



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 1, 2020

9:02 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present via Zoom video conference.

Attendee Name	Title	Status
Kathleen Clyde	President	Present
Vicki A. Kline	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day County Administrator Gene Roberts.

Recessed: 9:03 AM into Solid Waste Management District Meeting

Reconvened: 9:04 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. Addendum to Sick Leave Incentive Policy

Last week, the Board agreed to adopt the addendum to the sick leave policy with the additional language referring to the Family First Coronavirus Act (FFCRA) and having the time accrued when someone is on the FFCRA leave not eligible for redemption under the Sick Leave Incentive Policy.

The new language can be found in Section 23-J6.

Resolutions

1. The Board of Commissioners adopts addendum to the annual sick leave incentive policy in Section 23(j) of the Portage County Board of Commissioners Personnel Policy Manual./Resolution No. 20-0595

Director Kovick included a draft of the memo she will send out to Elected Officials and Commissioners' Department Heads, along with a spreadsheet the Payroll Clerks can use to calculate when an employee wants to participate. The memo hasn't changed with the exception of the new language to the 23-J6.

RESOLUTION NO. 20-0595

- RE: ADOPTING ADDENDUM TO THE ANNUAL
SICK LEAVE INCENTIVE POLICY IN
SECTION 23(J) OF THE PORTAGE COUNTY
BOARD OF COMMISSIONERS PERSONNEL
POLICY MANUAL.

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

WHEREAS, effective April 1, 2020 through December 31, 2020, employees are entitled to the limited use, expanded leave under the Families First Response Act (FFCRA) and Emergency Family and Medical Leave Expansion Act (EFMLAE) and while employees are utilizing leave under FFCRA or EFMLAE, they are accruing paid leave according to Portage County policy; and

WHEREAS under Section 23 (Paid Leaves of Absence) in the Portage County Board of Commissioners' Personnel Policy Manual, subsection J (Annual Sick Leave Cash Incentive) allows for full-time Portage County employees in active pay status on the first payday in November and still in full-time, active status as a County employee on the date of payment, shall have the option to redeem, for cash, the annual balance of sick leave remaining from the previous measurement year; and

WHEREAS, Section 23(J)(6) further advises that sick leave accrued by donation, transfer from another public agency, transfer from another appointing authority, or other non-work basis is not eligible for redemption under this policy.; and

WHEREAS, paid leave accrued during the time an employee is utilizing any Emergency Sick Leave under FFCRA or the Emergency Family and Medical Leave Expansion will not be eligible for redemption under the Annual Sick Leave Cash Incentive Program, with the exception of paid leave accrued during the time employee supplements his/her accrued unused leave for the FFCRA unpaid portion; now therefore be it

RESOLVED, that the Board hereby adopts the Addendum to the Annual Sick Leave Incentive Policy advising sick leave earned under the FFCRA or EFMLAE is not eligible for redemption under the Annual Sick Leave Incentive Policy; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;



Board of Commissioners

Kathleen Clyde, President
Vicki A. Kline, Vice President
Sabrina Christian-Bennett, Board Member

Department of Human Resources

**ADDENDUM
ANNUAL SICK LEAVE CASH INCENTIVE POLICY**

**Effective: October 1, 2020
Resolution: 20-0595**

Under **Section 23 (Paid Leaves of Absence)** in the Portage County Board of Commissioners' Personnel Policy Manual, **subsection J (Annual Sick Leave Cash Incentive)** allows for full-time Portage County employees in active pay status on the first payday in November and still in full-time, active status as a County employee on the date of payment, shall have the option to redeem, for cash, the annual balance of sick leave remaining from the previous measurement year, or some lesser amount selected by the employee, not to exceed 80 hours.

The current Annual Sick Leave Cash Incentive policy further states under **Section 23(J)(6)**:
Sick leave accrued by donation, transfer from another public agency, transfer from another appointing authority, or other non-work basis is not eligible for redemption under this policy. The employee's use of personal days earned under a collective bargaining agreement during the measurement year shall be deemed a use of sick leave for the purposes of this policy. The employee's donation of sick leave under the Section 23(I) during the measurement year shall be deemed a use of sick leave for the purposes of this policy.

Effective April 1, 2020 through December 31, 2020, employees are entitled to the limited use, expanded leave under the Families First Response Act (FFCRA) and Emergency Family and Medical Leave Expansion Act (EFMLAE). During the time an employee is utilizing leave under the FFCRA and EFMLAE, he/she will be accruing paid leave according to Portage County policy.

Paid leave accrued during the time an employee is utilizing any Emergency Sick Leave under FFCRA or the Emergency Family and Medical Leave Expansion will not be eligible for redemption under the Annual Sick Leave Cash Incentive Program, with the exception of paid leave accrued during the time employee supplements his/her accrued unused leave for the FFCRA unpaid portion.

Effective October 1, 2020, Section 23(J)(6) will read:



Sick leave accrued by donation, transfer from another public agency, transfer from another appointing authority, *earned under the Families First Coronavirus Response Act (FFCRA) or Emergency Family Medical Leave Expansion Act (EFMLAE)* or other non-work basis, is not eligible for redemption under this policy. The employee's use of personal days earned under a collective bargaining agreement during the measurement year shall be deemed a use of sick leave for the purposes of this policy. The employee's donation of sick leave under the Section 23(I) during the measurement year shall be deemed a use of sick leave for the purposes of this policy.

Resolution:

2. The Board of Commissioners agrees to establish employer and employee bi-weekly contribution rates for the Portage County Employee Health Benefit Plan for calendar year 2021./Resolution No. 20-0596
 - Commissioner Kline noted the correction to the resolution was on the employer's side and Director Kovick responded it has been corrected.

RESOLUTION NO. 20-0596

RE: ESTABLISHING EMPLOYER AND EMPLOYEE BI-WEEKLY CONTRIBUTION RATES FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN FOR CALENDAR YEAR 2021.

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

- WHEREAS,** Ohio Revised Code ("R.C.") §§305.171 and 305.23 authorize the Portage County Board of Commissioners ("Board") to provide and manage group hospitalization, health and dental insurance plans for the employees of Portage County, on a contract or self-insured basis; and
- WHEREAS,** the Board has entered into contract with Medical Mutual Services, LLC and Delta Dental of Ohio to provide and administer group health care and dental plans for employees during calendar year 2021; and
- WHEREAS,** the Board has established the Employee Health Benefit Plan with the assumption that costs will be fairly apportioned between employer and employee for the purpose of ensuring a viable and properly funded plan; and
- WHEREAS,** Willis of Ohio, Inc., the county's Health Care Consultant, and the Human Resources Department staff have recommended revisions to the County's Employee Health Benefit Plan, as reflected herein and in the Plan Addendum attached hereto as Exhibit A and the Spousal Certification attached hereto as Exhibit B, incorporating certain changes to the Portage County Employee Health Benefit Plan (PPO Plus), now therefore be it
- RESOLVED,** that the Board has previously established and affirms as a matter of policy that total employee contributions toward the cost of the Employee Health Benefit Plan should meet or exceed ten percent (10%) of such costs, and any previous expressions of

Board policy in this regard (e.g., Resolution #19-0715) are hereby super ceded; and be it further

RESOLVED, that the Board approves the employee contribution rates established hereinafter with the understanding that the rates are designed to be applied as payroll deductions on the 26 pay periods of 2021; and be it further

RESOLVED, that the bi-weekly employee/employer contribution rates for the Portage County Employee Health Benefit Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay days in calendar year 2021, as follows:

Medical/ Rx

PPO Plus

Coverage	Employee	Employer
Employee	\$36.26	\$323.67
Employee + Spouse	\$94.90	\$698.04
Employee + Child(ren)	\$64.89	\$581.91
Family = Spouse + children	\$129.40	\$950.39

; and be it further

RESOLVED, that the bi-weekly employee contribution rates for the Portage County Employee Vision/Hearing Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay dates in calendar year 2021, as follows:

Vision/Hearing

	Employee Rate
Employee Only	\$1.95
Employee + Spouse	\$4.28
Employee + Child(ren)	\$3.50
Family	\$5.84

; and be it further

RESOLVED, that the bi-weekly employee contribution rates for the Portage County Employee Dental Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay dates in calendar year 2021, as follows:

Dental

Delta Dental

	Employee Rate
Employee Only	\$11.58
Employee + Spouse	\$21.37
Employee + Child(ren)	\$28.80
Family	\$42.93

; 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 Kline, Yea;

Sabrina Christian-Bennett , Yea;

PORTAGE COUNTY PLAN ADDENDUM, 2021

INTRODUCTION

This document is an addendum description of the Portage County Employee Health Benefit Plan. The Plan is designed to protect participants against certain catastrophic health expenses. This Addendum supersedes all previous written and unwritten Portage County Employee Health Benefit Plans that directly conflict with this 2021 Addendum.

Coverage under the Plan will take effect for an eligible Employee and eligible Dependents when the Employee and Dependents satisfy all of the eligibility requirements of the Plan.

The Portage County Board of Commissioners reserves the right to terminate, suspend, discontinue, or amend the Plan at any time and for any reason.

The Portage County Board of Commissioners reserves the right to terminate, suspend or discontinue benefits of the employee or dependent when eligibility information supporting the employee's or dependent's application for coverage is materially false or erroneous.

Changes in the Plan may occur in any or all parts of the Plan including benefit coverage, deductibles, maximums, co-payments, exclusions, limitations, definitions, eligibility or other factors at any time as determined by the Portage County Board of Commissioners.

Failure to follow the eligibility or enrollment requirements of this Plan may result in delay of coverage or no coverage. Reimbursement from the Plan can be reduced or denied because of certain provisions in the Plan, such as coordination of benefits, subrogation, exclusions, the timeliness of elections as well as COBRA elections, utilization review or other cost management requirements, lack of medical necessity, lack of timely filing of claims or lack of coverage.

The Plan will pay benefits only for the expenses incurred while this coverage is in force. No benefits are payable for expenses incurred before coverage began or after coverage is terminated, even if the expenses were incurred as a result of an accident, injury or disease that occurred, began, or existed while coverage was in force. An expense for a service or supply is incurred on the date the service or supply is furnished.

If the Plan is terminated, amended, or benefits are eliminated, the rights of the Covered Persons are limited to covered charges incurred before termination, amendment or elimination.

A Plan Participant should contact Medical Mutual, the Third Party Plan Administrator, to obtain additional information about the Plan coverage of a specific benefit, particular drug, treatment, test, or any other aspect of the Plan benefits or requirements.

Any clarification is available from the Plan Administrator and or Medical Mutual free of charge.

ENROLLMENT

An eligible employee must complete and sign an enrollment application and submit the completed application to the County Human Resources Department no later than 31 days after the person becomes eligible for coverage. If the employee fails to provide a completed application within the first 31 days,

no enrollment of the employee or dependents, if any, will occur until the next Open Enrollment period, unless the eligibility of the employee or dependent is due to a qualifying event (defined below).

ELIGIBILITY

Eligible Employee: A person is eligible for employee coverage on their date of hire if he or she meets the following eligibility requirements:

The employee is a permanent full-time employee working 40 hours per week and in active pay status or a benefit-eligible part-time employee. An eligible part-time employee is considered benefits-eligible if he or she has a regular schedule of at least 30 but less than 40 hours of work per week, or variable hours that average at least 30 hours of service per week or 130 hours of service per month during the applicable measurement period chosen by the County pursuant to 26 CFR §54.4980H-3. An employee is considered in active pay status on any day in which the employee accrues paid sick leave and paid vacation leave. An employee, once becoming eligible, who uses authorized leave under the Family and Medical Leave Act remains an eligible employee during such leave, regardless of active pay status. Elected officials are considered full-time employees provided the official is in office. Seasonal or temporary employees are not eligible.

Eligible Dependents: An eligible employee's Spouse and Children who meet the following eligibility requirements can be enrolled in the plan:

(1) A covered employee's spouse will only be eligible if other insurance through the spouse's active employer is not available, regardless of quality of coverage. Proof by certification will be required to establish that the employee's spouse does not have access to other insurance. Falsification of information may result in discipline of the employee up to and including dismissal, and/or loss of coverage for employee and spouse.

(2) "Spouse" means a person to whom the employee is lawfully married under the laws of the State of Ohio, or another state or country if the marriage is recognized by the State of Ohio. Eligibility for any benefit described in this plan is subject to the submission of satisfactory evidence, such as certificate of marriage, submitted to the Human Resources Department as documentation of spousal status.

(3) "Children" means the employee's natural or adopted children, or the spouse's children, such as stepchildren, children placed in "anticipation of adoption", legally adopted children, children for whom either the employee or employee's spouse is the legal guardian or custodian or any children who, by court order, must be provided health care coverage by the employee or the employee's spouse. Coverage of child dependents is subject to the submission of proper legal documentation. To be considered eligible dependents, children's ages must fall within the age limit specified below.

Adult Children: A dependent adult child may be covered until the last day of the month of the child's 26th birthday and, for additional charge, to the last day of the month of the child's 28th birthday. To be eligible for coverage after age 26, the child must be the natural child, stepchild or adopted child of the employee or the employee's spouse, and must not be eligible for coverage through their employer or under Medicaid or Medicare. To be eligible for coverage between the child's 26th and 28th birthdays, the child must be 1) unmarried, 2) the natural child, stepchild or adopted child of the employee or the employee's spouse, 3) a resident of this state OR a full-time student at an accredited public or private institution of higher education, 4) not employed by an employer offering a health insurance plan under which the child would be eligible for coverage, 5) not eligible for coverage under Medicaid or

Medicare. A surcharge for coverage of adult children between the ages of 26 and 28 will be established from time to time by the Board of Commissioners.

Child Support Orders: A dependent child under the age of 18 may be eligible under the terms of a court order that requires an eligible employee to provide medical coverage for his or her children in situations involving divorce, legal separation or paternity dispute. The Human Resources Department will notify an employee who becomes subject to a medical child support order received by the Department. The Department will notify each affected employee, custodial parent, or guardian of its procedures for determining whether medical child support orders are consistent with the requirements of the Plan. Within a reasonable time after receipt of such order, the Department will determine whether the order is consistent with the Plan, and shall notify each affected employee, custodial parent or guardian of its determination. Once the dependent child is enrolled under a medical child support order, the child's custodial parent or guardian will receive a copy of all pertinent information provided to the eligible employee. In addition, should the eligible employee lose eligibility status, the custodial parent or guardian will receive the necessary information regarding the dependent child's rights for continuation of coverage under COBRA.

Dependent Disability: Eligibility will continue beyond the termination age limit for eligible dependents that are 1) unmarried and 2) primarily dependent upon the employee for support due to a physical handicap or mental retardation that renders the dependent unable to work. This incapacity must have started before the age limit was reached and must be medically certified by a Physician. After a two (2) years following the date the eligible dependent meets the termination age limit, the County may annually require further proof that the dependence and incapacity continue. The County reserves the right to have such dependent examined by a Physician of the County's choice, at the County's expense, to determine the existence of such incapacity.

Married Employees: Where two eligible employees are married to each other, each employee is required to enroll in a single plan for payroll purposes only. If children are to be covered, one of the employees must enroll under "employee plus children" coverage.

ENROLLMENT ELECTION CHANGES OR QUALIFYING EVENT

An eligible employee experiencing a qualifying event is permitted to change tiers. A qualifying event is a change in marital status, a spouse or dependent losing or gaining access to coverage, birth of a child or death of a covered individual. Proof of this qualifying event will be necessary. The employee must notify the Human Resources Department within 31 days of the qualifying event to make the eligible change in coverage. If notification is not received within 31 days, the effective date of the change in coverage will not occur until the next Open Enrollment. Timely-notified changes in tiers will be effective on the date of the qualifying event, not on the date of notification.

A newborn child of a covered employee is not automatically enrolled in the plan. A newborn child or newly adopted child will be enrolled as of the date of birth or adoptive placement, provided that the employee requests enrollment from the Human Resources Department within 31 days of the date of birth or adoptive placement. If the enrollment of a newborn child is not received within the 31 days of the newborn's birth or adopted child's placement, coverage for the newborn or adopted child will not be available until the next Open Enrollment.

Coverage will continue for an adopted child unless the placement is disrupted prior to legal adoption and the child is removed from placement.

CONTRIBUTIONS

Portage County shares the cost of employee and dependent coverage under this Plan. Portage County sets and reserves the right to change the level of the employee contribution.

TERMINATION OF COVERAGE

When coverage under this Plan stops, Plan participants will receive a certificate of coverage that will show the period of coverage under this Plan. Employees should contact the Human Resources Department for further details.

Termination of Employee Coverage: Employee coverage will terminate on the last day of the payroll cycle that the employee ceases to be an eligible employee as result of termination, lay-off, reduction of full time status, or if the employee fails to pay his or her share of the required health care contribution. A covered employee will be eligible for COBRA continuation coverage. Employees should contact the Human Resources Department for a complete explanation of when COBRA continuation coverage is available, what conditions apply, and how to select coverage.

Termination of Dependent Coverage: A dependent's coverage will terminate on the date that the eligible employee's coverage under the Plan terminates for any reason including death, except that 1) termination of coverage for adult dependent children due to age will be pursuant to federal or state law as outlined under "Adult Children" above, and 2) voluntary termination of any dependent coverage by an eligible employee may occur with proof of qualifying event.

OPEN ENROLLMENT

Employees and their eligible dependents who are not currently covered under this Plan may choose to be covered under this Plan during the annual open enrollment period or as of the date of a qualifying event. Changes cannot be made during a plan year without a qualifying event.

Portage County reserves the right to require proof of all qualifying events as well as proof of dependent eligibility at any time. Audits of dependent coverage eligibility will be completed periodically.

Benefit choices made during the open enrollment period will become effective January 1 of the following year.



SPOUSAL COVERAGE CERTIFICATION 2021

Employee Name _____

Name of Spouse _____

An employee's spouse is not eligible to participate in Portage County's 2021 medical plan if the spouse has access to medical coverage through his or her employer. This rule applies regardless of cost differences and/or network access between Portage County's medical plans and the plan(s) available to the spouse. If a spouse does not have access to coverage through his or her active employer, he/she is permitted to participate in Portage County's medical plan with proper proof/documentation.

☐ My spouse is **NOT** employed as of DATE: _____.

☐ My spouse **IS** employed but does **NOT** have access to medical coverage through his or her employer.

Name of Current Employer: _____

Address: _____

Telephone: _____

I understand that I am required to notify Human Resources within thirty (30) days if my covered spouse acquires access to employer-provided medical coverage from the date of this certification throughout the Plan year.

I hereby certify that the information provided above is correct. By completing this form, I attest the information on this form is accurate to the best of my knowledge. I understand if any false statement is made in this certification or information is withheld, I will be subject to appropriate discipline, up to termination and the medical coverage of my spouse and/or dependents will be terminated.

Employee Signature: _____

Spouse Signature: _____

Date: _____

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

JOURNAL ENTRY: The Board of Commissioners agrees to authorize the promotion of Kelli Swigart, Social Service Worker 3 – On Call to Program Manager – Group Home, replacing the position previously held by Megan Pryor-Hazlett, for Portage County Job & Family Services, effective October 5, 2020.

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 agrees to authorize the three-day internal posting of the full time Social Service Worker 3 – On Call, replacing Kelli Swigart for Portage County Job & Family Services with external posting if no internal appointment is made.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOB & FAMILY SERVICES

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

Resolutions:

1. The Board of Commissioners agrees to transfer \$30,680.59 to Fund 0001, General Fund to Fund 1410, Public Assistance Fund./Resolution No. 20-0597
 - This is the monthly mandated share from the General Fund to the Public Assistance Fund for **October 2020**.

**RESOLUTION NO. 20-0597 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1410, PUBLIC
ASSISTANCE FUND**

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$30,680.59 for the month of October 2020 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$30,680.59

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$30,680.59

; 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

2. The Board of Commissioners agrees to transfer \$140,000 to Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0598

- This is the regular shared transfer from the Child Welfare Fund to the Public Assistance Fund to cover their administrative costs.
- This is the 4th payment for 3rd quarter 2020.

RESOLUTION NO. 20-0598

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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 Sabrina Christian-Bennett 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 for 3rd Qtr SFY2020 Payment #4 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, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

3. The Board of Commissioners agrees to transfer \$13,111.74 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 20-0599

- This is a regular transfer from the WIA fund to Public Assistance Fund for the RMS for the opioid grant 3 monies only as Job and Family Services had to wait for the NOC COG to transfer the funding for April-July 2020.

**RESOLUTION NO. 20-0599 - 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 \$13,111.74 for April-July 2020 Opioid Grant 3 RMS only 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

-0-

Project 3B278

-0-

Project 3A259

-0-

Project 3B259

-0-

Project 3B277

\$13,111.74

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$13,111.74

; and be it further

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

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this

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

Roll call vote as follows:

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

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners agrees to enter into a software license and service renewal agreement for website services between the Portage County Board of Commissioners on behalf of the Department of Information Technology and Civicplus LLC./Resolution No. 20-0600
 - This resolution is on behalf of Information Technology Services for a renewal agreement for website hosting services for \$3,675.00 per year (same as last year) for time period March 1, 2020 to February 28, 2021.

RESOLUTION NO. 20-0600 - RE: ENTER INTO A SOFTWARE LICENSE AND SERVICE RENEWAL AGREEMENT FOR WEBSITE SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE DEPARTMENT OF INFORMATION TECHNOLOGY AND CIVICPLUS LLC.

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

WHEREAS, the Information Technology Department has the need for website services; and

WHEREAS, CivicPlus LLC is the current primary website service provider; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a software license and service renewal agreement between the Board and CivicPlus LLC to provide website services for the term of March 1, 2020 through February 28, 2021; and be it further

RESOLVED, that the total service amount under this Agreement shall not exceed Three thousand, six hundred seventy-five and 00/100 dollars (\$3,675.00) 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, Yea;

2. The Board of Commissioners agrees to enter into a real estate lease agreement for the property located at 449 South Meridian Street, Ravenna, OH with the Portage County Health District for the Portage WIC Annex./Resolution No. 20-0601
- This resolution is for a real estate lease agreement with the Portage County Health District for the Ravenna WIC annex area.
 - Following the cost allocation plan, pricing has decreased from \$10.59/square foot to \$10.28/square foot.
 - The time period is October 1, 2020 to September 30, 2021.
 - This resolution makes cost consistent with Job and Family Services.

RESOLUTION NO. 20-0601 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 449 SOUTH MERIDIAN STREET, RAVENNA, OH WITH THE PORTAGE COUNTY HEALTH DISTRICT FOR THE PORTAGE WIC ANNEX.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian St. Ravenna, Ohio; and

WHEREAS, the Portage County Health District has an interest in leasing said property for the WIC agency in the WIC annex area; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Health District for a term of (1) year, beginning October 1, 2020 and ending September 30, 2021 and be it further

RESOLVED, that the amount of rent shall be \$10.28 per sq. ft. for the WIC area (total of 3,145 sq. ft.) based on the Portage County cost allocation plan, in equal

monthly installments of Two thousand, seven hundred-seventy five dollars and forty six cents (\$2,694.22) each payable on the 1st day of each month; and be it further

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

Roll call vote as follows:

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

3. The Board of Commissioners agrees to enter into a real estate lease agreement for the property located at 7876 Lincole Drive, Lisbon, OH with the Portage County Health District for the Columbiana County WIC Program./Resolution No. 20-0602
- This resolution is for the lease agreement for the Columbiana County WIC program in Lisbon, Ohio with the Portage County Health District.
 - Last year, they requested the County work with them due to budget restrictions and the fee was set at \$9.00/square foot and it remains the same this year.
 - The time period is October 1, 2020-September 30, 2021.

RESOLUTION NO. 20-0602 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 7876 LINCOLLE DRIVE, LISBON OHIO WITH THE PORTAGE COUNTY HEALTH DISTRICT FOR THE COLUMBIANA COUNTY WIC PROGRAM.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Columbiana, known for street numbering purposes as 7876 Lincole Dr., Lisbon OH 44432; and

WHEREAS, the Portage County Health District has an interest in leasing said property for the WIC agency in the Columbiana County WIC building; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Health District for a term of (1) year, beginning October 1, 2020 and ending September 30, 2021; and be it further

RESOLVED, that the amount of rent shall be \$9.00 per sq. ft. for the WIC area upper level (total of 2,500 sq. ft.), in equal monthly installments of One thousand, eight hundred-seventy five dollars and 00/100 (\$1,875.00) each payable on the 1st day of each month; and be it further

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

Roll call vote as follows:

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

4. The Board of Commissioners agrees to enter into a real estate lease agreement for the property located at 449 South Meridian Street, Ravenna, OH with the Portage County Land Bank (Rooms 169 & 170)./Resolution No. 20-0603
- This resolution is for the lease agreement for the Portage County Landbank for space at the Administration Building.
 - The cost allocation plan square footage in the building decreased to a cost of \$10.28/square foot.

RESOLUTION NO. 20-0603 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FORTHE PROPERTY LOCATED AT 449 SOUTH MERIDIAN STREET, RAVENNA, OH WITH THE PORTAGE COUNTY LAND BANK (Rooms 169 & 170).

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian St. (rooms 169 & 170) Ravenna, Ohio; and

WHEREAS, the Portage County Land Bank has an interest in leasing said property; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Land Bank for a term of (1) year, beginning November 1, 2020 and ending October 31, 2021; and be it further

RESOLVED, that the amount of rent shall be \$10.28 per sq. ft. for rooms 169 and 170 (total of 288 sq. ft.) based on the Portage County current cost allocation plan, in equal monthly installments of Two hundred forty-six and 72/100 (\$246.72) each payable on the 1st day of each month; and be it further

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

Roll call vote as follows:

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

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Director Bragg reported there is no USDA payment on this week, it was inadvertently left on the template form last week, otherwise the bill run was fairly normal. The Then and Now's were slightly higher at \$313,000, but there was a payment for \$170,000 from the County Engineer for asphalt purchases.

Resolutions:

RESOLUTION NO. 20-0604 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on October 1, 2020 in the total payment amount of **\$749,921.58** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

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

Roll call vote as follows:

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

RESOLUTION NO. 20-0605 - 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 1, 2020 in the total payment amount as follows:

1. \$149,892.82 to Medical Mutual – Claims
2. \$70,743.97 to Medial Mutual - Admin
3. \$1,155.00 to Wage Works – Admin
4. \$8,482.55 to Wage Works - Contributions; and

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

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

Wire Transfer on Friday, October 2, 2020	\$149,892.82
Wire Transfer on Friday, October 2, 2020	\$ 70,743.97
Wire Transfer on Friday, October 2, 2020	\$ 1,155.00
Wire Transfer on Friday, October 2, 2020	\$ 8,482.55

;and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0606 - 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:

10/01/20	77	\$ 11,544.19
10/01/20	84	301.09
10/01/20	91	609.95
Total		\$ 12,455.23

; 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. 20-0607 - 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 **\$313,684.14** dated **October 1, 2020** shall be paid; and be it further

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

Roll call vote as follows:

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

1. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0608

- The original resolution presented to the Board needs to be revised to include 2 additional items that were late submissions.
- The changes included around \$15,000 to Fund 1091 (Board of Elections) and \$500 for Fund 1201 (County Engineer)
- The large item on the resolution is for the additional CARES funding.

RESOLUTION NO. 20-0608

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

It was moved by Vicki 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: 1091 Election Security Grant		
902 Board Of Elections		
10915 Elections Security Grant	-	15,079
10916 Elections Security Grant	15,079	-
MEMO TOTAL	<u>\$ 15,079</u>	<u>\$ 15,079</u>

Note:

Fund: 1201 Motor Vehicle And Gas Tax		
800 Engineer's Department		
12014 Engineer MVGT Contract Svcs	500	-
MEMO TOTAL	<u>\$ 500</u>	<u>\$ -</u>

Note:

Fund: 1410 Job And Family Services		
051 Job And Family Services		
14104 Job & Family Services CS	-	240,000
MEMO TOTAL	<u>\$ -</u>	<u>\$ 240,000</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1500	CARES Relief		
010	Commissioners Other		
15003	CARES Relief PS	1,500,000	-
15004	CARES Relief CS	4,023,000	-
15005	CARES Relief MS	1,250,000	-
	MEMO TOTAL	\$ 6,773,000	\$ -

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 6,788,579	\$ 255,079
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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:

Vicki A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

REGIONAL PLANNING COMMISSION

Present: Todd Peetz, David Dix, Jason Kentner, William Barber

Discussion:**1. Downtown District Plan Overview**

The Commissioners listened to a presentation by Mr. Kentner about a Ravenna downtown district plan, which include landscape, civic landmarks and civic spaces, placemaking, and the bike plan. The study area begins on Main Street at the A&W Restaurant through the center of town down to Immaculate Conception church and then from Highland Street to the railroad tracks by the Italian American Club. Specific areas to Portage County are the Courthouse lawn, the Courthouse square and the Courthouse parking lots.

Commissioner Christian-Bennett noted County parking lots probably have signs that appears to prohibit use at any time, but the Board does allow after hour use by the public. Mr. Kentner noted it's hard to tell what lots are abandoned and what lots are actually policed. Space is the resource, but organization and partnership of the space is the missed opportunity.

Mr. Dix pointed out that the County has enormous influence on the wellbeing of the County seat. The landscaping plan is a good one and the County has a great Planning Department and its Director is comfortable working with the City of Ravenna. Mr. Dix hopes the County will invest something into planning the future of the community that hosts it. The plan is not that expensive, relatively speaking, and installment payments will lessen the impact on the County's budget. Mr. Dix hopes the Board will consider being part of this project.

Mr. Barber would like to receive feedback from the Board as it provides a sense of ownership to the project. Mr. Barber would also like the Board's support within the community so people can get excited about the project because that excitement will drive it forward.

Commissioner Clyde asked about the next step and the additional opportunities for feedback and Mr. Kentner explained there is another formalized presentation next week at the City level and then they will hold several public zoom meetings to invite a broader audience throughout the month every Thursday afternoon. On October 24th, there will be a Main Street Ravenna fundraiser and at the end of the month, the window display will find its most accessible and permanent home for the information so that anyone walking by can see what is being proposed.

Commissioner Christian-Bennett noted she had a private tour with Julie McClain and she took pictures of each of the slides and posted them on her Facebook page and has received a lot of positive excitement for the project.

The Board looks forward to keeping in touch about the project.

AXESSPOINTE COMMUNITY HEALTH CENTER, INC

Present: Chris Richardson

Discussion:

1. Potential growth in Portage County

The Board listened to an update by Mr. Richardson regarding AxessPointe Community Health Centers and news about an expansion at the current Kent location.

During COVID-19, a plan was implemented for development and creation of the telehealth services which allowed patients to have access to care, especially for those who have chronic diseases. All sites remain open with safety measures in place.

AxessPointe provides COVID testing from your vehicle by scheduled appointment (330) 564-2477. They are looking at rapid testing equipment that will allow test results returned in as little as 15 minutes.

Since the inception of the new expansion in Portage County in 2017, AxessPointe has a pharmacy that is designed with the intention of avoiding a financial hardship on patients that need their medications, chronic disease management, preventative medical care, dental care and mental health care.

AxessPointe is investigating a 'Food as Medicine' program at the Kent location whereby the doctor or nurse practitioner can prescribe an individual with enough food for 3-5 days while connecting them with a community health worker who can advise where a patient can gain access to fresh fruits and vegetables. The same program is at the Arlington Road location in Akron that opened over a year ago.

The Kent location of AxessPointe is expanding to add 5 additional exam rooms because they are currently at capacity.

Windham and Garrettsville have a need for healthcare and AxessPointe was able to get a needs assessment that determined their next location will be in that region. This project will require Federal dollars from the Health Resources Services Administration and there is also the possibility of capital dollars being released next year.

Commissioner Clyde asked about the biggest challenge in Portage County and Mr. Richardson explained it's public awareness.

Mr. Richardson mentioned they received funding 2 years ago for a mobile unit and are expected to receive the unit next year at this time.

Commissioner Clyde noted it's been a challenge for Portage County to provide access to testing for COVID-19, and how could the County partner with them to increase access to testing with CARES dollars. Mr. Richardson explained it's as simple as calling in to the COVID hotline, getting a telehelp visit scheduled, and then scheduling that person to come in for a COVID test.

Commissioner Clyde asked if there's any income eligibility for COVID-19 testing, and Mr. Richardson explained anyone is eligible for the testing and AxxessPointe takes patients regardless of your income.

Commissioner Christian-Bennett noted AxxessPointe is helping out during a pandemic, but also during an epidemic by bringing MAT to Portage County and being one of the few providers in Portage County.

WATER RESOURCES

Present: Gene Roberts

Discussion:

1. Roma Design LLC and M&J Building and Excavating

Roughly a year ago, a subcontractor who performed work on a PC NVR Project (Countryside Estates Wastewater Treatment Plant Tank Replacement and Outfall Repair Project No. CH-I (15-050)) recorded a mechanic's lien against project funds, asserting a claim for materials furnished and/or labor or work performed for a public improvement. Although the subcontractor is out of luck as to funds that have been disbursed already, if there is an outstanding balance of funds (there is), the lien can attach to funds that are or become due and owing under the project.

One of the ways for the mechanic's lien issue to be resolved (if the contractor disputes the amount owed as claimed by the subcontractor), is for the parties to agree on the amount owed to the subcontractor.

The reason for this Memo — the contractor and the subcontractor have agreed on the amount owed, PCMR has or is about to have an approvable pay application for disbursement of a portion of project funds, which includes the amount owed from the contractor to the subcontractor, and the Board is being presented a copy of the agreement for approval. The contractor and subcontractor for reasons of their own, have asked that the agreed-upon payment be drawn jointly to "Roma Design LLC and M&J Building and Excavating", and the balance of the approved disbursement to Roma Designs as per usual.

The Board agreed to move forward with the request.

Resolution:

1. The Board of Commissioners authorizes the agreement under Ohio Revised Code Section 1311.28 in connection with Portage County Water Resources Project No. 15-050, Countryside Estates Wastewater Treatment Plant Tank Replacement and Outfall Repair./Resolution No. 20-0609
 - Commissioner Christian-Bennett asked if this agreement was reviewed by the Prosecutor's Office and Director Roberts indicated it was.

RESOLUTION NO. 20-0609

RE: AGREEMENT UNDER OHIO REVISED CODE
§ 1311.28 IN CONNECTION WITH PORTAGE
COUNTY WATER RESOURCES PROJECT
NO. 15-050, COUNTRYSIDE ESTATES
WASTEWATER TREATMENT PLANT TANK
REPLACEMENT AND OUTFALL REPAIR.

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

WHEREAS, Roma Designs, LLC and the Portage County Board of Commissioners, in conjunction with the Portage County Department of Water Resources, entered into a contract for work on the public improvement identified as Countryside Estates Wastewater Treatment Plant Tank Replacement and Outfall Repair Project NO. CH-1 (15-050), located in Lot 33, Charlestown Township, Portage County, Ohio hereinafter referred to as the "PROJECT"; and

WHEREAS, Roma Designs, LLC designated M&J Building and Excavating LLC as subcontractor for the aforementioned Project; and

WHEREAS, M&J under Ohio revised code chapter 1311 filed an Affidavit for Mechanic's Lien (dated August 8, 2019) in the Records of the Office of the Recorder of Portage County, Ohio, referenced as Instrument No. 201916746. The lien asserted a claim in the amount of Forty-Two Thousand Five Hundred Dollars (\$42,500.00) for materials furnished and/or labor or work performed for a public improvement.

WHEREAS, pursuant to Revised Code § 1311.28 the County has detained from the balance of the funds remaining in the contract with the principal contractor the amount of \$42,500.00, and;

WHEREAS, the aforementioned detained funds may be released when due and payable, in accordance with Revised Code § 1311.28, at the times, in the amounts, and to the persons by agreement of the principal contractor and the subcontractor, material supplier, or laborer who filed the affidavit; now, therefore, be it

RESOLVED, that pursuant to an accord reached between Roma Designs, LLC and M&J Building and Excavating, the Portage County Board of Commissioners does hereby agree to enter into the agreement attached hereto as Exhibit A and authorizes each of the terms of the agreement, including, *inter alia*, the release from the detained funds, when due and payable, of the agreed-upon amount of Thirty-Seven Thousand Five Hundred Dollars (\$37,500.00), to Roma by warrant, check, draft or other payment method drawn to "Roma Designs LLC and M&J Building and Excavating", which constitutes the total amount due to the subcontractor and in accordance with the lien filed and recorded by M&J Building and Excavating; and be it further

RESOLVED, that the balance of detained funds shall be further administered as contract funds in the course of the underlying contract and in accordance with its terms; and be it further

RESOLVED, that upon receipt of its final payment, M&J Building and Excavating LLC will deliver a copy of a Release of Lien to the Board and will promptly cause the original to be filed with the Portage County Recorder; and be it further

RESOLVED, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

2. Roof Replacement for the Streetsboro Wastewater Treatment Plant (WWTP)
Administration Building

Approximately two months ago, the Streetsboro WWTP Administration Building's roof started leaking. At that time, a patch was put installed to prevent any additional damage. The roof, installed in 1985, is thirty-five (35) years old and has exceeded its useful life. The Streetsboro WWTP Administration Building houses critical electronic/computer equipment that monitors the operations of the WWTP. Portage County Water Resources (PCWR), is requesting permission to replace the roof prior to winter to prevent any future leaks beyond the patch and prevent potential damage to the critical equipment and the function of WWTP.

PCWR requested quotes from three (3) Roofing Contractors that can perform the work. Below is a summary of the quotes received:

JBL Roofing & Construction Inc. (Kent, OH)	\$23,900.00
D.G. Stewart Roofing & Construction (Kent, OH)	\$29,040.00
Prime Roof Solutions Inc. (Ravenna, OH)	\$39,223.00

PCWR requests authorization from the Board to execute a contract/purchase order in the amount of \$23,900.00 with JBL Roofing & Construction Inc. to replace the Streetsboro WWTP Administration Building roof. Funds for this expenditure are included in the approved 2020 5600 Streetsboro Wastewater Operating Budget.

The Board agreed to move forward with the request.

Resolution:

1. The Board of Commissioners agrees to enter into an agreement between the Portage

County Board of Commissioners on behalf of Water Resources and JBL Roofing & Construction Company, Inc./20-0610

**RESOLUTION NO. 20-0610 - RE: ENTER INTO AN AGREEMENT BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF WATER
RESOURCES AND JBL ROOFING &
CONSTRUCTION COMPANY, INC.**

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

- WHEREAS,** the Portage County Water Resources Department has the need for a roof replacement for the Streetsboro Wastewater Treatment Plant Administration building at 9501 Jefferson St., Streetsboro; and
- WHEREAS,** JBL Roofing & Construction Company, Inc. has the ability to provide such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with JBL Roofing & Construction Company, Inc., 7289 State Route 43, Kent OH 442240; and be it further
- RESOLVED,** that the total cost of the roof replacement shall be Twenty-three thousand, nine hundred, and 00/100 dollars (\$23,900.00); 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, Yea;

3. Public Notification System

The Water Resources Department has been utilizing its outreach public notification system to notify people in specific areas that the Department is flushing hydrants in their neighborhood. The notification is distributed via telephone calls with a recorded message, text, or e-mail and they are always referred back to the County's website for additional information.

The Water Resources Department continues to advertise in the Record Courier, place visible signs in the areas that are being flushed, and it also has additional information listed on the website.

HOMELAND SECURITY & EMERGENCY MANAGEMENT

Present: Ryan Shackelford

Discussion:

1. Vendor and options for Freedom of Information Act Requests via Social Media

The CARES Workgroup has been working diligently on various projects eligible for CARES funding.

One project is through a company called Archive Social. Archive Social specializes in meeting compliance of public records law and the ever-expanding use of social media platforms by governmental agencies. Currently, Portage County deploys 26 social media platforms including Facebook, LinkedIn, Twitter and YouTube. As seen in contingent communities, misconception on social media use and record keeping has led to litigation.

Most Portage County offices with social media posted and will continue to post and share countless information regarding COVID-19. These posts while informational, have led to great dialogue with officials. Also, at times, occasional disagreements between residents would occur on government managed social media platforms. All this information is Freedom of Information Act eligible, including derogatory posts by residents. Due to the sheer volume of postings, accurately record keeping all documents is virtually impossible. If sought, Archive Social would be purchased for the first year with CARES and allow us to evaluate its effectiveness moving forward. It is my opinion that Portage County should seek this program or something similar perpetually. It can be assumed that social media is only going to continue to expand and be more challenging for government officials to use.

Since all of Portage County Government can be brought under Archive Social monitoring, it is recommended that the Commissioners enact this as a Board Policy for Commissioners' Departments and recommend that Elected Officials and Boards consider participating in the program, as well.

Commissioner Kline asked if Director Shackelford will oversee this project and he responded it could go under Information Technology Services. Director Shackelford plans on coordinating, and provide the outreach and education, along with the vendor. The training for the system is approximately 5 minutes and is relatively easy to use.

Commissioner Christian-Bennett asked about the cost and Director Shackelford explained it's eligible under CARES and it could be evaluated after one year, but it's around \$7,000 for the first year based on how many entities will have a social media footprint.

Director Roberts noted from the presentation, it seems impressive on what it can do, they were able to grab everything in the electronic world and archive it, then they retrieve the public record for the County based on the public records request.

Director Roberts also mentioned, there's an upfront cost that would be covered by CARES and the set up charges, and after that the price would go down.

Director Shackelford noted the first year cost is \$7,180 based on assumed footprint.

Commissioner Clyde would be interested in the ongoing discussion Director Shackelford is having with the Prosecutor as the Prosecutor is our advisory on Freedom of Information Act and any litigation that would come out of any issues, so how they perceive the helpfulness of this is important. Additionally, Information Technology is under the County Auditor and consulting with her and her feasibility to work with EMA is important. It's also important to see how this works with Records Retention and the current social media policies.

Commissioner Christian-Bennett asked if Director Shackelford has talked to Information Technology about administering this project and he responded that it's only been discussed with the CARES group, but he will reach out to Auditor Esposito and will report back to the Board.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the September 24, 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

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 Determination of Subsequent Exemption for a Categorical Exclusion Project form for the Streetsboro Home Repair Program and the Windham Community Center Project funded by the 2020 Community Development Grant, as presented by Regional Planning Commission.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioners

Discussion:

1. Veterans Day

Commissioner Christian-Bennett has spoken with both the Veterans Services and the Health Department and Health Commissioner Diorio suggested a shorter gathering for the Veterans Day Ceremony on the Courthouse lawn, with chairs socially distanced and attendees wearing masks. He suggests the program contain an introduction, a guest speaker, a few words from the Veterans Services and a closing prayer. That way, the County can still honor the Veterans. The Clerk will schedule a meeting with the committee members and Commissioner Christian-Bennett will report back to the Board.

Commissioner Clyde mentioned Mr. Childers from United Way offered to bring coffee for the event and Commissioner Christian-Bennett will touch base with him to confirm.

* * * * *

Commissioner Christian-Bennett noted she talked to the Prosecutor's Office about Lakeside Sand and Gravel and Attorney Meduri has not reviewed the document. Director Roberts replied the document was sent a while ago and he's responded about checking with the Sheriff's Office and Water Resources. When Director Roberts met with Lakeside Sand and Gravel, they went through it with the Sheriff being present. Director Roberts will reach out to Attorney Meduri. Commissioner Christian-Bennett asked to hold the Journal Entry which authorizes the acceptance of the 50' adjacent property request from Lakeside Sand and Gravel, Inc.

CHIEF ADMINISTRATOR

Present: Gene Roberts

1. CARES Group

Administrator Roberts noted the CARES group is meeting 3 times per week rather than 1 meeting per week. Director Townsend is having difficulty receiving information from everyone about what they are utilizing the money for, so the team put together a document which starts the thought process and they are requiring that it be filled out in historical sense and going forward.

Motion: by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board adjourn the Meeting of **October 1, 2020 at 10:42 AM.**

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

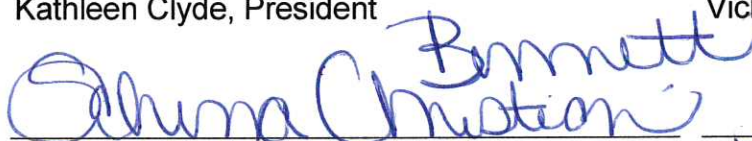
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of October 1, 2020.



Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk