



# 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, November 8, 2018

9:00 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.

Director Bragg asked about the Board of Elections Revenue Fund resolution and the Board agreed to discuss next Thursday.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:01 AM

## ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, and Department of Budget and Financial Management Director Todd Bragg

## HUMAN RESOURCES:

Journal Entries - #6 to 8

## Discussion:

### 1. Sick Leave Payout

The Board discussed the sick leave payout policy and the Auditor's Office interprets the policy to say if an employee transferred from the Prosecutor's Office to Common Pleas Court, the employee should be considered a 'new employee' and the employee's annual sick leave balance is not eligible for the payout for 2018.

Director Kovick noted the definition of a public agency in the sick leave policy matches the Ohio Revised Code, so if an employee comes to Portage County from a different County, different state, etc. their sick time comes with them, but according to the Commissioners' policy, it would not count towards the sick leave incentive payout.

This incentive is available only to the extent the employee will have, after the cash-out is made, a total accrued sick leave balance of 240 hours or more. Sick leave accrued by donation, transfer from another public agency or other non-work basis is not eligible for redemption under this policy.

Statute dictates all County employees are different public agencies. Director Bragg mentioned there are two aspects of the Board's policy 1.) an employee needs 240 hours remaining and 2.) the hours must be sold in the calendar year earned. The Auditor's Office is stating only the hours earned under that appointing authority will be considered for the sale.

The Board is in agreement this employee can take the sick leave, but is not eligible for the sick leave payout this year because the employee transferred from one appointing authority to another.

Human Resources Director Kovick will discuss the policy in more detail with the Board next year.

#### **EXTERNAL SERVICES – N/A**

#### **DBFM:**

Resolutions - #'s 1 to 10

Journal Entries - #'s 1 & 2

Director Bragg presents the proposed budget and noted the total is \$46,300,000. He also presented draft correspondence for Board review to send with the budgets to Elected Officials and Department Heads.

#### **Discussion:**

##### **1. Juvenile Detention Center Water/Sewer Invoice**

The Portage-Geauga County Juvenile Detention Center received a \$35.00 late charge because their water/sewer bill was not paid on time, but the Board agreed to waive the fees as the residential policy forgives a late payment once every two years and the Center hasn't had a late bill since 1998./Journal Entry II

9:04 AM Internal Services Director JoAnn Townend attending.

Commissioner Kerrigan motioned to pull Resolution No. 9 from the Consent Agenda

#### **RESOLUTION:**

9. *Create Fund 4101, PCBDD Capt 18./PULLED FROM THE CONSENT AGENDA./*Commissioner Kerrigan will contact the Portage County Board of Developmental Disabilities for further information.

Commissioner Christian-Bennett motioned to pull Journal Entry No. 2 from the Consent Agenda as she will need to abstain from this entry because her title agency handled the transaction. The Board agreed to hold the Journal Entry until next week.

### **JOURNAL ENTRY:**

2. *The Board of Commissioners authorized Commissioner Kline, President of the Board to sign the partial release of real estate for the Plaza Fields, LTD, Kelso Development (Mike Casamento, University Hospital, Brimfield Family Medicine, 1365 Kelso Dr., Kent (Brimfield), OH 44240). The medical facility was appraised for \$1,020,000 when constructed, and the remaining lien balances are as follows:*

<i>Portage Community Bank</i>	<i>\$433,000</i>	
<i>Neighborhood Development</i>	<i>\$ 87,000</i>	
<i>Portage County</i>	<i><u>\$ 99,000</u></i>	
<i>Total of Liens</i>	<i>\$619,000</i>	<i>Loan to Value 60%</i>

*Any and all past due payments and late chares must be paid from the proceeds of the sale to the above accounts, as presented by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted./PULLED FROM THE CONSENT AGENDA.*

### **INTERNAL SERVICES:**

Resolutions - #'s 12 to 19

Commissioner Christian-Bennett commented on Resolution No. 17 and 18 noting both change orders were decreases.

### **COMMISSIONERS' CONSENT AGENDA**

November 8, 2018

1. Approval of the November 1, 2018 regular meeting minutes and the Special Meeting Minutes of October 31, 2018.

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### **RESOLUTIONS**

November 8, 2018

### **Budget & Financial Management:**

1. Approve the Thursday, November 8, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0786
2. Approve the Thursday, November 8, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0787

3. Approve the Tuesday, November 13, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0788
4. Approve the Tuesday, November 13, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0789
5. Approve the Tuesday, November 13, 2018 Then & Now Certification, as presented by the County Auditor./18-0790
6. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0791
7. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0792
8. Transfer from Fund 4214, Crain Avenue Bridge Replacement, to Fund 1201, Motor Vehicle and Gas Tax./18-0793
9. Create Fund 4101, PCBDD Capt 18./***PULLED FROM THE CONSENT AGENDA FOR CONSIDERATION NEXT WEEK.***
10. Transfer from Fund 4100, PCBDD Capital Fund, to Fund 1340, PCBDD./18-0795

#### **Job and Family Services**

11. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./18-0796

#### **Internal Services**

12. Enter into amendment no. 1 between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc. to provide early intervention service coordination./18-0797
13. Enter into amendment no. 1 for Title XX Home Based Chore Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Vantage Aging./18-0798
14. Enter into amendment no. 1 for Title XX Geriatric Mental Health Counseling Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Vantage Aging./18-0799
15. Enter into a memorandum of understanding Children First Parent/Mediation Program Services between the Board of Commissioners on behalf of the Portage County Job & Family Services and the Portage County Juvenile Court./18-0800

16. Enter into amendment no. 1 between the Portage County Board of Commissioners on behalf of the Portage County Job & Family Services and Emerald Transportation to provide transportation services./18-0801
17. Accept contract change order no. 1 and final to the construction agreement between the Board of Portage County Commissioners and the Shelly Company for the project known as Chamberlain Road Resurfacing (CH265) in Mantua Township, Portage County./18-0802
18. Accept contract change order no. 1 and final to the construction agreement between the Board of Portage County Commissioners and the Shelly Company for the project known as Waterloo Road Resurfacing (CH87) in Randolph Township, Portage County./18-0803
19. A resolution authorizing the purchase, through the state term schedule (STS) 800507, Index No. STS515, of one (1) Minuteman Snow and Ice Control Truck equipment package – from Concord Road Equipment Manufacturing, Inc. for use by the Portage County Engineer./18-0804

**Motion To:** Approve the Consent Agenda for November 8, 2018 as revised

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

**RESOLUTION NO. 18-0786 - 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 November 8, 2018 in the total payment amount as follows:

1. \$185,822.31 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, November 9, 2018

\$ 185,822.31

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. 18-0787 - 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:

11/08/18	378	\$ 8,984.57
11/08/18	373	8,100.00
11/08/18	362	139.14
11/08/18	361	168.00
Total		\$ 17,391.71

; 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. 18-0788                      -                      RE:    BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,**                      that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on November 13, 2018 in the total payment amount of **\$720,370.47** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0789                      -                      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:

11/13/18	421	\$ 21,194.75
11/13/18	422	1,245.10
11/13/18	423	161.51
11/13/18	427	6,319.00
11/13/18	428	1,155.00
11/13/18	429	1,078.00
11/13/18	442	718.62
11/13/18	457	18,195.83
11/13/18	458	449.13
11/13/18	459	2,805.92
11/13/18	461	3,333.34
11/13/18	462	11,620.00
11/13/18	463	6,189.00
11/13/18	464	38,540.31
11/13/18	555	5,949.75
Total		\$ 118,955.26

; 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. 18-0790**

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**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 **\$33,336.59** as set forth in Exhibit "A" dated **November 13, 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. 18-0791**

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

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

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

		<i>Increase</i>	<i>Decrease</i>
<hr/>			
Fund: 0001	General Fund		
012	Central Purchasing Services		
00124	Internal Svcs Projects CS	27,960	-
	MEMO TOTAL	<u>\$ 27,960</u>	<u>\$ -</u>
<hr/>			
Note: Clk of Cts security-arch fees			
<hr/>			
020	Building Regulation Inspection		
00203	Building Dept Salary & Fringes	71,000	-
	MEMO TOTAL	<u>\$ 71,000</u>	<u>\$ -</u>
<hr/>			
Note:			
<hr/>			
550	Domestic Relations		
05503	Domestic Ct Salary & Fringes	701	-
	MEMO TOTAL	<u>\$ 701</u>	<u>\$ -</u>
<hr/>			
Note: Extend Family Coverage			
<hr/>			
570	Juvenile Court		
05704	Juvenile Court Contract Svcs	0	800
05705	Juvenile Court Materials & Sup	800	-
	MEMO TOTAL	<u>\$ 800</u>	<u>\$ 800</u>
<hr/>			
Note: cover expense to yr end      cover supply expense to yr			
<hr/>			

		<u>Increase</u>	<u>Decrease</u>
<b>920 Public Defender Commission</b>			
09203 Public Defender Salary&Fringes		110,000	-
<b>MEMO TOTAL</b>		<u><u>\$ 110,000</u></u>	<u><u>\$ -</u></u>

Note:

<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<u><u>\$ 210,461</u></u>	<u><u>\$ 800</u></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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0792**

**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: <b>1004 DTAC - Treasurer</b>		
<b>200 Treasurer</b>		
10044 DTAC Treasurer CS	4,000	-
MEMO TOTAL	<u>\$ 4,000</u>	<u>\$ -</u>

Note:

Fund: <b>1112 Sheriff Inmate Commissary</b>		
<b>700 Sheriff's Department</b>		
11125 Sheriff Inmate Commissary MS	10,000	-
11126 Sheriff Inmate Commissary CO	-	10,000
MEMO TOTAL	<u>\$ 10,000</u>	<u>\$ 10,000</u>

Note: Funds needed for

Fund: <b>1170 Emergency Response LEPC/CERP</b>		
<b>931 Local Emergency Planning Commi</b>		
11703 LEPC / CERP Salary & Fringes	1,500	-
MEMO TOTAL	<u>\$ 1,500</u>	<u>\$ -</u>

Note:

Fund: <b>1251 CDBG County Formula</b>		
<b>081 Community Development</b>		
12514 CDBG Conty Formula CS	5,290	5,290
MEMO TOTAL	<u>\$ 5,290</u>	<u>\$ 5,290</u>

Note: Transfer appropriation

		<i>Increase</i>	<i>Decrease</i>
Fund: 1414	Child Support General Admini		
051	Job And Family Services		
14143	JFS Child Supp Salary&Fringes	50,000	-
14144	JFS Child Support General CS	50,000	-
	MEMO TOTAL	<u>\$ 100,000</u>	<u>\$ -</u>

Note: Projected need

Fund: 1415	Child Welfare - Special Levy		
051	Job And Family Services		
14154	JFS Child Welfare Levy CS	-	44,000
14159	JFS Child Welfare Levy ME	44,000	-
	MEMO TOTAL	<u>\$ 44,000</u>	<u>\$ 44,000</u>

Note: Projected need

Fund: 4008	Wireless 911 Upgrades		
700	Sheriff's Department		
40083	Wireless 911 Upgr Salary&Fring	14,000	-
	MEMO TOTAL	<u>\$ 14,000</u>	<u>\$ -</u>

Note:

Fund: 7000	Central Services (Purchasing)		
012	Central Purchasing Services		
70004	Central Services Purchasing CS	450,000	-
	MEMO TOTAL	<u>\$ 450,000</u>	<u>\$ -</u>

Note: Addt'l approp.                      Addt'l appropriation

Fund: 7101	Health Benefits Program		
018	Human Resources		
71013	HR Hlth Benefits Salary&Fringe	26,000	-
	MEMO TOTAL	<u>\$ 26,000</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 654,790</u>	<u>\$ 59,290</u>
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*Increase*

*Decrease*

; and be it further

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

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

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

Roll call as Follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0793       -       RE:    Transfer From Fund 4214, Crain Avenue  
Bridge Replacement, To Fund 1201, Motor  
Vehicle and Gas Tax**

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

**WHEREAS,** the **Crain Avenue Bridge Replacement Project** has been completed, all payments have been made on behalf of said project and all costs have been booked, and

**WHEREAS,** the Portage County Engineer has requested an operating transfer to debit all remaining funds in Fund 4214, **Crain Avenue Bridge Replacement**, and credit Fund 1201, Motor Vehicle and Gas Tax, and

**WHEREAS,** the Portage County Board of Commissioners has approved said operating transfer; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$287,413.42

**FROM:**

**FUND 4214, Crain Avenue Bridge Replacement**

ORGCODE- 42148209  
Debit Expense Account  
Object: 910000 - Transfers Out

\$287,413.42

**TO:**  
**FUND 1201, Motor Vehicle and Gas Tax**  
ORGCODE - 12018202  
Credit Revenue Account  
Object: 280000 - Transfer In

\$287,413.42

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 County Auditor, the County Engineer 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0794**

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

**RESOLUTION NO. 18-0795      -      RE:    TRANSFER FROM FUND 4100, PCBDD  
CAPITAL FUND, TO FUND 1340, PCBDD**

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

**WHEREAS,** The Portage County Board of Developmental Disabilities has authorized closing fund 4100 via resolution 18-10-02 as all capital purchases originally identified have been completed, and moving the remaining funds back to their general operating fund, from where the original transfer was made; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$351,490.83

**FROM:**

FUND 4100, PCBDD CAPITAL FUND

ORGCODE- S0000099

Debit Expense Account

Object: 910000 – Transfers Out

\$351,490.83

**TO:**

FUND 1340, PCBDD

ORGCODE – A0000092

Credit Revenue Account

Object: 280000 - Transfer In

\$351,490.83

;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 County Auditor, the Department of Budget and Financial Management and the Board of Developmental Disabilities, 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. 18-0796**

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**RE: TRANSFER FROM FUND 0001, GENERAL 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 Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

**WHEREAS,**

it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$31,662.09 for the month of November 2018 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out \$31,662.09

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$31,662.09

; 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0797 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. TO PROVIDE EARLY INTERVENTION SERVICE COORDINATION.**

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

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20180332 (the "Original Subgrant Agreement") on August 14, 2018 by Resolution No. 18-0455 to provide Early Intervention service coordination services, evaluation and assessment and for eligible infants and toddlers with disabilities, ages birth through age two (2) year, and their families in Portage County; and
- WHEREAS,** the parties desire to amend the Original Subgrant Agreement; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc.; and be it further
- RESOLVED,** that the Ohio Department of Developmental Disabilities (DODD) was given authority to provide a subsidy to county Family & Children First Council administrative agencies to support Early Intervention child find outreach activities; and be it further
- RESOLVED,** that Portage County was allocated Fourteen thousand eight hundred eighteen and 00/100 dollars (\$14,818.00) in outreach subsidy for the 2018 state fiscal year; and be it further
- RESOLVED,** that the subsidy must be used (1) to support outreach for Ohio's Early Intervention program; (2) in accordance with any relevant federal regulations governing states' Part C Early Intervention programs (34 CFR 303); and, (3) in accordance with any local policies and procedures; and be it further
- RESOLVED,** that Family & Community Services, Inc. agrees to utilize the subsidy funds to pay for personnel costs, promotional materials, advertising, and other appropriate activities related to outreach for Ohio's Early Intervention program in Portage County; and be it further
- RESOLVED,** that the parties agree to an increase of Fourteen thousand eight hundred eighteen and 00/100 dollars (\$14,818.00) as a result of the additional subsidy funding issued by DODD for the period July 1, 2018 through June 30, 2019; and be it further
- RESOLVED,** that maximum consideration paid under this Subgrant Agreement shall not exceed Two hundred eighty-one thousand one hundred forty and 00/100 dollars (\$281,140.00) for the period July 1, 2018 through June 30, 2019; 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. 18-0798      -      RE:    ENTER INTO AMENDMENT NO. 1 FOR TITLE XX HOME BASED CHORE SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND VANTAGE AGING**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20170456 (the "Original Contract") on November 21, 2017 by Resolution No. 17-0874 to provide Title XX Home Based Chore Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social or work-related activities knowing their loved one is in a safe and supportive environment; and

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

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and VANTAGE Aging to extend the agreement by one (1) additional year from October 1, 2018 through September 30, 2019

**RESOLVED,** that the total amount of this Agreement is not to exceed Ten thousand one hundred forty-four and 30/100 dollars (\$10,144.30); 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. 18-0799**

-

**RE: ENTER INTO AMENDMENT NO. 1 FOR TITLE XX GERIATRIC MENTAL HEALTH COUNSELING SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND VANTAGE AGING**

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

**WHEREAS,**

an agreement between the parties was entered into and known as Portage County Contract No. 20170454 (the "Original Contract") on November 21, 2017 by Resolution No. 17-0875 to provide Title XX Geriatric Mental Health Counseling Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social or work-related activities knowing their loved one is in a safe and supportive environment; and

**WHEREAS,**

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

**RESOLVED,**

that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and VANTAGE Aging to extend the agreement by one (1) additional year from October 1, 2018 through September 30, 2019

**RESOLVED,**

that the total amount of this Agreement is not to exceed Twenty-six thousand five hundred forty-two and 41/100 dollars (\$26,502.41); and be it further

**RESOLVED,**

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

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0800      -      RE:   ENTER   INTO   A   MEMORANDUM   OF  
UNDERSTANDING   CHILDREN   FIRST  
PARENTING/MEDIATION   PROGRAM  
SERVICES   BETWEEN   THE   BOARD   OF  
COMMISSIONERS   ON BEHALF OF PORTAGE  
COUNTY JOB & FAMILY SERVICES AND THE  
PORTAGE COUNTY JUVENILE COURT.**

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

**WHEREAS,**      the Portage County Department of Job & Family Services desires to utilize the Children First Parenting/Mediation Program Services provided by the Portage County Juvenile Court with the goal of offering eligible biological parents a positive alternative to litigation as well as the necessary tools to facilitate healthy co-parenting strategies that are in the best interest of their child(ren); and

**WHEREAS,**      the Memorandum of Understanding will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and the Portage County Juvenile Court; now therefore be it

**RESOLVED,**      that the Board of Portage County Commissioners does hereby enter into a Memorandum of Understanding between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and the Portage County Juvenile Court for the period December 1, 2018 through November 30, 2019; and be it further

**RESOLVED,**      that the total amount of this Memorandum of Understanding is not to exceed Fifteen thousand and 00/100 dollars (\$15,000.00); 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 A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0801**

-

**RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES ("PCJFS") AND EMERALD TRANSPORTATION TO PROVIDE TRANSPORTATION SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20180308(the"Original Contract") on June 5, 2018 by Resolution No. 18-0343. Portage County Job & Family Services (PCJFS) is in need of shuttle/door-to-door Transportation Services of the following: Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCJFS Workforce Innovation and Opportunity Act (WIOA) Youth to and from their place of employment and/or training site; PCJFS WIOA Adult and Dislocated Workers to and from place of employment and/or training site; and, Loop services to Supportive Employment Program (SEP) to and from designated employer and/or training sites; and

~~**WHEREAS,** the parties desire to amend the Original Contract to continue such services at a different trip and per mile charge than Original Contract now therefore be it~~

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services ("PCJFS") and Emerald Transportation; and be it further

**RESOLVED,** that the parties agree that, **effective June 25, 2018**, transportation services shall be rendered at a rate of no more than Twenty-four and 32/100 dollars (\$24.32) per trip with an additional per mile charge of Seventy cents (\$0.70) per mile and **effective July 17, 2018** the parties agrees that transportation services shall be rendered at a rate of Twenty and 00/100 dollars (\$20.00) per one way in-county trips that are forty (40) miles or less, weekdays, between the prime hours of 6 A.M and 5 P.M. A rate of Thirty and 00/100 dollars (\$30.00) will be paid for One way in-county trips, forty (40) miles or less, weekdays between the hours of 5:01 P.M. and 5:59 A.M., and any weekend trip. Twenty-four and 32/100 dollars (\$24.32) per trip with an additional mileage charge of

Ninety cents (\$.90) per mile will be paid for both in-county and out-of-county one way trips that are greater than forty (40) miles. For all Out-of-county one way trips that are forty (40) miles or less PCJFS will pay CONTRACTOR Twenty-four and 32/100 dollars (\$24.32) per trip with an additional mileage charge of Seventy cents (\$.70) per mile. A waiting charge of Twelve and 00/100 dollars (\$12.00) per hour will be paid to CONTRACTOR for out-of-county appointments, which require a layover of at least one (1) hour. Waiting time shall be calculated from the time the customer leaves the vehicle for the appointment until he/she returns to the vehicle for the return trip. Layovers in excess of one (1) hour will be paid on a prorated basis; and be it further

**RESOLVED,** that total service under this agreement shall remain One Hundred Eighty Thousand and 00/100 dollars (\$180,000.00) for the contract period May 1, 2018 through April 30, 2019; 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. 18-0802                      -                      RE:    ACCEPT CONTRACT CHANGE ORDER NO. 1  
AND FINAL TO THE CONSTRUCTION  
AGREEMENT BETWEEN THE BOARD OF  
PORTAGE COUNTY COMMISSIONERS AND  
THE SHELLY COMPANY FOR THE PROJECT  
KNOWN AS CHAMBERLAIN ROAD  
RESURFACING (CH 265) IN MANTUA  
TOWNSHIP, PORTAGE COUNTY.**

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

**WHEREAS,** Resolution 18-0512 accepted and awarded the bid of The Shelly Company for furnishing all labor, materials and equipment necessary to complete the project known as **Chamberlain Road Resurfacing (CH 265)** in Mantua Township, Portage County, and

**WHEREAS,** a contract was entered into with The Shelly Company in the total amount of \$394,307.00, and

**WHEREAS,** modifications to the project specifications resulted in cost underruns totaling \$24,609.70, now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with The Shelly Company covering the **Chamberlain Road Resurfacing Project (CH 265)** in Mantua Township, Portage County, and be it further

**RESOLVED,** that this Contract Change Order decreases the contract between Portage County and The Shelly Company by the cost underrun amount of \$24,609.70 to **\$369,697.30**, and be it further

**RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between The Shelly Company and Portage County; 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. 18-0803**

- **RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND THE SHELLEY COMPANY FOR THE PROJECT KNOWN AS WATERLOO ROAD RESURFACING (CH 87) IN RANDOLPH TOWNSHIP, PORTAGE COUNTY.**

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

**WHEREAS,** Resolution 18-0437 accepted and awarded the bid of The Shelly Company for furnishing all labor, materials and equipment necessary to complete the project known as **Waterloo Road Resurfacing (CH 87)** in Randolph Township, Portage County, and

**WHEREAS,** a contract was entered into with The Shelly Company in the total amount of \$266,296.87, and

**WHEREAS,** modifications to the project specifications resulted in cost underruns totaling \$6,287.28, now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with The Shelly Company covering the **Waterloo Road Resurfacing Project (CH 87)** in Randolph Township, Portage County, and be it further

**RESOLVED,** that this Contract Change Order decreases the contract between Portage County and The Shelly Company by the cost underrun amount of \$6,287.28 to **\$260,009.59**, and be it further

**RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between The Shelly Company and Portage County; 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. 18-0804**

-

**RE: A RESOLUTION AUTHORIZING THE PURCHASE, THROUGH THE STATE TERM SCHEDULE (STS) 800507, INDEX NO. STS515, OF ONE (1) MINUTEMAN SNOW AND ICE CONTROL TRUCK EQUIPMENT PACKAGE - FROM CONCORD ROAD EQUIPMENT MANUFACTURING, INC., FOR USE BY THE PORTAGE COUNTY ENGINEER.**

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

**WHEREAS,** Resolution 18-0114 authorized the purchase through the Ohio Department of Transportation's state contract of one 2018 International Single Axle Cab and Chassis from Rush Truck Centers of Ohio, Inc. for use by the Portage County Engineer; and

**WHEREAS,** the Portage County Engineer, Michael A. Marozzi, wishes to purchase through the State Term Schedule (STS) 800507, Index No. STS515, one (1) **Minuteman Snow**

**and Ice Control Truck Equipment Package** to be installed on the above vehicle, and

**WHEREAS,** Concord Road Equipment Manufacturing, Inc. is the contractor authorized by the State of Ohio to offer said **Minuteman Snow and Ice Control Truck Equipment Package** -- at the State Contract price of \$59,777.87; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize Michael A. Marozzi, Portage County Engineer, to purchase one (1) **Minuteman Snow and Ice Control Truck Equipment Package** from Concord Road Equipment Manufacturing, Inc., 348 Chester Street, Painesville, Ohio 44077 for a total cost of \$59,777.87; 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 -0805                      -                      RE:    ENTER INTO A MASTER EQUITY LEASE AGREEMENT WITH ITS AMENDMENT ONE, A MAINTENANCE AGREEMENT, A MAINTENANCE MANAGEMENT AND FLEET RENTAL AGREEMENT, AND THE WEX ENTERPRISE SHEETZ FUEL CARD APPLICATION WITH ENTERPRISE FLEET MANAGEMENT INC.**

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

**WHEREAS,** the Portage County Board of Commissioners has a need for fleet management services that exceed our current internal capabilities; and

**WHEREAS,** Enterprise Fleet Management Inc. can provide services that match and, in many cases exceed our abilities allowing for services at multiple locations permitting more convenient, efficient services that we can offer in-house; now therefore be it

**RESOLVED,** that the Board of Commissioners hereby agrees to enter into a master equity lease agreement with its amendment one, a maintenance agreement, a maintenance management and fleet rental agreement and the Wex Enterprise

Sheetz Fuel Card Application between the Board of Commissioners and Enterprise Fleet Management, Inc., 8249 Mohawk Dr., Strongsville OH 44136; 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;

**NOC COG PRESENTATION OF ANNUAL WORKFORCE REPORT**

Present: Attorney Craig Sernik, Director Kellijo Jeffries, Brian Boykin, Mandy Berardinelli, Job and Family Services

Attorney Sernik met with the Board to provide an update on Workforce.

The first handout comes from OhioMeans Jobs.com, which is provided on a monthly basis. The handout shows on-line jobs and is linked into Monster.com, which shows the jobs being sought in Portage County.

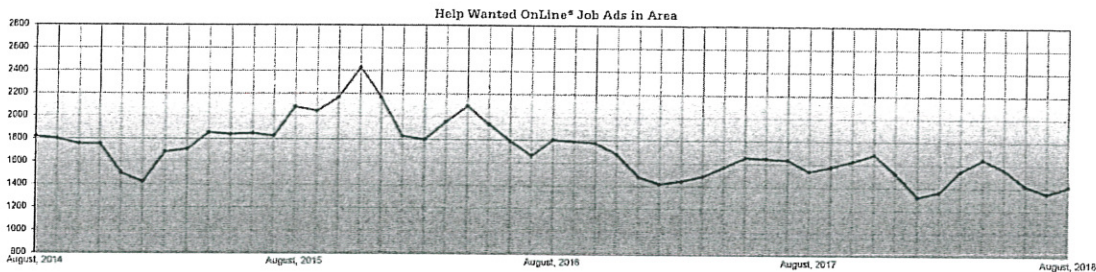


## Help Wanted OnLine® Job Postings in Portage County

August 2018

### Summary

For the last 30-day Conference Board reporting period (July 14, 2018 - August 13, 2018), a total of 1,416 Help Wanted OnLine® (HWOL) ads were posted. This is an increase of 63 ads from the previous reporting period. Compared to the same time period a year ago, this reflects a decrease of 120 ads. In addition, The Conference Board graph below reflects the most recent four-year trend.



Salary and Education Ranges for OnLine® Job Ads

Salary Range for All Available Ads	Total Ads
Entry Level Jobs (less than \$30K)	34.3%
Middle Income Jobs (\$30K-\$49K)	33.4%
Upper Middle Income Jobs (\$50K-\$79K)	23.6%
High Income Jobs (\$80K-\$99K)	5.3%
Six Figure Jobs (\$100K+)	3.2%

Salary and Education Ranges for OnLine® Job Ads

Education Range for All Available Ads	Total Ads
GED/High School	59.8%
Associate Level	17.5%
Bachelor's Degree	18.4%
Master's Degree	2.4%
Doctoral Degree	1.8%

Employers with the Most Area Job Ads\*

Top Employers	Ads
Kent State University	106
University Hospitals	95
Target Corporation	45
Great Lakes Cheese	37
Crestwood Local Schools	19
SAINT-GOBAIN CORPORATION	16
Navajo Express	16
Circle K	15
Aramark Corporation	14
Loew's	14
Speedway	14
Gap Inc.	13
CSIG Holdings	11
Himshel	11
Giant Eagle	11
A. Dale Pyle Companies	11
Banfield Pet Hospital	10
Newell Brands	10
Kohl's Corporation	10
Davey Tree Expert Company	9
Lylt	9
Correct Care Solutions	9
AutoZone, Inc.	9
Portage ESC	8
Chipotle	8
Home Depot	8
ACMEC	8
Allied Universal Corp.	8
BROOKDALE	8
Coleman Company, Inc.	8

\*Third party, Staffing Agencies and anonymous employers not included. Employers with the most available OnLine® ads without duplicates.

Top Occupations Found in Area Job Ads\*

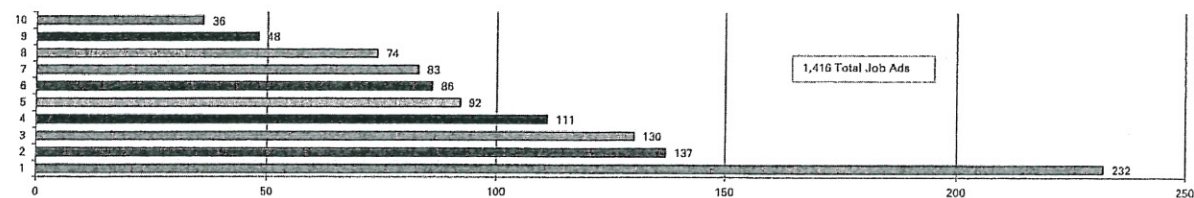
Occupations	Ads
Retail Salespersons	92
First-Line Supervisors of Retail Sales Workers	68
Heavy and Tractor-Trailer Truck Drivers	57
Registered Nurses	37
Combined Food Preparation and Serving Workers, Including Fast Food	33
Cashiers	30
First-Line Supervisors of Production and Operating Workers	29
First-Line Supervisors of Food Preparation and Serving Workers	29
Maintenance and Repair Workers, General	29
Customer Service Representatives	27
Medical Assistants	22
First-Line Supervisors of Office and Administrative Support Workers	20
Helpers-Production Workers	16
Nursing Assistants	16
Light Truck or Delivery Services Drivers	15
Cooks, Restaurant	15
Industrial Engineers	13
Stock Clerks, Stockroom, Warehouse, or Storage Yard	12
Industrial Truck and Tractor Operators	12
Sales Agents, Financial Services	10
Packaging and Filling Machine Operators and Tenders	10
Automotive Specialty Technicians	10
Stock Clerks, Sales Floor	9
Licensed Practical and Licensed Vocational Nurses	9
Public Relations and Fundraising Managers	8
Marketing Managers	8
Demonstrators and Product Promoters	8
Medical Secretaries	8
Tellers	8
Laborers and Freight, Stock, and Material Movers, Hand	8

\*OnLine ads are all available ads, without duplicates. Some ads may be in two or more occupation codes and counted more than once.

The information provided in this report is based on available information from electronic job posting boards known as The Conference Board Help Wanted OnLine® (HWOL) ads for the mid-monthly time frame. This is a snapshot in time and may not represent long term trends. Any of this data, including historical reports, may vary slightly over time, as minor revisions are continually made to this live database. An ad may appear in two counties, but may only be counted once at a higher level. This HWOL unduplication process often results in lower ad counts at higher geographic levels. This information should be used in conjunction with local labor market information to provide an overall analysis of current occupational demand.

## OhioMeansJobs Report

Occupations Detail by Help Wanted OnLine® Ad Demand

What are the Top Jobs in Portage County?  
August 13, 2018

1 Sales and Related Occupations	18%
Retail Salespersons	20%
First-Line Supervisors of Retail Sales Workers	29%
Cashiers	13%
Sales Agents, Financial Services	4%
Demonstrators and Product Promoters	3%
First-Line Supervisors of Non-Retail Sales Workers	3%
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	2%
Insurance Sales Agents	1%

2 Office and Administrative Support Occupations	11%
Customer Service Representatives	20%
First-Line Supervisors of Office and Administrative Support Workers	15%
Stock Clerks- Stockroom, Warehouse, or Storage Yard	9%
Stock Clerks, Sales Floor	7%
Medical Secretaries	6%
Tellers	6%
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	4%
Interviewers, Except Eligibility and Loan	4%

3 Transportation and Material Moving Occupations	10%
Heavy and Tractor-Trailer Truck Drivers	44%
Light Truck or Delivery Services Drivers	12%
Industrial Truck and Tractor Operators	9%
Laborers and Freight, Stock, and Material Movers, Hand	6%
Driver/Sales Workers	6%
Taxi Drivers and Chauffeurs	6%
Bus Drivers, School or Special Client	4%
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	4%

4 Healthcare Practitioners and Technical Occupations	9%
Registered Nurses	33%
Licensed Practical and Licensed Vocational Nurses	8%
Speech-Language Pathologists	5%
Occupational Therapists	5%
Family and General Practitioners	5%
Radiologic Technologists	5%
Physical Therapists	5%
Veterinarians	4%

5 Production Occupations	7%
First-Line Supervisors of Production and Operating Workers	32%
Helpers-Production Workers	17%
Packaging and Filling Machine Operators and Tenders	11%
Machinists	8%
Printing Press Operators	4%
Production Workers, All Other	3%
Welders, Cutters, and Welder Fitters	3%
Coating, Painting, and Spraying Machine Setters, Operators, and Tenders	3%

6 Food Preparation and Serving Related Occupations	7%
Combined Food Preparation and Serving Workers, Including Fast Food	38%
First-Line Supervisors of Food Preparation and Serving Workers	34%
Cooks, Restaurant	17%
Dishwashers	2%
Waiters and Waitresses	2%
Food Preparation Workers	2%
Dining Room and Cafeteria Attendants and Bartender Helpers	1%
Cooks, Institution and Cafeteria	1%

7 Management Occupations	7%
Public Relations and Fundraising Managers	11%
Marketing Managers	11%
Medical and Health Services Managers	10%
Managers, All Other	8%
General and Operations Managers	8%
Sales Managers	7%
Human Resources Managers	7%
Food Service Managers	6%

8 Installation, Maintenance, and Repair Occupations	6%
Maintenance and Repair Workers, General	39%
Automotive Specialty Technicians	14%
Bus and Truck Mechanics and Diesel Engine Specialists	9%
First-Line Supervisors of Mechanics, Installers, and Repairers	8%
Automotive Master Mechanics	7%
Industrial Machinery Mechanics	5%
Heating and Air Conditioning Mechanics and Installers	5%
Helpers-Installation, Maintenance, and Repair Workers	3%

9 Healthcare Support Occupations	4%
Medical Assistants	46%
Nursing Assistants	33%
Home Health Aides	8%
Healthcare Support Workers, All Other	4%
Medical Equipment Preparers	4%
Veterinary Assistants and Laboratory Animal Caretakers	2%
Dental Assistants	2%
	0%

10 Architecture and Engineering Occupations	3%
Industrial Engineers	36%
Electrical Engineers	14%
Architects, Except Landscape and Naval	8%
Environmental Engineers	8%
Industrial Engineering Technicians	6%
Electronics Engineers, Except Computer	6%
Mechanical Drafters	6%
Mechanical Engineers	3%

The information provided in this report is based on available information from electronic job posting boards known as The Conference Board Help Wanted OnLine® (HWOL) ads for the time frame above. This is a snapshot in time and may not represent long term trends. Any of this data, including historical reports, may vary slightly over time, as minor revisions are continually made to this live database. An ad may appear in two counties, but may only be counted once at a higher level. This HWOL® unduplication process often results in lower ad counts at higher geographic levels. This information should be used in conjunction with local labor market information to provide an overall analysis of current occupational demand.

There is record low unemployment in all three Counties. There has been a skills gap shortage for some time whereby the skills individuals are receiving from vocational schools, high school and college don't necessarily line up with what employers need. Currently, the larger problem is a jobs gap or labor market gap because there just aren't enough individuals. The focus must be on what we can do to raise worker participation rate to jobs and the shift of people who are under-employed or working in lower entry level jobs to get migrated into better paying jobs.

The following handouts show Area 19's revenue (beginning July 1, 2018) and expenses (ending June 30, 2018). Portage County receives approximately \$226,728.69 in adult revenue per year, \$166,289.53 for dislocated workers per year, \$382,918.32 for youth, plus an additional combined Comprehensive Case Management Employment Program (CCMEP) of \$ 1 million dollars in TANF funding, as well.

All 3 Counties do not have any problem spending the funding and no money is ever returned back to the State of Ohio. In fact, all 3 Counties are even more advanced in their spending.

AREA 19  
REVENUE  
Starting 7/1/2018

	ASHTABULA	GEAUGA	PORTAGE	AREA 19	TOTAL
	Allocation	Allocation	Allocation	Allocation	Allocation
Adult PY 16	\$ 31,908.29	\$ 13,403.55	\$ 34,068.16		\$ 79,380.00
Adult FY 17	\$ 218,673.78	\$ 100,850.29	\$ 224,477.93		\$ 544,002.00
Adult PY 17	\$ 39,610.87	\$ 9,636.89	\$ 33,107.33		\$ 82,355.09
Adult FY 18	\$ 272,609.49	\$ 65,983.25	\$ 226,728.69		\$ 565,321.43
Admin Adult PY 16				\$ 8,820.00	\$ 8,820.00
Admin Adult FY 17				\$ 60,445.00	\$ 60,445.00
Admin Adult PY 17				\$ 9,171.90	\$ 9,171.90
Admin Adult FY 18				\$ 63,289.52	\$ 63,289.52
Dislocated Worker PY 16	\$ 34,274.51	\$ 14,460.72	\$ 35,237.77		\$ 83,973.00
Dislocated Worker FY 17	\$ 182,627.77	\$ 154,044.07	\$ 110,757.16		\$ 447,429.00
Dislocated Worker PY 17	\$ 34,815.96	\$ 14,109.69	\$ 31,231.86		\$ 80,157.51
Dislocated Worker FY 18	\$ 185,355.02	\$ 75,119.03	\$ 166,289.53		\$ 426,763.58
Admin Dislocated Worker PY 16				\$ 9,331.00	\$ 9,331.00
Admin Dislocated Worker FY 17				\$ 49,712.00	\$ 49,712.00
Admin Dislocated Worker PY 17				\$ 8,905.50	\$ 8,905.50
Admin Dislocated Worker FY 18				\$ 47,778.51	\$ 47,778.51
Youth CCMEP 16	\$ 253,457.27	\$ 67,739.14	\$ 476,927.25		\$ 798,123.66
Youth CCMEP 17	\$ 318,653.84	\$ 69,418.43	\$ 382,918.32		\$ 770,990.59
Admin Youth CCMEP 16				\$ 82,468.00	\$ 82,468.00
Admin Youth CCMEP 17				\$ 85,666.06	\$ 85,666.06

AREA 19  
YEAR END  
FY 2018 (ENDING June 30, 2018)

	ASHTABULA				GEAUGA				PORTAGE				AREA 19				TOTAL			
	Allocation	Expensed	Remaining Allocation		Allocation	Expensed	Remaining Allocation		Allocation	Expensed	Remaining Allocation		Allocation	Expensed	Remaining Allocation		Allocation	Expensed	Remaining Allocation	
Adult PY 16	\$ 31,508.29	\$ 31,508.29	\$ -		\$ 13,403.55	\$ 13,403.55	\$ -		\$ 34,058.16	\$ 34,058.16	\$ -		\$ 8,820.00	\$ 8,820.00	\$ -		\$ 79,380.00	\$ 79,380.00	\$ -	
Adult PY 17	\$ 218,673.78	\$ 218,673.78	\$ -		\$ 100,850.29	\$ 100,850.29	\$ -		\$ 224,477.99	\$ 224,477.99	\$ -		\$ 60,445.00	\$ 60,445.00	\$ -		\$ 544,002.00	\$ 544,002.00	\$ -	
Adult PY 17	\$ 39,810.87	\$ 39,810.87	\$ -		\$ 9,636.89	\$ 9,636.89	\$ -		\$ 33,107.33	\$ 33,107.33	\$ -		\$ 9,171.90	\$ 9,171.90	\$ -					
Adult PY 18	\$ 272,608.49	\$ 272,608.49	\$ 52,128.70		\$ 65,983.25	\$ 3,752.31	\$ 62,230.94		\$ 226,728.69	\$ 108,733.08	\$ 117,995.61		\$ 63,289.52	\$ 62,366.05	\$ 923.47					
Admin Adult PY 16																				
Admin Adult PY 17																				
Admin Adult PY 17																				
Admin Adult PY 18																				
Dislocated Worker PY 16	\$ 34,274.51	\$ 34,274.51	\$ -		\$ 14,460.72	\$ 14,460.72	\$ -		\$ 35,237.77	\$ 35,237.77	\$ -		\$ 83,973.00	\$ 83,973.00	\$ -		\$ 447,429.00	\$ 394,915.77	\$ 52,513.23	
Dislocated Worker PY 17	\$ 182,627.77	\$ 182,627.77	\$ -		\$ 154,044.07	\$ 101,590.84	\$ 52,513.23		\$ 110,757.16	\$ 110,757.16	\$ -		\$ 44,500.00	\$ 44,500.00	\$ -		\$ 80,508.54	\$ 66,047.82	\$ 14,461.72	
Dislocated Worker PY 17	\$ 34,815.96	\$ 34,815.96	\$ -		\$ 14,460.72	\$ -	\$ 14,460.72		\$ 31,231.86	\$ 31,231.86	\$ -		\$ 426,763.58	\$ 51,306.99	\$ 375,456.59					
Dislocated Worker PY 18	\$ 185,355.02	\$ 14,289.13	\$ 171,065.87		\$ 75,119.03	\$ -	\$ 75,119.03		\$ 166,289.53	\$ 37,017.84	\$ 129,271.69									
Admin Dislocated Worker PY 16													\$ 9,331.00	\$ 9,331.00	\$ -					
Admin Dislocated Worker PY 17													\$ 49,712.00	\$ 49,712.00	\$ -					
Admin Dislocated Worker PY 17													\$ 8,905.50	\$ 8,905.50	\$ 44.50					
Admin Dislocated Worker PY 18													\$ 47,778.51	\$ 47,217.00	\$ 561.51					
Youth CCEMP 16	\$ 157,543.61	\$ 128,457.27	\$ 69,086.34		\$ 67,799.14	\$ 56,425.67	\$ 11,313.47		\$ 47,697.25	\$ 45,470.88	\$ 2,226.37		\$ 742,210.00	\$ 639,589.82	\$ 102,620.18					
Youth CCEMP 17	\$ 338,653.84	\$ 150,127.42	\$ 168,526.42		\$ 69,418.43	\$ -	\$ 69,418.43		\$ 382,918.31	\$ -	\$ 382,918.31		\$ 770,590.59	\$ 150,127.42	\$ 620,463.17					
Admin Youth CCEMP 16													\$ 82,468.00	\$ 82,468.00	\$ -					
Admin Youth CCEMP 17													\$ 85,666.06	\$ 15,036.92	\$ 70,629.14					

There are performance measurers/standards and Workforce Innovation and Opportunity Act (WIOA) is scored on 5 measurers (employment 2<sup>nd</sup> quarter after exit, employment 4<sup>th</sup> quarter after exit, retention, credential attainment, and measurable skill gains) and of those 5 measurers, WIOA exceeded 4 and met 1. There are also some red boxes on the handout under the youth program, indicating below statewide rate, but the standards are different now under the WIOA program and the data was never collected. The red boxes shouldn't be a concern at this point, because the program will not be scored in that area for several years.

WIOA Annual Performance Report PY 2017										
Area 19	Group	Performance Measure	Area Numerator	Area Denominator	Area Rate	Statewide Rate	Area Standard	"Meets" Level	"Exceeds" Level	Area Results
Adult		Employment 2nd Quarter after Exit	49	58	84.4%	85.9%	79.0%	71.1%	83.0%	Exceeds
		Employment 4th Quarter after Exit	22	25	88.0%	84.9%	73.0%	65.7%	76.7%	NA †
		Median Earnings 2nd Quarter after Exit		49	\$6,672	\$6,061	\$5,000	\$4,500	\$5,250	Exceeds
		Effectiveness in Serving Employers: Retention	18	24	75.0%	68.7%	Baseline	Baseline	Baseline	Significantly Above Statewide Rate
		Credential Attainment	20	21	95.2%	64.0%	50.0%	45.0%	52.5%	NA †
		Measurable Skill Gains	54	84	64.2%	53.2%	Baseline	Baseline	Baseline	Significantly Above Statewide Rate
Dislocated Worker		Employment 2nd Quarter after Exit	15	19	78.9%	88.5%	82.0%	73.8%	86.1%	Meets
		Employment 4th Quarter after Exit	9	10	90.0%	87.1%	79.0%	71.1%	83.0%	NA †
		Median Earnings 2nd Quarter after Exit		15	\$8,584	\$8,509	\$6,600	\$5,940	\$6,930	Exceeds
		Effectiveness in Serving Employers: Retention	8	9	88.8%	73.1%	Baseline	Baseline	Baseline	Significantly Above Statewide Rate
		Credential Attainment	9	10	90.0%	70.3%	58.0%	52.2%	60.9%	NA †
		Measurable Skill Gains	24	38	63.1%	48.2%	Baseline	Baseline	Baseline	Significantly Above Statewide Rate
CCMEP WIOA Youth		Education, Training, or Employment 2nd quarter after Exit	36	47	76.5%	71.9%	49.0%	39.2%	51.5%	Exceeds
		Education, Training, or Employment 4th quarter after Exit	24	36	66.6%	73.9%	49.0%	39.2%	51.5%	NA †
		Median Earnings 2nd Quarter after Exit		36	\$1,768	\$2,766	Baseline	Baseline	Baseline	Significantly Below Statewide Rate
		Effectiveness in Serving Employers: Retention	3	26	11.5%	46.4%	Baseline	Baseline	Baseline	Significantly Below Statewide Rate
		Credential Attainment	13	26	50.0%	51.9%	49.0%	39.2%	51.5%	NA †
		Measurable Skill Gains	98	317	30.9%	39.2%	Baseline	Baseline	Baseline	Significantly Below Statewide Rate

\* For information on how performance results are calculated and the definitions for the terms used, refer to page 10. For performance measures without an established standard, data will be collected to establish a baseline and performance will be evaluated against a standard beginning in a future program year.

† Not Applicable: Employment 4th Quarter after Exit (Education, Training, or Employment 4th quarter after Exit for Youth) and Credential Attainment will not be evaluated against the performance standard until program Year 2018.

# Area 19 Offices

## WIOA Annual Performance Report PY 2017

Adult	Employment 2nd Qtr after Exit			Employment 4th Qtr After Exit			Median Earnings		Retention			Credential Attainment			Measurable Skill Gains		
	Num	Den	Rate	Num	Den	Rate	Rate		Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
Office																	
19-0-1 OhioMeansJobs Ashtabula County	35	41	85.3%	18	20	90.0%	\$6,670		14	20	70.0%	18	19	94.7%	38	58	65.5%
19-0-2 OhioMeansJobs Geauga County	3	5	60.0%	1	1	100.0%	\$9,602		1	1	100.0%	1	1	100.0%	10	17	58.8%
19-0-3 OhioMeansJobs Portage County	11	12	91.6%	3	4	75.0%	\$6,276		3	3	100.0%	1	1	100.0%	6	9	66.6%

Dislocated Worker	Employment 2nd Qtr after Exit			Employment 4th Qtr After Exit			Median Earnings		Retention			Credential Attainment			Measurable Skill Gains		
	Num	Den	Rate	Num	Den	Rate	Rate		Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
Office																	
19-0-1 OhioMeansJobs Ashtabula County	10	12	83.3%	8	9	88.9%	\$8,552		8	8	100.0%	8	9	88.9%	5	8	62.5%
19-0-2 OhioMeansJobs Geauga County	1	2	50.0%	1	1	100.0%	\$3,409		0	1	0.0%	1	1	100.0%	8	14	57.1%
19-0-3 OhioMeansJobs Portage County	4	5	80.0%	0	0	NA	\$10,768		0	0	NA	0	0	NA	11	16	68.7%

Youth	Employ/Edu/Train 2nd Qtr after Exit			Employ/Edu/Train 4th Qtr after Exit			Median Earnings		Retention			Credential Attainment			Measurable Skill Gains		
	Num	Den	Rate	Num	Den	Rate	Rate		Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
Office																	
19-0-1 OhioMeansJobs Ashtabula County	9	10	90.0%	7	8	87.5%	\$1,593		1	7	14.2%	6	7	85.7%	57	193	29.5%
19-0-2 OhioMeansJobs Geauga County	8	8	100.0%	8	8	100.0%	\$1,854		2	8	25.0%	3	5	60.0%	10	13	76.9%
19-0-3 OhioMeansJobs Portage County	19	29	65.5%	9	20	45.0%	\$1,943		0	11	0.0%	4	14	28.6%	31	111	27.9%

+ Employment 4th Quarter after Exit (Education, Training, or Employment 4th quarter after Exit for Youth) and Credential Attainment will not be evaluated against the performance standard until program Year 2018.

# Area 19 Offices

## WIOA Annual Performance Report PY 2017

Adult	Office	Employment 2nd Qtr after Exit			Employment 4th Qtr After Exit			Median Earnings			Retention			Credential Attainment			Measurable Skill Gains		
		Num	Den	Rate	Num	Den	Rate	Rate	Rate	Rate	Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
	19-0-1 OhioMeansJobs Ashtabula County	35	41	85.3%	18	20	90.0%	\$6,670	56.67%	56.67%	14	20	70.0%	18	19	94.7%	38	58	65.5%
	19-0-2 OhioMeansJobs Geauga County	3	5	60.0%	1	1	100.0%	\$9,602	96.02%	96.02%	1	1	100.0%	1	1	100.0%	10	17	58.8%
	19-0-3 OhioMeansJobs Portage County	11	12	91.6%	3	4	75.0%	\$6,276	62.76%	62.76%	3	3	100.0%	1	1	100.0%	6	9	66.6%

Dislocated Worker	Office	Employment 2nd Qtr after Exit			Employment 4th Qtr After Exit			Median Earnings			Retention			Credential Attainment			Measurable Skill Gains		
		Num	Den	Rate	Num	Den	Rate	Rate	Rate	Rate	Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
	19-0-1 OhioMeansJobs Ashtabula County	10	12	83.3%	8	9	88.9%	\$8,552	85.52%	85.52%	8	8	100.0%	8	9	88.9%	5	8	62.5%
	19-0-2 OhioMeansJobs Geauga County	1	2	50.0%	1	1	100.0%	\$9,409	94.09%	94.09%	0	1	0.0%	1	1	100.0%	8	14	57.1%
	19-0-3 OhioMeansJobs Portage County	4	5	80.0%	0	0	NA	\$10,768	107.68%	107.68%	0	0	NA	0	0	NA	11	16	68.7%

Youth	Office	Employ/Edu/Train 2nd Qtr after Exit			Employ/Edu/Train 4th Qtr after Exit			Median Earnings			Retention			Credential Attainment			Measurable Skill Gains		
		Num	Den	Rate	Num	Den	Rate	Rate	Rate	Rate	Num	Den	Rate	Num	Den	Rate	Num	Den	Rate
	19-0-1 OhioMeansJobs Ashtabula County	9	10	90.0%	7	8	87.5%	\$1,593	15.93%	15.93%	1	7	14.2%	6	7	85.7%	57	193	29.5%
	19-0-2 OhioMeansJobs Geauga County	8	8	100.0%	8	8	100.0%	\$1,854	18.54%	18.54%	2	8	25.0%	3	5	60.0%	10	13	76.9%
	19-0-3 OhioMeansJobs Portage County	19	29	65.5%	9	20	45.0%	\$1,943	19.43%	19.43%	0	11	0.0%	4	14	28.6%	31	111	27.9%

+ Employment 4th Quarter after Exit (Education, Training, or Employment 4th quarter after Exit for Youth) and Credential Attainment will not be evaluated against the performance standard until program Year 2018.

Attorney Sernik mentioned they are working to tackle and skill some of the individuals that are engaged in the lower level occupations and are trying to build a better pipeline from the high schools and post secondary educators to the workforce. The only way to make a difference is to work on renewable resources (the graduating high school class) and making sure they get into post secondary education or good quality jobs right out of high school.

Commissioner Kerrigan asked about the relationship with the Department of Development and the Portage Development Board because we need to get employers to the people. Attorney Sernik responded past administration has been trying to move education closer to businesses. The issue now is with testing and testing requirements as most of the school districts are burdened and can only focus on getting their class to graduation. The ultimate goal is having local employers shopping the high schools. Ms. Berardinelli noted when trying to attract business to our area, the first thing they ask is about workforce and what kind of skilled workforce the County has.

Commissioner Kerrigan asked about encouraging entrepreneurship and starting new businesses because he feels it's lacking when it comes to keeping the Kent State students here. Ms. Berardinelli noted 60% of the millennial population wants to own their own business and under the CCMEP, that service is offered. Director Jeffries noted they started having community development/economic development leadership meetings to discuss how to attract businesses and she believes they could work with Portage Development Board because students graduating from college are going to transition out of Portage County. Commissioner Kerrigan noted it's not about more jobs in the County, it's about bringing jobs in that people want.

Attorney Sernik would like to see sometime in the future, a job fair in the spring at Kent State University or wherever, designed for high school students, to see the campus and the job fair for both the graduating Kent State students and high school students.

Ms. Berardinelli discussed some of the special initiatives they are doing as listed on the following handout to connect employers with job seekers:

# OHIOMEANSJOBS PORTAGE COUNTY



## Educator to Business Bus Tour

- October 22<sup>nd</sup> Shuttled 15 Educators to Tour Headquarters of High-Demand Employers
- Team NEO Reported on Aligning Opportunities
- Educators Gain First-Hand Perspective on Skills Students Need to be Successful in Workforce



## Air Force Base

- Connections with "Students' Options for Employment"
- Spoke about the OMIJ Readiness Seal
- Flight over Niagara Falls on 10/130



## Career Coaches

- Schools Asking OMIJ for Career Coaches in High Schools
- Piloting Program with 5 Districts that plus coach in HS for 1/2 Day Each Week
- Other services available in Job Center: Resume, Mock Interview, Job Search Referrals, etc.



## Career Connections Expo

- Annual Event on May 8, 2019 at NEOMED
- Save the Date: Out to All Schools
- 7<sup>th</sup> - 12<sup>th</sup> Grade Students
- Employers & Education Providers
- Opportunity for Students to Explore and Connect with Future Career Options



## Manufacturing Internship Pilot

- Initial Program Has Employers and Job Seekers Giving Positive Feedback
- Making Minor Program Adjustments
- 2<sup>nd</sup> Cohort in March

*Going to new heights to create pipelines that connect job seekers and employers.*

Director Jeffries mentioned after attending a Canton District Director's Job and Family Services meeting, the State has asked Ms. Berardinelli to do some statewide speaking because of the best practices in Portage County.

#### **DITCH IMPROVEMENTS - REPASKY PROPERTY (SUNNY HILL GOLF COURSE)**

Present: Attorney Chad Murdock; County Engineer Mickey Marozzi; Attorney Chris Meduri, Prosecutor's Office; Mike Kostensky, Brimfield Township Trustee; District Coordinator James Bierlair, Portage Soil and Water Conversation District; Joe Repasky; Ken Howe; Regional Planning Commission Director Todd Peetz and Lisa Reeves; Department of Budget & Financial Management Director Todd Bragg

About a year ago, Attorney Chad Murdock filed a ditch petition on behalf of Joe Repasky, but after further discussions with the County Engineer and Soil and Water Conservation District, he decided to withdraw the petition and is attending today to discuss what he feels to be a better option for everyone.

Mr. Repasky originally assisted a 94 year old man whose home's foundation was affected by a nearby eroding creek, by installing 50 truckloads of concrete rubble to stop the water and shore up the creek by his residence and at the golf course. It was then brought to Mr. Repasky's attention by the Army Corps of Engineers (Corps) that the material was unacceptable because it did not meet certain specifications. Mr. Repasky is willing to do the labor to remove the concrete if the County is willing, through the storm water fund, to pay for the new material required to replace it.

It was noted that it's actually the landowner's responsibility to fix the problem as it is private property, but he's 94 years old and cannot afford to.

Trustee Kostensky believes the root cause of the problem is the engineering at Cascades, but both County Engineer Marozzi and Mr. Bierlair do not believe that to be the case.

Mr. Bierlair noted some material needs to be removed, but not all of it, and it needs to be moved up 18" from the bottom of the stream. The material being removed can be left on the stream bank. The only thing the Corps regulates is from the bottom of the stream to the high water mark.

The current fill material is a special highly dense limestone based concrete that does not hold water, but is not natural and that's the root problem noted by the Corps. The material could be tested and results provided to the Corps to determine whether it complies with their requirements for acceptable fill material. Mr. Bierlair pointed out they want natural material such as limestone in the stream.

The Board agreed it needs to know more specific details of the possible solution before it can discuss further. Mr. Bierlair will survey the work and he will have additional information for the Board by December.

County Engineer Marozzi pointed out this ditch is no different than other ditches with erosion problems in the County and although this is an allowable expenditure for storm water funding, it may set precedence if the Board moves forward utilizing storm water funding. County Engineer Marozzi also noted he did not have anything to do with the design of the drainage for the Walmart Cascades project, but all the drainage comes in to the retention pond that Soil and Water approved and it goes out through an 8" diameter pipe. He noted the situation is actually better than it was before.

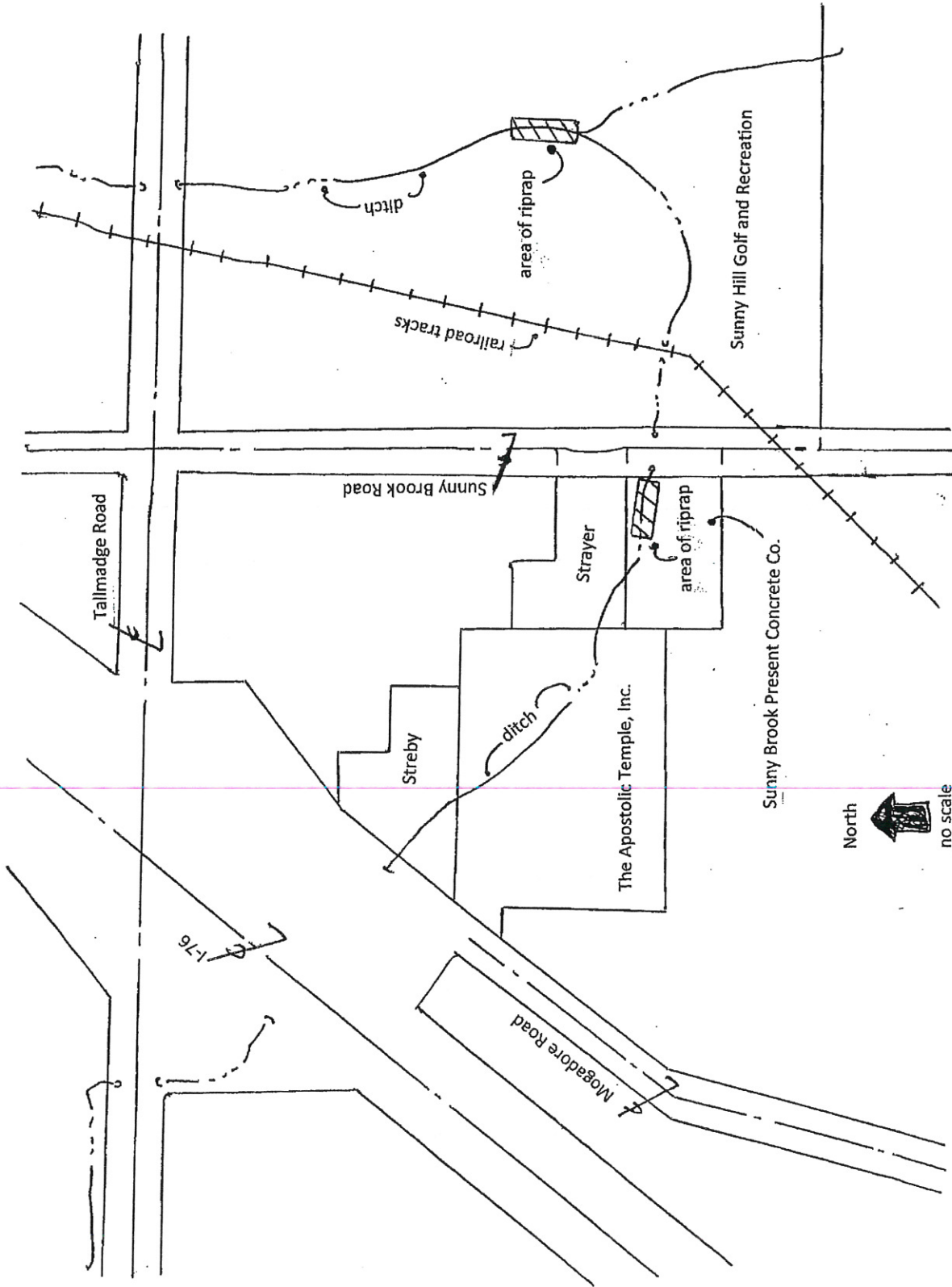
Trustee Kostensky asked if the new commercial development across the street from Cascades will drain into the ditch and County Engineer Marozzi replied it already does, but it will be improved because the company is required to do storm water retention.

The Corps stated if all of the materials are removed, the violation is gone, but it doesn't solve the problem. The question then becomes whether the storm water fund can legally pay for the material.

Mr. Bierlair believes that its not worth getting the material tested because the Corps will not accept a manufactured product because they don't know what's in the material.

Mr. Bierlair noted what sets this ditch apart from every other ditch in the County is that the area is public (on the golf course), so it should qualify for storm water education funding if educational signage is included.

Mr. Bierlair will work on the cost and design of the project and Attorney Meduri will look into the issue further to see if the law allows the County to pay for the expense of materials through storm water funding.



Portage County Ditch Petition  
Ohio R.C. Chapter 6131  
Joseph Sepasky, Petitioner

## **RAVENNA CITY CRITICAL INFRASTRUCTURE DISCUSSION**

Present: Director Todd Peetz, Lisa Reeves, Regional Planning Commission; Department of Budget and Financial Management Director Todd Bragg and Ken Howe

Director Peetz explained the Planning Commission needs to resubmit the Critical Infrastructure Grant for the City of Ravenna for the third time as the State is having a hard time understanding the scope of the project. Director Peetz and the City met with representatives from the State for clarification purposes and now Director Peetz would like Board authorization to go after the funding again. The project would replace the waterline on Vine Street, the portion of the road affected, curbs, drainage, sidewalks and hydrants.

The Board agreed that the Regional Planning Commission should reapply.

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## **PUBLIC COMMENT**

Present: P. Ken Howe, Department of Budget & Financial Management Director Todd Bragg, Prosecutor Vic Viglucci, Human Resources Director Janet Kovick, Attorney Chris Meduri and Sheriff Dave Doak

Mr. Howe mentioned he received a response to a public records request from the Sheriff's Office on CD, but he would like to get a hard copy instead and asked if the Commissioners' staff could print it for him and he would pay the copying costs. Commissioner Kerrigan noted the Board doesn't know where the CD came from and because of that, it cannot be printed by the office. He suggested Mr. Howe check with the local libraries or the Sheriff's Office for printing the material.

Mr. Howe also asked about the following:

1. Update on the current jail addition project.
2. What is going on in general at the Sheriff's Office, including what is going on with the Major, who's currently in litigation.
3. What's the Commissioners' plan concerning the budget situation and the plan to fix the Sheriff's Office budget.
4. How the jail managed to get in its current state of disrepair and what the renovation costs are for the problems to fix it (ie. systems not working, doors not working, locks not working). Internal Services Director Townsend will research and get back to Mr. Howe.
5. Inmates' deaths - It's the Sheriff's job to maintain the jail and the safety of the inmates and he is concerned that inmates are dying. Commissioner Christian-Bennett noted the Sheriff's Office has taken corrective actions towards prevention of deaths in the jail.
6. The Sheriff allows a lump sum for clothing allowance and if they go over, they are allowed to add it on the next year's budget.

Commissioner Kline noted part of the Sheriff's shortfall is that the Board agreed to 1.5% raises, but the Sheriff's Office union contracts are 2.25% and since the Sheriff has laid off some personnel, the Board decided to make up the difference between the two at the beginning of the year.

Mr. Howe alleged some officers are buying guns and other items using their uniform clothing allowance because the allowance comes as a lump sum of \$1,000 added to their paycheck. He suggests utilizing a purchase order for the uniform allowance to alleviate the problem. Mr. Howe noted names have been redacted from some of the public records requests from the Sheriff's Office that he feels shouldn't be. Attorney Meduri said he could review the files for clarification if Mr. Howe would like him to.

Commissioner Kerrigan noted outside of holding the Sheriff financially accountable, the Board's hands are tied.

Sheriff Doak was asked about the clothing allowance being used to purchase guns by the officers and he denied the claim. When Commissioner Christian-Bennett asked if the County supplied guns to the Deputies, the Sheriff responded they just recently started to provide guns for the Deputies. She also asked if the union contract specifies a lump sum in their paycheck once a year for clothing allowance and Sheriff Doak responded yes.

\* \* \* \* \*

11:04 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider the dismissal and compensation of a public employee. Also present: Human Resources Director Janet Kovick, Attorney Chris Meduri, Internal Services Director JoAnn Townend, Department of Budget & Financial Management Director Todd Bragg, Prosecutor Vic Vigluicci, and Sheriff Doak. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

12:31 PM 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 by adopting Resolution No. 18-0805.

**Motion To:** Enter into a master equity lease agreement with its amendment one, a maintenance agreement, a maintenance management and fleet rental agreement and the Wex Enterprise Sheetz fuel card application with Enterprise Fleet Management Inc./18-0805

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

\* \* \* \* \*

### **Additional Items for Discussion:**

1. Veterans Day  
Director Townend mentioned because the ground is still so soft for the Veterans Day event, the tent will not have chairs under it. Instead, chairs will be placed on the concrete for the general public, color guard and band members.
2. Commissioners' Audio Access  
Information Technology Services received a request from Solid Waste Management District Director Bill Steiner for audio access to the Commissioners' meetings. The Board asked the Clerk to check with Director Steiner as to why he needs access to the Commissioners' audio.
3. Storm Water Presentations  
County Engineer Marozzi is coming next Thursday, on behalf of the Storm Water District, with two school districts who will be making presentations to the Board for educational grants. A third applicant is the Bio-Med middle school in Shalersville Township, but they would like the Board to come to Shalersville Township for their presentation. The Board agreed to go to the middle school for the presentation and noted the Clerk does not have to attend the meeting or advertise.
4. Gillie Property  
Attorney Garnier asked if the Board would like an update on the Gillie property transfer to the City of Streetsboro and the Board agreed it is not necessary. Clerk will advise Attorney Garnier.
5. Veterans Day  
The Clerk discussed last minute items for this weekend's Veterans Day event.

### **JOURNAL ENTRY**

November 8, 2018

### **Department of Budget & Financial Management**

1. The Board of Commissioners approved the June 2018 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.
2. *Partial release of real estate for the Plaza Fields, LTD, Kelso Development (Mike Casamento, University Hospital, Brimfield Family Medicine, 1365 Kelso Dr., Kent (Brimfield), OH 44240).* ***/PULLED FROM THE CONSENT AGENDA UNTIL NEXT WEEK.***

### Commissioners

3. The Board of Commissioners acknowledged receipt of the November 2, 2018 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2018, as presented by the Portage County Auditor's Office.
4. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for October 2018 as presented by the Portage County Treasurer.
5. In accordance with ORC 311.20, the Board of Commissioners acknowledged the receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for October 2018.

### Human Resources

6. The Board of Commissioners signed the Personnel Action Form authorizing the part-time hire of Savanna Barton as a Breastfeeding Peer Helper, replacing Britni Boston, for Portage/Columbiana County WIC, as presented by Janet Kovick, Human Resources Director. Anticipated start date is November 19, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
7. The Board of Commissioners signed the Personnel Action Form recommending the termination of Danielle Peyatt, Social Service Worker 3 for Portage County Job & Family Services, effective October 31, 2018, presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Social Service Worker 3, replacing Danielle Peyatt, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.

**Motion To:** Approve the Journal Entries for November 8, 2018 as revised

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Mike Kerrigan

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

### **Journal Entry II**

November 8, 2018

1. The Board of Commissioners authorized the removal of late charges for the October 2018 invoice for the Portage-Geauga Joint Juvenile Detention Center, 8000 Infirmary Road, Ravenna, in the amount of \$34.82 as presented by Department of Budget & Financial Management Director Todd Bragg.

**Motion To:** Approve the Journal Entry II for November 8, 2018

**RESULT:** **ADOPTED [UNANIMOUS]**

**MOVED:** Mike Kerrigan

**SECONDED:** Sabrina Christian-Bennett

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

**Motion To:** Adjourn the Official Meeting of November 8, 2018 at 12:45 PM

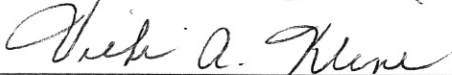
**RESULT:** **ADOPTED [UNANIMOUS]**

**MOVED:** Mike Kerrigan

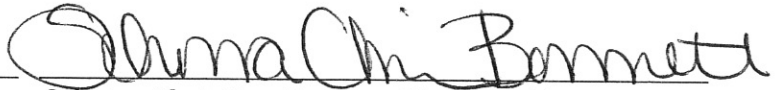
**SECONDED:** Sabrina Christian-Bennett

**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.



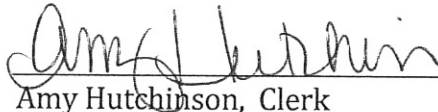
Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk