

# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

0912

Thursday, August 2, 2018

9:00 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	Absent

Also attending throughout the day Record Courier Reporter Matt Merchant, Tony Badalamenti and Pauline Persons

Recessed to Solid Waste Management District: 9:01 AM  
Reconvened: 9:02 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:

Resolutions - # 17

Journal Entries - # 2 to 5

## Discussion:

1. Turnover Report  
Director Kovick presented and discussed the January-June 2018 Turnover Report.



HR-Disc, #1

Board of Commissioners

Vicki A. Kline  
Sabrina Christian-Bennett  
Mike Kerrigan

Department of Human Resources

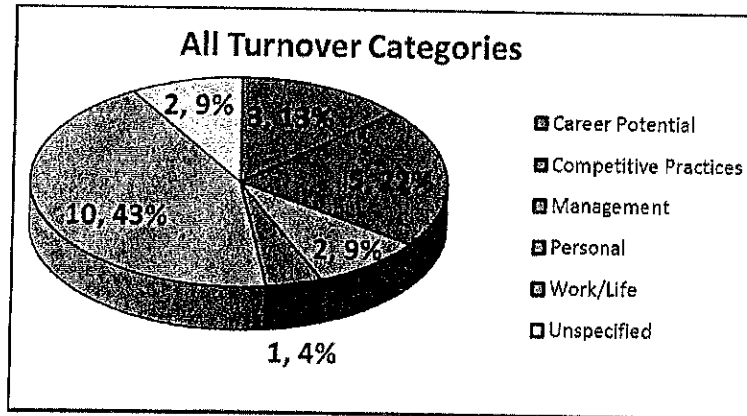
Date: July 30, 2018

To: Board of Commissioners

From: Janet Kovick, Human Resources Director

Re: BOC Department Voluntary Turnover Report: January ~ June 2018

During the first six (6) months of 2018, twenty-three (23) employees voluntarily resigned from the Portage County Board of Commissioners' Departments. The voluntary turnover percentage for this time period was 6.53%.



As a reminder, the primary reasons for the resignations are categorized into the following areas:

- **Work/Life** – Lifestyle issues, hours of work, relocation, retirement, medical, etc.
- **Competitive Practices** – Less than favorable working conditions, salary, lack of recognition, etc.
- **Career Potential** – Lack of career path, advancement opportunities, lack of interest for position/ career or personal growth.
- **Personal** – The reason provided by the employee is personal in nature.

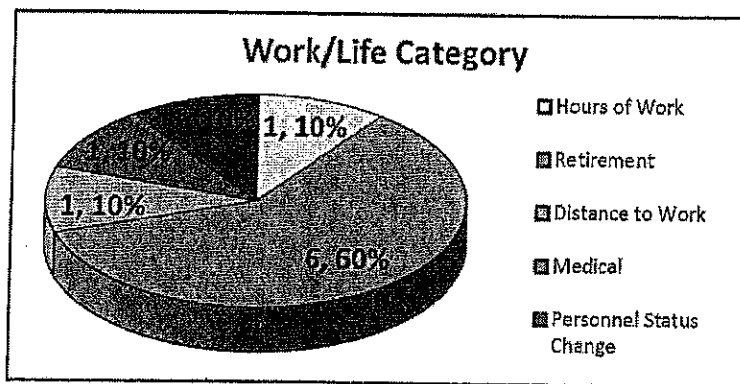


449 South Meridian Street, Ravenna, Ohio 44266-1217 Phone: (330) 297-3603 Fax: (330) 298-4225  
"An Equal Opportunity Employer"

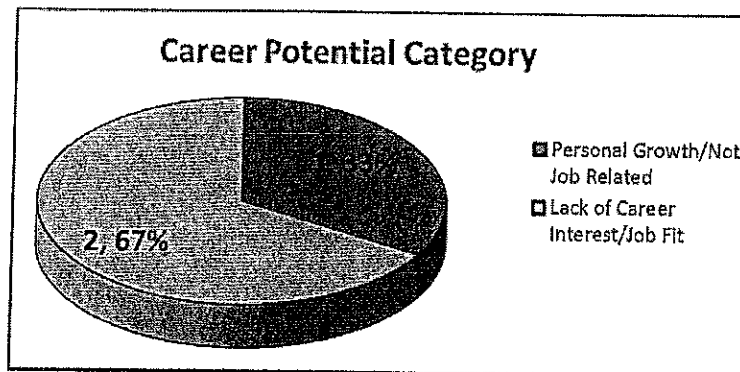
- **Unspecified** - No specific reason given by the employee.

A new category, **Management**, has been added to the data report. This category will be used when a resigning employee specifically states management as the reason why they are leaving. Reporting this category in the data report will not validate or prove that management is responsible for the employee's resignation; it is simply just to state the primary reason that was given by the employee during the exit interview.

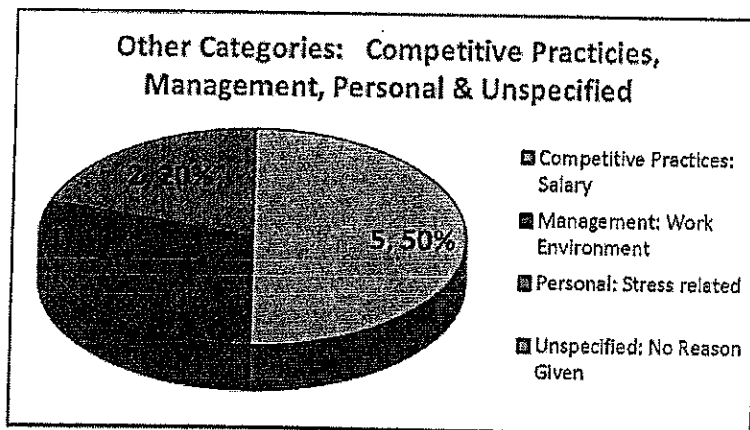
Similar to past years, majority of the resignations are under the **Work/Life** category. Ten (10) out of the twenty-three (23) resignations fell in this category. Retirement is the primary reason for a **Work/Life** resignation. Six (6), employees, or 60%, retired during the first six (6) months of 2018.



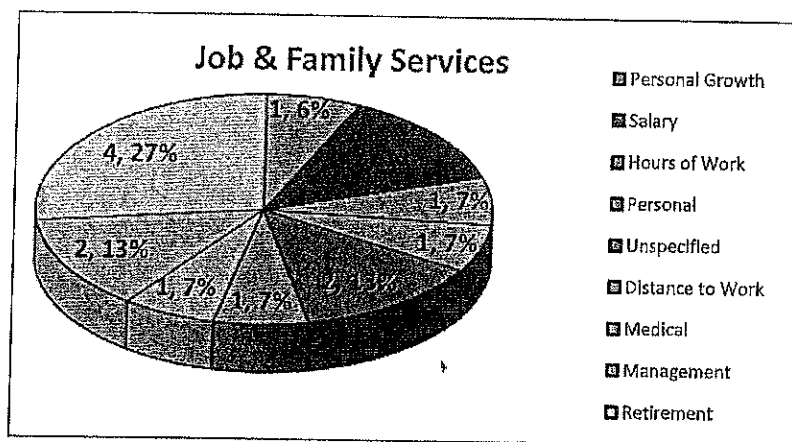
Under **Career Potential**, three (3) employees resigned under this category. Two (2) employees, or 67%, resigned due to lack of career interest or the job was not a right fit for the employee.



The following chart displays several categories. Under Competitive Practices, salary was the primary reason for five (5) resignations. There were two (2) employees that resigned due to management. One (1) employee resigned due to stress on the job and two (2) employees resigned due to unspecified reasons.

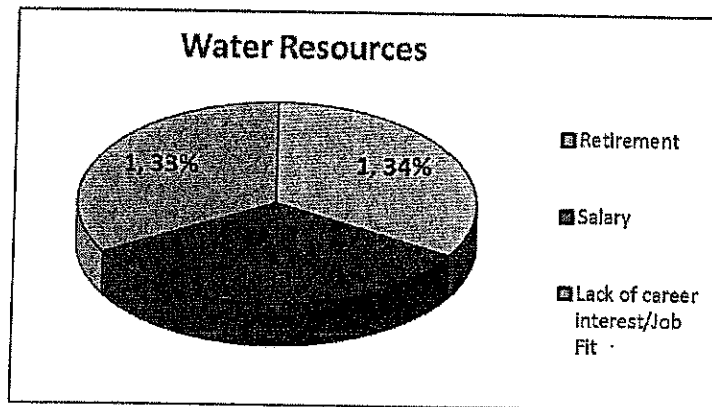
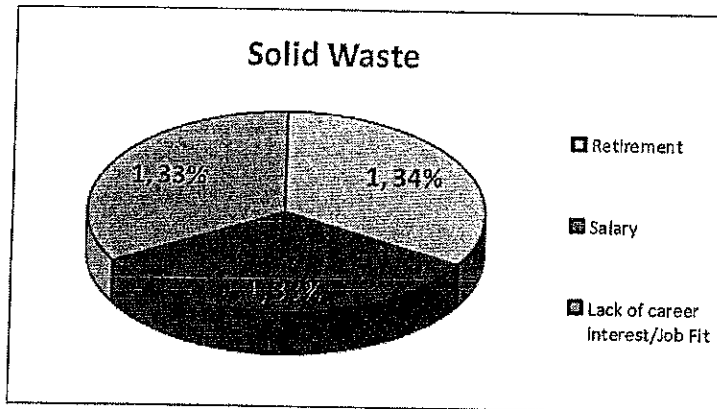


## DEPARTMENT TURNOVER



Fifteen (15) employees resigned from Job and Family Services during January-June 2018. Retirements were responsible for 27% of the department's turnover. Two (2) employees, one (1) each from Public Assistance and

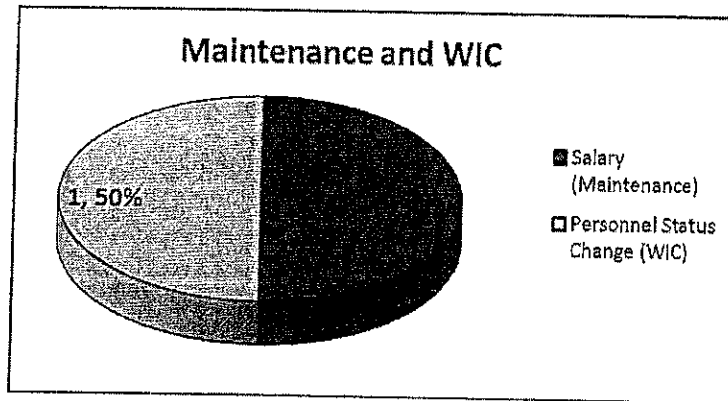
Children Services, advised salary was their primary reason for resigning. Two (2) other employees stated management was the reason. Both employees worked in Children Services.



Both Solid Waste Management District and Water Resources Department experienced similar turnover during January-June 2018. Each department had three (3) employees resign for the same reasons: retirement, salary and lack of career interest/job fit.

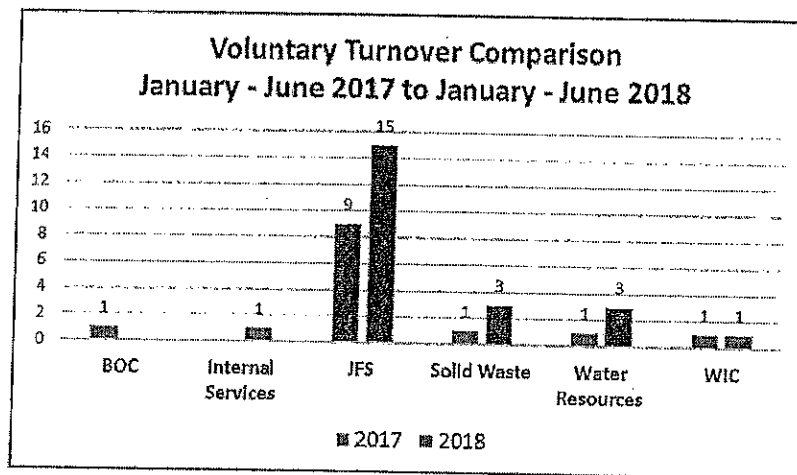
In Solid Waste, the turnover was in the driver classification. One (1) driver resigned from Solid Waste for a higher salary and transferred to Water Resources.

In Water Resources, both employees who resigned due to salary and lack of career interest/job fit were in the Engineering Division.



Maintenance and WIC each had one (1) employee resign during January-June 2018. The employee who resigned from Maintenance due to salary transferred to the Portage County Health District.

