



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 10, 2020

9:22 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	Absent

Also attending throughout the day County Administrator Gene Roberts.

Recessed: 9:23 AM into Solid Waste Management District Meeting

Reconvened: 9:42 AM

HUMAN RESOURCES

Present: Janet Kovick

Discussion:

1. Temporary Public Health Emergency Leave Policy for the Emergency Responders and the Addendum.

Director Kovick briefly discussed the two emergency leave policies that will expire on December 31, 2020. A draft resolution has been prepared for both policies tentatively extending them through January 31, 2021.

Commissioner Clyde noted following the CDC recommendation is explicit in the policy and it explains what the CDC guidelines is currently but leaves some flexibility in case that changes. Commissioner Clyde would like to see a slight change so that all the language is the same specifically on the Return to Work Policy (page 2) where it discusses Day 7 and Day 10 to include the verbiage "***following the CDC guideline***" to protect the Department between Policy changes. Director Kovick will make the requested changes to the Return to Work Policy and the Board agreed to move forward with the draft Resolution.

Director Kovick asked about the travel policy and is referring employees to the CDC guidelines instead of changing it each time and Commissioner Clyde asked that the travel policy be included on next week's agenda for additional discussion.

Director Kovick asked if the Board would like the original Temporary Emergency Leave Policy that was effective March 16th extended to January 1, 2021 in the event the Family First Act is not extended beyond December 31st and Commissioner Clyde asked that the Policy be ready to be put back in place for next week and to closely monitor the Federal legislation that is leaning towards adoption of something next week.

Resolutions:

**RESOLUTION NO. 20-0740 - RE: APPROVING THE EXTENSION OF
RESOLUTIONS 20-0359 AND 20-0382 FOR
THE TEMPORARY PUBLIC HEALTH
EMERGENCY LEAVE POLICIES UNDER
THE BOARD OF COMMISSIONERS'
APPOINTING AUTHORITY.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** the Board of County Commissioners adopted Resolution 20-0359 on June 4, 2020 extending the Temporary Public Health Emergency Leave Policy for Public Works personnel and Emergency Management personnel under the Board of Commissioners' authority through December 31, 2020; and
- WHEREAS,** the Board of County Commissioners adopted Resolution 20-0382 on June 11, 2020 extending the Temporary Public Health Emergency Leave Addendum through December 31, 2020; now therefore be it
- RESOLVED,** due to the recent surge of COVID-19 cases, the Board of County Commissioners approves an extension of the Temporary Public Health Emergency Leave Policies under the Board's appointing authority through January 31, 2021; 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 the 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, Absent;

RESOLUTION NO. 20-0741

RE: APPROVING REVISIONS TO THE RETURN
TO WORK POLICY FOR EMPLOYEES
AFFECTED WITH COVID-19.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners adopted Resolution 20-0338 approving the Return to Work Policy for Employees Affected with COVID-19 on May 28, 2020; and

WHEREAS, the Portage County Board of Commissioners adopted Resolution 20-0500 approving revisions to the Return to Work Policy for Employees Affected with COVID-19 on August 10, 2020; and

WHEREAS, as the Centers for Disease Control and Prevention (CDC) revised the quarantine guidelines for people in close contact with someone who has COVID-19, the Return to Work Policy has been updated with the revised guidelines; now therefore be it

RESOLVED, the Portage County Board of County Commissioners approves the revised Return to Work Policy for Employees Affected with COVID-19 effective this date until further notice; 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 the 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, Absent;

JOURNAL ENTRY: The Board of Commissioners agree to authorize the full time hire of Naoibh (Neeve) Chaplin as a CSEA Attorney, replacing the position previously held by Regina Frank, for Portage County Job & Family Services. Anticipated start date is January 4, 2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agree to authorize the full time hire of _____

Danyelle Love as a Social Service Worker 3, replacing the position previously held by Sarah Moreton, for Portage County Job & Family Services. Anticipated start date is January 4, 2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

JOURNAL ENTRY: The Board of Commissioners agree to authorize the full time hire of Tyffanie Golder as a Social Service Worker 2, replacing the position previously held by Kathryn Stout, for Portage County Job & Family Services. Anticipated start date is January 4, 2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

JOB & FAMILY SERVICES

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

Resolutions:

1. The Board of Commissioners agrees to transfer \$6,918.52 from fund 0001, General Fund to Fund 1414, Child Support Administration./Resolution No. 20-0758
 - This is the regular local match for the 4-D contract payments made in November.
 - This is a Juvenile Court payment for August and September and a Clerk of Courts payments for the same time period.

RESOLUTION NO. 20-0758 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$6,918.52 for November 2020 IV-D contract payments local match for Juvenile Court

August & September 2020 and Clerk of Court August & September 2020 services as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000— Transfer Out \$6,918.52

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 – Transfer In

Project NONE \$6,918.52

; and be it further

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

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

Roll call vote as follows:

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

2. The Board of Commissioners agrees to transfer \$31,547.30 from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./20-0759
 - This is the regular shared cost transfer from Fund 1413 to Fund 1410 for Adjustment 1 for September, Adjustment 2 for September, Adjustment 1 for October and November expenses.

RESOLUTION NO. 20-0759 - RE: TRANSFER FROM FUND 1413, WIA FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff costs paid out of the Public Assistance Fund; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$31,547.30 for September Adj#2, October Adj#1 and November 2020 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258

\$ -0-

Project 3B278

\$15,413.94

Project 3A259

\$ -0-

Project 3B259

\$ -0-

Project 3B277

\$16,133.36

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$31,547.30

; 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, Absent;

3. The Board of Commissioners accepts of cash donations from organizations, businesses and private donors to support the Portage County Job and Family Services Presents for Kids Campaign./Resolution No. 20-0760

RESOLUTION NO. 20-0760

**RE: ACCEPTANCE OF CASH DONATIONS
FROM ORGANIZATIONS, BUSINESSES AND
PRIVATE DONORS TO SUPPORT THE
PORTAGE COUNTY JOB AND FAMILY
SERVICES PRESENTS FOR KIDS
CAMPAIGN**

It was moved by Vicki A. Kline, seconded Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Portage County Job & Family Services received a total of \$2895.00 in cash donations from organizations, businesses and private donors; and

WHEREAS, the seven donations totaling \$2895.00 were received in the months of November and December 2020; now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$2895.00 from the following organization, and/ or business; and be it further

Donor	Contact (Requirement)	Address	Donation
Kent Fire Department		320 South Depeyster St. Kent, Ohio 44240	\$295
Streetsboro Fire Department		9184 SR 43 Streetsboro, Ohio 44241	\$100
Windham Fire Department		9601 E. Center St. Windham, Ohio 44288	\$100
Patricia King		11603 Jester Way Dunkirk, MD 20754	\$200
Lorena and Tyson Vines		329 New Hudson Rd. Aurora, Ohio 44202-9339	\$200
Neighborhood Development Services	Stacy Brown	120 East Main Street Ravenna, Ohio 44266	\$1000
Paramount Health Care		1901 Indian Wood Circle Maumee, Ohio	\$1000

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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, Absent;

Recessed to the Portage-Geauga Joint Board of Commissioners' meeting: 10:00 AM
Reconvened: 10:31 AM

PLEASE ADD TO YOUR AGENDA

INTERNAL SERVICES

Present: Administrator Gene Roberts, Office of Homeland Security and Emergency Management Director Ryan Shackelford, and Department of Budget and Financial Management Director Todd Bragg

Resolutions

1. The Board of Commissioners approves distribution of CARES funding to Ravenna 7 Movies in Portage County who has submitted a complete application./Resolution No. 20-0770
 - The Ravenna 7 Movies is the subsidiary to Neighborhood Development Services (NDS) and the work group reviewed their application independent of their process and NDS will not be receiving an additional fee and did nothing with the application. The funding was originally approved as a placeholder in Round 1 application. The original amount was \$186,000 and it adjusted to \$177,000.
 - Director Bragg added that the application was received and completed in the first round.

RESOLUTION NO. 20-0770

RE: A RESOLUTION DECLARING THE BOARD OF PORTAGE COUNTY COMMISSIONERS APPROVAL FOR DISTRIBUTION OF CARES FUNDING TO RAVENNA 7 MOVIES IN PORTAGE COUNTY WHO HAS SUBMITTED A COMPLETE APPLICATION.

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde 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 Portage County Business; and

WHEREAS, Portage County CARES Work Group recommends to the Board of Commissioners that the Ravenna 7 Movies following be approved in the adjusted amount of their application of \$177,886.37; and

WHEREAS, Portage County Board of Commissioners approves the adjusted amount of \$177,886.37 to be sub-granted to Ravenna 7 Movies; now therefore be it

RESOLVED, that this Board hereby approves the maximum amount of \$177,886.37 to be sub-granted to Ravenna 7 Movies; 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, Absent;

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. 20-0771

- This is considered List 2 from the Social Assistance (rent, mortgage and utility assistance) for Job and Family Services.
- The total is \$57,095.68 for all applicants.

