

# Portage County Board of Commissioners

Special Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Wednesday, August 15, 2018

8:01 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.

## ADULT PROBATION BUDGET DISCUSSION

Present: Judge Laurie Pittman, Common Pleas Court; Chief Probation Officer Cathy Poling, Assistant Chief Hank Gibson, Adult Probation; Department of Budget and Financial Management Director Todd Bragg; John Yeargin, Jim Shaw and Michelle Stys, Auditor of State

- The caseload has increased in Felony Court, but Municipal Court is about the same as it has been for the past three to four years.
- Common Pleas has doubled its criminal caseload since Judge Pittman started.
- In 2005, the caseload was 500 for two judges, it's now 600 per Judge.
- Every felon does not see the Sheriff, but they do see Adult Probation (on bond, random screening or daily reporting, pre-sentence investigation, or probation).
- With the new law that has just been passed, Felonies of the 4<sup>th</sup> and 5<sup>th</sup> degree will not be placed in prison. The state is providing a portion of grant funding, but the cost must be absorbed at the local level and is at least 60%-70% of the caseload.
- There's a State grant (JRIG) which allows the court to place people on electronic monitoring, house arrest or SCRMMX to keep them out of jail. The JRIG grant will be going away in June 2019 and Adult Probation employs two position from that funding that will need to be absorbed. Adult Probation also receives monies from the sales tax.
- Almost all the Municipal Court cases go through Adult Probation.
- The kiosk has been a true asset and also calculates how many people are seen daily by the Adult Probation Department.
- Judge Pittman is asking for money to keep the current staffing in place.
- Judge Pittman would like an increase of \$2,000 each for the Chief and Deputy Chief of Adult Probation.
- Would like security cameras for the Probation Department.
- ISP Grant and Counseling Grant combined generate over \$300,000 in funding, but they are unsure how long the funding will last.

- The drug epidemic is affecting the entire community with ID fraud, regular thefts, vehicular homicides, etc.
- The Department is currently working on creating a daily reporting program and will need additional space (possibly Room 201). They are also trying to obtain a grant for the program and are working with other agencies to have it up and running in a couple more months.
- The daily reporting program will address substance abuse issues, employment, child support, mental health, etc. The program can also combine with other agencies such as Passages.
- A full time County grant writer would help with additional Federal and State funding.
- The number of females incarcerated at the Justice Center is down in part to NEOCAP opening an entire jail for women in Painesville, with a majority of the inmates (both male and female) coming from Portage County.
- Commissioner Kerrigan asked how long it would take for full staffing at the Justice Center with the new POD opening and Judge Pittman believes full staffing will be needed by the middle of next year with the new laws going into effect.
- Last year, Adult Probation was at 298 Felony bond offenders and they are currently at 333. The Judges are diverting people from jail and placing them on daily reporting or random screening.
- Adult Probation has spent \$20,000 in drug testing supplies since January 2018.
- Since July, there have been 3,444 people through the Department (Defendants) with 191 in for bond screens.
- Last week (8-6-2018 to 8-10-18), 760 offenders came through Adult Probation.
- The quote for security cameras will need to be reviewed to ensure that it is still valid.
- Eligibility for people who want their records sealed has expanded and will increase the Expungement Coordinator job, which may require additional personnel to assist.
- The Felony Court Intensive Supervised Probation (ISP) caseload averages 80 offenders per officer (maximum amount allowed) and Probation has three ISP officers.
- ISP Officers deal with the higher risk offenders.
- Regular officer's caseload averages 115 offenders per officer and the Muni Court averages about 120 cases with four officers.
- The elevator has been fixed in the building.
- Commissioner Kerrigan asked about space at the Riddle Block and Judge Pittman noted it's beautiful but not fit for the Probation Department because antiquated and not secure. The footage is adequate but not functional, but they need a location close to the Courthouse.
- Commissioner Kerrigan asked about the consequences if the sales tax went away and the Adult Probation Department has one officer for bond clients and three additional officers from the sales tax and would not be able to manage without its current level of staffing.
- Adult Probation will send a spreadsheet on how many cases the extra funding is supporting.

Recessed: 8:35 AM

Reconvened: 9:01 AM

## **BOARD OF ELECTIONS BUDGET DISCUSSION**

Present: Director Faith Lyon and Deputy Director Terrie Nielsen; Department of Budget & Financial Management Director Todd Bragg

- The Ohio Secretary of State mandated that the Board of Elections purchase a remote ballot marking system and has provided funding towards that purchase. The funding was received and deposited, and the Board of Elections is being told by the County Auditor's Office that the money cannot be sent to the vendor because there is enough money in their budget to cover the expense. Since this is a grant, it should be handled as an 'in and out' transaction. Director Bragg noted a requisition and budget amendment should be put through so that it can move forward.
- Overtime for 2018 was requested at \$44,000, but \$40,000 was received. Additionally, overtime benefits were not covered and that means there will be an overage in the Board of Election's overtime budget. There is money in the budget, but not in the line, so Director Bragg explained the process.
- Overtime request for 2019 is \$40,000 and it's important to get the corresponding dollar amount in the fringe benefit line so that PERS and Workers Comp expenses carry forward.
- The Board of Elections has requested a 3% raise for eight full time employees because a substantial amount of money is returning to the County as reimbursement for the purchase of the voting equipment purchased in 2015.
- The Board of Elections is asking for an increase in the amount of payment to precinct election officials who run the polls on Election Day. Currently, the election officials are paid \$125.00 and they are asking to raise compensation to \$140.00. The last increase was in 2009. The increase would bring Portage County into alignment with other Counties.
- As requested, Ms. Lyon presented a listing of improvements the Board of Election feels necessary to be completed since the renovation will no longer be considered because of the cost.

## Board of Election's Office Improvement List

### All Spaces:

Evaluate, fix and clean HVAC system(s)

### Security (physical and cyber)

Key card entry into the main office, training room, machine room, GEMS room, and absentee room.

Implementation of multi-factor authentication for all sensitive systems.

Implement feasible suggested changes suggested by the "pathfinder" and/or Department of Homeland Security and/or Ohio Secretary of State.

### Machine Room:

Upgrade electrical

We believe there is something wrong with the electrical system in the machine room, as we have more problems with our DS200 optical scanners than other counties have. In addition, there are not enough outlets to charge our machinery, so much of it is currently being done with extension cords and surge protectors.

### Front Office:

New counter

New cubicles – electrician, IT

New Kardvevor – electrician 120 volt

New flooring

### Absentee Area:

New flooring

New work station with:

Two map drawers

Working surface

Large shelving unit

### Training Room:

Widen door so the pallets with ballots can fit through the door.

We currently have to off load all of the boxes onto smaller carts to get the ballots into that room. This can mean moving hundreds of boxes each weighing 30-60 pounds in a very short period of time, as we need to make sure that the ballots are secure.

Upgrade electrical – Again we are using extension cords and surge protectors to charge our PollPad batteries.

New flooring

### Hallway:

Better lighting

### Voting Room:

Better lighting

New flooring

- Once the current voting system contract ends, there will be a need for upgrades, software licenses, etc. at a cost of an additional \$100,000. It expense will not happen in 2019 or 2020, but it will be coming.
- New equipment will be needed before the ten-year mark – typically within the seven or eight year mark which is around 2023-2024.
- Ms. Lyons discussed the Election Revenue fund and presented a draft resolution for Board consideration. The fund would be used for the purchase of voting equipment, marking devices, automatic tabulating equipment, electronic poll books, voting booths, and anything else that would fall under main equipment to run an election. Ms. Lyons points out that the Board of Elections asks for ninety days if the Board creates the fund and decides to terminate. The Board agreed to discuss in more detail on Thursday.
- The Board of Elections will put together a schedule of needs based on year stages for the scanner, poll books, servers, booths, etc.
- Director Bragg will discuss the office improvement list with Director Townend.
- The Board of Elections will also put together an outline of when it would be convenient to get all the electrical done at once, all the carpet, etc. and noted they would like the improvements to begin after the election.
- The Board of Elections would like to have several of the more urgent needs addressed before the election such as the HVAC, leaks, chiller condensation, black mold, and electrical.

#### **SHERIFF'S OFFICE BUDGET DISCUSSION**

Present: Sheriff Dave Doak, Financial Manager Ron Rost, Administrative Advisor Pete Karcarab, Sheriff's Office; Department of Budget & Financial Management Director Todd Bragg; County Auditor Janet Esposito, Director of Fiscal Operations Rebecca Ritterbeck, Auditor's Office; Director Lloyd Alger, Manager Brenda Cumpston, Project Manager Shannon Jenkins, Information Technology Services

- Sheriff Doak mentioned he is reducing staff to address the current deficit.
- The Sheriff's Office met with Director Bragg and the department was asked to look at comp time and overtime, but reducing that area of expenses will not work because approximately 40% of comp time is Court time. Director Bragg pointed out the question was how much time is devoted to comp time and overtime, not to reduce it.
- The County contracts with the Union for court time at three hours minimum, whether the officer is there ten minutes or three hours. The amount has increased in 2018 because five employees are out with injuries.
- If someone resigns, another officer must be brought on to replace them and there would be a savings because the officer brought on would be at a lower level of compensation.
- Letters were sent in March asking for the 2019 budget requests, but the Sheriff's Office has not submitted the document. The Sheriff's Office has been concentrating on the 2018 budget, but the 2019 budget will be similar to this year's budget.
- The 2018 budget was requested at \$14,473,000.00, but the department was granted \$13,021,000. The 2018 request did not include the extra Corrections Officers for the new pod.
- A 2019 budget for the Sheriff's Office has not been submitted.

- One-time capital costs anticipated for 2019 are Securis, Jailview, medical healthcare (which ends in 2018). The department is also looking at Keif, a new vendor for the commissary.
- The medical was out of contract and the Securis contract is on a continuing basis, but the original timeframe has expired; same with Jailview, who is out of contract, but on a continuing basis, as well.
- Healthcare is about \$15,000 a month less than what the Sheriff's Office is paying now for an RN and an LPN on hand with 24-hour doctor consult access.
- The Keif commissary will hopefully be able to save money and it will eliminate the inmate accounting problem with Jailview.
- If the County continues with Jailview, it will need to expend a lot of money trying to figure out why accounts cannot be taken out so the department can reconcile.
- The Sheriff's Office will present the contract to the Commissioners and Jailview will go up for bid. Jailview is needed for inmate accounting and tracking of the inmate through the system (booking, court, etc).
- IC Solutions and Keif are two separate entities of one company and have financially better services than Securis based upon the contract offers.
- Securis is the Sheriff's present telephone system for the inmates and is strictly phone/video visitation and regular phones.
- With IC Solutions and Keif, it will put the entire burden on inmates to order what is requested through commissary, which is tracked and delivered by Keif twice a week.
- The Sheriff's Office asks that the Board begin the bid process for phone system, commissary system and jail management system. One company has provided proposals on the commissary, and video visitation/communication, another bid would be on the commissary, and a third bid would be for medical. Director Townend will work with Administrative Advisor Pete Karcarab.
- Beacon is a different jail management system and will need to have a patch made to work with Courtview and Jailview. A cost of \$5,800 will be paid by the Clerk of Court, which is the amount Jailview needs to finish their interface for ID network fingerprint scanning and for the \$6,500 camera to be tied in.
- Commissioner Kerrigan asked if having Wifi would make booking easier and Mr. Karcarab explained the Sheriff's Office is looking at VOIP. The booking area could use a wireless tablet to help check in multiple individuals at once time and does have a need for WiFi in that area.
- The collective bargaining contracts with Ron Habowski are still in the works. The Sheriff will contact Mr. Habowski directly.
- Receipt of the 2019 budget during mid September/beginning of October would be an appropriate time for submittal by the Sheriff's Office.
- There will be an increase for 2019 in the amount of \$60,000 for KSU maintenance for the Computer Aided Dispatch (CAD) software. This expense was previously paid out of old 9-1-1 money (2018 - \$61,504). The first half payment was paid out of the 9-1-1 funding, but the second half payment will need to come from the General Fund. Director Bragg asked why it couldn't be submitted to the Committee for payment next year, but Mr. Rost is unsure what pot of funding it should come out of.
- The 911 Coordinator and Dispatch Supervisor will continue to be one position in 2019.

- The Sheriff feels twenty-three vehicles in the fleet will suffice.
- The 2019 order will be prepared in October of 2018.
- Director Dillon has submitted his recommendations on which vehicles need to be replaced.
- The County could discuss lease options for the vehicles.
- The Motor Pool task force will be reviewing the entire fleet for the County and the Sheriff is welcome to be a part of it.
- The Sheriff indicated it's difficult to determine how many Correction Officers are needed until the new pod opens.
- Judge Pittman indicated earlier in the day that she believes the jail will need full staffing in the middle of next year due to the state removing the Felony 4 and Felony 5.
- The criminal activity associated with drugs has put an exceptional burden on the Sheriff's Office.
- The Sheriff believes that there is less money in the budget this year than in 2017.
- Mr. Rost asked for an update concerning the reinstatement of 2018 funding for Major Missimi's position and the final 1/3 of the wage increases.
- Major Missimi left in the middle of 2017 and the position was not filled. In the 2018 budget, the funding was taken in the amount of approximately \$90,000.
- The Sheriff's Office is also missing the difference between the 1.5% increase and the 2.25%, which is about - \$60,000, which is the amount for all the contracts.
- The Board has been waiting for the Sheriff's 2018 budget plan and Ron Habowski's suggestions on the other contracts before deciding whether or not to appropriate additional funds.
- The Sheriff's shortage is approximately \$300,000.
- An additional Dispatcher was also added that was not funded in the budget.
- Sheriff Doak mentioned when someone leaves, they are not being replaced.
- Commissioner Kerrigan asked in terms of jail staffing if the Sheriff considered working with the State Auditor's Office on a performance audit to compare our jail staffing numbers to other Counties, and since the Sheriff is not opposed to it, Commissioner Kerrigan will mention it when he meets with the State today.
- Commissioner Kerrigan is looking for hard facts from many sources to back up the Commissioners' argument to the voters that the sales tax need to be extended.
- The Board would like to see an analysis of response time prior to the additional sales tax and afterwards for comparison purposes.
- Sheriff Doak will send over a copy of the Annual Report.
- The jail serviced 5,000 people per year, with about 100 people a week.
- There have been three Corrections Officers added and \$400,000 towards Road Patrol as a result of the sales tax increase .
- The Board would like to show how the sales tax money has benefitted the residents of the County.

#### **INFORMATION TECHNOLOGY SERVICES (ITS) AND COUNTY AUDITOR BUDGET DISCUSSION**

Present: County Auditor Janet Esposito, Director of Fiscal Operations Rebecca Ritterbeck, Auditor's Office; Director Lloyd Alger, Manager Brenda Cumpston, Project Manager Shannon Jenkins, Information Technology Services

## AUDITOR'S OFFICE

- The General Fund pays over 3,000 invoices.
- The Auditor's Office went from paying invoices four times a week down to two times a week, which has reduced their postage expense.
- Over the last few years in Tax Settlement, there are five less full-time employees through efficiency and cross training.
- The Department has three part-time people - tax settlements, seasonal worker, CAUV agricultural use.
- According to County Auditor Esposito, there are many departments that stay within their current budget, including the Auditor, Treasurer and Recorder and they have all reduced the number of their employees.
- Weights and Measurers is requesting a new truck.
- County Auditor Esposito is adding more to the tax duplicate on assessments because eventually recycling won't be covered, so assessments are up to \$76,500.00, which could go towards staff wages.
- County Auditor Esposito is also asking for storm water and recycling as PDF files, which Information Technology is assisting with.
- A few years ago, the Auditor went together with the Board of Elections, Dog Warden and the REA Department for printing and inserting documents in house to save money. The machine was purchased by Water Resources who no longer had a need for it.

## INFORMATION TECHNOLOGY SERVICES (ITS)

### Fund:

40000: \$6,500 - Up \$6,500 from \$0 Requested

- \$6,000 is need for outsourced technical support to assist in upgrading our Virtual and Backups environments next year.
- \$500 is requested to keep going an annual program of electronics recycling of our department and other county facilities.

400100: \$1,000 - No Change from \$1,000 requested

400170: \$1,000 - No Change from \$1,000 requested

400180: \$500 - No Change from \$500 requested

412000: \$175 - No Change from \$175 requested

412100: \$2,640 - No Change from \$2,640 requested

412400: \$500 - No Change from \$500 requested



413000: \$3,000 - No Change from \$3,000 requested

413310: \$1,800 - Up \$1,800 from \$0 requested

- \$1,800 is needed for an annual hardware support contract the Envelope sealer machine in the Auditor's office.

413320: \$452,360 - Up \$198,360 from \$254,000 requested

- The amount proposed did not cover the following software support renewals:
- \$135,100 is needed for Office 365 licensing, which was not previously included here
- \$26,260 is needed for Sophos, our antivirus licensing which was not previously included here.
- \$21,000 is needed for services and support for our Backup Environment CommVault. We previously paid this in 2014, it comes due 12/24/2018.
- \$10,500 is needed for Forcepoint, our web monitoring software.
- \$3,500 is needed for our first annual county website maintenance payment.
- \$2,000 is needed for an AT&T contract that is currently in Credit state this year, but will not be next year.

500000: \$1,000 - Down \$2000 from \$3,000 requested

- In trying to be more accurate in our budgeting, Director Alger trying to fund line items more appropriate to what they use in a given year. For Materials & Supplies, they have only one constant, Water from Distilata. Everything else going here before should be in 511000.

510000: \$500 - Up \$500 from \$0 requested

- \$500 is needed for Office Supplies. Historically, ITS has spent nearly \$500 each year in Office Supplies. In previous years, these supplies were purchased out of account 500000.

511000: \$3,650 - Up \$650 from \$3,000 requested

- \$650 additional is needed for Backup tapes. ITS purchases these every two years, and the last purchase was in 2017.

521000: \$920 - Up \$920 from \$0 requested

- \$920 is needed for the purchase of Ink/Toner supplies for our printers. Historically, ITS has spent nearly \$650 each year in Ink/Toner. In previous years, these supplies were purchased out of account 500000.

542000: \$250 - No Change from 250 requested

596300: \$5,000 - No Change from \$5,000 requested

596400: \$6,400 - Up \$6,400 from \$0 requested

- \$2000 is needed for improved networking equipment. Historically, ITS has spent nearly
- \$2000 each year in Networking equipment. In previous years, these supplies were purchased out of account 500000.

- \$4,000 is needed for replacement computers in the ITS department replacing 5 year and older systems.
- \$400 is needed to purchase replacement power supplies for the failing components on the Dell 3040 systems across the County. Currently, each department uses our stock and then buys us a replacement unit.

596410: \$0 — Down \$1,500 from \$1,500 requested

596600: \$1,100 — No Change from \$1,100 requested

- Computer Replacements – \$50,000 per year for the next four year. Director Alger is requesting that amount move up to \$110,000 every year, which replaces computers on a five year cycle. The computers are \$1,200-\$1,500 a piece, but if bought in bulk, they are \$800.00 each.
- There are six hundred fifty known computers connected to the network. There are other computers at the Board of Elections, Dog Warden, County Engineer, and Water Resources that may not be on the network, but will still need to be replaced.
- Next year, IT is planning on a full in person inspection on all computers.
- IT is compiling a listing on which departments are getting computers next year. Some computers will be scrapped, some will be refurbished, and some will be used for parts. In the past if some of the computers are decent, they have been offered to non-profit organizations.
- Wireless: once there is connectivity in the facilities, the need to buy machines may decrease by utilizing portable units instead.
- There is a business need for wireless at the Courthouse and the Sheriff's Office (jail area).
- Wireless has two phases: mapping of all the buildings \$17,200 (Jail, Admin Building, Riddle Block, Ravenna and Kent Courthouse)
- Director Alger is recommending a back up environment for next year, to be done this year through Dell at a cost of \$31,826.
- County Auditor Esposito noted the former Budget Directors used MUNIS and she's been receiving a lot of telephone calls on why Director Bragg isn't using it, and the Board asked her to refer all calls to the Board.

#### **BUILDING DEPARTMENT BUDGET DISCUSSION**

Present: Director Charles Corcoran, Office Manager Linda Markijohn; Department of Budget & Financial Management Director Todd Bragg

- The workload at the Building Department has significantly increase.
- The Building Department currently has one electrical inspector, one building inspector, and the other inspectors are pulled in as needed. Director Corcoran can help cover the building inspector, but he cannot cover the electrical inspector because of state requirements.
- The inspections must be reviewed to determine priorities and some inevitably have to wait.
- There were 184 electrical inspections done in July 2018.
- The department numbers are increasing, with a 20% overage from the same time last year, with 40% growth.

- Residential developments are starting to grow.
- Thirty-one commercial project permits were received by the department.
- There are two part-time Commercial Plan Reviewers and they come in a couple of days per week, when called.
- Funds taken in were well above last year's numbers by approximately \$44,000 coming into the department.
- In 2018, the department is already at \$59 million dollars and at the same time last year, the department was at \$26 million dollars. The increase is driven by both commercial and larger homes.
- The cost of construction is increasing.
- County inspectors are driving somewhere between 100-150 miles per day for inspections.
- The largest need of the department is an upgrade to the computer system. The current system is fourteen years old. The equipment is fine, but it's the software that needs replaced.
- Field tablets would help create efficiency for the department and three would be needed, along with the data connection charges.
- The current system is not integrated with the GIS system, but integration would be helpful for scheduling.
- The software estimate is over six months old, but it was \$10,000 and the tablets were \$2,000 each.
- The current trucks are outfitted for the tablets.
- Staffing at minimum needing to be a part time multi certified inspector, but that is hard to find and the department may need to hire a full time inspector with a salary range of \$52,000-\$58,000, plus benefits.
- Director Corcoran has discussed the possibility of partnering with another entity such as the City of Kent or the City of Ravenna and Streetsboro is considering.
- Director Corcoran is reviewing Mutual Aid agreements, but nothing has been set in writing.
- The Building Department's fees will be increasing October 1, 2018.
- There is a need for pre and post comparison data for re-inspection fee to ensure they are set correctly.
- There are no mutual aide agreements between Building Departments if there's an emergency in the County.
- An additional request is for desk top computers. There's one shared between three plans examiners and Director Bragg mentioned there are two on the third floor he is welcome to have.
- There is a need for additional clerical staff. Carrie Quotson is employed until the end of September, but would like to continue her part time employment. The clerical staff has worked over two hundred and twenty comp time hours.
- The largest complaint about the Department is the phone system because if you call in, you can't always get to someone because of how many other customers they are dealing with. The counter does take precedence, but if the staff is increased, it would help with the phones.



*Board of Commissioners*

Vicki A. Kline  
 Sabrina Christian-Bennett  
 Mike Kerrigan

August 14, 2018

Portage County Building Department

Year to Date Summary (January 1, 2018 to July 31, 2018)

**Permits**

Residential permits =	1,185 (21% increase over 2017 STP)
<u>Commercial permits =</u>	<u>306 (10% increase over 2017 STP)</u>
Combined permits =	1,491 (19% increase over 2017 STP)

**Inspections**

Residential Inspections =	2,082 (25% increase over 2017 STP)
<u>Commercial Inspections =</u>	<u>488 (-4% increase over 2017 STP)</u>
Combined Inspections =	2,570 (19% increase over 2017 STP)

2018 - Average 17.48 inspections per day (147 working days)

2017 - Average 14.11 inspections per day (147 working days)

Increase of 3.37 inspections per day (19% increase over 2017 STP)

**Fees Collected**

Running Total from January 1, 2018 to July 31, 2018	\$268,223.83
<u>Running Total from January 1, 2017 to July 31, 2017</u>	<u>\$224,066.06</u>
Increase of	\$44,157.77 (16.46% increase STP 2017)

**Valuation Reported**

2018 - \$59,961,292.25 (128 % increase over 2017 STP)

2017 - \$26,351,806.72

**Contractor Registrations**

~~354~~ 2018 - 384 (7% reduction from 2017 STP)  
 2017 - 379





Board of Commissioners

Vicki A. Kline  
Sabrina Christian-Bennett  
Mike Kerrigan

August 14, 2018

Portage County Building Department

Department Needs for 2019

- 1) Add one (1) multi-certified Inspector to the Department.
  - The addition of one (1) multi-certified Inspector (Building and Electrical) will allow more on site time per inspection. Will reduce site to site travel time and will provide/allow more time per inspection.
  - Will enhance scheduling and response ability to accommodate Contractor and Constituent inspection needs and scheduling.
  - Will reduce the amount of overtime and comp time accumulated by the Inspectors.
  - Will provide for better flexible coverage of inspections when Inspectors are off (vacation, sickness, etc.).
  - Will enhance the Department's relationships with the construction community including Owners, Fire Departments, Township and Villages.
  - Will reduce inspection vehicle wear extending service life of vehicle.
- 2) Upgrade the existing Building Department computer software and provide for each Inspector field tablets for inspection scheduling, inspection information, reporting.
  - Current software is 14+ years old. Lloyd Alger, CIO has reviewed current software and highly recommends upgrading.
  - Will enhance integration and communication with other internal and external departments such as Auditors Office, Health District, Water Resources, EMA, Fire Departments, etc that the Building Department is required to communicate with to approve projects.
  - Will enhance communications (via email and other avenues of communication) with the Constituents, Contractors, Owners, etc.
  - Will enhance tracking and reporting of projects (approvals, permits, plan reviews, etc.) Current reporting capabilities are limited and take time to generate needed reports/ extract needed data.
  - Will allow integration with the County GIS system.
  - Will reduce handling of paperwork within the office.
  - Will reduce office supplies (paper, etc) needs.
- 3) Add two new desk top computers to the Department to facilitate use of the existing large format scanner and to add a work station for employees sharing a computer.



**Motion To:** Adjourn the Special Meeting of Wednesday August 15, 2018 at 12:20 PM

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Mike Kerrigan

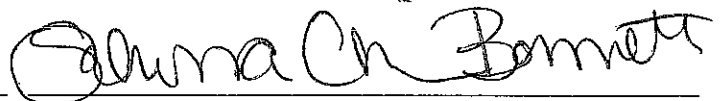
**SECONDED:** Sabrina Christian-Bennett

**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.



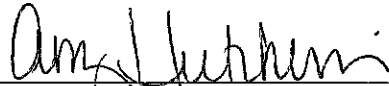
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk