



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

Tuesday, November 24, 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

JOURNAL ENTRY: The Board of Commissioners authorized the creation of the Utility Billing Service Representative – temporary part-time position and approve the respective job description for Portage County Department of Budget and Financial Management.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners authorized the two-week external posting of a part-time temporary Utility Billing Service Representative, new position, for Portage County Department of Budget and Financial Management.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

JOURNAL ENTRY: The Board of Commissioners authorized a wage increase for Richard Gano, Safety & Administrative Support Supervisor, for Portage County Water Resources, effective November 2, 2020, for completing the Emergency Communication System tasks.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

- This increase is part of the job offer letter.
- There's another final increase setting milestones in the original offer letter.
- Commissioner Christian-Bennett noted the original offer letter was an increase up to \$3.50 and that is the additional \$1.50 increase.

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners authorizes an official to submit an Ohio Public Works Commission (OPWC) Infrastructure Program Round 35 grant application and execute contracts for the Portage County Engineer for the project known as Hartville Road Resurfacing./Resolution No. 20-0708
 - The next several resolutions are for the County Engineer's office.
 - This resolution allows the County Engineer to submit a request for grant application for the Hartville Road resurfacing project through Ohio Public Works Commission.

RESOLUTION NO. 20-0708 - RE: DESIGNATING AND AUTHORIZING AN OFFICIAL TO SUBMIT AN OHIO PUBLIC WORKS COMMISSION (OPWC) INFRASTRUCTURE PROGRAM ROUND 35 GRANT APPLICATION AND EXECUTE CONTRACTS FOR THE PORTAGE COUNTY ENGINEER FOR THE PROJECT KNOWN AS HARTVILLE ROAD RESURFACING.

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

WHEREAS, the Ohio Public Works Commission (OPWC) requires the adoption of legislation by the governing body of the applicant designating an official to submit OPWC grant applications and execute contracts; and

WHEREAS, the Portage County Engineer has prepared an application for OPWC Round 35 funds for the project known as Hartville Road Resurfacing, in Randolph Township; and

WHEREAS, the Board of Portage County Commissioners is the governing body; now therefore be it

RESOLVED, that the Board of Portage County Commissioners hereby designates the President of the Board of Commissioners as the authorized official to submit the aforementioned named OPWC grant application and further execute contracts for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Ohio Public Works Commission; 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 authorizes an official to submit an Ohio Public Works Commission (OPWC) Infrastructure Program Round 35 Grant application and execute contracts for the Portage County Engineer for the 2021 Small Bridge Replacement Project./Resolution No. 20-0709

- This resolution allows the County Engineer to submit a request for grant application for the 2021 Small Bridge Replacement Project, for Franklin Township and Rootstown Township.

RESOLUTION NO. 20-0709 - RE: DESIGNATING AND AUTHORIZING AN OFFICIAL TO SUBMIT AN OHIO PUBLIC WORKS COMMISSION (OPWC) INFRASTRUCTURE PROGRAM ROUND 35 GRANT APPLICATION AND EXECUTE CONTRACTS FOR THE PORTAGE COUNTY ENGINEER FOR THE 2021 SMALL BRIDGE REPLACEMENT PROJECT.

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

WHEREAS, the Ohio Public Works Commission (OPWC) requires the adoption of legislation by the governing body of the applicant designating an official to submit OPWC grant applications and execute contracts; and

WHEREAS, the Portage County Engineer has prepared an application for OPWC Round 35 funds for the **2021 Small Bridge Replacement Project**, with one bridge being located in Franklin Township and the other bridge being located in Rootstown Township; and

WHEREAS, the Board of Portage County Commissioners is the governing body; now therefore be it

RESOLVED, that the Board of Portage County Commissioners hereby designates the President of the Board of Commissioners as the authorized official to submit the aforementioned named OPWC grant application and further execute contracts for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Ohio Public Works Commission; 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;

3. The Board of Commissioners authorizes the Portage County Engineer to accept current statements of qualification from design firms seeking to provide professional services during the years 2021 and 2022./Resolution No. 20-0710

- This resolution allows the County Engineer to accept statements of qualifications from design firms for professional services for 2021 and 2022.

RESOLUTION No. 20-0710

- RE: AUTHORIZE THE PORTAGE COUNTY ENGINEER TO ACCEPT CURRENT STATEMENTS OF QUALIFICATION FROM DESIGN FIRMS SEEKING TO PROVIDE PROFESSIONAL SERVICES DURING THE YEARS 2021 AND 2022.

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

WHEREAS, the Portage County Engineer wishes to maintain a file of pre-qualified design firms seeking to provide professional services during the years 2021 and 2022; and

WHEREAS, the Portage County Engineer, as per ORC 153.68, has instituted pre-qualification requirements for design firms seeking to provide professional services; now therefore be it

RESOLVED, that Board of Portage County Commissioners authorizes the Portage County Engineer to accept current statements of qualification from design firms seeking to provide professional services during the year 2021 and 2022; and be it further

RESOLVED, that an announcement requesting statements of qualification will be posted on the Ohio Department of Transportation website, 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;

4. The Board of Commissioners agrees to enter into a bridge agreement between the Board of Commissioners on behalf of the Portage County Job & Family Services and Scenic View Transportation, Inc. for transportation services./Resolution No. 20-0711

- This resolution is on behalf of Job and Family Services for an extension of the transportation service agreement with Scenic View Transportation from October 1, 2020 through September 30, 2021 for \$12,500.

RESOLUTION NO. 20-0711

**- RE: ENTER INTO A BRIDGE AGREEMENT
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND SCENIC VIEW
TRANSPORTATION, INC. FOR
TRANSPORTATION SERVICES.**

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

WHEREAS, Portage County Job & Family Services (PCJFS) is in need of supplemental shuttle/door-to-door Transportation Services of the following:

Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCJFS Workforce Investment Act (WIA) Youth to and from their place of employment and/or training site; and, PCJFS WIA Adult and Dislocated Workers to and from place of employment and/or training site; and

- WHEREAS,** Scenic View Transportation, Inc., a provider of ambulatory and non-ambulatory transportation services, is willing and able to provide these services; and
- WHEREAS,** the Bridge Agreement attached hereto as Exhibit A will be used to detail the terms of the relationship between Portage County Job & Family Services and Scenic View Transportation, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Bridge Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Scenic View Transportation, Inc., with its principal place of business located at 2258 Nimishillen Church Road, NE, Canton, Ohio 44721, for the period October 1, 2020 through September 30, 2021; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Twelve thousand five hundred and 00/100 dollars (\$12,500.00) and will be paid from Job & Family Services fund 1410; 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;

5. The Board of Commissioners agrees to enter into amendment no. 1 for Prevention, Retention and Contingency (PRC) Family Support Services for Child Support Enforcement Agency (CSEA) Division between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc./Resolution No. 20-0712

- This resolution adds an additional year from October 1, 2020 through September 30, 2021 with a PRC Agreement for Family and Community Services to provide child support enforcement services for Job and Family Services for \$24,998.09.

RESOLUTION NO. 20-0712

- RE: ENTER INTO AMENDMENT NO. 1 FOR
PREVENTION, RETENTION AND
CONTINGENCY (PRC) FAMILY SUPPORT
SERVICES FOR CHILD SUPPORT
ENFORCEMENT AGENCY (CSEA) DIVISION
BETWEEN THE BOARD OF
COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND FAMILY & COMMUNITY
SERVICES, INC.

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

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20200203 (the "Original Contract") on November 21, 2019 through Resolution No. 19-0845 to provide PRC Family Support Services for Child Support Enforcement Agency (CSEA) Division for eligible Portage County residents; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. to extend the agreement for one (1) additional year from October 1, 2020 through September 30, 2021; and be it further
- RESOLVED,** that total service under this agreement shall not exceed Twenty-four thousand nine hundred ninety-eight and 09/100 dollars (\$24,998.09); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; 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;

6. The Board of Commissioners agrees to enter into amendment no. 2 for Prevention, Retention and Contingency (PRC) Legal Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Community Legal Aid Services, Inc./Resolution No. 20-0713

- The time period for this contract is October 1, 2020 through September 30, 2021 with a PRC Agreement for legal services for Job and Family Services with Community Legal Aid Services for \$67,500.00.

RESOLUTION NO. 20-0713 - RE: ENTER INTO AMENDMENT NO. 2 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) LEGAL SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COMMUNITY LEGAL AID SERVICES, INC.

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20190114 (the "Original Contract") on December 6, 2018 by Resolution No. 18-0878 to provide PRC Legal Services for eligible Portage County residents; and

RESOLVED, an Amendment No. 1 was entered into on October 3, 2019 through Resolution No. 19-0723 to renew the agreement for one (1) additional year from October 1, 2019 through September 30, 2020; and be it further

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

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Community Legal Aid to extend the agreement for one (1) additional year from October 1, 2020 through September 30, 2021; and be it further

RESOLVED, that legal services shall be rendered at a unit rate of Ninety-three and 75/100 dollars (\$93.75) per hour not to exceed Sixty thousand and 00/100 dollars (\$60,000.00); and be it further

RESOLVED, that filing fees and credit report fees associated with PRC approved legal services shall not exceed Seven thousand five hundred and 00/100 dollars (\$7,500.00); and be it further

RESOLVED, that the combined annual service under this agreement shall not exceed Sixty-seven thousand five hundred and 00/100 dollars (\$67,500.00); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1410; 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;

7. The Board of Commissioners agrees to enter into amendment no. 3 for Prevention, Retention and Contingency (PRC) Family Support Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services./Resolution No. 20-0714

- This resolution is another PRC extension with Coleman Professional Services for Job and Family Services from October 1, 2020 through September 30, 2021, to provide PRC family support services for eligible Portage County residents for \$67,500.00

RESOLUTION NO. 20-0714 - RE: ENTER INTO AMENDMENT NO. 3 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) FAMILY SUPPORT SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COLEMAN PROFESSIONAL SERVICES

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20180222 (the "Original Contract") on February 15, 2018 by Resolution No. 18-0041 to provide PRC Family Support Services for eligible Portage County residents; and

WHEREAS, Amendment No. 1 was entered into on November 29, 2018 through Resolution No. 18-0852 to amend the Original Contract to extend the agreement by one (1) additional year from October 1, 2018 through

September 30, 2019 and to amend the unit rate of the training/workshop to Ninety and 49/100 dollars (\$90.49) per session not to exceed Seventy-five thousand and 00/100 dollars (\$75,000.00); and

WHEREAS, Amendment No. 2 was entered into on October 3, 2019 through Resolution No. 19-0725 to amend the Original Contract to extend the agreement by one (1) additional year from October 1, 2019 through September 30, 2020 and to amend the unit rate of the training/workshop to One hundred twenty-six and 65/100 dollars (\$126.65) per session and total service not to exceed Sixty-seven thousand five hundred and 00/100 dollars (\$67,500.00); and

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

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 3 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services to extend the agreement for one (1) additional year from October 1, 2020 through September 30, 2021 and to maintain the unit rate of the training/workshop at One hundred twenty-six and 65/100 dollars (\$126.65); and be it further

RESOLVED, that total service under this agreement shall not exceed Sixty-seven thousand five hundred and 00/100 dollars (\$67,500.00); and be it further

RESOLVED, that funding for this agreement will come from Job & Family Services fund 1410; 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;

8. The Board of Commissioners agrees to enter into a memorandum of understanding Children First Parenting/Mediation Program Services between the Board of Commissioners on behalf of Portage County Job & Family Services and the Portage County Juvenile Court./Resolution No. 20-0715

- This is an agreement with Portage County Juvenile Court, on behalf of Job and Family Services, to provide parenting and mediation services.

- This is an extension of the current contract from December 1, 2020 through November 30, 2021 for \$15,000.

RESOLUTION NO. 20-0715 - RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING CHILDREN FIRST PARENTING/MEDIATION PROGRAM SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND THE PORTAGE COUNTY JUVENILE COURT.

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

- WHEREAS,** the Portage County Department of Job & Family Services desires to utilize the Children First Parenting/Mediation Program Services provided by the Portage County Juvenile Court with the goal of offering eligible biological parents a positive alternative to litigation as well as the necessary tools to facilitate healthy co-parenting strategies that are in the best interest of their child(ren); and
- WHEREAS,** the Memorandum of Understanding will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and the Portage County Juvenile Court; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Memorandum of Understanding between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and the Portage County Juvenile Court for the period December 1, 2020 through November 30, 2021; and be it further
- RESOLVED,** that the total amount of this Memorandum of Understanding is not to exceed Fifteen thousand and 00/100 dollars (\$15,000.00); and be it further
- RESOLVED,** that funding for this MOU will be from fund 1415; 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;

9. The Board of Commissioners declares unused/excess property owned by the Portage County Commissioners and set the bid date for the sale of the unused/excess real estate located in Ravenna City./Resolution No. 20-0716

- This resolution is to declare the Regional Planning Commission building obsolete/unused and sold 'as is' with a minimum bid of \$140,000.
- The bids will be accepted on December 30th.

RESOLUTION NO. 20-0716

- **RE: DECLARE UNUSED/EXCESS PROPERTY OWNED BY THE PORTAGE COUNTY COMMISSIONERS AND SET THE BID DATE FOR THE SALE OF THE UNUSED/EXCESS REAL ESTATE LOCATED IN RAVENNA CITY.**

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

RESOLVED, that parcel no. 31-349-04-00-217-000 (known as 122, 124, 126 and 128 North Prospect St.) consisting of approximately .3760 acres located in Ravenna City, Ohio be declared as County owned unused/excess property under the jurisdiction of the Board of Commissioners; and be it further

RESOLVED, that the property will be sold as is and that the Portage County Board of Commissioners has set a minimum bid of \$140,000.00; and be it further

RESOLVED, that the parcel is for sale to be sold to the highest bidder; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor-room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio via the United States Postal Service or by UPS or FedEx courier (no hand deliveries or drop-offs are accepted) until 2:00 p.m., E.S.T. on, December 30, 2020; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on November 27, December 4, 11, and 18, 2020 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; 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;

JOB & FAMILY SERVICES

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

Resolutions:

1. The Board of Commissioners agrees to transfer \$27,242.47 from Fund 1414, Child Support Administration, to Fund 1410 Public Assistance Fund./Resolution No. 20-0717
 - This is a transfer resolution for the regular monthly shared expenses that are due to the Public Assistance fund from the Child Support fund for the month of October 2020.

**RESOLUTION NO. 20-0717 - RE: TRANSFER FROM FUND 1414, CHILD
SUPPORT ADMINISTRATION, TO 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 Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

WHEREAS, it is necessary to do a transfer of funds to cover these costs; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$27,242.47 for October 2020 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$27,242.47

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$27,242.47

; 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 & FINANCE

Present: Todd Bragg

The Then and Now's are starting to build up again due in part to the procedural change for Job and Family Services discussed last week; otherwise everything else appears normal.

There is also a debt wire on today's agenda that will be released tomorrow.

Resolutions:

RESOLUTION NO. 20-0718 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on November 24, 2020 in the total payment amount of **\$491,667.79, including late fees finance charges, interest & penalties amounting to \$10.54 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Wednesday, November 25, 2020, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other

designee on November 24, 2020 in the total payment amount of **\$20.00 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Wednesday, November 25, 2019, 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 24, 2020 in the total payment amount of **\$31,781.76 to USDA Debt/Loan** as set forth in the Accounts Payable arrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 20-0719 - 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 24, 2020 in the total payment amount as follows:

1. \$8,290.25 to Wage Works – Contributions
2. \$120,568.58 to Medical Mutual – Claims; 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 Wednesday, November 25, 2020 \$8,290.25
 Wire Transfer on Wednesday, November 25, 2020 \$120,568.58

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. 20-0720 - 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:

11/24/20	905	\$8,837.59
11/24/20	906	41,086.61
11/24/20	963	26,475.85
11/24/20	966	36.94
Total		\$76,436.99

; 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. 20-0721 - 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 **\$67,387.09** dated **November 24, 2020** shall be paid; and be it further

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

Roll call vote as follows:

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

5. The Board of Commissioners agrees to approve the wire transfer Huntington National Bank for payment of bond interest and principal approved and certified to the Portage County Auditor for payment./Resolution No. 20-0722

- This is the general obligation debt the County has acquired over the years although debt hasn't been issued for 6 years.

**RESOLUTION NO. 20-0722 - 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 Department of Budget & Financial Management or other designee on November 24, 2020 in the total payment amount as follows:

- 1) \$1,437,850.01 to Huntington National Bank for various purpose improvement and refunding bond series 2010 PORTGEVPI10; and
- 2) \$286,402.50 to Huntington National Bank for various purpose bond series 2007 PORTAGEVP07; and
- 3) \$506,036.25 to Huntington National Bank for various purpose improvement and refunding bond series 2014 – PORTGEVPI14; 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 transfers for the payment of bond interest costs as follows, as presented by the Portage County Auditor's Office:

Wire Transfer on Wednesday, November 25, 2020	\$1,437,850.01
Wire Transfer on Wednesday, November 25, 2020	\$ 286,402.50
Wire Transfer on Wednesday, November 25, 2020	\$ 506,036.25

;and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

6. The Board of Commissioners agrees to the cash advance for \$41,640.00 from Fund 1201, Motor Vehicle Gas Tax, to Fund 1210 (Safety Studies)./Resolution No. 20-0723

- This is a cash advance for the County Engineer to complete a paving project.

RESOLUTION NO. 20-0723 - RE: Advance From Fund 1201, Motor Vehicle Gas Tax, To Fund 1210 (Safety Studies)

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 approved an operating advance; now therefore be it

RESOLVED, that the following advance of funds be made in the amount of \$41,640.00:

FROM:

FUND 1201, Motor Vehicle Gas Tax Fund

ORGCODE- 12018009

Debit Expense Account

Object: 920000 – Advance Out

\$41,640.00

TO:

FUND 1210, Safety Studies

ORGCODE – 12108102

Credit Revenue Account

Object: 290000 - Advances In

\$41,640.00

;and be it further

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

7. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0724

- The \$66,000 is going to Fund 1500 (CARES). This is the County's redistribution of CARES funds returned from communities. It's not clear whether all the money that's going to be returned has been received, but this resolution is for the County's share to appropriate so it can begin drawing encumbrances against it.
- Director Bragg is not sure if the \$66,000 includes everything because not all communities have responded, but of those who have make up the \$66,000.
- Commissioner Christian-Bennett noted it's \$66,816.00 and that amount is the County's half of the unused funds and the other half was distributed to the political subdivision who utilized all of their funding during the first round. Director Bragg mentioned that's the way it was supposed to work, but he hasn't reviewed final figures.
- Director Bragg explained the remaining portions of the amendments are going towards end of the year cleanup.
- Fund 7040 for \$31,000 was under-certified, so certification was increased to cover Department of Budget and Financial Management's payroll, which is also happening in other Non General Fund departments.

RESOLUTION NO. 20-0724

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

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

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

		<i>Increase</i>	<i>Decrease</i>
Fund: 1028	Probate Ct IT Employee Fund		
560	Probate Court		
10283	Probate Ct Empl PS	2,000	-
	MEMO TOTAL	\$ 2,000	\$ -

Note: increase approp.

Fund: 1091	Election Security Grant		
902	Board Of Elections		
10913	Election Security Grant PS	4,673	-
10914	Elections Security Grant CS	-	4,673
	MEMO TOTAL	\$ 4,673	\$ 4,673

Note:

Fund: 1251	CDBG County Formula		
081	Community Development		
12514	CDBG Conty Formula CS	13,100	-
	MEMO TOTAL	\$ 13,100	\$ -

Note: Set appropriations

Fund: 1267	CDBG Critical Infrastructure		
081	Community Development		
12674	Critical Infrastructure CS	-	37,400
	MEMO TOTAL	\$ -	\$ 37,400

Note: Pull down appropriations

	<i>Increase</i>	<i>Decrease</i>
Fund: 1410 Job And Family Services		
051 Job And Family Services		
14103 Job & Family Svc Salary&Fringe	10,000	-
14105 Job & Family Services MS	-	10,000
MEMO TOTAL	<u><u>\$ 10,000</u></u>	<u><u>\$ 10,000</u></u>

Note: Projected need

Fund: 1415 Child Welfare - Special Levy		
051 Job And Family Services		
14153 JFS Child Welfare Salary&Fring	-	15,000
14154 JFS Child Welfare Levy CS	13,500	-
14155 JFS Child Welfare Levy MS	8,500	7,000
MEMO TOTAL	<u><u>\$ 22,000</u></u>	<u><u>\$ 22,000</u></u>

Note: Projected need

Fund: 1500 CARES Relief		
010 Commissioners Other		
15004 CARES Relief CS	66,816	-
MEMO TOTAL	<u><u>\$ 66,816</u></u>	<u><u>\$ -</u></u>

Note:

Fund: 7040 Centralized Accounting Service
 011 Budget & Financial Management
 70403 Central Acctg Serv Salary&Frin

MEMO TOTAL

<i>Increase</i>	<i>Decrease</i>
31,000	-
\$ 31,000	\$ -

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS

\$ 149,589	\$ 74,073
-------------------	------------------

; and be it further

- RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

9:23 AM In accordance with the Ohio Rev. Code 121.22(G)(5), it was moved by Kathleen Clyde, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to discuss confidential information under a federal law. Also present: Department of Budget and Financial Management Director Bragg and Administrator Roberts. Roll call vote: Kathleen Clyde, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:33 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 took no action.

WATER RESOURCES

Present: Gene Roberts

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./Resolution No. 20-0725
 - This resolution is coming back to the Board from last week.
 - The Collective Bargaining Agreement was approved by the Unit and is before the Board for consideration to ratify the County's side of the agreement.

**RESOLUTION No. 20-0725 - RE: 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**

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

WHEREAS, the Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 concerning employees in the Department of Water Resources expired on August 31, 2020; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept and agree to enter into a Successor Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 as negotiated and accepted by vote of the Bargaining Unit and be it

further

RESOLVED, that this agreement shall be effective September 1, 2020 and shall continue in full force and effect through August 31, 2023; 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. The Board of Commissioners authorizes the preparation of plans, specifications and estimate of cost for project No. BR-2 (20-0180), Brimfield Sewer Maintenance, in the Portage County Regional Sewer District, Portage County, Ohio./Resolution No. 20-0726
- This resolution seeks authorization to prepare plans, specifications and estimated cost for Brimfield Sewer Maintenance project started 2 years ago.

**RESOLUTION NO. 20-0726 - RE: AUTHORIZING THE PREPARATION OF
PLANS, SPECIFICATIONS AND ESTIMATE
OF COST FOR PROJECT NO. BR-2 (20-180),
BRIMFIELD SEWER MAINTENANCE, IN THE
PORTAGE COUNTY REGIONAL SEWER
DISTRICT, PORTAGE COUNTY, OHIO.**

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

WHEREAS, this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

WHEREAS, the Portage County Water Resources Department requests authorization to prepare plans, specifications and estimate of cost for the Project No. BR-2 (20-180), "Brimfield Sewer Maintenance" referred to as the "PROJECT"; and

WHEREAS, the PROJECT is necessary because of the volume of Inflow and Infiltration (I&I) found in the Portage County Sanitary Sewers causing sanitary sewer overflows, increasing operating costs and decreasing capacity for new customers; and

WHEREAS, the PROJECT will identify specific areas of highest flows and design a Program to mitigate I&I to reduce operating costs, occurrences of sanitary sewer overflows and restore capacity in the sanitary sewer collection systems; now therefore be it

WHEREAS, the PROJECT is essential to maintaining and operating a reliable wastewater collection system; now therefore be it

RESOLVED, by the Board of Commissioners of Portage County, Ohio:

- Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.
- Section 2. That the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department Of Budget and Financial Management within 15 days after its passage.
- Section 3. That it is hereby found and determined 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 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:

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

JOURNAL ENTRY: The Board of Commissioners signed the correspondence to regarding the Maplecrest Development Project, advising that the Portage County Water Resources Department records indicate that Project No. BR-2 17-160-P, has been completed, including construction of all sewer lines, testing, and adjustment of manholes to final grade and restoration. All conditions of the General Sewer & Water Agreement have been met and the project is accepted by Portage County subject to the usual one-year guarantee of workmanship and material.

Motion: **Commissioner Kline**

Seconded: **Commissioner Christian-Bennett**

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

Motion Carries

- This also includes previous communication with the County Engineer's office as he has accepted the roads and this is the final step in the process.

MISCELLANEOUS ITEMS

The Board of Commissioners approves the November 19, 2020 regular meeting minutes.

Motion: **Commissioner Kline**

Seconded: **Commissioner Christian-Bennett**

Commissioners

1. The Board of Commissioners agrees to appoint Eric Fink to the Northeast Ohio Community Alternative Program (NEOCAP) Facility Governing Board./Resolution No. 20-0727

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 acknowledged the receipt of the Portage County Investment Reconciliation for the Month of October 2020, received on November 18, 2020 as presented by the County Auditor and County Treasurer.

Motion: **Commissioner Kline**

Seconded: **Commissioner Christian-Bennett**

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

Motion Carries

COUNTY ADMINISTRATOR

Discussion:

1. Job and Family Services CARES Relief Services program guidance.

Administrator Roberts explained the original program that was proposed and started by Job and Family Services did not include a reimbursement. After the program was started, the Auditor of State provided a document in which it says reimbursement is eligible for both businesses and private individuals. Another document was received by the County Auditor's Office that provided direct payment as the best method to go towards rent, mortgages or utilities. In the case of mortgages and utilities, that's what's in place currently, however, the largest share of the funding is for reimbursement and now the County needs to look at alternatives on how to get that into the hands of the individual. The County Auditor has concerns which are completely understandable. A business is more likely to be here at the end of the pandemic as an individual could move on, which means they would be unavailable if their piece was audited and the County would be stuck in a position that could require reimbursement to the State.

The recommendation is to adopt the resolution that was in the Commissioners' packet which provides for the Auditor's concern that there's a process in place. The resolution may need to be modified and there's a meeting later today to discuss the issue.

By the Board adopting the resolution in today's packet, it provides for mortgages and utilities that are in arrears where the payment goes to the business entity and not in the hands of the owner or renter.

Commissioner Clyde asked what is the difference to the individual potential recipient on the 2 different interpretations and Administrator Roberts explained they will need to work through the process, but the difference internal to the assistance provided to individuals is that instead of reimbursing them, the County pays the business directly.

Commissioner Christian-Bennett asked why there's a 3 month cap when the pandemic goes back to March and Administrator Roberts would have to research how that specific language got in, but it could be due to the volume.

Administrator Roberts went on to say that the program also provides the ability if a shut off notice is in the hands of the property owner, the dollar amount to continue service would be the alternative or the 3 months.

The reimbursement is the current issue at hand. When we started, there wasn't supposed to be any reimbursement, then the Auditor of State issued a document saying it was eligible, the County added the eligibility for those who could receive reimbursement, and additional documentation was presented by the Auditor of State relative to the same program that basically states the best way to proceed is to make direct payment.

Commissioner Clyde noted people have submitted documentation for reimbursement and asked if they've been notified and Administrator Roberts explained Job and Family Services has notified those applicants based on the program that they would be eligible for funding, but now we have to explain that the program rules are being modified. Commissioner Clyde pointed out the original guidance on the reimbursement hasn't been nullified there's just been an additional guidance suggesting as best practice.

Commissioner Clyde noted the documentation being provided is the auditable record and is needed in order to make the reimbursement payment and that should protect the County. Administrator Roberts pointed out the renter is being paid their rent and now they are getting reimbursed for the rent they paid. It's that reimbursement that was permitted by the change from the State Auditor's Office. After the October 28th document, a new document was distributed to the Auditors of each County stating the best way to implement this is to pay the vendor directly.

Commissioner Clyde noted there's 2 sets of guidance, nothing has been rescinded and Administrator Roberts believes the second document supersedes the previous.

Commissioner Clyde mentioned the Prosecutor's office approved the reimbursement and Administrator Roberts would like to get half the money spent to those who need it and they will work diligently to get the other piece implemented.

Administrator Roberts indicated there are 44 requests for reimbursement totaling \$104,000, there are 9 requests to mortgage companies or landlords totaling \$18,000 and there are 9 request awaiting additional documentation.

The resolution on today's agenda can be adopted and a modification will come back later. The \$104,000 is still encumbered but language was inserted to allow for reimbursement last night and this morning it changed when the County Auditor talked with her staff and came up with the additional language that needs to be considered. The language would remove only the reimbursement piece. The money and applications are still there, but the committee will need to rethink how it gets that taken care of.

Commissioner Clyde asked if it would be acceptable to hold the reimbursement until next week and Administrator Roberts indicated it's on a case by case basis and they don't see the specific detail, but he can provide that information to the Board if interested. Commissioner Clyde believes it's okay to hold and the Board should prepare for a special meeting on Tuesday if they believe it's necessary and Administrator Roberts will investigate.

Commissioner Christian-Bennett suggests adopting a resolution to pay any landlord, utility or mortgage company directly and deal with the ones that can't next week. Commissioner Christian-Bennett asked if a timeline was ever given as to when they would be receiving their reimbursement and Administrator Roberts believes it's upon approval by the Board of Commissioners of the program, which is the resolution before the Board today.

Commissioner Clyde suggests the Board adopt the resolution that was included in today's packet and the decision on the \$104,000 is on hold while discussion continues.

Resolutions:

1. The Board of Commissioners declares the Board of Portage County Commissioners approval of the Job & Family Services Cares Relief Services Program guidance for distribution of Public Assistance in Portage County to those individuals who have submitted completed applications./Resolution No. 20-0728

RESOLUTION NO. 20-0728 - RE: A RESOLUTION DECLARING THE BOARD OF PORTAGE COUNTY COMMISSIONERS APPROVAL OF THE JOB & FAMILY SERVICES CARES RELIEF SERVICES PROGRAM GUIDANCE FOR DISTRIBUTION OF PUBLIC ASSISTANCE IN PORTAGE COUNTY TO THOSE INDIVIDUALS WHO HAVE SUBMITTED COMPLETE APPLICATIONS.

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

WHEREAS, Portage County has received CARES Funding from the State of Ohio; and

WHEREAS, Portage County Board of Commissioners has determined that a good use for a portion of the CARES Funds to be sub granted to Public Assistance in Portage County; and

WHEREAS, Portage County Board of Commissioners appointed a CARES Work Group to work with Jobs and Family Services and make recommendations to the Board; and

WHEREAS, the attached has been approved as to form; and

WHEREAS, Portage County CARES Work Group recommends to the Board of Commissioners that the attached CARES Relief Service Program Guidance be used for the distribution of the CARES Funding for rent and/or mortgage and utility bills when distributing CARES Funds by Jobs and Family Services to provide for the Rental, Mortgage and Utility Assistance for those who have applied; now therefore be it

RESOLVED, that this Board hereby approves the Jobs and Family Services' use of the CARES Relief Service Program Guidance for the distribution of Rental, Mortgage and Utility Assistance; 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 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;

Portage County Job & Family Services
CARES Relief Services Program Guidance

Portage County has secured additional dollars to support its residents who have been impacted by the COVID-19 Pandemic. Through these dollars, the CARES Relief Services Program can help residents who need assistance paying their rent and/or mortgage and utility bills. Starting 10/19/2020 through November 5, 2020 applications for these services will be made available to the community.

To be eligible to receive CARES Relief Funding applicants must meet the following criteria:

- Submit a signed (virtual signature accepted) application within allowable timeframe
- Provide a statement explaining how they have been impacted by the COVID-19 Pandemic
- Provide verification of their financial hardship (UI approval notice, notice from employer, etc.)
- Provide bills, receipts, statements that verify the amount of requested payment or reimbursement
- Provide verification that the requested funds were for services received after March 1, 2020.

The documentation concerning the 5 requirements listed above will be maintained by Job & Family Services for a five year period after the release of the county financial audit of the last payment.

CARES Relief Funding can cover the following:

Rent and/or Mortgage: There is a 3-month cap on all rent/mortgage assistance.

Past Due: Eligible applicants can receive rental and/or mortgage assistance payments on past due housing costs up to 3 months after March 1, 2020. Past due amounts will be paid directly to the landlord or mortgage vendor. In some cases, eligible applicants could receive assistance with both rent and/or mortgage payments depending on their situation. (I.E.: Someone who lives in a trailer and pays mortgage on the trailer, but rental fees for the trailer park they live in.) Additionally, there may be cases where past due rent is not in excess of 3 months, but the period exceeds three months. (I.E.: someone paid a partial month of rent for August and owes September, October and part of November—the full 3 months of rent may be paid.)

Note that applicants who receive PMHA rental assistance or any other CARES assistance from community partners are not eligible for JFS CARES Relief Services.

Utilities: The utility assistance is for a 3-month cap (sum of three consecutive months billed amount) or a disconnect prevention amount, which when paid will keep utilities on.

Past Due: Eligible applicants can receive assistance payment on past due water, sewer, electric, gas or bulk fuel bills once verified that they are in arrearages, with a cap of 3 months occurring after March 1, 2020. Past due amounts will be paid directly to the Utility provider. The amount to be repaid will be based on a 3-month cap (sum of three consecutive months billing amount) or a disconnect prevention amount, which when paid will keep utilities on. There must be verification that all costs to be paid were incurred after March 1, 2020.

COMMUNITY ACTION COUNCIL

Present: Director David Shea

Discussion:

1. Coronavirus Relief Fund

Director Shea indicated the Community Action Council has received funding from the Governor's Office in the amount of \$679,000 that must be obligated by December 30, 2020. There are approximately 70 families a day with the need for emergency rent, mortgage foreclosure, mortgage assistance and water bills. Application projections were at 350 and the office was at 250 on November 3rd.

If anyone is interested in applying, the application is on their website and a case manager will contact every family.

Commissioner Clyde asked if the funding will be allocated within the timeframe and Director Shea believes it will as the requests can go back to April 2020. The average request is approximately \$2,000.

Director Shea mentioned the Summer Food Program has been extended through the Department of Education and they are primarily focusing on 4 sites in Ravenna on Tuesdays and Fridays and approximately 700 frozen meals a week for Ravenna kids. The focus is on Ravenna because from a school district standpoint, it's 100% poverty.

Commissioner Christian-Bennett asked if they need assistance handing out meals and Director Shea replied at this time they do not because they have staff delivering meals to Renaissance Community Estates and Terrill Suites. The youth center also provides meals and anyone can go there to pick up a meal for their child.

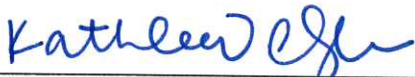
There is a possibility additional funding coming in January 2021.

Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourn the Meeting of **November 24, 2020 at 10:15 AM**

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

Motion Carries

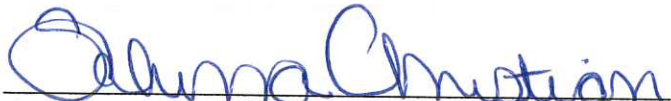
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of November 24, 2020.



Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk

