



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

JoAnn Townend, Acting Clerk  
330-297-3600

Thursday, July 5, 2018

9:01 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 and Deerfield Township Trustee Ed Dean.

Recessed to Solid Waste Management District: 9:01 AM  
Reconvened: 9:03 AM

## **ADMIN TEAM**

Present: Human Resources Director Janet Kovick, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend

## **HUMAN RESOURCES:**

Resolution - # 19  
Journal Entries - # 3 to 9

Commissioner Kerrigan asked the status on the stand up desk issue and Director Kovick intends to present next week.

Director Kovick mentioned Ohio Public Employee Retirement System (OPERS) will be offering life insurance through Colonial Life to its participants at a one-time reduced fee. OPERS has been in contact with the Human Resources Department to schedule a meeting for Portage County employees.

## **DBFM:**

Resolution(s) - #'s 1 to 9

Director Bragg pointed out the following:

- On Resolution No. 8 and 9 (Transfer from 001 General Fund to Fund 1310 MHRB), the first RESOLVED lists Credit: Fund **1013, HAVA** and it should say Credit: Fund **1310 MHRB**.
- The General Fund budget amendment includes funding for computers for Information Technology Services and Tax Map.
- In response to the Board's request to the Public Defender and the Sheriff for a proposed solution to the budget shortfall by July 2, 2018, Director Bragg has not heard from either the Sheriff or the Public Defender. Director Townend noted the Public Defender has requested a meeting with the Board and she is trying to coordinate.

Commissioner Kerrigan also discussed the e-mail from Tammy Dolin about the Judge's request to remove the Juvenile Detention Center costs from his budget, but Director Bragg is waiting to hear back from the Auditor's Office on whether the change would have any impact on their reporting system. The Board agreed Director Bragg will inform Judge Berger that the Auditor decides how expenses are coded and once the Board hears back from her, it will advise. Director Bragg pointed out the decision does not have to be made until December 2018.

Commissioner Kerrigan motioned to pull Resolution No. 8 and 9 from the Consent Agenda.

#### **RESOLUTION:**

8. Transfer from 0001 General Fund, to Fund 1310 MHRB \$314,000.00/**PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION AS AMENDED./18-0466**
9. Transfer from 0001, General Fund, to Fund 1310 MHRB \$ 100,000.00/**PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION AS AMENDED./18-0467**

#### **INTERNAL SERVICES:**

Resolution(s) - #'s 10 to 18

The Prosecutor's Office suggests Resolution No. 18 be revised noting the change is an *AND* in two places that should be removed from the Resolution.

Commissioner Kerrigan motioned to pull Resolution No. 18 from the Consent Agenda and the Board agreed to table the adoption until next week.

#### **RESOLUTION:**

18. Declaring the necessity of placing on the ballot of the November 6, 2018 General Election to be held in Portage County a renewal tax levy in excess of the ten-mill limitation for tax years 2019 through 2023 for the purpose for the operation of community programs and services authorized by the County Board of Developmental Disabilities, for the

acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities; certification of request to the Portage County Auditor for tax valuation and revenue generation./***PULLED FROM THE CONSENT AGENDA FOR ADOPTION NEXT WEEK.***

**Discussion:**

1. Ohio Division of Liquor Control Request  
Freedom Township is requesting a liquor license public hearing and the Board agreed to follow suit. Forward to the Prosecutor's Office for review./Journal Entry II.

**External Services**

Resolution(s) - #'s 20 & 21

Commissioner Kerrigan asked the status of reviewing applications for Board appointments and Director Townend has received contact information for someone at the Record Courier in order to obtain pricing on different areas within the paper, size and color options for the advertisement.

**RESOLUTION NO. 8**

**Motion To:** Transfer from 0001 General Fund, to Fund 1310 MHRB \$314,000.00 as amended./18-0466

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Mike Kerrigan
<b>AYES:</b>	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

**RESOLUTION NO. 9**

**Motion To:** Transfer from 0001, General Fund, to Fund 1310 MHRB \$ 100,000.00 as amended./18-0467

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Mike Kerrigan
<b>AYES:</b>	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

**COMMISSIONERS' CONSENT AGENDA**

July 5, 2018

1. Approval of the June 28, 2018 regular meeting minutes.

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**RESOLUTIONS**

July 5, 2018

### **Budget & Financial Management:**

1. Approve the Thursday, July 5, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0459
2. Approve the Thursday, July 5, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0460
3. Approve the Tuesday, July 10, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0461
4. Approve the Tuesday, July 10, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0462
5. Approve the Tuesday, July 10, 2018 Then & Now Certification, as presented by the County Auditor./18-0463
6. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0464
7. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0465
8. Transfer from 0001 General Fund, to Fund 1310 MHRB \$314,000.00/***PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION.***/18-0466
9. Transfer from 0001, General Fund, to Fund 1310 MHRB \$ 100,000.00/***PULLED FROM THE CONSENT AGENDA AND ADOPTED UNDER SEPARATE MOTION.***/18-0467

### **Internal Services**

10. Acceptance of donations to the Office of the Portage/Columbiana Counties WIC Program./18-0468
11. Authorize sale of obsolete equipment by public auction for the County Engineer./18-0469
12. A resolution authorizing the Portage County Engineer to enter into an agreement with Geostabilization International, LLC who holds a contract with the Ohio Department of Administrative Services (DAS)-Contract No. 800513 – Index No. STS926 – to stabilize the roadway platform on Rock Spring Road (CH52), north of the bridge over West Branch Reservoir, in Charlestown Township, Portage County./18-0470
13. Enter into a memorandum of understanding between the Portage County Board of Commissioners and the Portage County Mental Health & Recovery for one-time grant funds (\$314,000.00)./18-0471



14. Enter into a memorandum of understanding between the Portage County Board of Commissioners and the Portage County Mental Health & Recovery for one-time grant funds (\$100,000.00)./18-0472
15. Enter into an agreement between the Board of County Commissioners and Clemans, Nelson & Associates, Inc. to provide a compensation plan study./18-0473
16. Accept grant from the Ohio Public Works Commission (OPWC) – OPWC Project Number CG26V for the Portage County Engineer covering the Lakewood Road (CH151, Sections C, D and E/Menough Road (CH 608) resurfacing project, in Ravenna and Rootstown Townships, Portage County./18-0474
17. Accept grant from the Ohio Public Works Commission (OPWC) – OPWC Project Number CG23V for the Portage County Engineer covering the Chamberlain Road Resurfacing Project (CH265, Sections C and D), in Mantua Township, Portage County./18-0475
18. Declaring the necessity of placing on the ballot of the November 6, 2018 General Election to be held in Portage County a renewal tax levy in excess of the ten-mill limitation for tax years 2019 through 2023 for the purpose for the operation of community programs and services authorized by the County Board of Developmental Disabilities, for the acquisition, construction, renovation, financing, maintenance, and operation of developmental disabilities facilities; certification of request to the Portage County Auditor for tax valuation and revenue generation./***PULLED FROM THE CONSENT AGENDA FOR ADOPTION NEXT WEEK.***

#### **Human Resources**

19. Adoption of Revised Section 11 – Communication Systems in the Portage County Board of Commissioners Personnel Policy Manual./18-0477

#### **External Services**

20. General sewer agreement for sanitary sewer improvements to SR 15 & Shady Lake Drive sewer extension, Portage County Water Resources Department Project No. ST-4 18-080-P./18-0478
21. Approving the plans, specifications and estimate of cost, and setting the date and time for acceptance of bids for the construction of project no. CH-1 (15-050), Countryside Estates Wastewater Treatment Plant Tank Replacement and outfall repair, in the Portage County Regional Sewer District, Charlestown Township./18-0479

**Motion To:** Approve the Consent Agenda as revised for July 5, 2018

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Mike Kerrigan
<b>SECONDED:</b>	Sabrina Christian-Bennett
<b>AYES:</b>	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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Commissioner Kline asked if the Board received a total amount of the equipment refund for the Board of Elections and Director Bragg reported there's talk of \$300,000 to \$400,000, but he is unaware if it has been approved by the State.

**RESOLUTION NO. 18-0459                      -                      RE:                      WIRE TRANSFER APPROVED AND CERTIFIED  
TO THE PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Mike Kerrigan, 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 Department of Budget and Financial Management, Department of Internal Services or other designee on July 5, 2018 in the total payment amount as follows:

1. \$83,326.48 to Medical Mutual Admin ; and
2. \$474,290.97 to Medical Mutual Claims; and

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

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

Wire Transfer on Friday, July 6, 2018	\$ 83,326.48
Wire Transfer on Friday, July 6, 2018	\$ 474,290.97

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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0460****RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, 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:

07/05/18	157	\$ 16,404.66
07/05/18	146	359.86
07/05/18	141	74.92
07/05/18	135	124.69
07/05/18	133	124.69
07/05/18	131	74.92
07/05/18	130	74.92
07/05/18	129	181.64
Total		\$ 17,420.30

; 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0461**

**RE: BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Mike Kerrigan, 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 Department of Budget and Financial Management, Department of Internal Services or other designee on July 10, 2018 in the total payment amount of **\$838,703.55** 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0462**

**RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Mike Kerrigan, 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:

07/10/18	265	\$ 6,069.84
07/10/18	263	846.39
07/10/18	238	1,119.84
07/10/18	239	96.00
Total		\$ 8,132.07

; 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0463**

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**RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,**

Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

**WHEREAS,**

the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

**WHEREAS,**

a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, 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 herein are properly certified by the County Auditor in the amount of **\$194,496.10** as set forth in Exhibit "A" dated **July 10, 2018** 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:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;



## RESOLUTION NO. 18-0464

**RE: AMENDMENT TO THE GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0954  
ADOPTED DECEMBER 19, 2017**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**RESOLVED,** that it has become necessary to amend the General Fund 2018 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

		<i>Increase</i>	<i>Decrease</i>
Fund: 0001	General Fund		
530	Common Pleas Court		
05304	Common Pleas Ct Contract Svcs	0	2,500
05309	Common Pleas Court ME	2,500	-
	MEMO TOTAL	<u>\$ 2,500</u>	<u>\$ 2,500</u>
Note: Claim			
590	Adult Probation		
05903	Adult Probation Salary&Fringes	40,000	-
05905	Adult Probation Materials & Su	7,200	-
	MEMO TOTAL	<u>\$ 47,200</u>	<u>\$ -</u>
Note: Drug Court Probation Officer Prob bullet proof vests			
800	Engineer's Department		
08305	Tax Map Materials & Supplies	2,118	-
	MEMO TOTAL	<u>\$ 2,118</u>	<u>\$ -</u>
Note: Computer replacements			
915	Data Processing Board		
09155	ITS Materials & Supplies	3,565	-
	MEMO TOTAL	<u>\$ 3,565</u>	<u>\$ -</u>
Note: Computer replacements			
	TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 55,383</u>	<u>\$ 2,500</u>

		<i>Increase</i>	<i>Decrease</i>
Fund: 0002	General Fund 5739.026		
010	Commissioners Other		
20109	GF 5739.026 ME	414,000	-
	MEMO TOTAL	<u>\$ 414,000</u>	<u>\$ -</u>

Note: MH contracts

012	Central Purchasing Services		
20126	GF 5739.026 CO	0	414,000
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 414,000</u>

Note: MH contracts

590	Adult Probation		
25904	GF Adult Prob CS	62,500	-
	MEMO TOTAL	<u>\$ 62,500</u>	<u>\$ -</u>

Note: ScrammX

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 476,500</u>	<u>\$ 414,000</u>
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*Increase**Decrease*

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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:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0465**

**RE: AMENDMENT TO THE NON GENERAL FUND 2018 ANNUAL APPROPRIATION RESOLUTION NO. 17-0955 ADOPTED DECEMBER 19, 2017**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**RESOLVED,** that it has become necessary to amend the Non General Fund 2018 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: 1166	EMPG Homeland Security Grant		
930	<i>Emergency Management Agency</i>		
11663	EMPG Homeland Sec Salary&Fring	36,700	14,039
11664	EMPG Homeland Security CS	9,018	9,018
11665	EMPG Homeland Security MS	5,593	28,254
	<b>MEMO TOTAL</b>	<b>\$ 51,311</b>	<b>\$ 51,311</b>
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Note:	RECIEVE FROM 6A                      TRANS TO 7A		
Fund: 8105	Sheriff Gifts & Donations DARE		
700	<i>Sheriff's Department</i>		
81055	Sheriff Gift Donation DARE MS	3,455	-
	<b>MEMO TOTAL</b>	<b>\$ 3,455</b>	<b>\$ -</b>
<hr/>			
Note:	Addtl approp for T-shirts		
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	<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<b>\$ 54,766</b>	<b>\$ 51,311</b>

*Increase**Decrease*

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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:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0466**

**RE: TRANSFER FROM 0001 GENERAL FUND, TO  
FUND 1310 MHRB**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners pledged to use money from the January 2016 Portage County Sales and Use Tax to support criminal and administrative justice services including but not limited to making payments to any public agency or a private, non-profit agency, for the purpose(s) of diversion, adjudication, detention or rehabilitation of adult or juvenile drug-related offenders; and

**WHEREAS,** the Portage County Board of Commissioners tasked the Sales and Use Tax Advisory Oversight Subcommittee ("Subcommittee") with recommending an overall plan, reviewing any expenditure of the sales tax and providing feedback on the effectiveness of implemented strategies related to the Sales and Use tax, and having reviewed submitted proposals and having made their recommendations to the Board which included \$314,000 to provide an appropriate number of case managers who shall deploy to Portage County's 12 school districts during the 2018-2019 school year; now therefore be it;

**RESOLVED,** that the following transfer be made in the amount of \$ 314,000.00:

**Debit:** FUND 0001, GENERAL FUND

ORGCODE- 20100002 910000 - Transfer Out      \$314,000.00

**Credit:** FUND 1310, MHRB

ORGCODE - 13109902 280000 - Transfer In      \$314,000.00

;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 Board of Mental Health, 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 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;



RESOLUTION NO. 18-0467

RE: TRANSFER FROM 0001 GENERAL FUND, TO  
FUND 1310 MHRB

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners pledged to use money from the January 2016 Portage County Sales and Use Tax to support criminal and administrative justice services including but not limited to making payments to any public agency or a private, non-profit agency, for the purpose(s) of diversion, adjudication, detention or rehabilitation of adult or juvenile drug-related offenders; and

**WHEREAS,** the Portage County Board of Commissioners tasked the Sales and Use Tax Advisory Oversight Subcommittee ("Subcommittee") with recommending an overall plan, reviewing any expenditure of the sales tax and providing feedback on the effectiveness of implemented strategies related to the Sales and Use tax, and having reviewed submitted proposals and having made their recommendations to the Board which included \$100,000 to provide an Portage County's 12 school districts to educate and prevent substance abuse during the 2018-2019 school year; now therefore be it;

**RESOLVED,** that the following transfer be made in the amount of \$ 100,000.00:

**Debit:** FUND 0001, GENERAL FUND

ORGCODE- 20100002 910000 - Transfer Out      \$100,000.00

**Credit:** FUND 1310, MHRB

ORGCODE - 13109902 280000 - Transfer In      \$100,000.00

;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 Board of Mental Health, 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 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0468**

**RE: ACCEPTANCE OF DONATIONS TO THE OFFICE  
OF THE PORTAGE/COLUMBIANA COUNTIES  
WIC PROGRAM.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Portage/Columbiana WIC Program received donations from the following for Breastfeeding Awareness Month Activities:

Name	Address	Donation
Paramount Advantage	1901 Indian Wood Circle, Maumee, OH 43537	\$50
United Healthcare	9200 Worthington Rd, 3 <sup>rd</sup> Floor, Westerville, OH 43082	\$40
Mommy Xpress	10679 McSwain Dr, Cincinnati, OH 45241	\$80

; now therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1010, adopted on October 3, 2013, on behalf of the Portage/Columbiana WIC Program 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:

Vicki Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION No. 18-0469**

**RE: AUTHORIZE SALE OF OBSOLETE EQUIPMENT  
BY PUBLIC AUCTION**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** Michael A. Marozzi, Portage County Engineer, has advised this Board that several pieces of equipment once used by the Portage County Engineer's Department are obsolete and unfit for the use for which they were initially acquired; now therefore be it

- RESOLVED,** that the Board of Portage County Commissioners has determined that the herein described equipment is obsolete and unfit for the use for which it was initially acquired, and be it further
- RESOLVED,** that said equipment will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, for cash to the highest bidder; and be it further
- RESOLVED,** that Notice of Public Auction shall be posted in the office of the Portage County Auditor, the offices of the Portage County Commissioners and in the office of the Portage County Engineer. Further Notice of Public Auction shall be published in the Record Courier on Friday, July 6, 2018.

**Date of Auction: Saturday - July 21, 2018**

**Time of Auction: 9:30 A.M.**

**Location: Edinburg Auction Sales, Inc.  
4029 State Route 14  
Edinburg, Ohio**

Said equipment may be viewed from 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinburg Auction Sales, Inc.

Items being sold is as follows:

*1997 Navistar/IHC Dump Truck (PCE Equipment #68)  
Serial #1HTGHADR5WH528944*

*1998 Miller Plasma Cutter (PCE Equipment #308)  
Serial #KH558853*

*1999 Wilton Vertical Band Saw (PCE Equipment #326)  
Serial #881001*

*2001 New Holland Rubber Tired Excavator (PCE Equipment #102)  
Serial #591514*

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:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0470**

-

**RE: A RESOLUTION AUTHORIZING THE PORTAGE COUNTY ENGINEER TO ENTER INTO AN AGREEMENT WITH GEOSTABILIZATION INTERNATIONAL, LLC WHO HOLDS A CONTRACT WITH THE OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) - CONTRACT NO. 800513 - INDEX NO. STS926 - TO STABILIZE THE ROADWAY PLATFORM ON ROCK SPRING ROAD (CH 52), NORTH OF THE BRIDGE OVER WEST BRANCH RESERVOIR, IN CHARLESTOWN TOWNSHIP, PORTAGE COUNTY.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the Portage County Engineer has advised the Board of Commissioners that the roadway platform on Rock on Rock Spring Road (CH 52), north of the bridge over West Branch Reservoir, is in need of stabilization, and

**WHEREAS,** GeoStabilization International, LLC is the contractor authorized by the Ohio Department of Administrative (DAS) to offer said services - Contract No. 800513 - Index No. STS926; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to enter into an agreement with GeoStabilization International, LLC, P.O. Box 4709, Grand Junction, Colorado 81502, to stabilize the roadway platform on Rock Spring Road (CH 52), north of the bridge over West Branch Reservoir, in Charlestown Township for a total cost of \$99,525.00; and be it further

