



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, September 4, 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.

Discussion:

1. BoardDocs – agenda and meeting software.

- While at the NACo Conference, Commissioner Kerrigan spoke with a representative from BoardDocs, which is a company that provides software to assist public boards with agendas and meeting minutes.
- BoardDocs is a cloud-based system that does not require any special hardware purchase and is not on the County's server.
- The program removes paper from the process and the multiple ways items get on the agenda.
- BoardDocs Pro is the recommended program for Portage County. Anyone who provides agenda items for the agenda would have the ability to plug their information into the BoardDoc system.
- The Board will be viewing agenda items through a control panel during the meetings.
- There is also 'follow me' technology the Clerk would use to move through the agenda so the Board could follow along electronically.
- There's a voting mechanism available through the computer to have voting capabilities if the Board is interested in voting electronically, however a voice roll may still be required.
- A scoreboard could be used to show what goes on in the meetings in real time on a projector screen.
- There is an annotation feature available for each Commissioner, with individual accounts so others would not be able to view their annotations. The annotations are saved, but not in a public space.
- There is a mechanism to have meeting videos and audio uploaded if the Board is interested.

- The web application is its own self-contained website, with no special server space or equipment needed. This is important for transparency because this can all be placed seamlessly onto the County's current website.
- Once the agenda is done, click to approve and it gets sent to the Board and gets posted on the website. It also works the same way with the minutes.
- Client requirements include a laptop or IPAD and WiFi. Until WiFi is installed in the building, the Board could purchase a Verizon hub that would provide the needed access, but that comes with a separate monthly charge.
- BoardDocs guarantees up to 20 years worth of storage and it doesn't matter how much data is put in. If the Board puts in 21 years or more of data and we are still under the 20 gigabit limit, it is still acceptable.
- The County owns the data and can always get the information back. A paper copy will be kept by the Commissioners' staff and it can always be printed from the approved document.
- The search feature allows automatic searching capabilities for anything that is physically typed into the system or other uploaded documents that are searchable.
- Technical support is 24/7 at no charge.
- All maintenance and updates are included in the yearly costs.
- Training and implementation are free, with on-site setup.
- Commissioners' staff is welcome to upload into the system documents from up to 20 years ago, if desired.
- Every individual gets an account and the County is only charged a flat fee.
- Depending on what time of year, BoardDocs may be able to provide free on-site setup (savings of \$1,000). It would take a day or day and a half to get everything set up.
- BoardDocs will continue to connect with staff over a four to six week transition period.
- The BoardDocs system still provides an easy way to print individual agenda items, a customized agenda or even the entire packet.
- The one-time set up fee is \$1,000, but the end of the year is a slow time for them so they may be able to waive the fee.
- Training is 1½ days with ongoing remote training for 4 to 6 weeks.
- Full cost of the system is \$15,000 per year and can be pro-rated.
- BoardDocs Plus (which provides separate confidential meetings, separate document managers and separate administrative access for unlimited meeting groups of the same organization) is \$21,000 per year.

Commissioner Kline asked about agenda items that are brought in during the meeting and Commissioner Kerrigan indicated it may depend on how the Board structures the deadline for submittals.

Commissioner Kerrigan would like to move forward with BoardDocs, but Commissioner Christian-Bennett noted it's costly for the County to pursue this expense at this point in time. Commissioner Kerrigan mentioned paper cost and copy machine cost will be reduced with this purchase, as well as a noticeable time savings to staff.

Commissioner Kline confirmed the monthly cost would be \$1,250, plus the \$1,000 one-time fee.

9:58 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss the employment of a public employee. Also present: Board of Commissioners only. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:14 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

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Next Tuesday, the Board will meet with Department of Budget & Financial Management Director Bragg, Internal Services Director Townend, and Human Resources Director Kovick to discuss how things are going since the Human Resources Department and the Department of Budget & Financial Management moved to the 7th floor and cross training of all departments.

Commissioner Kerrigan will reach out to BoardDocs to have him schedule Commissioner Kline, Commissioner Christian-Bennett and Administrative Assistant Gonzales for a presentation.

The Board agreed to hold a moment of silence next Tuesday, September 11th at 8:46 AM

Motion To: Adjourn the Official Meeting of Tuesday September 4, 2018 at 10:17 AM

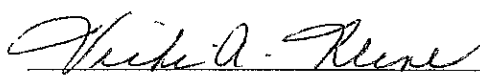
RESULT: ADOPTED [UNANIMOUS]

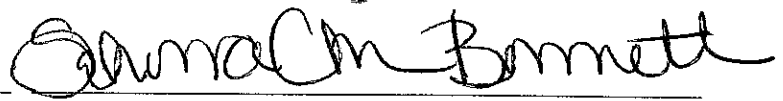
MOVED: Mike Kerrigan

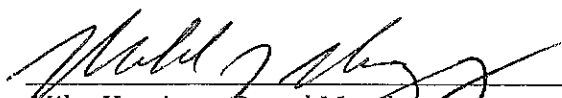
SECONDED: Sabrina Christian-Bennett

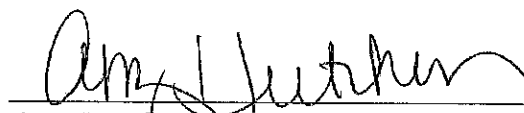
AYES: Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

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


Vicki A. Kline, President


Sabrina Christian-Bennett, Vice President


Mike Kerrigan, Board Member


Amy Hutchinson, Clerk