

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, October 25, 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 Diane Smith, Deerfield Township Trustee Ed Dean and Tony Badalamenti

Recessed to Solid Waste Management District: 9:02 AM

Reconvened: 9:31 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, Chief Building Official Charles Corcoran and Office Manager Linda Markijohn, Job and Family Services Director Kellijo Jeffries and Job and Family Services Budget and Finance Administration Sue Brannon

HUMAN RESOURCES:

Journal Entries - #5 to 10

Discussion:

1. Draft Media Relations Policy

Director Kovick presents a draft media relations policy to assist with situations where an employee has been contacted by the news media or a citizen on a matter related to County operations for Board review. Commissioner Kerrigan noted this policy doesn't change anything staff is already doing, but puts a policy in place for the action. Director Kovick will present a draft resolution for Board consideration next week.

2. Wellness Plan

In 2014, the Human Resources Department worked with Medical Mutual to develop a wellness plan for County employees. A portion of the plan encourages a healthy lifestyle and with that, employees would get reimbursement up to \$90.00 a quarter based on usage of a qualified gym. The County is eligible to receive up to \$20,000 from Medical Mutual as reimbursement, but the County is not utilizing the full benefit and Director Kovick would like to review the plan to see if it's too restrictive or if employees are just not interested in participating.

Director Kovick has received feedback from employees about adding Planet Fitness to the eligible gym list, but it doesn't fit the County's criteria because they do not offer regularly scheduled aerobic classes. Medical Mutual was contacted and there doesn't appear to be any issue with adding Planet Fitness, but Commissioner Christian-Bennett pointed out one drawback to adding them is their tanning beds whereby an employee could receive gym attendance credit by simply going to the gym to tan. Since they have two tiers of memberships, one with tanning and one without, the Board discussed the option of reimbursement for the membership without the tanning package.

The Board also discussed martial arts, yoga and boxing and agreed Director Kovick should schedule a meeting with Medical Mutual to discuss the plan in more detail.

For January 2019, Director Kovick would like add circuit training so that would qualify Planet Fitness as an eligible reimbursement and the Board agreed to either restrict reimbursement to the \$10.00 per month package that does not allow tanning or see if Planet Fitness can have employees swipe-in to exercise.

Director Kovick noted the Weight Watchers At Work program has changed its guidelines whereby it now requires 15 people in attendance to hold the program and the County isn't getting that many employees. It is important to note Medical Mutual still offers the reimbursement of \$50.00.

EXTERNAL SERVICES

Journal Entry #4
Resolution - #17

Discussion:

Commissioner Christian-Bennett asked if a resolution was prepared for the person the Building Department made an adjustment for and Director Roberts noted there wasn't an actual adjustment made and there aren't any pending at this time.

1. Building Department Fee Schedule

Director Corcoran presented and discussed an adjusted Building Department Fee Schedule based upon a re-evaluation of the fee schedule from last year. The 50% increase was based upon the previous schedule, with an intended 5% yearly increase thereafter to catch up with projected data if the market stays the same. Commissioner Christian-Bennett noted the increase would be contingent upon an annual review.

Commissioner Kerrigan suggests adding a statement of intent for future fee increases to the resolution so that everyone is aware of additional rate increases and Director Roberts will present a draft resolution on November 1, 2018. The Board would like a letter sent to all local contractors along with the new fee schedule and the Building Department will prepare the mailing. The Board agreed the new Fee Schedule will become effective Monday, November 5, 2018.

**Portage County Building Department
Adjusted Fee Schedule October 2018**

10/25/2018 Portage County Building Department Fee Schedule		Adjusted Oct. 2018		Amended/ Corrected from 10/23/18 document
Grp	Description (Item/Trade)	Qty	Amount	
Residential				
Plan Review				
	Plan Review (Multiple Trades) Initial Review fee paid at time of submittal.			
	1st Plan Review	Ea	\$ 75.00	
	Second Plan Review Invoiced In 1/4 Increments after 2nd review	Hr	\$ 40.00	
	1st Plan Review - Single Trade (Building, Mechanical or Electrical)	Ea	\$ 40.00	
	Second Plan Review Invoiced In 1/4 Increments after 2nd review	Hr	\$ 40.00	
	Accessory Buildings	Ea	\$ 20.00	
Building				
	New Buildings/Additions/Alterations	Ea	\$ 82.00	
	0-2500 SF	/100 SF	\$ 7.50	
	2,501-10,000 SF	Ea	5	
	10,001 to 20,000 SF	Ea	6	
	20,001 to 30,000 SF	Ea	9	
	>30,000 SF Add 1 inspection per each additional 10,000 SF	Ea	10	
	Linear Projects	Ea	10+	
	(length x 1 ft wide = SF)	Ea	\$ 82.00	Yes
	Accessory Building	/100 SF	\$ 7.50	
		Ea	\$ 60.00	
	Manufactured Home (Per OBBS)	/100 SF	\$ 4.50	
	Shed	Ea	\$ 100.00	
	Deck/Porch/Ramp/Gazebo	Ea	\$ 60.00	
	Minor Repairs/Installation	Ea	\$ 60.00	
	Masonry Fireplace / Wood Stove	Ea	\$ 60.00	
	Roof Replacement / Siding	Ea	\$ 60.00	
	Safety Inspection / Fire Damage	Ea	\$ 60.00	
	Reinspection / Additional Inspection	Ea	\$ 100.00	
	Approval Permit Extension per RCO (Max. 2 extensions)	Ea	\$ 60.00	
	Penalty (Scheduled Permit Value x %) (work started prior to permit issued)	Ea	\$ 82.50	
	Special Exemptions for residents 65 years and older. Permits are required but the		300%	
	Demolition Permit	Ea	\$ 60.00	Yes
Mechanical				
	New Buildings/Additions/Alterations (Whole House which can include either form of	Ea	\$ 60.00	
	0-2500 SF	/100 SF	\$ 6.00	
	2,501-10,000 SF	Ea	5	
	10,001 to 20,000 SF	Ea	6	
	20,001 to 30,000 SF	Ea	9	
	>30,000 SF Add 1 inspection per each additional 10,000 SF	Ea	10	
	Linear Projects	Ea	10+	
	(length x 1 ft wide = SF)	Ea	\$ 60.00	Yes
	Minor Repairs / Installation	/100 SF	\$ 6.00	Yes
	Fireplace Insert	Ea	\$ 60.00	
	Woodburner	Ea	\$ 60.00	
	Water Pump / Boiler	Ea	\$ 60.00	
		Ea	\$ 60.00	
	Hydronic (Isolated room or area with in dwelling. Requires a State of Ohio Hydronic	Ea	\$ 60.00	
	Generator (Not required if fuel tank is a part of the generator)	/100 SF	\$ 3.00	
	Furnace	Ea	\$ 60.00	
	Furnace & Air Conditioning	Ea	\$ 45.00	
		Ea	\$ 90.00	

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Grp	Ln	Discription (Item/Trade)	Qty	Amount	
		Air Conditioning	Ea	\$ 45.00	
		Safety Inspection/Fire Damage	Ea	\$ 60.00	
		Approval Permit Extension (per RCO)	Ea	\$ 82.50	Yes
		Reinspection Fee	Ea	\$ 60.00	
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)		300%	
		Electical			
		New Buildings/Additions/Alterations (Includes service, under/above ground, rough,	Ea	\$ 60.00	
			/100 SF	\$ 6.00	
		0-2500 SF	Ea	5	
		2,501-10,000 SF	Ea	6	
		10,001 to 20,000 SF	Ea	9	
		20,001 to 30,000 SF	Ea	10	
		>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea	10+	
		Linear Projects	Ea	\$ 60.00	Yes
		(length x 1 ft wide = SF)	/100 SF	\$ 6.00	Yes
		New Service/Upgrade Service	Ea	\$ 60.00	
		Meter Set / Repair Service Reconnection/	Ea	\$ 60.00	
		Manufactured Home Service			
		Temporary Service	Ea	\$ 60.00	
		Minor Repairs / Installations (# of devices must be under 10)	Ea	\$ 60.00	
		Generator/Solar Panels/ Separately Derived Power System	Ea	\$ 60.00	
		Dryer/Water Pump/Furnace/Boller	Ea	\$ 60.00	
		AC Circuit/Baseboard Heating (add-on)			
		Swimming Pool - In Ground (Owner can obtain)	Ea	\$ 60.00	
		Swimming Pool -Above Ground (Owner can obtain)	Ea	\$ 60.00	
		Spa/Whirlpool/Hot Tub / Well (Owner can obtain)	Ea	\$ 60.00	
		Safety Inspection/Fire Damage	Ea	\$ 60.00	
		Reinspection Fee	Ea	\$ 60.00	
		Approval Permit Extension	Ea	\$ 82.50	Yes
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)		300%	
Non-Residential (Commercial)					
		Plan Review - Multi Trade			
		Non-Refundable Application Fee paid at time of submittal -No application fee for	Ea	\$ 200.00	
		Plan Review			
		Invoiced in 1/4 hr Increments - 1st Review	Hr	\$ 80.00	
		Invoiced in 1/4 hr Increments - 2nd Review	Hr	\$ 80.00	
		Invoiced in 1/4 hr Increments - 3rd Review	Hr	\$ 80.00	
		Invoiced in 1/4 hr Increments - 4th + Review	Hr	\$ 100.00	
		Plan Review - Single Trade (Building, Mechanical, Electrical or Flood Hazard)			
		(Submittal not associated with a multi-trade submittal.)			
		Non-Refundable Application Fee paid at time of submittal -No application fee for	Ea	\$ 200.00	
		Plan Review			
		Invoiced in 1/4 hr Increments - 1st Review	Hr	\$ 80.00	
		Invoiced in 1/4 hr Increments - 2nd Review	Hr	\$ 80.00	
		Invoiced in 1/4 hr increments - 3rd Review	Hr	\$ 80.00	
		Invoiced in 1/4 hr increments - 4th + Review	Hr	\$ 100.00	
		Plan Review - Sign Plan Review			
		Plan Review (No Application Fee)			
		Invoiced in 1/4 hr Increments - 1st Review	Hr	\$ 75.00	
		Invoiced in 1/4 hr Increments - 2nd Review	Hr	\$ 75.00	
		Invoiced in 1/4 hr Increments - 3rd Review	Hr	\$ 75.00	
		Invoiced in 1/4 hr Increments - 4th + Review	Hr	\$ 100.00	

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Grp	Ln Description (Item/Trade)	Qty	Amount	
Building				
	New Buildings/Additions/Alterations	Ea	\$ 90.00	
	0-2500 SF	/100 SF	\$ 5.25	
	2,501-10,000 SF	Ea	5	
	10,001 to 20,000 SF	Ea	6	
	20,001 to 30,000 SF	Ea	9	
	>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea	10	
	Linear Projects	Ea	10+	
	(length x 1 ft wide = SF)	Ea	\$ 90.00	Yes
	Industrialized Unit	/100 SF	\$ 5.25	Yes
	Cell Tower (New Installation)	Ea	\$ 240.00	
	Single Inspection	Ea	\$ 260.00	
	Foundation up to grade (only)	Ea	\$ 75.00	
	Safety Inspection/Fire Damage	Ea	\$ 225.00	
	Daycare / Adult Daycare/Type A /Type B	Ea	\$ 105.00	
	Approval / Permit Extension	Ea	\$ 105.00	
	Reinspection/Additional Inspection	Ea	\$ 100.00	
	Penalty (Scheduled Permit Value x %) (work started prior to permit issued)	Ea	\$ 60.00	
	Plan Review: See plan review schedule above		300%	
	Demolition Permit	Ea	\$ 225.00	Yes
Mechanical				
	New Buildings/Additions/Alterations	Ea	\$ 90.00	
	0-2500 SF	/100 SF	\$ 5.25	
	2,501-10,000 SF	Ea	5	
	10,001 to 20,000 SF	Ea	6	
	20,001 to 30,000 SF	Ea	9	
	>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea	10	
	Linear Projects	Ea	10+	
	(length x 1 ft wide = SF)	Ea	\$ 90.00	Yes
	Hydronic	/100 SF	\$ 5.25	Yes
	HVAC Replacement	Ea	\$ 90.00	
	Refrigeration	Ea	\$ 60.00	
	Kitchen Hood - Type 1	Ea	\$ 90.00	
	Kitchen Hood - Type 2	Ea	\$ 60.00	
	Gas Line / Gas Meter Installation	Ea	\$ 75.00	
	Minor Repairs / Minor Installation	Ea	\$ 60.00	
	Safety Inspection/Fire Damage	Ea	\$ 75.00	
	Reinspection Fee/Additional Inspection	Ea	\$ 60.00	
	Penalty (Scheduled Permit Value x %) (work started prior to permit issued)		300%	
	Plan Review: See plan review schedule above			
	Approval / Permit Extension	Ea	\$ 100.00	Yes
Electrical				
	New Buildings/Additions/Alterations	Ea	\$ 90.00	
	0-2500 SF	/100 SF	\$ 5.25	
	2,501-10,000 SF	Ea	5	
	10,001 to 20,000 SF	Ea	6	
	20,001 to 30,000 SF	Ea	9	
	>30,000 SF Add 1 Inspection per each additional 10,000 SF	Ea	10	
	Linear Projects	Ea	10+	
	(length x 1 ft wide = SF)	Ea	\$ 90.00	Yes
		/100 SF	\$ 5.25	Yes

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Adjusted Fee Schedule October 2018

10/25/2018		Portage County Building Department Fee Schedule.		Adjusted Oct. 2018		Amended/ Corrected from 10/23/18 document	
Grp	Ln	Description (Item/Trade)	Qty	Amount			
		Exterior Lighting / Signs / Landscaping	1 thru 5 Ea	\$	112.00		
			>5 add for Ea	\$	20.00		
		Single Inspection / Minor Repairs	Ea	\$	60.00		
		Installations under 8 devices	Ea	\$	60.00		
		Oil Well	Ea	\$	60.00		
		Daycare / Adult Daycare/Type A /Type B	Ea	\$	105.00		
		Communication / Data / Security / Low Voltage <50 V	Ea	\$	112.00		
		Generator/Solar Panels/ Separately Derived Power System	Ea	\$	60.00		
		New Service/Replace Existing	Ea	\$	90.00		
		Replace Existing Service	Ea	\$	90.00		
		Service to Camp Park	Ea	\$	60.00		
		Service to Temp Construction Trailer	Ea	\$	60.00		
		Service to Agricultural Bldg	Ea	\$	60.00		
		Service to Temp Pole	Ea	\$	60.00		
		Service to Manufactured Home	Ea	\$	60.00		
		Existing Service -Replace Meter only	Ea	\$	90.00		
		Safety Inspection/Fire Damage	Ea	\$	90.00		
		Reinspection Fee/ Additional Inspection	Ea	\$	60.00		
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%		
		Plan Review: See plan review schedule above					
		Approval / Permit Extension	Ea	\$	100.00		Yes
		Fire Protection					
		Fire Alarm	Ea	\$	90.00		
			/100 SF	\$	0.75		
		Fire Suppression (Sprinkler-Wet)	Ea	\$	90.00		
			/100 SF	\$	0.75		
		Special/Alternative Suppression Systems (FM, CO2, etc)	Ea	\$	60.00		
		Minor Repairs / Minor Installation	Ea	\$	60.00		
		Type 1 Hood Suppression	Ea	\$	90.00		
		Fire Underground/Private Line/Fire Main	Ea	\$	225.00		
		Reinspection Fee/ Additional Inspection	Ea	\$	60.00		
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%		
		Plan Review: See plan review schedule above					
		Approval / Permit Extension	Ea	\$	100.00		Yes
		Signs					
		Sign (Building permit - Add Electrical schedule fees If powered)	Ea	\$	75.00		
		Reinspection	Ea	\$	60.00		
		Penalty (Scheduled Permit Value x %) (work started prior to permit issued)			300%		
		Plan Review: See plan review schedule above					
		Approval / Permit Extension	Ea	\$	100.00		Yes
		Miscellaneous Fees					
		Contractor Registration	/Yr.	\$	100.00		
		Agricultural Buildings	Ea	\$	15.00		
		NSF Check	Ea	\$	50.00		
		Certificate of Occupancy (Residential and Non-Residential) Reissuance of CoFo that is			No cost		
		Certificate of Occupancy (Residential and Non-Residential) Issuance of CoFo NOT ON					
		Flood Plain - Plan Review: See Single Trade Plan Review schedule above (FHD Plan					
		Flood Plain - Flood Hazard Development Permit	Ea	\$	112.00		
		Flood Plain - Flood Hazard Development Inspection (Number & frequency of	Ea	\$	75.00		
		Copies / Scans 0-10					
		Copies / Scans >10	Ea	\$	0.08		

Portage County Building Department
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10/25/2018		Portage County Building Department Fee Schedule		Adjusted Oct. 2018		Amended/ Corrected from 10/23/18 document
Grp	Ln	Description (Item/Trade)		Qty	Amount	
		Copies 11" X 17"				
		Copies > 11" X 17" (by Estimate)		Ea	\$ 0.20	
		Scans 0-5 upto 11" X 17"				
		Scans > 5 upto 11" X 17"				
		Scans > 11" X 17" (by Estimate)		Ea	\$ 0.10	

2. Express Maintenance Software

In 2005, the Portage County Water Resources purchased Express Maintenance (EM) software. The software is designed to provide a complete inventory, history of equipment maintenance and future schedule of maintenance required. EM has been in use since 1993 by major companies involved with manufacturing, education, medical services, utilities, municipalities, trucking firms, plants, airline terminals, and energy companies.

The EM software was developed by a programmer and was recently purchased by Manufacturing Asset Solutions (MAS) with the purpose of expanding the user base, provide better training, high quality technical support and to take the software mobile friendly.

The power of EM includes the ability to generate work orders, track scheduled services and manage maintenance history, employee time, downtime, parts inventory and purchase orders. The program has a built-in report builder providing for actionable data and insights needed to be confident in our maintenance program being completed on time and records maintained that the work was done and by whom.

The current request is to expand the use of the EM software from inventory of equipment to asset management of all of the Water Resources facilities and equipment.

On Monday October 15, 2018, Gary Brown, CEO and President of MAS spent three days with Water Resource staff. Mr. Brown has offered to partner with Water Resources in furthering the development of the EM software to better define its ability to provide true asset management for a government owned public utility.

Director Roberts proposed the following: upgrade the software to the current version including Express Request, bring an MAS team to Water Resources to transfer the current inventory work effort into the EM software, further develop the capitalization projections to align with public entities, set preliminary Preventive and Predictive Maintenance, and provide for local implementation application and testing.

It is also recommended that Water Resources Department send three employees to the MAS training in November, 2018.

The estimated amount needed for the proposed work is \$25,500. The schedule is aggressive at Director Roberts' request in order to take advantage as quickly as possible of the power of the software. The single reason for this request is the savings which has been demonstrated in the private sector from \$1 in Preventive Maintenance saves \$5 in early replacement cost or \$10 savings when they can fully implement Predictive Maintenance.

The MAS training is only available in Dallas Fort Worth Texas for both Basic and Advanced Users. It is recommended that three staff members attend the Basic and two remain for the Advanced training. The advanced training will be similar to train the trainer or simply put the advanced. trained, staff will return to Water Resources Department to train others in the use of the Software.

The total cost for the training is estimated at \$10,000 including the cost of the training, air fare and accommodations.

Director Townend will route the agreement through the Prosecutor's Office and the County Auditor before the Board can sign.

Commissioner Christian-Bennett asked if the Water Resources Deputy Director has started and Director Roberts responded she has and she is preparing documents for the Board to see next month.

DBFM:

Resolutions - #'s 1 to 9

Journal Entries - #'s 1 & 2

1. Courtview: The e-mail from Darlene Pepper lists invoices that have been paid, but the Board still need 2018 and 2019 proposed figures for Courtview before it can even consider the request. Judge Giulitto is working with Information Technology Services Director Alger to come up with a formula on how to divide payments between departments. The Board has asked Director Bragg to follow up with Director Alger.
2. Resolution No. 7 (Amendments to the General Fund 2018 annual appropriation Resolution No. 17-0955 for \$400,000 Commissioner Other Miscellaneous Expense).
This request is for a transfer of Job and Family Services funds. The State Auditor has said the way the County handles local match funding wasn't appropriate and should be done via transfer, so Director Bragg is moving funding for them so their payments can be process.

INTERNAL SERVICES:

Resolutions - # 11 to 16

PLEASE ADD TO YOUR AGENDA

October 25, 2018

1. Maplecrest Development:

On September 20th, Attorney Garnier met with the Board to discuss the request for release of escrow funds for the Maplecrest Development Project and he was directed to prepare a draft Resolution for Board consideration, which Director Townend presents today.

There was also discussion that day of a conditional assignment on the construction manager's agreement and Director Townend will provide a copy of the agreement for Board review.

Motion To: Agree to release escrow funds for construction of sanitary sewer and water improvements and construction of street, storm sewer and drainage improvements for the Maplecrest Development Project, Portage County Water Resources Project No. BR-2 (17-160-P) and Maplecrest Parkway Subdivision No. 1 and Tallmadge Road Improvements in Brimfield Township, Portage County./18-0762

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

2. Regional Planning Commission Lease Agreement:
Commissioner Kerrigan asked if the Board can assign the lease to a different owner if the building is sold and Director Townend will investigate.

Commissioner Kerrigan motioned to pull Resolution No. 16 from the Consent Agenda

RESOLUTION:

16. *Enter into a real estate lease agreement with Family Dispute Resolutions, LLC for the property located at 126 North Prospect Street, Ravenna, Ohio./***PULLED FROM THE CONSENT AGENDA.**

3. Board of Elections Resolution for and Elections Revenue Fund:
Director Bragg explained there is a provision in the Ohio Revised Code stating the Board cannot take the money back without approval from the Elections Board. The Board agreed to hold this item until it can obtain additional clarification on the issue.

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COMMISSIONERS' CONSENT AGENDA

October 25, 2018

1. Approval of the October 18, 2018 and October 23, 2018 regular meeting minutes.

* * * * *

RESOLUTIONS

October 25, 2018

Budget & Financial Management:

1. Approve the Thursday, October 25, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0746

2. Approve the Thursday, October 25, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0747
3. Approve the Tuesday, October 30, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0748
4. Approve the Tuesday, October 30, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0749
5. Approve the Tuesday, October 30, 2018 Then & Now Certification, as presented by the County Auditor./18-0750
7. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0751
8. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0752
9. Accept the 2017-2018 Crime Victims Assistance Office of the Attorney General of Ohio (Continuation Program) Grant for the Portage County Prosecutor./18-0753

Job and Family Services

10. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./18-0754

Internal Services

11. Enter into an agreement between the Board of Commissioners and DS Architecture for the Portage County Clerk of Courts Safety Upgrade Project at 203 W. Main St., Ravenna./18-0755
12. Enter into an agreement with Local Government Services Division of the Auditor of State of Ohio for conversion of data for the preparation of financial statements for Portage County for year ending 2020./18-0756
13. Declare obsolete and dispose of Portage County personal property located at the Portage County Board of Developmental Disabilities./18-0757
14. Authorize sale of obsolete equipment by public auction./18-0758
15. Amend Resolution No. 18-0689 to modify the cost of replacing a home septic tank system./18-0759
16. Enter into real estate lease agreement with Family Dispute Resolutions, LLC for the property located at 126 North Prospect Street, Ravenna, Ohio./***PULLED FROM THE CONSENT AGENDA.***

External Services

17. Enter into a three party agreement between the Portage County Board of Commissioners on behalf of the Water Resources and City of Streetsboro and AECOM Technical Services, Inc. for water quality study including Shalersville water Treatment Facility and Streetsboro Water Distribution System./18-0761

Motion To: Approve the Consent Agenda for October 25, 2018 as revised.

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

* * * * *

RESOLUTION NO. 18-0746 - RE: WIRE TRANSFER 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 25, 2018 in the total payment amount as follows:

1. \$178,267.38 to Medical Mutual Claims-Fund 7101; 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, October 26, 2018 \$ 178,267.38

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. 18-0747

**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:

10/25/18	1143	\$ 315.96
10/25/18	1142	9,964.55
10/25/18	1141	24,473.96
10/25/18	1139	33,693.31
10/25/18	1138	176.67
10/25/18	1136	92.00
10/25/18	1135	76.00
10/25/18	1134	750.00
10/25/18	1056	32,657.93
Total		\$ 102,200.38

; 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. 18-0748

-

**RE: BILLS APPROVED AND ACH 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 30, 2018 in the total payment amount of **\$636,424.20** 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 ACH payment is approved as certified to the County Auditor for payment on or after Friday, October 31, 2018, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on October 30, 2018 in the total payment amount of **\$20.00 to Neil Group** 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. 18-0749

-

**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:

10/30/18	1055	\$ 737.08
10/30/18	1287	274.12
10/30/18	1366	11,348.86
Total		\$ 12,360.06

; 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. 18-0750 - 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 **\$75,370.64** as set forth in Exhibit "A" dated **October 30, 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:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0751

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:

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
010	Commissioners Other		
00109	Commissioner Other Misc Expens	400,000	-
	MEMO TOTAL	<u>\$ 400,000</u>	<u>\$ -</u>
Note:			
520	Municipal Court		
05204	Municipal Court Contract Svcs	1,959	-
	MEMO TOTAL	<u>\$ 1,959</u>	<u>\$ -</u>
Note: CORSA pay for rep of			
700	Sheriff's Department		
07003	Sheriff Salary & Fringes	65,143	-
07005	Sheriff Material & Supplies	0	65,143
	MEMO TOTAL	<u>\$ 65,143</u>	<u>\$ 65,143</u>
Note:			
TOTAL MEMO BALANCE ALL AMENDMENTS		<u>\$ 467,102</u>	<u>\$ 65,143</u>
Fund: 0002	General Fund 5739.026		
590	Adult Probation		
25905	GF Adult Probation MS	10,000	-
	MEMO TOTAL	<u>\$ 10,000</u>	<u>\$ -</u>
Note: Drug testing			

	<i>Increase</i>	<i>Decrease</i>
TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 10,000</u>	<u>\$ -</u>

; 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. 18-0752

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: 1019 Tax Certification Admin		
200 Treasurer		
10194 Tax Certification Admin CS	2,000	-
MEMO TOTAL	<u>\$ 2,000</u>	<u>\$ -</u>

Note:

Fund: 1102 Marine Patrol Grant		
700 Sheriff's Department		
11023 Marine Patrol Salary & Fringes	4,957	-
MEMO TOTAL	<u>\$ 4,957</u>	<u>\$ -</u>

Note: Addtl approp per grant

Fund: 1121 Probation Services		
590 Adult Probation		
11217 Adult Probation Services OE	700	-
MEMO TOTAL	<u>\$ 700</u>	<u>\$ -</u>

Note:

Fund: 1122 Adult Probation		
590 Adult Probation		
11223 AP Comm Corr Gr Salary & Fringes	9,426	11,027
MEMO TOTAL	<u>\$ 9,426</u>	<u>\$ 11,027</u>

Note: over-budget

		<i>Increase</i>	<i>Decrease</i>
Fund: 1129	Muni Ct Alcohol Monitoring		
520	Municipal Court		
11294	Muni Ct Alcohol Monitoring CS	10,000	-
	MEMO TOTAL	<u>\$ 10,000</u>	<u>\$ -</u>

Note:

Fund: 1149	Felony Delinque Care & Custody		
570	Juvenile Court		
11494	Juv Feny Delnq Care CS	8,000	-
	MEMO TOTAL	<u>\$ 8,000</u>	<u>\$ -</u>

Note: cover expenses to yr

Fund: 1330	Dog And Kennel		
045	Dog And Kennel		
13304	Dog Warden Contract Svcs	10,000	-
	MEMO TOTAL	<u>\$ 10,000</u>	<u>\$ -</u>

Note:

Fund: 1390	Women Infants And Children		
053	Women, Infants & Children		
13904	Women Infants & Children CS	6,400	-
13905	Women Infants & Children MS	2,000	-
	MEMO TOTAL	<u>\$ 8,400</u>	<u>\$ -</u>

Note:

Fund: 1414	Child Support General Admini		
051	Job And Family Services		
14144	JFS Child Support General CS	-	30,000
14149	JFS Child Support General ME	30,000	-
	MEMO TOTAL	<u>\$ 30,000</u>	<u>\$ 30,000</u>

Note: Projected need

		<i>Increase</i>	<i>Decrease</i>
Fund: 1415	Child Welfare - Special Levy		
051	Job And Family Services		
14159	JFS Child Welfare Levy ME	400,000	-
	MEMO TOTAL	<u>\$ 400,000</u>	<u>\$ -</u>

Note: Projected need

Fund: 4007	Kent Court Capital Projects		
520	Municipal Court		
40073	Kent Court Capital SalaryFring	-	43,394
40079	Kent Court Capital Proj ME	404,982	-
	MEMO TOTAL	<u>\$ 404,982</u>	<u>\$ 43,394</u>

Note: Debt Transfer

Fund: 4017	Kent Municipal Court		
012	Central Purchasing Services		
40179	Kent Muni Ct ME	73,981	-
	MEMO TOTAL	<u>\$ 73,981</u>	<u>\$ -</u>

Note:

Fund: 5200	PCS General Administration		
060	Water Resources		
52003	Portage Co Sewer Salary&Fringe	400,000	-
52004	Portage County Sewer CS	-	100,000
52005	Portage County Sewer MS	150,000	-
52006	Portage County Sewer CO	-	450,000
	MEMO TOTAL	<u>\$ 550,000</u>	<u>\$ 550,000</u>

Note:

Fund: 5400	PCW General Administration		
060	Water Resources		
54003	Portage Co Water Salary&Fringe	100,000	-
54005	Portage County Water MS	100,000	-
54006	Portage County Water CO	-	200,000
	MEMO TOTAL	<u>\$ 200,000</u>	<u>\$ 200,000</u>

Note:

		<i>Increase</i>	<i>Decrease</i>
Fund: 5600	StS General Administration		
060	Water Resources		
56003	Streetsboro Sewer Salary&Fring	200,000	-
56004	Streetsboro Sewer CS	-	100,000
56005	Streetsboro Sewer MS	100,000	-
56006	Streetsboro Sewer CO	-	200,000
	MEMO TOTAL	<u>\$ 300,000</u>	<u>\$ 300,000</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 2,012,446</u>	<u>\$ 1,134,421</u>
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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. 18-0753 - RE: ACCEPT THE 2017-2018 CRIME VICTIMS ASSISTANCE OFFICE OF THE ATTORNEY GENERAL OF OHIO (CONTINUATION PROGRAM) GRANT FOR THE PORTAGE COUNTY PROSECUTOR.

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

WHEREAS, the Portage County Board of Commissioners adopted resolution 17-0413 dated, June 21, 2018 which authorized the application to the Crime victims' assistance

office of the Attorney General of Ohio, to fund six (6) full-time positions, training, and continue to pay monthly phone and Ipad bills.

1. Victim/Witness Assistance Office Director/Common Pleas Court
2. Administrative Assistant in the notification program
3. Advocate position for Juvenile/Kent courts
4. Advocate position for Common Pleas Court
5. Advocate position for Ravenna Municipal Court A
6. Advocate position for Ravenna Municipal Court B; and

WHEREAS, the Portage County Board of Commissioners fully supports the Portage County Prosecutor's Office in its efforts to support the Victims of crime in Portage County: now therefore be it

WHEREAS, the state has instituted an electronic process for the VOCA/SVAA grant award documents; now therefore be it

RESOLVED, the Board of the Portage County Commissioners does hereby agree to accept the Crime Victims' Assistance office of the Attorney General of Ohio's **VOCA grant award on behalf of the Portage County Prosecutor's office, for \$289,839.16 with general fund match of \$72,459.80 for a project total of \$362,298.96, and the SVAA grant award of \$10,156.68, with no local match, for the Period of October 1, 2018 through September 30, 2019; and be it further**

RESOLVED, that a certified copy of this resolution be filed with the Portage County Department of Budget and Financial Management, the Portage County Prosecutor's Office of Victim Assistance and the Portage County Auditor's Office; 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 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 was as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0754 - 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 \$130,000.00 for the 5th 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

\$130,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS Shared

Project 5SHAR

\$130,000.00

; 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. 18-0755

-

**RE: ENTER INTO AN AGREEMENT BETWEEN THE
BOARD OF COMMISSIONERS AND DS**

**ARCHITECTURE FOR THE PORTAGE COUNTY
CLERK OF COURTS SAFETY UPGRADE PROJECT
AT 203 W. MAIN ST., RAVENNA.**

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

- WHEREAS,** the Portage County Clerk of Courts has the need to construct safety upgrades to offices within the Portage County Courthouse; and
- WHEREAS,** DS Architecture is experienced and professionally capable to perform the design services for the safety upgrades; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby approve the Agreement with **DS Architecture, 315 Gougler Ave. #102, Kent OH 44240** to provide services as stipulated in the agreement at the rate not to exceed Twenty-seven thousand, nine hundred sixty dollars and 00/100 dollars (\$27,960.00); 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. 18-0756 - RE: ENTER INTO AN AGREEMENT WITH LOCAL
GOVERNMENT SERVICES DIVISION OF THE
AUDITOR OF STATE OF OHIO FOR
CONVERSION OF DATA FOR THE
PREPARATION OF FINANCIAL STATEMENTS
FOR PORTAGE COUNTY FOR THE YEAR
ENDING 2020.**

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

- WHEREAS,** the Portage County Board of Commissioners desires to complete the conversion of data for the preparation of financial statements for Portage County for the year ending 2020; and

- WHEREAS,** the Local Government Services Division of the Auditor of State of Ohio desires to enter into an agreement to provide such; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement with the Local Government Services Division of the Auditor of State of Ohio for the completion of the conversion of data for the preparation of financial statements for Portage County for the year ending 2020 as stipulated in the agreement; and be it further
- RESOLVED,** that the service under this agreement shall not exceed Sixteen thousand and 00/100 dollars (\$16,000.00) for each year; 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. 18-0757

-

**RE: DECLARE OBSOLETE AND DISPOSE OF
PORTAGE COUNTY PERSONAL PROPERTY
LOCATED AT THE PORTAGE COUNTY BOARD
OF DEVELOPMENTAL DISABILITIES**

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

- WHEREAS,** the Portage County personal property located at the Portage County Board of Developmental Disabilities, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and
- WHEREAS,** the estimated fair market value of this personal property is valued below \$2,500.00; now therefore be it
- RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory:

DD Tag #	Description
000010076	Printer, HP

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. 18-0758 - RE: AUTHORIZE SALE OF OBSOLETE EQUIPMENT BY PUBLIC AUCTION.

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

WHEREAS, the Portage County Board of Commissioners, Water Resources Department has equipment and vehicles that are obsolete and unfit for the use for which they were acquired for; now therefor be it

RESOLVED, that the Board of Portage County Commissioners has determined that the items described below are obsolete and unfit for the use which said items were acquired:

2005 GMC Canyon, 4 X 4 Vin#1GTDT196258248958, broken frame

2008 Ford F-250, 4 X 4 w/plow Vin#1FTNF21508EA62409

2008 Ford F-250, 4 X 4 Vin#1FTNF21578ED69513

John Deer #LT160 Riding Lawn Mower

36 each, high bay fluorescent light fixtures

;and be it further

RESOLVED, that said items will be sold at Public Auction, as prescribed by Section 307.12 of the Ohio Revised Code, to the highest bidder; and be it further be

RESOLVED, that Notice of Public Auction shall be posted in the office of the Portage County Commissioners, the County's Website and a Notice of Public Auction shall be published in the Record Courier on November 7, 2018.

Date of Auction: Saturday November 17, 2018

Time of Auction: 9:30 A.M.

Location: Edinburg Auction Sales, Inc.
4029 State Route 14
Edinburg, Ohio 44272

Said equipment may be viewed for 9:00 A.M. to 5:00 P.M. Monday, Tuesday, Thursday and Friday at Edinburg Auction Sales, Inc. 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. 18-0759 - RE: AMEND RESOLUTION NO. 18-0689 TO
MODIFY THE COST OF REPLACING A HOME
SEPTIC TANK SYSTEM.**

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

WHEREAS, Resolution No. 18-0689, adopted September 27, 2018, and appearing in Commissioners' Journal Volume 91, Portage County; and

WHEREAS, Werab Enterprises LLC, a licensed and certified contractor in the State of Ohio gave an estimate to install and remove a home septic system in the amount of \$8,600.00 owned by H. Colin Kunkle aka KYCAT INC. 2296 Bixler Drive, Mogadore, Ohio now therefore be it

RESOLVED, Werab Enterprises LLC have revised their quote by an additional \$300.00 for the cost of the performance bond required for this project bringing the total contract amount to \$8,900.00; and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file certified copies of this Resolution with the Portage County Engineer, 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. 18-0760

This resolution was inadvertently omitted. This is for numbering purposes only.

**RESOLUTION NO. 18-0761 - RE: ENTER INTO A THREE PARTY
AGREEMENT BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF
WATER RESOURCES AND CITY OF
STREETSBORO AND AECOM
TECHNICAL SERVICES, INC. FOR
WATER QUALITY STUDY INCLUDING
SHALERSVILLE WATER TREATMENT
FACILITY AND STREETSBORO
WATER DISTRIBUTION SYSTEM.**

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

- WHEREAS,** the Portage County Water Resources Department has the need to participate in a Water Quality Study with the City of Streetsboro for the Shalersville Water Treatment Plant and Streetsboro distribution system; and
- WHEREAS,** requests for qualifications were prepared, received and reviewed by the City of Streetsboro; and
- WHEREAS,** on July 16, 2018 the City of Streetsboro passed Ordinance No. 2018-92 and on September 17, 2018 entered into an Engineering Services Agreement with AECOM Technical Services, Inc; and
- WHEREAS,** AECOM Technical Services, Inc was selected and has the ability to provide the services needed; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a three party agreement with the City of Streetsboro and AECOM Technical Services, Inc; 1300 East 9th Street, Suite 500, Cleveland, Ohio; and be it further

RESOLVED, that services provided under this agreement shall not exceed Thirty-five thousand, fifty and 00/100 dollars (\$35,050.00); 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. 18-0762

-

RE: AGREE TO RELEASE ESCROW FUNDS FOR CONSTRUCTION OF SANITARY SEWER AND WATER IMPROVEMENTS AND CONSTRUCTION OF STREET, STORM SEWER AND DRAINAGE IMPROVEMENTS FOR THE MAPLECREST DEVELOPMENT PROJECT, PORTAGE COUNTY WATER RESOURCES PROJECT NO. BR-2 17-160-P AND MAPLECREST PARKWAY SUBDIVISION NO. 1 AND TALLMADGE ROAD IMPROVEMENTS IN BRIMFIELD TOWNSHIP, PORTAGE COUNTY.

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

WHEREAS, Maplecrest, LLC, an Ohio limited liability company ("OWNER"), is the owner and developer of Maplecrest Parkway Subdivision No. 1 (the "Project") located in Brimfield Township, Portage County, Ohio; and

WHEREAS, the County Commissioners of Portage County, Ohio ("COUNTY") and OWNER have established two Escrow Agreements governing the administration of certain funds in an original combined total amount of FOUR MILLION FOUR HUNDRED FIFTY-FIVE THOUSAND NINE HUNDRED NINETY-EIGHT AND 57/100 DOLLARS (\$4,455,998.57) (the "Escrow Funds") with WesBanco Bank, Inc. ("BANK"). The Escrow Funds held by BANK are on deposit in the "Escrow Accounts"; and

WHEREAS, the OWNER has delivered Performance Agreement(s) to the COUNTY for the completion of the sanitary and water improvements and Brimfield South Pump Station improvements, Project No. BR-2 17-160-P, and the construction of street, storm sewer and drainage improvements for the Maplecrest Parkway Subdivision No. 1 and Tallmadge Road Improvements in Brimfield Township, Portage County

(collectively, the "Improvements"), in accordance with and in relation to the Regulations and Specifications as required under the Portage County Regional Planning Commission Subdivision Rules and Regulations for the plat of the Project; and

WHEREAS, the Escrow Account and the Performance Agreements are in place as security for the completion of the Improvements for the Project as set forth in the Performance Agreements; and

WHEREAS, this Board by Resolution No. 18-0521, adopted July 19, 2018, for and in relation to the Project, adopted a resolution declaring improvements to certain parcels of real property to be a public purpose; describing the public improvements to be made to directly benefit those parcels; requiring the owners of the improvements thereon to make service payments in lieu of taxes, establishing a county public improvement tax increment equivalent fund for the deposit of such service payments, approving a revenue sharing agreement with Field Local School District, and related authorizations pursuant to Revised Code sections 5709.77, 5709.78, 5709.79, and 5709.80; providing for certain public improvements to be made on behalf of the County by the Development Finance Authority of Summit County ("DFA"); authorizing the execution and delivery of a revenue sharing agreement with Brimfield Township; and approving other actions; and

WHEREAS, the COUNTY entered into a Tax Increment Financing and Cooperative Agreement dated as of July 1, 2018 (the "Cooperative Agreement"), establishing the Tax Increment Financing for the Project among the Development Finance Authority of Summit County (the "DFA"), OWNER, Meijer Stores Limited Partnership ("Meijer"), Menard, Inc. ("Menard") and U.S. Bank National Association (the "Bond Trustee") to finance the costs of the Improvements through bonds (the "Bonds") issued by the DFA and funds deposited by Menard (the "Menard Deposit") as provided in the Cooperative Agreement; and

WHEREAS, the COUNTY has caused the DFA to provide, on behalf of the COUNTY, for the acquisition, construction, improvement and equipping of the Improvements in accordance with the terms of the Cooperative Agreement; and

WHEREAS, pursuant to the terms and conditions of the Cooperative Agreement, the DFA Tax Exempt Development Revenue Bond Closing occurred on July 31, 2018, at which time Menard funded the Bond Trustee with the amount of ONE MILLION SEVEN HUNDRED NINETY-SIX THOUSAND EIGHTY-ONE DOLLARS (\$1,796,081.00), OWNER funded the Bond Trustee with ONE HUNDRED THOUSAND DOLLARS (\$100,000.00), and KeyBanc Markets funded the Bond Trustee in amount of THREE MILLION SIX HUNDRED TWELVE THOUSAND SEVEN HUNDRED DOLLARS (\$3,612,700.00), for a total amount deposited with the Bond Trustee in the amount of FIVE MILLION FIVE HUNDRED EIGHT THOUSAND SEVEN HUNDRED EIGHTY-ONE DOLLARS (\$5,508,781.00), (the "TIF Closing Proceeds"); and

- WHEREAS,** the Bond Trustee is obligated to disburse the TIF Closing Proceeds for approved Project costs pursuant to the terms of the Cooperative Agreement and the Disbursing and Payment Agreement, of even date with the Cooperative Agreement, for Project costs associated with the Improvements; and
- WHEREAS,** pursuant to Resolution 18-0659, adopted September 13, 2018, and for the reasons set forth therein, together with the approval of OWNER and the subsequent consents of Meijer and Menard, a one-time release was authorized from the Escrow Accounts in the combined amount of \$3,801,787.27, which was released to OWNER on or about September 27, 2018; and
- WHEREAS,** the OWNER has requested, on or about September 14, 2018, the additional release of a combined total of \$512,294.00, for cost estimates comprised of inspection and hard cost contingency cost estimates; and
- WHEREAS,** the COUNTY has determined that it is appropriate and necessary to maintain in full force and effect the Performance Agreements but to release from the Escrow Accounts to OWNER the requested amounts not previously released for which there are equivalent funds budgeted in TIF Closing Proceeds, EXCEPTING THEREFROM the amount of \$36,075.00 estimated for Pump Station Inspections, which had not been part of the original computation of Escrow Funds and thus is not available or appropriate to be released, leaving the balance of the combined total of \$476,219.00 to be released as outlined in the attached Exhibit A; and
- WHEREAS,** the COUNTY has determined that a Subordinate Conditional Assignment by OWNER to COUNTY, of the Construction Manager Agreement entered into by and between OWNER and DFA dated as of July 1, 2018, is in the interests of the COUNTY, such that, in the event of failure by OWNER to complete its obligations under the above-referenced agreements, if Meijer and Menard fail or refuse to accept assignment of the Construction Manager Agreement, the COUNTY may do so and complete the performance thereunder for the construction of the Improvements, and has determined that such an assignment is in the process of being provided; now therefore be it
- RESOLVED,** that an amount of funds in the combined total of \$476,219.00, in the manner provided on Exhibit A, which is attached hereto and made a part hereof, being held in the Escrow Accounts, has been sufficiently replaced with TIF Closing Proceeds for the completion of the Improvements under the Cooperative Agreement and has not been previously released, and that upon BANK's receipt of written approval of both Meijer and Menard, this amount shall be immediately released from the Escrow Accounts, from each account in accordance with the attached Exhibit A, and paid directly to OWNER; and be it further
- RESOLVED,** that this Board may, from time to time as determined by this Board, consider what other funds, if any, may be responsibly released at that time to OWNER from the

Escrow Accounts, and may cause approval of any such future release to be made by the action of the Board; and be it further

RESOLVED, that the Performance Agreements shall remain in full force and effect as against the OWNER; and be it further

RESOLVED, that the BANK shall continue to administer any funds that may remain in said Escrow Accounts in accordance with the Agreements thereto; and be it further

RESOLVED, that the clerk of this Board is hereby directed to convey, by electronic mail, which is to be followed by regular mail, a certified copy of this Resolution to BANK, with Exhibit A signed by a majority of this Board affixed thereto; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements 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;

JOB AND FAMILY SERVICES

Present: Director Kellijo Jeffries and Budget and Financial Administrator Budget and Financial Administrator Budget and Financial Administrator Sue Brannon, Human Resources Director Janet Kovick, Attorney Chris Meduri, Department of Budget & Financial Management Director Todd Bragg

10:23 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider the dismissal of a public employee. Also present: Kellijo Jeffries, Sue Brannon, and Janet Kovick. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:29 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 action.

The Board of Commissioners agreed to terminate a probationary employee for Job and Family Services effective Friday, October 26, 2018.

1. Anti Poverty Campaign

Director Jeffries would like to do a community initiative on poverty awareness in Portage County, collaborating with United Way, Family and Community Services, Salvation Army and Catholic Charities, to educate and kick off January as poverty awareness month. Each month, a separate agency will be highlighted and a success story of what they are doing to try to alleviate poverty in Portage County. Additional information will be forthcoming.

2. Contracts – Continuation, Amendments, Termination and Update

Family Court - Mediation Contract (Continuation)

Effective October 1, 2017, Job and Family Services (JFS) engaged in a contract with Judge Berger and Family Court to support the Children First Parenting/Mediation Program by providing \$18,000 in startup funds. The program has proven to be successful as it is providing parenting classes which includes mediation to biological parents who have pending cases with the court. The services are centered around the best interest of the child. Fostering education and working on parental agreements in a non-adversarial manner is ideal when systems focus on the best interest of the children. Judge Berger has asked Job and Family Services to consider sustaining our support by providing \$15,000 annually. Job and Family Services has agreed and believes that this investment will continue to strengthen families and will secure much needed financial support for children.

Family and Community Services – Visitation Services (Increase in Encumbrance)

Several months ago, Job and Family Services engaged in a contract with Family and Community Services to transition the oversight of our Children Services visits to Family and Community Services where two-part time staff have been supervising 28 hours of visits each week at the Place of Peace. The original contract amount for the two employees and administrative oversight was for \$72,814. Job and Family Services has been having regular touch point meetings with Family and Community Services to assess the transition. At a recent meeting, it was found that the complete transition cannot take place unless there is an additional staff person at Family and Community Service to supervise the hours of visits not being met by Family and Community Services based on the current 241 children in foster care. As such, Job and Family Services agreed upon increasing the contract from \$72,814 to \$97,000, which will accommodate 29 more hours of visits. The amended contract will be forwarded to the Board of Commissioners for signature after the third person is hired and a start date has been established. The visitation services offered by Family and Community Services is offering Social Workers more time to complete their routine work with includes investigations and meeting with children and families.

PRC Contracts (Decreases in Contract Encumbrances)

Based on a very thorough review of invoiced expenses from current contracts as well as an analysis of customer needs and customers being served by each provider as well as the need to support kinship child care in the future with TANF Funds, Job and Family Services is reducing the contract encumbrances for the services that are highlighted.

Service	Contract	Amount Spent	Proposed Contract
	10/1/17-9/30/18		10/1/18-9/30/19

Utilities	\$100,000.00	\$96,265.50	\$100,000.00
MRT	\$ 11,795.09	\$ 9,186.29	\$ 10,000.00
Legal	\$ 75,000.00	\$58,903.72	\$ 67,500.00
Housing	\$175,000.00	*\$72,987.83	\$100,000.00
Home	\$ 20,000.00	\$ 0	\$ 15,000.00
DV Shelter	\$150,000.00	\$159,071.66 (\$150,000.00)	\$150,000.00
GSEA Support	\$105,000.00	\$83,983.62	\$ 80,000.00

Children Services (Decrease in Contract Encumbrances)

Based on a very thorough review of invoiced expenses from current contracts as well as an analysis of customer needs and customers being served by each provider, Job and Family Services is reducing the contract encumbrances for the services that are highlighted. Those that are not highlighted may have already come to the Board for signature.

Service	Contract 10/1/17-9/30/18	Amount Spent	Proposed Contract 10/1/18-9/30/19
Digital Image/Support	\$ 4,200.00	\$ 3,000.00	\$ 4,200.00
Nurturing Parent	\$130,054.68	\$ 2,066.91	\$20,000.00
CARES	\$ 47,152.09	\$46,519.20	\$49,410.84
Case	\$ 76,072.04	\$50,977.73	\$64,051.39
Parenting Services	\$ 33,204.30	\$ 4,535.88	\$33,240.41
Domestic Violence	\$ 14,121.75	\$ 4,083.23	\$14,059.80
Fam./Indiv. Therapy	\$ 60,000.00	\$31,846.54	\$0 — Company is closing
Town Hall II	\$ 13,639.85	\$ 3,319.30	\$13,086.50

Typhoon Security – Security for Administration Building (Termination)

In 2016, Job and Family Services started to hold Children Services Family Team meetings in the Administrative Building due to space issues in the Annex Building. Shortly after we started these meetings, Director Jeffries received concerns about individuals roaming through the building unsupervised. As a result, Job and Family Services created a request for proposal for security services to cover the meetings. The security guards have been escorting the families up to the third floor after hours and have had physical presence in the meeting area while the meetings are being conducted. However, based on a two-month time analysis, our team meetings are ending at approximately 6:00 PM with very few lasting longer. The contract is paying for services to 7:30 PM. As such, Director Jeffries is terminating this contract effective November 30, 2018. The support worker will escort families from the 1st floor to the 3rd floor and deputies from the Sheriff's Office to which Job and Family Services has a contract, will be asked to attend meetings where there is direct knowledge of potential issues with parents or caregivers effective December 1, 2018. All sessions have a supervisor in attendance as well.

Transportation Services (Contract Update)

Ohio Mean JOBS/ JOBS program started a number of successful initiatives over the last two years

such as the Supportive Employment Program and the Manufacturing Internship Program. Job and Family Services has recently collaborated with Stark State for STNA training in Akron Ohio. Job and Family Services is certain that initiatives will continue with the goal of moving the underemployed and unemployment citizens into the workforce. The current transportation contracted providers have had some challenges accommodating all the Job and Family Services transportation needs. As such, Director Jeffries has sent through Human Resources an updated Job and Family Services vehicle operator position that Job and Family Services has already established and at one time had filled. Director Jeffries would like to post this position once again so that the agency is able to support these initiatives as well as some of the Non-Emergency Medical Transportation trips that current providers are unable to accommodate. At the current time Job and Family Services have JOBS Counselors and one Administrator transporting to the STNA program in Akron. Job and Family Services also has one supervisor transporting a client to methadone treatment in Youngstown. Job and Family Services union has been notified of this issue and supports the posting.

3. Agency Data Report

Director Jeffries discussed the July/August 2018 Portage County Job and Family Services Monthly Data Report as follows:

3.

<p align="center">Portage County JFS Monthly Data Report</p> <p align="center">July / August 2018</p>

Public Assistance

OWF – Cash Assistance	July 2018	August 2018
Number of Individuals on OWF	705	684
Number of Families on OWF	n/a	n/a
Amount Issued	\$147,881.00	\$129,801.00

Food Assistance	July 2018	August 2018
Individuals	13,004	12,223
Families	n/a	n/a
Amount Issued	\$1,560,225.00	\$1,318,262.00

Medicaid	July 2018	August 2018
MAGI Adult Expansion	7,549	n/a
Non-MAGI Adult	6,650	n/a
Family Medicaid	15,716	n/a
Total Medicaid Recipients	29,915	n/a
Total Amount of received Medicaid Services	29,558,989.67	n/a

Child Care	July 2018	August 2018
Children	715	791
Public Funds Used	\$319,409.90	\$349,347.99

NET Transportation	July 2018	August 2018
Total NET Transportation Related Calls Received	183	218
Total Amount of Emerald Trips	107	114
Total Amount of Swift Care Trips	25	57
Total Amount of PARTA Trips	143	165
Total Amount of Gas Card Trips	288	340
Total Amount of Ticket Trips	0	0

Intake Appts	July 2018	August 2018
Total	94 (Walk-in) 269 (By Phone)	120 (Walk-in) 349 (By Phone)

Customer Service Center	July 2018	August 2018
Total Calls Received	5,782	6,061
Total Clients Seen	1,319	1,432

State Hearings	July 2018	August 2018
Hearing Completed	24	10
Hearings Withdrawn	23	24

Benefit Recovery	July 2018	August 2018
Total Amount Calculated	\$32,180.00	\$14,352.00
Total Amount Collected (fiscal- cash, TOP/Benefit Reduction and Incentives)	\$13,617.58	n/a

Ohio Means JOBS / WIOA/ Work Experience Program

	July 2018	August 2018
First Time OMJ Center Customers	59	58
Total OMJ Center Customers	284	275
Total Size of WIOA A&DW Caseload	73	74
Total Services Provided to OMJ Center Customers	715	734
Number of Active ITA's	6	11
WIOA Orientation Sessions Held	3	4
Total Number of customers receiving unemployment	80	49
Referrals to Unemployment	0	0
Referrals to OOD	5	3
Veteran Job Placements	0	0
WIOA Customers Reported Employment	5	4
Total number of Business Services Provided	41	57
Total Number of Job Orders Posted	3	5
Total Number of Hiring Events/Job Fairs/Career Fairs (Events)	3	2
Total Number of Hiring Event Attendees	15	0

Work Experience Programs (JOBS), CCMEP, and Supportive Services	July 2018	August 2018
ABAWD Job Placements	2	0
OWF Job Placements	4	4
Job Club Job Placements	2	1
Total Number of OWF Participants- All Family	49	n/a
Total Number of OWF Participants-2 Parent	6	5
All Family Participation Rate (50%)	n/a	n/a
2-Parent Participation Rate (90%)	n/a	n/a
ABAWD Participants	98	104
ABAWD Participation Rate	84%	81%
Number of Work Experience Sites (WEP)	37	37
Number of Active WEP Participants	86	71
New WEP Site Contracts	0	0
Job Club Participants	28	18
CCMEP Job Placements	2	0
Number of CCMEP Youth in Pre-Enrollment Services (used to be Referrals)	21	15

Number of CCMEP Youth in Framework Design Services	3	2
Number of CCMEP Youth Enrolled in Services	209	214
CCMEP Youth Total (Includes Pre Enrollment/Framework Design/Services)	233	231
CCMEP In-School Youth Total	134	133
CCMEP Out-of-School Youth Total	81	82
Total number of CCMEP Services	301	461
Number of Participants in Supportive Employment Program	3	3
PRC Applications Received	123	184

Children Services

	July 2018	August 2018
New Cases Assigned	77	127
Ongoing Cases	224	214
Adoption Cases	15	17
Adoptions Finalized	1	0
Children Leaving Custody	15	13
Children Entered Custody	14	21
Total Children In Custody	239	244
APS Cases Assigned	17	10
Family Team Meetings Held	90	98

Children in Kinship Care/Relative Care	95	92
Children placed in Agency Foster Homes	42	44
Children placed in Residential Treatment	25	22
Children Placed in Group Homes or Therapeutic Foster Homes	55	57

Child Support

	July 2018	August 2018
Total Calls Received by Customer Service	1,621	1,833
Total Clients Seen in Customer Service	464	513
Total CSEA Responses to Web Portal Inquiries	285	313
Number of Individual Enrolled In Passages Program (applications approved for the month)	6	9
Number of Enrolled Individuals that secured employment	2	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	1	0
Passages: Monthly Collections	\$2,580.88	\$1,961.05
Cases where Paternity was Established	58	35
Modified Child Support Cases	15	19
Total Number of Active Cases	9,280	9,261
Total Amount of Child Support that was disbursed	\$1,864,136.65	\$1,891,499.37

Human Resources

	July 2018	August 2018
Total Number of Employees	191	195
Number of New Hires	4	5
Number of Promotions	0	2
Number of Resignations/Retire/Rescinds	1	2
Number of Job Postings	2	4

IT

	July 2018	August 2018
Helpdesk tickets closed	264	282

Community Outreach and Public Relations

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 16th.

August 2018

- On August 1, The Child Support division recognized Child Support Awareness Month luncheon and invited community partners to an appreciation luncheon.
- Wednesday, August 15th, the first Employer Outreach Event was held at Maplewood Career Center. This event hosted seven employers who wanted to learn more about Child Support.

4. Budget Overview

Ms. Brannon discussed the Grant Allocations as of September 30, 2018 as follows:

4.

ALLOCATIONS (GRANTS) - 2018 (as of 9/30/2018)

Portage County Department of Job & Family Services

Public Assistance (PA)					
			Allocation (Adjusted)	Disbursement (Actual)	Available
Federal (Pass Thru) Allocations	Food Assistance		\$877,019.77	\$877,019.77	\$0.00
	Medicaid		\$0.00	\$0.00	\$0.00
	Medicaid ARP Transportation		\$0.00	\$0.00	\$0.00
	Medicaid Enhanced Federal		\$1,798,852.04	\$1,798,852.04	\$0.00
	Medicaid Healthcheck Pass Thru		\$0.00	\$0.00	\$0.00
	Medicaid NET Federal		\$249,314.40	\$249,314.40	\$0.00
	STATE CHILDREN HEALTH INC PROG		\$162,602.15	\$162,602.15	\$0.00
	TOTAL		\$2,887,788.36	\$2,887,788.36	\$0.00

			Allocation (Final)	Disbursement (Thru 9/30/18)	Available (Retros due)
Federal (Fixed) Allocations	Child Care Administration		\$0.00	\$0.00	\$0.00
	Child Care Non-Admin		\$147,532.00	\$147,532.00	\$0.00
	FAET - 100%		\$32,909.21	\$32,909.21	\$0.00
	FAET - 50%		\$19,129.00	\$18,291.60	\$837.40
	FAET PARTICIPATION - 50%		\$99,194.00	\$23,364.21	\$75,829.79
	FAET Supplemental Operating		\$0.00	\$0.00	\$0.00
	Fraud Awareness		\$2,000.00	\$1,889.11	\$110.89
	Supplemental TANF Admin		\$83,696.00	\$83,696.00	\$0.00
	TANF Administration		\$838,190.00	\$801,266.49	\$36,923.51
	TANF Regular		\$1,707,889.00	\$1,495,454.59	\$212,434.41
	Title XX - Base Subsidy		\$388,680.00	\$388,680.00	\$0.00
	Title XX - Transfer Subsidy		\$768,097.00	\$768,097.00	\$0.00
	TOTAL		\$4,087,316.21	\$3,781,182.21	\$326,134.00

			Allocation (Final)	Disbursement (Thru 6/30/18)	Available
State (Fixed) Allocations	Adult Protective Service	JFSCAAPS-JFSSSF18	\$33,733.47	\$33,733.47	\$0.00
	CCMEP TANF Admin - CDJFS Lead	JFSCACMA-JFSCTF17	\$74,568.00	\$12,134.41	\$62,433.59
	CCMEP TANF Reg - CDJFS Lead	JFSCACMP-JFSCTF17	\$1,004,005.00	\$745,381.00	\$258,624.00
	Community & Protective Service	JFSCACPS-JFSFSP18	\$157,915.00	\$157,915.00	\$0.00
	Income Maintenance	JFSCASIM-JFSFSP18	\$514,036.65	\$514,036.65	\$0.00
	Medicaid Enhanced	JFSCAMEM-MCDSMT18	\$82,065.00	\$82,065.00	\$0.00
	Medicaid Income Maintenance	JFSCAMIM-MCDSMT18	\$313,820.35	\$313,820.35	\$0.00
	Social Services Operating	JFSCASSO-JFSSSF18	\$60,019.00	\$60,019.00	\$0.00
	TOTAL		\$2,240,162.47	\$1,919,084.88	\$321,077.59

Grand Total			\$9,215,267.04	\$8,568,055.45	\$647,211.59
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Public Children Services Agency (PCSA)

		Allocation (Adjusted)	Disbursement (Actual)	Available
Federal Quarterly Allocated	Medicaid Child Welf Related	\$2,343.45	\$2,343.45	\$0.00
	IV-E Admin and Training Pmnt	\$0.00	\$0.00	\$0.00
	IV-E Contract Services Pmnt	\$0.00	\$0.00	\$0.00
	TOTAL	\$2,343.45	\$2,343.45	\$0.00

		Allocation (Final)	Disbursement (Thru 9/30/18)	Available (Retros due)
Federal (Fixed) Allocations	Caseworker Visits	\$8,544.00	\$8,544.00	\$0.00
	Caseworker Visits Admin	\$854.00	\$854.00	\$0.00
	ESAA PRESERVATION OPERATING	\$6,566.00	\$6,566.00	\$0.00
	ESSA Preservation	\$28,417.00	\$28,303.60	\$113.40
	ESSA REUNIFICATION OPERATING	\$7,250.00	\$7,250.00	\$0.00
	ESSA Reunification	\$24,786.00	\$57,681.58	-\$32,895.58
	Federal Chaffee	\$43,420.84	\$113,980.50	-\$70,559.66
	IV-B	\$78,077.00	\$92,298.44	-\$16,221.44
	IV-B Admin	\$7,608.00	\$7,608.00	\$0.00
	TANF Independent Living	\$19,548.44	\$19,548.44	\$0.00
	TOTAL	\$223,071.28	\$342,634.66	-\$119,563.28

		Allocation (Final)	Disbursement (Thru 6/30/18)	Available
State (Fixed) Allocations	CHAFEE STATE MATCH	\$26,076.45	\$26,076.45	\$0.00
	ESAA STATE MATCH	\$28,354.93	\$28,354.93	\$0.00
	SCPA - Regular	\$742,209.00	\$742,209.00	\$0.00
	SCPA Supplement	\$49,448.00	\$49,448.00	\$0.00
	State Adoption Incentive	\$1,234.00	\$1,234.00	\$0.00
	Adoption Supplement Allocation	\$20,304.00	\$20,304.00	\$0.00
	ProtectOhio	\$0.00	\$0.00	\$0.00
	TOTAL	\$867,626.38	\$867,626.38	\$0.00

		Allocation (Final)	Disbursement (Thru 9/30/18)	Available
Local Levy	Levy	\$2,909,062.36	\$2,536,146.84	\$372,915.52
	TOTAL	\$2,909,062.36	\$2,536,146.84	\$372,915.52
Grand Total		\$4,002,103.47	\$3,748,751.23	\$253,352.24

Child Support (CSEA)

			Allocation (Adjusted)	Disbursement (Actual)	Available
Federal (Pass Thru) Allocations	Child Support FFP	JFSCCSP-JFSCCS18	\$1,067,045.37	\$1,067,045.37	\$0.00
	TOTAL		\$1,067,045.37	\$1,067,045.37	\$0.00

		Allocation (Adjusted)	Disbursement (Actual)	Available
Federal (Fixed) Allocations	CSEA Incentives	\$262,110.54	\$262,110.54	\$0.00
	CSEA Training	\$1,359.00	\$1,359.00	\$0.00
	TOTAL	\$262,110.54	\$262,110.54	\$0.00

		Allocation (Adjusted)	Disbursement (Actual)	Available	
State (Fixed) Allocations	CSEA State Match	JFSCCSP-JFSFSF18	\$236,815.00	\$545,635.51	-\$308,820.51
	CSEA Awareness Month	JFSCCCAM-JFSCFS18	\$1,000.00	\$819.91	\$180.09
	TOTAL		\$237,815.00	\$546,455.42	-\$308,640.42

Grand Total (CSEA)			\$1,566,970.91	\$1,875,611.33	-\$308,640.42
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ALLOCATIONS /GRANTS - 2018 (as of 9/30/18)
Portage County Job & Family Services

OMJ Workforce					
OMJ Workforce	Allocation (Grant) Name		Allocation Amount	Total Disbursement	Allocation Remaining
Federal (Fixed)	2018	WIOA Adult	\$ 258,546.09	\$ 258,546.09	\$ -
	2018	WIOA Dislocated Worker	\$ 145,994.93	\$ 145,994.93	\$ -
	2018	CCMEP WIOA Youth	\$ 476,927.25	\$ 476,927.25	\$ -
					\$ -
					\$ -
	Federal (Fixed) Total		\$ 881,468.27	\$ 881,468.27	\$ -

Ms. Brannon noted the Federal Fixed Allocations of ESAA Reunification, Chaffee and IV-B are overspent. In Children's Services, there are too many expenses with inadequate funding. Almost all funding Children's Services receives is on a reimbursement basis, so the department shows what they could spend if they had unlimited funding so that at the State level and within the eastern Director's Association meetings, funding can be transferred between the Counties. In November, Job and Family Services will go to a meeting and everyone will share their needs and anyone not utilizing funding will provide additional funding to those who needs it and the State will also provide a reallocation towards the end of November.

Ms. Brannon also noted there isn't another levy disbursement until March 2019, so the Department is going on a month to month basis and Director Jeffries is very cognitive of the state of the department.

The two highest costs within the department are residential placement costs that average \$7,000 per month per child and child care. Portage County Job and Family Services has 241 children in custody now and most of the families are over the 200% of poverty and are not eligible for subsidized childcare. Job and Family Services is paying childcare around \$350,000 alone, and are on target to spend about \$3.6 million in placement costs. This is truly a substance abuse community issue all 88 counties are facing. Job and Family Services has not had to come to the Board to ask for General Fund dollars to keep children in care and hopes they don't have to, but regional meetings indicate most Commissioners are supporting placement costs because either they don't have a levy or it's not adequate enough. Director Jeffries will continue to update the Board once additional information has been received.

In the meantime, Job and Family Services is proposing the following:

Children Services Division — Strategies to reduce costs

Highest Expenses Being Residential Placements and Child Care

- Strive to meet Random Moment Sample Goal under PRC— This makes TANF dollars available for Children Services -Managers and Staff have been assessing income eligibility status — Update — Met Goal — Focus will continue
- Concerted effort on timeliness associated with disbursements in system—In progress
- Weekly review of children in residential centers progress — stepping children out of care as soon as progress has been realized including medication compliance; when applicable
- PRC Plan modification — to include using TANF funds to support childcare for children residing with kin- waiting on Ohio Job and Family Services Feedback
- Reduction in both PRC and Children Services Contracts — effective 10-1-19
- Transferred Clerical Specialist 3 from Children Services to Ohio Means JOBS
- Suspended Overtime through December 31, 2018
- New class of Social Workers will not start until January 2019
- All purchased service requests are being monitored
- Used our 533 Flexible Funds of \$160k to support Children Services
- New Building location to address space issue and reduce rent costs - proposed
- Discussion to ensue with Judge Berger regarding some alternative services/programs that may be available in lieu of residential treatment/ Children Services being responsible for residential costs of delinquent youth — meeting December 4th.
- Foster Parent Recruitment — see attachments
- Coordination and Planning of 2019 Children Services Levy — Kickoff Meeting was October 18th
- JFS to open up a group home to accommodate up to 10 children — see attachments — request to move forward being made at this time

10/2018

Jeffries

6. Director Jeffries discussed Children Services Strategies to address increases in placement costs and daycare

- a. Foster Parent Recruitment Movie Premier of *Instant Family*, starring Mark Wahlberg and Rose Byrne.

In anticipation of the premier, Job and Family Services and the Ravenna 7 movie theatre have partnered for a special early viewing of the movie on Thursday, November 15, at 7:00 PM. A free viewing of the movie is available to individuals or couples interested in learning more about foster parenting. Job and Family Services staff will be on site before and after the premier with information to answer any questions about the agency's foster parent program.

- b. Portage Job and Family Services interested in starting Group Home in Portage County through a lease or rent option. Director Jeffries met with the State Licensing Department and the first step is to find a location and ensure that it is in an appropriated zoning location, the next step is to write policy and hire the staff. The timeline to get this in place is approximately 3-12 months. There is under 5 County Children Services agencies in the State of Ohio that have their own group home and Trumbull County is one of them Director Jeffries visited. Liability is the largest contributing factor that stops many counties from having their own home. It will not be an easy feat, but Director Jeffries feels compelled to help the children and this group home would bring 10 children back to Portage County. The Board agreed Director Jeffries should move forward.

11:09 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss employment of a public employee. Also present: Human Resources Director Janet Kovick, Attorney Chris Meduri and Department of Budget & Financial Management Director Todd Bragg. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

11:26 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 action.

Board of Elections Revenue Fund

The Board reviewed the Prosecutor's Opinion regarding the Board of Elections Revenue Fund noting under Ohio Revised Code Section 3501.17(l)(1), the Board of Commissioners may establish an elections revenue fund, but if a majority of the Board of Elections votes to do so, then the Board of County Commissioners may, by resolution, rescind the elections revenue fund. The Board

agreed it is not ready to take action today, but will discuss further on Thursday. Commissioner Kerrigan will advise the Board of Elections.

JOURNAL ENTRY

October 25, 2018

Department of Budget & Financial Management

1. In accordance with the Ohio Revised Code Section 325.33, the Board of Commissioners signed the Certificate of Title Administration Fund indicating that excess funds for the year 2017 in the amount of \$357,000.00 will be paid into the County General Fund 0001, from Fund 1001, Org. 10015017, Object 704000 to Org. 00100001, Object 153400, as presented by Portage County Clerk of Courts Jill Fankhauser.
2. The Board of Commissioners authorized Vicki A. Kline, President of the Board, to sign the revised Budget Justification for WIC FY19 Grant, as presented by WIC Director Amy Cooper.

Commissioners

3. The Board of Commissioners signed the Ohio Development Services Agency Signature Cards for Request for Payment and Status of Funds Report for 1CJ as presented by the Regional Planning Commission.

External Services

4. The Board of Commissioners approved Portage County Water Resource's request to spend the necessary funds to fully deploy the Manufacturing Asset Solutions' Express Maintenance Program including upgrading the software to the current version with Express Request, bring vendor staff to Water Resources assist staff with deployment of the upgraded software, work with vendor staff to further develop the software capitalization projections to align with public entities, provide for preliminary Preventive and Predictive Maintenance, and provide for local implementation application and testing.

Human Resources

5. The Board of Commissioners approved the revised job description and posting of the Vehicle Operator position within Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
6. The Board of Commissioners approved the created job description and posting of the JOBS Counselor -SNAP/TANF Eligibility position within Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Action Form authorizing the transfer of Carol Piscura from Clerical Specialist 3 in PCSA to Clerical Specialist 3 in OMJ, for Portage

County Job & Family Services, effective November 5, 2018, presented by Janet Kovick, Human Resources Director.

8. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Dustin Kisamore from Treatment Plant Operator in Training to Treatment Plant Operator I due to successfully completing his EPA Class I Wastewater Exam for Portage County Water Resources effective October 22, 2018, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Requisition authorizing the seven day internal posting of the full time permanent Treatment Plant Operator, replacing Dustin Kisamore, for Portage County Water Resources Department 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 accepting the resignation of Tracy Alarcon, Apiary Inspector, for Portage County Department of Budget & Financial Management, effective October 18, 2018, presented by Janet Kovick, Human Resources Director.

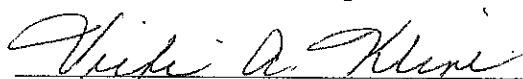
Motion To: Approve the Journal Entries for October 25, 2018


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

Motion To: Adjourn the Official Meeting of October 25, 2018 at 11:29 AM

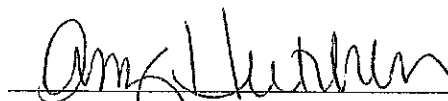
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Mike Kerrigan
SECONDED:	Sabrina Christian-Bennett
AYES:	Mike Kerrigan, Sabrina Christian-Bennett, Vicki A. Kline

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


Vicki A. Kline, President


Sabrina Christian-Bennett, Vice President


Mike Kerrigan, Board Member


Amy Hutchinson, Clerk