



# 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

Thursday, September 27, 2018

9:01 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Kerrigan	Board Member	Present

Also attending throughout the day Record Courier Reporter Ken Lahmers.

Recessed to Solid Waste Management District: 9:02 AM

Reconvened: 9:03 AM

## ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend and Procurement, Contract & Risk Manager Michelle Crombie

## HUMAN RESOURCES:

Journal Entries - #2 to 10

Commissioner Kline asked about the new Executive Program of the Employee Assistance Program (EAP) and Director Kovick explained it's currently offered in Summit County only, but eventually it will be opened to the rest of the clients. Once the new service becomes available to Portage County, it will be communicated to the Elected Officials and Department Heads.

## EXTERNAL SERVICES - No Items

## DBFM:

Resolutions - #'s 1 to 7

Director Bragg reported the Non-General Fund has an \$8 million dollar return from the County Auditor of excess funding collected over the past 6 years from Real Estate Assessments. Commissioner Kerrigan asked how the \$8 million was determined and Director Bragg replied it's at the County Auditor's discretion within certain parameters.

\* \* \* \* \*

Director Bragg has been invited to speak at the League of Women Voters of Kent's meeting on November 14<sup>th</sup> at 7:00 PM at Kent Social Services, to discuss the County budget and the Board is fine with his attendance.

**INTERNAL SERVICES:**

Resolutions - # 10 to 24

1. AMATS TAC Representative – Applicant John Trew.  
The Board agreed to schedule Mr. Trew for an interview.

**COMMISSIONERS' CONSENT AGENDA**

September 27, 2018

1. Approval of the September 20, 2018 and September 25, 2018 regular meeting minutes.

\* \* \* \* \*

**RESOLUTIONS**

September 27, 2018

**Budget & Financial Management**

1. Approve the Thursday, September 27, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0678
2. Approve the Thursday, September 27, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0679
3. Approve the Tuesday, October 2, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0680
4. Approve the Tuesday, October 2, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0681
5. Approve the Tuesday, October 2, 2018 Then & Now Certification, as presented by the County Auditor./18-0682
6. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0683
7. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0684

**Job and Family Services**

8. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./18-0685

9. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./18-0686

**Internal Services**

10. Enter into a subgrant agreement between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and the Northeast Ohio Consortium Council of Governments for Ohiomeansjobs Center Operator and Adult and Dislocated Worker Services./18-0687
11. Enter into amendment no. 2 between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Northeast Ohio Consortium of Governments./18-0688
12. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Werab Enterprises LLC for a septic system replacement (H. Colin Kunkle)./18-0689
13. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dynamerican Plumbing, heating, cooling, excavating, septic and drain for a septic system replacement (Phillip & Brinda Spreitzer)./18-0690
14. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dynamerican Plumbing, heating, cooling, excavating, septic and drain for a septic system replacement (David Elkins)./18-0691
15. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dynamerican Plumbing, heating, cooling, excavating, septic and drain for a septic system replacement (Samantha Diezman & James Duncan)./18-0692
16. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dynamerican Plumbing, heating, cooling, excavating, septic and drain for a septic system replacement (Kenneth & Anita Torson)./18-0693
17. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dynamerican Plumbing, heating, cooling, excavating, septic and drain for a septic system replacement (Timothy & Genevieve Adelman)./18-0694
18. Enter into a septic assistance program agreement between the Portage County Board of Commissioners, the Portage County Regional Planning Commission and Dynamerican Plumbing, heating, cooling, excavating, septic and drain for a septic system replacement (Lorene Davis)./18-0695

19. Enter into amendment no. 2 for child and adult emergency reporting services (CARES) between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services./18-0696
20. Enter into amendment no. 2 for parenting services ("Parenting Toward Solutions") between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc./18-0697
21. Enter into amendment no. 2 for Domestic Violence Services ("Safer Solutions for Men/Peaceful Solutions for Women") between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc./18-0698
22. Accept and award the bid for the Portage County Administration Building east and west wings re-roofing project./18-0699
23. Designating and authorizing an official to submit an Ohio Public Works Commission (OPWC) infrastructure program round 3 grant application and execute contracts for the Portage County Engineer for the project known as the Notman Road Bridge Replacement./18-0700
24. Designating and authorizing an official to submit an Ohio Public Works Commission (OPWC) infrastructure program round 33 grant application and execute contracts for the Portage County Engineer for the 2019 Resurfacing Program./18-0701

**Motion To:** Approve the Consent Agenda for September 27, 2018

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

**RESOLUTION NO. 18-0678                      -                      RE:      WIRE TRANSFER AND ACH APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 September 27, 2018 in the total payment amount as follows:

1. \$73,842.64 to Medical Mutual Admin-Fund 7101; and
2. \$288,063.24 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, September 28, 2018	\$ 73,842.64
Wire Transfer on Friday, September 28, 2018	\$ 288,063.24

and be it further

**RESOLVED,** that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, September 28, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on September 27, 2018 in the total payment amount as follows:

1. USDA - Randolph Twp Sewers	\$ 108,841.00
2. USDA - Randolph Twp Sewers	\$ 65,184.87
3. Neil Group	\$ 20.00

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 A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0679                      -                      RE:      APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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:

09/27/18	1181	\$ 1,361.40
09/27/18	1182	21,958.81
09/27/18	1183	9,836.14
09/27/18	1184	54,536.33
09/27/18	1185	174.64
09/27/18	1186	64,540.57
09/27/18	1187	4,847.28
09/27/18	1199	3,857.52
09/27/18	1200	8,818.07
09/27/18	1201	11,167.97
09/27/18	1235	6,731.19
09/27/18	1244	1,666.67
09/27/18	1245	1,700.66
09/27/18	1246	1,117.48
09/27/18	1248	6,082.43
Total		\$ 198,397.16

; 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, Yea;

**RESOLUTION NO. 18-0680**

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

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 October 2, 2018 in the total payment amount of **\$649,339.99** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,**

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0681**

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

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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:

10/02/18	200	\$ 449.13
10/02/18	199	1,079.42
10/02/18	198	6,310.72
10/02/18	197	364.00
10/02/18	195	308.00
Total		\$ 8,511.27

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0682                      -                      RE:    ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan 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 **\$40,863.72** as set forth in Exhibit "A" dated **October 2, 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:



RESOLUTION NO. 18-0683

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

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

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

	<i>Increase</i>	<i>Decrease</i>
Fund: 0001 General Fund		
012 Central Purchasing Services		
00124 Internal Svcs Projects CS	120,000	-
MEMO TOTAL	<u>\$ 120,000</u>	<u>\$ -</u>
Note: PCAB Roof replacement		
TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 120,000</u>	<u>\$ -</u>
Fund: 0002 General Fund 5739.026		
012 Central Purchasing Services		
20126 GF 5739.026 CO	3,000,000	-
MEMO TOTAL	<u>\$ 3,000,000</u>	<u>\$ -</u>
Note: Jail Remodel contracts		
TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 3,000,000</u>	<u>\$ -</u>

IncreaseDecrease

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; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

## RESOLUTION NO. 18-0684

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

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

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

	<i>Increase</i>	<i>Decrease</i>
Fund: 1003 Real Estate Assessment		
100 Auditor		
10037 Real Estate Assessment OE	8,000,000	-
MEMO TOTAL	<u>\$ 8,000,000</u>	<u>\$ -</u>

Note: REA Excess funds

Fund: 1103 Drug Abuse Resistance Educatio		
700 Sheriff's Department		
11033 DARE Program Salary&Fringes	1	-
MEMO TOTAL	<u>\$ 1</u>	<u>\$ -</u>

Note: Increase per total grant

Fund: 1170 Emergency Response LEPC/CERP		
931 Local Emergency Planning Commi		
11704 LEPC / CERP CS	20,000	-
MEMO TOTAL	<u>\$ 20,000</u>	<u>\$ -</u>

Note: FUNDS FOR

Fund: 1201 Motor Vehicle And Gas Tax		
800 Engineer's Department		
12014 Engineer MVGT Contract Svcs	50,000	-
12016 Engineer MVGT Capital Outlay	-	50,000
MEMO TOTAL	<u>\$ 50,000</u>	<u>\$ 50,000</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: <b>1410</b>	<b>Job And Family Services</b>		
	<b>051 Job And Family Services</b>		
14103	Job & Family Svc Salary&Fringe	230,000	-
14104	Job & Family Services CS	75,874	-
14106	Job & Family Services CO	-	5,000
14109	Job & Family Services ME	-	874
	<b>MEMO TOTAL</b>	<b>\$ 305,874</b>	<b>\$ 5,874</b>

Note: Projected need

Fund: <b>1415</b>	<b>Child Welfare - Special Levy</b>		
	<b>051 Job And Family Services</b>		
14154	JFS Child Welfare Levy CS	-	100,000
14155	JFS Child Welfare Levy MS	-	4,500
14156	JFS Child Welfare Levy CO	-	30,000
14159	JFS Child Welfare Levy ME	134,500	-
	<b>MEMO TOTAL</b>	<b>\$ 134,500</b>	<b>\$ 134,500</b>

Note: Projected need

Fund: <b>7040</b>	<b>Centralized Accounting Service</b>		
	<b>011 Budget &amp; Financial Management</b>		
70403	Central Acctg Serv Salary&Frin	21,000	-
	<b>MEMO TOTAL</b>	<b>\$ 21,000</b>	<b>\$ -</b>

Note: Adjust for remaining

Fund: <b>7102</b>	<b>Cafeteria Benefits Program Pkg</b>		
	<b>018 Human Resources</b>		
71024	Cafeteria Benefits Program CS	50,000	-
	<b>MEMO TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>

Note: Dental addt'l approp

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<b>\$ 8,581,375</b>	<b>\$ 190,374</b>
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*Increase*

*Decrease*

; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0685**

**RE: TRANSFER FROM FUND 1415, CHILD  
WELFARE SPECIAL LEVY FUND TO FUND 1410  
PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and

**WHEREAS,** it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$125,000.00 for the 3rd estimate of 4th quarter SFY18 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 - JFS Shared

Project 5SHAR

\$125,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS Shared

Project 5SHAR

\$125,000.00

; and be it further

**RESOLVED,**

that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

**RESOLVED,**

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0686**

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**RE: TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

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

**WHEREAS,**

the Child Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

**WHEREAS,**

it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,**

that the following transfer of funds be made in the amount of \$21,630.08 for the month of August 2018 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519  
Debit Expense Account  
Object: 912000 - JFS - Shared  
Project 5SHAR \$21,630.08

**TO:**  
FUND 1410, PUBLIC ASSISTANCE  
ORGCODE - 14100512  
Revenue Account  
Object: 282000 - JFS - Shared  
Project 5SHAR \$21,630.08

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 18-0687                      -                      RE:    ENTER INTO A SUBGRANT AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS FOR OHIOMEANSJOBS CENTER OPERATOR AND ADULT AND DISLOCATED WORKER SERVICES.**

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

**WHEREAS,** Title I of the Workforce Innovation and Opportunity act of 2014 (WIOA) requires that WIOA Area 19, which consists of Geauga, Ashtabula and Portage Counties, must

provide for the existence of one or more OhioMeansJobs centers, and provide Adult and Dislocated Worker Career and Training services; and

**WHEREAS,** the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIOA funds and other workforce development activity funding sources pursuant to a Governing Agreement entered into by Geauga, Ashtabula and Portage Counties; and

**WHEREAS,** on June 25, 2018, the NOC COG and the Area 19 WDB respectively voted to give the GRANTOR the authority to enter into a Subgrant Agreement with SUBGRANTEE for the provision of the Comprehensive OhioMeansJobs center, and the provision of Adult and Dislocated Worker career and Programing Services, pursuant to the terms and conditions set forth herein, for a term commencing July 1, 2018, and ending June 30, 2019; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby enter into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments on behalf of the Portage County Department of Job & Family Services for the period July 1, 2018 through June 30, 2019;

**RESOLVED,** that compensation for WIOA staffing services shall not exceed Two Hundred Fifty-Three Thousand One Hundred Eight and 25/100 dollars (\$253,108.25); and be it further

**RESOLVED,** that compensation for Adult and Dislocated Worker programming services shall not exceed Two Hundred Sixty-five Thousand and 00/100 dollars (\$265,000.00); and be it further

**RESOLVED,** that compensation for operation of the OhioMeansJobs Center shall not exceed One Hundred Three Thousand One Hundred Forty-four 34/100 dollars (\$103,144.34); and be it further

**RESOLVED,** that total compensation under this Subgrant Agreement for the period July 1, 2018 through June 30, 2019 shall not exceed Six Hundred Twenty-one Thousand Two Hundred Fifty-two and 59/100 dollars (\$621,252.59); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;



**RESOLUTION NO. 18-0688**

**RE: ENTER INTO AMENDMENT NO. 2 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS.**

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

**WHEREAS,** Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act of 2014 (WIOA) require that Area 19, which consists of Geauga, Ashtabula, and Portage Counties, must maximize employment and training resources, coordinate resources and provider service programs, including employment and training services to youth; and

**WHEREAS,** the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIA funds, WIOA funds and other workforce development activity funding sources by Geauga, Ashtabula and Portage Counties pursuant to a Governing Agreement entered into by those counties; and

**WHEREAS,** on December 16, 2016, the Area 19 Workforce Development Board(WDB), and the NOC COG Board, as defined under the Intergovernmental Agreement, each voted to enter into an Agreement with the Portage County Department of Job & Family Services for the provision of CCMEP WIOA Youth Services for a term commencing January 1, 2017 ending June 30, 2017; and

**WHEREAS,** on June 7, 2017, the NOC COG board and on June 21, 2017, the Area 19 Workforce Development Board (WDB) both voted to give the authority for the NOC COG to enter into a second Agreement with the Portage County Department of Job & Family Services for the provision of CCMEP WIOA youth services for a term commencing July 1, 2017 and ending June 30, 2018; and

**WHEREAS,** on December 6, 2017, the NOC COG Board passed a motion to amend the Agreement commencing July 1, 2017 and ending June 30, 2018. Said motion permitted the July 1, 2017, contractor agreement to be amended in writing to increase the budgets for determination of Eligibility, Framework design including case management and supportive services by a total of One Hundred Sixty Thousand Nine Hundred Ninety-Three and 32/100 dollars (\$160,993.32); and be it further

**WHEREAS,** on June 25, 2018, the NOC COG board and the Workforce Development Board passed a Motion to amend the contractor Agreement. Both motions permitted the

July 1, 2017 contractor Agreement, as amended, to be further amended in writing to change the term of the Agreement from a term of July 1, 2017 to June 30, 2018 to that of July 1, 2017 to September 30, 2018, with the provision of an additional Seventy-two Thousand Five Hundred and 00/100 Dollars (\$72,500.00) in budget.

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Amendment No. 2 with the Northeast Ohio Consortium Council of Governments on behalf of the Portage County Department of Job & Family Services for the provision of CCMEP WIOA Youth Services for the period July 1, 2017 through September 30, 2018, in the amount of Seventy-Two Thousand Five Hundred and 00/100 dollars (\$72,500.00); and be it further

**RESOLVED,** that the total amount of this agreement effective July 1, 2017 through September 30, 2018 shall not exceed Four Hundred Thirty-four thousand Six hundred Forty-four and 54/100 dollars(\$434,644.54); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0689      -      RE:    ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND WERAB ENTERPRISES LLC FOR A SEPTIC SYSTEM REPLACEMENT.**

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

**WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by H. Colin Kunkle aka KYCAT INC. 2296 Bixler Drive, Mogadore, Ohio qualifies for replacement under this program, and

**WHEREAS,** Werab Enterprises LLC, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$8,600.00, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Werab Enterprises LLC in the amount of \$8,600.00 to perform the agreed upon services; and be it further

**RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0690**

**RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND DYNAMERICAN PLUMBING, HEATING, COOLING, EXCAVATING, SEPTIC AND DRAIN FOR A SEPTIC SYSTEM REPLACEMENT.**

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

**WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Phillip & Brinda

Spreitzer 4957 Lovers Lane, Ravenna, Ohio qualifies for replacement under this program, and

**WHEREAS,** ~~Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain~~, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$2,605.95, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain in the amount of \$2,605.95 to perform the agreed upon services; and be it further

**RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0691      -      RE:    ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND DYNAMERICAN PLUMBING, HEATING, COOLING, EXCAVATING, SEPTIC AND DRAIN FOR A SEPTIC SYSTEM REPLACEMENT.**

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

**WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the

purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by David Elkins 7490 Yale Road, Atwater, Ohio qualifies for replacement under this program, and

**WHEREAS,** Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$2,055.60, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain in the amount of \$2,055.60 to perform the agreed upon services; and be it further

**RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0692      -      RE:    ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND DYNAMERICAN PLUMBING, HEATING, COOLING, EXCAVATING, SEPTIC AND DRAIN FOR A SEPTIC SYSTEM REPLACEMENT.**

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

**WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Samantha Diezman & James Duncan 4157 Lynwood Drive, Kent, (Brimfield Twp.) Ohio qualifies for replacement under this program, and

**WHEREAS,** Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$6,578.00, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain in the amount of \$6,578.00 to perform the agreed upon services; and be it further

**RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0693**

-

**RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND DYNAMERICAN PLUMBING, HEATING, COOLING, EXCAVATING, SEPTIC**

**AND DRAIN FOR A SEPTIC SYSTEM  
REPLACEMENT.**

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

- WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and
- WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Kenneth & Anita Torson 1331 Martin Road, Mogadore, Ohio qualifies for replacement under this program, and
- WHEREAS,** Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$2004.00, now therefore be it
- RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain in the amount of \$2,004.00 to perform the agreed upon services; and be it further
- RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further
- RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0694**

-

**RE: ENTER INTO A SEPTIC ASSISTANCE PROGRAM  
AGREEMENT BETWEEN THE PORTAGE**

**COUNTY BOARD OF COMMISSIONERS, THE  
PORTAGE COUNTY REGIONAL PLANNING  
COMMISSION AND DYNAMERICAN PLUMBING,  
HEATING, COOLING, EXCAVATING, SEPTIC AND  
DRAIN FOR A SEPTIC SYSTEM REPLACEMENT.**

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

- WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and
- WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Timothy & Genevieve Adelman 2111 Meloy Road, Kent, (Brimfield Twp.) Ohio qualifies for replacement under this program, and
- WHEREAS,** Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to disconnect, abandon, crush and fill existing system and run laterals to sewer main at a cost of \$7,776.50, now therefore be it
- RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Dynamerican Plumbing, Heating, Cooling, Excavating, Septic and Drain in the amount of \$7,776.50 to perform the agreed upon services; and be it further
- RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further
- RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:



Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0695       -       RE:    ENTER INTO A SEPTIC ASSISTANCE PROGRAM  
AGREEMENT BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS, THE  
PORTAGE COUNTY REGIONAL PLANNING  
COMMISSION AND WERAB ENTERPRISES LLC  
FOR A SEPTIC SYSTEM REPLACEMENT.**

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

**WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and

**WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned by Lorene Davis 5076 St. Rt. 43, Kent, (Brimfield Twp.) Ohio qualifies for replacement under this program, and

**WHEREAS,** Werab Enterprises LLC, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to disconnect, abandon, crush and fill existing system and run laterals to sewer main at a cost of \$5,071.50, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Werab Enterprises LLC in the amount of \$5,071.50 to perform the agreed upon services; and be it further

**RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health Department; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0696**

**- RE: ENTER INTO AMENDMENT NO. 2 FOR CHILD  
AND ADULT EMERGENCY REPORTING  
SERVICES (CARES) BETWEEN THE BOARD OF  
COMMISSIONERS ON BEHALF OF THE  
PORTAGE COUNTY DEPARTMENT OF JOB &  
FAMILY SERVICES AND COLEMAN  
PROFESSIONAL SERVICES, INC.**

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

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20170104 (the "Original Contract") on January 24, 2017 by Resolution No. 16-1017 to provide emergency response in situations where child and adult abuse and neglect may be occurring, stabilize a family and prevent removal of children from their homes, and link families to other community services; and
- WHEREAS,** an Amendment No. 1 was entered into on November 7, 2017 through Resolution No. 17-0798 to renew the agreement for one (1) additional year from October 1, 2017 through September 30, 2018; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- 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 Coleman Professional Services, Inc. to renew the agreement for one (1) additional year from October 1, 2018 through September 30, 2019; and be it further
- RESOLVED,** that the parties agree that Child and Adult Emergency Reporting Services (CARES) will be at a unit rate of Seven and 54/100 dollars (\$7.54) per unit, where a unit is defined as an hour of telephone line coverage; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Forty-nine thousand four hundred ten and 84/100 dollars (\$49,410.84); and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the

public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0697        -        RE:    ENTER INTO AMENDMENT NO. 2 FOR PARENTING SERVICES ("PARENTING TOWARD SOLUTIONS") 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 Mike Kerrigan that the following resolution be adopted:

**WHEREAS,**        an agreement between the parties was entered into and known as Portage County Contract No. 20170107 (the "Original Contract") on January 24, 2017 by Resolution No. 16-1014 to provide Parenting Services entitled "Parenting Toward Solutions" to stabilize families and prevent removal of children from their homes and reunify children that have been removed from their homes by providing parenting assessment, treatment, and other instruction services; and

**WHEREAS,**        an Amendment No. 1 was entered into on January 25, 2018 through Resolution No. 17-0959 to renew the agreement for one (1) additional year from October 1, 2017 through September 30, 2018; and

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

**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 for one (1) additional year from October 1, 2018 through September 30, 2019; and be it further

**RESOLVED,**        that the total amount of this Agreement is not to exceed Thirty-three thousand two hundred forty and 41/100 dollars (\$33,240.41); and be it further

**RESOLVED,**        that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the

public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0698**

-

**RE: ENTER INTO AMENDMENT NO. 2 FOR DOMESTIC VIOLENCE SERVICES ("SAFER SOLUTIONS FOR MEN/PEACEFUL SOLUTIONS FOR WOMEN") 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 Mike Kerrigan that the following resolution be adopted:

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20170103 (the "Original Contract") on January 24, 2017 by Resolution No. 16-1016 to provide Domestic Violence Services entitled "Safer Solutions for Men/Peaceful Solutions for Women" to stabilize families and prevent removal of children from their homes and reunify children that have been removed from their homes by providing domestic violence assessment, counseling, and other treatment; and

**WHEREAS,** an Amendment No. 1 was entered into on January 25, 2018 through Resolution No. 17-0960 to renew the agreement for one (1) additional year from October 1, 2017 through September 30, 2018; and

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

**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 for one (1) additional year from October 1, 2018 through September 30, 2019; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Fourteen thousand fifty-nine and 80/100 dollars (\$14,059.80); and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this

Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0699**

**- RE: ACCEPT AND AWARD THE BID FOR THE  
PORTAGE COUNTY ADMINISTRATION  
BUILDING EAST AND WEST WINGS RE-  
ROOFING PROJECT.**

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

**WHEREAS,** four bid packages were received, tabulated and recorded on September 19, 2018 for the Portage County Administration Building East and West Wings Re-Roofing Project, and

**WHEREAS,** upon review of the bids received, it is the recommendation of both the Architect and the Portage County Director of Internal Services that the following bid be accepted as the lowest and best bid received;

BOAK & SONS, INC.  
75 VICTORIA RD  
YOUNGSTOWN OH 44515  
\$109,890.00

now therefore be it

**RESOLVED,** that the Board of County Commissioners does hereby award the bid for the Portage County Administration Building East and West Wings Re-roofing project to Boak & Sons, Inc. as listed above meeting all specifications as required; 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 a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0700

RE: DESIGNATING AND AUTHORIZING AN  
OFFICIAL TO SUBMIT AN OHIO PUBLIC  
WORKS COMMISSION (OPWC)  
INFRASTRUCTURE PROGRAM ROUND 33  
GRANT APPLICATION AND EXECUTE  
CONTRACTS FOR THE PORTAGE COUNTY  
ENGINEER FOR THE PROJECT KNOWN AS THE  
NOTMAN ROAD BRIDGE REPLACEMENT

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

- WHEREAS,** the Ohio Public Works Commission (OPWC) requires the adoption of legislation by the governing body of the applicant designating an official to submit OPWC grant applications and execute contracts; and
- WHEREAS,** the Portage County Engineer has prepared an application for OPWC Round 33 funds for the project known as the Notman Road Bridge Replacement (CH 68 - PCE Bridge #48), over Willow Creek in Deerfield Township; and
- WHEREAS,** the Board of Portage County Commissioners is the governing body; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners hereby designates the President of the Board of Commissioners as the authorized official to submit the aforementioned named OPWC grant application and further execute contracts for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Ohio Public Works Commission; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0701

RE: DESIGNATING AND AUTHORIZING AN  
OFFICIAL TO SUBMIT AN OHIO PUBLIC

**WORKS COMMISSION (OPWC)  
INFRASTRUCTURE PROGRAM ROUND  
33 GRANT APPLICATION AND EXECUTE  
CONTRACTS FOR THE PORTAGE  
COUNTY ENGINEER FOR THE 2019  
RESURFACING PROGRAM**

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

- WHEREAS,** the Ohio Public Works Commission (OPWC) requires the adoption of legislation by the governing body of the applicant designating an official to submit OPWC grant applications and execute contracts; and
- WHEREAS,** the Portage County Engineer has prepared an application for OPWC Round 33 funds for the 2019 Resurfacing Program; and
- WHEREAS,** the Portage County Engineer is applying to resurface Mogadore Road (CH 81), Section E, from Howe Road to State Route 261 in Brimfield Township and the City of Kent and Cook Road (CH 107), Section A, from Tallmadge Road to New Milford Road in Rootstown Township; and
- WHEREAS,** the Board of Portage County Commissioners is the governing body; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners hereby designates the President of the Board of Commissioners as the authorized official to submit the aforementioned named OPWC grant application and further execute contracts for the Portage County Engineer as required by the Ohio Public Works Commission; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Ohio Public Works Commission; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**JOURNAL ENTRY**

September 27, 2018

**Commissioners**

1. The Board of Commissioners acknowledged the receipt of the September 21, 2018 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, that the Board of Elections will be open to the public for in-person absentee voting for the November 6, 2018 General Election as follows:

Tuesday, October 9, 2018	8:00 AM – 9:00 PM
Wednesday, October 10 – Friday, October 12	8:00 AM – 5:00 PM
Monday, October 15 – Friday, October 19	8:00 AM – 5:00 PM
Monday, October 22 – Friday, October 26	8:00 AM – 5:00 PM
Saturday, October 27	8:00 AM – 4:00 PM
Monday, October 29 – Friday, November 2	8:00 AM – 7:00 PM
Saturday, November 3	8:00 AM – 4:00 PM
Sunday, November 4	1:00 PM – 5:00 PM
Tuesday, November 6	6:30 AM – Election Complete

In addition to the above hours the Board of Election will be open for regular business hours to conduct Election Official Training as follows:

Saturday, October 6	8:30 AM – Noon
Thursday, October 11	5:00 PM – 8:30 PM
Saturday, October 13	8:30 AM – Noon
Tuesday, October 16	5:00 PM – 8:30 PM
Thursday, October 18	5:00 PM – 8:30 PM

**Human Resources**

2. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Judith Rettig, Accountant for Portage County Job & Family Services, due to successfully completing the 120 day probationary period effective September 26, 2018, presented by Janet Kovick, Human Resources Director.
3. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Kami Smith, Fiscal Eligibility Specialist for Portage County Job & Family Services, due to successfully completing the 120 day probationary period effective September 18, 2018, presented by Janet Kovick, Human Resources Director.
4. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for John Vodila, Temporary Training Specialist for Portage County Job & Family Services, due to successfully completing the 120 day probationary period effective October 9, 2018, presented by Janet Kovick, Human Resources Director.



5. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Dustin Dickerson, Training Specialist for Portage County Job & Family Services, due to successfully completing the 120 day probationary period effective October 9, 2018, presented by Janet Kovick, Human Resources Director.
6. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Denise Fazenbaker from Eligibility Specialist to Fiscal Specialist, new position, for Portage County Job & Family Services effective October 8, 2018, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Eligibility Specialist, replacing Denise Fazenbaker, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Laura Kollar from Clerical Specialist 3 to Account Clerk 2, replacing Joan Meloy, for Portage County Job & Family Services effective October 8, 2018, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Clerical Specialist 3, replacing Laura Kollar, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Christopher Brunette from Treatment Plant Operator in Training to Treatment Plant Operator I, due to successfully completing his EPA Class I Wastewater Exam and approval of hours worked, for Portage County Water Resources effective September 24, 2018, presented by Janet Kovick, Human Resources Director.

**Motion To:** Approve the Journal Entries for September 27, 2018

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

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9:08 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 to consider employment and dismissal of a public employee, official, licensee or regulated individual. Also present: Department of Budget & Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:13 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.

9:13 AM In accordance with the Ohio Rev. Code 121.22(G)(5), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to discuss matters required to be kept confidential by federal law or regulations or state statute. Also present: Internal Services Director JoAnn Townend and Procurement, Contract & Risk Manager Michelle Crombie. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

9:30 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.

#### **JOB AND FAMILY SERVICES**

Present: Kellijo Jeffries, Financial Administrator Sue Brannon, Job and Family Services; Department of Budget & Financial Management Director Todd Bragg; Attorney Chris Meduri; County Auditor Janet Esposito, Director Fiscal Management Rebecca Ritterbeck and Accounting Department Supervisor Maureen Bennett

##### **1. Data Report**

Director Jeffries presented and discussed the June/July 2019 Portage County JFS monthly data report.

Director Jeffries noted under NET Transportation June's number of 339 for total NET Transportation related calls received is incorrect, but July's numbers are correct.

# Portage County JFS Monthly Data Report

## June/July 2018

### Public Assistance

<b>OWF – Cash Assistance</b>	<b>June 2018</b>	<b>July 2018</b>
Number of Individuals on OWF	709	705
Number of Families on OWF	418	n/a
Amount Issued	\$146,656.00	\$147,881.00

<b>Food Assistance</b>	<b>June 2018</b>	<b>July 2018</b>
Individuals	12,984	13,004
Families	6,609	n/a
Amount Issued	\$1,525,412.00	\$1,560,225.00

<b>Medicaid</b>	<b>June 2018</b>	<b>July 2018</b>
MAGI Adult Expansion	7,614	Data not released from State to date
Non-MAGI Adult	6,524	Data not released from State to date
Family Medicaid	15,775	Data not released from State to date
Total Medicaid Recipients	29,913	Data not released from State to date
Total Amount of received Medicaid Services	\$44,825,088.42	Data not released from State to date

<b>Child Care</b>	<b>June 2018</b>	<b>July 2018</b>
Children	713	715
Public Funds Used	\$268,648.70	\$319,409.90

<b>NET Transportation</b>	<b>June 2018</b>	<b>July 2018</b>
Total NET Transportation Related Calls Received	339	183
Total Amount of Emerald Trips	77	107
Total Amount of Swift Care Trips	69	25
Total Amount of PARTA Trips	27	143
Total Amount of Gas Card Trips	248	288
Total Amount of Ticket Trips	167	0

<b>Intake Appts</b>	<b>June 2018</b>	<b>July 2018</b>
Total	113 (Walk-In) 287 (By Phone)	94 (Walk-In) 269 (By Phone)

<b>Customer Service Center</b>	<b>June 2018</b>	<b>July 2018</b>
Total Calls Received	5,611	5,782
Total Clients Seen	1,410	1,319

<b>State Hearings</b>	<b>June 2018</b>	<b>July 2018</b>
Hearing Completed	10	24
Hearings Withdrawn	16	23

<b>Benefit Recovery</b>	<b>June 2018</b>	<b>July 2018</b>
Total Amount Calculated	\$21,937.00	\$32,180.00
Total Amount Collected (fiscal-cash, TOP/Benefit Reduction and Incentives)	\$15,985.62	\$13,617.58

## Ohio Means JOBS / WIOA/ Work Experience Program

	June 2018	July 2018
First Time OMJ Center Customers	72	59
Total OMJ Center Customers	312	284
Total Size of WIOA A&DW Caseload	89	69
Total Services Provided to OMJ Center Customers	689	715
Number of Active ITA's	8	7
WIOA Orientation Sessions Held	22	3
Total Number of customers receiving unemployment	46	80
Referrals to Unemployment	0	0
Referrals to OOD	7	5
Veteran Job Placements	0	0
WIOA Customers Reported Employment	5	5
Total number of Business Services Provided	31	41
Total Number of Job Orders Posted	13	3
Total Number of Hiring Events/Job Fairs/Career Fairs (Events)	2	2
Total Number of Hiring Event Attendees	4	15

<b>Work Experience Programs (JOBS), CCMEP, and Supportive Services</b>	<b>June 2018</b>	<b>July 2018</b>
ABAWD Job Placements	1	2
OWF Job Placements	4	4
Job Club Job Placements	1	2
Total Number of OWF Participants- All Family	47	49
Total Number of OWF Participants-2 Parent	6	5
All Family Participation Rate (50%)	57%	Not available due to conversion
2-Parent Participation Rate (90%)	66.6%	Not available due to conversion
ABAWD Participants	115	98
ABAWD Participation Rate	79%	84%
Number of Work Experience Sites (WEP)	37	37
Number of Active WEP Participants	94	86
New WEP Site Contracts	0	0
Job Club Participants	17	28
CCMEP Job Placements	4	2
Number of CCMEP Youth In Pre-Enrollment Services (used to be Referrals)	51	21

Number of CCMEP Youth In Framework Design Services	21	3
Number of CCMEP Youth Enrolled In Services	191	209
CCMEP Youth Total (Includes Pre Enrollment/Framework Design/Services)	263	233
CCMEP In-School Youth Total	119	134
CCMEP Out-of-School Youth Total	73	81
Total number of CCMEP Services	355	301
Number of Participants In Supportive Employment Program	1	3
PRC Applications Received	104	n/a

### Children Services

	June 2018	July 2018
New Cases Assigned	85	78
Ongoing Cases	221	224
Adoption Cases	15	15
Adoptions Finalized	0	1
Children Leaving Custody	21	15
Children Entered Custody	23	14
Total Children in Custody	238	239
APS Cases Assigned	21	17

Family Team Meetings Held	99	90
Children in Kinship Care/Relative Care	88	95
Children placed in Agency Foster Homes	43	42
Children placed in Residential Treatment	24	25
Children Placed in Group Homes or Therapeutic Foster Homes	56	55

### Child Support

	June 2018	July 2018
Total Calls Received by Customer Service	1,775	1,621
Total Clients Seen in Customer Service	479	464
Total CSEA Responses to Web Portal Inquiries	251	285
Number of Individual Enrolled in Passages Program (applications approved for the month)	8	6
Number of Enrolled Individuals that secured employment	3	2
Passages: Currently employed: Made less than 6 months of payments	6	6
Passages: Currently employed who have made 6 months or more of consistent payments	6	1
Passages: Monthly Collections	\$1,297.96	\$2,580.88
Cases where Paternity was Established	44	58
Modified Child Support Cases	16	15
Total Number of Active Cases	9,262	9,280
Total Amount of Child Support that was disbursed	\$2,008,024.37	\$1,864,136.65



## Human Resources

	June 2018	July 2018
Total Number of Employees	191	191
Number of New Hires	0	4
Number of Promotions	1	0
Number of Resignations/Retire/Rescinds	4	1
Number of Job Postings	8	2

## IT

	June 2018	July 2018
Helpdesk tickets closed	319	264

## Community Outreach and Public Relations

### June 2018

- The Children Services division celebrated teenagers who graduated from High School on Friday, June 8<sup>th</sup> at the Pathways to your Independence event.
- Transportation Forum prep began
- The CSEA fall festival preparations began
- PCJFS partnered with Passages for the 5<sup>th</sup> annual Fatherhood Celebration. Three hundred and thirty five people attended the event!
- The Senior Forum was on Thursday, June 28<sup>th</sup> in which 82 elderly participated in the various workshops, won prizes while enjoying lunch, and visited community partner tables.

### July 2018

- Preparation for the following fall activities began:
  - Community Transportation Forum
  - Child Support Fall Festival
  - Foster Parent Fall Fest
  - OhioMeansJobs Job Fair
- The following are July Independent Living Group activities:
  - Movie Night
  - Yoga and Mindfulness in the park
- PRC Back to School Vouchers began on July 16<sup>th</sup>.

## 2. New initiative – Stark State

The Portage Job and Family Services Ohio Means JOBS Division has recruited a cohort of 8 adults and 5 Windham High School Students from Portage County to participate in Stark State's State Tested Nursing Assistant (STNA) program that is scheduled to begin on Tuesday, October 9, 2019 at Stark State's White Pond satellite site in Akron. Job and Family Services will make arraignments for subsidized transportation for individuals who have this as a barrier to training. Following the month-long training, all participants will be eligible to take the state test on November 2, 2018.

Portage Job and Family Services has already contacted the following health care facilities that are interested in interviewing these individuals for paid employment with their facilities: Altercare, Clear Path, Fresenius Medical Care, University Hospital, Brookdale Nursing Home and Hattie Larlham. This new collaborative is a testament that when government, business and education come together collaboratively, community change can occur for the betterment of the citizens that need the most support to become self-sufficient.

## 3. Contracts Amended and New

### Emerald (Amendment)

In August 2018, Mark Frisone notified Job and Family Services that Emerald Transportation would be reducing transportation rates to \$20.00 for In-County trips between hours of 6:00 AM-5:00 PM, Monday through Friday and \$30.00 between 5:01 PM- 5:59 AM for Fridays and any weekend hours. One-way trips more than 40 miles will be charged at \$24.32 per trip with a \$.90 per mile rate. This rate makes Emerald Transportation the most cost efficient Out-Of-County Non-Emergency Medicaid provider and their In-County rate (less than 40 miles on a one-way trip) is now identical to the rate of PARTA. To be ethical and fair to both In-County providers (Emerald and PARTA), In-County trips will be round-robin between the two providers. The amended contract will be forwarded to the Board for review and signature.

### Coleman Professional Services (Amendment)

Job and Family Services (JFS) pays rent for three apartments through a Coleman Transitional Age Youth (TAY) Housing contract for youth transitioning from foster care to independence for up to twelve months per youth. The monthly rent of \$570 also covers on site case management services. Due to the expansion of the JFS Comprehensive Case Management Program (CCMEP) and the identification that youth enrolled in this program may also face insecure housing situations at times; JFS would like to amend the TAY contract language to include CCMEP youth as potential occupants of the TAY apartments as well. Coleman CEO, Nelson Burns agrees with this amendment. The amended contract will be forwarded to the Board for review and signature.

## Family Recovery Home (New)

The Substance Abuse Epidemic has tragically resulted in more children coming into Job and Family Services (JFS) custody. While the parents are dealing with addiction and receiving treatment, the children are placed with kin or reside in foster homes or residential treatment facilities. JFS recognizes individuals who are in recovery relapse on average 5-6 times before recovery is sustained. Due to these statistics JFS is cautious about reuniting children prematurely with parents who are in recovery but are keenly aware that there is a traumatic emotional impact to children who are living apart from their biological parents. Portage JFS, Portage Mental Health Board and Family and Community Services have engaged in multiple conversations about the impacts of addiction and the desire to pilot a supportive transitional housing program. The program that has been envisioned would allow children to reunite with their parents sooner with full wrap around supports on site at the transitional housing facility. Parents and children would reside together in their own apartment for a period of six months to a year. The Portage Mental Health Board and Family and Community Services have applied for funding to acquire property and subsidize rent for this project. JFS has agreed to support the salary of one employee that would be housed at the transitional housing complex and would coordinate and/or facilitate treatment and education programs as well as family enrichment programs for the entire family while residing in the complex. JFS would maintain an open case with the family while residing in this facility. JFS has introduced this concept to Family Court Judge, Judge Berger, who stated he would support this new pilot program that would result in JFS recommending early reunification to the courts. The contract for this new pilot program will be forwarded to the Board for review.

### 4. Retirement and posting discussion for Children Services Divisional Administrator

Director Jeffries received a retirement notice from Tammy DeVine, who is retiring in May of 2019 after 29 years of service. The Board agreed with Director Jeffries to post her position now and hire someone at least 6 months before she leaves for adequate training purposes.

9:57 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to conference 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: Kellijo Jeffries, Attorney Chris Meduri, Sue Brannon, Janet Esposito, Maureen Bennett, Todd Bragg, Rebecca Ritterbeck. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:03 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.

Director Jeffries contacted Maximus to measure the space utilized by Job and Family Services for actual square footage at the Riddle Block. Director Jeffries also inquired about the Riddle Block maintenance costs they are acquiring because they have their own maintenance.

Several months ago, the Board asked if Job and Family Services would be interested in moving the Annex employees to the 3<sup>rd</sup> floor of the Administration Building and at the time Director Jeffries was interested. Upon further investigation, she will need to decline the offer if the Board is charging rent because the department cannot take on another financial responsibility in Children's Services.

Ms. Brannon explained Linda from Maximus sent a revised Cost Allocation Plan for 2016 and the numbers she came up with for the Riddle Block were less than what Job and Family Services was aware of. Ms. Brannon will need to make sure everyone agrees with the square footage and noted the issue may boil down to what was originally thought to be occupied by Job and Family Services as opposed to what actually is being occupied.

Job and Family Services hasn't been paying rent at the Riddle Block or the Annex since July 2018. Ms. Brannon provided figures on what has been paid so far and the new figures from Maximus will be used towards the calculation for the remainder of 2018. It appears the amount is a little less than \$100,000 than what was in the original Cost Allocation Plan.

The 2016 Cost Allocation Plan is being used for 2018 calculations.

Director Bragg shared the largest change is when the roof was replaced which extended the life of the building. Maximus did a straight-line depreciation because they were unaware of the roof or the time change. As a result, the depreciation in the current Cost Allocation Plan was almost \$100,000 higher than the actual depreciation.

In regard to the question of Maintenance, the figures will not be settled for an additional three weeks due to staff vacations.

As soon as the numbers are finalized, Job and Family Services will resume payment of rent back to August 2018.

The Board agreed to get back to Director Jeffries regarding the 3<sup>rd</sup> floor.

#### **PROSECUTOR'S OFFICE**

Present: Chris Meduri

With the retirement of Denise Smith, Attorney Meduri has taken the role of Chief Assistant Prosecuting Attorney and noted the office will continue to provide the best representation it can, and he looks forward to working with the Board in this new capacity. Attorney Meduri will still represent the Townships until they find an appropriate replacement.

Recessed: 10:10 AM

Reconvened: 11:02 AM

Commissioner Kline not attending.

**Motion To:** Adjourn the Official Meeting of September 27, 2018 at 11:02 AM

**RESULT:** ADOPTED

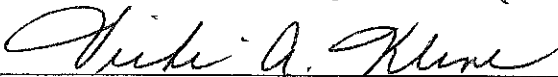
**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

**ABSENT:** Vicki A. Kline

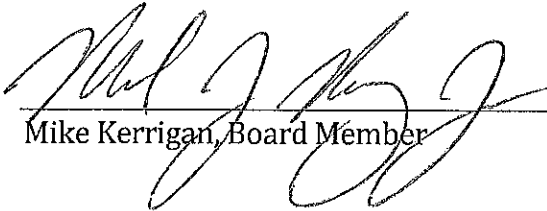
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



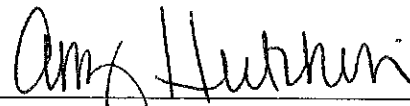
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk