



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

Tuesday, June 5, 2018

9:30 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

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

Also attending throughout the day Record Courier Reporter Matt Merchant.

WIC

Present: Director Amy Cooper, Health Commissioner Joe Diorio, Internal Services Director JoAnn Townend, and Department of Budget and Financial Management Director Todd Bragg

Director Cooper and Health Commissioner Diorio met with the Board to discuss the Board's plans for the future of the WIC program. Commissioner Christian-Bennett explained it is the Board's desire to have the WIC program under the Health Department and Health Commissioner Diorio is in agreement. The WIC grant is under a continuation cycle without interruption until May 2019, but when it is up for competitive bid, the Health Department could apply to take over the program.

Director Bragg explained in March 2019, the Board will need to declare it no longer wants the grant and then the State will write up a proposal and will distribute statewide, so that everyone will be able to apply to administer the grant and whoever wins the bid takes over the program.

Director Diorio noted his biggest concern is that the Commissioners house half the program in Portage and half in Columbiana County. The Columbiana County building is owned by the Portage County Board of Commissioners and he is unsure whether the Columbiana portion would be dissolved and the building sold. The Health Department's plan would be to apply for both facilities to keep everything unified and to keep the existing staff. Commissioner Kerrigan responded that it would maintain status quo regarding to space and the Board discussed the possibility of maintaining the Columbiana County facility in title only.

The Board agrees that if the grant would allow rent to be charged at either location, it would charge, but no more than the amount reimbursed through the grant so as not to create an additional burden on the budget. Director Cooper explained they currently do not pay rent to the Board, as owners of the building, but if WIC was under the Health Department, the grant would allow the expense.

Commissioner Kline noted the Board talked about getting rid of Columbiana County facility altogether, but noted several employees are close to retirement.

Director Cooper will contact the state to verify whether the Commissioners could charge rent at both facilities if WIC was under the jurisdiction of the Health Department. Director Diorio noted another option would be to explore the possibility of relocating WIC to the Health Department's location on Oakwood Street in Ravenna.

Once Director Bragg hears back from Director Cooper, he will work on figures to discuss with the Board.

DISCUSSION ITEMS

1. Revenue Sharing Agreement with Brimfield Township (TIF)
 - Attorney Smith has talked to Director Townend about her suggested changes, but she is still waiting to hear back from bond counsel, Squire Patton Boggs.
 - The Prosecutor's Office is holding off on the TIF agreement until after the Regional Planning Commission makes its decision on June 13th.
2. Procedures for Boards and Commissions
 - Director Townend presents a draft advertisement for publishing in the newspaper and it could also be put on the Board's website. The Board agreed to put a listing of all boards the Commissioners appoint to in the newspaper, with an * next to the vacancies, and refer all interested citizens to the County's website for additional information.
 - The Board agreed to put the full advertisement on the website.
 - The application forms have been sent out to all individuals who wish to be reappointed.
 - A letter requesting reappointment is no longer necessary since the Board has implemented use of the application.
 - A recommendation letter is not required for reappointments, but the Board will consider if submitted.
 - Interviews for Board applicants will be scheduled on a case by case basis.
 - Background checks begin once someone has been selected for a vacancy.
 - The Board agreed to check with each Board President to find out if they do their own background checks so as not to duplicate services.
3. Letter of Support

Frank Hairston has requested a letter of support to the Federal Transit Administration in support of the Ohio Rural/Urban Area Low and No Emission Transit Project and Director Townend will prepare the document for signature.
4. Job and Family Services Retirement of Gennifer Woodworth

Ms. Woodworth is retiring from Job and Family Services on June 29th from 2:00 PM-3:00 PM and Director Jeffries asks if a Commissioner would like to present the proclamation. The

Board agreed to put the event on the calendar and at least one Commissioner will attend to present.

5. Akron MRF Plant Tour

The Board agreed it would like to schedule the tour on June 27th in the early morning.

6. Treasurer's Office

- Treasurer Cromes is pleased to have the bulletin board in his area.
- He would like to request anything the Board approves for posting on the main bulletin board be posted on his bulletin board, as well.
- The Board agreed only County events should be posted on both bulletin boards and no community bulletins such as Celebrate Portage, Kiwanis, Lions, Rotary, etc. will be permitted.
- Treasurer Cromes would also like a Directory Board placed in his area and the Board agreed Director Townend will check with the Print Shop to have something printed up and laminated for posting instead.

7. ABC Railway

Director Townend has talked with ABC Railway and everything is moving forward and the Board should hear something within a week or two about the transfer.

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County Auditor Esposito attending to ask for clarification on Resolution No. 18-0376, Amendment to the General Fund 2018 Annual Appropriation Resolution. The discrepancy is in Veteran Services memo portion where it says Delinquent OPERS for \$7,800.00. Director Bragg indicated the expense is for Memorial Day, not delinquent OPERS and he will get a corrected copy to her.

CAPITAL PROJECT DISCUSSION

Present: Internal Services Director Townend and Department of Budget & Financial Management Director Bragg

Director Bragg indicated \$1.5 million was set aside for the Board of Elections remodel and since it is being done on a smaller scale, the Board could focus on other projects that were bumped to 2020. Director Bragg presents the following for Board consideration:

- Roof on old portion of the Administration Building: \$145,000 to do both sides of the slate.
- Riddle Block imitation slate repair: \$55,000, along with an architect. Director Townend will investigate possible project bundling for a reduced rate; Set aside \$250,000-Approved.

Commissioner Christian-Bennett mentioned the Riddle Block elevator will be out of service until October and the Board needs to do something about airflow in the stairwell and that will generate additional costs to the County.

Adult Probation is also asking for Brita filters for the water because they are carrying cases of water up the stairs. Director Townend will investigate costs for Brita filters and a PUR faucet filtration system, paid for out of the Maintenance Budget. Director Bragg asked who will take care of the maintenance of the filters and the Board agreed the filters will be placed on a temporary basis.

Director Townend contacted Sly's Bail Bonds and he is willing to do whatever the Board needs him to do in terms of helping assist individuals who are unable to use the stairs for appointments with Adult Probation. Director Townend mentioned as a token of appreciation, the County could maintain his current rent amount and the Board agreed.

Commissioner Kline received a call from Judge Doherty, who stated the downtime for the elevators is unacceptable and asked for another elevator company or a new elevator. Commissioner Kline left her a message stating the Board is working on securing office space on the first floor of the Riddle Block to help in the interim.

Commissioner Christian-Bennett remembered there is a clause in Sly's lease agreement that prohibits subleasing, but Director Townend pointed out the owner can do whatever necessary, so it is not an issue.

- Anticipated cost for Board of Elections remodel should be less than \$50,000, but Director Bragg is forecasting \$100,000. The Board is insistent that all safety issues are addressed.
- Adult Probation: Security cameras \$12,500, bullet proof vests \$9,000, broom closet turned into two interview rooms \$15,000; Total \$38,000-Approved.

Commissioner Kerrigan noted the next Data Processing Board meeting is this Wednesday and the issue of WiFi will be discussed. The Board is interested in hearing a recommendation from the Data Processing Board about who is interested in getting WiFi and the best locations for it. Director Bragg pointed out there are other expenses that go along with WiFi that will need to be investigated.

Commissioner Kerrigan also brought up WiFi at the Justice Center and mentioned since the Board is renovating the building, hardwiring video visitations would be less expensive and would have lower maintenance costs for the County in the long run.

Commissioner Kerrigan pointed out a facilities capital improvement study should be done later this year or early next year once the wage study has been completed.

The Board discussed the wage study and possible reasons why some departments would not want to participate. It was determined at some point, the Board will need to figure out where employees fit into the pay scale even if they don't participate in the study.

- Tax Map file drawers need to be replaced at an approximate cost of \$25,000, but the Board agreed to hold off to determine whether the Department is moving.

Director Bragg discussed the needs of the Regional Airport which include hangers, paving of Nanway Boulevard, taxiways and runway expansion. No final decision was made.

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Commissioner Kline discussed the Fact-Finding Union's view of County finances as presented by Mary Schultz, Sargent and Associates. Director Bragg sent a response to Ron Habowski, who would like Director Bragg to testify on Friday, but Mr. Habowski will be meeting with the Board on Thursday to discuss in more detail. Director Bragg pointed out the correspondence is the Union's opinion to the Fact-Finding.

In regards to the Sheriff's budget shortfall, Director Bragg's recommends not ratifying any contract until the Sheriff can provide the Board with a plan on how he will stay within his budget this year and how he plans to fit the new contract in his new budget. The Board will need further discussion on how it plans to handle the Sheriff's shortfall at the end of 2018.

Director Townend spoke with Motor Pool Director Joe Dillon regarding the Office of Homeland Security and Emergency Management vehicles. Director Dillon will provide a report on the work that has been completed by the Motor Pool, but reiterated the limitation of the current facility and the need for a new one.

Director Townend also spoke with Director Dillon about having Director Shackelford outsource the vehicles, and although Director Dillon would still like to be involved in the process, she doesn't see that it would be a problem as long as Director Dillon was able to receive final repair information on the vehicles.

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Director Townend reported security services have started at the Administration Building and she has received a lot of positive feedback.

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Commissioner Christian-Bennett has spoken with Carl Crawford about the proposal for Christopher Milo, 13 Messages Program, and noted the recommendations from the Sales and Use Tax Committee are not always what the Board decides. Commissioner Kerrigan would have been much more comfortable with the proposal if the schools asked for it. Commissioner Christian-Bennett suggested Mr. Milo contact other superintendents for their buy-in of the program. Commissioner Kerrigan pointed out that it is important to explain to Mr. Crawford that the Board cannot contract with Mr. Milo directly.

Motion To: Adjourn the Official Meeting of Tuesday June 5, 2018 at 10:59 AM

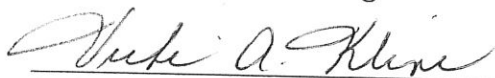
RESULT: **ADOPTED [UNANIMOUS]**

MOVED: Mike Kerrigan

SECONDED: Sabrina Christian-Bennett

AYES: Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

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



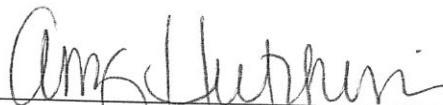
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk