



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0232

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, October 2, 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 Administrative Assistant Julie Gonzales.

## BOARDDOCS WEBINAR

The Commissioners listened to the BoardDocs presentation on board meeting management software to make Board meetings faster, more productive and more transparent.

### BoardDocs

- Streamlines agenda creation process with distributed submission of agenda items by staff
- Provides access to reference documents in the library
- Approve agenda items using customized approval processes
- Track progress on strategic plans and goals
- Record voting and take minutes notes in real time with the meeting control panel
- Allow board members to vote online
- Display meeting agenda in the meeting room with the ScoreBoard

Commissioner Christian-Bennett asked for a listing of Ohio counties currently using BoardDocs and Mr. Fruecht agreed to provide that information.

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Commissioner Kerrigan discussed the September 25, 2018 letter from Judge Paula Giulitto, Domestic Relations, in regard to posting legal notices on the Official Bulletin Board located on the first floor of the Administration Building. The Board agreed to send correspondence back to Judge Giulitto indicating any notices statutorily required to be posted are exempt from this process.

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County Auditor Esposito attending to present a legal opinion from the Prosecutor's Office in regard to use of County Fund 7227, Workers' Compensation Prospective Rating Plan 2018 to pay for security services at the Portage County Administration Building. The Board agreed to ask Procurement, Contract & Risk Manager Michelle Crombie and Department of Budget & Financial Management Director Bragg to discuss further on Tuesday, October 9, 2018.

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## **HUMAN RESOURCES**

Present: Director Janet Kovick, Department of Budget & Financial Management Director Todd Bragg, Benefits Specialist Susan Lynn

The Board discussed the Human Resources plan renewal and possibly increasing the single deductible and raising the Emergency Room visits and Commissioner Christian-Bennett would like to see a report on how many people are utilizing the Emergency Room and how many were sent home or were admitted.

Ms. Lynn also discussed the possibility of having the Board of Developmental Disabilities joining the County's plan. The health benefits they have are offered to all employees and their plan charges very little for the premiums.

The Board touched on employee contributions to the County's healthcare plan and agreed it will have a decision by October 11<sup>th</sup>.

Ms. Lynn mentioned the possibility of going to an HSA high deductible plan in the future. The HSA program is protected by the Federal government and employees put their money in an account that continues to grow, and an employee uses that tax-free money towards doctor visits. Once an employee leaves employment with the County, the money goes with them. Commissioner Kline asked if you can contribute after age 65 and Ms. Lynn will check. If the County would switch to an HSA plan, it would need to consider phasing out the County's current plan. Ms. Lynn will get additional information for the Board in the near future.

Recessed: 10:52 AM

Reconvened: 11:20 AM

## **CLEMANS NELSON**

Present: Human Resources Director Janet Kovick, Drew Esposito and Heidi Miller, Clemans, Nelson; Department of Budget & Financial Management Director Todd Bragg

Ms. Miller and Mr. Esposito presented and discussed 3 options for Portage County's pay grade system.

The proposed cost to the County for the draft options is as follows (figures do not include Prosecutor's Office):

Option #1 – Step System \$730,374.88

Option #2 – Minimum-Midpoint-Maximum (3M) \$167,396.19

Option #3 – Hybrid of Step System and Minimum-Midpoint-Maximum \$880,156.70

Director Kovick mentioned two items for the Board to consider - Job and Family Services has their own wage scale and the Board will need to decide what it's doing with departments who did not participate in the study. The Board discussed allowing the old pay scale to remain in place for those who did not participate in the plan, and if a department wants to come into the new plan, it will be permissible but all non-union employees of that department will need to participate.

There will be a review of the levels people are placed in once the final option has been determined and finalized.

The Board agreed with Option 2 – Minimum-Midpoint-Maximum (3M) and Clemans Nelson will clean up and finalize the document.

Mr. Esposito suggests instead of keeping the old wage system in place, the Board may want to keep non-participating employees rates the same until the department enters the new system.

The Board requests the finalized scale for Option 2 by next Tuesday, October 9, 2018.

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**Motion To:** Adjourn the Official Meeting of Tuesday October 2, 2018 at 12:37 PM

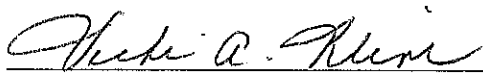
**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

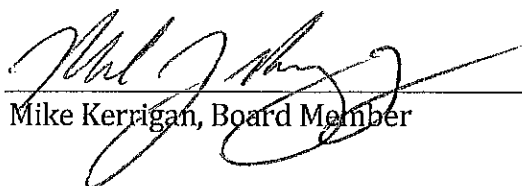
**SECONDED:** Mike Kerrigan

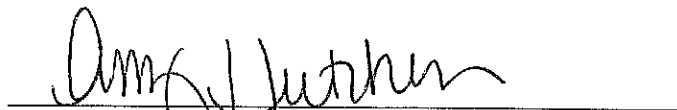
**AYES:** Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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