

# 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, October 23, 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 Diane Smith and Bruce Smith.

## CONFERENCE CALL WITH CLEMANS NELSON

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

The Board teleconferenced with Clemans Nelson to discuss the most recent draft of the proposed pay scale.

- If a department does not agree with the factoring, they can schedule a meeting with the Human Resources Department to walk them through the factoring process or they can request an audit.
- If a department wants to appeal the rationale for a position, Clemans Nelson can sit down with them to discuss, but it will be an additional cost to the County.
- Adjustments are still pending for the Prosecutor and Clerk of Courts.
- Market comparable are still being completed for Veteran Services Benefit Coordinator positions and the Prosecutor's Office Victim Advocate positions.
- The Point Factoring Manual and the Compensation Plan Structure and Administration manuals can be finalized if the Board has no changes.
- The document will be presented in final draft form and will allow a last opportunity by the Elected Official to have input before the final document is completed.
- The Board will need to discuss whether the Executive Summary will be a shared document.
- Each Elected Official and Department Head will only see their portion of Clemans Nelson's recommendation.
- The Board will need to clarify its intent for implementing Clemans Nelson's recommendations.

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### **Courtview**

- Commissioner Kline received calls from Judge Doherty and Judge Guilitto, regarding the Courtview system. The judges request payment for this year and would like to know what's happening for next year. The judges explained they have not heard any communication from the Commissioners and Director Bragg responded the Board hasn't been asked for any information. The last information the Board received was Information Technology Services Director Alger was working with Judge Giulitto to come up with a new formula and the Board has not been presented new figures.
- Commissioner Kline will relay the message to the Judges.

### **Former General Electric (GE) Building**

- Commissioner Kline asked if owner Ray Harner had the former GE building checked for asbestos and Commissioner Christian-Bennett noted he did and that's the reason for the delay. Phase I and Phase II were both completed and remedied.

### **Oakwood Acres**

- Nancy Capps requests a meeting this week with several residents from Oakwood Acres, one Commissioner, Regional Planning Commission, Neighborhood Development Services, Water Resources Department, Department of Budget & Financial Management and the Health Department. The Board agrees that resources have been given, but the residents do not like the answers they received. The Board agreed to contact Water Resources Department Director Gene Roberts to see what information has been sent recently.

### **Wage Study:**

- The Board discussed several of the Prosecutor, WIC and Veterans Services positions on the draft wage scale and the monetary impact it will have on the budget.
- In past meetings, the Board discussed the option of not providing wage adjustments to part time employees, retire/rehires and grant funded positions.
- Director Bragg pointed out employees will want to move up if new employees are coming in making higher wages due to the new scale.
- Commissioner Kerrigan noted the Board can present a certain percentage of funding to Elected Officials and they can use their discretion on how it is distributed. Director Bragg pointed out when providing 1% or 1 ½ %, it becomes difficult to distribute fairly.
- Commissioner Kline received a text message yesterday from the Sheriff wanting to replace employees who have quit, and she wondered if the union raises have been distributed and if they are retroactive to January? Director Bragg noted they will be made retro, but as of the last pay, they have not been raised 2 ¼%. Commissioner Kline asked the Sheriff where the money went from those who have quit and Director Bragg explained the money was spent a long time ago and now they are making up for it and that might be what he's inquiring about. The Board sent correspondence to the Sheriff that said if he could keep his existing payroll in the range of the last three pays, the Board would be pleased with the effort.
- Commissioner Kline is not okay with the wage study going out as is, but Commissioner Kerrigan believes it is acceptable, noting the Board needs to be clear on how it's going to be implemented.

- The budget allows for \$45,500,000 and can go up to \$46,973,196 (total certification). Director Bragg cautions the Board to stay within \$45,500,000 to \$46,000,000. Each 1% raise costs \$240,000.
- The WIC Department is paid via grant funding and although they will not be eligible as part of the study, the work has already been done so it should be submitted to the Health Department for a wage baseline going forward for the new grant year.
- The Board will need to come up with a plan before the wage study is released to explain the procedure on how to get their employees to their pay target within a certain amount of years.
- The Board can stipulate an employee will need to have a certain number of years of service before receiving a market adjustment, and everyone else can be split into a 3 year implementation.
- Director Townend suggested implementing wage changes mid-year.
- Director Bragg pointed out the budget gets worse in 2020-2021, depending on the vote for the sales tax renewal.
- Adult Probation's additional request of \$10,000 for drug testing supplies will be included in Thursday's resolution.
- Commissioner Kerrigan believes a 1% COLA with the market adjustments is prudent.
- The Board agreed it is ready to present the Clemans Nelson document with no changes.
- The Board agreed Director Bragg and Clemans Nelson should present the study together. Clemans Nelson's spreadsheet should be manipulated to show proposed budget changes and Director Bragg will work on it.
- Director Bragg explained the County is overstaffed with too many facilities from a maintenance standpoint if it cannot maintain normal wage raises and maintenance, the Board needs to reduce labor costs to provide general maintenance rather than falling behind each year.
- The Board agreed to have a conversation with Clemans Nelson to see what factors other Counties use when adjusting the scale.
- The Public Defender should factor closely to Criminal Assistant Prosecutors because they do not handle anything on the civil side.
- The Veteran Services Benefits Counselor need to be re-factored.
- Information for WIC Department will be shared with them and the Health Department, but not implemented because they are grant funded.
- If a department did not participate in the study, they will be included in the lowest possible pay grade that keeps them under the maximum until they get re-factored.
- If a department that was not a part of the current wage study wants to be refactored, implementation will be in 2020.
- Director Bragg does not recommend the Board adopt the scale 'as is' if it will be implementing over a 3 year period as the County will need scales that reflect that type of implantation.
- A single resolution could be adopted to show the progression of the scale.
- The Board will need to meet with the County Auditor's Office to discuss any issues they might have.

- The Board agreed to remove wage adjustments for retire/rehire, grant funded positions and part time employees from the plan and Director Bragg will adjust the spreadsheets.
- Director Kovick will work with Clemans Nelsons to adjust the executive summary by adding an addendum branded under the Board's logo to create a narrative of what the Board has asked Director Bragg to do with the spreadsheet - no part time, no retire/rehire no grant funded positions.
- Information is still needed from Veteran Services and Prosecutor.

**Budget Discussion:**

- Director Bragg will send an e-mail to Hank Gibson, Adult Probation, indicating the request for \$10,000 for drug testing supplies will be processed on October 25<sup>th</sup>.
- Commissioner Kline will get back with Judge Giulitto and Judge Doherty, explaining the Board is still waiting to receive final figures for consideration.
- Commissioner Kline noted the Board agreed to provide additional funding to the Sheriff, but he would like to have a specific amount. Director Bragg has spoken to Financial Manager Ron Rost and he understands the situation. The Sheriff's Office is short 2 Dispatchers and an additional Dispatcher will be needed to cover an employee leaving on a medical leave of absence. Commissioner Kline asked if Director Bragg would contact Mr. Rost to inform him about the information she received from the Sheriff about the Dispatchers and that she asked the Sheriff if the money was still available that they were paying the Dispatchers that left. Sheriff Doak did confirm to Commissioner Kline that the 2 Dispatcher positions were not new, just replacements for those who quit.
- Commissioner Christian-Bennett pointed out the Sheriff believes he will need 2 people in the central control area at all times, but Director Bragg explained the number of employees from the old pod to the new pod should be more than enough to accommodate.

Chief Dog Warden McIntyre attending to ask if the Board would approve a \$216.00 purchase of cups that can be placed into the existing fence to create dog figure in the playground area and the Board agreed as long as the funding is in his budget, he can make the purchase.

Director Bragg presented and discussed the following:

	2018 Revised	2018 Forecast	2019
Grand Total	47,066,751	45,251,914	45,710,921
Labor	28,684,990	28,754,849	28,813,449
Other Exp	10,748,901	9,839,119	9,938,572
Comm other	7,632,860	6,657,946	6,958,900
2019 Cert			46,973,196
Maximum Rec. Appropriation		\$45,500,000 - \$46,000,000	
Items not Included:			
COLA Raises		1% =	\$240,000
Wage Study adjustments			
Computer replacements			\$110,000
Sheriff's budget			
* Public Devfenders budget			
* Motor Pool			
Vehicle acqusitions			\$350,000
Grant Writer			\$55,000
Admin Security			\$40,000
Other Capital Projects			
Wireless			
Airport			
Buildings			
Acquisitions			
Commissioners Board Docs			\$16,000
* Building Insp: Additional Staffing			\$80,000
Recorder Plat holders		\$2,500 each	
Muni Court Wiff and tablets for interpreters			\$6,500
Jury room chairs			\$6,000
Common Pleas Gordon's office			\$12,000
Jury room furniture and refurbish b			\$10,500
Domestic Court CPO Cards			\$7,000
CU to Go			\$4,500
Carpet			\$65,000
Coroner Office equipment and specimin locl			\$2,200
Sheriff KSU CAD service			\$40,000
IT Envelope sealer			\$1,800
toner			\$900
Generic equipment			\$6,500
Regional Planni Comprehensive Plan			\$40,000
OSU 3/4 ANR expansion			\$15,000

- COLA adjustment - Include 1%.
- Wage study - Will be done in 3 steps.
- Computer replacements – Director Bragg recommends a 5 year implementation.
  - Waiting on a listing from Information Technology Services of computers that are scheduled to be replaced in 2019.
- Grant writer – Director Bragg does not recommend funding this position at this time. Hold.
- Portage County Administration Building Security – Additional cost of \$66,000/year, but the Board is in favor of keeping the service.
- Other capital projects
  - Wireless - Commissioner Kerrigan will provide a status update from Information Technology Director Lloyd Alger.
  - Airport – Neighborhood Development Services is working with them.
  - County Buildings
    - Job and Family Services rent – There will be a \$60,000-\$80,000 reduction in rent and Director Jeffries is willing to utilize the Administration Building's 3<sup>rd</sup> floor if it's rent free, but there is not enough square footage to move all employees from the annex.
      - Director Jeffries is unable to pay rent for the 3<sup>rd</sup> floor because employees moving to the area are from Children Services and the budget cannot handle the expense.
    - There is open space within the Administration Building, but departments will need to be consolidated.
      - PUCO does not need space on the 1<sup>st</sup> floor at this time.
      - It is unknown whether the USDA renter from the Regional Planning Commission will be transferring to the 1<sup>st</sup> floor.
      - OSU Cooperative Extension could move to the 1<sup>st</sup> floor in lieu of the Board providing financial assistance. The Board is willing to provide space if it reduces their allocation.
      - There is room on the 1<sup>st</sup> floor for Board of Elections extra storage, but the area has been vacant for a year. The Board hasn't heard back about their timeframe for the smaller renovations, but they could be waiting until after the election.
  - New Building/Sharing resources
    - The Board discussed building a new Administration Building on County owned land and shared resources with the City of Ravenna. A quote for a comprehensive space plan is needed in next year's budget for establishment of a long term financing plan.
- Commissioners' BoardDoc - No Action.
- Domestic Court CPU To Go Program - No Action.
- Building Department – Software upgrade needed.
- Domestic Court carpet – Director Townsend noted they are measuring for a portion of the carpet this year.
- Recorder – 1 plat holder requested in 2018. Approved.
- Muni Court – WiFi and tablets for interpreters to eliminate travel expenses. No Action.

- Muni Court – Jury Room chairs - May be worked into this year's budget.
- Common Pleas Gordon's office Purchase of a desk - No Action.
- Common Pleas Jury Room B carpet, chairs, possible railing - No Action.
- Domestic Court COP Cards – No Action.
- Domestic Court CU To Go – No Action.
- Domestic Court – Carpet – No Action.
- Coroner – Office equipment and specimen locker – No Action.
- Sheriff - Kent State University CAD service \$60,000 - No Action.
- Information Technology (IT) Envelop sealer – Director Bragg to check if paychecks be done electronically.
- IT Toner – No Action.
- MUNIS – The Auditor's Office is still reviewing employee's permissions. Director Bragg is to send a letter to the County Auditor's Office asking to reinstate permissions for Joan Lambach and him.
- Regional Planning Commission Comprehensive Plan – Not recommended at this time.
- OSU Extension  $\frac{3}{4}$ % ANR expansion – Not recommended at this time.
  - The Board would like to review the in-kind space option for OSU and either cut out the current allocation or provide a partial allocation for them.
  - OSU requests 4 offices and could move to the 1<sup>st</sup> Floor or the old WIC area (primary). Director Bragg will contact OSU Extension for square footage needs and Job and Family Services Director Jeffries as to when the offices will be empty.
  - If OSU does not want to move to the Administration Building, the Board will have to decide on their allocation. The Board will discuss in more detail tomorrow.
  - OSU wants their receptionist hours increased so the department can stay open longer, but the position is not a matched position.
- WIC procedure: In March the Board will need to compose a letter indicating it no longer supports the grant, in June the grants go out for bid, and in July the Board will know who the grant was awarded to, and then the grant takes effect in October.

Director Bragg will revise the list and budget dollars for further discussion tomorrow.

At the request of Nancy Capps, Commissioner Kline would like Director Bragg to attend a meeting with her and the Oakwood residents tomorrow at 2:00 PM and Director Bragg agreed.

**Motion To:** Adjourn the Official Meeting of Tuesday October 23, 2018 at 12:09 PM

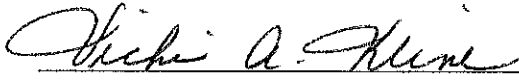
**RESULT:** ADOPTED

**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.



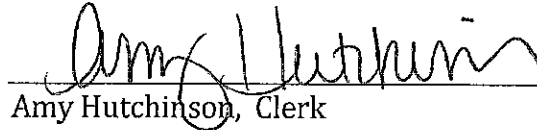
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk