



Portage County Board of Commissioners  
Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

Thursday, September 24, 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	Present
Sabrina Christian-Bennett	Board Member	Absent

Also attending throughout the day County Administrator Gene Roberts.

Recessed: 9:01 AM into Solid Waste Management District Meeting  
Reconvened: 9:02 AM

### **HUMAN RESOURCES**

Present: Janet Kovick, Jenna Morgan and Susan Lynn

#### **Discussion:**

#### **1. Portage County United Way Campaign**

##### **United Way Action Plan**

Ms. Morgan explained the following timeline:

##### **Thursday, September 24<sup>th</sup>:**

- Since the Board approved the memo, the Human Resources will send out an email including the Pledge Form, Funded Partners PDF and Workplace Campaign Flyer (all provided by UWPC).
- Ms. Morgan will reach out to Elected Officials to seek donations for the participation drawing.
- Zoom meetings will be scheduled with Bill & Julia from United Way in case employees need additional information.

##### **Thursday, October 1<sup>st</sup>:**

- Ms. Morgan will email the memo and UW documents to all County employees.

**Week of October 5<sup>th</sup>:**

- Zoom meetings will be held. Two meetings are suggested with one being held during the lunch hour and one around 4:00-4:30 PM.

**Tuesday, October 13<sup>th</sup>:**

- All donated gift cards/prizes are due to Ms. Morgan.

**Friday, October 16<sup>th</sup>:**

- Campaign reminder email sent out to County employees – one week remaining in the campaign; list prizes available.

**Monday, November 2<sup>nd</sup>:**

- Donations will be tallied; prize winners drawn and announced.

Instead of monetary donations, employees can donate a book to the Big Red Bookshelf Program.

Commissioner Clyde suggests adding the first 2 paragraphs of the memo into the email to employees.

**2. 2021 Health Benefits**

Ms. Lynn explained the Board discussed increasing the Stop Loss coverage during its last meeting and several pages were selected from the original presentation by Willis Towers Watson. The options were to keep the plan the same, keep the premiums the same, or the premiums can be increased slightly. Ms. Lynn noted if the Board increases the premiums, it would be a couple dollars per pay. Ms. Lynn recommends keeping the plan the same and not increase deductibles or co-pays because of the state of the economy. She suggests increasing the Stop Loss coverage and would prefer to take a chance on the claims rather than paying the insurance.

Director Bragg is also in agreement about increasing the Stop Loss coverage and recommends the Board does not increase the premiums.

The other option Director Bragg touched on was a health care holiday which means that during one payroll, no healthcare deductions are taken out towards the end of 2021.

The Board agreed to increase the Stop Loss coverage from \$200,000 to \$225,000 and the resolution will be presented next week for adoption.

Ms. Lynn mentioned the dental holiday the Board discussed last week and Director Bragg agrees. Ms. Lynn explained Delta Dental did not charge the County for June, so the Board will offer a dental holiday. Ms. Lynn will work with the Auditor's Office to establish a time period for the holiday.

Director Kovick will prepare a resolution for Board adoption next week.

3. Annual Sick Leave Incentive Program Follow-Up

This is a follow up from last week's discussion regarding the annual sick leave program. Director Kovick is asking if accrued sick leave would be eligible for redemption under the Annual Sick Leave program while an employee was using FFCRA leave. The information in the packet is the current language in the Commissioners' Personnel Policy and doesn't contain the FFCRA language (Section 6).

The Board agreed to move forward with the proposed language addendum noting sick leave earned while using FFCRA leave is not eligible for redemption when utilizing Annual Sick Leave incentive program.

Director Kovick will prepare an addendum and a resolution for adoption next week.

**Resolutions:**

1. The Board of Commissioners agrees to amend Resolution 20-0565 encouraging Portage County employees to serve as precinct election officials for the Portage County Board of Elections amid the COVID-19 pandemic and to authorize Commissioners' Department Directors to allow employees to serve during the November 3, 2020 General Election.  
/Resolution No. 20-0583
  - A change was necessary on the Resolution from last week whereby it indicated employees would be compensated with overtime for the hours worked, but the amendment states qualified employees would be compensated hour for hour time.
  - Director Kovick will send an e-mail to Department Heads with a cover note explaining the changes to the resolution.

**RESOLUTION NO. 20-0583**

**RE: AMENDING RESOLUTION 20-0565  
ENCOURAGING PORTAGE COUNTY  
EMPLOYEES TO SERVE AS  
PRECINCT ELECTION OFFICIALS  
AMID THE COVID-19 PANDEMIC AND  
TO AUTHORIZE COMMISSIONERS'  
DEPARTMENT DIRECTORS TO  
ALLOW EMPLOYEES TO SERVE  
DURING THE NOVEMBER 3, 2020  
GENERAL ELECTION.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution is adopted:

**WHEREAS,** the Portage County Board of Commissioners wishes to amend Resolution 20-0565 adopted on September 17, 2020; and

**WHEREAS,** the Portage County Board of Elections is experiencing a shortage of poll workers for the upcoming November 3, 2020 General Election due to concerns regarding safety amid the COVID-19 pandemic; and

- WHEREAS,** the Portage County Board of Commissioners seeks to assist the Board of Elections by encouraging employees to serve as poll workers in the upcoming General Election; and
- WHEREAS,** to ensure that there are a sufficient number of poll workers available to conduct efficient operations at each of the polling locations established by the Board of Elections, it is necessary to permit such employees to be assigned to work as precinct election officials under the supervision of the Portage County Board of Elections; and
- WHEREAS,** Ohio Revised Code section 3501.28(F)(1)(a) provides that any employee of the County may serve as a precinct election official on the day of an election without loss of the employee's regular compensation for that day so long as the employee's appointing authority permits leave with pay for this service in accordance with a resolution setting forth the terms and conditions for that leave passed by the Board of County Commissioners; and
- WHEREAS,** the Board of Commissioners wishes to temporarily amend the Portage County Personnel Policy Manual Section 23(K) – Election Day Leave for the November 3, 2020 General Election allowing employees to work as a precinct election official for Portage County Board of Elections on the day of an election, and not be required to use vacation, personal time or compensatory time as provided for in the Personnel Policy Manual, and in addition to other compensation set forth by the Board of Elections for time worked on the day of election and any pre-election training required by the Board of Elections, shall receive their ordinary rate of pay for the ordinary number of hours scheduled to work on that day and if eligible, shall qualify for hour for hour compensatory time off for actual overtime worked with said compensatory time earned used by February 3, 2021 in no less than one half hour increments; and
- WHEREAS,** serving as precinct election official is subject to the operational needs of the department and must be scheduled and approved in advance by the Department Director/designee; now therefore be it
- RESOLVED,** that the Portage County Board of County Commissioners hereby authorizes all Commissioners' Department Directors to grant paid administrative leave and track compensatory time earned and used for employees who serve as precinct election official for Portage County Board of Elections pre-election training and for the November 3, 2020 General Election; and be it further
- RESOLVED,** that Department Directors shall only grant such leave to employees who may be excused from work without interrupting the Department operations; and be it further

**RESOLVED,** that this Resolution will supercede Resolution 20-0565; 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:

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

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize the full time hire of Hannah Croyle as a Social Service Worker 3, replacing the position previously held by Michelle Roberts, for Portage County Job & Family Services. 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 Kline

**Seconded:** Commissioner Clyde

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

**Motion Carries**

**JOURNAL ENTRY:** The Board of Commissioners agree to authorize a wage increase for Brett Lee, Deputy Director for the Portage County Office of Homeland Security and Emergency Management, due to successfully completing the probationary period.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Clyde

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

**Motion Carries**

#### **PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES**

Present: JoAnn Townend

#### **Resolutions:**

1. The Board of Commissioners agrees to amend Resolution No. 19-0065 to modify the list of bridges posted for weight reductions in Portage County./Resolution No. 20-0584
  - The County Engineer would like to modify the list of bridges for weight restrictions.

**RESOLUTION No. 20-0584      -      RE:    AMEND RESOLUTION NO. 19-0065 TO  
MODIFY THE LIST OF BRIDGES POSTED  
FOR WEIGHT REDUCTIONS IN PORTAGE  
COUNTY.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

**WHEREAS,** Resolution No. 19-0065, adopted January 24, 2019, and appearing in Commissioners' Journal Volume 91, established and updated bridges currently posted for weight reductions in Portage County; and

**WHEREAS,** Resolution 19-0764, adopted October 24, 2019, amended Resolution 19-0065, and

**WHEREAS,** the **Notman Road Bridge (DEE 48, CH 68)**, over Willow Creek in Deerfield Township, Portage County, has recently been replaced and will now carry full legal loads; and

**WHEREAS,** as a result of Special Hauling Vehicle (SHV) and Emergency Vehicle (EV) load ratings, the following four (4) Portage County bridges which had no weight restrictions will now require postings:

**Newton Falls Road Bridge (CHA 128, CH 177)**

Over Hinkley Creek, between Esworthy Road and Greenleaf Road, in Charlestown Township

**Whippoorwill Road Bridge (PAL 87 TH 129)**

Over Kale Creek Tributary, between Jones Road and McClintocksborg Road, in Palmyra Township

**Stanley Road Bridge (WIN 153 CH 235)**

Over Mahoning Creek, between Gotham Road and Werger Road, in Windham Township

**Esworthy Road Bridge (CHA 83 TH 123)**

Over Hinckley Creek, between Newton Falls Road and State Route 5, in Charlestown Township

now therefore be it

**RESOLVED,** the Portage County Engineer, Michael A. Marozzi, recommends that Resolution No. 19-0065 be amended to remove the following bridge as posted:

**Notman Road Bridge (DEE 48 CH 68)** in Deerfield Township

and be it further

**RESOLVED,** as a result of Special Hauling Vehicle (SHV) and Emergency Vehicle (EV) load ratings, four (4) Portage County bridges which had no weight restrictions will now be posted as follows:


**Newton Falls Road Bridge (CHA 128, CH 177)**

Over Hinkley Creek, between Esworthy Road and Greenleaf Road, in Charlestown Township

EMERGENCY VEHICLE WEIGHT LIMIT	
2 AXLE	29 T
3 AXLE	31 T


**Whippoorwill Road Bridge (PAL 87 TH 129)**

Over Kale Creek Tributary, between Jones Road and McClintocksburg Road, in Palmyra Township

WEIGHT LIMIT SINGLE UNIT	
2 AXLE	15 T
3 AXLE	20 T
4 AXLE	21 T
5 AXLE	23 T
6+ AXLE	23 T
	36 T


**Stanley Road Bridge (WIN 153 CH 235)**

Over Mahoning Creek, between Gotham Road and Werger Road, in Windham Township

WEIGHT LIMIT SINGLE UNIT	
2 AXLE	7 T
3 AXLE	8 T
4 AXLE	8 T
5 AXLE	9 T
6+ AXLE	10 T
	14 T

**Esworthy Road Bridge (CHA 83 TH 123)**

Over Hinckley Creek, between Newton Falls Road and State Route 5, in Charlestown Township

WEIGHT LIMIT		
SINGLE UNIT		
2 AXLE	5 T	
3 AXLE	5 T	
4 AXLE	5 T	
5 AXLE	6 T	
6+ AXLE	6 T	
	9 T	

;and be it further

**RESOLVED**, that these newly posted bridges are in addition to the bridges posted for weight reductions per Resolution 19-0065; and be it further

**RESOLVED**, that the Clerk of this Board be and is hereby directed to file certified copies of this Resolution with the Portage County Engineer, the Portage County Sheriff's Department and the Ohio Highway Patrol; 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:

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

2. The Board of Commissioners agrees to enter the agreement between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services, the Northeast Ohio Consortium Council of Governments, and the Portage Development Board./Resolution No. 20-0585
  - NOC COG accepted proposals on behalf of Geauga, Ashtabula and Portage County back in July and they are ready to award.
  - 2 proposals were received and the best received was from the Portage Development Board.

**RESOLUTION NO. 20-0585**

**RE: ENTER THE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, THE NORTHEAST OHIO CONSORTIUM COUNCIL OF**



**GOVERNMENTS, AND THE PORTAGE  
DEVELOPMENT BOARD.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** Northeast Ohio Consortium of Governments (the "NOC COG") made by the Ohio Department of Job and Family Services (ODJFS) was awarded a grant pursuant to Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA) for the program year commencing July 1, 2017 for Business Resource services; and
- WHEREAS,** the Northeast Ohio Consortium Council of Governments has been designated as a Subgrantee and the Fiscal and Administrative Agent for the Business Resource Network within Geauga, Ashtabula and Portage Counties; and
- WHEREAS,** on July 21, 2017, the NOC COG issued a Request for Proposals ("RFP") to perform the County Account Executive work from experienced workforce and economic professionals and was sent to seventeen (17) potential providers; and
- WHEREAS,** Two (2) proposals were received, opened and tabulated for above mentioned services; and
- WHEREAS,** on February 22, 2018, the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for the period September 1, 2017 through June 30, 2018, through Resolution No. 18-0151; and
- WHEREAS,** on November 1, 2018, the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for the period July 1, 2018 through June 30, 2019, through Resolution No. 18-0773; and
- WHEREAS,** on July 2, 2019, the Board of Portage County Commissioners on behalf of the Portage County Department of Job and Family services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business resource Network services for the period July 1, 2019 through June 30, 2020, through Resolution No. 19-0472; and
- WHEREAS,** the parties desire to amend the Original Agreement; and

**WHEREAS**, this Agreement will be used to detail the terms of the relationship between the NOC COG, Portage County Department of Job & Family Services and Portage Development Board; now therefore be it

**RESOLVED**, that the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services does hereby enter into an agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for one (1) additional year from July 1, 2020 through June 30, 2021; and be it further

**RESOLVED**, FUND 1413 will be used to pay for this agreement; and be it further

**RESOLVED**, that the total amount of this Agreement effective July 1, 2020 through June 30, 2021 shall not exceed Forty-Five Thousand and 00 /100 Dollars (\$45,00.00) and be it further

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

Roll call vote as follows:

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

**PLEASE ADD TO YOUR AGENDA:**

1. Amend Resolution No. 20-0366 which authorized the purchase through the Ohio Department of Transportation (ODOT) Contract #23-20, of One (1) 2020 Western Star Tandem Axle Cab and Chassis, from Cleveland Freightliner Inc., dba Valley Freightliner Sterling and Western Start, for use by the Portage County Engineer for snow and ice control./Resolution No. 20-0594
  - There was a miscommunication between the County Engineer's Office and the vendor and the total amount of the truck was originally entered as \$90,480.00, but it should be \$97,572.00.

**RESOLUTION No. 20-0594**

-      **RE:      AMEND RESOLUTION 20-0366  
WHICH AUTHORIZED THE  
PURCHASE, THROUGH THE OHIO  
DEPARTMENT OF  
TRANSPORTATION (ODOT) -  
CONTRACT #023-20, OF ONE (1) 2020  
WESTERN STAR TANDEM AXLE CAB  
AND CHASSIS – FROM CLEVELAND  
FREIGHTLINER, INC., dba VALLEY  
FREIGHTLINER STERLING &**

**WESTERN STAR, FOR USE BY THE  
PORTAGE COUNTY ENGINEER FOR  
SNOW AND ICE CONTROL.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

- WHEREAS**, Resolution 20-0366 was adopted on June 11, 2020 authorizing the Portage County Engineer to purchase one (1) 2020 Western Star Tandem Axle Cab and Chassis from Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star for a total cost of \$90,480.00, and
- WHEREAS**, it was recently discovered that incorrect information was provided at the time the original resolution was prepared, and
- WHEREAS**, it is necessary to amend said resolution to read as follows:
- WHEREAS**, pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) **2021 Western Star 4700 Tandem Axle Cab and Chassis** for use by the Portage County Engineer for snow and ice control; and
- WHEREAS**, the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the Ohio Department of Transportation (ODOT) - Contract #023-20, one (1) **2021 Western Star 4700 Tandem Axle Cab and Chassis**, and
- WHEREAS**, Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, is the contractor authorized by the Ohio Department of Transportation to offer said **Western Star Tandem Axle Cab and Chassis** -- at the ODOT contract price of \$97,572.00; now therefore be it
- RESOLVED**, that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **2021 Western Star Tandem Axle Cab and Chassis** from Cleveland Freightliner, Inc., dba Valley Freightliner Sterling & Western Star, 10901 Brook Park Road, Parma, Ohio 44130 for a total cost of \$97,572.00; and be it further
- RESOLVED**, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**JOB & FAMILY SERVICES**

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

**Resolutions:**

1. The Board of Commissioners agrees to transfer \$17,742.81 from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance Fund./Resolution No. 20-0586
  - This resolution is for the regular shared costs to move the August 2020 costs from Fund 1414 to Fund 1410.

**RESOLUTION NO. 20-0586                      -                      RE:      TRANSFER FROM FUND 1414, CHILD SUPPORT ADMINISTRATION, TO 1410 PUBLIC ASSISTANCE FUND**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde 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 \$17,742.81 for August 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

\$17,742.81

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$17,742.81

; 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:

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

2. The Board of Commissioners agrees to transfer \$160,000.00 from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0587
  - This resolution is a shared transfer from Fund 1415 to Fund 1410 for the 3<sup>rd</sup> quarter SFY2020, payment number 3.

**RESOLUTION NO. 20-0587 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Vicki A. Kline, 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 \$160,000.00 for 3<sup>rd</sup> Qtr SFY2020 Payment #3 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

\$160,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared  
Project 5SHAR

\$160,000.00

; 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:

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

**DEPARTMENT OF BUDGET & FINANCE**

Present: Todd Bragg

Director Bragg indicated this is a very light bill run and there's nothing out of the ordinary.

**Resolutions:**

**RESOLUTION NO. 20-0588 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Vicki A. Kline, 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 September 24, 2020 in the total payment amount of **\$266,407.63** 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, September 25, 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 September 24, 2020 in the total payment amount of **\$20.00 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, September 25, 2020, contingent upon the review of the Portage County Board of Commissioners on September 24, 2020 to USDA in the total payment as follows:

1. USDA – Loan 92-04 – Randolph Township sewers \$ 106,201.05
2. USDA – Loan 92-06 – St Rt 44 Vacuum Sewer \$ 65,079.25

; 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, Absent;

**RESOLUTION NO. 20-0589 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Vicki A. Kline, 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 September 24, 2020 in the total payment amount as follows:

1. \$279,416.29 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, September 25, 2020 \$ 279,416.29

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, Absent;

**RESOLUTION NO. 20-0590 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Vicki A. Kline, 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:

09/24/20	732	\$11,534.95
09/24/20	733	30,072.25
09/24/20	735	8,435.06
09/24/20	736	367.50
09/24/20	737	199.72
09/24/20	738	32.50
09/24/20	859	28,871.05
09/24/20	862	456.17



Total		\$79,969.20
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; 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, Absent;

**RESOLUTION NO. 20-0591 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Vicki A. Kline, 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 **\$13,686.65** dated **September 24, 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, Absent;

1. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0592
  - There are several large amounts on the Non General Fund amendments for Job and Family Services and Internal Services due to adjustments.

**RESOLUTION NO. 20-0592**

**RE: AMENDMENT TO THE NON GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION NO. 19-0948 ADOPTED DECEMBER 19, 2019**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

**RESOLVED**, that it has become necessary to amend the Non General Fund 2020 Annual Appropriation, from the unappropriated, certified fund balance in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1081	Law Library Resources		
908	Law Library Resources Board		
10813	Law Library Resources Fringes	2,500	-
	<b>MEMO TOTAL</b>	<b>\$ 2,500</b>	<b>\$ -</b>

Note:

Fund: 1122	Adult Probation		
590	Adult Probation		
11223	AP Comm Corr Gr Salary&Fringes	101,210	6,724
11224	Adult Prob-Comm Corr CS	-	65,830
11225	Adult Prob-Comm Corr MS	-	18,144
	<b>MEMO TOTAL</b>	<b>\$ 101,210</b>	<b>\$ 90,698</b>

Note:

Fund: 1205	SA Ditch Mnt - Lavelle Heights		
800	Engineer's Department		
12054	SA Ditch Mnt Lavelle Height CS	100	-
	<b>MEMO TOTAL</b>	<b>\$ 100</b>	<b>\$ -</b>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund:	<b>1410 Job And Family Services</b>		
	<b>051 Job And Family Services</b>		
14103	Job & Family Svc Salary&Fringe	-	240,000
14104	Job & Family Services CS	240,000	-
	<b>MEMO TOTAL</b>	<b>\$ 240,000</b>	<b>\$ 240,000</b>

Note: Projected need

Fund:	<b>1413 JFS WIA Allocation</b>		
	<b>051 Job And Family Services</b>		
14134	JFS WIA Allocation CS	-	17,000
14135	JFS WIA Allocation MS	17,000	-
	<b>MEMO TOTAL</b>	<b>\$ 17,000</b>	<b>\$ 17,000</b>

Note: expected need

Fund:	<b>6200 Electronic Fingerprinting</b>		
	<b>700 Sheriff's Department</b>		
62003	Electronic Fingerprint Fringes	2,000	-
62005	Electronic Fingerprinting MS	-	2,000
	<b>MEMO TOTAL</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

Note: Addtl \$ needed in

		<i>Increase</i>	<i>Decrease</i>
Fund: 7000	Central Services (Purchasing)		
012	Central Purchasing Services		
70004	Central Services Purchasing CS	240,000	-
	<b>MEMO TOTAL</b>	<b>\$ 240,000</b>	<b>\$ -</b>

Note: Inc. appropriation

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<b>\$ 602,810</b>	<b>\$ 349,698</b>
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; and be it further

**RESOLVED**, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED**, that a certified copy of this resolution be filed with the 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 as Follows:

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

2. The Board of Commissioners accepts the FY 2021 Juvenile Court Subsidy Grant agreement funding application update for the Ohio Department of Youth Services Grant (Reclaim Ohio) on behalf of the Portage County Juvenile Court./Resolution No. 20-0593
  - This is an ongoing Juvenile Court grant the Board receives each year.

**RESOLUTION NO. 20-0593**

- **RE: ACCEPT THE FY 2021 JUVENILE COURT SUBSIDY GRANT AGREEMENT FUNDING APPLICATION UPDATE FOR THE OHIO DEPARTMENT OF YOUTH SERVICES SUBSIDY GRANT (RECLAIM OHIO) ON BEHALF OF THE PORTAGE COUNTY JUVENILE COURT.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

**WHEREAS,** the Board of Commissioners adopted Resolution No. 20-0357 on June 4, 2020 authorizing the Juvenile Court Grant Agreement and Funding Application to the State of Ohio, Department of Youth Services for the FY 2021 **Tentative Base Allocation** (YSG/510) for Portage County Juvenile Court of **\$228,605.00** and FY 2021 **Tentative Variable Allocation** (Reclaim/401) is **\$249,218.74** (for an allocation subtotal of **\$477,823.74**) with no local match; and

**WHEREAS,** The Court had a **Subsidy Grant Carryover** (YSG + Reclaim) of **\$185,731.00**, making the **Carryover Limit** of **\$147,295.96**;

**WHEREAS,** The **Subsidy Grant Carryover Exemption** (YSG + Reclaim) is **\$38,435.04**;

**WHEREAS,** making the **Total Available FY 2021 Program Funds** to be **\$663,554.74**;

**WHEREAS,** the **Total Estimated FY 2020 Expenditures** for the Portage County Juvenile Court application is **\$626,635.28**;

**WHEREAS,** leaving a **Total Unallocated Funds** of **\$36,919.46** in the Subsidy Grant, making it possible to make amendments to the Grant if need be; now therefore be it;

**RESOLVED,** that the grant allocation is for the biennial period beginning July 1, 2019 and ending June 30, 2021 subject to the terms and conditions of the agreement; and be it further;

**RESOLVED,** that the Board of Commissioners does hereby accepts the Grant from the Ohio Department of Youth Services for FY 2021 **Tentative Base Allocation** (YSG/510) for the Portage County Juvenile Court of **\$228,605.00** and FY 2021 **Tentative Variable Allocation** (Reclaim/401) up to **\$249,218.74**, (for an Allocation Subtotal of **\$477,823.74**) with no local match for the time period of July 1, 2019 through June 30, 2020 and be it further;

**RESOLVED,** that the approved Subsidy Grant Carryover (YSG + Reclaim) makes the **Total Available FY 2021 Program Funds** to be **\$663,554.74** and the **Total Estimated FY 2021 Expenditures** in the grant application is **\$626,635.28** and thereby leaving the **Total Unallocated Funds** of **\$36,919.46** in the Subsidy Grant; and be it further;

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, Department of Budget and Financial Management, and Juvenile Court; 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, Absent;

### **MISCELLANEOUS ITEMS**

The Board of Commissioners approves the September 17, 2020 regular meeting minutes.

**Motion: Commissioner Kline**

**Seconded: Commissioner Clyde**

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

**Motion Carries**

### **Regional Planning Commission**

**JOURNAL ENTRY:** The Board of Commissioners authorized Commissioner Clyde, President of the Board, to sign the Ohio Development Services Agency Certification of Exempt Project form for the Streetsboro Senior Assistance Program funded by the 2020 Community Development Grant, as presented by Regional Planning Commission.

**Motion: Commissioner Kline**

**Seconded: Commissioner Clyde**

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

**Motion Carries**

### **Commissioners**

**JOURNAL ENTRY:** The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of August 2020, received on September 16, 2020 as presented by the County Auditor and County Treasurer.

**Motion: Commissioner Kline**

**Seconded: Commissioner Clyde**

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

**Motion Carries**

### **COUNTY ADMINISTRATOR**

#### **Discussion:**

1. CARES Funding:

Yesterday, House Bill 357 passes bringing \$5,854,000 to Portage County and an equal amount to all subdivisions to be divided up based on population. It appears they took the entire state population and divided it into individual pieces.

Currently, the total is \$8,611,000 and the increased that was just received of \$5,854,000 is a 67% increase.

The October 15<sup>th</sup> deadline to return funding has been extended to November 20<sup>th</sup>. The same closure date at the end of December is still looming but he will set a meeting with the County Auditor to discuss what that means for the normal close of business for the County.

There's also been communication with Neighborhood Development Services and they're moving forward with additional programs for the County.

Commissioner Clyde explained when the state distributes funding based on population, it's important to complete the Census information by the end of this month.

**Motion:** by **Vicki A. Kline**, seconded by **Kathleen Clyde** that the Board adjourn the Meeting of **September 24, 2020 at 9:41 AM.**

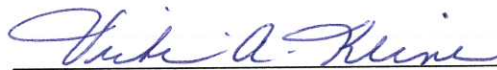
Roll call vote: Commissioner Kline, Yea; Commissioner Clyde, Yea;  
Commissioner Christian-Bennett, Yea;

**Motion Carries.**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of September 24, 2020.



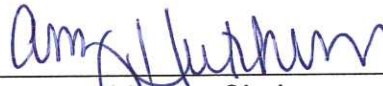
Kathleen Clyde, President



Vicki A. Kline, Vice President

-----ABSENT-----

Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk