



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, October 8, 2020

9:00 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 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 difficult time.

Recessed: 9:00 AM into Solid Waste Management District Meeting
Reconvened: 9:07 AM

JOB & FAMILY SERVICES

Present: Kellijo Jeffries and Sue Brannon

Discussion:

1. Data Report

Director Jeffries presented and reviewed the July/August 2020 Data Report for the department.

Commissioner Clyde asked about the next job fair and wondered if it will be virtual and Director Jeffries responded it will be and it's on Monday, November 9-Friday, November 13, 2020. The Department has been recruiting and utilizing virtual means with employers since the pandemic started and it has been very successful.

In November, Director Jeffries will be presenting a new program called Go For It, a case management program utilizing a lot of empowerment techniques for clients at OhioMeansJobs and it also provides skillsets to the staff. Portage County was selected as 1 of 5 pilots in the State to participate.

2. AFSCME 1696 Update

With the hiring freeze and budget reductions surrounding Protect Ohio, along with State and Federal reductions, Director Jeffries has spoken with the union and they've been very understanding. Negotiations were to begin in August, but Director Jeffries asked if they would consider a 1 year contract with no financials and if there are other issues, they could work through them and move forward in 2022 with a full 3 year contract. The Union discussed the request with their Board and they support the change, but the Union will need a formal vote. Director Jeffries will report back as additional information becomes available.

3. Foster Parent Licensing of Portage JFS Employees

Several weeks ago, an employee outreached to Director Jeffries about the possibility of Job and Family Services' employees becoming licensed foster parents. Historically, Portage County has not had the option, but after consulting with the State licensing, it is possible with proper policies and parameters around the licensing to reference conflicts of interest, etc. Director Jeffries is open to the idea and if the Board is interested, she would prepare a draft policy and have the document reviewed by the State.

Commissioner Clyde asked how common this practice is and Director Jeffries would need to outreach to other counties but knows that Stark County has a policy which allows staff to foster as long as they weren't connected to the child or the case.

Commissioner Christian-Bennett asked if there's a shortage of foster parents and Director Jeffries responded not a shortage, but more involvement within the community to foster teenagers would be appreciated.

Commissioner Clyde asked if this practice is prohibited or there's not a policy in place and Director Jeffries responded it's not prohibited and there's not a policy in place.

The Board supports Director Jeffries moving forward with a draft a policy and the State's review of its content.

4. Portage County JFS Foster Parent Recruitment Efforts

Job and Family Services is busy recruiting families as foster parents by updating marketing materials, draft posters, informational videos, and will utilize social media outlets to promote foster parenting in Portage County. The Department has always used billboards, but due to funding constraints, they will begin utilizing them again in 2021.

Job and Family Services has a faith based initiative that's been in place for several years now, and they speak to congregations about the value and importance of foster parenting and they will be increasing that initiative.

Before COVID, Job and Family Services was utilizing Reed Memorial Library for informational session to the residents, but it's now be done virtually. Once the calendar is set, Director Jeffries will provide additional information to the Board.

5. Portage County JFS Group

A. Family First Federal Act Requirements of 24/7 Nursing and Accreditation

A few years ago, President Trump signed into legislation the Family First Federal Act with an effective date of October 2021. One piece of the legislation requires residential facilities across the country to (1) provide 24/7 nursing assistance available to all residential facilities, (2) have detailed plans on how they are working with youth and stepping youth down so residential facilities are not homes of these children through the duration of their placement with Job and Family Services, and (3) wrap around family support. As a license group home of the state, Job and Family Services needs to determine whether they will move forward with the requirements, if not their funding will be reduced.

B. Renewal of Lease

Director Jeffries has outreached to the owners of group home and explained their financial constraints this year, and the owners have agreed to engage into another 2 year lease. Director Jeffries will begin the accreditation process which requires a \$2,000 cost, but grant opportunities are available to reimburse the cost.

Director Jeffries has also reached out to the company for the 24/7 nursing component of the process that Trumbull County utilizes and being able to have a nurse available for consults is a great thing for the group home.

The group home must be accredited by October 2021 to receive funding linked to reimbursements for residential placement.

Commission Kline asked if the grant writer in Regional Planning Commission would be able to assist with the project and Director Jeffries replied it would be great to maximize their contributions to her salary to draw her into the process. Director Jeffries will move forward with the conversation.

C. Proposed PT SSW III- Group Home

This is a part time position that contains language in the job standards that indicates *'Candidates pursuing a degree in medical or a social service field will be considered.'* Director Jeffries met with the union on the wording and they voted and will support the part time position. This position will be utilized during holidays and during the pandemic to reduce overtime hours of employees. It would not be an increase in the costs because additional overtime has already been budgeted during every pay period.

Ms. Brannon explained when the department is paying overtime at \$30.00/hour, it adds up quickly and if they could find someone that could cover the shifts of an employee who has already reached their 40 hours, it would be beneficial to the department and the employees.

Commissioner Christian-Bennett mentioned the job description indicates the department would consider people that are pursuing degrees and all current workers are licensed social workers, and this position would be ideal for a college student

The Board agrees to move forward with the process.

6. Cash Advance for Help Me Grow Program

Director Jeffries is the chair of the Family and Children's First Council and Job and Family Services is also the administrative agent and the fiscal agent for this council. Help Me Grow is one of the programs contracted under Family and Community Services that aligns with the council which provides the necessary and important services to kids.

Resolutions:

1. Cash Advance \$70,000

Ms. Brannon explained there's always been an issue with the budget because of overlapping contracts and because the providers are a little slower to get an invoice to them and then expenditure needs entered into a system through DODD and then a reimbursement is made.

When they get ready to do the new SFY contract (July-June), the County has always allowed Job and Family Services to encumber what they know they will be able to expend in that year (ie. 3 months of a 12 year contract). This year, the County decided it wanted the full ½ year encumbered for the new contract and this shorted the budget. In order to cover the ½ year expense, Job and Family Services will need a cash advance to show the revenue in the fund and then they can increase their revenue certification, which will increase their expense certification, so the new contract can go on the books and pay the provider.

Commissioner Christian-Bennett noted it's a cash advance so the Board will be repaid and Ms. Brannon noted it will come back eventually, it's a placeholder to free up enough budget so the department can move forward with encumbrances.

The Board of Commissioners agreed to a cash advance of \$70,000.00 from Fund 0001, General Fund to Fund 1412, Help Me Grow Fund./Resolution No. 20-0611

**RESOLUTION NO. 20-0611 - RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 1412, HELP ME
GROW 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 has agreed to provide a cash advance to the Help Me Grow fund; and

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

RESOLVED, that the following cash advance be made in the amount of \$70,000.00 as requested by Portage County Job and Family Services due to the fund being a reimbursement-based fund and the change in the way contracts are encumbered.

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE – 00100009

Debit Expense Account

Object: 920000– Cash Advance Out \$70,000.00

TO:

FUND 1412, HELP ME GROW FUND

ORGCODE - 14120512

Revenue Account

Object: 290000 – Cash Advance In

Project NONE \$70,000.00

; 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 County Auditor is hereby requested to make said disbursement to the Portage County Job & Family 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 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;

2. The Board of Commissioners agrees to transfer \$21,854.88 from fund 1413 WIA Fund to fund 1410 Public Assistance Fund./Resolution No. 20-0612

- This is the regular transfers from the WIA fund to help cover shared costs.
- This is the second adjustment for July, first adjustment for August and September.

RESOLUTION NO. 20-0612

RE: TRANSFER FROM FUND 1413, WIA 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 JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff 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 \$21,854.88 for July Adj#2, August Adj#1 and September 2020 as reviewed and recommended by the Department of Job & Family Services:

FROM:FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258

\$ 600.62

Project 3B278

\$ 1,201.26

Project 3A259

\$ 1,448.64

Project 3B259

\$11,370.47

Project 3B277

\$ 7,233.89

TO:FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$21,854.88

; 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, Yea;

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners agrees to enter into a memorandum of understanding between the Portage County Courts of Common Pleas, Adult Probation Department and the Portage County Board of Commissioners and Mid-American Court Services LLC./Resolution No. 20-0613
 - In order to reduce the risk of COVID in the jail, Mid-American will monitor offenders via GPS rather than having them come in.
 - The cost is \$9.00/unit per day.
 - This is a CARES eligible expense through the end of December 2020.

RESOLUTION NO. 20-0613

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RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PORTAGE COUNTY COURTS OF COMMON PLEAS, ADULT PROBATION DEPARTMENT AND THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND MID-AMERICAN COURT SERVICES LLC.

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

WHEREAS, the Portage County Common Pleas Courts and Adult Probation Department are in need of GPS monitoring to track offenders as a condition on bond and jail reduction that will reduce the risk of COVID spreading in the Portage County Jail; and

WHEREAS, Mid-American Court Services LLC is experienced and can perform the requested offender monitoring services needed; and

WHEREAS, the charges for services requested by the Courts and Adult Probation will be \$9.00 per unit, per day and will be invoiced monthly not to exceed \$20,000.00 for the time period October 1 through December 31, 2020; now therefore be it

RESOLVED, that the Common Pleas Courts, Adult Probation Department and Board of Commissioners agree to enter into a memorandum of understanding with Mid-

American Court Services LLC, 129 Mansell Dr., Youngstown OH 44505 at the fee listed above; and be it further

RESOLVED, that the Portage County 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, Yea;

2. The Board of Commissioners agrees to declare obsolete and authorize the sale of vehicles by public auction./Resolution No. 20-0614
- This resolution is to declare obsolete and authorize the sale of 15 vehicles that are no longer in use.
 - They will be auctioned on-line through Edinburg Auction.
 - The majority of the vehicles are coming from the Sheriff's Office and a few from the Prosecutor's Office.

RESOLUTION No.20-0614 - RE: DECLARE OBSOLETE AND AUTHORIZE THE SALE OF VEHICLES BY PUBLIC AUCTION.

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

WHEREAS, the Portage County Board of Commissioners has vehicles that are obsolete and unfit for the use for which they were initially acquired; now therefore be it

RESOLVED, that the Board of Portage County Commissioners has determined that the items described below are obsolete and unfit for the use for which they were initially acquired, and be it further

RESOLVED, that said equipment will be sold via a **LIVE BID ONLINE AUCTION** at Edinburg Auction Sales, www.edinburgauction.com, as prescribed by Section 307.12 of the Ohio Revised Code, for cash to the highest bidder; and be it further,

RESOLVED, that Notice of Public Auction shall be posted in the office of the Portage County Auditor, the offices of the Portage County Commissioners and in the office of Portage County Internal Services. Further Notice of Public Auction shall be published in the Record Courier on Wednesday, October 14, 2020.

Date of Auction: Saturday, October 31, 2020

Time of Auction: 10:00 A.M., E.S.T.

Location: Edinburg Auction Sales, 4029 St. Rt. 14, Rootstown OH 44272

Live Bidding to Take Place at: www.edinburgauction.com

Said equipment may be viewed at Edinburg Auction Sales from 9:00 A.M. to 4:00 P.M. on Friday, October 30, 2020. The equipment can also be viewed online at www.edinburgauction.com.

Interested parties are encouraged to contact Edinburg Auction Sales, Inc. prior to the date of the auction for more information on viewing or participating in the live bidding on these items.

Items being sold are as follows:

2013	Ford Taurus	1FAHP2M86DG143046
2013	Ford Taurus	1FAHP2M86DG141085
2013	Ford Taurus	1FAHP2M81DG143049
2013	Ford Taurus	1FAHP2M88DG143047
2015	Ford Taurus	1FAHP2MK1FG125956
2018	Ford Explorer	1FM5K8AR5JGC56182
2016	Ford Explorer	1FM5K8AR6GGB65611
2016	Ford Explorer	1FM5K8AR7GGA28791
2016	Ford Explorer	1FM5K8AR9GGA28792
2018	Ford Explorer	1FM5K8AR1JGC56180
2017	Ford Explorer	1FM5K8AR1HGA24219
2008	Chevy Uplander	1GNDV23WX8D189962
2009	Ford Crown Vic	2FAHP71V69X109083
2009	Ford Escape	1FMCU92769KC47049
1990	Humvee	110226; and be it further

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

3. The Board agrees to enter into license agreement between the Portage County Commissioners and the Valley Enforcement Group SWAT./Resolution No. 20-0615
- The SWAT group would like to use the Sheriff's training facility on Coit Road.
 - The group consists of the following agencies: Bainbridge, Chardon, Russell, South Russell, Mayfield, Hunting Valley, Chagrin Falls, Bentleyville, Moreland Hills, Pepper Pike, Solon, Woodmere, Reminderville, and Warrensville Heights.

**RESOLUTION NO. 20-0615 - RE: ENTER INTO LICENSE AGREEMENT
BETWEEN THE PORTAGE COUNTY
COMMISSIONERS AND THE VALLEY
ENFORCEMENT GROUP SWAT.**

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

- WHEREAS,** the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and
- WHEREAS,** the VALLEY ENFORCEMENT GROUP SWAT wishes to use the training facility for firearms training and classroom activities from 8:00 a.m. to 4:00 p.m. as scheduled with the Sheriff's office; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and the VALLEY ENFORCEMENT GROUP SWAT for use of the training facility and firing range from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities as scheduled with the Sheriff's office; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

PLEASE ADD TO YOUR AGENDA:

Resolution:

1. Enter into an administrative agreement between the Portage County Board of Commissioners and Neighborhood Development Services, Inc. for the administration of CARES Act Funding./Resolution No. 20-0621

Commissioner Christian-Bennett pointed out it is also for businesses and asked if this will replace the Restart program and Administrator Roberts explained it's a grant as long as it shows the business loss due to COVID.

RESOLUTION NO. 20-0621 - RE: ENTER INTO AN ADMINISTRATIVE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND NEIGHBORHOOD DEVELOPMENT SERVICES, INC. FOR THE ADMINISTRATION OF CARES ACT FUNDING.

WHEREAS, Portage County has received funding through the State of Ohio via the CARES act; and

WHEREAS Portage County desires to employ the services of Neighborhood Development Services to provide assistance on the administrative and implementation requirements of CARES act funding; and

WHEREAS, Portage County desires to utilize these available funds to provide business assistance for qualifying small businesses and assistance to landlords with tenants behind in rent as deemed eligible under the CARES act guidelines; and

WHEREAS, Neighborhood Development Services shall complete the work for a fee of \$50,000.00 based on 10% of the initial allocated program funding; now therefore be it

RESOLVED, that the Board of Commissioners agrees to enter into an agreement with Neighborhood Development Services to administer and implement small business and rental assistance of CARES funding; and be it further

RESOLVED, that payment for the services of \$50,000.00 shall be based on 10% of the initial allocated program funding; 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, Yea;

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

The bill run is normal this week with nothing out of the ordinary and the Then & Now's are back down to where they should be. There will be more budget amendments coming due to the time of the year.

Resolutions:

RESOLUTION NO. 20-0616 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 8, 2020 in the total payment amount of **\$1,219,090.59** 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, October 9, 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 October 8, 2020 in the total payment amount of **\$67.05 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

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

Roll call vote as follows:

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

RESOLUTION NO. 20-0617 - 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 October 8, 2020 in the total payment amount as follows:

1. \$253,178.35 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, October 9, 2020 \$253,178.35

;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, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 20-0618 - 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:

10/08/20	205	\$3,600.03
10/08/20	212	45,258.15
10/08/20	234	21,738.07
10/08/20	266	1,225.00
10/08/20	291	50,343.21
10/08/20	292	846.39
Total		\$123,010.85

; 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. 20-0619 - 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 **\$115,875.99** dated **October 8, 2020** shall be paid; and be it further

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

Roll call vote as follows:

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

5. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0620
 - The majority of the amendment is for Job and Family Services to meet their expenditures.
 - The County Engineer is moving money to finish several projects.
 - There's \$21,000 out of the Revolving Loan Funds for the Mantua elevator.

RESOLUTION NO. 20-0620

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 Sabrina Christian-Bennett 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: 1201	Motor Vehicle And Gas Tax		
800	Engineer's Department		
12014	Engineer MVGT Contract Svcs	100,000	-
12016	Engineer MVGT Capital Outlay	-	100,000
	MEMO TOTAL	\$ 100,000	\$ 100,000

Note:

Fund: 1207	SA Ditch Mnt - Wahoo		
800	Engineer's Department		
12074	SA Ditch Mnt Wahoo CS	1,000	-
	MEMO TOTAL	\$ 1,000	\$ -

Note: TO REIMBURSE PCE

Fund: 1271	RLF CDBG Housing		
001	Commissioners		
12714	RLF CDBG Housing CS	21,650	-
	MEMO TOTAL	\$ 21,650	\$ -

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1413	JFS WIA Allocation		
051	Job And Family Services		
14134	JFS WIA Allocation CS	15,000	4,000
14135	JFS WIA Allocation MS	4,000	-
14139	JFS WIA Allocation ME	85,000	-
	MEMO TOTAL	\$ 104,000	\$ 4,000

Note: PROJECTED NEED

Fund: 1414	Child Support General Admini		
051	Job And Family Services		
14143	JFS Child Supp Salary&Fringes	65,000	-
14144	JFS Child Support General CS	-	95,000
14149	JFS Child Support General ME	30,000	-
	MEMO TOTAL	\$ 95,000	\$ 95,000

Note: Projected need

		<i>Increase</i>	<i>Decrease</i>
Fund: 1415	Child Welfare - Special Levy		
051	Job And Family Services		
14153	JFS Child Welfare Salary&Fring	38,000	-
14154	JFS Child Welfare Levy CS	-	38,000
14156	JFS Child Welfare Levy CO	-	5,000
14157	JFS Child Welfare Levy OE	-	100
14159	JFS Child Welfare Levy ME	5,100	-
	MEMO TOTAL	\$ 43,100	\$ 43,100

Note: Projected need

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 364,750	\$ 242,100
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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, Yea;

JOURNAL ENTRY: The Board of Commissioners approved the September 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

Commissioner Christian-Bennett asked Director Bragg about the Recorder's resolution for set aside fees and Commissioner Clyde asked that the resolution be held until next week for additional information.

Recorder's Office

1. The BOC agreed to authorize the document fee set aside for the Portage County Recorder./Hold

MISCELLANEOUS ITEMS

The Board of Commissioners approves the October 1, 2020 regular meeting minutes.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioners

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the September 28, 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

JOURNAL ENTRY: The Board of Commissioners received the September 29, 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

COUNTY ADMINISTRATOR

Present: Gene Roberts

Discussion:

1. Lakeside Sand and Gravel

The Prosecutor's Office has reviewed the document and is comfortable if the Board moves forward. After meeting with the Sheriff and adjoining property owners, it should not impact Water Resources or the Sheriff's combined use of the property. Administrator Roberts support the Board moving forward.

JOURNAL ENTRY: The Board of Commissioners accepts the 50' adjacent property request from Lakeside Sand & Gravel, Inc. as presented by County Administrator Gene Roberts.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

SHERIFF'S OFFICE

Present: 911 Coordinator Daniel Young and Office of Homeland Security and Emergency Management Director Ryan Shackelford

Discussion:

1. Sheriff's Office Dispatching for Hiram Police and Fire, Windham Police and community EMS.

Administrator Roberts explained at the end of 2020, the City of Aurora will no longer dispatch for Hiram and Windham. Today, Board direction and agreement on the process of negotiation is requested.

Commissioner Christian-Bennett asked about the Sheriff's opinion as he's in charge of 911 and Administrator Roberts explained they've had several conversations and the Sheriff's Office is already answering the calls and the Sheriff is recommending they stay with the County because the 911 network will route calls to the Sheriff's Office regardless of who is going to transfer and receive the call.

Mr. Young presented a formula that is based on the operating costs for the Dispatch Center broken down between Law Enforcement and Fire/EMS based on population served, disbursing the Dispatch budget between all the players involved.

Commissioner Christian-Bennett asked how the formula compares to what they are currently paying and Director Shackelford noted it's extremely close if not slightly less.

Administrator Roberts indicated the model is based solely on the fact that everyone has access to 911, hence the reason the per capita population is used. The Law Enforcement versus Fire/EMS 90-10% is a good estimate, but every year an analysis should be done to adjust the formula.

Commissioner Christian-Bennett asked if the Sheriff's Office will need to hire additional Dispatchers and Administrator Roberts noted the total \$1.3 million would increase and the share is distributed to the entities. Mr. Young explained the department can comfortably accommodate the agencies because the resources are already exhausted by taking the original 911 calls by basically receiving the same information before they are transferred. If there's an increase a couple years down the road, the cost would be shared.

Director Shackelford mentioned the Village Police Departments are slightly different and the formula shows answering the 911 calls only, additional services (warrants, record keeping, MDT loading, etc.) will need to be worked out in addition to this cost in the contract.

Commissioner Clyde noted the formal approval by the Board is through the contracts with the individual communities.

The Board agreed to move forward with conversations with communities that are looking for Dispatch services at the end of the year.

Board of Elections

Administrator Roberts explained that Monday's in person voting at the Administration Building was very crowded and Commissioner Clyde explained the entire Board received an email about access to restrooms portable restrooms would be appropriate and a CARES eligible expense. A service agreement could contain language that requires them to be cleaned daily due to COVID.

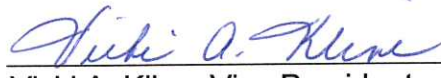
Commissioner Clyde will have a discussion with the Board of Elections about the restrooms, the distance between voters could be increased outside and potentially renting some type of open tenting in case it's raining.

Motion: by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of **October 8, 2020 at 10:23 AM.**
Roll call vote: Commissioner Kline, Yea; Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Motion Carries

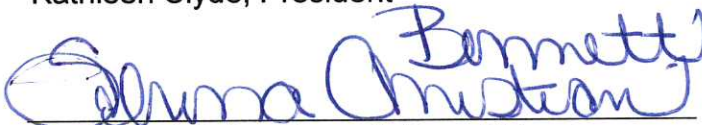
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of October 8, 2020.



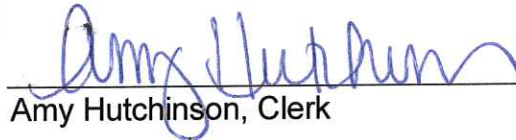
Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk