



Portage County Board Commissioners
Meeting Minutes

449 South Main Street
Ravenna, OH 44266
<http://www.co.portage.oh.us>
Amy Hutchinson, Clerk
330-297-3600

Thursday, November 19, 2020

9:01 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day County Administrator Gene Roberts.

Commissioner Clyde noted this has been a very tough time in the community as far as the COVID-19 virus is concerned. We are seeing an uptake statewide and in the County in the number of cases and unfortunately in the number of deaths. Commissioner Clyde asked for a moment of silence to recognize the families who have experienced one of these losses. Our thoughts and prayers are with them at this difficult time.

Recess: 9:02 AM into Solid Waste Management District Meeting
Reconvened: 9:07 AM

HUMAN RESOURCES

Present: Director Janet Kovick

Resolutions:

**RESOLUTION NO. 20-0693 - RE: COUNTY HOLIDAY OBSERVATION
SCHEDULE FOR THE YEAR 2021.**

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

RESOLVED, that the following holiday schedule be and hereby is adopted for the 2021 calendar year:

HOLIDAY	DATE OBSERVED
New Year's Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
Presidents Day	Monday, February 15, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Columbus Day	Monday, October 11, 2021
Veterans Day	Thursday, November 11, 2021
Thanksgiving Day	Thursday & Friday - November 25 & 26, 2021
Christmas	Friday, December 24, 2021
New Year's Day	Friday, December 31, 2021

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;

JOURNAL ENTRY: The Board of Commissioners agreed to authorize the part time hire of Jackolyn Revier as a Social Service Worker 3 – Group Home, new position, for Portage County Job & Family Services. Anticipated start date is December 7, 2020. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

9:08 AM In accordance with the Ohio Rev. Code Ann.121.22(G)(1), it was moved by Vicki A. Kline, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider compensation of a public employee. Also present: Department of Budget and Financial Management Director Todd Bragg and Human Resources Director Janet Kovick. Roll call vote: Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea;

9:30 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

After exiting Executive Session, the Board took no action.

Discussion:

1. Department of Budget and Financial Management Temporary part time position.
Director Bragg needs help covering a position in his department with one solution to hire a temporary part time worker through June-July 2021 at a minimum or the second solution is to absorb the work internally. Commissioner Christian-Bennett suggests utilizing the current staff to cover the phones with set days/hours. Director Bragg estimates the hours of work for the phones is a minimum of 3 hours per day and check processing needs completed on Tuesdays and it takes about 4.5 hours. If internal staff is assigned, he will need them for that time on a regular basis and they cannot be pulled to do other duties. Administrator Roberts pointed out Director Bragg has spoken with Water Resources staff and there is potential to be paid out of water and sewer, which is the largest portion of the paperwork that's being done, so Allison may be able to assist, as well.

Commissioner Christian-Bennett noted it's important to have the people on the floor cross trained.

Commissioner Clyde asked Director Bragg to have the conversation with Human Resources Director Kovick and staff and return with a proposal later today.

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: Director JoAnn Townend

Resolutions:

1. The Board of Commissioners request that the State Director of Transportation reduce the speed limit on Cook Road (CH 107), beginning at 1.35 miles south of Tallmadge Road (CH

18) and ending at Industry Road (CH 47), in Rootstown Township, Portage County./Resolution No. 20-0694

- This resolution is for the County Engineer, who has performed a study and would like to see the speed limit on Cook Road in Rootstown reduced.

RESOLUTION No. 20-0694 - RE: REQUEST THAT THE STATE DIRECTOR OF TRANSPORTATION REDUCE THE SPEED LIMIT ON COOK ROAD (CH 107), BEGINNING AT 1.35 MILES SOUTH OF TALLMADGE ROAD (CH 18) AND ENDING AT INDUSTRY ROAD (CH 47), IN ROOTSTOWN TOWNSHIP, PORTAGE COUNTY.

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

WHEREAS, the Portage County Engineer's Department requests that the speed limit be reduced on **Cook Road (CH 107)**; now therefore be it

RESOLVED, that the County Engineer, having completed the engineering studies by virtue of the provisions of Section 4511.21 of the Revised Code of Ohio, the Director of Transportation of the State of Ohio be and is hereby requested to review the engineering and traffic investigations and determine and declare a reasonable speed limit and to consider the recommendation of speed limits of the Portage County Engineer and Board of Portage County Commissioners as follows:

Reduce the speed limit from 55 to 45 mph on Cook Road (CH 107), beginning 1.35 Miles South of Tallmadge Road (CH 18) and ending at Industry Road (CH 47) in Rootstown Township, Portage County; and be it further

RESOLVED, that upon notification from the Director of Transportation of the State of Ohio of the speed limit declared reasonable and safe, standard signs be properly posted giving notice thereof, 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;

2. Enter into an agreement for social media accounts software between the Portage County Board of Commissioners and Archive Social, Inc./Resolution No. 20-0695
- This is for the social media software Office of Homeland Security and Emergency Management Director Shackelford discussed previously with the Board.
 - After meeting with the Prosecutor's Office and different departments who were interested, the Health District and the Treasurer's Office were on board.
 - Partial CARES funding can be utilized for this expense because of the postings.
 - Commissioner Clyde asked if this software was approved through the Data Processing Board and Director Townend will check and report back later today.

RESOLUTION NO. 20-0695 - RE: ENTER INTO AN AGREEMENT FOR SOCIAL MEDIA ACCOUNTS SOFTWARE BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND ARCHIVE SOCIAL, INC.

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

- WHEREAS,** Portage County has a need to capture and archive records of online social media communications and internet websites for public records law & general records retention and freedom of information act requests; and
- WHEREAS,** ArchiveSocial, Inc. has developed and licenses proprietary online software that assists governments in capturing and archiving records of online social media communications and internet websites; and
- WHEREAS,** the Portage County Emergency Management Agency agrees to be the lead agency on the program; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a social media accounts software agreement between the Board and ArchiveSocial Inc. PO Box 3330, Durham NC 27702 for a term of one year beginning on November 23, 2020 through November 22, 2021; and be it further
- RESOLVED,** that the total software fee under this Agreement shall not exceed Four thousand, seven hundred eighty-eight and 00/100 dollars (\$4,788.00) and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in

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

Roll call vote as follows:

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

DEPARTMENT OF BUDGET & FINANCE

Present: Director Todd Bragg

Resolutions:

RESOLUTION NO. 20-0696 - 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 November 19, 2020 in the total payment amount of **\$855,187.47, including late fees finance charges, interest & penalties amounting to \$3.53 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. 20-0697 - 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 November 19, 2020 in the total payment amount as follows:

1. \$234,921.57 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, November 20, 2020 \$234,921.57

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. 20-0698 - 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:

11/19/20	528	\$112,512.77
11/19/20	532	10,834.96
11/19/20	574	185.65
11/19/20	573	670.66
11/19/20	572	466.39
11/19/20	612	136.00
11/19/20	613	34.00
Total		\$124,840.43

; 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. 20-0699 - 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 **\$100,966.92** dated **November 19, 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 rescind Resolution No. 20-0687 adopted November 12, 2020 to transfer \$149,643.49 from fund 7219, WC 2010 to Fund 7201, WC RR P General Administration./Resolution No. 20-0700
- This resolution should come later and needs to be rescinded.

RESOLUTION NO. 20-0700 - RE: RESCIND RESOLUTION 20-0687, ADOPTED NOVEMBER 12, 2020 TO TRANSFER FROM Fund 7219, WC 2010 to FUND 7201, WC RR P GENERAL ADMINISTRATION.

It was moved by Vicki A. Kline, seconded Sabrina Christian-Bennett by to approve the following resolution:

- RESOLVED,** that Resolution No. 20-0687, adopted November 12, 2020 be rescinded, which read in part: **"RE: TRANSFER FROM Fund 7219, WC 2010 to FUND 7201, WC RR P GENERAL ADMINISTRATION "**
- 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:

Resolutions:

1. The Board of Commissioners agrees to transfer \$562,822.50 from Fund 1026 to Fund 3013 GO 2001./Resolution No. 20-0706
 - Director Bragg has been waiting for the Judges to order the money moved from the Municipal Court fee for the Kent Courthouse debt.

**RESOLUTION NO. 20-0706 - RE: TRANSFER FROM FUND 1026 TO FUND
3013 GO 2001**

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

WHEREAS, The Municipal courts have ordered the transfer of funds as outlined in 2020 JE 135; now therefore be it

RESOLVED, that the transfer in the amount of \$562,822.50 be made as follows:

FROM (Debit):
ORGCODE: 10265209 910000 \$562,822.50

To (Credit):
ORGCODE: 30130012 280000 \$562,822.50

;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 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:

Roll call vote as follows:

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

PLEASE ADD TO YOUR AGENDA:

Resolutions:

1. The Board of Commissioners agrees to transfer \$562,822.50 from Fund 1026 to Fund 3013 GO 2001./Resolution No. 20-0706
 - Director Bragg has been waiting for the Judges to order the money moved from the Municipal Court fee for the Kent Courthouse debt.

RESOLUTION NO. 20-0706 - RE: TRANSFER FROM FUND 1026 TO FUND 3013 GO 2001

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

WHEREAS, The Municipal courts have ordered the transfer of funds as outlined in 2020 JE 135; now therefore be it

RESOLVED, that the transfer in the amount of \$562,822.50 be made as follows:

FROM (Debit):
ORGCODE: 10265209 910000 \$562,822.50

To (Credit):
ORGCODE: 30130012 280000 \$562,822.50

;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 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;

2. The Board of Commissioners approves the cash advance for \$10,480 from Fund 0001, General Fund to Fund 3114, PCS B 01./20-0707

- This resolution is for a special assessment where two individuals were given a waiver on their collections for a period of time, so a cash advance needs to be adopted.
- The funding will be returned, but it's a timing issue.

RESOLUTION NO. 20-0707

-

RE: CASH ADVANCE FROM FUND 0001, GENERAL FUND TO FUND 3114, PCS B01

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

WHEREAS, fund 3114 PCS B01, current obligations are exceeding actual revenue therefore; the fund is in need of interim cash until receipt of funds from the special assessment are received in excess of the debt obligations currently owed; now therefore be it;

RESOLVED, that the following cash advance be made in the amount of \$10,480:

FROM:FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object 920000 - Advances-Out

\$10,480.00

TO:FUND 3013 GO 2001

ORGCODE - 31140102

Credit Revenue Account

Revenue Source 290000 - Advance-In

\$10,480.00

;and be it further

RESOLVED, the advance will be repaid to the General Fund when the Court's special projects funds are received, and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor,

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;

Discussion:

1. Downtown Ravenna Project

The Board discussed the possibility of contributing to the Downtown Ravenna Signage project for the County's share of \$3,750. The Board agreed to move forward with the request and Director Bragg will get the invoice paid.

JOB & FAMILY SERVICES

Present: Kellijo Jeffries and Sue Brannon

9:53 AM In accordance with the Ohio Rev. Code Ann. (121.22)(G)(4), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Also present: Director Kellijo Jeffries, Human Resources Director Janet Kovick and Chief Administrator Gene Roberts. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

10:09 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

After exiting Executive Session, the Board of Commissioners took no action.

Discussion:

1. Data Report

Director Jeffries presented and discussed the Job and Family Services Data Report for August and September 2020.

2. November 2020 Virtual Job Fair Update

The job fair took place last week and there were 8 employers who participated. There were approximately 100 residents in Portage County who viewed the videos.

3. Upcoming Holiday Toy Drive Through

Job and Family Services is sponsoring a Holiday Toy Drive at the Administration Building on Saturday, December 5th between 10:00 AM and 2:00 PM. The donation are a tax write off and letters will be presented if anyone is interested. Cash donation or gift cards will also be accepted through Job and Family Services' Fiscal Department.

4. Contract Terminations

Coleman TAY Housing

In 2017, before the Ohio Department of Job and Family Services created and rolled out the Bridges Program that assists with housing costs and transition services for youth emancipating

from foster care, Portage County Job and Family Services (PCJFS) collaborated with Coleman Professional Services to create a collaborative TAY Housing contract. The goal of the contract was to ensure 3 apartments with wrap around services from Coleman would always be available to youth emancipating from PCJFS custody. The program was a success at the onset, but over time, based on the significant housing needs in Portage County, Coleman was not able to meet the immediate needs of apartment availability for youth emancipating. Fortunately, with the new Federal HUD voucher program and Bridges Program the youth have more housing opportunities than ever before. Coleman Professional Services and Job and Family Services have a great working relationship and have agreed the \$17,500 annual contract should terminate December 31, 2020. The collaboration will continue to ensure youth that have housing, case management and mental health service needs will be coordinated and served outside of a contract.

Town Hall II

Services that have been available through the Town Hall II - Alcohol and Drug Screening Contract have included coordination of self-report screenings which included testing for substances. PCJFS Social Service Workers have been trained and now have the ability to conduct random and in the field drug screenings with their clients and submit for results through Forensic Fluids. PCJFS managers have indicated that the majority of self-report screenings indicate low risk for concern for the clients that complete them but based on addiction history PCJFS prefers to have individuals involved with their Child and Adult Protective Services Division participate in a full alcohol and drug screening. The Substance Abuse Subtle Screening Inventory (SASSI) and other services offered by Town Hall II are currently Medicaid billable and it has been determined that a contract with Town Hall II is not warranted at this time. The annual contract of \$7500 was renewed for October 1, 2020 but JFS is recommending terminating this contract December 31, 2020. This termination has been discussed with managers at Town Hall II.

5. Teleworking Update

The department has been successful during COVID because the Ohio Department of Job and Family Services has allowed employees to take state equipment into the homes.

- In the Public Assistance, pre COVID-19, staff was working at 91.3% in productivity in 2019 and from May-October, they've never had a month where staff has been under 100% capacity. In July, staff was at 121% capacity and August was 120%. The department was able to remove all delinquencies as far as cases are concerned.
- The Child Support Division has increased processing of their alerts, documents and orders relevant to Court Orders.
- In Fiscal, they've been able to catch up on their 4-D eligibility cases.
- In Children Services, they have been able to get caught up and stay abreast of their case dictation. Despite COVID-19, they still stayed in the field and their headquarter was moved to their home.

- There was a significant reduction in sick time usage in the Children Services department and part of it is because initially they weren't out in the field, but they've been in their normal capacity since mid April.
- Ohio Means Jobs has a lobby presence, but they are also reporting improvement in productivity and has good success with being open to the public.
- Based on the Administration Building being closed, they receive customers from all division at Ohio Means Jobs and have not had one single issue reported.
- IT reports staff is growing and learning in technology.
- Despite the pandemic, staff appreciates the policies put into place regarding support for their families during this time relevant to child care, with a significant reduction in sick time.
- Morale from all divisions has been reported at an increase as employees feel very supported by the agency and community.
- The departments hasn't received one complaint from a resident regarding processes during this time.
- The department is doing very well.
- Commissioner Christian-Bennett mentioned there was an issue during early voting with people trying to get ahold of the department that weren't able to get through on the phone and another Elected Official reached out to you because she was letting people in because people were upset because their calls were not being returned. Director Jeffries wasn't aware of the situation other than one of the Elected Officials contacted her about a point of contact when people would show up at the building and an email was sent to all Elected Officials in the building assigning Rebecca Abbott as the administrator as the point of contact and she hasn't been aware of any other issues.

Commissioner Clyde commends Director Jeffries and the department for the job it's doing during the pandemic.

Resolutions:

1. The Board of Commissioners accepts the cash donations from organizations, businesses and private donors to support the Portage County Job and Family Services presents for kids campaign./Resolution No. 20-0701

**RESOLUTION NO. 20-0701 - RE: ACCEPTANCE OF CASH DONATIONS
FROM ORGANIZATIONS, BUSINESSES AND**

**PRIVATE DONORS TO SUPPORT THE
PORTAGE COUNTY JOB AND FAMILY
SERVICES PRESENTS FOR KIDS
CAMPAIGN.**

It was moved by Vicki A. Kline, seconded Sabrina Christian-Bennett by to approve the following resolution:

WHEREAS, the Portage County Job & Family Services received a total of 250.00 in cash donations from organizations, businesses and private donors; and

WHEREAS, the three donations totaling \$250.00 were received in the months of October and November 2020; now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$250.00 from the following organization, and/ or business; and be it further

Donor	Contact (Requirement)	Address	Donation
Charles and Rose Palmer		5339 Rootstown Rd. Ravenna Ohio 44266	\$100
Anne Cost		350 Aberdeen Ln Aurora Ohio 44202	\$100
Mary and Edward Sherman		9501 Beeson St NE Louisville Ohio 44641	\$50

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;

2. The Board of Commissioners agrees to transfer \$6,087.52 from Fund 0001, General Fund to Fund 1414, Child Support Administration./Resolution No. 20-0702
 - This is the normal 4-D contract payment local match for the payment made in October to the Prosecutor for July services.

**RESOLUTION NO. 20-0702 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1414, CHILD SUPPORT
ADMINISTRATION**

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 the local match for Child Support IV-D contract payments; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$6,087.52 for October 2020 IV-D contract payment local match for Prosecutor July 2020 services 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

\$6,087.52

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$6,087.52

; 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;

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Todd Bragg and Human Resources Director Janet Kovick

10:42 AM In accordance with the Ohio Rev. Code Ann.121.22(G)(1), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider compensation of a public employee. Also present: Department of Budget and Financial Management Director Todd Bragg and Human Resources Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

11:00 AM Upon conclusion of the above referenced discussion, it was moved by Vicki A. Kline, seconded by Kathleen Clyde that the Board of Commissioners moves out of executive session. Roll call vote: Vicki A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

After exiting Executive Session, the Board took no action.

REGIONAL PLANNING COMMISSION

Present: Director Todd Peetz

Discussion:

1. RPC Building

Back in September, the reserve bid for the Regional Planning Commission's building was \$100,000 and there were no offers. Since that time, there has been interest in the building with the potential opportunity to make an offer to go forward with a sealed bid. The Executive Committee is requesting the Board put the building back out for sealed bids with a minimum bid of \$140,000.00. The amount owed to USDA is \$134,310.94. There is a debt service payment due on December 1st. If the minimum bid is received then the Regional Planning Commission will reimburse the Commissioners 2020 debt service payment and develop a process to repay the 3 other payments the Board of Commissioners paid 2007, 2010 and 2019.

The Board of Commissioners should also be aware that they have another contract circulating for the 128 North Prospect space. That tenant loves the building and is also interested in purchasing it but would do it in 2 years. The Prosecutor's Office is finalizing the contract and the new tenant will be moving in early December. The Executive Committee recommends the minimum bid of \$140,000 due to the new tenant and their interest.

The potential purchaser is aware of the lease terms of the new tenant and understands it is an "as-is" bid on the building.

The Board agreed to move forward with the request to put the building up for bid and Commissioner Christian-Bennett will contact Internal Services Director JoAnn Townsend to prepare the resolution for consideration on Tuesday.

WATER RESOURCES

Present: Gene Roberts

Discussion:

1. Successor Collective Bargaining Agreement

- The Collective Bargaining agreement negotiation has been finalized and the Bargaining Unit voted 26 in favor, 15 opposed.
- The largest issues were the required overtime and longevity pay to be included in the contract after 5 years.
- There were 21 items open in the contract, 9 union requested items and an additional 6 union requested items that align with the current policy manual of the Board of Commissioners.
- The employer had 6 items to be changed.

The Clerk will get a full copy of the agreement to the Board for review.

Resolutions:

1. The Board of Commissioners agree to accept and enter into a successor collective bargaining agreement between the Portage County Board of Commissioners and the Teamsters Local Union No. 436 concerning employees in the Department of Water Resources. ***/HOLD until Tuesday – Resolution No 20-0703 # not used.***

RESOLUTION NO. 20-0703

This resolution was omitted. Collective Bargaining Agreement for Water Resources Department pulled. This is for numbering purposes only.

2. The Board of Commissioners approves the general sewer & water agreement for Sanitary Sewer and Water Improvements to Redwood High Point Hills, Portage County Water Resources Department Project Bo. BR-2 20-170-P./Resolution No. 20-0704
 - This is a standard water/sewer agreement in Brimfield at the former Green Hills Golf Course that is being developed.

RESOLUTION NO. 20-0704

**- RE: GENERAL SEWER & WATER AGREEMENT
FOR SANITARY SEWER AND WATER
IMPROVEMENTS TO REDWOOD HIGH
POINT HILLS, PORTAGE COUNTY WATER
RESOURCES DEPARTMENT PROJECT NO.
BR-2 20-170-P.**

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

WHEREAS, Redwood USA, LLC (OWNER) will construct 2,172 linear feet of 8-inch sanitary sewer, 644 linear feet of 6-inch sanitary sewer, (13) sanitary manholes, 2,860 linear feet of 8-inch water line, and all necessary appurtenances to provide sanitary sewer and water service to the Redwood High Point Hills Development, situated in the Township of Brimfield, Original Lots 32 & 33, Portage County, Ohio; and

WHEREAS, after construction, the OWNER will convey the sanitary sewer and water improvements as a gift to Portage County to own, operate, and maintain; and

WHEREAS, the OWNER has prepared plans and specifications for the REDWOOD HIGH POINT HILLS (PROJECT), County Project Number BR-2 20-170-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it

RESOLVED, that this Board does hereby agree to enter into a General Sewer & Water Agreement with the OWNER; and be it further

RESOLVED, the PROJECT will be constructed at the OWNER'S expense, for the sum of THREE HUNDRED THIRTY THOUSAND ONE HUNDRED SIXTY DOLLARS AND ZERO CENTS (\$330,160.00); and be it further

RESOLVED, this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer and water service to Redwood High Point Hills Development, situated in the Township of Brimfield, Original Lots 32 & 33, Portage County, Ohio; and be it further

RESOLVED, that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and 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:

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

3. The Board of Commissioners authorizes the sale of obsolete equipment by public auction./Resolution No. 20-0705

RESOLUTION No. 20-0705 - RE: AUTHORIZE SALE OF OBSOLETE EQUIPMENT 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, Water Resources Department 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 herein described equipment is obsolete and unfit for the use for which it was 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 Commissioners, the County's Website and a Notice of Public Auction shall be published in the Record Courier on Wednesday, December 2, 2020.

Date of Auction: Saturday, December 12, 2020

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

**Location: Edinburg Auction Sales, Inc.
4029 State Route 14
Edinburg, Ohio 44272
Live Bidding to Take Place at:
www.edinburgauction.com**

Said equipment may be viewed from 9:00 A.M. to 4:00 P.M. on Friday, December 11, 2020 at Edinburg Auction Sales, Inc. 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:

**2011 Ford F-250 with plow Vin#1FDBF2B63BEA47691
2004 Ford E-350 Cut Away Van Vin# 1FDWE35P64HB37367
2008 Chevrolet Colorado with Astro Body Vin# 1GBDT14E388206550**

;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;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the November 12, 2020 regular meeting minutes and the November 19, 2020 special 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 November 9, 2020, the November 13, 2020 and the November 17, 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: In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions and Transporting Report for October 2020, as presented by the Portage County Sheriff'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: In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for October 2020

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. The Auditor's Office is requesting an additional document that is being reviewed for the payment of the rental, mortgage and utilities insurance (guidance document) that provides the County to be in a better position for an audit. The resolution and a single page guidance will come before the Board on Tuesday so that the funding can be distributed.

Commissioner Christian-Bennett pointed out Director Townend was able to get additional information for the social media accounts software resolution and the software does not need Data Processing approval.

1. Enter into an agreement for social media accounts software between the Portage County Board of Commissioners and Archive Social, Inc./20-0695

RESOLUTION NO. 20-0695 - RE: ENTER INTO AN AGREEMENT FOR SOCIAL MEDIA ACCOUNTS SOFTWARE BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND ARCHIVE SOCIAL, INC.

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

WHEREAS, Portage County has a need to capture and archive records of online social media communications and internet websites for public records law & general records retention and freedom of information act requests; and

WHEREAS, ArchiveSocial, Inc. has developed and licenses proprietary online software that assists governments in capturing and archiving records of online social media communications and internet websites; and

WHEREAS, the Portage County Emergency Management Agency agrees to be the lead agency on the program; now therefore be it

- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a social media accounts software agreement between the Board and ArchiveSocial Inc. PO Box 3330, Durham NC 27702 for a term of one year beginning on November 23, 2020 through November 22, 2021; and be it further
- RESOLVED,** that the total software fee under this Agreement shall not exceed Four thousand, seven hundred eighty-eight and 00/100 dollars (\$4,788.00) and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

Motion: by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of **November 19, 2020 at 11:16 AM.**

All in Favor: 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 November 19, 2020.

Kathleen Clyde
Kathleen Clyde, President

Vicki A. Kline
Vicki A. Kline, Vice President

Sabrina Christian-Bennett
Sabrina Christian-Bennett, Board Member

Amy Hutchinson
Amy Hutchinson, Clerk

Bennett