**RESOLVED,** that a purchase order will be generated by the Portage County Engineer, in the amount of \$99,525.00, for GeoStabilization International, LLC for said 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:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0471      -      RE:      ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY BOARD OF MENTAL HEALTH & RECOVERY FOR ONE-TIME GRANT OF FUNDS.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** the Nation and Portage County face both an ever-increasing substance abuse epidemic, particularly with respect to opioid/heroin use and addiction; and
- WHEREAS,** the Board of Commissioners has pledged to use money from the January 2016 Portage County Sales & Use Tax to support criminal and administrative justice services including but not limited to making payments to any public agency or a private, non-profit agency, for the purpose(s) of diversion, adjudication, detention or rehabilitation of adult or juvenile drug-related offenders; and
- WHEREAS,** the Board of Commissioners tasked the Sales & Use Tax Advisory Oversight Subcommittee with recommending an overall plan, reviewing any expenditure of the sales tax and providing feedback on the effectiveness of implemented strategies related to the tax; and
- WHEREAS,** the Subcommittee did request, received, reviewed and selected proposals from across the County that will address education, prevention and treatment of substance abuse; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby commit to award \$314,000.00 from sales and use tax proceeds as a one-time grant to the Portage County Mental Health & Recovery Board for use during the 2018-2019 Portage County local school district academic year; and be it further
- RESOLVED,** that the Portage County Mental Health & Recovery Board shall contract with the anticipated service provider , Children's Advantage, to provide case managers who shall deploy education and substance abuse among students from kindergarten through year 12 to Portage County's 12 local school districts; and be it further

**RESOLVED,** that the Board of Commissioners shall provide the funding to the Portage County Mental Health & Recovery Board by July 31, 2018; 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:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0472      -      RE:    ENTER INTO A MEMORANDUM OF  
UNDERSTANDING BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS AND  
THE PORTAGE COUNTY BOARD OF MENTAL  
HEALTH & RECOVERY FOR ONE-TIME GRANT  
OF FUNDS.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Nation and Portage County face both an ever-increasing substance abuse epidemic, particularly with respect to opioid/heroin use and addiction; and

**WHEREAS,** the Board of Commissioners has pledged to use money from the January 2016 Portage County Sales & Use Tax to support criminal and administrative justice services including but not limited to making payments to any public agency or a private, non-profit agency, for the purpose(s) of diversion, adjudication, detention or rehabilitation of adult or juvenile drug-related offenders; and

**WHEREAS,** the Board of Commissioners tasked the Sales & Use Tax Advisory Oversight Subcommittee with recommending an overall plan, reviewing any expenditure of the sales tax and providing feedback on the effectiveness of implemented strategies related to the tax; and

**WHEREAS,** the Subcommittee did request, received, reviewed and selected proposals from across the County that will address education, prevention and treatment of substance abuse; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby commit to award \$100,000.00 from sales and use tax proceeds as a one-time grant to the Portage County Mental Health & Recovery Board for use during the 2018-2019 Portage County local school district academic year; and be it further



**RESOLVED,** that the Portage County Mental Health & Recovery Board shall contract with the anticipated service provider, Town Hall II, to educate and prevent substance abuse among students from kindergarten through year 12; and be it further

**RESOLVED,** that the Board of Commissioners shall provide the funding to the Portage County Mental Health & Recovery Board by July 31, 2018; 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:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0473      -      RE:      ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND CLEMANS, NELSON & ASSOCIATES, INC., TO PROVIDE A COMPENSATION PLAN STUDY.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** the Board of Portage County Commissioners has determined that there is a need for a compensation plan study; and

**WHEREAS,** Clemans, Nelson & Associates, Inc. is experienced in such services and desires to provide 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 **Clemans, Nelson & Associates, Inc.**, in the amount not to exceed Twenty-five thousand, one hundred thirty-three and 00/100 dollars (\$25,133.00) for services to perform the compensation plan study which includes a not to exceed amount of Five hundred and 00/100 dollars (\$500.00) for mileage & reasonable expenses; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0474**

- **RE: ACCEPT GRANT FROM THE OHIO PUBLIC WORKS COMMISSION (OPWC) - OPWC PROJECT NUMBER CG26V - FOR THE PORTAGE COUNTY ENGINEER COVERING THE LAKEWOOD ROAD (CH 151, SECTIONS C, D AND E/MENOUGH ROAD (CH 608) RESURFACING PROJECT, IN RAVENNA AND ROOTSTOWN TOWNSHIPS, PORTAGE COUNTY.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution 17-0760 on October 12, 2017, authorizing the Portage County Engineer to submit a grant application to the Ohio Public Works Commission for the **Lakewood Road (CH 151, Sections C, D and E)/Menough Road (CH 608) Resurfacing Project**, in Ravenna and Rootstown Townships, Portage County; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners hereby accepts the Ohio Public Works Commission grant award of \$336,900 - OPWC Project Number CG26V -- and designates the President of the Board of Commissioners as the authorized official to execute said grant for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0475**

- **RE: ACCEPT GRANT FROM THE OHIO PUBLIC WORKS COMMISSION (OPWC) - OPWC PROJECT NUMBER CG23V - FOR THE PORTAGE COUNTY ENGINEER COVERING THE CHAMBERLAIN ROAD RESURFACING PROJECT (CH 265, SECTIONS C AND D), IN MANTUA TOWNSHIP, PORTAGE COUNTY.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution 17-0761 on October 12, 2017, authorizing the Portage County Engineer to submit a grant application to the Ohio Public Works Commission for the **Chamberlain Road Resurfacing Project (CH 265, Sections C and D)**, in Mantua Township, Portage County; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners hereby accepts the Ohio Public Works Commission grant award of \$322,900 – OPWC Project Number CG23V -- and designates the President of the Board of Commissioners as the authorized official to execute said grant for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0476**

This resolution was inadvertently omitted. This is for numbering purposes only.

**RESOLUTION NO. 18-0477                      -                      RE:    ADOPTION OF REVISED SECTION 11 –  
COMMUNICATION SYSTEMS IN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following Resolution be adopted:

**WHEREAS,** on February 8, 2018, the Portage County Board of Commissioners adopted Resolution 18-0118, amending the Board of Commissioner's Personnel Policy Manual in its entirety; and

**WHEREAS,** Section 11 – Communication Systems has been revised to include “Electronic Surveillance” in the policy manual; now therefore be it

**RESOLVED,** that the Board of Commissioners does hereby adopt revised Section 11 – Communication Systems of the Personnel Policy Manual. Revised Personnel Policy Manual shall be disseminated to all employees under the jurisdiction of the Board of Commissioners; and be it further

**RESOLVED,** that this said Section 11 – Communication Systems will supersede all prior versions; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**PORTAGE COUNTY BOARD OF  
COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**COMMUNICATION SYSTEMS****SECTION 11**

EFFECTIVE: 7/5/2018

RESOLUTION: 18-0477

**A. GENERAL**

- 1) The County's policy is to provide or contract for communications services and for the equipment necessary to promote the efficient conduct of County business. Communication equipment and services include, but are not limited to, mail, electronic mail ("e-mail"), courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, Internet systems, computer files, telex systems, video equipment, tape recorders and recordings, pagers, cellular phones, and bulletin boards.
- 2) Supervisors are responsible for instructing employees on the proper use of communications services and equipment used by the County for both internal and external business-related communications.
- 3) All County communication services and equipment, including the messages transmitted or stored by County communication services, are the sole property of the County. The County may access and monitor employee communications and files as it deems appropriate. Employees shall have no expectation of privacy in relation to their use of County communication services and equipment.
- 4) Employees shall not use County communication services and equipment for personal purposes unless otherwise allowed by County policy. All outgoing messages, whether by mail, facsimile, e-mail, Internet transmission, or any other means, are public records and must be accurate, appropriate, and work-related. Public record content transmitted to or from private accounts or personal devices is also subject to disclosure. Employees may not use the County's address for receiving personal mail or use County stationery or postage for sending personal mail. Personalized County stationery and business cards may be issued only by the County. No employee shall tamper with, alter or sabotage any County computer hardware or the information maintained on it.

**B. TELEPHONES AND VOICEMAIL**

- 1) Employees may make and receive a limited number of purely personal calls during duty hours (purely personal calls are those determined not to be necessary in the interest of the County) from County telephones when those calls do not incur additional charges to the County. In making purely personal calls, employees shall ensure that:

- a. All long-distance calls are made at their own expense, e.g., charged to personal calling or credit cards, home telephones, or other non-County telephone numbers;
- b. The calls do not adversely affect the performance of official duties or the organization's work performance; and
- c. The calls are of reasonable duration and frequency.

Supervisors and managers determine whether brief personal telephone calls are of reasonable length, and in the interest of the County, based on employees' work schedule, co-worker needs, office work demands, length of work day, etc. Personal calls in excess of three times a day and longer than 10 minutes each are normally to be considered unreasonable.

- 2) The voice mail system is maintained for the benefit of the County and it may be monitored by the County at any time without prior notice. The system is a County asset and all entries are County property. Improper use of the voice mail system or its use for personal or non-business purposes may lead to disciplinary action.

### **C. INTERNET, EMAIL AND ONLINE SERVICES**

- 1) Portage County provides computer equipment, software, electronic mail (e-mail) services and Internet access to its employees for governmental purposes.
- 2) Every employee has a responsibility to maintain and enhance the County's public image and to use County equipment and services in an appropriate manner. Accordingly, users of equipment must adhere to strict guidelines as outlined below.
- 3) Any unauthorized or improper use of County computer equipment, software, e-mail services or the Internet is not acceptable and will not be permitted. System administrators, office holders, and department directors reserve the right to monitor all activity on County-owned computers. They also reserve the right to immediately terminate the account of a user who misuses the system. The County may modify these regulations at any time and will provide proper notification of modifications to all users.

### **D. COMPUTER HARDWARE / SOFTWARE AND DATA**

- 1) It is the responsibility of each employee to ensure that software and hardware computer resources owned, leased by or licensed to the County are properly secured and controlled.
- 2) No employee may misuse their authority over any such computer resources.
- 3) No employee may reproduce or make personal use of proprietary software purchased by and licensed to the County.
- 4) No employee may use the County's computer resources for private purposes except as provided in Part G below.



- 5) No software, data or information may be removed from the County premises in the form of tape, diskette, print or other media, unless the removal is related to County business.
- 6) All computer software, data and information relating to the conduct and operation of the County are considered proprietary information belonging to the County and cannot be appropriated, altered, sublicensed, copied or used for other than County business.
- 7) No employee shall disclose County information to others without written permission from the Board of Commissioners.
- 8) Personal system passwords are regarded as confidential and may not be given to others. Any suspected loss or misuse of passwords is to be reported immediately to the Board of Commissioners or the appropriate system administrator.

#### **E. LICENSED SOFTWARE / COPYRIGHTED MATERIAL**

- 1) No employee shall install, upload or download any software on County equipment without the expressed written consent of the Automatic Data Processing Board and Board of Commissioners.
- 2) Copyrighted and trademarked materials that do not belong to the County must not be placed on any system. Employees may not copy, retrieve, modify or forward copyrighted and trademarked materials except with permission. All copyright laws must be observed.

#### **F. COMPUTER SYSTEM**

- 1) Employees are not to publish on or over the system, any information that violates or infringes upon the rights of any other person, or any information which would be abusive, profane or sexually offensive to an average person or one who the sender knows has a predisposition to respond.
  - a. The system shall not be used to harass or disparage management or others.
  - b. Employees are not to publish any advertising or solicitation of other employees to use goods or services.
  - c. Employees are not to use the facilities and capabilities of the system to conduct any business, or to solicit the performance of any activity that is prohibited by law.
  - d. Employees will not seek to benefit personally or permit others to benefit personally, or to reveal any confidential information that has come to them by virtue of their position in the County.
  - e. The County does not condone the use of objectionable materials. Employees, therefore, specifically must not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal materials. Use of the system is subject to the provisions of the Harassment Free Workplace Policy.
  - f. Employees will not encourage the use, sale, or distribution of controlled substances via the computer. Transmission of material, information, or software in violation of any local, state or federal laws is also prohibited.

- g. Each employee is responsible for the content of all text, audio or images that he places on or sends over the County's e-mail or Internet system.
- h. Employees may not hide their identities or represent that any e-mail or other electronic communications were sent from someone else or someone from another organization or entity. Employees must include their name in all messages communicated on the County's e-mail or Internet system.
- i. Employees agree to indemnify the County of any losses, costs, or damages, including attorney fees incurred relating to or arising out of any violation of this policy by the employee.

#### **G. ON-LINE CONDUCT / INTERNET USE**

- 1) Internet access is for County business use only, except as provided for in Part G below. Employees are granted permission to utilize the County's Internet account only on County-owned equipment.
- 2) The County permits reasonable and limited personal Internet use of County computers subject to the following conditions:
  - a. Personal use will be on an employee's personal time (before or after regularly scheduled work time with prior written approval from department management, during breaks or lunch).
  - b. Personal use of computers will not interfere with any work-related activity and will be considerate of coworkers' time.
  - c. The Internet should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-work-related solicitations. Employees may not use County computing resources in any business or profit-making venture.
  - d. Participation in social chat channels, instant messaging, bulletin boards, and Internet gaming is not permitted using County computing resources at any time.
  - e. Downloading of non-work-related files from the Internet, or loading of software, is not permitted without the specific consent of the Board of Commissioners.
  - f. The use of computer games is not permitted.
  - g. Use of Internet access using County equipment is subject to the provisions of Section 2.B., Harassment Free Workplace Policy. Accordingly, employees may not access any Internet site, download any information, view any document or graphic, or send/receive any e-mail that contains material of an abusive, profane, sexual, pornographic, or defamatory nature. The County explicitly reserves the right to monitor the use of Internet services, including Internet e-mail accounts.
  - h. Personal use of social media on worktime should only occur during breaks, lunch or after hours and on the employee's personal device.
  - i. Employees shall not claim or imply that they are speaking on behalf of Portage County.
  - j. Employees may not engage in conduct that reflects negatively on their employer or impacts their ability to perform their job duties.
- 3) If any employee accidentally accesses an inappropriate web site in the normal course of business, the

employee should notify his supervisor immediately.

- 4) Social media websites are in the public domain. Inappropriate actions on-duty or engaging in the above-mentioned prohibited activity may result in disciplinary action, up to and including termination.

#### **H. PERSONAL INTERNET E-MAIL**

- 1) Reasonable and limited use of personal Internet e-mail accounts is permitted subject to the conditions stated above. In addition, use of personal Internet e-mail accounts is subject to the following conditions:
  - a. Employees do not have an expectation of privacy in any e-mail message sent or received using County computing equipment and/or County Internet connections, whether or not such e-mail is sent from a personal Internet account.
  - b. E-mail that pertains to County business may be a public record and/or subject to discovery and disclosure even if sent using a personal Internet account.

#### **I. COUNTY E-MAIL SYSTEMS**

- 1) Computers and the software installed on them are owned by the County, including the words written with them and time spent using them. All messages composed, sent, or received on the e-mail system are and remain the property of Portage County. They are not the private property of any employee.
- 2) The use of the e-mail system is reserved solely for the conduct of business at Portage County. It may not be used for personal business nor may it be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- 3) E-mail transmissions that contain disruptive, offensive, harassing or defaming messages are not permitted. Transmissions considered offensive are any messages which contain sexual implications, racial slurs, or otherwise violate the Harassment Free Workplace Policy, Section 2.B. Distribution of non-work-related e-mail (jokes, recipes, chain letters, forwarded "mass mailings," etc.) is an inappropriate use of County e-mail accounts.
- 4) The e-mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without prior authorization.
- 5) The County reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the e-mail system for any purpose. The contents of e-mail properly obtained for legitimate business purposes may be disclosed within Portage County without the permission of the employee.

- 6) The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the County or they are invalid and cannot be used. Highly confidential information or data should be transmitted in other ways.
- 7) Notwithstanding the County's right to retrieve and read any e-mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them. Any exception to this policy must receive prior approval by the appropriate County authority.
- 8) Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to the County.
- 9) E-mail is subject to disclosure and discovery. Any public record is subject to discovery requests as part of a legal proceeding. Discovery can include all data in e-mail that may pertain to a particular court case or proceeding.
- 10) County e-mail is an official form of communication to be used for County business and is subject to public records laws. The contents of all e-mail sent through the County e-mail system shall be appropriate and business-related. Employees should not send any communication via e-mail that they would not be willing to communicate in writing. If an employee receives an open records request for information contained in e-mail sent or received by the employee, the employee must respond to the request for such e-mail in the same way they would respond to a request for paper records. The Prosecutor's Office should be consulted before responding to an open records request for e-mail.

## **J. CELLULAR PHONES**

- 1) Personal Cellular Phones
  - a. While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of County phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. The County has established a reasonable standard that limits personal calls during work (See Part B(1)(c)). Employees are therefore asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the County's policy. Flexibility will be provided in circumstances demanding immediate attention.
  - b. The County will not be liable for the loss of or damage to personal cellular phones brought into the workplace.
- 2) Use of County-Provided Cellular Phones

- a. Where job or business needs demand immediate access to an employee, the County may issue a business cellular phone to an employee for work-related communications. Elected officials and department directors will maintain a list of employees to whom cell phones have been assigned and provide that list annually to the Board of Commissioners. Elected officials and department directors are responsible for an annual review of employee business-related cell-phone use, to determine if existing cell phone plan minutes should be continued as-is, changed, or discontinued, and to determine if any new calling plans should be established.
- b. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs will be audited monthly by the elected official or department director to ensure no unauthorized use has occurred.
- c. If an employee experiences a severe personal emergency that results in the need to use the County's cellular phone, he or she is required to report this use to the department director or designee within 48 hours. Failure to report such use may result in disciplinary action. The employee will be asked to sign a form specifying the number called and the reason for the call and will directly reimburse the County when the bill is received. Reimbursement will be made using procedures established by the Internal Services Director. Failure to reimburse the County will result in the employee having the entire monthly cost of cellular phone service added to his/her taxable income for that year.
- d. Employees in possession of County equipment such as cellular phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within 24 hours may be expected to bear the cost of a replacement.
- e. Employees who separate from employment with outstanding debts for equipment loss or damage or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

### 3) Safety Issues for Cellular Phone Use

- a. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal or County issued cellular phone while driving County vehicles or while driving their personal vehicle on County business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic or inclement weather or where the employee is driving in an unfamiliar area.
- b. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment will be provided for County issued cellular phones to facilitate the provisions of this policy.



- c. Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cellular phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees to place themselves at risk to fulfill business needs.
- d. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

#### **K. VIOLATIONS**

- 1) Improper use of County communication systems and equipment will result in discipline, up to and including discharge. Improper use includes any misuse as described in this policy as well as any harassing, offensive, demeaning, insulting, defaming, intimidating, or sexually suggestive uses of written, recorded, or electronically transmitted messages.
- 2) Employees who discover a violation of this policy shall immediately notify their supervisor or the Human Resources Department.
- 3) The County also reserves the right to advise appropriate officials of any illegal activities.

#### **L. ELECTRONIC SURVEILLANCE**

- 1) Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent.
- 2) Employees shall not use any form of an audio or video recording device or electronic device to record, attempt to record, or intercept conversations of co-workers, supervisors or any other official of the County unless such action is protected according to the National Labor Relations Act.
- 3) If a conversation is to be recorded, the following criteria must be met:
  - a. There is a legitimate purpose for the recording.
  - b. The recording device is in plain view to all parties involved in the conversation.
  - c. Written authorization is obtained from the supervisor of the employee who wishes to record the conversation.
- 4) If there is a need for employees to record conversations at work due to unlawful activity, they shall report the activity through their department director, the Human Resources Department or a member of the Board of Commissioners.
- 5) A violation of the County policy prohibiting the recording of conversations may result in disciplinary action, up to and including termination.

**RESOLUTION NO. 18-0478**

**RE: GENERAL SEWER AGREEMENT FOR  
SANITARY SEWER IMPROVEMENTS TO SR 14  
& SHADY LAKE DRIVE SEWER EXTENSION,  
PORTAGE COUNTY WATER RESOURCES  
DEPARTMENT PROJECT NO. ST-4 18-080-P.**

It was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** Streetsboro 14, LLC (OWNER) will construct 426 linear feet of 8-inch sanitary sewer and 151 linear feet of 6-inch sanitary sewer, (3) sanitary manholes and all necessary appurtenances to provide sanitary sewer service to a 9.059 acre parcel of land of the Shady Lake Subdivision, Block 1-R3, for future development, permanent parcel number 35-034-10-00-001-004, situated in the City of Streetsboro, spanning across Original Lots 44 and 45, Portage County, Ohio; and
- WHEREAS,** after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and
- WHEREAS,** the OWNER has prepared plans and specifications for SR 14 & Shady Lake Drive Sewer Extension (PROJECT), County Project Number ST-4 18-080-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it
- RESOLVED,** that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further
- RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of Twenty Nine Thousand Seven Hundred Eighteen Dollars and Zero Cents (\$29,718.00); and be it further
- RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to a 9.059 acre parcel of land of the Shady Lake Subdivision, Block 1-R3, for future development, permanent parcel number 35-034-10-00-001-004, situated in the City of Streetsboro, spanning across Original Lots 44 and 45, Portage County, Ohio; and be it further
- RESOLVED,** that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; 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:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0479**

- **RE: APPROVING THE PLANS, SPECIFICATIONS AND ESTIMATE OF COST, AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE CONSTRUCTION OF PROJECT NO. CH-1 (15-050), COUNTRYSIDE ESTATES WASTEWATER TREATMENT PLANT TANK REPLACEMENT AND OUTFALL REPAIR, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, CHARLESTOWN TOWNSHIP.**

It was moved by Mike Kerrigan, and seconded by Sabrina Christian-Bennett that the following resolution be adopted:

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

**WHEREAS,** pursuant to authorization by this Board contained in Resolution 15-0408 adopted, May 14, 2015, the County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. CH-1 (15-050), Countryside Estates Wastewater Treatment Plant Tank Replacement and Outfall Repair, hereinafter referred to as the "PROJECT"; and

**WHEREAS,** the PROJECT is necessary because the existing sewage package plant is over 38 years old and has exceeded its useful life; and

**WHEREAS,** the current WWTP configuration does not have duplicity for all treatment operations; and

**WHEREAS,** the PROJECT will include concrete tanks and associated appurtenances to replace the existing steel tank and provide improvements to the outfall and storm water control measures to protect the environment; and

**WHEREAS,** copies of said plans, specifications and estimate of cost are on file in the office of the Clerk and County Water Resources and are available for examination therein; now therefore be it

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

Section 1. That said plans, specifications and estimate of cost for said PROJECT hereto be and the same are hereby approved.

Section 2. That said plans, specifications and estimate of cost shall be filed in the office of the Clerk of this Board and in the office of the County Water Resources and kept continuously on file for inspection by all persons interested therein.

Section 3. That sealed bids for the construction of the PROJECT will be accepted by the Portage County Commissioners until 2:00 PM on August 8, 2018 at their office on the seventh floor of the County Administration Building, 449 South Meridian Street, Ravenna, Ohio.

Section 4. That the Notice of receiving bids shall be posted in the Record Courier on July 16 and July 23, 2018 and the Clerk of this Board is directed to post said Notice on the official bulletin board in the office of the County Commissioners. This advertisement for bids can also be found on Portage County's website at: [www.co.portageco.oh.us](http://www.co.portageco.oh.us) under county bid notices.

Section 5. 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:

Vicki Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0480                      -                      RE:    APPOINTMENT OF MICHAEL MAROZZI,  
COUNTY ENGINEER AS THE VOTING  
REPRESENTATIVE OF PORTAGE COUNTY TO  
THE NOPEC GENERAL ASSEMBLY FOR AN  
UNEXPIRED TERM BEGINNING MAY 21, 2018.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following resolution be adopted:

**WHEREAS,**                      County Engineer Michael Marozzi has served as the Portage County Commissioners' Assembly Representative to the Northeast Ohio Public Energy Council (NOPEC) since 2010 and requests reappointment to the Board; now therefore be it

**RESOLVED,**                      that the Board of Commissioners does hereby appoint County Engineer Michael Marozzi as the Commissioners' Assembly Representative to NOPEC, for an unexpired term beginning May 21, 2018; and be it further

**RESOLVED,** that a certified copy of this resolution be forwarded to the Executive Director of NOPEC and to the Portage County Engineer; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0481                      -                      RE:    AUTHORIZE THE HOLDING OF A SPECIAL  
SESSION OF THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS AT 6:00 PM ON MONDAY,  
JULY 9, 2018, AT THE RAVENNA HIGH  
SCHOOL AUDITORIUM, 6589 N CHESTNUT  
STREET, RAVENNA, OH 44266 FOR THE  
PURPOSE OF ATTENDING THE PROJECT  
INTRODUCTION MEETING FOR CHINN  
REGIONAL SEWER IMPROVEMENTS PROJECT  
NO. RV-O (17-080)**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the following Resolution be adopted:

**WHEREAS,** the Board of County Commissioners would like to attend a project introduction meeting for Chinn Regional Sewer Improvements, hosted by the Water Resources Department, on July 9, 2018 at the Ravenna High School Auditorium; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners will attend a project introduction meeting, as advertised on July 1, 2018 and July 8, 2018 in the Record Courier newspaper, on Monday, July 9, 2018, at 6:00 PM, at the Ravenna High School Auditorium, 6589 North Chestnut Street, Ravenna, Ohio, for the purpose of gaining background information concerning Chinn Regional Sewer Improvements and for any other general purpose business to come before the Board; and be it further

**RESOLVED,** that the Board of Portage County Commissioners will move its meeting location from the Portage County Administration Building to 6589 North Chestnut Street, Ravenna, Ohio, in order to attend said meeting July 9, 2018; 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;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**PLEASE ADD TO YOUR AGENDA**

July 5, 2018

1. NOPEC Appointment:

**Motion To:** Appoint Michael Marozzi, County Engineer, as the voting representative of Portage County to the NOPEC General Assembly for an unexpired term beginning May 21, 2018./18-0480

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Mike Kerrigan
<b>AYES:</b>	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

2. Special Session of the Board July 9, 2018:

**Motion To:** Authorize the holding of a special session of the Board of Commissioners at 6:00 PM on Monday, July 9, 2018, at the Ravenna High School Auditorium for the purpose of attending the project introduction meeting for Chinn Regional Sewer Improvements Project No. RV-0 (17-080)./18-0481

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Mike Kerrigan
<b>AYES:</b>	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

9:23 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss employment of a public employee. Also present: Board of Commissioners only. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

9:44 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea; After exiting executive session, the Board took no action.

Recessed: 9:44 AM

Reconvened: 9:58 AM

### **ELECTION REVENUE FUND DISCUSSION**

Present: Terrie Nielsen, Deputy Director, Faith Lyon, Director, Board of Elections; Budget and Financial Management Director Todd Bragg

Director Lyon and Deputy Director Nielsen met with the Board to discuss an Election Revenue Fund. This fund is allowable under the Ohio Revised Code Section 3501.17(I) and would contain monies collected through charge backs and filing fees to pay for large expenses such as voting equipment.

Director Lyon expressed her concerns about the need for new equipment and was unaware of an appropriation in their funding line which indicated funding was available for the voting equipment purchase. Director Bragg pointed out it must have been a breakdown in communication because funding has been set aside waiting for the State's ruling but has not been appropriated because the Board of Elections has not made the request for a specific year.

Additionally, the Board of Elections sent an e-mail to other counties to see who else has an Election Revenue Fund and two counties have the fund - Richland and Madison.

Director Lyon noted Senate Bill 135 passed and there will be reimbursement for voting equipment, not for the full amount, nor will it happen again in the future.

Deputy Director Nielsen noted there are several items, in addition to the polling books and election equipment, that are in the process of becoming no longer functional such as the cardveyor and Director Lyon asked if the purchase has been approved for 2019 and Director Bragg replied the 2019 budgets won't be approved until December 2018, but it is on the list for consideration.

Director Lyon noted the department is preparing for the future and trying not to be a burden to the Board.

After the meeting, Director Bragg noted with the creation of this fund, the Board would be setting aside money it has no control over.

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Commissioner Kline brought up the fact that the Board should place an article in the newspaper clarifying some of the budget issues because there are so many misunderstandings and miscommunications on what the Board does or does not do.

### **DOG WARDEN QUARTERLY UPDATE**

Present: Chief Warden Dave McIntyre and Department of Budget and Financial Management Director Todd Bragg

Warden McIntyre met with the Board to provide a quarterly update.

- 1,175 calls have been answered to date.
  - Dog bites, dangerous dog, dog at large, stray animals, but most being unlicensed dogs.
- The office can do nothing about barking dogs, except to go out and talk to the person and check for a dog license.
- 219 dogs have been taken into custody and last year there were 480.
  - 58 owner surrenders.
    - People are surrendering their dogs for many reasons, including illness, and the current cost is \$50.00. Warden McIntyre would like to raise the fee to \$100.00 when an owner surrenders a dog and the Board agreed to have Warden McIntyre prepare a draft Journal Entry for consideration next week. The Board reiterated Warden McIntyre is authorized to waive the fee if an appropriate circumstance would arise.
  - 36 were put to sleep.
- Networking with other Counties – eight dogs were taken by Cuyahoga County.
- Average stay for a dog
  - Owner surrender – 17 days
  - Stray – 19 days
  - Drop off – 18 days
  - Can fluctuate by season
- Canvassers are currently in Suffield, Randolph and Rootstown within the next couple of weeks.
- Dog licenses sold 29,000.
  - 1 year, 3 year and lifetime (10 year) dog licenses available, but no refunds are granted if the dog runs away, dies, or is given away.
- 34 dog bites to date.
- There was an article in the Record Courier newspaper about dogs up for adoption and someone named the Dog Warden's Office as their charity this year.

Recessed: 10:45 AM

Reconvened: 11:02 AM

## **JOURNAL ENTRY**

July 5, 2018

### **Commissioners**

1. The Board of Commissioners received the June 26, 2018 Amended Certificate of Estimated Resources for the year beginning January 1, 2018 as submitted by the Portage County Budget Commission.
2. The Board of Commissioners acknowledged receipt of the July 2, 2018 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, 2018, as presented by the Portage County Auditor's Office.



## **Human Resources**

3. The Board of Commissioners signed Personnel Action Form for a wage increase for Terri Armstrong, Compliance Specialist, for Portage County Water Resources, effective July 2, 2018, due to her job title changing to Safety and Administrative Support Supervisor and the additional duties assigned to this position, presented by Janet Kovick, Human Resources Director.
4. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Sheila Cecora from Child Support Specialist to Clerical Specialist 4, replacing Marilyn Bowling, effective July 9, 2018, presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Child Support Specialist, replacing Sheila Cecora, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
6. The Board of Commissioners approved the revised job description for the Director position within Portage County Motor Pool, as presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners approved the revised job description for the Assistant Director position within Portage County Motor Pool, as presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners approved the revised job description for the CDL Motor Pool Technician position within Portage County Motor Pool, as presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners approved the revised job description for the Motor Pool Technician position within Portage County Motor Pool, as presented by Janet Kovick, Human Resources Director.

**Motion To:** Approve the Journal Entries for July 5, 2018

**RESULT:** **ADOPTED [UNANIMOUS]**

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

## **JOURNAL ENTRY II**

July 5, 2018

1. In response to the June 13, 2018 Notice from Ohio Division of Liquor Control of a request for a new liquor license for Dolgen Midwest LLC dba Dollar General Store 14559, 7124 SR 303, Freedom Township, Windham Village, Ohio, the Board of Commissioners agreed to request a



hearing in Portage County, noting the Freedom Township Trustees are also requesting a hearing.

**Motion To:** Approve the Journal Entry II for July 5, 2018

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

**Motion To:** Adjourn the Official Meeting of July 5, 2018 at 11:02 AM

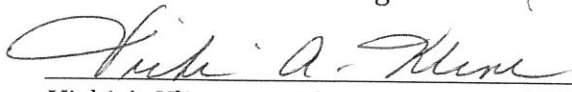
**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan


**AYES:** Sabrina Christian-Bennett, Mike Kerrigan, 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

  
JoAnn Townend, Acting Clerk