

# 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, December 6, 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.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:02 AM

## ADMIN TEAM

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

## COMMISSIONERS

### Discussion:

1. November 26, 2018 e-mail from Chief Building Official Charles Corcoran, regarding special permit for locking devices for Southeast School./Hold for discussion with Attorney Meduri.
2. November 27, 2018 e-mail from Prosecutor Viglucci, regarding building upgrade./A requisition was processed yesterday by the Prosecutor's Office.
3. November 27, 2018 e-mail from Chief Information Officer Lloyd Alger, regarding VPN Needs Assessment./The Clerk will respond back to Mr. Alger to keep her access.

9:05 AM In accordance with the Ohio Rev. Code 121.22(G)(6), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss details relative to the security arrangements for the public body. Also present:

Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg and Internal Services Director JoAnn Townend. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

9:08 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners moves 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 no action.

4. November 26, 2018 e-mail from County Engineer Mickey Marozzi, regarding Ohio EPA VW Settlement Fund. Director Townend will respond back to the County Engineer noting the potential locations within the County that might be appropriate sites for charging stations are (in priority order): Kent Municipal Court, Portage County Justice Center, Ravenna Courthouse (parking spaces on street owned by Ravenna City) and the Portage County Administration Building.

#### **HUMAN RESOURCES:**

Journal Entries - #5 to 10

#### **Discussion:**

1. Media Relations Policy – The Board is in agreement with the changes, but Director Bragg inquired about the Journal Entry needed for No. 3. After some discussion, it was determined that the wording should be changed from “(or its designee as identified by Journal Entry)” to “The Board of Commissioners shall designate the Department Director or Department Director’s designee to serve...”. Director Kovick will make the change and will bring back a final policy and resolution for Board review next week.
2. Clemans Nelson \$5,000 – Director Kovick was contacted by Drew Esposito from Clemans Nelson, who indicated the County is over budget for the wage study by \$5,000. The Board is disappointed because it was never notified about the situation beforehand and agreed to have Director Townend find the agreement for clarification and further discussion on Wednesday, December 12, 2018.

#### **EXTERNAL SERVICES**

#### **Discussion:**

1. Reorganization  
Director Roberts discussed the reorganization that was put on hold from last week and indicated one employee would be 18% above the midpoint (Grade 14) and the second employee would only receive a 5% increase (for inside promotions) and that probably isn’t enough to entice him into accepting the position. Director Roberts will discuss directly with both employees and report back to the Board.

9:44 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss compensation of a public employee. Also present: Human Resources Director Janet Kovick and Water Resources Director Gene Roberts. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:25 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

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### **JOB AND FAMILY SERVICES**

Present: Director Kelli Jo Jeffries, Department of Budget & Financial Management Director Todd Bragg, Human Resources Director Janet Kovick, and Attorney Chris Meduri

#### **1. Data Report**

Director Jeffries reviews the September/October 2018 Data Report for Job and Family Services.

Commissioner Kline asked why the food assistance numbers have gone down and Director Jeffries will check with the state and report back during her next meeting.

**Portage County JFS Monthly Data Report**  
**September/October 2018**

Public Assistance

| <b>OWF – Cash Assistance</b> | <b>September 2018</b> | <b>October 2018</b> |
|------------------------------|-----------------------|---------------------|
| Number of Individuals on OWF | 695                   | 764                 |
| Number of Families on OWF    | n/a                   | n/a                 |
| Amount Issued                | \$147,664.00          | \$160,609.00        |

| <b>Food Assistance</b> | <b>September 2018</b> | <b>October 2018</b> |
|------------------------|-----------------------|---------------------|
| Individuals            | 12,769                | 13,092              |
| Families               | n/a                   | n/a                 |
| Amount Issued          | \$2,738,541.00        | \$1,593,859.00      |

| <b>Medicaid</b>                            | <b>September 2018</b> | <b>October 2018</b> |
|--|-----------------------|---------------------|
| MAGI Adult Expansion                       | 7,326                 | n/a                 |
| Non-MAGI Adult                             | 6,594                 | n/a                 |
| Family Medicaid                            | 15,658                | n/a                 |
| Total Medicaid Recipients                  | 29,578                | n/a                 |
| Total Amount of received Medicaid Services | 30,373,652.47         | n/a                 |



| <b>Child Care</b> | <b>September 2018</b> | <b>October 2018</b> |
|-------------------|-----------------------|---------------------|
| Children          | 642                   | 747                 |
| Public Funds Used | \$355,277.20          | \$346,580.47        |

| <b>NET Transportation</b>                          | <b>September 2018</b> | <b>October 2018</b> |
|--|-----------------------|---------------------|
| Total NET Transportation<br>Related Calls Received | 230                   | 135                 |
| Total Amount of Emerald Trips                      | 90                    | 130                 |
| Total Amount of Swift Care Trips                   | 85                    | 107                 |
| Total Amount of PARTA Trips                        | 165                   | 212                 |
| Total Amount of Gas Card Trips                     | 319                   | 355                 |
| Total Amount of Ticket Trips                       | 0                     | 0                   |

| <b>Intake Appts</b> | <b>September 2018</b>          | <b>October 2018</b>            |
|---------------------|--------------------------------|--------------------------------|
| Total               | 77 (Walk-in)<br>275 (By Phone) | 13 (Walk-In)<br>115 (By Phone) |

| <b>Customer Service Center</b> | <b>September 2018</b> | <b>October 2018</b> |
|--------------------------------|-----------------------|---------------------|
| Total Calls Received           | 6,775                 | 6,556               |
| Total Clients Seen             | 1,107                 | 748                 |

| <b>State Hearings</b> | <b>September 2018</b> | <b>October 2018</b> |
|-----------------------|-----------------------|---------------------|
| Hearing Completed     | 15                    | 7                   |
| Hearings Withdrawn    | 23                    | 35                  |

| <b>Benefit Recovery</b>   | <b>September 2018</b> | <b>October 2018</b> |
|---|-----------------------|---------------------|
| Total Amount Calculated   | \$8,222.00            | \$19,804.00         |
| Total Amount Collected (fiscal-<br>cash, TOP/Benefit Reduction and<br>Incentives) | \$12,063.68           | \$13,572.70         |

## Ohio Means JOBS / WIOA/ Work Experience Program

|   | September 2018 | October 2018 |
|---|----------------|--------------|
| First Time OMJ Center Customers                               | 28             | 41           |
| Total OMJ Center Customers                                    | 211            | 215          |
| Total Size of WIOA A&DW Caseload                              | 90             | 90           |
| Total Services Provided to OMJ Center Customers               | 560            | 514          |
| Number of Active ITA's  | 14             | 15           |
| WIOA Orientation Sessions Held                                | 3              | 4            |
| Total Number of customers receiving unemployment              | 55             | 69           |
| Referrals to Unemployment                                     | 0              | 0            |
| Referrals to OOD  | 1              | 0            |
| Veteran Job Placements  | n/a            | 1            |
| WIOA Customers Reported Employment                            | 4              | 0            |
| Total number of Business Services Provided                    | 57             | 67           |
| Total Number of Job Orders Posted                             | 38             | 60           |
| Total Number of Hiring Events/Job Fairs/Career Fairs (Events) | 3              | 4            |
| Total Number of Hiring Event Attendees                        | 1              | 1            |

| Work Experience Programs (JOBS), CCMEP, and Supportive Services         | September 2018 | October 2018 |
|---|----------------|--------------|
| ABAWD Job Placements  | 0              | n/a          |
| OWF Job Placements  | 1              | 2            |
| Job Club Job Placements   | 1              | 0            |
| Total Number of OWF Participants- All Family                            | 43             | 42           |
| Total Number of OWF Participants-2 Parent                               | 4              | 4            |
| All Family Participation Rate (50%)                                     | 21%            | n/a          |
| 2-Parent Participation Rate (90%)                                       | 0%             | n/a          |
| ABAWD Participants  | 90             | 83           |
| ABAWD Participation Rate  | 84%            | n/a          |
| Number of Work Experience Sites (WEP)                                   | 38             | 37           |
| Number of Active WEP Participants                                       | 69             | 64           |
| New WEP Site Contracts  | 1              | 0            |
| Job Club Participants   | 14             | 27           |
| CCMEP Job Placements  | 0              | 6            |
| Number of CCMEP Youth in Pre-Enrollment Services (used to be Referrals) | 14             | 18           |

|   |     |     |
|---|-----|-----|
| Number of CCMEP Youth in Framework Design Services                    | 4   | 3   |
| Number of CCMEP Youth Enrolled in Services                            | 228 | 173 |
| CCMEP Youth Total (Includes Pre Enrollment/Framework Design/Services) | 231 | 179 |
| CCMEP In-School Youth Total   | 139 | 139 |
| CCMEP Out-of-School Youth Total                                       | 89  | 90  |
| Total number of CCMEP Services  | 330 | 249 |
| Number of Participants in Supportive Employment Program               | 4   | 3   |
| PRC Applications Received   | 163 | 97  |

### Children Services

|                           | September 2018 | October 2018 |
|---------------------------|----------------|--------------|
| New Cases Assigned        | 120            | 129          |
| Ongoing Cases             | 218            | 233          |
| Adoption Cases            | 13             | 13           |
| Adoptions Finalized       | 3              | 0            |
| Children Leaving Custody  | 17             | 20           |
| Children Entered Custody  | 23             | 35           |
| Total Children in Custody | 257            | 273          |
| APS Cases Assigned        | 17             | 8            |
| Family Team Meetings Held | 81             | 97           |

|  |     |     |
|--|-----|-----|
| Children in Kinship Care/Relative Care                     | 101 | 109 |
| Children placed in Agency Foster Homes                     | 57  | 60  |
| Children placed in Residential Treatment                   | 27  | 21  |
| Children Placed in Group Homes or Therapeutic Foster Homes | 47  | 51  |

### Child Support

|  | September 2018 | October 2018   |
|--|----------------|----------------|
| Total Calls Received by Customer Service   | 1,571          | 1,712          |
| Total Clients Seen in Customer Service   | 409            | 479            |
| Total CSEA Responses to Web Portal Inquiries   | 257            | 316            |
| Number of Individuals Enrolled in Passages Program (applications approved for the month) | 2              | 8              |
| Number of Enrolled Individuals that secured employment                                   | 3              | 2              |
| Passages: Currently employed: Made less than 6 months of payments                        | 9              | 9              |
| Passages: Currently employed who have made 6 months or more of consistent payments       | 0              | 1              |
| Passages: Monthly Collections  | \$2,359.38     | \$3,185.67     |
| Cases where Paternity was Established  | 51             | 39             |
| Modified Child Support Cases   | 28             | 14             |
| Total Number of Active Cases   | 9,195          | 9,215          |
| Total Amount of Child Support that was disbursed   | \$1,815,472.41 | \$1,987,099.24 |

## Human Resources

|  | September 2018 | October 2018 |
|--|----------------|--------------|
| Total Number of Employees              | 194            | 200          |
| Number of New Hires                    | 2              | 1            |
| Number of Promotions                   | 1              | 0            |
| Number of Resignations/Retire/Rescinds | 1              | 2            |
| Number of Job Postings                 | 3              | 4            |

## IT

|                         | September 2018 | October 2018 |
|-------------------------|----------------|--------------|
| Helpdesk tickets closed | 226            | 292          |

## Community Outreach and Public Relations

### September 2018

- Planning for the United Healthcare training for social workers and community partners began.
- PCJFS partnered with Passages Inc. to host a Fathers Walk in Kent on September 17<sup>th</sup> and a Fathers Walk in Ravenna on September 21<sup>st</sup>.
- The Transportation Forum was held on September 27<sup>th</sup> at Reed Memorial Library.

### October 2018

- Child Support hosted its third annual Fall Festival at Brown Middle School on Saturday, October 6<sup>th</sup>.
- OhioMeansJobs partnered with Portage Development Board on Wednesday, October 10<sup>th</sup> for Produced in Portage.
- PCJFS participated in Ravenna on Display at Ravenna High School on Saturday, October 13<sup>th</sup>.
- The Presents for Kids committee began planning to make Christmas a little brighter for kids in care.
- Planning for the April 2019 Shazam movie premier began for Children Services.

2. Children Services Divisional Administrator Interview Update

A team of 6 spent 8 ½ hours interviewing 7 applicants for Tammy DeVine's replacement and a recommendation will be coming forward that 5 of the 6 interviewees agreed upon.

3. Draft Performance Evaluation for 2019

Last year, the County began reviewing different evaluations and the supervisors used the City of Kent's evaluation as a template and implemented several tasks into a draft evaluation form presented today for implementation at Job and Family Services in January 2019. The union has reviewed the document for both bargaining and non bargaining positions and approved the documents. The Board authorized Director Jeffries to move forward.

4. Cost of Living Increase discussion for non-bargaining employees

As Job and Family Services prepares for next year, Director Jeffries mentioned the bargaining unit is slated to receive a 2.25% increase and she would like the Board to allow her to provide non-bargaining staff a 2% increase. Commissioner Kline mentioned the last time Director Jeffries was in, she was concerned about the funding situation and Director Jeffries explained the only area that has issues is Children's Services placement costs and contracts are the most vulnerable areas of the budget and other divisions are very stable. The Board agreed to consider the request.

10:38 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 discuss compensation and dismissal of a public employee, official, licensee, or regulated individual. Also present: Director Kellijo Jeffries and Human Resources Director Janet Kovick. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:47 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

# **PROSECUTOR'S OFFICE**

Present: Attorney Chris Meduri and Department of Budget & Financial Management Director Bragg

1. Public Defender:

Director Bragg explained there's a signed agreement with the employee and they are paying him more than they were by offering him a new person's job and they are hiring the new person at the \$51,000. The Board essentially has a signed agreement that isn't being followed, but money wise it's breaking even. The Public Defender is essentially adding a person to its Office.

2. Calendar issue:

The first meeting of the Board was scheduled on January 14<sup>th</sup>, but it's causing problems because of the first bill run, so the Board agreed to discuss in Executive Session with Attorney Meduri.

3. Special permit for locking devices for Southeast School:  
Attorney Meduri reported if the Board chooses to modify the fee for the school, it's within its discretion, but if it comes up in the future, the same courtesy should be extended on a case by case basis to other schools. Attorney Meduri will put his comments in writing.
4. ABC Railway (Freedom Secondary Rail):  
Bids were opened yesterday with ABC Railway being the successful bidder for the Freedom Secondary Rail and Mr. Harner is anxious to close the deal. Attorney Meduri reported the contract is ready and he spoke with Chris Craycroft, who wondered if ABC could put a small amendment on the agreement allowing them a 5' easement over the bridge. Attorney Meduri will draft the addendum and have the paperwork ready for next Thursday's meeting.

10:53 AM In accordance with the Ohio Rev. Code 121.22(G)(3), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss pending or imminent court action. Also present: Attorney Chris Meduri, Department of Budget & Financial Management Director Todd Bragg and Sheriff Dave Doak. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:57 AM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### **PUBLIC COMMENT**

Present: Ron Wills; Department of Budget & Financial Management Director Todd Bragg; Sheriff Dave Doak, Financial Manager Financial Manager Ron Rost, and Pete Karcab, Administrative Advisor, Sheriff's Office

Mr. Wills met with the Board to discuss the condition of the roundabout at Powdermill and Summit Street. He believes maintenance on the roundabout has been lacking since its inception and it's impairing the vision of drivers. Mr. Wills has gone to the County Engineer twice and both times they have gone to the site and trimmed the weeds, but they continue to grow. If County didn't intend to take care of it, it shouldn't have been put in. He also mentioned the roundabout is not large enough and Commissioner Kerrigan noted semi trucks utilize the roundabout and don't respect it.

#### **BUDGET MEETING – SHERIFF'S OFFICE**

Present: Sheriff Dave Doak, Pete Karcab, Administrative Advisor, Financial Manager Ron Rost, Sheriff's Office; Department of Budget & Financial Management Director Todd Bragg, Bruce Smith and David Dix

The Board met with the Sheriff's Office to discuss the 2019 proposed budget:



- What criteria does the Board use when deciding on the budget? The Board looks at last years budget and discuss any new requests.
- Are staffing levels considered when looking at the budget? Yes.
- The issue remains when an employee leaves the Department, they are not receiving funding to replace them and that practice has been going on for a long time.
- Why was Major Missimi's salary taken out?
- When an employee resigns or retires, the Sheriff's Office needs to put someone back in the vacant position.
- Director Bragg noted the Board had a history over the past 3 years of giving (for example) 1½% raises to County employees, even if the Sheriff's Office gave 2 ¼ %. In that regard, the overall ability to hire was eroded. It wasn't specific people that were removed, but it was understood that it would force a reduction in overtime if the funding wasn't put in. The 2019 budget as proposed took 2018 figures and added 2 ¼%. The 2019 budget is not asking for any reductions.
- What figure is the 2¼% being applied to? The 2018 budget projected a payroll of roughly \$421,000 and had that been the average payroll the Sheriff's office would have come in on budget for 2018. When the Sheriff's Department started the year, payroll was \$450,000, and currently the payroll is around \$410,000. The Board decided to add the 2¼% to the \$421,000, which is more than where they are now, but not where they were at the beginning of the year.
- No one extra was being paid, the payroll levels were based upon the staffing before layoffs.
- Does the \$421,000 include Major Missimi's position? It does not.
- Can it be added in? It was discussed and it wasn't.
- The Sheriff's Office will be in the negative for the first pay period of the New Year.
- The Department can add people now and still make budget next year.
- There Dispatch area cannot run without 12 Dispatchers and the Department has only been funded for 11 in 2017 and 2018. Commissioner Christian-Bennett noted an additional Dispatcher was added that wasn't in the budget. Mr. Kacarab noted that position was needed to cover the 24/7 shifts.
- The Department wasn't funded a number of positions, the Department was funded \$13 million across the board and it's a matter of priority.
- The Sheriff's Office is choosing to run the Department with less people because more people are being funded in other places. The Board doesn't tell the Department where to hire people, the Board tells you what your salary line is.
- The Sheriff's Office receives PSAP money from the state and they must maintain a minimum of at least 2 Dispatchers and they don't receive breaks.
- The contract states Dispatchers need to get (2) 20 minute breaks every 8 hour shift. The yellow cards are used when they are unable to take their breaks for either comp time or for overtime. On the last payroll, Mr. Rost noted 95% of the yellow cards received were because the Dispatchers were unable to take their breaks and there were 132 cards.
- There has been turnover throughout the entire department, but the turnover with the Dispatchers and Deputies is due to the wage.
- Turnover is getting much worse due to pay, environment and pressure of the job.
- To come up with the \$13,300 increase, Director Bragg took the average payroll of \$421,000 plus 2 ¼% for union and 1% for non-union and 8.5% to health benefits, which created the

3 lines. The \$421,000 average is more than the Sheriff's Office is spending now, but is not as much as they were operating with at the beginning of the year.

- Major Missimi's salary is not in there and the Department requests that it is reinstated.
- Mr. Kacarab also noted they are asking for the funding for 12 full time Dispatchers as they currently have 10 with no part-timers.
- The proposed budget also includes a request for a jail administrator, which is a replacement.
- The Department makes 2 payments a year to Kent State University for CAD 911. In previous years, the \$60,000 was paid out of the old 9-1-1 money and it's gone. The Department made 1 payment out of that in 2018, so a second payment is needed for \$30,000.
- Inmate medical generally increases 3% a year.
- The jail has over 60 inmates and is not accepting anyone else except for felonies and violent misdemeanors.
- Food has increased \$30,000 due to the number of inmates.
- The uniform increase is built into the contract, but that line will be smaller when the actual budgets are distributed because it's not being moved from salary. Mr. Rost will provide the figures of what is still showing in the line for Director Bragg.
- Funds generated by Sheriff's Office: Booking fees \$18,000, Phone Commission \$82,000, Commissary (gross sales) \$400,000, CCW (gross sales) \$200,000, Inmate Trustees (\$12/hr) \$ 60,000 (20 trustees); Total \$760,000 worth of saving for the County. Director Bragg noted some funds such as the Commissary and CCW are their own funds, but Mr. Kacarab pointed out there are 4 employees in Commissary and 2 in CCW that are paid from that funding directly. Additionally, that money can only be used for inmate food from Commissary and CCW for certain equipment such as scanners.
- The Department has purchased equipment from the Commissary Fund and it's save them money.
- There are 4 positions that are being requested: Major, Jail Administrator, 2 Dispatchers (replacements)
- Mr. Kacarab pointed out the shortfall of \$30,000 as opposed to the \$600,000 and \$1 million the press has been reporting.
- The Sheriff's Office is not the only County dealing with a shortfall, Stark and Trumbull Counties have a shortfall of \$2.5 million.
- Director Bragg explained that getting the sales tax approved in November is crucial and will take the efforts of every Elected Official, along with factual information, to get it passed.
- Sheriff Doak asked if there will be a return on local funding at the State level and Commissioner Christian-Bennett replied that it's still on CCAO's top priority list to discuss, but Director Bragg pointed out if it does, it's 2 years away. Commissioner Kerrigan heard the rainy day fund could go straight to the Townships and would by-pass the Counties, with the logic being that Counties have other funding mechanisms. Director Bragg pointed out the State's solution is to go to the voters. The best chance is the sales tax on internet sales.
- Sheriff Doak discussed the Ohio Department of Public Safety charts for drugs seized in 2018 (Year to Date). There is a decline in opioids in Portage County, but meth and cocaine are increasing. There are 83 inmates in maximum security last week in the middle of all the construction.

- The doors are finally working in the jail and it was because of the State inspection.
- Sheriff Doak's staffing is very similar to the number Sheriff Kaley had, but Sheriff Kaley did not have CCW or Commissary employees.
- Commissioner Christian-Bennett heard Sheriff Kaley always returned money back into the General Fund, but Commissioner Kline pointed out that times have changed.
- Mr. Karcarab discussed the Police to population ratio by state, but Commissioner Kerrigan doesn't feel the chart is an adequate comparison.
- Sheriff Doak mentioned there are many times employees are out on long term injuries and they are still on the payroll, but no one is in to do the work (corrections and road deputies).
- If someone needs transported to the hospital, a deputy must be called in from the road to oversee them while in the hospital because Correction Officers are not certified through the State.
- Mr. Karcarab has included costs for 5 additional Correctional Officers.
- Commissioner Kerrigan asked about the performance audit from the State and Mr. Karcarab has talked with them, but he believes the Commissioners should request the audit, but Commissioner Kline explained the Sheriff needs to request it because it's his office. Commissioner Kerrigan pointed out the Board has no authority to send the State Auditor to another Elected Official's office. Mr. Karcarab noted there needs to be an initiating letter to start the process and he will investigate further and report back. Sheriff Doak asked if they would provide recommendations as to the number of persons needed and Mr. Karcarab explained they issue a written report and before the audit, the Sheriff's Office will need to list areas of concern.
- The staffing level at the jail is 59 and was the same back in 2001.
- Mr. Karcarab has been working on the cameras to minimize personnel.
- The money aspect with inmates needs to be removed. Money is now taken physically from the inmates and deposited in an Inmate Fiduciary Fund, and should be the only time they touch cash.
- CCW doesn't take currency, they only take money orders or personal checks.
- Commissary will be delivering twice a week and inmates will enter their orders individually.
- Director Bragg asked about the 5 additional employees and whether the Sheriff's Office is factoring the changes coming up that are also staff savings, or are the 5 additional employees considered one move and the rest will be coming at a later time. Mr. Karcarab noted the number is probably in between.

12/05/18

Admin  
Jail  
Det. Bur.  
Road  
Dispatch  
JFS

## Portage County Sheriff's Office

2019 Budget Proposal

|     |         |        |                          | (1)<br>2018 Initial<br>Budget | (2)<br>2019 Initial<br>Budget | (3)<br>Increase,<br>(Decrease) | (4)<br>Increase<br>Requested |                                     |
|-----|---------|--------|--------------------------|-------------------------------|-------------------------------|--------------------------------|------------------------------|-------------------------------------|
| Cat | Org     | Object | Description              |                               |                               |                                |                              | Comments                            |
| 3   | 7007003 | 311000 | Officials Salary         | 97,846                        | 97,846                        | 0                              |                              |                                     |
| 3   | 7007003 | 311200 | Employee FT Salary       | 346,708                       | 353,205                       | 6,497                          | 4,891                        | State Sheriff Increase              |
| 3   | 7007003 | 311300 | Part Time Salaries       | 5,177                         | 5,229                         | 52                             | 73,521                       | Major Position, Finance             |
| 3   | 7007003 | 312010 | PERA                     | 12,000                        | 12,120                        | 120                            |                              |                                     |
| 3   | 7007003 | 321010 | Medicare                 | 63,916                        | 64,855                        | 939                            | 10,293                       | Major Position, Finance             |
| 3   | 7007003 | 321300 | Workers Comp             | 6,466                         | 6,611                         | 145                            | 1,067                        | Major Position, Finance             |
| 3   | 7007003 | 321400 | Unemployment             | 9,851                         | 9,929                         | 78                             | 2,250                        | Major Position, Finance             |
| 3   | 7007003 | 321500 | Health Benefits          | 108,740                       | 117,447                       | 8,698                          | 7,785                        | Major Position                      |
| 3   | 7007103 | 311200 | Employee FT Salary       | 3,095,028                     | 3,163,491                     | 68,463                         | 70,000                       | Jail Administrator                  |
| 3   | 7007103 | 311300 | Part Time Salaries       | 182,700                       | 184,527                       | 1,827                          |                              |                                     |
| 3   | 7007103 | 312010 | PERA                     | 40,000                        | 40,900                        | 900                            |                              |                                     |
| 3   | 7007103 | 321010 | Medicare                 | 46,319                        | 47,361                        | 1,042                          | 9,800                        | Jail Administrator                  |
| 3   | 7007103 | 321300 | Workers Comp             | 55,619                        | 56,870                        | 1,251                          | 1,015                        | Jail Administrator                  |
| 3   | 7007103 | 321400 | Unemployment             | 0                             | 0                             | 0                              | 1,150                        | Jail Administrator                  |
| 3   | 7007103 | 321500 | Health Benefits          | 676,320                       | 775,360                       | 99,040                         | 4,000                        |                                     |
| 3   | 7007203 | 311200 | Employee FT Salary       | 561,232                       | 675,524                       | 114,292                        | 17,200                       | Jail Administrator                  |
| 3   | 7007203 | 311300 | Part Time Salaries       | 20,300                        | 20,503                        | 203                            |                              |                                     |
| 3   | 7007203 | 312010 | PERA                     | 20,000                        | 20,450                        | 450                            |                              |                                     |
| 3   | 7007203 | 321010 | Medicare                 | 124,236                       | 127,031                       | 2,795                          |                              |                                     |
| 3   | 7007203 | 321300 | Workers Comp             | 8,400                         | 9,612                         | 1,212                          |                              |                                     |
| 3   | 7007203 | 321500 | Health Benefits          | 8,407                         | 9,619                         | 1,212                          |                              |                                     |
| 3   | 7007303 | 311200 | Employee FT Salary       | 106,254                       | 169,736                       | 60,482                         |                              |                                     |
| 3   | 7007303 | 311300 | Part Time Salaries       | 2,236,246                     | 2,285,624                     | 49,378                         | 6,419                        | Lieutenant promotion                |
| 3   | 7007303 | 312010 | PERA                     | 324,850                       | 328,048                       | 3,198                          |                              |                                     |
| 3   | 7007303 | 321010 | Medicare                 | 40,000                        | 40,450                        | 450                            |                              |                                     |
| 3   | 7007303 | 321300 | Workers Comp             | 476,634                       | 487,358                       | 10,724                         | 1,182                        | Lieutenant promotion                |
| 3   | 7007303 | 321500 | Health Benefits          | 97,455                        | 98,707                        | 1,252                          | 94                           | Lieutenant promotion                |
| 3   | 7007403 | 311200 | Employee FT Salary       | 49,924                        | 51,047                        | 1,123                          | 110                          | Lieutenant promotion                |
| 3   | 7007403 | 311300 | Part Time Salaries       | 551,647                       | 582,126                       | 30,479                         |                              |                                     |
| 3   | 7007403 | 312010 | PERA                     | 456,847                       | 466,819                       | 10,272                         | 145,269                      | Fund 12 FT positions                |
| 3   | 7007403 | 312010 | PERA                     | 46,487                        | 46,992                        | 505                            |                              |                                     |
| 3   | 7007403 | 321010 | Medicare                 | 7,006                         | 7,158                         | 152                            |                              |                                     |
| 3   | 7007403 | 321200 | Workers Comp             | 81,200                        | 83,027                        | 1,827                          | 20,338                       | Fund 12 FT positions                |
| 3   | 7007403 | 321300 | Workers Comp             | 6,115                         | 6,253                         | 138                            | 2,167                        | Fund 12 FT positions                |
| 3   | 7007403 | 321500 | Health Benefits          | 9,219                         | 9,426                         | 207                            | 2,470                        | Fund 12 FT positions                |
| 3   | 7007503 | 311200 | Employee FT Salary       | 103,630                       | 126,715                       | 23,085                         | 3,181                        | Fund 12 FT positions                |
| 3   | 7007503 | 312010 | PERA                     | 116,989                       | 119,621                       | 2,632                          |                              |                                     |
| 3   | 7007503 | 321010 | Medicare                 | 2,500                         | 2,556                         | 56                             |                              |                                     |
| 3   | 7007503 | 321200 | Workers Comp             | 20,706                        | 21,172                        | 466                            |                              |                                     |
| 3   | 7007503 | 321300 | Workers Comp             | 1,222                         | 1,249                         | 27                             |                              |                                     |
| 3   | 7007503 | 321500 | Health Benefits          | 1,829                         | 1,972                         | 143                            |                              |                                     |
| 4   | 7007104 | 400000 | Contractual Services     | 22,283                        | 27,445                        | 5,162                          |                              |                                     |
| 4   | 7007004 | 400000 | Contractual Services     | 41,000                        | 41,000                        | 0                              |                              |                                     |
| 4   | 7007004 | 400100 | Training                 | 62,000                        | 67,760                        | 5,760                          | 30,752                       | Full year KSU (CAO, RM, Maint fees) |
| 4   | 7007104 | 400100 | Training                 | 8,000                         | 8,000                         | 0                              |                              |                                     |
| 4   | 7007104 | 400100 | Transportation           | 7,000                         | 7,000                         | 0                              |                              |                                     |
| 4   | 7007104 | 400170 | Travel                   | 1,000                         | 1,000                         | 0                              |                              |                                     |
| 4   | 7007004 | 400170 | Travel                   | 3,000                         | 3,000                         | 0                              |                              |                                     |
| 4   | 7007004 | 400180 | Membership               | 500                           | 500                           | 0                              |                              |                                     |
| 4   | 7007004 | 412000 | Advertising              | 23,000                        | 23,000                        | 0                              |                              |                                     |
| 4   | 7007104 | 412000 | Advertising              | 4,000                         | 4,000                         | 0                              |                              |                                     |
| 4   | 7007004 | 412100 | Telephone                | 1,000                         | 4,000                         | 3,000                          |                              |                                     |
| 4   | 7007004 | 412400 | Postage                  | 16,200                        | 356,000                       | 340,000                        |                              |                                     |
| 4   | 7007004 | 413000 | Maintenance and Repair   | 5,000                         | 5,000                         | 0                              |                              |                                     |
| 4   | 7007104 | 413000 | Maintenance and Repair   | 25,000                        | 25,000                        | 0                              |                              |                                     |
| 4   | 7007004 | 414100 | Leases                   | 32,000                        | 32,000                        | 0                              |                              |                                     |
| 7   | 7007104 | 414100 | Leases                   | 27,000                        | 27,000                        | 0                              |                              |                                     |
| 4   | 7007104 | 420000 | Professional Services    | 20,000                        | 20,000                        | 0                              |                              |                                     |
| 4   | 7007004 | 420000 | Professional Services    | 20,000                        | 20,000                        | 0                              |                              |                                     |
| 4   | 7007004 | 420040 | Computer                 | 22,000                        | 22,000                        | 0                              | 15,358                       | 911 / AT&T Services                 |
| 4   | 7007304 | 423100 | Legal Services           | 0                             | 0                             | 0                              |                              |                                     |
| 4   | 7007104 | 423100 | Psychological Consulting | 1,000                         | 1,000                         | 0                              |                              |                                     |
| 4   | 7007104 | 423600 | Inmate Medicals          | 60,000                        | 60,000                        | 0                              |                              |                                     |
| 4   | 7007104 | 428000 | Fine                     | 980,000                       | 980,000                       | 0                              | 26,000                       | Contractual Increase                |
| 4   | 7007104 | 428000 | Fine                     | 0                             | 0                             | 0                              |                              |                                     |
| 4   | 7007104 | 431200 | Transportation           | 0                             | 0                             | 0                              |                              |                                     |
| 4   | 7007004 | 432000 | Allow FOJ                | 15,000                        | 15,000                        | 0                              |                              |                                     |
| 5   | 7007005 | 500000 | Materials & Supplies     | 43,487                        | 43,487                        | 0                              | 2,174                        | State Sheriff Increase              |
| 5   | 7007105 | 500000 | Materials & Supplies     | 48,000                        | 48,000                        | 0                              |                              |                                     |
| 5   | 7007105 | 500000 | Materials & Supplies     | 55,000                        | 55,000                        | 0                              |                              |                                     |
| 5   | 7007105 | 521100 | Photocopy & Printing     | 15,000                        | 15,000                        | 0                              | 5,000                        |                                     |
| 5   | 7007005 | 547000 | Gasoline                 | 2,600                         | 2,600                         | 0                              |                              |                                     |
| 5   | 7007105 | 550000 | Food                     | 160,000                       | 160,000                       | 0                              |                              |                                     |
| 5   | 7007005 | 550000 | Food                     | 300,000                       | 300,000                       | 0                              |                              |                                     |
| 5   | 7007105 | 550000 | Uniforms                 | 2,000                         | 2,000                         | 0                              | 30,000                       | Contractual, addit. inmates         |
| 5   | 7007005 | 550000 | Uniforms                 | 64,000                        | 64,000                        | 0                              | 500                          | Contract uniform increase           |
| 5   | 7007005 | 550000 | Uniforms                 | 70,000                        | 70,000                        | 0                              |                              |                                     |
| 5   | 7007105 | 556000 | Equipment <\$5,000       | 25,000                        | 25,000                        | 0                              | 13,500                       | Contract uniform increase           |
| 5   | 7007005 | 556000 | Equipment <\$5,000       | 18,000                        | 18,000                        | 0                              |                              |                                     |
| 5   | 7007005 | 556000 | Furniture                | 2,000                         | 2,000                         | 0                              |                              |                                     |
| 6   | 7007006 | 630000 | Equipment >\$5,000       | 70,000                        | 70,000                        | 0                              |                              |                                     |
| 6   | 7007106 | 630000 | Equipment >\$5,000       | 0                             | 0                             | 0                              |                              |                                     |
| 6   | 7007006 | 650000 | Automobiles              | 0                             | 0                             | 0                              |                              |                                     |
| 9   | 7007009 | 900000 | Claims                   | 2,000                         | 7,000                         | 5,000                          |                              |                                     |

## Funds generated by Sheriff's Office:

|                          |           |
|--------------------------|-----------|
| Booking Fees             | \$18,000  |
| Phone Commissions        | \$82,000  |
| Commissary (gross sales) | \$400,000 |
| CCW (gross sales)        | \$200,000 |
| Inmate Trustee (\$12/hr) | \$60,000  |
|                          | \$200,000 |

13,021,421 13,692,865 671,444 509,266

For proper comparison 2018 -  
2019 telephone costs

FOR 2016 OCTOBER  
05-Dec-16

## PORTAGE COUNTY SHERIFF'S OFFICE

| ACCOUNT DESCRIPTION                           | ORIGINAL<br>APPROP | TRANSFRS<br>ADJUSTMTS | REVISED<br>BUDGET | YTD<br>EXPENDED  | ENCUMB.        | AVAILABLE<br>BUDGET | % USED       | EST EXP.<br>NOV-DEC | PROJECTED<br>(DEFICIT)<br>OVERAGE |
|---|--------------------|-----------------------|-------------------|------------------|----------------|---------------------|--------------|---------------------|-----------------------------------|
| 07007003 311000 Officials Salaries            | 97,845             | 0                     | 97,845            | 79,030           | 0              | 18,815              | 80.80        |                     |                                   |
| 07007003 311200 Employee Full Time Salaries   | 349,708            | 0                     | 349,708           | 303,416          | 0              | 46,292              | 86.80        | See                 |                                   |
| 07007003 311300 Part Time/Seasonal Salaries   | 5,177              | 0                     | 5,177             | 38,398           | 0              | (33,221)            | 741.70       | Separate            |                                   |
| 07007003 313000 Employee Overtime             | 12,000             | 0                     | 12,000            | 9,317            | 0              | 2,683               | 77.60        | Sheet               |                                   |
| 07007003 314000 Retirement                    | 0                  | 1,048                 | 1,048             | 1,048            | 0              | 0                   | 100.00       |                     |                                   |
| 07007003 321010 PERS                          | 63,916             | 0                     | 63,916            | 60,222           | 0              | 3,694               | 94.20        | For                 |                                   |
| 07007003 321200 Medicare                      | 6,466              | 0                     | 6,466             | 6,041            | 0              | 425                 | 93.40        | Compensation        |                                   |
| 07007003 321300 Workers Compensation          | 9,831              | 0                     | 9,831             | 7,331            | 0              | 2,500               | 74.60        | Detail              |                                   |
| 07007003 321400 Unemployment                  | 0                  | 0                     | 0                 | 875              | 0              | (875)               | 100.00       | 5,200               | (6,075)                           |
| 07007003 321500 Health Benefits               | 108,749            | (1,232)               | 107,517           | 85,455           | 0              | 22,062              | 79.50        |                     |                                   |
| 07007004 400000 Contractual Services          | 62,000             | 36,512                | 98,512            | 87,193           | 5,760          | 5,559               | 94.40        | 7,808               | (2,049)                           |
| 07007004 400100 Training                      | 8,000              | 0                     | 8,000             | 2,067            | 1,156          | 4,767               | 40.40        | (200)               | 4,967                             |
| 07007004 400170 Travel (Non-Seminars)         | 500                | 0                     | 500               | 1,333            | 688            | (1,521)             | 398.20       | 200                 | (1,721)                           |
| 07007004 400180 Membership Dues               | 23,000             | 0                     | 23,000            | 22,041           | 0              | 959                 | 95.80        | 0                   | 959                               |
| 07007004 412000 Advertising                   | 4,000              | 0                     | 4,000             | 0                | 0              | 4,000               | 0.00         | 1,000               | 3,000                             |
| 07007004 412100 Telephone                     | 16,000             | 340,000               | 356,000           | 294,554          | 3,332          | 58,114              | 83.70        | 58,114              | 0                                 |
| 07007004 412400 Postage                       | 5,000              | 0                     | 5,000             | 2,571            | 2              | 2,428               | 51.40        | 500                 | 1,928                             |
| 07007004 413000 Maintenance & Repairs         | 25,000             | 0                     | 25,000            | 5,361            | 2,731          | 16,908              | 31.40        | 3,300               | 13,608                            |
| 07007004 414100 Leases                        | 27,000             | 0                     | 27,000            | 21,932           | 3,544          | 1,524               | 94.40        | 1,700               | (176)                             |
| 07007004 420000 Professional & Technical S    | 22,000             | (100)                 | 21,900            | 16,031           | 3,478          | 2,391               | 89.10        | 0                   | 2,391                             |
| 07007004 422000 Legal Services                | 1,000              | 0                     | 1,000             | 2,794            | 0              | (1,794)             | 279.40       | 0                   | (1,794)                           |
| 07007004 428000 Fee Exp                       | 0                  | 0                     | 0                 | 31               | 169            | (200)               | 100.00       | 0                   | (200)                             |
| 07007004 482000 Allow PCJ                     | 43,487             | 0                     | 43,487            | 43,487           | 0              | 0                   | 100.00       | 0                   | 0                                 |
| 07007005 600000 Materials & Supplies          | 48,000             | 0                     | 48,000            | 21,017           | 9,361          | 17,623              | 63.30        | 700                 | 18,923                            |
| 07007005 642000 Gas                           | 160,000            | 0                     | 160,000           | 141,562          | 0              | 18,438              | 88.50        | 31,000              | (12,562)                          |
| 07007005 690000 Uniforms                      | 70,000             | (12,307)              | 57,693            | 57,592           | 9,958          | (9,850)             | 117.10       | 14,000              | (23,858)                          |
| 07007005 696300 Equipment Less Than \$5000    | 25,000             | 0                     | 25,000            | 2,881            | 2,649          | 19,470              | 22.10        | 20,000              | (530)                             |
| 07007005 696800 Furniture                     | 2,000              | 0                     | 2,000             | 0                | 0              | 2,000               | 0.00         | 900                 | 1,100                             |
| 07007006 630000 Equipment                     | 70,000             | (30,752)              | 39,248            | 0                | 0              | 39,248              | 0.00         | 19,500              | 19,748                            |
| 07007008 650000 Automobiles                   | 0                  | 228,241               | 228,241           | 228,241          | 0              | 0                   | 100.00       | 0                   | 0                                 |
| 07007009 600000 Claims                        | 7,000              | 100                   | 7,100             | 7,023            | 77             | 0                   | 100.00       | 0                   | 0                                 |
| <b>TOTAL Sheriff - General Administration</b> | <b>1,272,680</b>   | <b>561,510</b>        | <b>1,834,190</b>  | <b>1,548,845</b> | <b>42,913</b>  | <b>242,433</b>      | <b>86.80</b> | <b>163,522</b>      | <b>16,659</b>                     |
| 07007103 311200 Employee Full Time Salaries   | 3,095,028          | 0                     | 3,095,028         | 2,605,829        | 0              | 489,199             | 84.20        |                     |                                   |
| 07007103 311300 Part Time/Seasonal Salaries   | 182,700            | 0                     | 182,700           | 36,891           | 0              | 145,809             | 20.20        | See                 |                                   |
| 07007103 313000 Employee Overtime             | 40,000             | 0                     | 40,000            | 22,079           | 0              | 17,921              | 55.20        | Separate            |                                   |
| 07007103 314000 Retirement                    | 0                  | 55,452                | 55,452            | 60,023           | 0              | (571)               | 101.00       | Sheet               |                                   |
| 07007103 321010 PERS                          | 466,393            | 0                     | 466,393           | 373,073          | 0              | 93,320              | 80.00        | For                 |                                   |
| 07007103 321200 Medicare                      | 46,319             | 0                     | 46,319            | 37,922           | 0              | 8,397               | 81.80        | Compensation        |                                   |
| 07007103 321300 Workers Compensation          | 55,619             | 0                     | 55,619            | 46,322           | 0              | 9,297               | 83.30        | Detail              |                                   |
| 07007103 321400 Unemployment                  | 0                  | 0                     | 0                 | 6,469            | 0              | (6,469)             | 100.00       | 1,000               | (7,469)                           |
| 07007103 321500 Health Benefits               | 676,320            | 45,756                | 722,076           | 579,333          | 0              | 142,743             | 80.20        |                     |                                   |
| 07007103 332600 Other Cash Benefits           | 0                  | 52,836                | 52,836            | 52,836           | 0              | 0                   | 100.00       |                     |                                   |
| 07007104 400000 Contractual Services          | 41,000             | 0                     | 41,000            | 31,726           | 1,800          | 7,475               | 81.80        | - 200               | 7,275                             |
| 07007104 400100 Training                      | 7,000              | 0                     | 7,000             | 3,360            | 212            | 3,428               | 51.00        | 1,000               | 2,428                             |
| 07007104 400104 Transportation                | 1,000              | 0                     | 1,000             | 809              | 534            | (343)               | 134.30       | 800                 | (843)                             |
| 07007104 400170 Travel                        | 3,000              | 0                     | 3,000             | 1,797            | 203            | 1,000               | 66.70        | 200                 | 800                               |
| 07007104 412000 Advertising                   | 4,000              | 0                     | 4,000             | 2,839            | 763            | 398                 | 90.10        | 0                   | 308                               |
| 07007104 413000 Maintenance & Repairs         | 32,000             | 0                     | 32,000            | 27,865           | 3,545          | 590                 | 98.20        | 100                 | 480                               |
| 07007104 414100 Leases                        | 20,000             | 0                     | 20,000            | 17,376           | 1,091          | 1,533               | 92.30        | 2,100               | (967)                             |
| 07007104 420000 Professional & Technical S    | 20,000             | 0                     | 20,000            | 8,200            | 3,700          | 8,100               | 39.50        | (1,300)             | 9,400                             |
| 07007104 423100 Psychological Consulting      | 60,000             | 6,312                 | 66,312            | 16,903           | 47,381         | 2,028               | 96.90        | (31,200)            | 33,228                            |
| 07007104 423500 Inmate Medical Services       | 980,000            | 0                     | 980,000           | 805,539          | 166,613        | 7,849               | 99.20        | 3,782               | 4,087                             |
| 07007104 428000 Fee Exp                       | 0                  | 0                     | 0                 | 101              | 99             | (200)               | 100.00       | 0                   | (200)                             |
| 07007104 431200 Transportation of Prisoner    | 15,000             | 0                     | 15,000            | 8,958            | 2,042          | 4,000               | 73.30        | 2,000               | 2,000                             |
| 07007105 600000 Materials & Supplies          | 55,000             | 188                   | 55,188            | 31,384           | 8,903          | 14,900              | 73.00        | 12,100              | 2,800                             |
| 07007105 602000 Inmate Provisions             | 15,000             | 0                     | 15,000            | 41,516           | 5,593          | (32,109)            | 114.10       | 9,400               | (41,509)                          |
| 07007105 621100 Photocopy Print Publication   | 2,600              | 0                     | 2,600             | 1,633            | 0              | 968                 | 62.80        | 1,000               | (33)                              |
| 07007105 650000 Food Supplies                 | 300,000            | 24,819                | 324,819           | 250,112          | 64,707         | 10,000              | 95.90        | 0                   | 10,000                            |
| 07007105 690000 Uniforms                      | 64,000             | (52,936)              | 11,164            | 5,306            | 2,494          | 3,364               | 89.90        | 7,000               | (3,636)                           |
| 07007105 696300 Equipment Less Than \$5000    | 18,000             | 0                     | 18,000            | 8,245            | 0              | 9,755               | 45.80        | 10,000              | (245)                             |
| 07007106 630000 Equipment                     | 0                  | 0                     | 0                 | 7,112            | 0              | (7,112)             | 100.00       | 0                   | (7,112)                           |
| <b>Total 710 Sheriff - Corrections</b>        | <b>6,199,979</b>   | <b>136,527</b>        | <b>6,336,506</b>  | <b>5,091,554</b> | <b>309,681</b> | <b>935,270</b>      | <b>85.20</b> | <b>17,862</b>       | <b>11,292</b>                     |

|   |            |         |            |            |         |           |        |   |
|---|------------|---------|------------|------------|---------|-----------|--------|---|
| 07007203 311200 Employee Full Time Salaries | 661,232    | 0       | 661,232    | 527,123    | 0       | 134,109   | 79.70  | See<br>Separate<br>Sheet<br>For<br>Compensation<br>Detail |
| 07007203 311300 Part Time/Seasonal Salaries | 20,300     | 0       | 20,300     | 14,999     | 0       | 5,301     | 73.50  |   |
| 07007203 313000 Employee Overtime           | 20,000     | 0       | 20,000     | 28,392     | 0       | (8,392)   | 142.00 |   |
| 07007203 321010 PERS                        | 124,236    | 0       | 124,236    | 97,449     | 0       | 26,787    | 76.40  |   |
| 07007203 321200 Medicare                    | 9,400      | 0       | 9,400      | 7,957      | 0       | 1,443     | 24.70  |   |
| 07007203 321300 Workers Compensation        | 9,407      | 0       | 9,407      | 9,699      | 0       | (292)     | 103.10 |   |
| 07007203 321500 Health Benefits             | 109,254    | 50,768  | 160,022    | 127,785    | 0       | 32,237    | 79.90  |   |
| TOTAL Sheriff - Detective Bureau            | 953,829    | 50,768  | 1,004,597  | 813,402    | 0       | 191,195   | 81.00  |   |
| 07007303 311200 Employee Full Time Salaries | 2,236,246  | 0       | 2,236,246  | 1,816,420  | 0       | 419,826   | 81.20  | See<br>Separate<br>Sheet<br>For<br>Compensation<br>Detail |
| 07007303 311300 Part Time/Seasonal Salaries | 324,800    | 0       | 324,800    | 182,598    | 0       | 142,202   | 56.20  |   |
| 07007303 313000 Employee Overtime           | 40,000     | 0       | 40,000     | 56,930     | 0       | (16,930)  | 142.30 |   |
| 07007303 314000 Retirement                  | 0          | 38,129  | 38,129     | 38,390     | 0       | (261)     | 100.70 |   |
| 07007303 321010 PERS                        | 476,534    | 0       | 476,534    | 361,984    | 0       | 114,550   | 75.90  |   |
| 07007303 321200 Medicare                    | 37,855     | 0       | 37,855     | 29,182     | 0       | 8,673     | 77.10  |   |
| 07007303 321300 Workers Compensation        | 49,924     | 0       | 49,924     | 35,604     | 0       | 14,320    | 71.30  |   |
| 07007303 321500 Health Benefits             | 551,647    | 86,669  | 638,316    | 439,577    | 0       | 198,739   | 69.90  |   |
| TOTAL Sheriff - Road Deputies               | 3,717,106  | 124,798 | 3,841,904  | 2,960,684  | 0       | 881,220   | 77.10  |   |
| 07007403 311200 Employee Full Time Salaries | 456,547    | 0       | 456,547    | 450,390    | 0       | 6,157     | 55.70  | See<br>Separate<br>For<br>Compensation<br>Detail          |
| 07007403 311300 Part Time/Seasonal Salaries | 46,487     | 0       | 46,487     | 22,200     | 0       | 24,287    | 47.80  |   |
| 07007403 313000 Employee Overtime           | 7,000      | 0       | 7,000      | 8,284      | 0       | (1,284)   | 118.30 |   |
| 07007403 314000 Retirement                  | 0          | 11,353  | 11,353     | 11,353     | 0       | (0)       | 100.00 |   |
| 07007403 321010 PERS                        | 81,200     | 0       | 81,200     | 67,322     | 0       | 13,878    | 82.50  |   |
| 07007403 321200 Medicare                    | 6,115      | 0       | 6,115      | 7,082      | 0       | (867)     | 115.80 |   |
| 07007403 321300 Workers Compensation        | 9,219      | 0       | 9,219      | 8,368      | 0       | 851       | 90.80  |   |
| 07007403 321500 Health Benefits             | 103,630    | 19,446  | 123,076    | 95,647     | 0       | 27,429    | 77.70  |   |
| 07007403 332500 Other Cash Benefits         | 0          | 12,307  | 12,307     | 12,307     | 0       | 0         | 100.00 |   |
| TOTAL Sheriff - Dispatch                    | 710,198    | 43,106  | 753,304    | 682,955    | 0       | 70,349    | 90.70  |   |
| 07007603 311200 Employee Full Time Salaries | 116,989    | 0       | 116,989    | 92,688     | 0       | 24,301    | 79.40  | See<br>Separate<br>For<br>Compensation<br>Detail          |
| 07007603 313000 Employee Overtime           | 2,500      | 0       | 2,500      | 3,243      | 0       | (743)     | 129.70 |   |
| 07007603 321010 PERS                        | 20,706     | 0       | 20,706     | 17,400     | 0       | 3,306     | 84.00  |   |
| 07007603 321200 Medicare                    | 1,222      | 0       | 1,222      | 1,336      | 0       | (114)     | 103.30 |   |
| 07007603 321300 Wrks Comp                   | 1,929      | 0       | 1,929      | 1,634      | 0       | 295       | 84.70  |   |
| 07007603 321500 Health Benefits             | 22,283     | 3,839   | 26,122     | 21,010     | 0       | 5,112     | 80.40  |   |
| 07007605 580000 Uniforms                    | 2,000      | 0       | 2,000      | 0          | 0       | 2,000     | 0.00   |   |
| TOTAL Sheriff - Children Services           | 167,629    | 3,839   | 171,468    | 137,511    | 0       | 33,957    | 80.20  |   |
|   |            |         |            |            |         |           |        | 181,384 26,950  |
| COMPENSATION (DEFICIT), OVERAGE             |            |         |            |            |         |           |        | (57,020)  |
| GRAND TOTAL                                 |            |         |            |            |         |           |        | (30,070)  |
|   | 13,021,421 | 820,548 | 13,941,969 | 11,234,951 | 352,594 | 2,354,424 | 83.10  |   |

25-Nov-2018

**Portage County Sheriff's Office**  
*Projection of Budgeted Salary & Fringe Amounts for 2018*

File: 2018SalaryProj

|  |   | Obj. 311200<br>Salaries | Obj. 311300<br>PT Salaries | Obj. 313000<br>Overtime | Obj. 314000<br>Retirement | Obj. 321010<br>PERS | Obj. 321200<br>Medicare | Obj. 321500<br>Hlth. Ins. | Dept.<br>Total |
|--|---|-------------------------|----------------------------|-------------------------|---------------------------|---------------------|-------------------------|---------------------------|----------------|
| <b>ADMINISTRATION</b>                                  |   |                         |                            |                         |                           |                     |                         |                           |                |
| Amount currently available as of 10/31/18 (21 pays):   |   | 46,200                  | (33,300)                   | 2,650                   |                           | 3,650               | 400                     | 22,050                    |                |
| <u>Per. End.</u>                                       | <u>Estimate per. 22 @ current pay rates</u> |                         |                            |                         |                           |                     |                         |                           |                |
| 4-Nov  | period 23                                   | (16,050)                | (3,460)                    | (430)                   |                           | (3,320)             | (330)                   | (4,560)                   |                |
| 18-Nov   | period 24                                   | H (16,100)              | (2,310)                    | (470)                   |                           | (3,470)             | (320)                   | (4,560)                   |                |
| 2-Dec  | period 25                                   | HH (16,070)             | (2,310)                    | (430)                   |                           | (3,180)             | (340)                   | (4,560)                   |                |
| 18-Dec   | period 26                                   | HH (16,100)             | (2,310)                    | (470)                   |                           | (3,200)             | (330)                   | (4,560)                   |                |
|  |   | (16,200)                | (2,310)                    | (470)                   |                           | (3,220)             | (330)                   | (4,560)                   |                |
| Projected available budget through per 26              |   | (34,320)                | (46,000)                   | 380                     | 0                         | (12,420)            | (1,250)                 | (750)                     | (94,360)       |
| <b>JAIL</b>  |   |                         |                            |                         |                           |                     |                         |                           |                |
| Amount currently available as of 10/31/18 (21 pays):   |   | 489,100                 | 145,800                    | 17,900                  | (572)                     | 93,300              | 8,300                   | 142,700                   |                |
| <u>Per. End.</u>                                       | <u>Estimate per. 22 @ current pay rates</u> |                         |                            |                         |                           |                     |                         |                           |                |
| 4-Nov  | period 23                                   | (180,600)               | (1,500)                    | (1,550)                 |                           | (25,750)            | (2,550)                 | (27,200)                  |                |
| 18-Nov   | period 24                                   | H (125,000)             | (1,150)                    | (2,400)                 |                           | (18,000)            | (1,800)                 | (27,200)                  |                |
| 2-Dec  | period 25                                   | HH (129,200)            | (1,150)                    | (950)                   |                           | (18,400)            | (1,950)                 | (26,900)                  |                |
| 18-Dec   | period 26                                   | HH (134,000)            | (2,000)                    | (1,500)                 |                           | (20,000)            | (1,900)                 | (27,500)                  |                |
|  |   | (126,000)               | (3,000)                    | (1,500)                 |                           | (18,300)            | (1,800)                 | (27,500)                  |                |
| Adjustments: BOC                                       |   |                         |                            |                         | 572                       |                     |                         |                           |                |
| Projected available budget through per 26              |   | (205,700)               | 137,000                    | 10,000                  | 0                         | (7,150)             | (1,700)                 | 6,400                     | (61,160)       |
| <b>DETECTIVE BUREAU</b>                                |   |                         |                            |                         |                           |                     |                         |                           |                |
| Amount currently available as of 10/31/18 (21 pays):   |   | 134,100                 | 5,300                      | (8,400)                 |                           | 26,700              | 1,400                   | 32,200                    |                |
| <u>Per. End.</u>                                       | <u>Estimate per. 22 @ current pay rates</u> |                         |                            |                         |                           |                     |                         |                           |                |
| 4-Nov  | period 23                                   | (34,300)                | (750)                      | (350)                   |                           | (5,200)             | (500)                   | (5,500)                   |                |
| 18-Nov   | period 24                                   | H (25,000)              | (750)                      | (1,650)                 |                           | (4,700)             | (400)                   | (5,500)                   |                |
| 2-Dec  | period 25                                   | HH (26,600)             | (750)                      | (600)                   |                           | (4,850)             | (450)                   | (5,500)                   |                |
| 18-Dec   | period 26                                   | HH (27,500)             | (750)                      | (1,200)                 |                           | (6,000)             | (450)                   | (5,500)                   |                |
|  |   | (25,300)                | (750)                      | (1,200)                 |                           | (5,000)             | (400)                   | (5,500)                   |                |
| Adjustments: DARE Sal. Rev.                            |   | 0                       |                            |                         |                           | 0                   | 0                       |                           |                |
| Projected available budget through per 26              |   | (4,600)                 | 1,550                      | (13,400)                | 0                         | (50)                | (800)                   | 4,700                     | (12,600)       |
| <b>LAW ENFORCEMENT</b>                                 |   |                         |                            |                         |                           |                     |                         |                           |                |
| Amount currently available as of 10/31/18 (21 pays):   |   | 419,800                 | 142,200                    | (17,000)                | (262)                     | 114,650             | 8,600                   | 198,700                   |                |
| <u>Per. End.</u>                                       | <u>Estimate per. 22 @ current pay rates</u> |                         |                            |                         |                           |                     |                         |                           |                |
| 4-Nov  | period 23                                   | (128,200)               | (3,350)                    | (2,600)                 |                           | (24,200)            | (1,900)                 | (17,000)                  |                |
| 18-Nov   | period 24                                   | H (82,300)              | (4,300)                    | (4,350)                 |                           | (16,300)            | (1,300)                 | (17,000)                  |                |
| 2-Dec  | period 25                                   | HH (86,450)             | (3,260)                    | (2,950)                 |                           | (16,600)            | (1,450)                 | (17,000)                  |                |
| 18-Dec   | period 26                                   | HH (94,000)             | (4,500)                    | (3,500)                 |                           | (18,000)            | (1,600)                 | (18,000)                  |                |
|  |   | (88,000)                | (4,500)                    | (3,500)                 |                           | (17,000)            | (1,450)                 | (19,000)                  |                |
| Adjustments: Security Svcs / Grants: Marine, OT Safety |   | 39,000                  |                            | 5,000                   | 262                       | 6,500               |                         |                           |                |
| Projected available budget through per 26              |   | (20,150)                | 122,350                    | (28,900)                | 0                         | 29,050              | 900                     | 110,700                   | 213,950        |
| <b>DISPATCH</b>  |   |                         |                            |                         |                           |                     |                         |                           |                |
| Amount currently available as of 10/31/18 (21 pays):   |   | 6,150                   | 24,200                     | (1,300)                 |                           | 13,800              | (1,000)                 | 27,400                    |                |
| <u>Per. End.</u>                                       | <u>Estimate per. 22 @ current pay rates</u> |                         |                            |                         |                           |                     |                         |                           |                |
| 4-Nov  | period 23                                   | (31,100)                | 0                          | (650)                   |                           | (4,450)             | (450)                   | (3,950)                   |                |
| 18-Nov   | period 24                                   | H (20,100)              | (800)                      | (100)                   |                           | (2,900)             | (350)                   | (3,950)                   |                |
| 2-Dec  | period 25                                   | HH (23,400)             | (300)                      | (600)                   |                           | (3,400)             | (350)                   | (4,200)                   |                |
| 18-Dec   | period 26                                   | HH (24,300)             | (1,000)                    | (800)                   |                           | (3,900)             | (390)                   | (4,700)                   |                |
|  |   | (22,300)                | (1,000)                    | (800)                   | 0                         | (3,400)             | (390)                   | (4,700)                   |                |
| Adjustments: Fund 911 charge-back                      |   |                         |                            |                         |                           |                     |                         |                           |                |
| Projected available budget through per 26              |   | (115,050)               | 21,100                     | (4,250)                 | 0                         | (4,250)             | (2,930)                 | 5,900                     | (99,430)       |
| <b>JFS CONTRACT SERVICES</b>                           |   |                         |                            |                         |                           |                     |                         |                           |                |
| Amount currently available as of 10/31/18 (21 pays):   |   | 24,100                  |                            | (650)                   | 0                         | 3,300               | (100)                   | 5,100                     |                |
| <u>Per. End.</u>                                       | <u>Estimate per. 22 @ current pay rates</u> |                         |                            |                         |                           |                     |                         |                           |                |
| 4-Nov  | period 23                                   | (6,500)                 |                            | (200)                   |                           | (1,300)             | (100)                   | (1,050)                   |                |
| 18-Nov   | period 24                                   | H (4,500)               |                            | 0                       |                           | (850)               | (70)                    | (1,050)                   |                |
| 2-Dec  | period 25                                   | HH (4,500)              |                            | 0                       |                           | (850)               | (70)                    | (1,050)                   |                |
| 18-Dec   | period 26                                   | HH (4,500)              |                            | (100)                   |                           | (850)               | (70)                    | (1,050)                   |                |
|  |   | (4,500)                 |                            | (200)                   |                           | (850)               | (70)                    | (1,050)                   |                |
| Projected available budget through per 26              |   | (400)                   | 0                          | (1,050)                 | 0                         | (1,300)             | (480)                   | (150)                     | (3,380)        |
| <b>GENERAL FUND TOTALS</b>                             |   |                         |                            |                         |                           |                     |                         |                           |                |
|  |   | (380,220)               | 236,000                    | (37,220)                | 0                         | 3,880               | (6,280)                 | 126,800                   | (57,020)       |

# PORTAGE COUNTY SHERIFF'S OFFICE

SHERIFF DAVID W. DOAK



DATE: November 29, 2018

TO: Sheriff Doak, Chief Kelly, Pete Kacarab

FROM: Ron Rost *R. Rost*

RE: Budget and Financial Issues Update

As of October 31, 2018 the Sheriff's Office is projected to have a total deficit of \$30,000 for this year. Several key factors in the declining deficit are the August layoffs, unfilled vacancies (4 full time, 4 part time), and slightly less than anticipated total cost of the 2018 union raises.

As indicated by the Commissioners in their correspondence dated October 2, 2018, they will 'fund' whatever deficit is remaining at the end of the year, so long as our 'payroll expenditures and non-payroll line items' continue as projected.

Listed below are the cash and fund balances that belong to the Sheriff's Office:

| <u>Checking Acct. Balances - October 31, 2018:</u> |           | <u>Fund Balances - October 31, 2018:</u> |           |
|--|-----------|--|-----------|
| Immobilization Account                             | \$ 5,500  | 911 Fund - Old                           | \$ 3,700  |
| PC Drug Task Force - 6 Agencies                    | \$417,400 | 911 Fund - New                           | \$424,700 |
| PCSO Mandatory Drug Account                        | \$ 19,100 | CCW Fund                                 | \$137,300 |
| Federal Equitable Sharing - DTF                    | \$ 2,500  | Commissary Fund                          | \$104,600 |
| Federal Equitable Sharing - PCSO                   | \$ 44,300 | Electronic Fingerprint Fund              | \$ 28,300 |
| Law Enforcement Trust Fund                         | \$ 4,600  | State Training Fund (CPT)                | \$ 61,200 |
| Furtherance of Justice                             | \$ 23,300 | DUI Education & Enforce.                 | \$ 7,300  |
| Inmate Work Release 'supplies'                     | \$ 15,400 | DARE Fund                                | \$ 3,300  |
|  |           | K-9 Fund                                 | \$ 200    |
|  |           | Police Contract Services                 | \$ 21,200 |



**PORT AUTHORITY BOARD APPLICANT**

Present: David Dix

11:58 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to consider the appointment of a public official. Also present: David Dix. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

12:08 PM Upon conclusion of the above referenced discussion, it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners moves 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 no action.

**DBFM:**

Resolutions - #'s 1 to 11

Journal Entry #4

Commissioner Kerrigan motioned to remove Resolutions No. 10 and 11 from the Consent Agenda:

***RESOLUTIONS****December 6, 2018*

- 10. *Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./PULLED FROM THE CONSENT AGENDA*
- 11. *Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /PULLED FROM THE CONSENT AGENDA*

- - - **Motion To:** Amend the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./18-0866

|                  |  |
|------------------|--|
| <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 |

**Motion To:** Amend the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. /18-0867

|                  |  |
|------------------|--|
| <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 |

PLEASE ADD TO YOUR AGENDA

December 6, 2018

1. Transfer from Fund 7201 to Fund 7228, PROS2019 \$ 300,000.

**Motion To:** Transfer from Fund 7201, WC RR P General Administration to Fund 7228, PROS2019 \$ 300,000/18-0880

|                  |  |
|------------------|--|
| <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 |

**Discussion:**

1. First Meeting of the New Year – January 15, 2019

Director Bragg received some concerning feedback regarding the first meeting of the year on January 15<sup>th</sup>. The Board agreed to keep the first meeting on January 15, 2019, but will hold a brief Special Meeting on Tuesday, January 8, 2019 to complete routine housekeeping items that cannot wait.

2. Village Estates Commercial Account

Village Estates changed their accounting process and because of that, they have incurred late fees in the amount of \$1,200.60. They are asking the County to waive late fee and consider providing additional time to them to process the invoice. The Board agreed it will not waive the fee or provide an extension as it sets a precedence. Director Bragg will relay the message.

3. Employee swap at Municipal Court/Common Pleas

Earlier this year, the Common Pleas Court swapped an employee that made \$17.00 per hour with an employee in Municipal Court that made \$20.00 and never informed the Board. When Director Bragg found out, he notified the Court that he was going to propose to the Board that the budget be moved and the Court Administration was very clear that the Judges wouldn't be happy with that decision, but they were informed. The Municipal Court felt that since they received a lower paid employee, they had extra money and gave raises to other staff. The Common Pleas is currently within budget because the funding was moved, but they have an employee making more than the old one and there's one payroll left that will be short and asked the Board to restore the money. They will have some overages in other funds, but it probably won't be enough to cover the shortfall. Director Bragg will double check to see if the 1% raise they gave will make up the difference and the Board can take that into consideration for 2019. The Board agreed to have the Court fix the problem from their own lines from the 2018 budget, and if they are short the Board can fund the shortfall, but in 2019, the Board will take into consideration the 1% already given.

12:26 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Mike Kerrigan, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session

to discuss compensation of a public employee. Roll call vote: Mike Kerrigan, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

12:46 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 no action.

Commissioner Kerrigan asked the Clerk to schedule an Executive Session on Thursday with Office of Homeland Security and Emergency Management Director and Deputy Director.

Director Bragg asked if the Board could hold a special session since it is not meeting on December 11<sup>th</sup>, to finalize the budget before its adoption on December 13, 2018 and the Board agreed to meet on Wednesday, December 12, 2018 at 9:00 AM. Clerk will advertise.

**INTERNAL SERVICES:**

Resolutions - #'s 13 to 22

**PLEASE ADD TO YOUR AGENDA**

December 6, 2018

1. Award the sale of real property owned by Portage County known as the Freedom Secondary Rail Line

One bid was received for the sale and it was from ABC Railway. Commissioner Kerrigan asked about the easement request from the Park District and Director Townend noted it is not in this agreement, but it would be placed in the purchase agreement by Attorney Meduri.

**Motion To:** Award the sale of real property owned by Portage County known as the Freedom Secondary Rail Line./18-0881

|                  |  |
|------------------|--|
| <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 |

2. Declare the necessity to purchase one (1) vehicle for use by the Portage County Water Resources Department.

**Motion To:** Declare the necessity to purchase one (1) vehicle for use by the Portage County Water Resources Department./18-0882

|                  |  |
|------------------|--|
| <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 |

3. Authorize the grant application in the amount of \$21,990.00 to the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff.

**Motion To:** Authorize the grant application in the amount of \$21,990.00 to the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff./18-0883

|                  |  |
|------------------|--|
| <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 |

Director Bragg would like a Journal Entry for the President of the Board to sign the loan agreement between D&A Limited and the Portage County Board of Commissioners for \$300,000 for the mortgage for Performance Elastomers./Journal Entry II

#### **PLEASE ADD TO YOUR AGENDA**

December 6, 2018

1. NEOCAP Appointment of Aaron Heavner

**Motion To:** Confirm appointment to the Northeast Ohio Community Alternative Program (NEOCAP) Facility Governing Board – Aaron Heavner, contingent upon successfully completing the background checks./18-0879-

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

#### **COMMISSIONERS' CONSENT AGENDA**

December 6, 2018

1. Approval of the November 29, 2018 regular meeting, December 3, 2018 Special Meeting and December 4, 2018 regular meeting minutes.

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#### **RESOLUTIONS**

December 6, 2018

**Budget & Financial Management:**

1. Approve the Thursday, December 6, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0857
  2. Approve the Thursday, December 6, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0858
  3. Approve the Tuesday, December 11, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0859
  4. Approve the Tuesday, December 11, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0860
  5. Approve the Tuesday, December 11, 2018 Then & Now Certification, as presented by the County Auditor./18-0861
  6. Transfer from Fund 4228, Rock Spring Road to Fund 1201, Motor Vehicle and Gas Tax./18-0862
  7. Transfer from Fund 1201, Motor Vehicle Gas Tax to Fund 4247, Lakewood Road/Menough Road Resurfacing./18-0863
  8. Transfer from Fund 1201, Motor Vehicle Gas Tax to Fund 4245, Mishler Road Resurfacing (755.73)./18-0864
  9. Transfer from Fund 1201, Motor Vehicle Gas Tax to Fund 4238, Tallmadge Road Corridor (46,870.00)./***PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION. 18-0865***
- 
10. Amendment to the General Fund 2018 annual appropriation Resolution No. 17-0954, adopted December 19, 2017./ ***PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION. 18-0866***
  11. Amendment to the Non General Fund 2018 annual appropriation Resolution No. 17-0955, adopted December 19, 2017. / ***PULLED FROM THE CONSENT AGENDA, BUT ADOPTED UNDER SEPARATE MOTION. 18-0867***

**Job and Family Services**

12. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund./18-0868

**Internal Services**

13. Enter into amendment no. 1 for transportation services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Portage Area Regional Transportation Authority (PARTA)./18-0869
14. Enter into amendment no. 2 between the Board of Commissioners on behalf of the Portage County Job & Family Services and Coleman Professional Services for supportive housing services./18-0870
15. Enter into real estate lease agreement with Family Dispute Resolutions, LLC. For the property located at 126 North Prospect Street, Ravenna, Ohio./18-0871
16. Enter into an MS4 NPDES Educational agreement between the Board of Commissioners and Bio-Med Science Academy in Ravenna, Ohio (Shalersville Township)./18-0872
17. Enter into an MS4 NPDES Educational agreement between the Board of Commissioners and Katherine Thomas Elementary School in Windham, OH./18-0873
18. Enter into an MS4 NPDES Educational agreement between the Board of Commissioners and Kent Roosevelt High School in Kent, OH./18-0874
19. Acceptance of cash donations from private individuals, organizations and/or businesses for the PCSA Foster Children's Christmas donation to the Portage County Job & Family Services./18-0875
20. Resolution to assign authority to the Director of Portage County Job & Family Services to serve as the Board's designee, with the authority to request and sign inter-county adjustment agreement(s) on behalf of Portage County./18-0876
21. Enter into an agreement for Prevention, Retention and Contingency (PRC) domestic violence services entitled "Safer Futures" between the Board of Commissioners on behalf of the Portage County Job & Family Services and Family & Community Services, Inc./18-0877
22. Enter into an agreement for Prevention, Retention and Contingency (PRC) legal services between the Board of Commissioners on behalf of the Portage County Job & Family Services and Community Legal Aid Services, Inc./18-0878

**Motion To:** Approve the Consent Agenda for December 6, 2018 as revised

|                  |  |
|------------------|--|
| <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 |

\* \* \* \* \*

**RESOLUTION NO. 18-0857**

**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 December 6, 2018 in the total payment amount as follows:

1. \$319,355.69 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, December 7, 2018 \$ 319,355.69

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. 18-0858 - 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:

|          |     |              |
|----------|-----|--------------|
| 12/06/18 | 412 | \$ 149.69    |
| 12/06/18 | 414 | 8,090.17     |
| 12/06/18 | 416 | 6,083.78     |
| 12/06/18 | 425 | 74.92        |
| 12/06/18 | 426 | 124.69       |
| 12/06/18 | 427 | 896.35       |
| 12/06/18 | 428 | 270.00       |
| 12/06/18 | 429 | 2,970.11     |
| 12/06/18 | 430 | 22.75        |
|          |     |              |
| Total    |     | \$ 18,682.46 |

; 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. 18-0859**

**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 December 11, 2018 in the total payment amount of **\$1,159,956.12** 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. 18-0860      -      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:

|          |     |              |
|----------|-----|--------------|
| 12/11/18 | 697 | \$ 16,193.45 |
| 12/11/18 | 695 | 789.88       |
| 12/11/18 | 694 | 51,248.95    |
| 12/11/18 | 693 | 25,007.95    |
| 12/11/18 | 692 | 9,478.12     |
| 12/11/18 | 689 | 89,354.10    |
| 12/11/18 | 688 | 22,863.22    |
| 12/11/18 | 687 | 120,378.27   |
| 12/11/18 | 686 | 12,155.88    |
| 12/11/18 | 673 | 123,280.61   |
| 12/11/18 | 672 | 40,507.05    |
| 12/11/18 | 670 | 5,731.42     |
| 12/11/18 | 669 | 148.86       |
| 12/11/18 | 668 | 4,065.74     |

|          |     |               |
|----------|-----|---------------|
| 12/11/18 | 667 | 4,195.28      |
| 12/11/18 | 666 | 308.00        |
| 12/11/18 | 664 | 325.93        |
| 12/11/18 | 662 | 9,841.31      |
| 12/11/18 | 661 | 2,205.00      |
| 12/11/18 | 660 | 26,251.43     |
| 12/11/18 | 659 | 221.29        |
| 12/11/18 | 658 | 177.67        |
| 12/11/18 | 657 | 3,324.69      |
|          |     |               |
| Total    |     | \$ 568,054.10 |

; 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. 18-0861**

-

**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 **\$115,493.51** as set forth in Exhibit "A" dated **December 11, 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. 18-0862                      -                      RE:    Transfer From Fund 4228, Rock Spring Road  
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 **Rock Spring Road 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 Board of Commissioners approved an operating transfer; now therefore be it
- RESOLVED,** that the following transfer of funds be made in the amount of \$21,012.25:
- |   |             |
|---|-------------|
| <b>FROM:</b>                                |             |
| <b>FUND 4228, Rock Spring Road</b>          |             |
| ORGCODE- 42288209                           |             |
| Debit Expense Account                       |             |
| Object: 910000 – Transfers Out              | \$21,012.25 |
| <b>TO:</b>                                  |             |
| <b>FUND 1201, Motor Vehicle and Gas Tax</b> |             |
| ORGCODE – 12018202                          |             |
| Credit Revenue Account                      |             |
| Object: 280000 - Transfer In                | \$21,012.25 |
- ;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 Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0863                      -                      RE:    Transfer From Fund 1201, Motor Vehicle Gas Tax To Fund 4247, Lakewood Road/Menough Road Resurfacing**

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$7,920.00:

**FROM:**

**FUND 1201, Motor Vehicle Gas Tax Fund**

ORGCODE- 12018109

Debit Expense Account

Object: 910000 – Transfers Out

\$7,920.00

**TO:**

**FUND 4247, Lakewood Rd/Menough Rd Resurfacing**

ORGCODE – 42478102

Credit Revenue Account

Object: 280000 - Transfer In

Project: CG26V

\$7,920.00

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the 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 Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0864 - RE: Transfer From Fund 1201, Motor Vehicle Gas Tax To Fund 4245, Mishler Road Resurfacing**

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$755.73:

**FROM:**

**FUND 1201, Motor Vehicle Gas Tax Fund**

ORGCODE- 12018109

Debit Expense Account

Object: 910000 – Transfers Out \$755.73

**TO:**

**FUND 4245, Mishler Road Resurfacing**

ORGCODE – 42458102

Credit Revenue Account

Object: 280000 - Transfer In

Project: DGU13 \$755.73

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 Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0865                      -                      RE:    Transfer From Fund 1201, Motor Vehicle Gas Tax To Fund 4238, Tallmadge Road Corridor**

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$46,870.00:

**FROM:**

**FUND 1201, Motor Vehicle Gas Tax Fund**

ORGCODE- 12018109

Debit Expense Account

Object: 910000 – Transfers Out

\$46,870.00

**TO:**

**FUND 4238, Tallmadge Road Corridor**

ORGCODE – 42388102

Credit Revenue Account

Object: 280000 - Transfer In

Project: 98585

\$46,870.00

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;



**RESOLUTION NO. 18-0866**

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

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

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

|            |                                | <u>Increase</u> | <u>Decrease</u> |
|------------|--------------------------------|-----------------|-----------------|
| Fund: 0001 | General Fund                   |                 |                 |
| 300        | Prosecutor                     |                 |                 |
| 03003      | Prosecutor Salary & Fringes    | 0               | 3,000           |
| 03005      | Prosecutor Materials & Supplie | 3,000           | -               |
|            | MEMO TOTAL                     | <u>\$ 3,000</u> | <u>\$ 3,000</u> |

Note:

|       |                                |                 |                 |
|-------|--------------------------------|-----------------|-----------------|
| 550   | Domestic Relations             |                 |                 |
| 05504 | Domestic Ct Contract Svcs      | 0               | 8,689           |
| 05505 | Domestic Ct Materials & Suppli | 8,689           | -               |
|       | MEMO TOTAL                     | <u>\$ 8,689</u> | <u>\$ 8,689</u> |

Note:

|                                   |                  |                  |
|-----------------------------------|------------------|------------------|
| TOTAL MEMO BALANCE ALL AMENDMENTS | <u>\$ 11,689</u> | <u>\$ 11,689</u> |
|-----------------------------------|------------------|------------------|



*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. 18-0867**

**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: 1102 | Marine Patrol Grant            |                 |                 |
| 700        | Sheriff's Department           |                 |                 |
| 11023      | Marine Patrol Salary & Fringes | 1               | -               |
|            | MEMO TOTAL                     | <u>\$ 1</u>     | <u>\$ -</u>     |

Note: Incr appr per grant

|            |                               |               |               |
|------------|-------------------------------|---------------|---------------|
| Fund: 1107 | Byrne Justice Grant (JAG)     |               |               |
| 700        | Sheriff's Department          |               |               |
| 11076      | Concealed Handgun Licenses CO | -             | 470           |
| 11074      | Byrne Justice Grant (JAG) CS  | 470           | -             |
|            | MEMO TOTAL                    | <u>\$ 470</u> | <u>\$ 470</u> |

Note: Adjust eqpt & pro. svc.

|            |                               |                 |             |
|------------|-------------------------------|-----------------|-------------|
| Fund: 1129 | Muni Ct Alcohol Monitoring    |                 |             |
| 520        | Municipal Court               |                 |             |
| 11294      | Muni Ct Alcohol Monitoring CS | 3,200           | -           |
|            | MEMO TOTAL                    | <u>\$ 3,200</u> | <u>\$ -</u> |

Note:

|                   |   | <i>Increase</i> | <i>Decrease</i> |
|-------------------|---|-----------------|-----------------|
| Fund: <b>1149</b> | <b>Felony Delinque Care &amp; Custody</b> |                 |                 |
| <b>570</b>        | <b>Juvenile Court</b>                     |                 |                 |
| 11493             | Juv Feny Delnq Care Salary&Fri            | 110             | -               |
| 11494             | Juv Feny Delnq Care CS                    | -               | 1,461           |
| 11495             | Juv Feny Delnq Care MS                    | -               | 1,826           |
|                   | MEMO TOTAL                                | <u>\$ 110</u>   | <u>\$ 3,287</u> |

Note: bal to actual cover expense to yr  
end

|                   |                                  |                  |             |
|-------------------|----------------------------------|------------------|-------------|
| Fund: <b>1201</b> | <b>Motor Vehicle And Gas Tax</b> |                  |             |
| <b>800</b>        | <b>Engineer's Department</b>     |                  |             |
| 12013             | Engineer MVGT Salary&Fringes     | 30,008           | -           |
|                   | MEMO TOTAL                       | <u>\$ 30,008</u> | <u>\$ -</u> |

Note:

|                   |                                     |                 |                 |
|-------------------|-------------------------------------|-----------------|-----------------|
| Fund: <b>1415</b> | <b>Child Welfare - Special Levy</b> |                 |                 |
| <b>051</b>        | <b>Job And Family Services</b>      |                 |                 |
| 14154             | JFS Child Welfare Levy CS           | -               | 1,000           |
| 14155             | JFS Child Welfare Levy MS           | 1,000           | -               |
|                   | MEMO TOTAL                          | <u>\$ 1,000</u> | <u>\$ 1,000</u> |

Note: Projected need

|                   |                               |                  |             |
|-------------------|-------------------------------|------------------|-------------|
| Fund: <b>6800</b> | <b>Storm Water Management</b> |                  |             |
| <b>800</b>        | <b>Engineer's Department</b>  |                  |             |
| 68004             | Storm Water Mgmt CS           | 20,000           | -           |
|                   | MEMO TOTAL                    | <u>\$ 20,000</u> | <u>\$ -</u> |

Note:

|                   |                                    |                   |                  |
|-------------------|------------------------------------|-------------------|------------------|
| Fund: <b>7215</b> | <b>WC Retro Rating Plan 2006</b>   |                   |                  |
| <b>012</b>        | <b>Central Purchasing Services</b> |                   |                  |
| 72159             | WC Retro Rating Plan 2006 ME       | 175,859           | 50,000           |
|                   | MEMO TOTAL                         | <u>\$ 175,859</u> | <u>\$ 50,000</u> |

Note:

|            |                              | <i>Increase</i>   | <i>Decrease</i> |
|------------|------------------------------|-------------------|-----------------|
| Fund: 7228 | Prospective Rating Plan 2019 |                   |                 |
| 012        | Central Purchasing Services  |                   |                 |
| 72284      | Prospective Rating 19 CS     | 300,000           | -               |
|            | MEMO TOTAL                   | <u>\$ 300,000</u> | <u>\$ -</u>     |

Note:

|                                  |                   |                  |
|----------------------------------|-------------------|------------------|
| TOTAL MEMO BALANCE FOR ALL FUNDS | <u>\$ 530,648</u> | <u>\$ 54,757</u> |
|----------------------------------|-------------------|------------------|

; and be it further

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

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

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

Roll call as Follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0868 - 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 \$31,662.07 for the month of December 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 \$31,662.07

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$31,662.07

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0869 - RE: ENTER INTO AMENDMENT NO. 1 FOR TRANSPORTATION SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA).**

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. 20180307 (the "Original Contract") on June 5, 2018 by Resolution No. 18-0344 to provide Transportation Services for eligible PCJFS clients to and from appointments or employment/training sites; and
- WHEREAS,** the parties desire to amend the Original Contract to increase the budget by Sixty Thousand dollars (\$60,000.00) to cover the cost of expansion of transportation services for eligible Portage County residents; 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 Portage County Job & Family Services and Portage Area Regional Transportation Authority (PARTA) to increase the agreement by Sixty Thousand and 00/100 dollars (\$60,000.00) for the time period beginning May 1, 2018 through April 30, 2019; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed One hundred ten thousand and 00/100 dollars (\$110,000.00); 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 Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0870**

-

**RE: ENTER INTO AMENDMENT NO. 2 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, INC. AND COLEMAN PROFESSIONAL SERVICES FOR SUPPORTIVE HOUSING 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. 20180220 (the "Original Contract") on February 22, 2018 by

Resolution No. 18-0042 to provide Transitional Housing Services to eligible Portage County residents; and

**WHEREAS,** an Amendment No. 1 was entered into on August 2, 2018 through Resolution No. 18-0550 to change the name of the services from Transitional Housing Services to Supportive Housing Services with no change to the contract time period or amount of the Original contract; and

**WHEREAS,** the parties desire to amend the Original Contract in that PCDJFS is in need of Supportive Housing Services to provide safe housing and residential case management support to eligible youth in the custody of PCDJFS's Children Services Division as they begin to approach adulthood and transition out of the foster care system or PCDJFS Comprehensive Case Management and Employment Services (CCMEP) enrolled youth and/or CCMEP Workforce Innovation and Opportunity Act (WIOA) enrolled youth that need housing assistance; and be it further

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Coleman Professional Services for Supportive Housing Services; and

**RESOLVED,** the time period of this Amendment No. 2 will remain December 1, 2017 through December 31, 2018 and the amount of the agreement will remain Twenty-four thousand seven hundred fifty and 00/100 dollars (\$24,750.00); and be if further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION No. 18-0871                      -                      RE:    ENTER INTO REAL ESTATE LEASE  
AGREEMENT WITH FAMILY DISPUTE  
RESOLUTIONS, LLC FOR THE PROPERTY  
LOCATED AT 126 NORTH PROSPECT STREET,  
RAVENNA, OHIO.**

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



**WHEREAS,** the Board of Commissioners wish to lease real estate property situated in the County of Portage, known for street numbering purposes as 126 North Prospect Street, Ravenna, Ohio; and

**WHEREAS,** Family Dispute Resolutions, LLC has an interest in leasing said property; now therefore be it

**RESOLVED,** that the Board of Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Family Dispute Resolutions, LLC for a term of twelve (12) months beginning December 1, 2018 and ending November 30, 2019; and be it further

**RESOLVED,** that the amount of rent shall be Four Hundred Twenty Nine and 00/100 dollars (\$429.00) per month; 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 a 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. 18-0872                      -                      RE:      ENTER INTO AN MS4 NPDES EDUCATIONAL AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND BIO-MED SCIENCE ACADEMY IN RAVENNA, OHIO (SHALERSVILLE TOWNSHIP).**

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

**WHEREAS,** the Board of Commissioners must comply with certain educational requirements of the MS4 NPDES (National Pollutant Discharge Elimination System) Permit No. 3GQ00041\*BG; and

**WHEREAS,** to meet the educational requirements, Bio-Med Science Academy, 4519 State Route 303, Ravenna, Ohio 44266 (Shalersville Township) shall utilize storm water funds for an Outdoor Learning Lab in order to provide students the opportunity for hands-on scientific exploration and real-world problem solving in ways that no traditional classroom or lab can, now therefore be it



**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with Bio-Med Science Academy in the amount of twenty four thousand two hundred and six dollars and fifty six cents (\$24,206.56); and be it further

**RESOLVED,** that Bio-Med Science Academy shall submit copies of receipts of each purchase made to the Portage County Soil and Water Conservation District within thirty (30) days after such purchase; and be it further

**RESOLVED,** that a certified copy of this resolution shall be forwarded to the County Engineer, Portage Soil & Water Conservation District, Portage County Internal Services, Bio-Med Science Academy, Portage County Health Department, and the Portage County Prosecutor's office; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0873       -       RE:   ENTER INTO AN MS4 NPDES EDUCATIONAL AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND KATHERINE THOMAS ELEMENTARY SCHOOL IN WINDHAM, OHIO.**

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

**WHEREAS,** the Board of Commissioners must comply with certain educational requirements of the MS4 NPDES (National Pollutant Discharge Elimination System) Permit No. 3GQ00041\*BG; and

**WHEREAS,** to meet the educational requirements, Katherine Thomas Elementary School, 9032 Maple Grove Road, Windham, Ohio 44288 shall utilize storm water funds to allow fourth grade students to participate in storm water and environmental education, now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with Katherine Thomas Elementary School in the amount of six thousand thirty three dollars and five cents (\$6,033.05); and be it further

**RESOLVED**, that Katherine Thomas Elementary School shall submit copies of receipts of each purchase made to the Portage County Soil and Water Conservation District within thirty (30) days after such purchase; and be it further

**RESOLVED**, that a certified copy of this resolution shall be forwarded to the County Engineer, Portage Soil & Water Conservation District, Portage County Internal Services, Katherine Thomas Elementary School, Portage County Health Department, and the Portage County Prosecutor's office; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0874       -       RE:    ENTER INTO AN MS4 NPDES EDUCATIONAL AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND KENT ROOSEVELT HIGH SCHOOL IN KENT, OHIO.**

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

**WHEREAS**, the Board of Commissioners must comply with certain educational requirements of the MS4 NPDES (National Pollutant Discharge Elimination System) Permit No. 3GQ00041\*BG; and

**WHEREAS**, to meet the educational requirements, Theodore Roosevelt High School, 1400 North Mantua Street, Kent, Ohio 44240 shall utilize storm water funds to educate high school students about storm water and water quality issues and their importance to the community, now therefore be it

**RESOLVED**, that the Board of Commissioners agrees to enter into an agreement with Theodore Roosevelt High School in the amount of twenty five thousand one hundred and twenty five dollars and seventy seven cents (\$25,125.77); and be it further

**RESOLVED**, that Theodore Roosevelt High School shall submit copies of receipts of each purchase made to the Portage County Soil and Water Conservation District within thirty (30) days after such purchase; and be it further

**RESOLVED**, that a certified copy of this resolution shall be forwarded to the County Engineer, Portage Soil & Water Conservation District, Portage County Internal Services,



Theodore Roosevelt High School, Portage County Health Department, and the Portage County Prosecutor's office; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0875                      -                      RE:    ACCEPTANCE OF CASH DONATIONS FROM  
PRIVATE INDIVIDUALS, ORGANIZATIONS,  
AND/OR BUSINESSES FOR THE PCSA FOSTER  
CHILDREN'S CHRISTMAS DONATION TO THE  
PORTAGE COUNTY JOB & FAMILY SERVICES.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan to approve the following resolution:

**WHEREAS,** the Portage County Job & Family Services received cash donations in the amount of \$725.00 from the following private individuals, organizations, and businesses; and

**WHEREAS,** the cash donations of \$725.00 were mailed to Job and Family Services in November 2018; now therefore be it

**RESOLVED,** that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the cash donations in the amount of \$725.00 from the following private individuals, organizations, and businesses;

| Donor                       | Contact (Requirement)          | Address        | Donation |
|-----------------------------|--------------------------------|----------------|----------|
| Joel Mowrey                 | Joel Mowrey-2950 Sackett Ave.  | Cuyahoga Falls | \$100    |
| Johnson Matthey             | Johnson Matthey-785 N. Freedom | Ravenna        | \$100    |
| Family & Community Services | Mark Frisone-705 Oakwood       | Ravenna        | \$500    |
| Children's Advocacy Center  | Lucy Wagner- 941 Kevin Dr.     | Kent           | \$25     |

; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken

in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0876       -       RE:    RESOLUTION TO ASSIGN AUTHORITY TO THE  
DIRECTOR OF PORTAGE COUNTY JOB AND  
FAMILY SERVICES TO SERVE AS THE BOARD'S  
DESIGNEE, WITH AUTHORITY TO REQUEST  
AND SIGN INTER-COUNTY ADJUSTMENT  
AGREEMENT(S) ON BEHALF OF PORTAGE  
COUNTY.**

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

**WHEREAS,**                it is necessary from time to time to adjust allocated state and federal funds as a result of overages or shortages; and

**WHEREAS,**                the Ohio Department of Job and Family Services has promulgated rules, to wit; OAC 5101:9-6-82, which permits the Board of Commissioners to pass a resolution assigning authority to the Director of the PCJFS to serve as their designee, thereby granting the Director the authority to sign the inter-county adjustment agreements on the behalf of the county for a specific period of time; and

**WHEREAS,**                the Board of Commissioners deems the Director to be the most appropriate and knowledgeable designee to evaluate, request and execute such inter-county adjustments agreements of Portage County, Ohio; and

**WHEREAS,**                the Director will report to the Board of Commissions before an adjustment takes place; now therefore be it

**RESOLVED,**                by the Board of Commissioners that the Director of the Portage County Job and Family Services is assigned to serve as the Portage County, Ohio Board of Commissioners' of designee, with the Board of Commissioners granting authority to the Director to sign any inter-county adjustment agreements on behalf of the Portage County for the period of January 1, 2019 to December 31, 2020 and to do all those things necessary to request and administer those agreements; 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. 18-0877**

-

**RE: ENTER INTO AN AGREEMENT FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) DOMESTIC VIOLENCE SERVICES ENTITLED "SAFER FUTURES" BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.**

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

- WHEREAS,** Portage County Job & Family Services is in need of Prevention, Retention and Contingency (PRC) Domestic Violence Services for eligible Portage County residents; and
- WHEREAS,** Requests for Proposals were sent to nine (9) potential service providers; and
- WHEREAS,** One (1) proposal was received, opened and tabulated for Domestic Violence Services on September 19, 2018; and
- WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and
- WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Family & Community Services, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period October 1, 2018 through September 30, 2019, with the option to renew two (2) additional years; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed One hundred forty-nine Thousand nine hundred forty-three and 70/100 dollars (\$149,943.70); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0878       -       RE:   ENTER   INTO   AN   AGREEMENT   FOR  
   PREVENTION,           RETENTION           AND  
   CONTINGENCY (PRC)   LEGAL   SERVICES  
   BETWEEN THE BOARD OF COMMISSIONERS  
   ON BEHALF OF PORTAGE COUNTY JOB &  
   FAMILY SERVICES AND COMMUNITY LEGAL  
   AID SERVICES, INC.**

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

**WHEREAS,** Portage County Job & Family Services is in need of Prevention, Retention and Contingency (PRC) Legal Services for eligible Portage County residents; and

**WHEREAS,** Requests for Proposals were sent to nine (9) potential service providers; and

**WHEREAS,** One (1) proposal was received, opened and tabulated for Legal Services on September 19, 2018; and

**WHEREAS,** Community Legal Aid Services, Inc. is willing and able to provide these services; and

**WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Community Legal Aid Services, Inc.; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Legal Aid Services, Inc. with its principal place of business located at 50 South Main Street, 8<sup>th</sup> Floor, Akron,

Ohio 44308, for the period October 1, 2018 through September 30, 2019, with the option to renew two (2) additional years; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Sixty-seven Thousand five hundred and 00/100 dollars (\$67,500.0); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0879                      -                      RE:    CONFIRM APPOINTMENT TO THE  
NORTHEAST OHIO COMMUNITY  
ALTERNATIVE PROGRAM (NEOCAP) FACILITY  
GOVERNING BOARD**

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

**WHEREAS,** the Northeast Ohio Community Alternative Program (NEOCAP) was established by the Common Pleas Judges of Portage, Geauga, Lake, Ashtabula and Trumbull counties in 1997 and serves as the Community Based Corrections Facility (CBCF); and

**WHEREAS,** Ohio Revised Code Section 2301.51(E) provides that the CBCF be governed by a Facility Governing Board to which the judicial advisory board of the CBCF shall appoint two-thirds of the members [six (6)] and the boards of county commissioners of the member counties of the CBCF shall appoint the remaining one-third of the members [three (3)]; and

**WHEREAS,** it is within the discretion of and has been mutually determined by the CBCF's member counties that the Facility Governing Board should be comprised of nine members which requires that boards of county commissions of the member counties shall appoint three of the members; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does appoint the following to serve on the Facility Governing Board for a three year term beginning immediately and ending November 9, 2021, subject to the result of the background checks:



Aaron J. Heavner  
Attorney at Law  
256 Shawnee Trail  
Aurora, OH 44202

; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0880**

-

**RE: TRANSFER FROM FUND 7201, WC RR P  
GENERAL ADMINISTRATION TO FUND  
7228, PROS2019**

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

**WHEREAS,** an internal charge is made to County Departments for Workers Compensation expenses, and

**WHEREAS,** obligations may occur before crediting the 2019 monthly charges into the Prospective Workers Compensation Rating Plan, PROS2019, Fund 7228; now therefore be it

**RESOLVED,** that the following transfer be made in the amount of \$300,000.00 in order to finance initial Fund 7228 obligations for Fiscal Year 2018, as recommended by the Director of Budget and Financial Management:

**FROM:**

FUND 7201 WC RR P GENERAL ADMINISTRATION  
ORGCODE - 72010129

Debit Expense Account

Object 910000 - Transfers-Out

\$300,000.00

**TO:**

FUND 7228, PROS2019

ORGCODE - 72280122

Credit Revenue Account



Revenue Source 280000 - Transfers-In \$300,000.00

**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; 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. 18-0881 - RE: AWARD THE SALE OF REAL PROPERTY OWNED BY PORTAGE COUNTY KNOWN AS THE FREEDOM SECONDARY RAIL LINE.**

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

**WHEREAS,** the Freedom Secondary Rail Line consisting of approximately 7.22 acres in Franklin Township, Kent City, Ravenna Township and Ravenna City (between mile markers 190.04+ and 182.82+) was declared unused/excess property by the Board of Portage County Commissioners through 18-0785, and offered for sale in accordance with requirements established by the Ohio Revised Code to be sold to the highest responsible bidder; and

**WHEREAS,** the Board of Commissioners set a minimum bid of Twenty-five thousand and 00/100 dollars (\$25,000.00); and

**WHEREAS,** one (1) sealed bid was received, opened, read aloud and tabulated by the Internal Services Department on December 5, 2018 at 2:00 p.m. (E.S.T.), and

**WHEREAS,** as the only bid received of Twenty-five thousand and 00/100 dollars (\$25,000.00) met the minimum set by the Board of Commissioners, it is the recommendation of the Director of Internal Services that the following bid be accepted as the best bid received and that the real property be sold to;

Akron Barberton Cluster Railway  
43 2<sup>nd</sup> St., N.W.  
Barberton OH 44203

now therefore be it

**RESOLVED,** that the Board of County Commissioners does hereby award the sale of the Freedom Secondary Rail Line located in Franklin Township, Kent City, Ravenna Township and Ravenna City (between mile markers 190.04+ and 182.82+) to the Akron Barberton Cluster Railway or its Assigns; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0882       -       RE:    DECLARE THE NECESSITY TO PURCHASE ONE  
(1) VEHICLE FOR USE BY THE PORTAGE  
COUNTY WATER RESOURCES DEPARTMENT.**

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

**WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) jet/vacuum truck for use by the Portage County Water Resources Department; and

**WHEREAS,** the purchase of the vehicle will be from State of Ohio contract no. STS-800337 contract; and

**WHEREAS,** the cost of the vehicle is \$412,308.00 and payment of the vehicle will be from Water Resources funding; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners declares it necessary to purchase one (1) jet/vacuum truck for use by the Portage County Water Resources Department; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor and to the Internal Services Department; and be it further

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

resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0883**

-

**RE: AUTHORIZE GRANT APPLICATION IN THE AMOUNT OF \$21,990.00 TO THE OHIO DEPARTMENT OF NATURAL RESOURCES DIVISION OF WATERCRAFT MARINE PATROL ASSISTANCE GRANT PROGRAM FOR THE PORTAGE COUNTY SHERIFF.**

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

- WHEREAS,** Section 1547.67 of the Ohio Revised Code establishes a grant in-aid program for financial assistance to political subdivisions engaged in recreational boating law enforcement; and
- WHEREAS.** the Portage County Board of Commissioners strongly supports the concept of recreational boating law enforcement to monitor area lakes; and
- WHEREAS.** the Portage County Sheriff began the Watercraft Marine Patrol Program utilizing deputies that were already employed by Portage County. The Commissioners note that this program will not replace the State of Ohio's responsibility for law enforcement on Portage County lakes; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners authorizes the Portage County Sheriff to submit the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Application for January 1, 2019 to December 31, 2019 in the amount of \$21,990.00 from the Waterways Safety Fund. **The necessary local match of \$7,330.00 will be provided from the County General Fund,** for a total grant award of \$29,320.00. A contractual service agreement is dependent upon approval of this grant application. Continuation of the program after fiscal 2019 is dependent upon receipt of future State funding; and be it further
- RESOLVED,** that the Board of Commissioners authorizes the President or Vice President of the Board to sign any and all documents pertaining to this grant; and be it further



**RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Portage County Sheriff's Department and the Department of Budget & 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 a meeting open to the public in compliance and accordance 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;

**JOURNAL ENTRY**

December 6, 2018

**Commissioners**

1. 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 November 2018.
2. The Board of Commissioners acknowledged receipt of the December 3, 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.
3. In accordance with ORC 321.261, the Board of Commissioners acknowledged the receipt of the Portage County Prosecutor's report of activity in the DRETAC account through December 3, 2017.

**Department of Budget & Financial Management**

4. The Board of Commissioners approved the November 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.

**Human Resources**

5. The Board of Commissioners signed the Personnel Action Form recommending the transfer of Doree Vodila from Eligibility Specialist to JOBS Counselor SNAP/TANF, new position, for Portage County Job & Family Services, effective January 7, 2019, presented by Janet Kovick, Human Resources Director.

6. The Board of Commissioners signed the Personnel Requisition authorizing the three-day internal posting of the full time permanent Eligibility Specialist, replacing Doree Vodila, for Portage County Job & Family Services with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
7. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Regina Frank, PA/CSEA Attorney for Portage County Job & Family Services due to successfully completing the 120 day probationary period, effective December 18, 2018, presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Mark Short as a Vehicle Operator, new position, for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is December 17, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
9. The Board of Commissioners signed the Personnel Action Form for a professional development wage increase for Jacob Workman, Engineering Technician III, for Portage County Water Resources, effective December 3, 2018, for passing his Water Operator in Training Exam, presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed Personnel Action Form for a professional development wage increase for Jay Barrett, Laborer, for Portage County Water Resources, effective December 3, 2018, for passing his Collections Operator in Training Exam. This also qualifies him for the Collection Systems Operator in Training title, presented by Janet Kovick, Human Resources Director.

**Motion To:** Approve the Journal Entries for December 6, 2018

|                  |  |
|------------------|--|
| <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 |

## JOURNAL ENTRY II

December 6, 2018

1. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the executed Loan Agreement between D&A Limited and the Portage County Board of Commissioners for Performance Elastomers' mortgage in the amount of \$300,000 as presented by Neighborhood Development Services. Documents reviewed by Department of Budget & Financial Management Director Bragg with no exceptions noted.

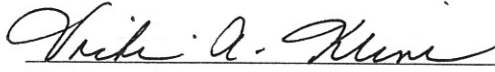
**Motion To:** Approve the Journal Entry II for December 6, 2018

|                  |  |
|------------------|--|
| <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 |

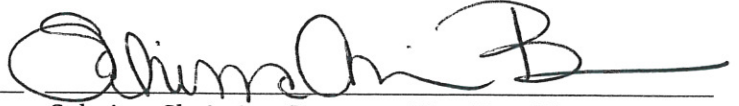
**Motion To:** Adjourn the Official Meeting of December 6, 2018 at 12:53 PM

|                  |  |
|------------------|--|
| <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 |

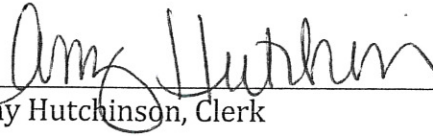
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



Vicki A. Kline, President



Sabrina Christian-Bennett, Vice President



Amy Hutchinson, Clerk

Mike Kerrigan, Board Member