



Portage County Board of Commissioners

Special Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk
330-297-3600

0584

Monday, December 3, 2018

1:00 PM

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	Absent
Mike Kerrigan	Board Member	Present

Also attending throughout the day Barb Tittle.

Recessed: 1:04 PM

Reconvened: 1:07 PM

BUDGET MEETING – DOMESTIC RELATIONS

Present: Judge Paula Giulitto, Bev Lowe; Department of Budget and Financial Management Director Todd Bragg, and Information Technology Services Director Lloyd Alger

- Judge Giulitto reviewed her original budget request as compared to the proposal from Director Bragg and her biggest concern is the 1% increase for employees. Commissioner Kerrigan noted the Board is committed to 1%, but after all the budget hearings have been completed, the Board will review final numbers. Additionally, the Board is holding some funding back from additional raises as a result of the wage study to bring employees that are under market to minimum over a 3 year period. There are several employees who are redlined because they came in over market. The employees who are overcompensation will see a one-time payout, equivalent to a 1% increase, so it's not compounding into their annual salary. The Commissioners are trying to be conservative with funding because the sales tax is only temporary and the Board is unsure about staffing at the jail.
- Requests OPERS, Medicare and Workers Comp match the Court's legal obligation.
- Requested 3 main projects be funded and were only partial funded: CV To Go, copier, and Civil Protection Order cards totaling \$12,663, received \$11,500 between 2 lines. The Board will discuss reallocating the \$11,500 to different lines.
- Requested an increase in travel, maintenance/repairs, professional and technical, but the increase was not given.
- There is a need for Courtroom replacement chairs. Typically, the Court receives \$2,000 in furniture and fixtures, but last year and this year the Board provided \$1,500. Judge Giulitto needs more than \$2,000. The Board will consider the request after all requests have been received.

Courtview:

- A meeting has been scheduled with the Board, Judge Giulitto and IT Director Alger on December 13, 2018 at 11:15 AM.

BUDGET MEETING – INFORMATION TECHNOLOGY SERVICES (IT)

Present: County Auditor Janet Esposito, Director Lloyd Alger and Department of Budget and Financial Management Director Todd Bragg

- There were 3 items requested that are not in the IT budget, but Director Alger has been told the money is available, but being held in another fund. The requests were as follows: Commvault (Countywide tape backup system) \$21,000; Sophos (Antivir) \$26,260 and Forcepoint (web filtering software) \$10,500. Director Bragg believes the funding is in Commissioners' Other, but Director Alger would like it in the IT line. Director Bragg explained the money is held there to ensure it's there at the end of the year. The Board agreed to have Director Bragg move the funding back to IT.
- The original allocation from June allocated \$50,000 in 2019 for personal computer replacements, but IT asked for \$130,000. The Board committed to a 5 year replacement plan for \$130,000, but is still waiting for a list of the personal computers and where the purchase is coming from to move the funding. If funding comes out of the IT budget, the purchases can go to any department, if it's pulled from a Water Resources fund, that personal computer can only be utilized in Water Resources. A policy should be put into place so it is approached in the same manner each year. There should be 100 personal computers purchased in 2019 and the first computer replacements will be the Board of Elections, Water Resources Department and Sheriff's Department. The County currently has 650 computers on online inventory. Auditor Esposito mentioned the Data Processing Board would like to see a Capital Plan set up for IT, but Director Bragg responded the Data Processing Board will need to provide the recommendations as to when the personal computers should be replaced and then the Commissioners can move the funding. Director Alger noted this inventory will provide the baseline to create the 5 year Capital Plan.

Recessed: 1:53 PM

Reconvened: 1:56 PM

BUDGET MEETING – BUILDING DEPARTMENT

Present: Charles Corcoran and Linda Markijohn; Department of Budget and Financial Management Director Todd Bragg

Director Corcoran presented the November 2018 End of the Month Report Update:

- There are 27 new homes coming into the County.
- The Department is currently at \$445,239 of total income and last year at this time was \$337,000.

- The running total on valuation is \$82 million and does not include Maplecrest.
- There's another Dollar General planned for Deerfield, west of the circle.
- Inspections for the year have been 4,402 and inspections for the same time in 2017 were 3,787 (16% increase).
- The department will still have a shortfall because the budget wasn't reflective of what was needed.
- The current software system is 14-15 years old and an upgrade will cost \$10,000 or new software is between \$20,000-\$100,000.
- The Health Department, Water Resources and the Building Department have been looking into a shared software package for about \$25,000-\$30,000 a year that could be split. Additional entities could share in the purchase such as the Army Corp of Engineers and the County Engineer.
- The software package has the ability for tablets so inspectors can be in the field entering data. A cost benefit could be done to find out what exactly is needed in the package. Some of the other software could be extended to the zoning and Fire Departments.
- Union items, such as the clothing allowance, still need to be worked out.
- Working on getting additional information such as the gasoline costs and how it will affect the department without Motor Pool. Director Bragg noted the state bid was only a few cents under so costs shouldn't change much for the department.
- Four tablets are needed at a cost of \$2,000, and the Board discussed the possibility of purchasing one this year and a second one next year, but the software package is needed first.
- There are certain unknowns such as a new vehicle and Director Bragg responded a purchase order will be put in and the budget will increase.
- Safety features will also be needed for the vehicles such as lights, back up features, and decals.
- Would like to purchase 2 tonneau covers for the pick-up trucks.
- The Department has 3 vehicles - 1 new (2019), a 2017, and a 2008 pick-up. Director Corcoran is asking for 2 tonneau covers for the newer vehicles.
- The total budget request is \$616,373.01.
- The 2.25% union raises have been discussed, but not ratified.

PORTAGE COUNTY BUILDING DEPARTMENT END OF MONTH REPORT 2018

REPORT IN YELLOW AREA ONLY

1. PERMIT ACTIVITY - Residential												
Residential	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SINGLE FAMILY	7	2	12	10	22	21	27	16	26	11	27	187
ADDITIONS	2	2	6	6	5	3	6	10	8	5	4	61
OTHER	3	17	24	32	32	32	36	36	32	50	30	355
ELECTRIC	11	44	41	44	62	79	80	81	64	85	70	655
HVAC	50	47	50	44	51	80	81	81	64	85	70	671
2018 MONTHLY TOTAL	107	117	143	135	125	130	120	123	155	205	179	1959
2018 RUNNING TOTALS	107	224	367	502	627	927	1167	1360	1535	1760	1959	1959
2017 Monthly	87	111	118	111	157	170	181	160	171	148	149	110
2017 Running Total	87	198	316	427	584	754	935	1106	1277	1425	1569	1679
2018 Monthly Increase/Decrease from 2017	20	6	25	24	38	60	48	57	24	57	30	-10
2018 Monthly Increase/Decrease from 2017	20	26	51	75	113	172	222	279	300	360	390	280
2018 % Yearly Inc/Dec from 2017	19%	13%	14%	15%	16%	19%	19%	20%	19%	20%	20%	14%

1. PERMIT ACTIVITY - Agricultural												
Agricultural	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AGRICULTURAL	1	3	6	8	3	5	2	8	4	2	0	43
2018 MONTHLY TOTAL	1	4	10	18	21	26	28	37	41	43	43	272

1. PERMIT ACTIVITY - Commercial												
Commercial	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Building	13	16	20	21	31	24	19	14	12	47	1	443
Electrical	10	12	15	14	13	10	10	11	16	15	11	200
Mechanical	3	9	6	9	6	7	9	5	5	3	2	143
Fire Protection	4	3	6	9	5	4	3	4	1	8	2	52
2018 MONTHLY TOTAL	30	44	47	49	55	45	34	34	34	53	15	443
2018 RUNNING TOTALS	30	74	121	170	225	270	304	338	372	425	440	443
2017 Monthly	28	33	42	49	48	55	61	37	33	37	25	34
2017 Running Total	28	61	103	152	200	255	316	353	386	423	448	443
Monthly Increase/Decrease from 2017	2	7	5	0	7	-10	-27	1	1	16	-9	0
Monthly Increase/Decrease from 2017	8	15	10	10	27	17	32	32	30	46	37	34
2018 % Yearly Inc/Dec from 2017	22%	20%	19%	12%	12%	6%	10%	9%	8%	11%	8%	1%

1. PERMIT ACTIVITY - Commercial/Residential & Agricultural												
Commercial/Residential & Agricultural	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Commercial	107	117	143	135	125	130	120	123	155	205	179	1959
Residential	36	40	47	49	55	45	34	34	34	53	15	443
2018 MONTHLY TOTAL	143	157	190	184	180	175	154	157	189	258	194	2402
2018 RUNNING TOTALS	143	314	504	688	868	1043	1197	1354	1543	1801	1995	2402
2017 Monthly	144	160	196	192	253	280	266	265	283	260	195	43
2017 Running Total	144	304	500	692	945	1225	1491	1756	2039	2299	2494	2445
2018 Monthly Increase/Decrease from 2017	115	259	344	160	205	225	200	200	206	242	199	2445
2018 Running Total	115	374	718	878	1083	1308	1508	1708	1914	2156	2355	2402
Monthly Increase/Decrease from 2017	29	16	36	32	48	55	66	63	23	75	21	0
2018 % Yearly Inc/Dec from 2017	20%	15%	18%	16%	17%	18%	19%	20%	19%	20%	19%	13%

INSPECTION REPORT - 2017 - 2018												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Building	17	68	102	110	151	174	204	191	138	210	168	
Electric	97	97	126	104	120	135	164	169	131	177	138	
HVAC	39	55	49	60	41	41	64	77	60	102	58	
2018 Monthly Totals	207	320	277	274	312	340	437	437	379	489	362	0
2018 Running Totals	207	442	724	998	1310	1650	2082	2519	2848	3337	3699	3699
2017 Monthly Totals	219	308	219	27	311	376	287	344	362	337	309	0
2017 Running Totals	219	427	647	674	985	1361	1648	1992	2354	2691	3000	3000
2018 % Monthly Increase/Decrease from 2017	-12	32	37	247	1	14	145	93	-33	43	22	22
2018 % Monthly Incr/Decr from 2017	-6%	13%	32%	50%	0%	4%	34%	21%	-10%	21%	7%	47%
2018 Running Total Increase/Decrease from 2017	-6%	4%	15%	35%	27%	22%	25%	24%	20%	20%	19%	
2018 % Yearly Incr/Decr from 2017												

INSPECTION REPORT - 2017 - 2018												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Building	27	16	27	32	30	19	25	19	14	21	15	
Electric	30	23	51	17	34	30	24	23	32	40	50	
Mechanical	3	6	7	7	7	10	6	3	4	4	6	
Fire Protection	2	11	10	8	5	11	7	0	6	1	8	
2018 Monthly Totals	67	56	95	64	76	70	60	45	56	54	60	0
2018 Running Totals	67	123	218	282	358	428	488	533	589	643	703	703
2017 Monthly Totals	35	50	64	81	85	118	73	92	65	74	50	0
2017 Running Totals	35	85	149	230	315	433	506	598	663	737	787	787
2018 % Monthly Increase/Decrease from 2017	48%	32%	48%	-17%	-13%	-48%	-13%	-47%	-9%	-20%	17%	41%
2018 % Monthly Incr/Decr from 2017	48%	32%	48%	-17%	-13%	-48%	-13%	-47%	-9%	-20%	17%	41%
2018 Running Total Increase/Decrease from 2017	48%	31%	32%	18%	12%	-1%	-4%	-12%	-13%	-15%	-12%	-12%
2018 % Yearly Incr/Decr from 2017												

INSPECTION REPORT - 2017 - 2018												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Building	104	104	129	122	181	193	229	210	152	231	189	
Electric	121	120	127	121	154	155	188	192	163	207	168	
Mechanical	47	61	56	67	48	51	68	80	64	104	62	
Fire Protection	7	11	10	8	5	11	7	0	6	1	9	
2018 Monthly Totals	274	296	372	318	388	410	492	482	385	543	422	0
2018 Running Totals	274	570	942	1260	1648	2058	2550	3032	3417	3960	4382	4382
2017 Monthly Totals	254	258	254	108	306	444	360	436	427	462	386	0
2017 Running Totals	254	512	766	874	1270	1714	2074	2510	2937	3399	3785	3785
2018 % Monthly Increase/Decrease from 2017	8%	15%	46%	-21%	-2%	-8%	37%	11%	-4%	18%	9%	-100%
2018 % Monthly Incr/Decr from 2017	8%	15%	46%	-21%	-2%	-8%	37%	11%	-4%	18%	9%	-100%
2018 Running Total Increase/Decrease from 2017	7%	11%	23%	46%	31%	21%	28%	22%	17%	17%	16%	9%
2018 % Yearly Incr/Decr from 2017												

FILES COLLECTED												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Inspection	5	12,311.90	5	18,019.62	5	14,241.01	5	21,882.60	5	36,903.17	5	27,946.27
Commercial	5	5,059.39	5	16,516.62	5	11,881.13	5	14,241.01	5	11,881.13	5	11,881.13
Plan Review	5	2,492.00	5	2,161.00	5	1,802.50	5	2,884.00	5	3,995.50	5	2,161.00
2018 Monthly Totals	5	12,311.90	5	18,019.62	5	14,241.01	5	21,882.60	5	36,903.17	5	27,946.27
2018 Running Totals	5	12,311.90	5	18,019.62	5	14,241.01	5	21,882.60	5	36,903.17	5	27,946.27
2017 Monthly Totals	5	5,059.39	5	16,516.62	5	11,881.13	5	14,241.01	5	11,881.13	5	11,881.13
2017 Running Totals	5	5,059.39	5	16,516.62	5	11,881.13	5	14,241.01	5	11,881.13	5	11,881.13
2018 % Monthly Increase/Decrease from 2017												
2018 % Monthly Incr/Decr from 2017												
2018 Running Total Increase/Decrease from 2017												
2018 % Yearly Incr/Decr from 2017												

Bldg Insp
Electrical Insp
Bldg Insp

Residential	\$ 13,500.00	\$ 3,000.00	\$ 4,500.00	\$ 2,500.00	\$ 4,500.00	\$ 2,000.00	\$ 3,000.00	\$ 2,100.00	\$ 2,100.00	\$ 4,000.00	\$ 47,400.00
Commercial	\$ 75.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 272.00
Manufacturing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300.00
Highway	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134.06
Public Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2018 Monthly Total	\$ 33,033.79	\$ 30,700.78	\$ 34,153.25	\$ 28,758.04	\$ 42,782.01	\$ 45,517.26	\$ 47,742.18	\$ 52,520.55	\$ 47,518.87	\$ 45,239.42	\$ 515.00
2018 Running Total	\$ 33,033.79	\$ 69,799.07	\$ 103,952.32	\$ 132,710.36	\$ 175,492.37	\$ 221,009.63	\$ 268,751.81	\$ 321,272.36	\$ 368,791.23	\$ 414,029.65	\$ 465,239.42
- SUBJECT TO STATE FEE	\$ 53,275.99	\$ 68,600.07	\$ 82,791.11	\$ 97,951.39	\$ 113,637.51	\$ 129,980.73	\$ 146,888.75	\$ 164,008.64	\$ 181,287.71	\$ 198,626.88	\$ 215,966.00
2018 Monthly Increase/Decrease from 2017	\$ 11,349	\$ 12,463.05	\$ 15,197.17	\$ 7,245.76	\$ 11,881.29	\$ 25,472.02	\$ 44,157.77	\$ 52,407.41	\$ 55,546.81	\$ 57,143.69	\$ 60,970.00
Running Total % Increase/Decrease from 2017	\$ 11,349	\$ 24,812.05	\$ 39,999.22	\$ 47,245.01	\$ 59,136.31	\$ 84,608.33	\$ 109,766.10	\$ 132,173.51	\$ 151,720.19	\$ 168,863.88	\$ 189,833.88
2017 Monthly	\$ 29,922.80	\$ 28,187.11	\$ 31,956.08	\$ 36,709.48	\$ 43,844.50	\$ 51,991.26	\$ 58,584.36	\$ 65,674.75	\$ 72,235.18	\$ 78,256.18	\$ 83,863.88
2017 Running Total	\$ 29,922.80	\$ 57,119.91	\$ 89,076.00	\$ 125,785.48	\$ 169,630.00	\$ 221,621.26	\$ 280,205.62	\$ 345,880.37	\$ 418,115.55	\$ 496,371.73	\$ 580,235.61
2016	\$ 22,649.44	\$ 16,461.39	\$ 20,618.04	\$ 25,333.54	\$ 33,983.36	\$ 46,976.90	\$ 64,608.80	\$ 87,044.01	\$ 114,187.41	\$ 146,057.41	\$ 182,627.41
2015	\$ 18,674.88	\$ 11,557.24	\$ 16,415.68	\$ 23,759.59	\$ 37,402.53	\$ 56,348.00	\$ 81,242.08	\$ 111,977.17	\$ 149,421.88	\$ 194,743.88	\$ 247,965.88
2014	\$ 30,951.02	\$ 10,569.92	\$ 14,937.13	\$ 21,159.73	\$ 30,474.83	\$ 41,713.43	\$ 55,373.11	\$ 71,896.47	\$ 91,210.59	\$ 113,424.47	\$ 139,548.47
2013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

1% Residential	\$ 121.50	\$ 139.66	\$ 155.02	\$ 141.03	\$ 216.66	\$ 266.36	\$ 270.63	\$ 282.16	\$ 283.57	\$ -	\$ -
3% Commercial	\$ 206.89	\$ 544.12	\$ 597.13	\$ 479.25	\$ 479.25	\$ 458.62	\$ 463.70	\$ 324.68	\$ 541.32	\$ -	\$ -
TOTAL	\$ 328.39	\$ 683.78	\$ 752.15	\$ 620.28	\$ 695.91	\$ 724.98	\$ 734.33	\$ 576.84	\$ 824.89	\$ -	\$ -
Running Total	\$ 328.39	\$ 1,017.57	\$ 1,769.72	\$ 2,389.99	\$ 3,085.90	\$ 3,810.88	\$ 4,545.21	\$ 5,122.05	\$ 5,946.94	\$ 5,946.94	\$ 5,946.94

Residential	\$ 3,100,000.00	\$ 2,747,767.20	\$ 4,959,442.00	\$ 5,138,017.84	\$ 6,461,447.00	\$ 7,307,611.19	\$ 8,133,074.00	\$ 9,153,412.00	\$ 9,870,645.88	\$ 10,489,724.71	\$ 11,109,612.52
Commercial	\$ 206,000.00	\$ 2,747,767.20	\$ 4,959,442.00	\$ 5,138,017.84	\$ 6,461,447.00	\$ 7,307,611.19	\$ 8,133,074.00	\$ 9,153,412.00	\$ 9,870,645.88	\$ 10,489,724.71	\$ 11,109,612.52
Agricultural	\$ 1,500.00	\$ 2,747,767.20	\$ 4,959,442.00	\$ 5,138,017.84	\$ 6,461,447.00	\$ 7,307,611.19	\$ 8,133,074.00	\$ 9,153,412.00	\$ 9,870,645.88	\$ 10,489,724.71	\$ 11,109,612.52
TOTAL	\$ 3,306,500.00	\$ 5,497,534.40	\$ 9,918,884.00	\$ 10,383,052.68	\$ 12,922,894.00	\$ 14,415,222.38	\$ 16,266,146.00	\$ 18,306,824.00	\$ 19,741,291.76	\$ 21,009,449.42	\$ 22,219,225.04
2017 Running Total	\$ 3,306,500.00	\$ 8,245,068.80	\$ 13,163,952.80	\$ 18,301,070.48	\$ 23,763,964.48	\$ 28,071,175.67	\$ 32,204,321.67	\$ 36,357,735.67	\$ 40,228,381.55	\$ 43,718,106.26	\$ 46,827,718.78
2017 Running Total	\$ 3,306,500.00	\$ 8,245,068.80	\$ 13,163,952.80	\$ 18,301,070.48	\$ 23,763,964.48	\$ 28,071,175.67	\$ 32,204,321.67	\$ 36,357,735.67	\$ 40,228,381.55	\$ 43,718,106.26	\$ 46,827,718.78
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TDIA	135	39	45	25	46	28	36	31	21	29	40	0	475
2018 Monthly Total	135	24	219	244	250	318	354	355	406	433	475	475	
2018 Monthly Inc/Dec from 2017	-10	-18	18	-15	6	-10	12	8	-2	11	10	-175	
2018 Monthly Inc/Dec from 2017	145	47	45	53	47	37	25	17	19	8	2	175	
2017 Monthly Total	145	102	312	272	312	355	379	402	425	433	50	175	648
2018 % Yearly Inc/Dec from 2017	-7%	-5%	-8%	-12%	-5%	-10%	-7%	-4%	-4%	-2%	0%	-27%	

[illegible]

BUDGET MEETING – BOARD OF ELECTIONS

Present: Director Faith Lyon and Terrie Nielsen; Department of Budget and Financial Management
Director Todd Bragg

Deputy Director Nielsen noted when reviewing the proposed budget from Director Bragg, there were several items they would like to discuss with the Board:

- Under the Officials line they asked for \$55,515 and the amount allocated was \$52,870.
- Requesting a 3% Full-Time Employee Increase.
 - The Board of Elections has a dedicated staff which is willing to work, even though they work unusual hours. Due to the election schedule, there are sixteen weeks out of the year when they are unable to use their vacation time due to the election schedule. All of the employees work with security and privacy at the forefront of their minds, given the sensitive personal information they work with every day. The employees are highly trained and it would be more cost effective to raise their pay than to try and find people in the open market to replace them. The result will be an increase of \$12,000 in the full time employee line.
- Precinct Election Official (PEO) Election Day Compensation (Poll Worker Pay)
 - The PEOs currently receive \$120 (for a regular PEO) and \$125 (for a voting location manager (VLM)) per day. The PEOs work 13 hours on Election Day which is \$9.23 per hour for the PEOs and \$9.61 per hour for the VLMs. The rates were set in 2009 and the Board of Elections would like to increase the daily rate by \$10.00, so the regular PEO would be paid \$130 and the VLM would receive \$135. This would increase Election Worker's budget by \$10,320, assuming there are 2 elections per year. Summit County pays their PEOs & VLMs \$140; Geauga County pays their PEOs VLMs \$160; Trumbull County pays their PEOs \$130 and their VLMs \$165.
 - The Board discussed the possibility of allowing employees to be pollworkers and keep their pay and address the overall PEO increase at a later time. The Board of Elections is open to it, but is concerned about the buy-in from other elected officials and department heads if they would allow their employees to participate.
 - The Board will keep increases to County employees in mind when reviewing the final numbers.
- The Board of Elections also asked for \$80,000 in the Equipment line and zero was allocated. Director Bragg has been waiting on dollar amounts assigned to the equipment before placing the money.

Below is a list of office repairs in a prioritized order of importance that the Board of Elections is requesting until the county has an opportunity to assess and develop a renovation plan:

Physical Office Improvements

1. Evaluation and repair of electric in the voting machine room and training room
 - Begin on December 10, 2018
 - Must complete by March 22, 2019
2. Evaluation, cleaning and repair of the HVAC system throughout the entire office (both sides of the hall)
 - Begin on December 10, 2018
 - Completion can take place during the election cycle as long as it does not interfere with the voting process
3. Implementation and maintenance of cyber security needs based upon the findings of the "pathfinder"
 - Began implementation October 2018
 - Complete implementation by March 22, 2019
 - Maintenance will be on-going
4. Improved lighting in the exterior hallway to the Board of Elections Office and in the voting room
 - Being December 10, 2018
 - Complete by March 22, 2019
5. Main office remodel — ADA compliant counter, larger workspaces, new Kardveyer, paint and flooring
 - Begin working on floor plans January 2019
 - Construction begin June 3, 2019
 - Construction must end by July 3, 2019
6. Widen the door to the Training Room to accommodate the delivery of ballots on pallets
 - Begin January 1, 2019
 - Complete by March 1, 2019
7. Key card entry into the main office, training room, voting machine room, GEMs room, and absentee room
 - Begin January 1, 2019
 - Complete by August 1, 2019
8. Absentee room improvements — two map drawers with a counter on top for additional workspace and a large shelving unit.
 - Begin working on plan January 2019
 - Construction begin June 3, 2019
 - Construction must end by July 3, 2019

Equipment Replacement

The Board of Elections needs accurate and reliable equipment for the electoral process. To safeguard elections, it is imperative that the Portage County Board of Elections equipment be placed on a replacement schedule that ensures all equipment is properly replaced prior to equipment failure due to age or wear and tear.

- Electronic Voting Equipment (every 6-8 years)
 - Purchased new equipment in 2015
 - Must replace current equipment no later than 2023
- Electronic Pollbooks (every 5-7 years)
 - Purchased new equipment in 2017
 - Must replace current equipment no later than 2024
- Voting Supply Bags and Ballot Bags
 - Replace in 2023 with new voting equipment unless not deemed necessary at the time. Plan to replace no later than 2025.
- Server (every 3-5 years)
 - Current server is at end of life
- Firewall (every 4-5 years)
 - Essentially non-existent: There was not a firewall prior to our pathfinder review. The IT Department did put a fire wall in place for some protection.
- Switches (every 4-5 years)
 - Current switches are at end of life
- Network Cables (every 5-7 years)
 - Replace as new equipment is purchased and place on same replacement schedule as equipment.
- Desk Top Computers (every 3-4 years)
 - Current equipment is at end of life
 - Replace all computers in 2019. Begin a staggered replacement schedule in 2021.
- Kardex Kardveyer (2 total) - These machines house all voter registration records
 - Purchased in 1995 and 2000
 - 2018 — Reached end of life. Our current Kardveyors are no longer being manufactured and our repair company has stated that they are very close to not being able to repair or replace parts on our current machines.
 - Immediate replacement is needed.

The Board agreed to have Director Townend involved in the electric issue as soon as possible so that she knows what to tell the electrician.

Director Bragg requested pricing on the items and suggested the Board of Elections add when the items need ordered by, so that other work can be finished when those items arrive. Director Bragg also suggests a listing of what contracts need to be done and when, and what purchases could be grouped together.

* * * * *

Motion To: Adjourn the Official Meeting of December 3, 2018 at 2:49 PM

RESULT: **ADOPTED**

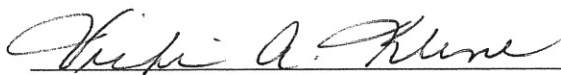
MOVED: Mike Kerrigan

SECONDED: Vicki A. Kline

AYES: Mike Kerrigan, Vicki A. Kline

ABSENT: Sabrina Christian-Bennett

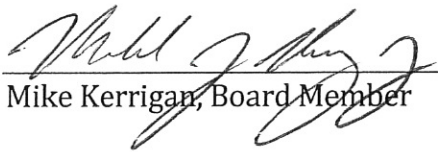
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on December 3, 2018.



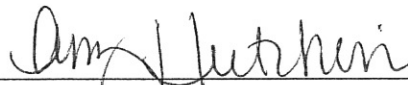
Vicki A. Kline, President

-----ABSENT-----

Sabrina Christian-Bennett, Vice President



Mike Kerrigan, Board Member



Amy Hutchinson, Clerk