RESOLUTION NO. 20-0771 - 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 Kathleen Clyde 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 \$ 57,095.68 to be sub-granted to the Following applicants:

December 9, 2020 CARES Completed Applications

Applicant	OO	Approved Amount	\$1,900.00	Approval Letter Sent	11/6/2020
Applicant	PP	Approved Amount	\$54.56	Approval Letter Sent	11/16/2020
Applicant	QQ	Approved Amount	\$295.67	Approval Letter Sent	11/16/2020
Applicant	RR	Approved Amount	\$3,502.29	Approval Letter Sent	12/2/2020
Applicant	SS	Approved Amount	\$2,952.18	Approval Letter Sent	11/13/2020
Applicant	TT	Approved Amount	\$1,305.00	Approval Letter Sent	12/3/2020
Applicant	UU	Approved Amount	\$478.91	Approval Letter Sent	11/24/2020
Applicant	VV	Approved Amount	\$244.18	Approval Letter Sent	11/24/2020

Applicant	WW	Approved Amount	\$174.24	Approval Letter Sent	11/24/2020
Applicant	XX	Approved Amount	\$899.77	Approval Letter Sent	11/3/2020
Applicant	YY	Approved Amount	\$29.32	Approval Letter Sent	10/28/2020
Applicant	ZZ	Approved Amount	\$274.30	Approval Letter Sent	11/19/2020
Applicant	AAA	Approved Amount	\$80.64	Approval Letter Sent	11/19/2020
Applicant	BBB	Approved Amount	\$366.68	Approval Letter Sent	10/29/2020
Applicant	CCC	Approved Amount	\$252.00	Approval Letter Sent	10/27/2020
Applicant	DDD	Approved Amount	\$139.00	Approval Letter Sent	11/9/2020
Applicant	EEE	Approved Amount	\$152.54	Approval Letter Sent	11/6/2020
Applicant	FFF	Approved Amount	\$469.78	Approval Letter Sent	12/1/2020
Applicant	GGG	Approved Amount	\$4,301.23	Approval Letter Sent	11/9/2020
Applicant	HHH	Approved Amount	\$4,953.31	Approval Letter Sent	11/5/2020
Applicant	III	Approved Amount	\$975.00	Approval Letter Sent	12/7/2020
Applicant	JJJ	Approved Amount	\$2,250.00	Approval Letter Sent	11/6/2020
Applicant	KKK	Approved Amount	\$703.77	Approval Letter Sent	12/7/2020
Applicant	LLL	Approved Amount	\$1,435.69	Approval Letter Sent	12/7/2020
Applicant	MMM	Approved Amount	\$1,950.00	Approval Letter Sent	12/3/2020
Applicant	NNN	Approved Amount	\$1,755.00	Approval Letter Sent	11/24/2020
Applicant	OOO	Approved Amount	\$1,299.00	Approval Letter Sent	11/3/2020
Applicant	PPP	Approved Amount	\$2,250.00	Approval Letter Sent	11/17/2020
Applicant	QQQ	Approved Amount	\$2,430.00	Approval Letter Sent	11/18/2020
Applicant	RRR	Approved Amount	\$1,504.59	Approval Letter Sent	11/2/2020
Applicant	SSS	Approved Amount	\$3,218.28	Approval Letter Sent	11/4/2020

Applicant	TTT	Approved Amount	\$3,071.31	Approval Letter Sent	11/18/2020
Applicant	UUU	Approved Amount	\$2,199.00	Approval Letter Sent	11/18/2020
Applicant	VVV	Approved Amount	\$850.00	Approval Letter Sent	11/16/2020
Applicant	WWW	Approved Amount	\$1,800.00	Approval Letter Sent	12/1/2020
Applicant	XXX	Approved Amount	\$950.00	Approval Letter Sent	11/6/2020
Applicant	YYY	Approved Amount	\$3,600.00	Approval Letter Sent	12/3/2020
Applicant	ZZZ	Approved Amount	\$192.88	Approval Letter Sent	12/3/2020
Applicant	AAAA	Approved Amount	\$1,500.00	Approval Letter Sent	12/1/2020
Applicant	BBBB	Approved Amount	\$269.12	Approval Letter Sent	11/3/2020
Applicant	CCCC	Approved Amount	\$34.69	Approval Letter Sent	11/24/2020
Applicant	DDDD	Approved Amount	\$19.33	Approval Letter Sent	11/24/2020
Applicant	EEEE	Approved Amount	\$12.42	Approval Letter Sent	11/24/2020

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, Absent;

3. The Board of Commissioners approves distribution of CARES funding to businesses in Portage County who have submitted complete applications./Resolution No. 20-0772
 - This resolution is for the Business Assistance and like the other two resolutions, it's been approved as to form by the Prosecutor's Office.
 - This resolution provides for 14 applicants, 4 were defined by Neighborhood Development Services (NDS) as not being eligible based on their application to receive money. The remaining 10 are grouped into 2, 9 of which are receiving 100% of their ask and the last and largest one is receiving roughly 58% of their ask of \$1.6-\$1.7 million dollars.

- Commissioner Clyde asked about the numbering system on the resolution and Administrator Roberts noted it ties back to the spreadsheet and the # sign separates the two groups by identifying them internally.
- Commissioner Clyde noted these businesses submitted applications but were incomplete and they worked with NDS to get their application to the complete status.
- Commissioner Clyde asked if another group came in after the deadline and Administrator Roberts noted there were some that did not make the deadline but in every case, a deadline had to be set to be fair to everyone.
- Commissioner Clyde asked if there's been communication with late applicants that there could be funding later on and Administrator Roberts indicated if there's more funding coming, yes, but is the additional funding that's coming to the County coming with the same guidelines as the current? If the guidelines are the same, their applications can be processed. If the rules change, they will need to ask for reapplication. Any additional consideration would be up to the Board.
- Administrator Roberts noted all the money provided will be spent.
- Director Bragg state if the County receives additional funding and runs a second program, it will need to be set up with new rules for the new application.
- Administrator Roberts has spoken with several applicants that were upset and there's one more he needs to contact.
- Commissioner Clyde noted last week in session, the Board discussed several different options and instead of the County taking a portion of this money, it will provide a large allocation to the hospital showing the difficulty they have gone through and the importance of having a hospital within the community.
- The Board thanks the committee for the outstanding job they did with the project.

RESOLUTION NO. 20-0772 - RE: A RESOLUTION DECLARING THE BOARD OF PORTAGE COUNTY COMMISSIONERS APPROVAL FOR DISTRIBUTION OF CARES FUNDING TO BUSINESSES IN PORTAGE COUNTY WHO HAVE SUBMITTED COMPLETE APPLICATIONS.

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde 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 Portage County Business; and

WHEREAS, Portage County Board of Commissioners by Resolution Number 2020-0438 entered into an agreement with NDS to assist in the administration of the distribution of the CARES Grants; and

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

WHEREAS, Portage County CARES Work Group recommends to the Board of Commissioners that the following seventy-four businesses be approved up to the amount each requested by application with each of the seventy-four businesses receiving an adjusted actual amount determined to be within the CARES Funding Guidelines; and

WHEREAS, Portage County Board of Commissioners approves the maximum amount of \$4,399,514.31 to be sub-granted to the Following seventy-four businesses:

December 10, 2020 CARES Completed Applications

#07 - Great Lakes Etching & Finishing Co.

Great Lakes Etching & Finishing Co., is a metal fabrication company specializing in chemical etching for elevator companies. Push button, Fire fighters key door, Hall plates elevator Car Operation Panels. Elevator door clads with unique custom design. The requested amount is \$30,000.00 and the approved amount is \$30,000.00.

#18 - Beemer Machine Co

Beemer Machine Co. is a machining and fabrication firm. Their requested amount is \$216,993.00 and the approved amount is \$80,152.00.

#31 - Bent Tree Coffee Roasters

Bent Tree Coffee Roasters, LLC is a coffee roaster who wholesales coffee to grocery stores and other cafes in NE Ohio. They also operate a cafe in Kent where customers can buy direct. The requested amount is \$28,936.03 and the approved amount is \$6,978.00.

#35 - Ravenna Area Chamber of Commerce

Ravenna Area Chamber of Commerce supports the businesses, community and members by offering resources, marketing, networking, insurance and advertising opportunities. The requested amount is \$10,000.00 and the approved amount is \$10,000.00.

#37 - Andrews Moving & Storage Company

Andrews Moving & Storage Company provides moving, storage and logistic management to household and commercial customers. The requested amount is \$14,858.00 and the approved amount is \$14,775.00.

#63 - Michael Casamento/Plaza Field LTD

Michael R. Casamento / Plaza Field, LTD is a commercial real estate rental firm. The requested amount is \$58,480.00 and the approved amount is \$33,641.92.

#65 - Grazers LLC

Grazers LLC is a fast-casual restaurant featuring "create your own" style menu serving fresh healthy ingredients designed to fit everyone's dietary needs. Their requested amount is \$127,000.00 and the approved amount is \$98,537.14.

#70 - Ready Enterprises LLC

Ready Enterprises LLC installs landscape mulch and certified playground chips along with delivery of house bedding, installation of erosion and sediment products. Their requested amount is \$573,152.00 and the approved amount is \$241,679.00.

#74 - Boyle's Nursery & Landscaping LTD

Boyle's Nursery & Landscaping, LTD, retail garden center & landscaping firm. The requested amount is \$32,000.00 and the approved amount is \$32,000.00.

#77 - UH Portage Medical Center

UH Portage Medical Center is a not for profit hospital in Portage County providing acute care, health care services. Their requested amount is \$2,877,483.51 and the approved amount is \$1,668,525.89.

WHEREAS, Portage County Board of Commissioners approves the CARES Work Group and NDS to work with each individual applicant listed above to verify that the reported use of the funds is audit worthy; now therefore be it

RESOLVED, that this Board hereby approves the maximum amount of \$2,216,288.95 to be sub-granted to all ten businesses; 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, Absent;

WATER RESOURCES

Present: Gene Roberts

Resolutions:

RESOLUTION NO. 20-0742

- RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTIONS TO THE SANITARY
SEWERAGE SYSTEM IN THE PORTAGE
COUNTY REGIONAL SEWER DISTRICT AND
ESTABLISHING THE TERMS AND
CONDITIONS OF THE SAME.

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the (OWNER) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant: Laurie Vance (OWNER)
Service Address: 4775 Loraine Drive
Kent, OH 44240

Parcel Number: 04-017-10-00-007-000

Property Description: Real Property: Situated in the Township of Brimfield, County of Portage, and State of Ohio: And known as being all of Lot No. 51 in Oakwood Acres Subdivision as recorded in Plat Book 11, Page 16, Portage County Records. Aka 4775 Loraine Dr., Kent, Ohio, 44240. Prior Instrument Number 201917958 of the Portage County Records.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNER for installment payments of the sewer connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the

property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 100 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 0.89% percent per annum (based on $\frac{1}{2}$ of the Ohio Water Development Authority for the month of October 2020, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as separate quarterly bills.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNER, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNER or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNER or SUCCESSOR is delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail,

postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNER or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for in Section 1402 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the

default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board, and that all deliberations of this Board and of any of its committees 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, Absent;

**RESOLUTION NO. 20-0743 - RE: APPROVING A REQUEST FOR
INSTALLMENT PAYMENTS OF
CONNECTION CHARGES FOR
CONNECTION TO THE WATER SYSTEM IN
THE PORTAGE COUNTY REGIONAL SEWER
DISTRICT AND ESTABLISHING THE TERMS
AND CONDITIONS OF THE SAME.**

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the water system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant (OWNER), being the owner of the property hereafter described applied for a water permit and has now requested in writing the option of paying the connection charges, applicable to the following described property, in installments; and

Applicant: Brian A. Johnson, (OWNER)

Service Address: 6497 Red Brush Road
Ravenna, OH 44266

Parcel Numbers: 29-351-00-00-034-000

Property Deed Description: An un-platted parcel of real property containing 0.330 acres of land, Situated in the Township of Ravenna, County of Portage, and State of Ohio; Being part of Lot 51 South Division in said Township and all the land now or formerly owned by Sharon L. Combs F.K.A. Sharon L. Johnston (O.R. 71 Pg. 85), more fully described and recorded in Instrument Number 202008876 of the Portage County Records, which description is incorporated as though fully rewritten herein.

WHEREAS, this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it

RESOLVED, that this Board agrees to accept the request of the above named OWNER for installment payments of the connection charges established pursuant to Resolution No. 12-1138, adopted December 18, 2012, with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges is \$2,099.00 for connection charges.
- B. The connection charges shall be payable in 40 quarterly installments beginning with the first water billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNER is delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 0.98 percent per annum (based on the Ohio Water Development Authority market rate program for the month of November 2020, for an owner occupied home), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as a separate quarterly bill.
- E. In the event any installment or the carrying charges thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.

- F. The OWNER, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a Surety Bond sufficient to assure the payment of all such installments.
- G. The OWNER or their successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNER or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNER or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNER or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNER or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNER or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

RESOLVED, the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the water improvement record provided for in Section 6103.16, Ohio Revised Code, for the Portage County Regional Sewer District and maintain such record until the connection charges are paid in full; and be it further

RESOLVED, the Sanitary Engineer shall present a certified copy of this Resolution to the OWNER referred to herein. The OWNER shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNER and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNER and the County. Upon the execution by the OWNER of the approval of such terms and conditions, the OWNER can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNER or successors, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions by the OWNER and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNER and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNER the permit provided for in Section 2 of Resolution No. 12-1138; and be it further

RESOLVED, that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant to Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

RESOLVED, Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

RESOLVED, it is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board and that all deliberations of this Board, and that all deliberations of this Board and of any of its committees 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, Absent;

1. The BOC agrees to enter into a release and settlement agreement between CID Emerine-Cruise and the Portage County Board of Commissioners./Resolution No. 20-0744

- This is the issue discussed with the Prosecutor's Office back in the fall to settle a litigation matter.

RESOLUTION NO. 20-0744

RE: ENTER INTO A RELEASE AND
SETTLEMENT AGREEMENT BETWEEN CID
EMERINE-CRUISE AND THE PORTAGE
COUNTY BOARD OF COMMISSIONERS.

It was moved by Vicki A. Kline, and seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, Cid Emerine-Cruise filed a lawsuit on January 16, 2020 against Portage County styled *Emerine-Cruise v. Portage County*, in the Portage County Court of Common Pleas, Case No. 2020 CV 00042; and

WHEREAS, Cid Emerine-Cruise and the Portage County Board of Commissioners desire to completely resolve all disputes and potential disputes, claims, actions and causes of action, whether legal or equitable, between them relating to, arising out of, or otherwise concerning the litigation and/or the subject matter of the litigation; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby agree to enter into the settlement agreement attached hereto as Exhibit A and adopts, accepts and authorizes each of the terms of the settlement agreement, including without limitation the provisions of Section 1 for payment of the Settlement Amount in the amount of \$20,000.00 to be paid to Cid Emerine-Cruise; and be it further

RESOLVED, that Cid Emerine-Cruise has agreed to file in the Portage County Court of Common Pleas the necessary documents to settle, dispose of and dismiss the litigation with prejudice, to bear their own costs, and to carry out all the terms of the settlement agreement; and be it further

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Absent;

PROSECUTOR'S OFFICE

Resolutions:

1. The Board of Commissioners agrees to release escrow funds for construction of street, storm sewer and drainage improvements for the Maplecrest Development

Project, Maplecrest Parkway Subdivision No. 1 and Tallmadge Road
Improvements in Brimfield Township, Portage County./Resolution No. 20-0761

- This project is located on State Route 18 where the new Minard's store is located.
- The road widening has been completed and the utilities and roadways are in.
- This is the final step in the process.

RESOLUTION NO. 20-0761

**RE: AGREE TO RELEASE ESCROW FUNDS
FOR CONSTRUCTION OF STREET, STORM
SEWER AND DRAINAGE IMPROVEMENTS
FOR THE MAPLECREST DEVELOPMENT
PROJECT, MAPLECREST PARKWAY
SUBDIVISION NO. 1 AND TALLMADGE
ROAD IMPROVEMENTS IN BRIMFIELD
TOWNSHIP, PORTAGE COUNTY.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

WHEREAS, Maplecrest, LLC, an Ohio limited liability company ("DEVELOPER"), is the developer of Maplecrest Parkway Subdivision No. 1 (the "Project") located in Brimfield Township, Portage County, Ohio; and

WHEREAS, The County Commissioners of Portage County, Ohio ("COUNTY") and DEVELOPER have established an Escrow Agreement governing the administration of certain funds (the "Escrow Funds") with WesBanco Bank, Inc. ("BANK"). The Escrow Funds held by BANK are on deposit in the "Escrow Account"; and

WHEREAS, the DEVELOPER has delivered Performance Agreement(s) to the COUNTY for the construction of street, storm sewer and drainage improvements for the Maplecrest Parkway Subdivision No. 1 ("Maplecrest Street, Storm Sewer and Drainage Improvements"), and Tallmadge Road Improvements, in Brimfield Township, Portage County (collectively, the "Improvements"), in accordance with and in relation to the Regulations and Specifications as required under the Portage County Regional Planning Commission Subdivision Rules and Regulations for the plat of the Project; and

WHEREAS, the Escrow Account and the Performance Agreements are in place as security for the completion of the Improvements for the Project as set forth in the Performance Agreements; and

WHEREAS, pursuant to Resolution 18-0659, adopted September 13, 2018; Resolution 18-0762, adopted October 25, 2018; and Resolution 20-0663, adopted October 29, 2020, and for the reasons set forth therein, prior releases of funds were authorized from the Escrow Account to DEVELOPER; and

WHEREAS, the Performance Agreements authorize release of Escrow Funds where work commensurate with such payment has been completed; and

WHEREAS, the Tallmadge Road Improvements having been completed, and the Maplecrest Street, Storm Sewer and Drainage Improvements having been completed, the COUNTY has determined that it is appropriate and necessary to release Escrow Funds as set forth herein; now therefore be it

RESOLVED, that an amount of Escrow Funds in the value(s) and manner provided on Exhibit A, which is attached hereto and made a part hereof, and which has not been previously released, shall be immediately released from the Escrow Account, and paid directly to DEVELOPER and/or as directed by the DEVELOPER; and be it further

RESOLVED, that the Notice provided on Exhibit B, which is attached hereto, shall be delivered to the BANK and to the DEVELOPER; and be it further

RESOLVED, that the Performance Agreements shall remain against the DEVELOPER according to their terms until all obligations have been fulfilled; and be it further

RESOLVED, that the clerk of this Board is hereby directed to convey, by electronic mail, which is to be followed by regular mail, a certified copy of this Resolution to BANK, copy by mail to DEVELOPER, with Exhibit A signed by a majority of this Board affixed thereto, and with the Notice in the form of Exhibit B attached thereto; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

Exhibit A

Pursuant to the Escrow Agreement dated May 24, 2018 by and between Maplecrest, LLC, Portage County, Ohio, and Wesbanco Bank, Inc., relating to the project known as Maplecrest Parkway Subdivision No. 1, and in accordance with Resolution 20-0761 to which this Exhibit A is attached, the undersigned have approved release of funds from the account and in the amounts listed below, for immediate release to DEVELOPER and/or as directed by the DEVELOPER.

Account Name: Wesbanco Trust & Investment Svcs Maplecrest-Portage Cty Engineer Escrow
Account No: ***0693

Amount to release: Full balance of account and account thereafter to be closed

DEVELOPER to provide the ESCROW AGENT instructions for payment under Paragraph(s) 7 of the Escrow Agreements

Vicki Kline, Commissioner

Sabrina Christian-Bennett, Commissioner

Kathleen Clyde, Commissioner

Exhibit B

NOTICE
REGARDING ESCROW AGREEMENTS FOR MAPLECREST PARKWAY

To:

Attn: Jan Shelburne
Wesbanco Bank, Inc.
1 Bank Plaza
Wheeling, WV 26003

Maplecrest, LLC
c/o Daniel DeHoff
821 S. Main St.
N. Canton, OH 44720

By email (shelburnej@wesbanco.com)
and by regular mail

By regular mail

This NOTICE is in reference to Portage County Board of Commissioners Resolution No. 20-0761 dated the 10th day of December 2020, in the matter of the fourth and final distribution of funds from a certain Escrow Account established to provide security for the completion of required improvements in connection with Maplecrest Parkway Subdivision No. 1, and which are governed by an Escrow Agreement by and between Maplecrest, LLC, ("DEVELOPER"), Wesbanco Bank, Inc., ("ESCROW AGENT"), and the Portage County Board of Commissioners, ("COUNTY"), dated May 24, 2018.

The COUNTY, being bound to the terms of the Escrow Agreements, has acted thereunder, and at the request of DEVELOPER, in passing the aforementioned Resolution, with attached Exhibit A. DEVELOPER shall provide the ESCROW AGENT instructions for payment under Paragraph(s) 7 of the Escrow Agreements.

The COUNTY has previously been advised by the DEVELOPER of an attempted Collateral Assignment of the Escrow Agreement by DEVELOPER to Wesbanco Bank, Inc., ("ALLEGED ASSIGNEE"). The COUNTY was not a party to said Collateral Assignments, and has not received proof, pursuant to Paragraph(s) 27 of the Escrow Agreements, of the express written consent of the other parties to the Escrow Agreement prior to the attempted assignment.

Although not obligated to provide this NOTICE, the COUNTY hereby notifies DEVELOPER, the ALLEGED ASSIGNEE, and ESCROW AGENT of the within action carrying out the terms of the Escrow Agreements, to the extent their rights may be affected thereby.

PORTAGE COUNTY
BOARD OF COUNTY COMMISSIONERS

PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES

Present: JoAnn Townend

Resolutions:

1. The Board of Commissioners agrees to amend Resolution No. 20-0676, dated November 12, 2020: authorize sale of obsolete equipment and miscellaneous truck parts by public auction for the County Engineer's Office./Resolution No. 20-0745
 - When the original resolution was prepared for auction, there were several errors and this resolution corrects the mistakes.

**RESOLUTION No. 20-0745 - RE: AMEND RESOLUTION NO. 20-0676, DATED
NOVEMBER 12, 2020: AUTHORIZE SALE
OF OBSOLETE EQUIPMENT AND
MISCELLANEOUS TRUCK PARTS BY
PUBLIC AUCTION**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

WHEREAS, on November 12, 2020, the Board of Commissioners adopted Resolution No. 20-0676, declaring equipment and miscellaneous truck parts obsolete and unfit for use for which they were initially acquired, and

WHEREAS, it was determined that the items being auctioned had a typographical error in the Serial number and the Model years on both the truck tractor and dump truck were incorrect; now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend Resolution No. 20-0676, dated November 12, 2020, which authorized the sale of obsolete equipment and miscellaneous truck parts by public auction, on behalf of the County Engineer, to correct the serial number and the model years listed for both the truck tractor and dump truck; and be it further

RESOLVED, that the following serial number and model years listed on Resolution No. 20-0676 be amended as follows:

FROM:

4985 Mack Truck Tractor (PCE Equipment #46) – Serial #1M2N479Y9GA0032
4999 International Dump Truck (PCE Equipment #50) – Serial
#1HTSDADR6YH255389
Miscellaneous Truck Parts

TO:

1986 Mack Truck Tractor (PCE Equipment #46) – Serial #IM2N179Y9GA003208
 2000 International Dump Truck (PCE Equipment #50) – Serial #
 #1HTSDADR6YH255389
 Miscellaneous Truck Parts

;and be it further

RESOLVED, that the remaining portion of the Resolution No. 20-0676 remain intact; and be it further

RESOLVED, that a copy of this resolution be filed with the Portage County Auditor and the Portage County Director of Internal Services; and be it further

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

Roll call vote as follows:

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

2. The Board of Commissioners agrees to enter into an agreement between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and the Northeast Ohio Consortium Council of Governments./Resolution No. 20-0746

- This is for an agreement with NOC COG and Job and Family Services for the time period July 2020-June 30, 2021 for \$357,500.00.

RESOLUTION NO. 20-0746 - RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act of 2014 (WIOA) require that Area 19, which consists of Geauga, Ashtabula, and Portage Counties, must maximize employment and training resources, coordinate resources and provider service programs, including employment and training services to youth; and

WHEREAS, the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIA funds, WIOA funds and other workforce development activity funding sources by Geauga, Ashtabula and Portage Counties pursuant to a Governing Agreement entered into by those counties; and

WHEREAS, on September 2, 2020 the NOCCOG Board and the Workforce Development board both voted to give the authority for the NOCCOG to enter into this agreement with Portage County Job and Family services for the provision of CCMEP WIOA youth services for a term commencing July 1, 2020 and ending June 30, 2021; and

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Agreement with the Northeast Ohio Consortium Council of Governments on behalf of Portage County Job & Family Services for the provision of CCMEP WIOA Youth Services for the period July 1, 2020 through June 30, 2021, in the amount of Three Hundred Fifty-Seven Thousand five Hundred and 00/100 Dollars (\$357,500.00); and be it further

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

Roll call vote as follows:

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

3. The Board of Commissioners agrees to enter into an agreement between the Portage County Board of Commissioners, in conjunction with the Portage County Prosecutor and Family and Community Services, Inc. (Safer Futures)./Resolution No. 20-0747

- This is a resolution on behalf of the Prosecutor's Office for the VAWA program for funding that came in during 2020 for \$22,982.84.

**RESOLUTION No. 20-0747 - RE: ENTER INTO AN AGREEMENT BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS, IN CONJUNCTION WITH
THE PORTAGE COUNTY PROSECUTOR
AND FAMILY AND COMMUNITY SERVICES,
INC. (SAFER FUTURES).**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS:** Portage County has received funding from the Violence against Women (VAWA) Federal program; and
- WHEREAS:** Portage County and Safer Futures desires to provide services through an outreach advocacy program; and
- WHEREAS:** the parties with to collaborate through the establishment and operation of a program to address domestic violence issues within the Portage County community; now therefore be it
- RESOLVED:** that the Portage County Board of Commissioners and Portage County Prosecutor desires to enter into an agreement with Family and Community Services, Inc. (Safer Futures) to provide such services in the amount of Twenty-three thousand, nine hundred eighty-two and 84/100 dollars (\$23,982.84) for the period of January 1, 2020 through December 31, 2020; 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, Absent;

The next 8 resolutions are for Job and Family Services and the resolutions have various dates and were not processed prior to June and October due to funding issues.

4. The Board of Commissioners agrees to enter into an agreement between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc. for Transitional Recovery House Case Management Services./Resolution No. 20-0748
 - This is an agreement with Family and Community Services for their Transitional Recovery House Case Management for Children's Services Division for \$57,000.00 from July 1, 2020-June 30, 2021.

RESOLUTION NO. 20-0748 - RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. FOR TRANSITIONAL RECOVERY HOUSE CASE MANAGMENT SERVICES.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** Portage County Job & Family Services is in need of Transitional Recovery House Case Management Services to benefit individuals who have or recently have had involvement with the PCJFS Children Services Division; and
- WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and
- WHEREAS,** The Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Family & Community Services, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period July 1, 2020 through June 30, 2021; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Fifty-seven thousand and 00/100 dollars (\$57,000.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Service 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, Absent;

5. The Board of Commissioners agrees to enter into amendment no. 2 for Child and Adult Emergency Reporting Services (CARES) between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services, Inc./Resolution No. 20-0749

- This agreement is with Coleman Professional Services that handles both children and adult Emergency Reporting Services (CARES) from October 1, 2020-September 30, 2021 for \$71,569.20.

**RESOLUTION NO. 20-0749 - RE: ENTER INTO AMENDMENT NO. 2 FOR
CHILD AND ADULT EMERGENCY
REPORTING SERVICES (CARES)
BETWEEN THE BOARD OF
COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND COLEMAN
PROFESSIONAL SERVICES, INC.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20190438 (the "Original Contract") on September 26, 2019 by Resolution No. 19-0711 to provide emergency response in situations where child and adult abuse and neglect may be occurring, stabilize a family and prevent removal of children from their homes, and link families to other community services; and

WHEREAS, an Amendment No. 1 between the parties was entered into on May 21, 2020 through Resolution No. 20-0328 to increase the amount of the contract by Twelve hundred fifteen (1,215) units and Nine thousand nine hundred twenty-six and 55/100 dollars (\$9,926.55) for twenty-four (24) hours a day and seven (7) days a week coverage beginning March 26, 2020 due to a response to the recent COVID-19 epidemic and continuing through the term of the agreement ending September 30, 2020 unless changed by amendment; 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 an Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional 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 the total amount of this Agreement is not to exceed Eight and 17/100 dollars (\$8.17) unit rate per hour, Seventy-one thousand five hundred sixty-nine and 20/100 dollars (\$71,569.20), and Eight thousand seven hundred sixty (8,760) units; and be it further

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

6. The Board of Commissioners agrees to enter into an amendment no. 1 for Parenting Services (Nurturing Parent) between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc./Resolution No. 20-0750
- This is an agreement with Coleman Professional Services to provide parenting servicing to eligible residents from October 1, 2020-September 30, 2021 for \$20,000.

RESOLUTION NO. 20-0750 - RE: ENTER INTO AMENDMENT NO. 1 FOR PARENTING SERVICES (NURTURING PARENT) BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND COLEMAN PROFESSIONAL SERVICES, INC.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20190437 (the "Original Contract") on September 26, 2019 through Resolution No. 19-0712 to provide Parenting Services (Nurturing Parent) 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 Coleman Professional 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 the total amount of this Amendment No. 1 shall not to exceed Twenty thousand and 00/100 dollars (\$20,000.00); and be it further

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

7. The Board of Commissioners agrees to enter into amendment no. 2 for Prevention, Retention and Contingency (PRC) Housing Assistance between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc./Resolution No. 20-0751

- This agreement is for PRC housing assistance Family and Community Services provides to Job and Family Services from October 1, 2020-September 30, 2021 for \$100,000.

RESOLUTION NO. 20-0751 - RE: ENTER INTO AMENDMENT NO. 2 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) HOUSING ASSISTANCE 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 Kathleen Clyde that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20190225 (the "Original Contract") on January 17, 2019 by Resolution No. 19-0047 to provide PRC Housing Assistance for eligible Portage County residents; and

WHEREAS, an Amendment No. 1 was entered into on November 21, 2019 through Resolution No. 19-0841 to renew the agreement for one (1) additional year from October 1, 2019 through September 30, 2020 at an amount not to exceed One Hundred thousand and 00/100 dollars (\$100,000.00); 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. 2 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 annual service under this agreement shall not exceed One hundred thousand and 00/100 dollars (\$100,000.00); 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, Absent;

8. The Board of Commissioners agrees to enter into an agreement for Visitation Aide Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family and Community Services, Inc./Resolution No. 20-0752
- This agreement is with Family and Community Services for visitation to children who are in the custody of Portage County Job and Family Services from July 1, 2020-June 30, 2021 for \$107,887.60.

RESOLUTION NO. 20-0752

- **RE: ENTER INTO AN AGREEMENT FOR VISITATION AIDE SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND FAMILY AND COMMUNITY SERVICES, INC.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20180402 (the "Original Contract") on September 11, 2018 By Resolution No. 18-0622 to provide Visitation Aide services for

parents/custodians whose children have been placed in the custody of Portage County Job and Family services and need supervised visits with their child(ren) at CONTRACTOR's agency to enhance understanding and awareness of necessary parenting skills needed to increase the likelihood of reunification, case closure and to ensure the bonding relationship with child and care taker; and

WHEREAS, amendment No. 1 was entered into on December 20, 2019 through Resolution No. 19-0867 to renew the agreement for one (1) additional year from July 1, 2019 to June 30, 2020; 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 an Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family and Community services to extend the agreement for one (1) additional year from July 1, 2020 through June 30, 2021; and be it further

RESOLVED, that funding for this agreement will come from Job and Family services fund 1415, and be it further

RESOLVED, that the total amount of this Agreement is not to exceed One Hundred Seven Thousand Eight Hundred Eighty-Seven and 60/100 dollars (\$107,887.60); 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, Absent;

9. The Board of Commissioners agrees to enter into an agreement for a Certified Peer Recovery Supporter Program between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services, Inc./Resolution No. 20-0753

- This is an agreement with Coleman Professional Services for Certified Peer Recovery Supporter Program for the Ohio Start Program from July 1, 2020-June 30, 2021 for \$77,635.96.

RESOLUTION NO. 20-0753

**RE: ENTER INTO AN AGREEMENT FOR A
CERTIFIED PEER RECOVERY SUPPORTER
PROGRAM BETWEEN THE BOARD OF**

**COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND COLEMAN
PROFESSIONAL SERVICES, INC.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20180364 (the "Original Contract") on August 8, 2018 By Resolution No. 18-0505 to provide Peer recovery support services for eligible Portage County Residents; and
- WHEREAS,** an Amendment No. 1 was entered into on November 14, 2019 through Resolution No. 19-0769 to Renew the agreement for one (1) additional year from July 1, 2019 through June 30, 2020; 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 an Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc. to extend the agreement for one (1) additional year from July 1, 2020 through June 30, 2021 and have a Peer Recovery staff member also act as a Family peer mentor for the Ohio Start program; and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1415; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Seventy Seven Thousand Six Hundred Thirty Five 96/100 (77,635.96); 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, Absent;

10. The Board of Commissioners agrees to enter into an amendment no. 1 for alcohol and drug screening services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Townhall II./Resolution No. 20-0754
- This is an agreement with Townhall II to provide alcohol and drug screening services for clients who are in the Children Services program from October 1, 2020-September 30, 2021 for \$7,500.00.

RESOLUTION NO. 20-0754 - RE: ENTER INTO AN AMENDMENT NO. 1 FOR ALCOHOL AND DRUG SCREENING SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND TOWNHALL II.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20200200 (the "Original Contract") on November 26, 2019 by Resolution No. 19-0865 to provide Alcohol and Drug Screening Services for clients being served by Portage County Children Services; 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 Townhall II with its principal place of business located at 155 North Water Street, Kent, OH 44240, 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 Seven thousand five hundred and 00/100 dollars (\$7,500.00); and be it further

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

11. The Board of Commissioners agrees to enter into an amendment no. 2 for Prevention, Retention and Contingency (PRC) Domestic Violence Services entitled "Safer Futures" between the Board of Commissioners on behalf of Portage County Job and Family Services and Family and Community Services, Inc../Resolution No.20-0755
- This agreement is for PRC for domestic violence services entitled Safer Futures with Family and Community Services for Job and Family Services from October 1, 2020-September 30, 2021 for \$149,859.93.

RESOLUTION NO. 20-0755 - RE: ENTER INTO AMENDMENT NO. 2 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) DOMESTIC VIOLENCE SERVICES ENTITLED "SAFER FUTURES" 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 Kathleen Clyde that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20190113 (the "Original Contract") on December 6, 2018 by Resolution No. 18-0877 to provide PRC Domestic Violence Services entitled "Safer Futures" for eligible Portage County residents; and

WHEREAS, an Amendment No. 1 was entered into on November 21, 2019 through Resolution No. 19-0849 to renew the agreement for one (1) additional year from October 1, 2019 through September 30, 2020 at an amount not to exceed One hundred forty-nine thousand eight hundred fifty-nine and 93/100 dollars (\$149,859.93); 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. 2 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 annual service under this agreement shall not exceed One hundred forty-nine thousand eight hundred fifty-nine and 93/100 dollars (\$149,859.93); 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, Absent;

12. The Board of Commissioners agrees to enter into an agreement between the Board of County Commissioners and CompManagement, Inc. for workers' compensation TPA services for 2021./Resolution No. 20-0756
- This resolution is for the third party administrator for Workers Compensation with CompManagement for January 1, 2021-December 31, 2021 for \$25,381.00, which is the same amount charged for the past 3 years.

RESOLUTION NO. 20-0756 - RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND COMPMANAGEMENT, INC. FOR WORKERS' COMPENSATION TPA SERVICES FOR 2021.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for provision of workers' compensation third party administration services; and

WHEREAS, Portage County has insured its employees for Workers' Compensation coverage as demanded by any and all federal or state statutes; and

WHEREAS, Portage County requires the services of an organization to process and analyze the claims filed on behalf of its employees; and

WHEREAS, CompManagement, Inc. administers and processes claims on behalf of employers subject to Workers' Compensation requirements within the Ohio statutes; and

WHEREAS, Portage County desires to have CompManagement, Inc. administer, process and analyze the claims submitted against its Workers' Compensation risk,

and CompManagement, Inc. is agreeable to providing such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **CompManagement, Inc., P.O. Box 884, Dublin, Ohio 43017**, in the Amount of Twenty-five Thousand, three hundred eighty-one and 00/100 dollars (\$25,381.00) per year; and be it further

RESOLVED, that the term of the Agreement shall be for one year, effective from the 1st day of January, 2021 to the 31st of December, 2021 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, Absent;

13. The Board of Commissioners agrees to enter into agreement with Maximus, Inc. to prepare the indirect Cost Allocation Plan for the Portage County Board of Commissioners./Resolution No. 20-0757
- Maximus Inc. provides the cost allocation plan for chargeback costs for 3 years at a cost of \$16,000 per year which is a slight increase over what they've charged for the last 10 years.

RESOLUTION NO. 20-0757 - RE: ENTER INTO AGREEMENT WITH MAXIMUS, INC. TO PREPARE THE INDIRECT COST ALLOCATION PLAN FOR THE PORTAGE COUNTY BOARD OF COMMISSIONERS.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the County has programs which it operates with Federal funding; and

WHEREAS, the County supports these programs with support services paid from County appropriated funds, and

WHEREAS, the United States government will pay a fair share of these costs if supported by an approved cost allocation plan, and

- WHEREAS,** Maximus, Inc. is staffed with personnel knowledgeable and experienced in the requirements of developing and negotiating such governmental cost allocation plans, and
- WHEREAS,** the County desires to engage the Consultant to assist in developing a plan which conforms to Federal requirements, and will be approved by their representatives; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and Maximus, Consulting Services, Inc., 808 Morefield Park Dr., Suite 205, Richmond, VA 23236, to provide the necessary services to develop a cost allocation plan for fiscal years 2020, 2021 and 2022 at a cost not to exceed Sixteen thousand and 00/100 dollars (\$16,000.00) annually; 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 a 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, Absent;

Discussion:

1. Maintenance Staff for Sheriff's Office

Director Townend discussed the need for the Sheriff to hire his own maintenance person back in 2018 and 2019. The current maintenance staff is getting called out for non-emergency calls after hours requiring the Maintenance Department to be paid overtime from the General Fund. Director Townend discussed this issue with the Board in July so that it could be funded but not in the form of overtime for the current Maintenance staff, but for a person to be employed by the Sheriff. Director Townend believed she had concurrence from the Board, but she's unsure why it never transpired and Commissioner Kline remembered it didn't move forward because the Sheriff never took action to hire someone. Director Townend would like the Board to consider funding the Sheriff for this expense and Commissioner Kline agreed.

Commissioner Clyde noted either way it's a General Fund expense and Director Townend pointed out it's easier for the Sheriff to control the person's hours and duties rather than through the Maintenance Department. Commissioner Clyde is concerned they might hire someone and still need the County's Maintenance Department and Director Townend agrees

to a certain extent that the County Maintenance will still need to take care of big items such as the HVAC, but the general day to day maintenance will be taken care of by the Sheriff's hire.

Commissioner Clyde asked if the Courts pay for their own maintenance and Director Townend explained the Maintenance Department takes care of all the buildings technically, with the exception of Water Resources and the County Engineer.

Commissioner Clyde asked if hiring a person for the Sheriff will reduce the overtime for the Maintenance Department and Director Townend explained the majority of Maintenance workers utilize comp time as opposed to the payment option, so she needs to have employees in the building working as opposed to having additional funding to pay them.

Director Townend reported there's one job posting for a replacement Maintenance Worker for an employee who retired, but she has been unsuccessful in finding anyone to apply for it, but she is still hopeful someone will apply after the first of the year.

Director Townend is not looking for an answer from the Board today, but she just wanted to bring it to the Board's attending during budget time.

REGIONAL PLANNING COMMISSION

Present: Todd Peetz

Discussion:

1. Proposed project/grant for the Village of Windham and Ravenna City.

Director Peetz is asking for Board approval to move forward on two different Critical Infrastructure Grants -- one for Windham Village for waterline improvements and one for the City of Ravenna for water and road improvements. This request is for a pre-application to the State of the potential requests and in January the Regional Planning Commission submits the full application with both communities paying the local match so there will be no out of pocket expenses needed by the Board.

JOURNAL ENTRY: The Board of Commissioners authorizes the Portage County Regional Planning Commission to submit a pre-application for a Critical Infrastructure Grant for the City of Ravenna as presented by the Regional Planning Commission.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

JOURNAL ENTRY: The Board of Commissioners authorizes the Portage County Regional Planning Commission to submit a pre-application for a Critical Infrastructure Grant for the Village of Windham as presented by the Regional Planning Commission.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

Administrator Roberts indicated there was a third Regional Planning Commission agenda item for President signature from the Ohio Development Services Agency Certification of Determination of Subsequent Exemption for the Haven of Portage County Water and Sewer Project/Water Facility Improvements. Director Peetz explained the request came from Ms. Reeves who was out today but after reviewing an email from Ms. Reeves and talking to Neighborhood Development Services, the Board agreed to move forward with the Journal Entry.

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 Haven of Portage County Water & Sewer Project/Water Fac Improvements in the amount of \$225,200.00 funded by the 2020 Community Development Grant, as presented by Regional Planning Commission.

Motion: Commissioner Kline**Seconded: Commissioner Clyde**

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries**MISCELLANEOUS ITEMS**

The Board of Commissioners approves the December 3, 2020 regular meeting minutes.

Motion: Commissioner Kline**Seconded: Commissioner Clyde**

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries**Commissioners****Resolutions:**

1. The Board of Commissioners agrees to fix amount of official bonds for two Deputy Coroners in the amount of \$5,000 each./Resolution No. 20-0768

RESOLUTION NO. 20-0768

-

**RE: FIX AMOUNT OF OFFICIAL BONDS FOR
COUNTY ELECTED AND APPOINTED
OFFICIALS**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following Resolution be adopted:

WHEREAS, the Ohio Revised Code stipulates that County Elected and Appointed Officials be bonded by a surety company and that the bond amount for the following elected and appointed officials be set by the Board of Commissioners; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby fix the amount of the Official Bonds for the following County Elected and Appointed Officials:

Elected Office	Bond Min-Max	Bond Amount	Insurance Agency/Surety Co
Deputy Coroner 2 positions	NLT \$5,000/each	\$5,000	SeibertKeck Insurance Partners Cincinnati Insurance

; 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, Absent;

JOURNAL ENTRY: The Board of Commissioners acknowledged receipt of the November 25, 2020 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2020, as presented by the Portage County Auditor's Office.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

JOURNAL ENTRY: In accordance with ORC 321.261, the Board of Commissioners acknowledged the receipt of the Portage County Prosecutor's report of activity in the DRETAC account through November 30, 2020.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

JOURNAL ENTRY: In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for November 2020.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

JOURNAL ENTRY: In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for November 2020, as presented by the Portage County Sheriff's Department.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

Recessed: 11:35 AM

Reconvened: 11:41 AM

DEPARTMENT OF BUDGET & FINANCE

Present: Todd Bragg

Bills, Wires, Then & Now's

- The numbers are rather large this week but nothing out of the ordinary as it's the end of the year.
- The Then & Now's are \$1.7 million, but almost all of the expenses are CARES business assistance checks.

Resolutions:

RESOLUTION NO. 20-0762 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde 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 10, 2020 in the total payment amount of **\$3,513,762.90, including late fees finance charges, interest &**

penalties amounting to \$6.80 for Funds 0001-8299 as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, December 11, 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 December 10, 2020 in the total payment amount of **\$63.05 to Neil Group** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 20-0763 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde 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 10, 2020 in the total payment amount as follows:

1. \$303,463.59 to Medical Mutual - Claims
2. \$18,133.94 to Wage Works - Contributions (2021)
3. \$8,290.25 to Wage Works - Contributions
4. \$1,155.00 to Wage Works - Admin
5. \$8,290.25 to Wage Works - Contributions; and

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

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

Wire Transfer on Friday, December 11, 2020	\$303,463.59
Wire Transfer on Friday, December 11, 2020	\$ 18,133.94
Wire Transfer on Friday, December 11, 2020	\$ 8,290.25
Wire Transfer on Friday, December 11, 2020	\$ 1,155.00
Wire Transfer on Friday, December 11, 2020	\$ 8,290.25

;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:

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

RESOLUTION NO. 20-0764 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde 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:

12/10/20	515	\$112,039.41
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12/10/20	516	1,418.36
12/10/20	517	13,000.00
12/10/20	520	5,000.00
12/10/20	521	90.90
12/10/20	765	24,237.00
12/10/20	773	48.00
12/10/20	774	41,927.35
12/10/20	775	156.87
12/10/20	776	442.00
12/10/20	777	980.00
12/10/20	778	16,225.76
12/10/20	779	10,510.68
12/10/20	780	1,018.57
12/10/20	781	358.16
12/10/20	783	1,697.66
12/10/20	824	3,714.08
12/10/20	827	1,663.90
Total		\$234,528.70

; 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, Absent;

RESOLUTION NO. 20-0765 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Vicki A. Kline, seconded by Kathleen Clyde 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 **\$1,971,752.14** dated **December 10, 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, Absent;

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. 20-0766
 - On the second page, Fund 1500 (CARES) would allow for the program the Board reviewed and approved today. The original resolution did not include this expense.

RESOLUTION NO. 20-0766

**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 Kathleen Clyde that the following resolution be adopted:

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

		<i>Increase</i>	<i>Decrease</i>
Fund: 1091	Election Security Grant		
902	Board Of Elections		
10914	Elections Security Grant CS	4,221	-
10915	Elections Security Grant	-	4,221
	MEMO TOTAL	\$ 4,221	\$ 4,221

Note:

Fund: 1107	Byrne Justice Grant (JAG)		
700	Sheriff's Department		
11076	Byrne Justice Grant (JAG) CO	-	19,530
	MEMO TOTAL	\$ -	\$ 19,530

Note:

Fund: 1166	EMPG Homeland Security Grant		
930	Emergency Management Agency		
11664	EMPG Homeland Security CS	-	25,000
11665	EMPG Homeland Security MS	25,000	-
	MEMO TOTAL	\$ 25,000	\$ 25,000

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1500	CARES Relief		
010	Commissioners Other		
15003	CARES Relief PS	-	940,199
15004	CARES Relief CS	939,890	-
	MEMO TOTAL	<u>\$ 939,890</u>	<u>\$ 940,199</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
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	\$ 14,580	\$ 14,580

Note: Unavailable budget prev

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 983,691	\$ 1,003,530
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; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Absent

6. The Board of Commissioners agrees to transfer \$357,000 from Fund 1001, Certificate of Title, to Fund 0001, General Fund./Resolution No. 20-0767
 - The Clerk of Courts is required to declare whether she has any excess funds in the Auto Title account and if there are, the funding needs to be returned to the General Fund.
 - This is generally the amount that has been returned in the past.
 - The funding will be moved from the Auto Title Fund into the General Fund for general use.

**RESOLUTION NO. 20-0767 - RE: TRANSFER FROM FUND 1001,
CERTIFICATE OF AUTO TITLE, TO FUND
0001, GENERAL FUND**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

WHEREAS, the Clerk of Courts has declared \$357,000 in fund 1001 certificate of auto title to be in excess of what is needed for operations, as outlined in ORC 325.33; now therefore be it

RESOLVED, that the transfer in the amount of \$357,000 be made as follows:

FROM (Debit):
FUND 1001, Certificate of Auto Title
 ORGCODE: 10014017 910000 \$357,000

To (Credit):
FUND 0001, General fund
 ORGCODE: 00100002 280000 \$357,000

;and be it further

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

7. The Board of Commissioners agreed to authorize a grant application in the amount of \$22,710.00 to the Ohio Department of Natural Resources of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff's Office./Resolution No. 20-0769
- This is an annual grant with a small local match and it allows the Sheriff to patrol the various water bodies in the County.

RESOLUTION NO. 20-0769

**RE: AUTHORIZE GRANT APPLICATION IN THE
AMOUNT OF \$22,710.00 TO THE OHIO
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATERCRAFT MARINE PATROL
ASSISTANCE GRANT PROGRAM FOR THE
PORTAGE COUNTY SHERIFF.**

It was moved by Vicki A. Kline, seconded by Kathleen Clyde that the following resolution be adopted:

- WHEREAS,** Section 1547.67 of the Ohio Revised Code establishes a grant in-aid program for financial assistance to political subdivisions engaged in recreational boating law enforcement; and
- WHEREAS.** the Portage County Board of Commissioners strongly supports the concept of recreational boating law enforcement to monitor area lakes; and
- WHEREAS.** the Portage County Sheriff began the Watercraft Marine Patrol Program utilizing deputies that were already employed by Portage County. The Commissioners note that this program will not replace the State of Ohio's responsibility for law enforcement on Portage County lakes; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners authorizes the Portage County Sheriff to submit the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Application for January 1, 2021 to December 31, 2021 in the amount of \$22,710.00 from the Waterways Safety Fund. **The necessary local match of \$7,570.00 will be provided from the County General Fund,** for a total grant award of \$30,280.00. A contractual service agreement is dependent upon approval of this grant application. Continuation of the program after fiscal 2021 is dependent upon receipt of future State funding; and be it further
- RESOLVED,** that the Board of Commissioners authorizes the President or Vice President of the Board to sign any and all documents pertaining to this grant; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Portage County Sheriff's Department and the Department of Budget & 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 a meeting open to the public in

compliance and accordance 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, Absent;

JOURNAL ENTRY: The Board of Commissioners approved the November 2020 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

- This is the usual month end adjustments and there's nothing out of the ordinary.

COUNTY ADMINISTRATOR

JOURNAL ENTRY: The Board of Commissioners approved the use of CDBG Housing Revolving Loan Funds for the King Kennedy Gym Project in the amount of \$123,942.

Motion: Commissioner Kline

Seconded: Commissioner Clyde

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

Motion Carries

Discussion:

1. Reopening Administration Building

An Elected Officials asked for guidance as to when the Administration Building will reopen and Commissioner Kline noted it's safe to say the building will not be open in January or February, but the Board can review the issue again in February.

Recessed: 11:49 AM

Reconvened: 2:42 PM

Discussion:

1. 2021 Budget

Director Bragg noted he did not include any comments from the Non General Fund and did not use last year's budget as the basis on the Non General Fund.

- Commissioner Kline feels strongly about the additional Maintenance position for the Sheriff's Office and Director Bragg responded it's not a financial consideration if the logistics can be worked out. He went on to say Director Townend believes the Sheriff should both hire and oversee the position, but Sheriff Doak wanted Director Townend to have the oversight.
- Commissioner Clyde noted it's hard for Director Townend to ask for a position for another office.
- Director Bragg explained if the Sheriff is going to be given money, he'd rather hire a Corrections Officer or Road Patrol.
- Director Bragg mentioned the other option is to hire a service that is available 24/7 for the late nights and the weekends.
- Director Bragg suggests the Board have this conversation with the new Sheriff for his ideas.
- Director Bragg provided additional information on what type of items are categorized under the Commissioners' line (ie. salaries, contractual services, material/supplies, capital expense and misc.)
- Director Bragg included an explanation on the Elected Official's changes and in the Commissioners' Other line - the additional funding is for Solid Waste, Job and Family Services and VAWA programs which need General Fund money because they are coming up short. This would be additional money on top of what is already needed in 2020. The additional money would be in the form of Transfers.
- There's a change to the Commissioners' salary line in the amount of \$30,265, which includes benefits. The Commissioners account for approximately \$18,000 of the request and the remaining \$12,000 is to increase the appropriation because one Commissioner received an increase before the other two.
- **010 – Commissioners Other**
- **9 Financials** There's \$439,000 extra. This year, Solid Waste Management District received \$250,000 as a Transfer and next year they will need closer to \$400,000 so there's \$150,000 extra for them. The Prosecutor's Office will probably come up short on the VAWA grant that was \$109,000 and Job and Family Services has asked for \$180,000 as a placeholder in case it's needed.
- Commissioner Clyde asked for a breakdown of the \$2.4 million in the 2020 Revenues:
 - \$250,000 for Solid Waste includes Cash Advances (\$1.5 million), Contingency, Sick Leave Conversion of \$165,000, and placeholders for such items as retirements \$250,000, vehicle and accidents.
- Commissioner Clyde asked if the \$2.4 million in the 2020 Revenues is the real number expended and Director Bragg noted it's not expended there, it's a placeholder at the beginning of the year for anticipated costs. Commissioner Clyde pointed out the 2020 figure should be an actual number and Director Bragg responded these are budget numbers not expenditures.
- Commissioner Clyde asked how much over the \$2.4 million did Director Bragg need this year and he responded \$2.6 million.
- **012 Internal Services GF**
- **6 Capital Projects** Director Townend has to manage projects on behalf of one of the Commissioners' buildings or an expense that wasn't anticipated. Director Townend

purchased computers for the original computer replacement program and the elevator at Riddle Block were repaired out of this line. Typically, there's approximately \$150,000 set aside for projects.

- Director Townend also has \$300,000 in the Maintenance line for sink repairs and lawn care,
- **4 is Contractual Services and 6 is Capital.** Director Bragg noted the Contractual Services could be reduced in Fund 012 to \$150,000.
- **016 Building Maintenance**
- **4 Contractual Services** is a large number because of the service contracts. Currently spent \$1.4 million with another \$260,000 encumbered, so all but \$200,000 has been committed.
- **5 Material Supplies** There's \$30,000 left of \$178,000. Nothing rolls over into the new year so whatever isn't spent, is money absorbed into the budgeting process for next year.
- **6 Capital** expended to Envirochemical which is an annual purchase for \$5,975.00.
- Out of the entire budget, there was over \$2.5 million that was rolled over into 2021.
- **017 Microfilm**
- **3 Salaries** There is a reduction so salaries will decrease. The Board will need to decide what the Center truly does as it's turning into more of a records center as opposed to a microfilming center. Director Townend has indicated to the Board that it's not worth purchasing microfilming equipment as it's more economical to hire the service out.
- The Commissioners' Office has approximately 150 boxes which Director Bragg believes could be destroyed and he recommends hiring movers to bring the boxes somewhere for Commissioners' staff to go through and shred.
- Commissioner Kline noted it's difficult to get departments in charge of the records to look at them and ascertain what should be kept or destroyed.
- Director Bragg noted the facility should be transitioned into the modern era and provided tools to get it done.
- Commissioner Kline asked if that would be a Commissioner decision or an Elected Official's decision and Director Bragg explained for microfilming he is unsure, but records from 1980 could be sent to Iron Mountain.
- The Records Center is not free, the County is paying for replacement equipment, heating, electric, roof replacement, etc.
- Iron Mountain has microfilers and shredders and they will come on site to microfilm.
- **020 Building Inspection**
- Director Randy Roberts asked the Human Resources Department to refactor several positions and one person came in at a higher pay band. To move that person to the minimum of that band would cost \$2,300.00. The remaining employees were still within their current pay band.
- Director Roberts also wanted to promote employees to new levels he created and the Board will need to figure out how existing employees are supposed to move through the system as 80% of workers are less than ½ way through their pay scale.
- Commissioner Clyde believed Director Roberts was changing duties and then changing salaries based on the new duties, but Director Bragg explained that Director Roberts' staff

was factored wrong to begin with. The other employees are within their pay band so the only way they would not be within their pay band is to change positions.

- Commissioner Kline thought the employees would be taking on additional duties and Commissioner Clyde noted this item will need more discussion with Director Roberts.
- Administrator Roberts noted the \$52,000 ask for software was pulled for the potential of receiving 1 year out of CARES funding, but that is still included in next year's budget request. This software/cloud based program would allow customers to submit and view information electronically and is an annual cost of \$52,000 and a one time expense of \$90,000. It would be productive if the Building Department, Water Resources and the Health Department were all on the same platform and then add Countywide zoning inspectors.
- There's also a request for a replacement truck. It is not listed in the budget because the vehicle replacement list hasn't been discussed. The entire fleet was reviewed in November in conjunction with the budget and one recommendation was to wait to discuss this issue with the new Sheriff since the Sheriff's Office makes up approximately half the fleet. In the spring there may be a potential budget amendment for vehicles for \$700,000.
- **Auditor, Treasurer, Prosecutor, Recorder...**
- The items listed are legislative pay increases.
- Administrator Roberts noted the Prosecutor's Office asked for building envelop/water leak on the roof. Director Bragg explained they believe it's a window or some of the mortar, but the problem is the drop down between the building and a second building. The owner of the adjacent building will not let the County utilize his roof to mount a crain, so a spider web would be needed at a cost of \$80,000 to assess the issue, plus repair costs. This item has been put on hold.
- Phones and other IT issues at the Prosecutor's Office. Prosecutor Vigluicci doesn't want his phones touched, but they are past their life and the County will need to absorb a \$1.5 to \$2 million dollar phone repair. The Board is better off planning the replacement.
- The Justice Center phones are also bad and that will be another large replacement expense. IT Director Alger wanted to address the phone issue at the Justice Center next year.
- **903 Veterans**
- Commissioner Clyde asked why the Veterans Services lines 3 and 4 have decreased and Director Bragg indicated there's one less employee.
- **915 Information Technology**
- Commissioner Clyde asked how we've balanced the telework purchasing needs and Director Bragg responded it will be a budget amendment for next year.
- They stopped making Smart phone and the County had 8 Smart phone on order, so the question is whether to pay the expense from the General Fund or hold to see if the Federal government grants more.
- There's \$26,000 in Zoom licenses that will need to be maintained and that expense will come out of the General Fund; currently that hasn't been addressed.
- Some of the Zoom licenses were purchased for 1 year and some are being paid for monthly.

- The program replacements have been completed at a considerably slower pace so many of the 2020 programs gets pushed to 2021; whether that pushes 2021's items or if they can both be done simultaneously still needs to be determined.
- The Board agreed to fund \$175,000 in computer replacements every year and it's not budgeted currently because we don't know if it's still true.
- There are over 130 Smart phones that will be coming back at the end of COVID and could they be utilized somewhere else?
- Commissioner Clyde asked if there should be a placeholder amount based off the schedule and Director Bragg noted some of the items are in the \$2.4 million and there's a \$19 million dollar carry-over with \$8-\$10 million unappropriated. Commissioner Clyde suggests putting an amount on paper.
- Administrator Roberts explained some of the computers were purchased because of COVID, so it should reduce the \$175,000 for replacements. The first number that started with the COVID primarily video storage on the server was \$300,000 that increased to \$500,000 and has there been any progress and Director Bragg replied it's supposed to be delivered next week.
- Commissioner Clyde believes as much information that can be put down on paper would be the better scenario and Director Bragg agrees if it's actual.
- Commissioner Clyde pointed out there's been a commitment on the IT front and when the Board made its commitment, it needs to continue this process over the 5 year period.
- Director Bragg stated the expense is out of the 5's and goes through Internal Services because we're purchasing for other departments and the County Auditor doesn't want IT to do chargebacks.
- Commissioner Clyde would like to see the number from the IT proposal the Board made the decision on and Director Bragg will check the figure and will get back to the Board. Commissioner Clyde would like that item included next week along with an explanation.
- Commissioner Clyde asked about the EMA entry and Director Bragg believes the State EMA Office brought up the fact that you are now allowed to make purchases unless they are appropriated first, so \$15,000 has been set aside for an emergency. After \$15,000 is spent, it comes back to the Board to re-appropriate the remaining expenses. Director Shackelford has only used the funding once for water.

NON GENERAL FUND

- 1000 is Auto Title
- 1001 REA Fund
- The teens and the twenties are all Court funded funds.
- 1201 is County Engineer
- The Commissioners' Departments are:
 - 1330 Dog Warden
 - 52, 54 and 56 Water Resources
 - 7000 Internal Services
 - 7040 Department of Budget and Financial Management
 - 1410 Job and Family Services

- o A lot of the others are special funds dedicated for a very specific purpose and generally the Board doesn't get too involved with the exception of ensuring a maintained balance.

Pending 2021 Requests:

General:

Facility Plan: Former Commissioner Mike Kerrigan had the idea of building a new facility, so a lot of renovation projects were put on hold for three years. If the Board intends to keep its facilities, they will need some attention - in particular the Records Center, Administration Building Annex, Motor Pool, Riddle Block, the old portion of Administration Building, and the Board of Elections. Other items to keep in mind are the general maintenance on concrete and parking lots, the Prosecutor's office leak and the Administration Building elevators.

County Staffing:

Overall County staffing levels need reviewed. The moves made at the Sheriff's Office overstaffed the department given the construction that was occurring, but the overall salaries of the County need to come back down, however that happens in 2021.

Pretty Glen Dam

Airport:

It's possible the Airport could be a \$2-\$3 million dollar project the year the County decides to take it over.

Update of Wage study:

Human Resources Director Kovick will be coming to the Board in 2021 and the minimum on each pay group has not adjusted in 3 years and the idea is that it should every 3-5 years. The Board needs to discuss if the update moves a range and makes people fall into the minimum, will they automatically be brought to the minimum again?

Commissioner Clyde noted the Dog Warden is not at the minimum but the increase has been included in the budget. Administrator Roberts brought up the Director and Deputy Director of the Office of Homeland Security and Emergency Management, but Director Bragg noted that's a separate issue because they were grant funded and the County didn't fund any portion, but there's only a handful of employees left in that grouping. Commissioner Clyde asked if the Office of Homeland Security and Emergency Management Director is on his own and Director Bragg replied both Director Shackelford and his deputy came up short in the wage study, but because they were a grant fund, the Board did not approve increases for any of the grant funds unless the grant covered it, so technically they didn't get increases. When his old Deputy quit and the new Deputy was hired, he hired in at the minimum, but that meant the Deputy was paid almost as much as the Director. When the new Deputy was hired, Director Bragg believes Director Shackelford may have received a promotion, but he will check for next week. A lot of the VAWA employees have been way underpaid and not moved up, but Prosecutor Viglucci must be ok with that. Commissioner Clyde noted the Dog Warden is not General fund and he's not considered grant funded so that's why he was on the step and Director Shackelford wasn't.

Commissioner Kline noted the with the General fund, all the items are important and asked if Director Bragg could prioritize the list and Director Bragg replied that's why he continues to advocate for the facility plan to be reviewed and updated.

Commissioner Kline asked if the hot water issue at the Justice Center was still a problem, and Director Bragg replied it was brought up during their meeting.

Commissioner Kline asked about the roof and Director Bragg explained the area in question is located where the two roofs meet, in addition to issues with the old roof. The Sheriff's Office driveway will also need addressed because it was only patched during construction.

The new Sheriff has requested a new unmarked vehicle and traditionally that hasn't been done. Additionally, they are still requesting another 2-4 positions as the jail fills up on top of the positions already given.

Commissioner Clyde asked where the additional sales tax is located and Director Bragg replied it's gone. Commissioner Clyde asked if the budget is presenting a cut and Director Bragg indicated the Sheriff's budget will go up by a little over \$800,000 and Probation up by \$250,000 which is not listed on the spreadsheet and will come out of the General Fund instead of the sales tax. Fund 002 labor will now go into the General Fund. Commissioner Clyde pointed out that it doesn't matter funding wise that the sales tax is no longer being collected the money is there to continue the funding. Director Bragg commented that the Sheriff's Office is overstaffed, something needs to give whether it's staff reductions, a new revenue stream or if the sales tax takes off, it could cover it. Commissioner Clyde asked if Director Bragg is making a policy decision to take it out of the General Fund and to keep the staffing and Director Bragg responded that was the only direction the Board told him to move forward with in August - to take the additional sales tax and roll it into the General Fund through 2021. Commissioner Clyde remembered once the money was gone, it's gone. Director Bragg has been asking all along if the workers were going to be laid off because they needed to be told because the Sheriff's contract is 6 months on their employees. Commissioner Clyde noted for the record she's never heard of a notice requirement on a labor contract. Director Bragg explained the Board can decide not to fund the positions and they will have to lay off, but the Board specifically said those positions would be added to the General Fund. Director Bragg stated he has been talking about this when the Board talked about the additional sales tax and the \$1 million dollars in labor costs and what was going to happen with it. At no point did the Board indicate it was going to cut positions when the funding ended. Commissioner Clyde indicated it was implied in the discussion that the Board isn't going to do anything with that funding because it expires at the time, so the question of what do we do with the line in the budget is that it's gone when it expires. Director Bragg indicated that's true, but he wants to talk about the person - is the person gone, that's the question and Commissioner Clyde explained the Board never made that decision and Director Bragg respectfully disagreed because he was told the money was going to go. Director Bragg responded if the Board is changing its mind, that's fine, but that question has been asked and answered. Commissioner Clyde wanted to make clear just the opposite and the minutes can be pulled and she has not heard him say over and over about the 6 months. Director Bragg doesn't know if it's truly 6 months, but they have requirements in their contract and general employees have

requirements, too. Director Bragg recommends the Board answer clearly now because it needs action if the answer's different than what he assumes he's been told. Commissioner Kline doesn't believe they will be laying people off January 1st and Commissioner Clyde explained there's a situation about money that's expiring that was being used in different areas and that's the key issue with the entire budget and Director Bragg agrees. Director Bragg reiterated the fact there's almost a million dollars in salaries and how long should it be funded? Commissioner Clyde explained departments have different flexibility with their line items, and there could be cuts and the Board is not necessarily saying which Officers or which positions. Director Bragg pointed out that the Board has no control over the positions but does have control over the money. Commissioner Clyde doesn't know much about the sales tax funding other than the Correction Officers, but with the changeover of administration in the Sheriff's Office, there are opportunities to potentially save some costs on the labor line item. Is the new Sheriff going to set his staffing up identically and that's one opportunity to say we don't have as much funding for you to continue at the same staffing level. Director Bragg asked out of the \$1 million dollars, what are we starting next year with or aren't we because that will be the message of what they need to do. Director Bragg noted given their turnover, attrition over a year would be easier and the County wouldn't have to lay off, but it would be more difficult in terms of the work that needs done. Commissioner Kline noted it would be a gradual thing and it wouldn't happen right now. Director Bragg explained the Sheriff needs to be informed that that's the plan and if the Board puts funding in, he needs to understand it's for one more year. Director Bragg has been asking the question and this is the first time it's been indicated they're going to be cut otherwise he would have liked to have informed them earlier because the new Sheriff is going to have a lot to deal with. Commissioner Clyde pointed out they knew this money was temporary and Director Bragg noted it was the original guidelines, but the Board has wavered and a good example is the Drug Court's Probation Officer who was funded out of the grants and is still employed by the County. It's not just the Sheriff, the Board will need to tell Judge Pittman her \$250,000 in Probation Officers needs reduced. The idea at the time was that the Board was going to the ballot and voters would be told what's being cut and if they voted no, the County would make its cuts. As the plan got modified, the message of it being temporary also became modified and the Sheriff and his staff have no idea the positions are being cut along with the funding.

Director Bragg requests the number and the message and he will get the message distributed next week.

Commissioner Clyde asked for revenue options to soften the blow of the cut and Director Bragg noted the whole transition to the new jail was known to spend down funds and as we converted to the new jail and had people floating around. We also knew a recession was coming, so money was set aside in Contingency so workers wouldn't need to be laid off, so next year the County will spend down its cash balance. The question is how much do you begin having your expenses meet your revenues and when do you start making reductions. We can sustain what we are doing.

The other item that matters is if you spend \$3 million on the Airport and \$2 million on Riddle Block, and \$1 million on the Administration Building, that shortens the time frame from 4 years to 3 years to 2 years. Part of the answer depends on what the Board is going to do with facilities as to how long we can sustain the payroll overage, but this is what he's been talking

about when he says we are overstaffed and this is the problem we've known was coming and it's not a surprise. There is time to deal with the situation, but we need the plan so people can begin enacting it.

Commissioner Kline asked if it's just the Sheriff and the Adult Probation who have used this money for operations and he responded yes, but Adult Probation was funded due to the opioid epidemic but since the jail has expanded there is no let up with the cases. It's going to be very difficult to let them go. Commissioner Clyde asked about the large grant the Drug Court just received and Director Bragg indicated you are not allowed to supplant so you can bring additional people in, but you can't take existing workers and move them over. They are using one employee out of that grant, but it's not a permanent solution.

Administrator Roberts reported there are three pots of money – Adult Probation, Corrections and Road Patrol and the budgeted amount for this year is almost twice where they are to date. The current actual is \$167,000 and they are budgeted \$304,000 and Director Bragg responded Probation has been using grants but that grant is gone and that's two positions that will be refunded out of General Fund money. Director Bragg noted there's \$1 million budgeted and \$837,000 spent from 002.

Commissioner Clyde explained the Board voted this grant in five years ago and did what it could for a period of time with extra road patrol and extra Probation Officers and that funding has come to an end. Commissioner Clyde recommends pulling the funding back gradually as the new Sheriff comes in. Director Bragg noted the admin in the Sheriff's building is only \$300,000 and if they lost their entire staff, it wouldn't equal \$800,000. Commissioner Kline noted the suggestion from earlier is the easiest through attrition and it will take a year, but it would be the least painful. Commissioner Clyde noted if there's money between the budget and actual for this year, stop there and look at budgeting the attrition moving forward. Commissioner Kline noted there needs to be discussions with the new Sheriff. Commissioner Clyde explained the Correction Officers were done, but the Sheriff didn't fill the positions weren't filled and that's Public Defender money. Director Bragg indicated the Sheriff is still trying to fulfil the fifteen positions the Board provided, but they were able to reduce numbers in the jail so the fifteen weren't as urgent. During their meeting, the Sheriff's Office indicated once the jail reaches full capacity, they will need two additional positions on top of the fifteen and they are having trouble gathering applications which is the hallmark of insufficient pay to get people to apply.

Administrator Roberts indicated Fund 002 for this year is budgeted \$1,800,835 for payroll so there's a 20% reduction and instead of funding it at Director Bragg's recommended \$800,000, fund it at \$400,000 to force the conversation in the first half of 2021 and the message goes out that we funded it for six months, but at 80%, but it also includes Adult Probation. If they were budgeted at \$304,000 and only spent \$167,000 and their grant is gone, do they need to be budgeted at the full \$304,000?

Director Bragg stated it's up to the Board how it wants to move forward, the message in August was to fund them for the whole year and that's what he was doing. The message now with a partial funding, the Board needs to come up with the amount and get it out to the

Elected Officials so they can begin a plan to reduce. Commissioner Clyde believes a reduction needs to be made.

Administrator Roberts asked what is the best estimate half year value given the fact the grant for Adult Probation has reduced 50%, Director Bragg responded 50% of \$150,00 or 50% of \$100,000, they've never spent the full budgeted amount because of grants, but it's been held because it's funding necessary for three people and what the Board promised them throughout the period, so 50% would be \$150,000 of their three positions.

Commissioner Clyde noted the good news for Probation is the grant. Director Bragg has spoken with Hank Gibson from Adult Probation, who indicate they will need to move funding back to these positions and he told them it was there because Director Bragg was acting on the August conversation, so they are needing to move positions into the funding slots, not out of the slots with the grant in hand. Commissioner Kline asked if they were hiring people and Director Bragg explained they need to move them because they lost another grant. Director Bragg will contact Mr. Gibson for an update as they will be using more of this money, not less because of funding issues they are experiencing. That doesn't mean we can't cut the funding, but no department was expecting this and it will be an adjustment for them.

Commissioner Clyde believes there was some notice, not necessary expressed by Director Bragg in the last month, but over the long haul of it being a temporary funding source.

Administrator Roberts commented the \$800,000 for the full year is not in the Sheriff's Department 700 currently and it needs to be added and Director Bragg indicated the 002 portion did not show up in the spreadsheet.

Commissioner Clyde asked how much of the \$800,000 from Fund 002 was spent in 2020 and Administrator Roberts reported year to date is \$837,177 and there are two additional pay period that will come into that figure. The budget was \$1.8 million and the expense to date is \$837,000. The Sheriff's Office should include Adult Probation in the discussion because it was part of the 002 Fund. The Sheriff in and of itself was \$704,000.

Commissioner Clyde believes proposing a reduction of half the amount for each department and then having a conversation at the midpoint of the year and she would expect this to potentially reduce all the way as the funding has run out, but the Commissioners can spot a half year and see where things go. Administrator Roberts noted the intent of making it the half year gets the conversation going quickly. This would only be part of the big picture and the Sheriff would go to \$13.1 million. Commissioner Kline asked if the Board would fund \$500,000 and Administrator Roberts noted 50% of this year's budget would be \$512,000. Commissioner Clyde was thinking \$400,000 from the Sheriff and \$125,000 from Probation.

Commissioner Kline asked what the Board is providing to the Sheriff and Commissioner Clyde indicated \$400,000 to the Sheriff and Administrator Roberts indicated \$152,000 to Adult Probation. Director Bragg will do whatever the Board would like done.

Motion: by Commissioner Kline, seconded by Commissioner Clyde that the Board adjourn the Meeting of December 10, 2020 at 4:44 PM.

All in Favor: Commissioner Kline, Yea; Commissioner Clyde, Yea;

Absent: Commissioner Christian-Bennett;

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 10, 2020.

Kathleen Clyde
Kathleen Clyde, President

Vicki A. Kline
Vicki A. Kline, Vice President

-----ABSENT-----
Sabrina Christian-Bennett, Board Member

Amy Hutchinson
Amy Hutchinson, Clerk