



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, August 14, 2018

9:31 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

## MOTOR POOL

Present: Director Joe Dillon, Department of Budget & Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend

The Board discussed the need to establish a task force and the Board agreed Director Bragg, Director Townend, Director Dillon, Director Roberts and Commissioner Kerrigan will get together to discuss the Motor Pool.

Director Dillon provided information last week regarding an analysis of the national average inventory of public vehicles as compared to the County's fleet and information on fleet management outsourcing facilities.

## Additional Items:

- There are eight new Sheriff's vehicles coming in – five for road patrol and three for detective. Director Dillon is waiting to hear whether funding has been allocated for the parts and whether the upfitting will be outsourced. Director Townend explained there's money in the budget for the parts, but no money has been allocated for labor costs.
- The Board would like to see vehicles removed from service before releasing new vehicles as a general guideline.
- Director Dillon pointed out it will take sixty to eighty hours to outfit the Sheriff's vehicle and the mechanics are shorthanded with regular service work being outsourced already.
- The Sheriff's vehicles are the most serviced vehicles because they are driven over 40,000 miles each year.
- When the Water Resources began servicing their own vehicles, it allowed the Motor Pool technicians to catch up on data entry.

- It would be easier to outsource the outfitting of the Sheriff's new vehicles, but funding is not available.
- The Motor Pool is not outsourcing more than in the past, but is outsourcing.
- Director Dillon suggests having a third-party study done at the Motor Pool.
- Costs per mile at the Motor Pool are \$0.11, as compared to the national average of \$0.20.
- It may be more cost effective to utilize a towing service rather than sending two technicians to the scene, but Director Dillon noted from a diagnostic point of view, it's helpful for him to see the problem first hand.
- If GPS was installed on County vehicles, free roadside assistance is included.
- There is a need for more staffing or outsourcing at the facility.
- Commission Kerrigan pointed out it appears the real problem is staffing but Director Dillon noted it's two-fold, the technicians need more bays and the department needs more staffing.
- The Sheriff has twenty-three vehicles in his fleet, but currently he is down to eighteen in service.
- There has been one request for retrofitting of an existing supervisor's cruiser that is now requested to become road patrol. The vehicle will need a cage installed at a cost of \$1,400.00. The Board did not render a decision on this request.
- The eight new Sheriff's cruisers need to be outfitted for road patrol.
- Since it takes Motor Pool eighty hours to equip a Sheriff's vehicle and forty hours for a detective vehicle, Director Dillon recommends outsourcing all eight vehicles at a cost of approximately \$24,618.00.
- The Board discussed outsourcing other smaller items such as oil changes, but Director Dillon would rather have the Sheriff's vehicles outsourced.
- Director Dillon has not ordered parts for the vehicles, but sent an e-mail July 3, 2018 advising what was needed and is now waiting on a purchase order.
- Director Townend explained the budget was put in but the purchase order hasn't been entered, however Director Dillon can still order.
- The Board will need to decide if it will outsource the labor because money will need to be moved for that expense.
- Commissioner Kerrigan pointed out if a new vehicle is put on the road and an old vehicle comes off, that vehicle could sit at the Motor Pool as a swap vehicle. Director Dillon noted if a vehicle comes in from an accident, it is used for parts.
- The Board agreed to outsource the five new road patrol vehicles (\$3,480/ea.) and the Motor Pool will take care of the three detective vehicles (\$2,400/ea.) in house.
- Director Dillon will call today and order the parts and get the five road patrol vehicles outsourced.
- The Board agreed the five new vehicles will go in service, but two existing will be pulled from the fleet.
- Director Dillon advise the Board when parts are available.

#### **Discussion:**

Present: Department of Budget & Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, Director Todd Peetz and Evelyn Beeman, Regional Planning Commission

## 1. Local Government Fund

- The Townships want a lot more money and they aren't going to agree to the existing alternative formula.
- The Cities did not like the Township's formula and there have been several heated meetings over the issue.
- The County never presented a plan because the sides were not talking.
- The Budget Commission created their estimates based on the statutory formula and there are no surprises.
- The Budget Commission has offered to meet with communities one last time to come up with an alternative formula.
- Director Bragg suggests the Board go back to where it was originally.
- The Board needs to try to create stability because next year the County could lose money depending on what other communities submit.
- Director Bragg recommends the Board try to participate in an alternative formula.
- The Board agreed to use the prior formula for one more year to allow communities time to meet and discuss, unless another alternative can be agreed to.
- To pass an alternative formula, you need the support of half the communities, plus the largest city, plus the County.
- Commissioner Christian-Bennett noted the Townships came up with an alternative formula based more on population than services or levies.
- Commissioner Kerrigan suggests the Board contact the Trustees to let them know where the Board stands individually because the Board doesn't have a voted-on position on the matter.
- The Board agreed Commissioner Kline and Director Bragg will attend the Budget Commission meeting on August 30<sup>th</sup>.

## **REGIONAL PLANNING COMMISSION BUDGET DISCUSSION**

Present: Director Todd Peetz, Evelyn Beeman, Regional Planning Commission; Department of Budget & Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend; Portage Development Director Brad Ehrhart

- When the building is sold, the Commission will be in good shape.
- The budget didn't include a grant writer and there is still a lot of time left until the end of the year, but Director Peetz doesn't feel comfortable hiring one if the Board will not support the position.
- Commissioner Kline asked what difference the grant writer made and Director Peetz reported that she received grants for/from the following:
  - Drug Task Force for the Sheriff's Office
  - Rail Commission
  - Parks Collaboration Grant and the Marketing Grant
  - Nature Works Grant
- The Commissioners provided \$55,000 and funding went to the Sheriff's Office for a JAG Grant, and to the Judges for Ohio Supreme Court Technology grant.

- Commissioner Kline mentioned Director Peetz should put this information in writing so everyone understands how important the grant writer position is.
  - The grant writer brought in \$800,000 the County may not have seen without her.
  - There's an additional \$969,546 pending on multiple grants.
  - When we received Admin dollars on grants, it doesn't reduce the County's allocation.
  - The Board may want to consider whether the County hires this position internal or external. When the position was external, work was done for other entities and the hope was for them to see the value of the position and help with funding, but it did not happen. If the County is paying 100% of the position, should the position come under the Board?
  - The hope was for admin costs to fund the grant writer position, but that did not happen.
  - A lot of the Townships cannot apply for grants because they cannot come up with the local match.
  - The Board agreed it should have a grant writer and if not an employee of the Planning Commission, it would still be beneficial to the County.
  - If there is a grant writer in the Commissioners' Office, the position could offer the same level of service to the Townships, but there may be an eventual need to have a second position or an intern to assist.
  - Previously, the Board agreed to fund the grant writer for the first year only, then the Planning Commission would generate enough admin fees to sustain the position, but that did not happen.
  - The RPC Executive Committee doesn't want to raise membership dues to fund the grant writer position because if several drop out, all increases would be lost.
2. Comprehensive Plan:
- Less than half of the cost of the comprehensive plan is included in the budget.
  - Director Peetz believes they can easily meet what they believe is a modest or very humble \$5 million rate of return by preparing the first ever Countywide Comprehensive Plan in Portage County.
  - Director Peetz will investigate funding options for the County to help with the comprehensive plan.
  - The plan will take more than a year to complete.
  - Since this is a countywide effort, other planning staff could be assembled from Streetsboro, Kent and Aurora to assist.
  - The Planning Commission's 2019 budget request of \$40,000 is for the comprehensive plan and the grant writer was not included in the budget and the planner is not in the budget either.
  - Since the comprehensive plan is a multi-year process, it would be a minimum of \$100,000.
  - The Board receives Technical Assistance Hours that would be used first to save some money.

## **PORTAGE DEVELOPMENT BUDGET DISCUSSION**

Present: Director Brad Ehrhart, Department of Budget & Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend

- Director Ehrhart is asking for \$50,000 plus in-kind donation of rent for 2019.
- The Department is in the process of preparing the annual budget, which will be presented to the Executive Committee this September and then for their Board approval in October.
- They are hosting a manufacturing expo called Produced in Portage October 10, 2018 from 10:00 AM-7:00 PM at the NEW Center at NEOMED.
- Portage Development is finishing a project in Rootstown called Shur Co.
- Job and Family Services manufacturing internship is working out well.

## **INTERNAL SERVICES – CONT.**

### **Discussion:**

#### **1. Maplecrest TIF Agreement**

Attorney Garnier mentioned the Board of Commissioners will need to designate an authorized county representative to approve requests for disbursement of funds for construction related costs of improvements. Additionally, the Board will also need to designate a prevailing wage coordinator or the Development Finance Authority of Summit County could provide one at a cost of \$500.00 per month for the duration of the contract. Due to the fact the Board is asking for prevailing wage as part of the TIF Agreement, the Board is responsible for making sure that it's done. Director Townend and Director Bragg will be the responsible parties to take care of the prevailing wage and disbursements for the Maplecrest TIF Agreement. Director Townend will advise the Prosecutor's Office.

#### **2. Mental Health and Recovery Board**

One additional application has been received for the Mental Health and Recovery Board from Eugene Mills. The Board agreed to schedule Mr. Mills for an interview (August 23, 2018).

The Board started receiving responses from the Boards and Commission advertisement and agreed if no current opening exists, staff will send correspondence to the applicant indicating their information will be held until there's an opening.

Commissioner Kerrigan asked for any handouts presented to Director Bragg when he met with departments about their budget requests.

#### **3. Courtview – There's a meeting scheduled by Judge Pittman on September 5, 2018 at 8:30 AM (Equivant Executive Meeting). The Board discussed one Commissioner attending the meeting and Commissioner Christian-Bennett will attend on behalf of the Board.**

11:34 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session regarding complaints against a public employee. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

11:48 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Recessed: 11:48 AM

Reconvened: 1:34 PM

### **DOMESTIC RELATIONS BUDGET DISCUSSION**

Present: Judge Paula Giulitto, Department of Budget & Financial Management Director Todd Bragg, Mary Ann Jasionowski, Susan McGann, Samuel DeShazor, Small Business Development Center and Job and Family Services Director Kellijo Jeffries

- Requests a 3% increase in the salary line item.
- Did not participate in the wage study because job descriptions are not comparable.
- Has been told there's a health benefit cost increase of 5%.
- Requests an increase in the contractual services line item. In the past, Domestic Court was funded \$30,000, but it was cut by \$5,000 last year.
- Domestic Court has a staff of nine - two Magistrates, Court Administrator, Mediator, Mediator Assistant, Court Reporter, Judicial Assistant, Bailiff and Court Compliance Officer.
- The Court used to have a Home Investigator position that was cut and never replaced, but may be forthcoming but not in 2019.
- Requesting \$5,000 be put back into contractual services to facilitate a children's program.
- Travel expense - requesting total of \$1,000.
- Membership fees \$1,450.
- Maintenance requesting total \$1,500 - \$500.00 increase.
- Software maintenance increased slightly to \$700.00.
- Equipment less than \$5,000 - asking for a \$6,000 increase for a civil protection order card for individuals who come through the Court and are given protection order, with a \$300/year software maintenance cost.
- Software - \$4,000 increase that was at \$0. Requesting a new software package called CV To Go, which is an interface module system of Courtview. The \$4,000 is a one-time fee and there is a \$363-\$375 ongoing maintenance cost.
- Professional Technical - additional \$500.00 for a total request of \$2,000 for interpreting services.
- There used to be funding of \$325.00 every year for transcripts and Judge Giulitto is asking for it to be reinstated at \$500.00.
- Visiting judge expenses.
- Project expense of \$ 60,080.00 for carpet (rough estimate), but could be capital expenditure paid for from Maintenance.
- Material supplies increase of \$1,500, part of the request is the CPO cards and other anticipated costs. Director Bragg has the CPO cards as \$3,495.00 for the machine and he wondered if that figure has changed and Judge Giulitto will check.

- Domestic Court's need for WiFi has been met by utilizing AT&T wireless WiFi. Commissioner Kerrigan noted there are security concerns from Information Technology Services. Judge Giulitto has applied for a grant for public and private internet services.
- The Domestic Court did not utilize the grant writer at Regional Planning Commission, but would consider utilizing someone if they were looking for specific grants to assist the Court.
- Increase photo copy by \$3,000 for a photo copy machine in the mediation area.
- Uniform \$100 increase, asking for \$1,000 total.
- Domestic Court raised over \$70,000 that goes back into the General Fund.
- Mediator Assistant is part time and Judge Giulitto would like to move the position to full time. Judge Giulitto is not bringing her on at this point, but may in the final budget.

### **SMALL BUSINESS ALLIANCE**

Present: Director Mary Ann Jasionowski, Advisory Susan McGann, Chairman of the Board Samuel DeShazior, Department of Budget & Financial Management Director Todd Bragg, and Job and Family Services Director Kellijo Jeffries

- The Small Business Development Center (SBDC) provides business services for all of Portage County and is part of a twenty-eight county network in the state.
- SBDC provides practical advice on how to go into business.
- They are not allowed to advertise, so individuals find out about SBDC through referrals.
- Formed as a non-profit organization, the SBDC is on its 13<sup>th</sup> year being Summit Medina Business Alliance, which serves Media, Summit and Portage.
- Being a non-profit, they receive a portion of funding from the SBA and ODSA, but rely on local stakeholders for cash match from the City of Kent, the City of Akron, Summit County and Portage County.

**Small Business Development Center**  
**Serving Portage County**  
**Summit-Medina-Portage Business Alliance**

The Small Business Development Center (SBDC) serving Portage County operates out of a satellite office provided by the City of Kent at its Community Development office located at 930 Overholt Road, Kent, Ohio. The Summit Medina Business Alliance has hosted these services since June, 2014. Prior to that, SBDC services were offered to Portage County through the Regional Development Corporation formerly known as Kent Regional Business Alliance.

The SBDC serving Portage County has received financial assistance from Portage County since January, 2016. From that time through July 31, 2018, the SBDC has served seventy-one unique clients and seventy-two businesses. These seventy-two businesses are broken down into the following communities:

Atwater	2
Aurora	6
Brimfield	7
Deerfield	2
Diamond	2
Franklin Township	12
Garrettsville	1
Hiram	1
Mantua	4
Randolph	4
Ravenna	17
Rootstown	2
Streetsboro	10
Suffield	2

Twenty-four persons were in business prior to contacting the SBDC. An additional twenty started their business while being counseled by the SBDC. At least three clients were referred to Consumer Credit Counseling Services at Family & Community Services, Inc. Other clients opted not to go into business at this time due to lack of resources, family support or other usually personal reasons.

Business counseled include:

- Manufacturing
- Health Care
- Restaurants
- Daycare
- Home-based



In addition, there is an increase in persons seeking to have a business in order to diversify their income stream as well as persons wishing to sell goods and services online.

Areas of business counseling include:

- Business start-up
- Business planning
- Local government compliance including sales tax and income tax issues
- Marketing
- Cash flow issues
- Human resources

In addition to the clients listed above, the counselor regularly fields a number of phone calls from Portage County residents who "just have a few questions" about forming a business. Many clients stay in close contact and consider the SBDC a resource for their ongoing business concerns.

The Counselor serving Portage County meets with established businesses at their place of business.

Susan McGann is the Certified Business Advisor serving Portage County since June, 2014. She served in a similar capacity with the Regional Growth Corporation from August, 2008 to June, 2013. From June, 2013 to June, 2014, she was the Program Coordinator of the Consumer Credit Counseling Services Program at Family & Community Services, Inc.

Susan also brings other experience to this position, including:

- Leadership Portage County, Class of 2013.
- Portage Resource Partners: Participates in monthly meetings held by the Portage Development Board.
- United Way of Portage County: Member of Health Agency Grant Review Committee (3 years), regular participant in agency's "Days of Caring."
- Habitat for Humanity: Past Board Member including two years as Board Secretary.
- Main Street Kent: Promotions Committee and regular event volunteer.

2:47 PM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session regarding complaints against a public employee. Also present: Job and Family Services Director Kelli Jo Jeffries. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

2:55 PM Director Jeffries left the meeting

2:57 PM Human Resources Director Janet Kovick attending

3:05 PM Human Resources Director Janet Kovick left the meeting

3:08 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners moves 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.

\* \* \* \* \*

**Motion To:** Adjourn the Official Meeting of Tuesday August 14, 2018 at 3:08 PM

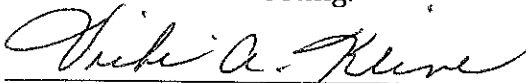
**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

**SECONDED:** Sabrina Christian-Bennett

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

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



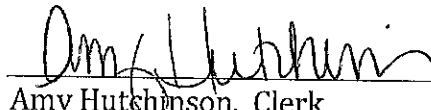
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk