



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, December 3, 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.

Recessed: 9:02 AM into Solid Waste Management District Meeting
Reconvened: 9:08 AM

JOB & FAMILY SERVICES

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

Resolutions:

1. The Board of Commissioners agrees to transfer \$30,680.58 from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./Resolution No. 20-0729
 - This is the normal monthly mandated share from the General Fund to Public Assistance for the month of December 2020.

Ms. Brannon indicated the Job and Family Services add on resolution for CARES expenses is the first list of applicants and more will be coming.

RESOLUTION NO. 20-0729 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1410, PUBLIC ASSISTANCE FUND.

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

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$30,680.58 for the month of December 2020 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$30,680.58

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$30,680.58

; and be it further

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

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners approves the specifications and set bid date for the purchase of various chemicals for the Portage County Water Resources Department./Resolution No. 20-0730

- Every year, various chemicals are bid for the Water Resources Department and this resolution establishes the bid date for advertising and acceptance of bid.

RESOLUTION NO. 20-0730 - RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR THE PURCHASE OF VARIOUS CHEMICALS FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.

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

RESOLVED, that the bid specifications for the purchase of various chemicals for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor, 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. on December 23, 2020; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on December 8, 2020, posted and the County's website and a copy thereof be posted on the 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;

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Resolutions:

RESOLUTION NO. 20-0731 - 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 December 3, 2020 in the total payment amount of **\$983,966.76, including late fees finance charges, interest & penalties amounting to \$4.29 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. 20-0732 - 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 December 3, 2020 in the total payment amount as follows:

1. \$61,868.42 to Medical Mutual - Admin
2. \$146,243.82 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 Friday, December 4, 2020 \$61,868.42
 Wire Transfer on Friday, December 4, 2020 \$146,243.82

;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. 20-0733 - 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:

| | | |
|---------|-----|-------------|
| 12/3/20 | 252 | \$846.39 |
| 12/3/20 | 253 | 2,775.00 |
| 12/3/20 | 254 | 7,512.00 |
| 12/3/20 | 255 | 42,004.36 |
| 12/3/20 | 256 | 798.00 |
| 12/3/20 | 257 | 2,359.00 |
| 12/3/20 | 258 | 7,179.64 |
| Total | | \$63,474.39 |

; 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. 20-0734 - 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 **\$33,471.01** dated **December 3, 2020** shall be paid; and be it further

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

Roll call vote as follows:

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

5. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0735
 - Fund 1091 Election Security Grant was added to the original resolution in today's packet.

RESOLUTION NO. 20-0735

**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: 1004 | DTAC - Treasurer | | |
| 200 | Treasurer | | |
| 10043 | DTAC TreasurerSalary&Fringes | 4,000 | - |
| | MEMO TOTAL | \$ 4,000 | \$ - |

Note:

| | | | |
|-------------------|--------------------------------------|-----------------|-----------------|
| Fund: 1010 | Computerization Clerk Muni Ct | | |
| 500 | Clerk of Courts | | |
| 10103 | Comp-Clerk of Cts Salary&Frnge | 6,615 | - |
| 10106 | Comp-Clerk of Courts CO | - | 6,615 |
| | MEMO TOTAL | \$ 6,615 | \$ 6,615 |

Note:

| | | | |
|-------------------|--------------------------------|------------------|------------------|
| Fund: 1091 | Election Security Grant | | |
| 902 | Board Of Elections | | |
| 10913 | Election Security Grant PS | 2,973 | - |
| 10914 | Elections Security Grant CS | 12,538 | - |
| 10915 | Elections Security Grant | - | 15,511 |
| | MEMO TOTAL | \$ 15,511 | \$ 15,511 |

Note:

| | | <i>Increase</i> | <i>Decrease</i> |
|-------------------|-----------------------------|-----------------|-----------------|
| Fund: 1102 | Marine Patrol Grant | | |
| 700 | Sheriff's Department | | |
| 11024 | Sheriff-Marine Patrol CS | - | 1 |
| 11025 | Sheriff-Marine Patrol MS | 1 | - |
| | MEMO TOTAL | <u>\$ 1</u> | <u>\$ 1</u> |

Note: Trf funds for equip.

| | | | |
|-------------------|-----------------------------------|-----------------|-----------------|
| Fund: 1109 | Law Enforcement Assistance | | |
| 700 | Sheriff's Department | | |
| 11094 | Law Enforcement Assistance CS | - | 6,200 |
| 11095 | Law Enforcement Assistance ME | 6,200 | - |
| | MEMO TOTAL | <u>\$ 6,200</u> | <u>\$ 6,200</u> |

Note: Add \$ for 7 sets of train

| | | | |
|-------------------|------------------------------|-------------|-----------------|
| Fund: 1251 | CDBG County Formula | | |
| 081 | Community Development | | |
| 12514 | CDBG Conty Formula CS | - | 9,620 |
| | MEMO TOTAL | <u>\$ -</u> | <u>\$ 9,620</u> |

Note: Pull down appropriations

| | | | |
|-------------------|--------------------------|-----------------|-------------|
| Fund: 1301 | Marriage Licenses | | |
| 500 | Clerk of Courts | | |
| 13014 | Marriage Licenses CS | 1,000 | - |
| | MEMO TOTAL | <u>\$ 1,000</u> | <u>\$ -</u> |

Note:

| | | | |
|-------------------|--------------------------------|------------------|------------------|
| Fund: 1413 | JFS WIA Allocation | | |
| 051 | Job And Family Services | | |
| 14134 | JFS WIA Allocation CS | 24,900 | - |
| 14135 | JFS WIA Allocation MS | - | 9,900 |
| 14139 | JFS WIA Allocation ME | - | 15,000 |
| | MEMO TOTAL | <u>\$ 24,900</u> | <u>\$ 24,900</u> |

Note: PROJECTED NEED

| | | <i>Increase</i> | <i>Decrease</i> |
|------------|------------------------------|------------------|-----------------|
| Fund: 1415 | Child Welfare - Special Levy | | |
| 051 | Job And Family Services | | |
| 14154 | JFS Child Welfare Levy CS | 24,000 | - |
| | MEMO TOTAL | <u>\$ 24,000</u> | <u>\$ -</u> |

Note: Projected need

| | | | |
|------------|---------------------|------------------|------------------|
| Fund: 1500 | CARES Relief | | |
| 010 | Commissioners Other | | |
| 15004 | CARES Relief CS | - | 15,001 |
| 15005 | CARES Relief MS | 15,001 | - |
| | MEMO TOTAL | <u>\$ 15,001</u> | <u>\$ 15,001</u> |

Note:

| | | | |
|------------|---------------------|-------------|-------------|
| Fund: 3113 | SA PCS Bond 1997 | | |
| 010 | Commissioners Other | | |
| 31139 | Sa PCS Bond 1997 ME | 3 | - |
| | MEMO TOTAL | <u>\$ 3</u> | <u>\$ -</u> |

Note:

| | | | |
|------------|----------------------|-------------|-------------|
| Fund: 3141 | SA PCW Bond 1997 | | |
| 010 | Commissioners Other | | |
| 31419 | SA PCW Bonds 1997 ME | 2 | - |
| | MEMO TOTAL | <u>\$ 2</u> | <u>\$ -</u> |

Note:

| | | | |
|------------|---------------------|-----------------|-------------|
| Fund: 3170 | SA StS Bond 1999 | | |
| 010 | Commissioners Other | | |
| 31709 | SA StS Bond 1999 ME | 2,133 | - |
| | MEMO TOTAL | <u>\$ 2,133</u> | <u>\$ -</u> |

Note:

| | | <i>Increase</i> | <i>Decrease</i> |
|-------------------|---------------------------------|-----------------|-------------------|
| Fund: 4248 | Infirmary Rd Resurfacing | | |
| 800 | Engineer's Department | | |
| 42484 | Infirmary Rd Resurface CS | - | 11,463 |
| 42486 | Infirmary Rd Resurface CO | - | 791,000 |
| | MEMO TOTAL | <u>\$ -</u> | <u>\$ 802,463</u> |

Note:

| | | | |
|-------------------|---------------------------------|------------------|------------------|
| Fund: 4249 | 2019 Resurfacing Program | | |
| 800 | Engineer's Department | | |
| 42494 | 2019 Resurfacing Program CS | 14,580 | - |
| 42496 | 2019 Resurfacing Program CO | - | 14,580 |
| | MEMO TOTAL | <u>\$ 14,580</u> | <u>\$ 14,580</u> |

Note:

| | | <i>Increase</i> | <i>Decrease</i> |
|------------|--------------------------------|-----------------|-----------------|
| Fund: 6200 | Electronic Fingerprinting | | |
| 700 | Sheriff's Department | | |
| 62003 | Electronic Fingerprint Fringes | 1,500 | - |
| 62004 | Electronic Fingerprinting CS | - | 800 |
| 62005 | Electronic Fingerprinting MS | - | 700 |
| | MEMO TOTAL | \$ 1,500 | \$ 1,500 |

Note: Addtl \$ needed for

| | | |
|-----------------------------------------|-------------------|-------------------|
| TOTAL MEMO BALANCE FOR ALL FUNDS | \$ 115,446 | \$ 896,391 |
|-----------------------------------------|-------------------|-------------------|

; 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;

PLEASE ADD TO YOUR AGENDA:

1. The Board of Commissioners agrees to amend the General Fund 2020 Annual Appropriation Resolution No. 19-0947, adopted December 19, 2019./Resolution No. 20-0737
 - Department 010 (Commissioners' Other) for \$4,000 was added to the original resolution in today's packet.
 - There are several invoices coming through for unemployment for WIC employees.

Commissioner Clyde asked if the Main Street Ravenna project design payment was made and Director Bragg indicated the check should go out next week.

Commissioner Clyde asked that the 2021 budget can be prepared for distribution soon so it can be discussed on December 10th and adopted on December 17th. Director Bragg thought the Board was going to adopt a placeholder using last year's budget and then make decisions into next year.

Commissioner Clyde clarified that the budget should include all of the 2020 budget amounts and any additions or reductions that were brought up in the meetings with the different departments and Boards/Commissions should be highlighted separately for the Board to discuss. Director Bragg will prepare additional information for distribution on Tuesday, December 8th.

RESOLUTION NO. 20-0737

**RE: AMENDMENT TO THE GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION
NO. 19-0947 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 General Fund 2020 Annual Appropriation 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: 0001 General Fund | | |
| 001 Commissioners | | |
| 00013 Commissioners Salary & Fringes | 902 | - |
| MEMO TOTAL | \$ 902 | \$ - |

Note: Sick Leave Conversion

| | | |
|--------------------------------|-----------------|-------------|
| 010 Commissioners Other | | |
| 00103 Commissioner Other PS | 4,000 | - |
| MEMO TOTAL | \$ 4,000 | \$ - |

Note: Unemployment

| | | |
|---------------------------------|---------------|-------------|
| 018 Human Resources | | |
| 00183 Human Resrcs Salary&Fring | 955 | - |
| MEMO TOTAL | \$ 955 | \$ - |

Note: Sick Leave Conversion

| | | |
|--------------------------------|-----------------|-------------|
| 100 Auditor | | |
| 01003 Auditor Salary & Fringes | 6,793 | - |
| MEMO TOTAL | \$ 6,793 | \$ - |

Note: Sick Leave Conversion

| | | <u>Increase</u> | <u>Decrease</u> |
|----------------------|----------------------------|-----------------|-----------------|
| 200 Treasurer | | | |
| 02003 | Treasurer Salary & Fringes | 2,790 | - |
| | MEMO TOTAL | <u>\$ 2,790</u> | <u>\$ -</u> |

Note: Sick Leave Conversion

| | | | |
|-----------------------|--------------------------------|------------------|------------------|
| 300 Prosecutor | | | |
| 03003 | Prosecutor Salary & Fringes | 20,507 | 8,971 |
| 03004 | Prosecutor Contract Services | 2,100 | 7,786 |
| 03005 | Prosecutor Materials & Supplie | 1,500 | - |
| | MEMO TOTAL | <u>\$ 24,107</u> | <u>\$ 16,757</u> |

Note: Sick Leave Conversion

| | | | |
|----------------------------|--------------------------------|-----------------|-------------|
| 500 Clerk of Courts | | | |
| 05003 | Clerk of Courts Salary & Fring | 6,598 | - |
| | MEMO TOTAL | <u>\$ 6,598</u> | <u>\$ -</u> |

Note: Sick Leave Conversion

| | | | |
|----------------------------|--------------------------------|-----------------|-------------|
| 520 Municipal Court | | | |
| 05203 | Municipal Court Salary&Fringes | 2,646 | - |
| | MEMO TOTAL | <u>\$ 2,646</u> | <u>\$ -</u> |

Note: Sick Leave Conversion

| | | | |
|-------------------------------|-------------------------------|------------------|-------------|
| 530 Common Pleas Court | | | |
| 05303 | Common Pleas Salary & Fringes | 88,540 | - |
| | MEMO TOTAL | <u>\$ 88,540</u> | <u>\$ -</u> |

Note: Sick Leave Conversion

| | | | |
|----------------------------|--------------------------------|-----------------|-------------|
| 590 Adult Probation | | | |
| 05903 | Adult Probation Salary&Fringes | 3,230 | - |
| | MEMO TOTAL | <u>\$ 3,230</u> | <u>\$ -</u> |

Note: Sick Leave Conversion

| | | <i>Increase</i> | <i>Decrease</i> |
|---------------------------------|-----------------------------|-------------------|------------------|
| 700 Sheriff's Department | | | |
| 07003 | Sheriff Salary & Fringes | 31,604 | - |
| 07004 | Sheriff Contract Services | 55,000 | - |
| 07005 | Sheriff Material & Supplies | 37,216 | - |
| 07006 | Sheriff Capital Outlay | 0 | 37,216 |
| | MEMO TOTAL | \$ 123,820 | \$ 37,216 |

Note: Sick Leave Conversion Hon Task chairs for Jail Radio: replace 4 monitor racks

| | | | |
|----------------------------------|----------------------------|-----------------|-------------|
| 800 Engineer's Department | | | |
| 08303 | Tax Map Salaries & Fringes | 2,167 | - |
| | MEMO TOTAL | \$ 2,167 | \$ - |

Note: Sick Leave Conversion

| | | | |
|----------------------------------|----------------------|-----------------|-------------|
| 915 Data Processing Board | | | |
| 09153 | ITS Salary & Fringes | 1,416 | - |
| | MEMO TOTAL | \$ 1,416 | \$ - |

Note: Sick Leave Conversion

| | | | |
|---------------------------------------|--------------------------------|-----------------|-------------|
| 920 Public Defender Commission | | | |
| 09203 | Public Defender Salary&Fringes | 7,710 | - |
| | MEMO TOTAL | \$ 7,710 | \$ - |

Note: Sick Leave Conversion

| | | |
|------------------------------------------|-------------------|------------------|
| TOTAL MEMO BALANCE ALL AMENDMENTS | \$ 275,674 | \$ 53,973 |
|------------------------------------------|-------------------|------------------|

IncreaseDecrease

; 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;

WATER RESOURCES

Present: Gene Roberts

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement between the Portage County Board of Commissioners on behalf of Water Resources and Kimley-Horn and Associates, Inc./Resolution No. 20-0736
 - This resolution is for a professional services agreement with Kimley-Horn and Associates, Inc. for water modeling.
 - The total amount is \$31,160.00.
 - Commissioner Christian-Bennett asked if this service could be done in-house and Administrator Roberts indicated it's a special service and the department had an engineer, but they have since left employment and the department advertised but received no qualified applicants.

RESOLUTION NO. 20-0736

-

RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF WATER RESOURCES AND KIMLEY-HORN AND ASSOCIATES, INC

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

WHEREAS, the Portage County Water Resources Department has the need for engineering services for hydraulic modeling; and

WHEREAS, Kimley-Horn and Associates, Inc. has the ability to provide such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement with Kimley-Horn and Associates, Inc; 1777 Main Street, Suite 200, Sarasota FL 34236; and be it further

RESOLVED, that the total cost of the engineering services shall be thirty-one thousand, one hundred sixty and 00/100 dollars (\$31,160.00); 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 taking in and 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 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;

MISCELLANEOUS ITEMS

The Board of Commissioners approves the November 24, 2020 regular meeting minutes.

Motion: **Commissioner Kline**

Seconded: **Commissioner Christian-Bennett**

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

Motion Carries

Regional Planning Commission

1. **JOURNAL ENTRY:** The Board of Commissioners authorized Commissioner Clyde, President of the Board, to sign the Ohio Development Services Agency Certification of Determination of Subsequent Exemption for a Categorical Exclusion Project form for the Freedom Twp ADA Project/Neighb. Fac./Community Ctr in the amount of \$24,800 funded by the 2020 Community Development Grant, as presented by Regional Planning Commission.

Motion: **Commissioner Kline**

Seconded: **Commissioner Christian-Bennett**

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

Motion Carries

2. The Board of Commissioners authorized Commissioner Clyde, President of the Board, to sign the Ohio Development Services Agency Certification of Determination of Subsequent Exemption for a Categorical Exclusion Project form for the Streetsboro Home Repair Program in the amount of \$82,500 funded by the 2020 Community Development Grant, as presented by Regional Planning Commission.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Commissioners

3. **JOURNAL ENTRY:** The Board of Commissioners acknowledged receipt of the November 24, 2020 Amended Certificate of Estimated Resources for the year beginning January 1, 2020 as submitted by the Portage County Budget Commission.

Motion: Commissioner Kline

Seconded: Commissioner Christian-Bennett

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

Motion Carries

COUNTY ADMINISTRATOR

Present: Gene Roberts

PLEASE ADD TO YOUR AGENDA

Resolutions

1. The Board of Commissioners agrees to rescind Resolution 20-0728 and replacing with a resolution declaring the Portage County Board of Commissioners approval of the December 3, 2020 Job & Family Services CARES Relief Services Program Guidelines to be used when determining eligibility for the CARES Relief Services Program./20-0738
 - The original resolution for Job and Family Services 'Service Program Guidelines' was pulled from last week's agenda because the reimbursement section was removed and it has been updated in today's add-on's.
 - This resolution removes the previous resolution in favor of the current guidelines.
 - The Prosecutor's Office has approved both draft resolutions.
 - Commissioner Christian-Bennett asked if the County will reimburse the individual vs. the mortgage companies and the landlords and Administrator Roberts indicated if in the

event the individual has shown they have been impacted financially, even though they were able to pay their rent, this would make them whole.

- Commissioner Clyde pointed out the Board will not be in the position it was concerned about last week.

**RESOLUTION NO. 20-0738 - RE: RESCINDING RESOLUTION 20-0728 AND
REPLACING WITH A RESOLUTION
DECLARING THE PORTAGE COUNTY
BOARD OF COMMISSIONERS APPROVAL
OF THE DECEMBER 3, 2020 JOB & FAMILY
SERVICES CARES RELIEF SERVICES
PROGRAM GUIDELINES TO BE USED
WHEN DETERMINING ELIGIBILITY FOR
THE CARES RELIEF SERVICES PROGRAM**

It was moved by Vicki A. Kline, and seconded by Sabrina Christian-Bennett 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 as Public Assistance in Portage County; and

WHEREAS, Portage County Board of Commissioners passed Resolution No. 20-0728 providing initial Job & Family Services Cares Relief Services Program Guidance; and

WHEREAS, the attached December 3, 2020 Job and Family Services CARES Relief Services Program Guidelines has been approved as to form by the Prosecutor's Office; and

WHEREAS, the CARES Work Group recommends to the Board of Commissioners that the attached December 3, 2020 CARES Relief Services Program Guidelines be used when determining eligibility for payment or reimbursement of rent, mortgage and/or utilities to individuals impacted by COVID-19 who have met eligibility guidelines through the application process as administered by Job and Family Services; now therefore be it

RESOLVED, that this Board hereby rescinds the November 24, 2020 Resolution No. 20-0728 and the November 24, 2020 Jobs and Family Services' use of the CARES Relief Services Program Guidance; and be it further

RESOLVED, that this Board hereby approves the Jobs and Family Services' use of the December 3, 2020 CARES Relief Services Program Guidelines for payment or

reimbursement of rent, mortgage and/or utilities to individuals impacted by COVID-19; 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 Guidelines

December 3, 2020

Portage County has secured additional dollars to support its residents who have been impacted by the COVID-19 Pandemic. For the use of these dollars, the following guidelines have been established and reviewed by the Portage County Cares Workgroup and the Portage County Prosecutor's Office determining eligibility for rent and/or mortgage and utility assistance and reimbursements through the Portage County CARES Relief Services Program.

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 and prior to December 30, 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 for rent and/or mortgage and utility assistance payments:

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 which can include late fees and penalties 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: Applicants who receive PMHA rental assistance, CARES assistance or rent/utility or emergency assistance from other community partners for the same requested time period of benefits are not eligible for JFS CARES Relief Services. A release of information is included in the application which gives JFS representatives permission to outreach to community partner agencies in an attempt to verify receipt of other assistance.

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 paid 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. When necessary JFS representatives will work with the applicant and the utility company to obtain verification that all costs being consider for payment were incurred after March 1, 2020.

Note: Applicants who receive PMHA rental assistance, CARES assistance or rent/utility or emergency assistance from other community partners for the same requested time period of benefits are not eligible for JFS CARES Relief Services. A release of information is included in the application which gives JFS representatives permission to outreach to community partner agencies in an attempt to verify receipt of other assistance.

CARES Relief Funding for reimbursement of rent and mortgage payments:

Applicants that incurred a financial hardship by COVID-19 may be considered for reimbursement of previously paid rental and/or mortgage payments, for up to 3 months during the period March 1, 2020 through December 30, 2020.

To be eligible the applicant must provide defensible documentation that the reimbursement requested was due to a financial hardship caused by the COVID-19 pandemic, such as a layoff

notice from an employer, a letter verifying a reduction of work hours as a result of COVID-19, medical documentation or death certificate of a household member impacted by a COVID-19 diagnosis and documentation to prove income was suspended, lost or terminated as a result of the circumstance.

That applicant must demonstrate that the circumstance that caused financial hardship occurred between March 1, 2020 through December 30, 2020 and the applicant paid the expense for which the reimbursement is being requested.

Note: Applicants who receive PMHA rental assistance, CARES assistance or rent or emergency assistance from other community partners for the same requested time period of benefits are not eligible for JFS CARES Relief Services. A release of information is included in the application which gives JFS representatives permission to outreach to community partner agencies in an attempt to verify receipt of other assistance.

2. The Board of Commissioners declares approval for distribution of CARES funding through Portage County Job & Family Services for distribution of Public Assistance for payment or reimbursement to those individuals who have submitted complete applications in Portage County./Resolution No. 20-0739
 - This is a specific resolution listing items A-NN in order to provide the required privacy, but documentation will be available upon request, tying the applicant, dollar amount, and approval letter.
 - Out of the \$200,000, approval of payment is requested for \$82,877.00.
 - Commissioner Christian-Bennett asked who is disbursing the funding as she believed Neighborhood Development Services was reviewing the applicants and disbursing the fund, but it's falling on Internal Services. Administrator Roberts explained Job and Family Services is being paid through Internal Services to pay individuals and the actual business component is going through Neighborhood Development Services and has been divided into 2 pieces – anything \$80,000 or below and the larger ones are coming back to the County to process.
 - Commissioner Kline asked if it's becoming a hardship to Internal Services and Director Townend indicated she's only received 3 businesses and she's waiting on 1 other from Neighborhood Development Services. There will be additional payment to be made, but they are coming slowly.
 - Director Townend explained other than putting the vendors in, Job and Family Services has access to pay out of Fund 1500 and Administrator Roberts agreed.
 - Commissioner Christian-Bennett believed Neighborhood Development Services was going to distribute the checks and the County was going to reimburse, but Administrator Roberts noted the administrative fee for Neighborhood Development Services is negotiable, but the workgroup wanted to see everything in order to keep control over the situation. The problem was prepayment to Neighborhood Development Services with large sums of money in order for them to have a reserve to make the payments.
 - The deadline for the work group is December 11th so the Board can approve on December 17th.

RESOLUTION NO. 20-0739

RE: A RESOLUTION DECLARING THE BOARD OF PORTAGE COUNTY COMMISSIONERS APPROVAL FOR DISTRIBUTION OF CARES FUNDING THROUGH PORTAGE COUNTY JOB & FAMILY SERVICES FOR DISTRIBUTION OF PUBLIC ASSISTANCE FOR PAYMENT OR REIMBURSEMENT TO THOSE INDIVIDUALS WHO HAVE SUBMITTED COMPLETE APPLICATIONS IN PORTAGE COUNTY.

It was moved by Vicki A. Kline, and seconded by Sabrina Christian-Bennett 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 for 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, Portage County CARES Work Group recommends to the Board of Commissioners that the following funds be made available to Jobs and Family Services to provide for the payment or reimbursement of Rental and/or Mortgage and Utility Assistance for those who have applied; and

WHEREAS, Portage County CARES Work Group recommends to the Board of Commissioners that the following list of applicants be approved to receive payment or reimbursement in the amount identified for each applicant which were found by Job & Family Services to be within the CARES Funding Guidelines; and

WHEREAS, Portage County Board of Commissioners approves the maximum amount of \$82,877.62 to be sub-granted to the Following applicants:

December 2, 2020 CARES Completed Applications

| | | | | | |
|-----------|----------|-----------------|-------------------|----------------------|-------------------|
| Applicant | A | Approved Amount | \$1,650.00 | Approval Letter Sent | 11/9/2020 |
| Applicant | B | Approved Amount | \$748.76 | Approval Letter Sent | 11/9/2020 |
| Applicant | C | Approved Amount | \$1,240.00 | Approval Letter Sent | 11/5/2020 |
| Applicant | D | Approved Amount | \$845.00 | Approval Letter Sent | 11/5/2020 |
| Applicant | E | Approved Amount | \$2,666.50 | Approval Letter Sent | 11/12/2020 |
| Applicant | F | Approved Amount | \$58.00 | Approval Letter Sent | 11/9/2020 |

| | | | | | |
|-----------|-----------|-----------------|-------------------|----------------------|-------------------|
| Applicant | G | Approved Amount | \$28.59 | Approval Letter Sent | 10/29/2020 |
| Applicant | H | Approved Amount | \$2,010.00 | Approval Letter Sent | 11/19/2020 |
| Applicant | I | Approved Amount | \$194.00 | Approval Letter Sent | 11/6/2020 |
| Applicant | J | Approved Amount | \$2,400.00 | Approval Letter Sent | 11/6/2020 |
| Applicant | K | Approved Amount | \$1,107.00 | Approval Letter Sent | 10/29/2020 |
| Applicant | L | Approved Amount | \$1,500.00 | Approval Letter Sent | 10/28/2020 |
| Applicant | M | Approved Amount | \$2,400.00 | Approval Letter Sent | 11/23/2020 |
| Applicant | N | Approved Amount | \$2,439.87 | Approval Letter Sent | 11/19/2020 |
| Applicant | O | Approved Amount | \$3,157.80 | Approval Letter Sent | 11/18/2020 |
| Applicant | P | Approved Amount | \$4,800.00 | Approval Letter Sent | 11/16/2020 |
| Applicant | Q | Approved Amount | \$3,208.77 | Approval Letter Sent | 10/27/2020 |
| Applicant | R | Approved Amount | \$2,741.19 | Approval Letter Sent | 11/20/2020 |
| Applicant | S | Approved Amount | \$1,500.00 | Approval Letter Sent | 11/19/2020 |
| Applicant | T | Approved Amount | \$2,085.00 | Approval Letter Sent | 11/23/2020 |
| Applicant | U | Approved Amount | \$2,050.17 | Approval Letter Sent | 11/19/2020 |
| Applicant | V | Approved Amount | \$800.00 | Approval Letter Sent | 11/13/2020 |
| Applicant | W | Approved Amount | \$4,263.00 | Approval Letter Sent | 11/18/2020 |
| Applicant | X | Approved Amount | \$1,800.00 | Approval Letter Sent | 10/30/2020 |
| Applicant | Y | Approved Amount | \$1,622.88 | Approval Letter Sent | 11/10/2020 |
| Applicant | Z | Approved Amount | \$3,579.84 | Approval Letter Sent | 10/28/2020 |
| Applicant | AA | Approved Amount | \$1,770.00 | Approval Letter Sent | 11/20/2020 |
| Applicant | BB | Approved Amount | \$3,675.00 | Approval Letter Sent | 11/20/2020 |
| Applicant | CC | Approved Amount | \$1,250.00 | Approval Letter Sent | 11/5/2020 |
| Applicant | DD | Approved Amount | \$2,247.48 | Approval Letter Sent | 11/19/2020 |
| Applicant | EE | Approved Amount | \$490.00 | Approval Letter Sent | 11/20/2020 |
| Applicant | FF | Approved Amount | \$6,012.90 | Approval Letter Sent | 11/6/2020 |
| Applicant | GG | Approved Amount | \$2,250.00 | Approval Letter Sent | 11/6/2020 |
| Applicant | HH | Approved Amount | \$1,429.23 | Approval Letter Sent | 11/2/2020 |
| Applicant | II | Approved Amount | \$2,034.64 | Approval Letter Sent | 11/10/2020 |
| Applicant | JJ | Approved Amount | \$2,265.00 | Approval Letter Sent | 11/13/2020 |
| Applicant | KK | Approved Amount | \$2,967.00 | Approval Letter Sent | 11/5/2020 |
| Applicant | LL | Approved Amount | \$2,205.00 | Approval Letter Sent | 10/27/2020 |
| Applicant | MM | Approved Amount | \$1,135.00 | Approval Letter Sent | 11/10/2020 |
| Applicant | NN | Approved Amount | \$2,250.00 | Approval Letter Sent | 11/10/2020 |

RESOLVED, that this Board hereby approves the amount identified to be issued in payment to a vendor or received by an applicant; 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;

Discussion:

1. Update on CARES funding.

- The second round of funding was able to be encumbered so nothing was turned back into the State. Currently, there's \$66,000, which is the County's share of what was turned back from the Townships, Villages and Cities.
- There will be an excess around \$1 million dollars and upwards of \$1.6-\$1.8 million the County has several options on what to do with it. Options consist of the following:
 - Each approved applicant by percentage of the total approved for all applicants.
 - Each approved applicant based on a day/ time application when received.
 - The largest applicant request.
 - Some combination or alternative use.
 - Pay fully the smaller groups up to a set threshold and after that, the funding is divided up for the larger groups by a percentage amount based on the remaining dollars. The work group recommends the applications are held and should be a priority if additional funding becomes available.
- Commissioner Christian-Bennett asked what are people being told that had incomplete applications and Administrator Roberts explained Neighborhood Development Services is moving forward to get all the applicants that are possible to approve, approved. Everyone has been told up front that there may be some additional funding, but it's not a sure thing.
- Commissioner Clyde asked about the \$60,000 and Director Roberts stated that's turnback funding from other government agencies that was unused – it was \$120,000 and was split between the County and all other agencies that spent their funding receive a small portion, as well. One of the uses of the funding can go towards payroll and that funding is still holding in an account and it could stay there and that's another option.
- The Sheriff's Office Correction Officers are considered 100% fundable through this process so funding will come back into the General government fund and that's an option. Another option is to find another program to pay a portion of all the other requests.
- Director Bragg indicated there's \$1.3 million encumbered in payroll that is eligible for CARES funding and the question to the Board is whether to leave it there and use it for County payroll or open the funding to businesses in the community who are struggling and the County departments will still have the expenditures they would have had anyway.
- Commissioner Clyde thought the Board was going to allocate the funding towards businesses or individual assistance programs and Director Bragg noted they had a very short timeframe to encumber the funding so everything else was put into labor because there are eligible expenses. The Board doesn't have to use the funding for labor costs, but the Board needs to decide how it wants to spend it – within 2 weeks.
- Commissioner Clyde noted everyone who turned in their correct and complete individual application or business application by the deadline have been approved for funding and

Director Bragg noted they are in the process now of writing checks. Neighborhood Development Services is going back to businesses that have completed applications but didn't have paperwork at an auditable state and if they comply, they will receive a check.

- Commissioner Clyde asked about future payrolls and Director Bragg explained in the areas where additional hires were made, those were covered, but a lot of departments had employees who had to quarantine for 2 weeks and that time is eligible for CARES funding because it's unproductive work the County hadn't planned on losing, but the department isn't spending more as a result, they are just getting less work.
- Director Bragg noted the County is in good financial shape currently, but the sales tax is coming off and reductions will still need to be made.
- Commissioner Clyde suggests funding the smaller businesses and once a certain threshold is met, figure out how to fund the larger requests with the remaining money coming from the County. Director Bragg noted if the Board does a tiered system, it should choose the tiers without looking at the applications so it's fair to all businesses.
- Administrator Roberts suggests setting aside a percentage of the total amount of funding the work group can pull together with 100% going towards the smallest group, a middle group at 80% and whatever is left will be divided equally to the remaining.
- There are 11 of the original applicants that did not meet the discussions relative to being auditable and Neighborhood Development Services is not recommending them for funding.
- Originally, there were 60 people that applied that didn't apply fully enough for the workgroup to understand what they were asking for. Of that, 17 didn't provide a dollar amount.
- Total second round (incomplete applications) is \$5.9 million and there isn't enough funding.
- Commissioner Clyde likes the idea of helping smaller businesses who didn't have access to other types of funding and have the County absorb some of the costs for the workers who have sacrificed this year.
- Commissioner Kline would like to start from the largest request to the smallest request and let the Board review the numbers without the business.
- Commissioner Christian-Bennett asked what percentage was covered in the first round of complete applications and Administrator Roberts responded based on the original ask, they were able to cover 100% (\$4.4 million).
- Commissioner Clyde noted instead of providing a percentage to the larger requests, the County could absorb the cost and she would like that option investigated further.
- The work group will need the Board to decide how to move forward next week.
- The work group will put some numbers together and will get back to the Board.
- Director Bragg noted CARES created 2 groups – substantially dedicated employees and substantially diverted employees and asked how should the funding be applied.
- Director Bragg will provide a tiered business plan and the left over money will go to the substantially dedicated employees (Sheriff and Office of Homeland Security and Emergency Management).
- Director Townend mentioned there are several contracts for Adult Probation and she doesn't believe they will utilize all of their money in the contracts, so there may be a lot of unencumbering and more money will need to be repurposed.
- Director Townend will contact the Auditor's Office for the possibility of a bill run the week of the 21st for CARES items.

- Commissioner Christian-Bennett asked if they are extending the deadline and Director Bragg mentioned they have been discussing mid December, but that doesn't do any good because the County closes. Director Bragg recommends the County get its work done now and not count on the extension, but he hopes they will extend the deadline and approve additional funding.
- Director Townend will send an e-mail to everyone who still has contracts open.

Motion: by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of December 3, 2020 at 10:26 AM.

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

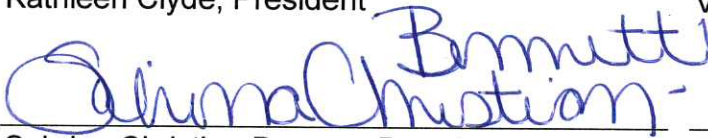
Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of December 3, 2020.

Kathleen Clyde, President



Vicki A. Kline, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk