



Portage County Board of Commissioners  
Meeting Minutes

449 South Meridian Street  
Ravenna, OH 44266  
<http://www.co.portage.oh.us>  
Julie Gonzales, Acting Clerk  
330-297-3600

Tuesday, December 29, 2020

9:06 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day County Administrator Gene Roberts, Budget & Finance Director Todd Bragg, and Commissioner Elect Anthony J. Badalamenti.

**WATER RESOURCES**

Present: Gene Roberts

**A. Discussion:**

**1. Hiring Engineer Position**

- Director Roberts indicated there was not a qualified engineer that applied for the open position. Our base starting pay is under the current market value. Other engineer positions are approximately 20% above what we are at. Director Roberts recommends a 20% increase for the current three licensed engineers and the new addition. Commissioner Christian-Bennett asked if Director Roberts did a comparison with other counties or contacted CCAO. The wage study did not indicate this substantial of an increase. Director Roberts said you will not attract the qualified candidates or have the quality of work you need with the current wage. Director Roberts suggested to increase the wage in different increments; may be begin at 10% and see if any qualified applicants apply. Commissioner Christian-Bennett asked if there is a dollar amount associated with these increases. Director Roberts said approximately \$40,000. Commissioner Christian-Bennett asked Director Bragg if he had any comments. Director Bragg indicated that the Water Resources has a healthy balance. Perhaps the position could be posted without a wage range instead of posting a minimum or maximum. Director Roberts will advertise without a wage range on the posting.

**2. Successor Collective Bargaining Agreement Adjustment**

- Director Roberts indicated the 1.5% county increase was not negotiated during their meeting. This would be an additional increase of 1.19%. Director Roberts

gave the Board an outline of changes including the position. Director Bragg indicated that Director Jeffries will most likely have an addendum to the Collective Bargaining Agreement in the new year as well.

Recessed: 9:19 AM into Solid Waste Management District Meeting  
Reconvened: 9:21 AM

**B. Resolution:**

**RESOLUTION No. 20-0816                      -                      RE:    MODIFY THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE TEAMSTERS LOCAL UNION NO. 436 CONCERNING EMPLOYEES IN THE DEPARTMENT OF WATER RESOURCES**

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

**WHEREAS,** the Portage County Commissioners reconsidered Cost of Living Increases for all Portage County Employees working for the Commissioners, setting such wage increases at 1.5%; and

**WHEREAS,** the Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 representing certain employees in the Department of Water Resources was negotiated based at the time negotiations started on the premise that a 0% wage increase was appropriate for the first year of the Successor Agreement; and

**WHEREAS,** the Collective Bargaining Agreement between the Portage County Commissioners and the Teamsters Local Union No. 436 representing some Department of Water Resources employees was approved by the Board on November 24, 2020 by Resolution 20-0725; and

**WHEREAS,** the Board wishes to treat all Board employees equitably therefor elects to adjust the ratified Collective Bargaining Agreement currently enforce to account the minimum increase received to equate to a 1.5% increase which requires all employee increases be adjusted upwards 1.19% based on the smallest increase of 0.31% in the current Successor Agreement; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby modify by Memorandum of Understanding between the Portage County Commissioners and the Teamsters Local Union No. 436 as negotiated and accepted by vote of the Bargaining Unit; and be it further

**RESOLVED,** that this agreement modification shall be by Memorandum of

Understanding effective at the earliest possible payroll period but in no case later than January 15, 2021 and shall continue in full force through the life of the Agreement without consideration of retro payment; and be it further

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

**HUMAN RESOURCES**

**A. Journal Entry:**

1. **JOURNAL ENTRY:** The Board of Commissioners agree to authorize the full time hire of Brandon Nutter as a Treatment Plant Operator I - Wastewater, replacing the position previously held by Matthew Benson, for Portage County Water Resources. Anticipated start date is January 19, 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 Christian-Bennett**

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

**Motion Carries**

2. **JOURNAL ENTRY:** The Board of Commissioners agree to authorize the full time hire of Donny Minor as a Treatment Plant Operator I - Water, new position, for Portage County Water Resources. Anticipated start date is January 19, 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 Christian-Bennett**

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

**Motion Carries**

3. **JOURNAL ENTRY:** The Board of Commissioners accepts the resignation of Eugene Roberts, Director for Portage County Water Resources, effective January 3, 2021.

**Motion: Commissioner Kline**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

4. **JOURNAL ENTRY:** The Board of Commissioners accepts the resignation of Eugene Roberts, County Administrator, effective January 3, 2021.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

Commissioner Kline appreciates all that Director Roberts has done and hopes he enjoys his retirement. Commissioners' Clyde and Christian-Bennett agreed.

#### **DBFM & CARES RESOLUTIONS**

**RESOLUTION NO. 20-0811      -      RE:    BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

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

**RESOLVED,**      that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on December 29, 2020 in the total payment amount of **\$64,077.83** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0812      -      RE:    APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

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

**WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

**WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

**WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

12/29/20	2832	\$149.89
12/29/20	2835	226.56
12/29/20	2930	27,481.64
12/29/20	2931	48,612.67
12/29/20	3055	985.50
12/29/20	3063	0.26
12/29/20	3072	3,768.32
12/29/20	3080	667,309.38
12/29/20	3091	12,558.19
12/29/20	3115	399.76
Total		\$761,492.17

; and be it further

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 20-0813**

This resolution was omitted. No Then & Now Certification submitted. This is for numbering purposes only.

## RESOLUTION NO. 20-0814

**RE: AMENDMENT TO THE GENERAL FUND 2020 ANNUAL APPROPRIATION RESOLUTION  
NO. 19-0947 ADOPTED DECEMBER 19, 2019**

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

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

	<i>Increase</i>	<i>Decrease</i>
<b>Fund: 0001 General Fund</b>		
<b>020 Building Regulation Inspection</b>		
00204 Building Dept Contract Svcs	5,371	-
<b>MEMO TOTAL</b>	<u><u>\$ 5,371</u></u>	<u><u>\$ -</u></u>
Note:		
<b>700 Sheriff's Department</b>		
07009 Sheriff Misc Expense	59	-
<b>MEMO TOTAL</b>	<u><u>\$ 59</u></u>	<u><u>\$ -</u></u>
Note:		
<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<u><u>\$ 5,430</u></u>	<u><u>\$ -</u></u>

*Increase*

*Decrease*

; and be it further

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

Roll call as Follows:

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

1. The Board of Commissioners agrees to amend the Non General Fund 2020 Annual Appropriation Resolution No. 19-0948, adopted December 19, 2019./Resolution No. 20-0815
  - Director Bragg indicated this resolution adjusts the main CARES line. Approximately \$640,000 in labor costs for the CARES funding. 100% of the CARES funding has been spent by December 31<sup>st</sup>.



**RESOLUTION NO. 20-0815**

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

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

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

	<i>Increase</i>	<i>Decrease</i>
Fund: 1010 Computerization Clerk Muni Ct		
500 Clerk of Courts		
10104 Comp-Clerk of Courts CS	-	42,225
<b>MEMO TOTAL</b>	<b>\$ -</b>	<b>\$ 42,225</b>

Note:

Fund: 1126 Reinvestment Incentive (JRIG)		
590 Adult Probation		
11263 Reinvestmt Incentive JRIG PS	-	68,843
11264 Reinvestmt Incentive JRIG CS	-	5,000
11265 Reinvestmt Incentive JRIG MS	-	10,500
<b>MEMO TOTAL</b>	<b>\$ -</b>	<b>\$ 84,343</b>

Note:

Fund: 1166 EMPG Homeland Security Grant		
930 Emergency Management Agency		
11663 EMPG Homeland Sec Salary&Fring	-	105,252
11664 EMPG Homeland Security CS	-	15,965
11665 EMPG Homeland Security MS	-	3,975
<b>MEMO TOTAL</b>	<b>\$ -</b>	<b>\$ 125,192</b>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 1500	CARES Relief		
010	Commissioners Other		
15003	CARES Relief PS	329,449	-
15004	CARES Relief CS	-	250,104
15006	CARES Relief CO	322	-
	MEMO TOTAL	<u>\$ 329,771</u>	<u>\$ 250,104</u>

Note:

051	Job And Family Services		
15051	CARES Relief JFS CS	-	79,342
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 79,342</u>

Note:

	TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 329,771</u>	<u>\$ 581,206</u>
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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, Yea;

**PLEASE ADD TO YOUR AGENDA**

December 29, 2020

**DEPARTMENT OF BUDGET & FINANCE****Resolution:**

1. The Board of Commissioners agrees to transfer from Fund 0001, General Fund to Fund 1166, EMA./Resolution No. 20-0817
  - Director Bragg indicated this will alleviate the shortfall in the EMA payroll line in January that will occur before the Board of Commissioners first official meeting.

**RESOLUTION NO. 20-0817      -      RE:    TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1166, EMA**

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

**WHEREAS,**                      the local match for the 2020/2021 EMA grant is 103,110, an additional General fund share is needed to final the 2019/2020 grant (8A042) in the amount of 35,284.69, and \$1,225.66 to final the 7A042 grant; now therefore be it;

**RESOLVED,**                      that the following Transfer be made,

**Debit:**FUND 0001, GENERAL FUND

ORGCODE- 00100009 910000

\$139,620.35

**Credit:**FUND 1166 EMA

ORGCODE – 11669302 280000 8A042

\$ 1,225.66

ORGCODE – 11669302 280000 8A042

\$ 35,284.69

ORGCODE – 11669302 280000 9A042

\$103,110.00

;and be it further

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

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

Roll call vote as follows:

Kathleen Clyde, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

## **MISCELLANEOUS ITEMS**

The Board of Commissioners approves the December 17, 2020 regular meeting minutes.

**Motion:** Commissioner Kline

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

## **COMMISSIONER APPOINTMENTS**

### **A. Resolutions:**

- Commissioner Kline recommended pulling these two resolutions from the agenda. The Board agreed.
- 1. The Board of Commissioners agrees to appoint Michael DeLuke to the Portage County Board of Developmental Disabilities.
- 2. The Board of Commissioners agrees to appoint Michael Dailey to the Portage County Board of Developmental Disabilities.

## **CHIEF ADMINISTRATOR**

Present: Gene Roberts

1. Director Roberts received an email from the Ohio Department of Budget Management stating that the deadline for CARES is now December 31, 2021. The funding balance of \$640,000 is still available to the Board.

Commissioner Clyde thanked everyone for giving her the opportunity to serve as Commissioner.

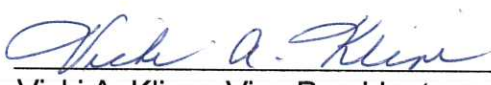
**Motion:** by Commissioner Kline, seconded by Commissioner Christian-Bennett that the Board adjourn the Meeting of December 29, 2020 at 9:30 AM.

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

**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of December 29, 2020.

Kathleen Clyde, President

  
Vicki A. Kline, Vice President

  
Sabrina Christian-Bennett, Board Member

  
Julie Gonzales, Acting Clerk