewater Treatment Plan Dryer Status Memo

During the Board's July 16, 2020 meeting, a brief summary was presented regarding the upgrade to the Streetsboro Wastewater Treatment Plant when the Biosolids Reduction Facility Dryer was out of service. At that time, the Commissioners were informed that Water

Resources was waiting on pricing from Komline-Sanderson, to analysis options regarding repair versus replacement. Both pricing options have been received as follows:

Trough Replacement/Minor Repairs	\$ 99,220.00
Trough and Agitator Replacement	\$2,575,000.00

The trough replacement is a repair of the dryer and the trough/agitator replacement is more akin to equipment replacement. Having both the repair and replacement costs know staff believes that the best option is repair over replacement.

The \$99,220 trough replacement includes five days of installation, supervision and start-up. Staff will also need to obtain the services of a local contractor to disassemble and reassemble the dryer, a specialty welder to install the new trough sections and a coating specialist to apply a hard coating to the surface of the new trough and existing agitator. The Komline-Sanderson trough replacement parts is a sole source item custom made by Komline-Sanderson for their dryer equipment and does not include the cost of shipping.

The services of the mechanic contractor, welder and coating specialist will be under separate contracts and multiple firms will be contacted to obtain pricing.

Director Roberts requests Board approval to start the purchasing process with Komline-Sanderson to purchase the sole source parts necessary to complete this needed repair. Once the dryer is operation the \$50,000 cost per month for biosolids disposal will be eliminated.

The Board agreed to move forward with the request to repair.

JOURNAL ENTRY: The Board of Commissioners authorized the Portage County Water Resources Department to proceed with the Streetsboro Wastewater Treatment Plant emergency repair to the Biosolids Dryer accepting the proposal provided by Komline-Sanderson in the amount of \$99,220 and to add to said amount the cost of freight to the Streetsboro, Ohio facility.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

COUNTY ADMINISTRATOR

Discussion:

1. King Kennedy:

The plans have been received and are being reviewed by the King Kennedy contractor, Eric Hummell. The County building department has completed a review and they are prepared to do a partial release of the building permit.

2. Lakeside Sand and Gravel:

Last Friday, Director Roberts had a good meeting with Lakeside Sand and Gravel and the Water Resources will develop a site closure plan and a restoration plan. Administer Roberts will come back with an update for a future license that may extend for more than 10 years.

3. Pending Airport Grant:

There's a grant available for the 'clear zone' to remove trees that have grown into the Airport's flight path and it should be done on a 5 year rotation. The Prosecutor's office has signed off on the grant and Commissioner Clyde will add her electronic signature and returned it to the Prosecutor's Office.

JOURNAL ENTRY: The Board of Commissioners authorizes the Board President, Kathleen Clyde, to verify that the Portage County Board of Commissioners has the authority to execute the Grant Agreement POV-GLG-3-39-0099-30-2020 on behalf of the Board.

Motion: Commissioner Clyde

Seconded: Commissioner Christian-Bennett

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

Motion Carries

4. Water Resources Collective Bargaining Agreement Extension

Administrator Roberts presents a standard extension to the current contract as negotiations continue. The extension is for an indefinite time period, but either party can terminate with 30 days' notice. The agreement will come back to the Board once the Teamster's sign.

A. **Draft Resolution:** Extend Collective Bargaining Agreement between the Portage County Board of Commissioners and the Teamsters Local Union No. 436 concerning employees in the department of Water Resources./Resolution No. 20-0533

RESOLUTION No. 20-0533

-

**RE: EXTEND COLLECTIVE BARGAINING
AGREEMENT BETWEEN THE PORTAGE
COUNTY BOARD OF COMMISSIONERS
AND THE TEAMSTERS LOCAL UNION NO.
436 CONCERNING EMPLOYEES IN THE
DEPARTMENT OF WATER RESOURCES**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the

following Resolution be adopted:

- WHEREAS,** the Collective Bargaining Agreement approved by Resolution 17-0803 on October 24, 2017 between the Portage County Commissioners and the Teamsters Local Union No. 436 concerning employees in the Department of Water Resources expires on August 31, 2020; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby extend the Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 for an indefinite period the Bargaining Unit; and be it further
- RESOLVED,** that this indefinite Extension to the Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 may be terminated upon a thirty-day written notice by either party; 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, Absent; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

1. CARES Update:

The State of Ohio Controlling Board released another \$175 million statewide and if they follow the same process, it will provide \$900,000 in additional CARES funding for Portage County, plus the subdivisions. The total identified uses (and they have not heard from everyone) is \$ 3 million dollars, and that doesn't include the \$412,610.00 that are now programmed into the EMA Public Assistance Grant.

The Committee divided the identified uses into 3 tiers:

Tier 1: 100% refundable at \$1.5-\$1.6 million;

Tier 2: Items the Committee truly believe will fit and the \$900,000 will cover the vast majority of expenses that currently stands at \$1,167,000;

Tier 3: In the event the County receives additional funding, the money could be utilized for Tier 3 items, but each needs to be examined on a case by case basis to ensure they would hold up in an audit.

The spreadsheet numbers were updated late yesterday by Director Townend and the spreadsheet includes all the items that have come before the Committee.

Commissioner Clyde pointed out \$325 million has been earmarked for local governments but not allocated, so the next allocation is helpful, but the state still has additional funding available. There have also been discussions about extending the deadline to March, but that's not official.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the August 20, 2020 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Clyde

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

Motion Carries

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board adjourn the Meeting of August 27, 2020 at 10:27AM.

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

Motion Carries


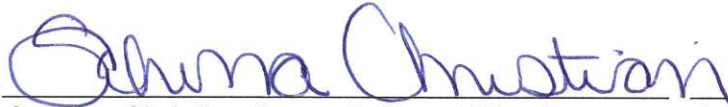
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of August 27, 2020



Kathleen Clyde, President

-----ABSENT-----

Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member

Amy Hutchinson, Clerk