## COMPARISON TO PREVIOUS YEAR



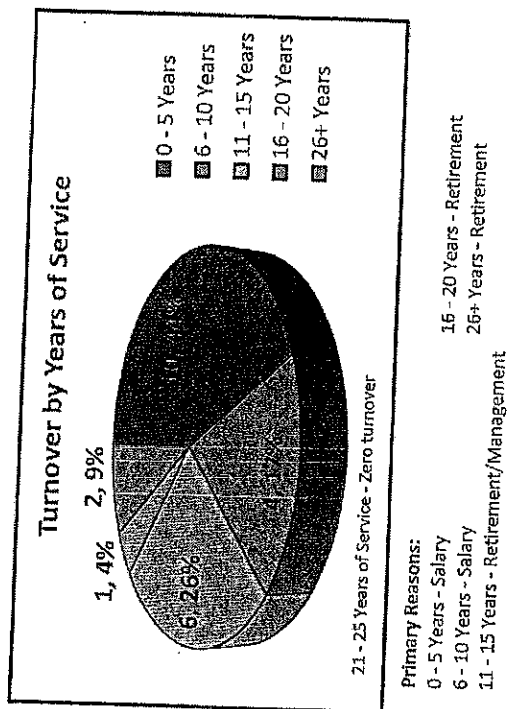
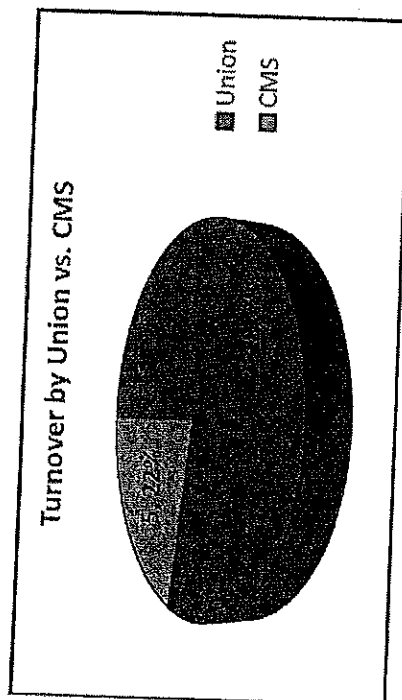
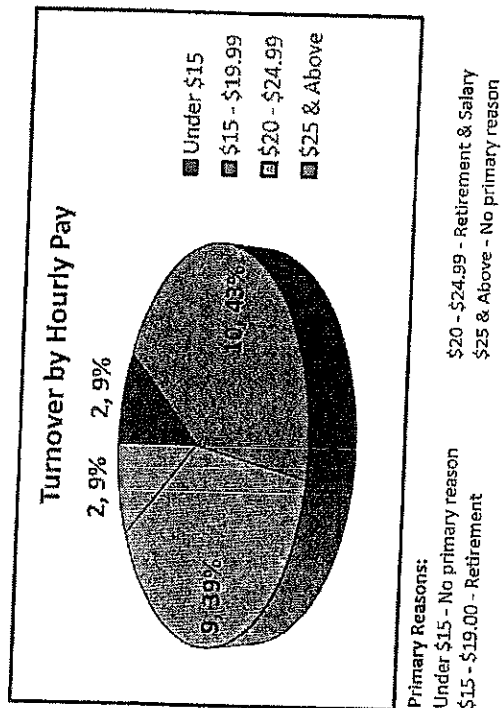
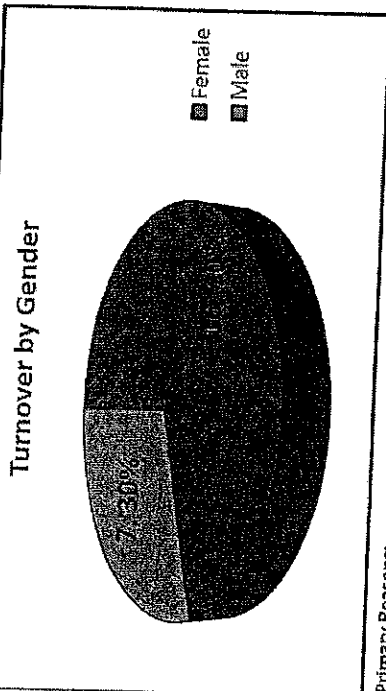
The turnover percentage for January – June 2017 was 3.67% with thirteen (13) employees. During the same period in 2018, the turnover percentage was 6.53% with 23 employees. The 2.86% increase in turnover from 2017 to 2018 can be attributed to more employees leaving due to salary, more retirements and employees leaving the position after realizing it was not a right fit for them. As you can see from the above chart, Internal Services, JFS, Solid Waste, and Water Resources experienced higher turnover in 2018 than in 2017.

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## RECOMMENDATIONS

The upcoming compensation study should help with employees resigning due to salary. The Human Resources department will work on providing the interviewing departments a compensation fact sheet that will include the full compensation package that a new hire would receive, including salary and benefits, similar to what current employees received last year during open enrollment. The interviewing departments can provide a copy of the fact sheet to the interviewees so they are fully aware of the benefits they will receive at Portage County.

In addition, there was an increase in employees resigning from a position once they realized the job was not a right fit for them. Ensuring that applicants are aware of what the job entails during the interview and possibly job shadowing during the interview process could assist with lowering this turnover.





## 2. Compensation Study Update

There are twenty-four departments participating in the study and the documents have been sent to Clemans Nelson. The Human Resources Department has received a master document for comparison purposes and the wage survey draft should be coming by the end of this week.

### **DBFM:**

Resolutions - #'s 1 to 6

Journal Entry - #1

Director Bragg has spoken with Judge Giulitto regarding Courtview and he felt the conversation went well.

Director Bragg also met with Prosecutor Vigluicci about the Sheriff's budget and Prosecutor Vigluicci will be working with others to resolve the situation.

The Board talked about the Courtview meeting on August 16<sup>th</sup> at 4:30 PM and agreed to cancel it.

### **EXTERNAL SERVICES - N/A**

### **INTERNAL SERVICES:**

Resolution(s) - #'s 7 to 16

### **Discussion:**

#### Reappointments:

1. Reappointment of Scott Mikula. Portage Metro Housing Authority  
(Currently 1 opening beginning 7/1/18 and ending 6/1/23). Executive Director, Pam Nation-Calhoun is supportive of the reappointment and has recently inquired as to the disposition.

**Motion To:** Reappoint Scott Mikula to the Portage Metropolitan Housing Authority/18-0559

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

2. Reappointment of Jeff Childers. PARTA  
(Currently 1 opening beginning 7/1/18 and ending 6/30/21 - appointment must be a resident from the southern area of the County - Village of Mogadore, Townships of Suffield, Randolph, Atwater & Deerfield). Frank Hariston of PARTA is supportive of the reappointment and has also recently inquired as to the disposition. Mr. Childers has also called regarding the reappointment.

**Motion To:** Reappoint Jeff Childers to the PARTA Board/18-0560

**RESULT:** ADOPTED

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Vicki A. Kline

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

**ABSENT:** Mike Kerrigan

3. Reappointment of William Lentz. Public Defender Commission  
(Currently 1 opening beginning 6/1/18 and ending 5/31/22)

**Motion To:** Reappoint William Lentz to the Public Defender Commission/18-0561

**RESULT:** ADOPTED

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Vicki A. Kline

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

**ABSENT:** Mike Kerrigan

#### Appointments:

1. Appointment of Albert Russell Barber to the Mental Health & Recovery Board (Currently 2 openings beginning 7/1/18 and ending 6/30/22). Clerk to schedule interview.
2. Appointment of William A. Burton to the Airport Board (Currently 1 opening beginning 7/1/18 and ending 6/30/21). Clerk to schedule interview.

Director Townend mentioned the procedure for background checks with Job and Family Services is going well.

Commissioner Christian-Bennett received a call back from Information Technology Services Director Lloyd Alger, regarding a social media policy. Mr. Alger is not aware of any County policy, but is interested in assisting with the creation of one. Mr. Alger also suggested the Human Resources Department check with the County Treasurer as he utilizes Facebook and might have a policy we could use as a template. Director Kovick will investigate and follow up.

Recessed: 9:19 AM

Reconvened: 9:38 AM

9:39 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Also present: Attorney Denise Smith, Human Resources Director Janet Kovick, Job and Family Services Director Kellijo Jeffries and Budget and Job and Family Services Financial Administrator Sue Brannon. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Mike Kerrigan, Absent;

9:43 AM Director Kovick left the meeting.

9:52 AM Department of Budget & Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend entered the meeting.

10:15 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Mike Kerrigan, Absent.

After exiting executive session, the Board took no action.

Recessed: 10:14 AM

Reconvened: 11:02 AM

### **PUBLIC COMMENT**

Present: Pauline Persons

Ms. Persons met with the Board to inquire about Hills Pond dam. Director Townend noted the Board is working on obtaining five appraisals from individuals who own property around the dam and once that has been completed, the Board can begin applying for grant opportunities to assist with the restoration after removal of the dam.

Ms. Persons asked about the architect's rendering of the area (presented awhile ago) as the area appeared larger than it really is and Director Townend will look for the drawings.

Ms. Persons also inquired as to where the water goes on the other side of the waterfall and Director Townend will investigate that request, as well.

### **COMMISSIONERS' CONSENT AGENDA**

August 2, 2018

1. Approval of the July 24, 2018 and July 26, 2018 regular meeting minutes.

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### **RESOLUTIONS**

August 2, 2018

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

1. Approve the Thursday, August 2, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0542
2. Approve the Thursday, August 2, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0543

3. Approve the Tuesday, August 7, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0544
4. Approve the Tuesday, August 7, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0545
5. Approve the Tuesday, August 7, 2018 Then & Now Certification, as presented by the County Auditor./18-0546
6. Create fund 1114, 911 Wireless./18-0547

#### **Internal Services**

7. Enter into amendment no. 8 between the Board of Commissioners and the Portage County Prosecuting Attorney for legal services for the Storm Water District./18-0548
8. Enter into amendment no. 2 for multisystemic therapy (MST) and multisystemic therapy for problem sexual behavior (MST-PSB) between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc./18-0549
9. Enter into amendment no. 1 between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services for supportive housing services./18-0550
10. Accept proposal of QCL, Inc. and enter into agreement for providing construction inspection/testing services for the Lakewood Road (CH151)/Menough Road (CH608) resurfacing project, located in Ravenna and Rootstown Townships, Portage County./18-0551
11. Accept proposal of QCL, Inc. and enter into agreement for providing construction inspection/testing services for the Prospect Street (CH74) resurfacing project, located in Ravenna Township, Portage County./18-0552
12. Acceptance of donations to the Office of the Portage/Columbiana Counties WIC Program./18-0553
13. Enter into an agreement between the Portage County Board of Commissioners and Summit Psychological Associates, Inc. for consulting services for felony offenders for the Adult Probation Dept./18-0554
14. Enter into an agreement between the Portage County Commissioners and Summit Psychological Associates, Inc. for consulting services for misdemeanor offenders for the Adult Probation Dept./18-0555
15. Declare unused/excess property owned by Portage County and set bid date for the sale of the unused/excess real estate located in Ravenna City by the Portage County Commissioners./18-0556
16. Appointment to the Portage County Mental Health and Recovery Board./18-0557

Human Resources

17. Adoption of revised Section 10-Use of County Property in the Portage County Board of Commissioners Personnel Policy Manual./18-0558

**Motion To:** Approve the Consent Agenda for August 2, 2018

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

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**RESOLUTION NO. 18-0542      -      RE:      WIRE TRANSFER APPROVED AND CERTIFIED  
TO THE PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 August 2, 2018 in the total payment amount as follows:

1. \$290,727.49 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, August 3, 2018      \$ 290,727.49

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, Absent;

**RESOLUTION NO. 18-0543                      -                      RE:    APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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:

08/02/18	94	\$28.00
08/02/18	77	559.92
08/02/18	72	299.42
08/02/18	70	149.71
Total		\$ 1,037.05

; 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, Absent;

**RESOLUTION NO. 18-0544****RE: BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 August 7, 2018 in the total payment amount of **\$1,158,197.32** 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, Absent;

**RESOLUTION NO. 18-0545****RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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:

08/07/18	254	\$ 1,961.19
08/07/18	191	25,660.63
08/07/18	188	9,394.51
08/07/18	187	224.18
08/07/18	186	3,750.79
08/07/18	138	27,098.17
08/07/18	137	846.39
08/07/18	136	132.30
Total		\$ 69,068.16

; 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, Absent;

**RESOLUTION NO. 18-0546                      -                      RE:    ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 **\$135,121.82** as set forth in Exhibit "A" dated **August 7, 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, Absent;

**RESOLUTION NO. 18-0547                      -                      RE:      CREATE FUND 1114, 911 WIRELESS**

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

**WHEREAS,**                      911 operations have moved away from purchasing equipment toward leasing server space and software licenses, and

**WHEREAS,**                      the original fund, 4008 – 911 upgrade, was set up as a capital fund for expending the County's wireless 911 disbursements on capital purchases, not contractual services; it has become necessary to create a new fund in order to properly account for the 911 wireless funds, now therefore be it

**RESOLVED,**                      that Fund 1114 – 911 Wireless be created, and that all activity occurring in fund 4008 since January 1, 2018, be moved from fund 4008 to fund 1114 as though it was that fund at the beginning of the year; and all future activity use 1114 not 4008, as though they were the same fund simply renamed, and be it further

**RESOLVED,**                      that a certified copy of this resolution be filed with 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, Absent;

**RESOLUTION No. 18-0548**

**RE: ENTER INTO AMENDMENT NO. 8 BETWEEN  
THE BOARD OF COMMISSIONERS AND THE  
PORTAGE COUNTY PROSECUTING ATTORNEY  
FOR LEGAL SERVICES FOR THE STORM  
WATER DISTRICT.**

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

**WHEREAS,** that the Portage County Board of Commissioners have engaged the Portage County Prosecutor to perform certain consultation and regulation enforcement services required by Portage County's Ohio EPA National Pollution Discharge Elimination System (NPDES) Phase II Permit; and

**WHEREAS,** an agreement between the Portage County Board of Commissioners and the Portage County Prosecutor was entered into and known as Portage County Contract No. 20100362; and

**WHEREAS,** there have been seven (7) amendments to the Original Contract; and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners do hereby agree to enter into an amended agreement between the Board and the Portage County Prosecuting Attorney for a period of one (1) year commencing September 1, 2018 and ending August 31, 2019; and be it further

**RESOLVED,** that the total compensation under this Amendment No. 8 shall be Twenty Thousand Dollars (\$20,000.00); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0549                      -                      RE:    ENTER INTO AMENDMENT NO. 2 FOR  
MULTISYSTEMIC THERAPY (MST) AND  
MULTISYSTEMIC THERAPY FOR PROBLEM  
SEXUAL BEHAVIOR (MST-PSB) BETWEEN THE  
BOARD OF COMMISSIONERS ON BEHALF OF  
THE PORTAGE COUNTY DEPARTMENT OF JOB  
& FAMILY SERVICES AND FAMILY &  
COMMUNITY SERVICES, INC.**

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

- WHEREAS,**                      an agreement between the parties was entered into and known as Portage County Contract No. 20160366 (the "Original Contract") on July 26, 2016 by Resolution No. 16-0605 to provide an intensive family focused and community-based treatment, referred to as Multisystemic Therapy ("MST") and Multisystemic Therapy for Problem Sexual Behavior ("MST-PSB") to Portage County youth with complex clinical, social and educational problems, and problematic sexual behavior; and
- WHEREAS,**                      Amendment No.1 between the parties was entered into on July 18, 2017 through Resolution No. 17-0507 to renew the agreement for one (1) additional year from July 1, 2017 through June 30, 2018; and
- WHEREAS,**                      the parties desire to amend the Original Contract with CONTRACTOR; and
- RESOLVED,**                      that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to renew the agreement one (1) additional year from July 1, 2018 through June 30, 2019; and be it further
- RESOLVED,**                      that the total amount of this Agreement shall not exceed Three hundred thirty nine thousand four hundred fifty-seven and 72/100 dollars (\$339,457.72); 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, Absent;

**RESOLUTION NO. 18-0550**

- **RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, INC. AND COLEMAN PROFESSIONAL SERVICES FOR SUPPORTIVE HOUSING SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20180220 (the "Original Contract") on February 22, 2018 by Resolution No. 18-0042 to provide Transitional Housing Services to eligible Portage County residents; and

**WHEREAS,** the parties desire to change the name of the services from Transitional Housing Services to Supported Housing Services with no change to the contract time period or amount of the Original contract; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Coleman Professional Services for Supportive Housing Services; and

**RESOLVED,** the time period of this Amendment No. 1 will remain December 1, 2017 through December 31, 2018 and the amount of the agreement will remain Twenty-four thousand seven hundred fifty and 00/100 dollars (\$24,750.00); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Absent;

**RESOLUTION No. 18-0551**

- **RE: ACCEPT PROPOSAL OF QCI, INC. AND ENTER INTO AGREEMENT FOR PROVIDING CONSTRUCTION INSPECTION / TESTING SERVICES FOR THE LAKEWOOD ROAD (CH**

**151)/MENOUGH ROAD (CH 608)  
RESURFACING PROJECT, LOCATED IN  
RAVENNA AND ROOTSTOWN TOWNSHIPS,  
PORTAGE COUNTY.**

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

- WHEREAS,** the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to perform construction inspection/testing services for the **Lakewood Road (CH 151)/Menough Road (CH 608) Resurfacing Project**, located in Ravenna and Rootstown Townships, Portage County; and
- WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 17-0008, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2017 and 2018; and
- WHEREAS,** the Portage County Engineer selected QCI, Inc. from the list of consultants who have a statement of qualification on file for 2017 and 2018, to submit a technical and fee proposal to provide construction inspection / testing services for the **Lakewood Road (CH 151)/Menough Road (CH 608) Resurfacing Project**, located in Ravenna and Rootstown Townships, Portage County; and
- WHEREAS,** the Portage County Engineer, upon review of the proposal from QCI, Inc., recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of QCI, Inc. and authorizes the Portage County Engineer to enter into and execute an agreement for providing construction inspection / testing services for the **Lakewood Road (CH 151)/Menough Road (CH 608) Resurfacing Project**, located in Ravenna and Rootstown Townships, Portage County; and be it further
- RESOLVED,** that said professional services will be performed by QCI, Inc., 40 Tarbell Avenue, Bedford, Ohio 44146 at a not to exceed cost of \$7,919.76, and be it further
- RESOLVED,** that Portage County Board of Commissioners authorizes the Portage County Engineer to create a purchase order in the amount of \$7,919.76, and be it further
- RESOLVED,** that the Portage County 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, Absent;

**RESOLUTION No. 18-0552**

-

**RE: ACCEPT PROPOSAL OF QCI, INC. AND ENTER INTO AGREEMENT FOR PROVIDING CONSTRUCTION INSPECTION / TESTING SERVICES FOR THE PROSPECT STREET (CH 74) RESURFACING PROJECT, LOCATED IN RAVENNA TOWNSHIP, PORTAGE COUNTY.**

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

**WHEREAS,** the Portage County Engineer has determined that it will be necessary to acquire the services of a consultant to perform construction inspection/testing services for the **Prospect Street (CH 74) Resurfacing Project**, located in Ravenna Township, Portage County; and

**WHEREAS,** the Portage County Board of Commissioners, by Resolution No. 17-0008, authorized the Portage County Engineer to accept current statements of qualification from engineering consulting firms seeking to provide professional services during the years of 2017 and 2018; and

**WHEREAS,** the Portage County Engineer selected QCI, Inc. from the list of consultants who have a statement of qualification on file for 2017 and 2018, to submit a technical and fee proposal to provide construction inspection / testing services for the **Prospect Street (CH 74) Resurfacing Project**, located in Ravenna Township, Portage County; and

**WHEREAS,** the Portage County Engineer, upon review of the proposal from QCI, Inc., recommends that said proposal be accepted by the Board of Portage County Commissioners; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of QCI, Inc. and authorizes the Portage County Engineer to enter into and execute an agreement for providing construction inspection / testing services for the **Prospect Street (CH 74) Resurfacing Project**, located in Ravenna Township, Portage County; and be it further

**RESOLVED,** that said professional services will be performed by QCI, Inc., 40 Tarbell Avenue, Bedford, Ohio 44146 at a not to exceed cost of \$4,971.50, and be it further

**RESOLVED,** that Portage County Board of Commissioners authorizes the Portage County Engineer to create a purchase order in the amount of \$4,971.50, and be it further

**RESOLVED,** that the Portage County 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, Absent;

**RESOLUTION NO. 18-0553                      -                      RE:    ACCEPTANCE OF DONATIONS TO THE OFFICE  
OF THE PORTAGE/COLUMBIANA COUNTIES  
WIC PROGRAM.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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
Leading Lady	P.O. Box 4008, Youngstown, OH 44515	\$250

; 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, Absent;

**RESOLUTION NO. 18-0554                      -                      RE:    ENTER INTO AN AGREEMENT BETWEEN THE  
PORTAGE COUNTY COMMISSIONERS AND  
SUMMIT PSYCHOLOGICAL ASSOCIATES, INC.**

**FOR CONSULTING SERVICES FOR FELONY  
OFFENDERS FOR THE ADULT PROBATION  
DEPT.**

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

- WHEREAS,** Portage County has received grant funds, as the result of a grant received through the Ohio Department of Rehabilitation and Corrections, to operate a Dual Diagnosis Offender's Clinic Program for **felony** offenders that has been implemented at the Portage County Adult Probation Offices in Ravenna, Ohio; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby agrees to engage the Consultant, **Summit Psychological Associates, Inc., 6693 North Chestnut St., Ste. 235, Ravenna Oh 44266**, to perform consulting services for the period of July 1, 2018 through June 30, 2019, in an amount not to exceed Twenty thousand, one hundred nineteen and 50/100 dollars (\$20,119.50); 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, Absent;

**RESOLUTION NO. 18-0555                      -                      RE:    ENTER INTO AN AGREEMENT BETWEEN THE  
PORTAGE COUNTY COMMISSIONERS AND  
SUMMIT PSYCHOLOGICAL ASSOCIATES, INC.  
FOR CONSULTING SERVICES FOR  
MISDEMEANOR OFFENDERS FOR THE ADULT  
PROBATION DEPT.**

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

- WHEREAS,** Portage County has received grant funds, as the result of a grant received through the Ohio Department of Rehabilitation and Corrections, to operate a Dual Diagnosis Offender's Clinic Program for **misdemeanor** offenders that has been implemented at the Portage County Adult Probation Offices in Ravenna, Ohio; now therefore be it



**RESOLVED,** that the Board of Commissioners hereby agrees to engage the Consultant, **Summit Psychological Associates, Inc., 6693 North Chestnut St., Ste. 235, Ravenna Oh 44266**, to perform consulting services for the period of July 1, 2018 through June 30, 2019, in an amount not to exceed Twenty two thousand, one hundred forty-nine and 30/100 dollars (\$22,149.30); 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 Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Absent;

**RESOLUTION NO. 18-0556                      -                      RE:                      DECLARE                      UNUSED/EXCESS                      PROPERTY OWNED BY PORTAGE COUNTY AND SET BID DATE FOR THE SALE OF THE UNUSED/EXCESS REAL ESTATE LOCATED IN RAVENNA CITY OWNED BY THE PORTAGE COUNTY COMMISSIONERS**

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

**RESOLVED,** that parcel no. 31-349-04-00-217-000 (known as 122, 124, 126 and 128 North Prospect St.) consisting of approximately .3760 acres located in Ravenna City, Ohio be declared as County owned unused/excess property under the jurisdiction of the Board of Commissioners; and be it further

**RESOLVED,** that the Portage County Commissioners set a minimum bid of \$299,999.00; and be it further

**RESOLVED,** that the parcel is for sale to be sold to the highest bidder; and be it further;

**RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor-room 702, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m., E.S.T. on, September 12, 2018; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on August 10, 17, 24 and 31, 2018 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0557 - RE: APPOINTMENT TO THE PORTAGE COUNTY MENTAL HEALTH AND RECOVERY BOARD.**

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

**WHEREAS,** Ohio Revised Code 340.02 indicates the members of the Mental Health and Recovery Board of Portage County will be residents of the district and shall be interested in mental health programs and facilities or in alcohol or drug addition programs; and

**WHEREAS,** each year each board member shall attend at least one in-service training session provided or approved by the department of mental health or the department of alcohol and drug addition; and

**RESOLVED,** that the Portage County Board of Commissioners does hereby appoint the following members to a four year terms beginning July 1, 2018 and expiring June 30, 2022:

Joanne Frick  
1065 Shadowlawn Drive  
Ravenna, OH 44266

Jennifer Schumm  
7300 Hudson Road  
Kent, OH 44240

; and be it further

**RESOLVED,** all appointments are subject to the result of a background check; 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, Absent;

**RESOLUTION NO. 18-0558                      -                      RE:      ADOPTION OF REVISED SECTION 10 – USE OF  
COUNTY PROPERTY IN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 10 – Use of County Property has been revised to include the following language in the policy manual:

*Office adjustments involving ergonomic equipment must be pre-approved by Risk Management. Input from Human Resources will be sought when necessary. Purchases of equipment must be made by Portage County; employees are not permitted to bring outside items to the workplace.*

; now therefore be it

**RESOLVED,**                      that the Board of Commissioners does hereby adopt revised Section 10 – Use of County Property of the Personnel Policy Manual; and be it further

**RESOLVED,**                      that this said Section 10– Use of County Property will supersede all prior versions of Section 10; 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, Absent;

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

**USE OF COUNTY PROPERTY**

**SECTION 10**

EFFECTIVE: 08/02/2018

RESOLUTION: 18-0558

**A. INTRODUCTION**

- 1) Portage County's policy is to provide its employees with the materials and services necessary to promote an efficient and productive workplace. Use of County-owned property by employees shall be limited to uses that effectively and appropriately utilize the resources provided for the furtherance of County business. Any unauthorized or improper use of County property by an employee may be considered theft and may result in disciplinary measures. In addition, the County may refer instances of employee theft or destruction of County property, or other acts in violation of applicable local, state or federal law, to the County Prosecutor's Office.
- 2) The County owns the furniture, fixtures, supplies, lockers, files cabinets, computer equipment, and other materials and equipment used and/or located in County offices. County employees are permitted to use County property only to promote the efficient conduct of County business. As owners of the property, the County reserves the right to replace, repair, or remove such property as it deems necessary. In addition, the County may conduct searches of any portion of County-owned property including, but not limited to, desks, file cabinets, offices, lockers, communications systems and computer systems. Employees shall have no expectation of privacy in relation to their use of County property.
- 3) Employees shall not use County property for personal or private reasons unless otherwise allowed by County policy.
- 4) Upon separation from employment, employees shall return all County property, including but not limited to, keys, passwords, pager, cellular telephone, ID badge, tools and uniforms.

**B. DEPARTMENT EQUIPMENT**

- 1) Employees are responsible for all keys and other equipment assigned to them. Employees may be required to pay for lost equipment.
- 2) Lost County property must be reported immediately to the Employer.
- 3) The use of County equipment, machines and property for purposes other than County business is strictly prohibited unless otherwise allowed by County policy. This includes, but is not

limited to, the use of computers, typewriters, duplication or copying machines, bulletin boards, facsimile machines and telephones.

- 4) Equipment or supplies removed from County offices or its premises must be recorded by the supervisor, noting when it is removed, when it will be returned, and the individual responsible for its return.
- 5) Employees are required to maintain the security of their work area by locking drawers and files. Employees are expected to secure confidential files in the appropriate areas, put supplies and equipment away, lock doors, and automobiles, and set security systems on a routine basis.
- 6) Office adjustments involving ergonomic equipment must be pre-approved by Risk Management. Input from Human Resources will be sought when necessary. Purchases of equipment must be made by Portage County; employees are not permitted to bring outside items to the workplace.

### **C. COUNTY VEHICLES**

- 1) Any County employee who is required to operate a County-owned vehicle in the course of employment must be at least eighteen (18) years of age, possess a current valid driver's license that covers the type of vehicle to be operated, follow all applicable motor vehicle laws and regulations, and shall be subject to the following conditions and restrictions:
  - a. Periodic (at least annual) record checks from the Bureau of Motor Vehicles;
  - b. Use of seat belts by all drivers and passengers;
  - c. Immediate notification to the employee's supervisor of any moving violations; and
  - d. Reassignment or other appropriate personnel action in the event of a license revocation, suspension or traffic offense conviction.
- 2) When beneficial to efficient delivery of County services, the Board of Commissioners may assign a County car or truck to the exclusive use of an employee or a department ("assigned vehicle"). Employees who are "on call" during paid or unpaid lunches or breaks may be permitted to use an assigned vehicle during such times. When the employee is off duty but "on call," the employee may drive the assigned vehicle to and from the employee's residence and store it there in case of a call to duty. Employees shall use assigned vehicles only for official business. The Director of Internal Services will install a GPS tracking device on assigned vehicles, or will supply each assigned vehicle with a vehicle log book or form upon which the driver will record information about each trip taken, including destination, purpose, time, mileage, and such other information required by the Director. Completed forms will be retained by the department or supplied to the Director of Internal Services, as the Director requires. The use of an assigned vehicle for official business within Portage County or any contiguous county will require no advance approval. Use of an assigned vehicle outside either Portage County or a contiguous county requires a travel authorization (Section 13). No passengers will be permitted in County vehicles unless required for County business. Reimbursement for necessary emergency road service and repairs, parking and highway-

related tolls require appropriate receipts for reimbursement. Employees will be responsible for promptly paying any parking tickets or fines related to the operation of a County vehicle.

- 3) Employees who use County vehicles are required to report any unsafe conditions and are responsible for submitting their vehicle to the County for all regularly scheduled and/or necessary maintenance.
- 4) County employees involved in an accident while driving or riding in a County vehicle shall report the accident to their supervisor immediately and shall complete and forward to the Procurement Contract & Risk Manager (PCRM) a County accident/incident report within twenty-four (24) hours, barring extraordinary circumstances.
- 5) An assigned vehicle stored at an employee's residence in case of a call to duty shall not be used for any purpose other than responding to a call to duty or commuting to the employee's workplace.
- 6) All County Appointing Authorities will maintain a current list of all employees authorized to drive County vehicles, and provide that list upon request to the PCRM. Not less often than annually, the PCRM will obtain a Driver's License status report on each employee so identified, to ensure that the employee remains eligible to operate a county vehicle in accordance with Section 12.
- 7) County employees who use an assigned vehicle to commute to and from work may be subject to income tax on the value of the benefit provided. The employee will cooperate with any County authority as necessary to establish a value for income tax reporting purposes.
- 8) Employees whose job descriptions require that they possess a valid commercial driver license (CDL) are subject to State and Federal regulations and requirements concerning CDL license-holders. The CDL requirements are in addition to, not in lieu of, the above-listed requirements for the use of County vehicles.

#### **D. PARKING CONTROL**

- 1) County employees assigned to the County Administration Building, Annex, Riddle Block Building or Prosecutor's Office must utilize the employee parking areas provided by the Board of Commissioners. Visitor parking is reserved for public use. Employee parking spaces are assigned and permits are issued to each employee. The permit must be prominently displayed on the vehicle at all times.
- 2) Any employee assigned to park at the Administration Building, Annex, Riddle Block Building or the Prosecutor's Office who is unable to park in the assigned space should notify the Security Office or the Maintenance Office immediately.
- 3) A limited number of parking spaces are reserved for employees with physical disabilities. Employees who require accommodation for a physical disability should contact their

appointing authority, department director, or supervisor as soon as possible so that alternative parking arrangements may be made, as appropriate. Eligible employees may be granted a temporary alternative parking assignment for up to four (4) weeks. An employee with a disabling condition lasting longer than four weeks must obtain a temporary or permanent disability placard from the Ohio Bureau of Motor Vehicles, as provided by ORC §4503.44. Upon expiration of the placard, the employee will be reassigned to an employee parking space.

4) Any employee who violates the parking policy will receive a parking reminder notice. After three notices have been given, the employee's vehicle will be immobilized with a boot device on the front wheel. A parking reminder will be administered and an "Immobilization Sticker" will be placed on the driver's side window. A \$20.00 administrative fee will be charged to have the boot removed. Further violations may result in towing. Violations of this policy may also result in disciplinary action by the appropriate appointing authority.

5) A copy of each parking reminder will be sent to the employee and the employee's appointing authority or department director, specifying the number of infractions that have occurred to date.

**RESOLUTION NO. 18-0559        -        RE:        APPOINTMENT TO THE PORTAGE  
METROPOLITAN HOUSING AUTHORITY  
(PMHA) BOARD OF TRUSTEES REPRESENTING  
THE BOARD OF COMMISSIONERS.**

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

**WHEREAS,**        members of the PMHA Board of Trustees shall serve to clear, plan and rebuild  
slum areas within the district and to provide safe and sanitary housing to  
families of low income; now therefore be it

**RESOLVED,**        that the following is hereby appointed as a member of the PMHA Board of  
Trustees for a five-year term effective immediately and ending June 1, 2023:

Scott Mikula  
221 Overlook Dr.  
Kent, Ohio 44240

and be it further

**RESOLVED,**        all appointments are subject to the result of a background check; 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, Absent;

**RESOLUTION NO. 18-0560                      -                      RE:      APPOINTMENT TO THE PORTAGE AREA  
REGIONAL TRANSIT AUTHORITY (PARTA)  
BOARD OF TRUSTEES REPRESENTING THE  
SOUTHERN SECTION OF PORTAGE COUNTY.**

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

**WHEREAS,**                      Members of the PARTA Board of Trustees shall be appointed by the political subdivisions creating the Authority, pursuant to Ohio Revised Code Section 306.30; and

**WHEREAS,**                      Resolution No. 01-405, restates the documentation providing for PARTA and amends it to include the cities of Aurora and Streetsboro and Section 3 defines the Board of Commissioners shall have three representatives, and Resolution 07-810 re-states the residency requirements for those three appointees as being one each from the northern, middle and southern areas of the county, now therefore be it

**RESOLVED,**                      that the Board of Commissioners appoints the following to represent the Southern section of the County to a three year term beginning immediately and expiring June 30, 2021:

Jeff Childers  
229 Waterloo Road  
Mogadore, Oh 44260

;and be it further

**RESOLVED,**                      all appointments are subject to the result of a background check; 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, Absent;

**RESOLUTION NO. 18-0561**

-

**RE: APPOINTMENT TO THE PORTAGE COUNTY  
PUBLIC DEFENDER COMMISSION**

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

**WHEREAS,** Ohio Revised Code 120.13 establishes the County Public Defender Commission for the purpose of providing for the defense counsel for indigent persons; and

**WHEREAS,** the Commission shall be comprised of five members, of whom two shall be appointed by the Common Pleas Judge and three shall be appointed the Board of Commissioners; now therefore be it

**RESOLVED,** the Board of Commissioners appoints the following to a four year term as a member of the Portage County Public Defender Commission effective immediately and concluding May 31, 2022:

William D. Lentz  
181 Majors Lane  
Kent, OH 44240

; and be it further

**RESOLVED,** all appointments are subject to the result of a background check; 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, Absent;

**JOURNAL ENTRY**

August 2, 2018

**Department of Budget & Financial Management**

1. The Board of Commissioners authorized the electronic submission of the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for Domestic Violence Intervention Project, Grant No.

2017-WF-VA2-8222 for the period ending March 31, 2018, as presented by Donya Buchanan, Family & Community Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

### **Human Resources**

2. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Regina Frank as a CSEA/PA Attorney, new position, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is August 20, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
3. The Board of Commissioners signed the Personnel Action Form accepting the retirement of Joan Meloy, Account Clerk II, for Portage County Job & Family Services, effective July 31, 2018 presented by Janet Kovick, Human Resources Director.
4. The Board of Commissioners signed the Personnel Requisition authorizing the three day internal posting of the full time permanent Account Clerk II, replacing Joan Meloy, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Connie Suliott, Part Time Health Assistant for Portage County WIC due to successfully completing the 120 day probationary period effective August 7, 2018, presented by Janet Kovick, Human Resources Director.

### **Commissioners**

6. The Board of Commissioners acknowledged receipt of the July 30, 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.

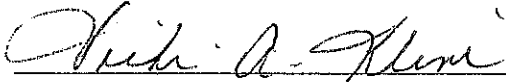
**Motion To:** Approve the Journal Entries for August 2, 2018

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

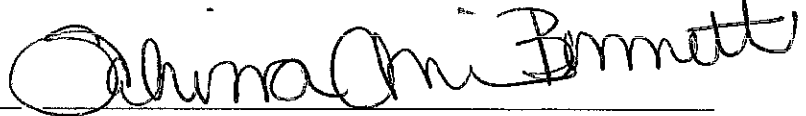
**Motion To:** Adjourn the Official Meeting of August 2, 2018 at 11:14 AM

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

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



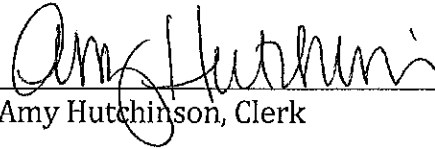
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President

-----ABSENT-----

Mike Kerrigan, Board Member



Amy Hutchinson, Clerk