

# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, January 8, 2019

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 |
| Kathleen Clyde            | Board Member   | Present |

Also attending throughout the day Solid Waste Management Director Bill Steiner, Department of Budget & Financial Management Director, Water Resources Director Gene Roberts

Recessed to Solid Waste Management District: 9:00 AM  
Reconvened: 9:09 AM

## PLEASE ADD TO YOUR AGENDA

January 8, 2019

### 1. Transfer of Funds Resolution

**Motion To:** Approve the Transfer from Fund 0001, General Fund to Fund 1481, VOCA./19-0009

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

## COMMISSIONERS' CONSENT AGENDA

January 8, 2019

## RESOLUTIONS

January 8, 2019

### Budget & Financial Management:

1. Approve the Tuesday, January 8, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0001
2. Approve the Tuesday, January 8, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0002
3. Approve the Tuesday, January 8, 2019 Then & Now Certification, as presented by the County Auditor./19-0003

4. Approve the Thursday, January 10, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0004
5. Approve the Thursday, January 10, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0005
6. Approve the Tuesday, January 15, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0006
7. Approve the Tuesday, January 15, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0007
8. Approve the Tuesday, January 15, 2019 Then & Now Certification, as presented by the County Auditor./19-0008

**Motion To:** Approve the Consent Agenda for January 8, 2019

**RESULT:** ADOPTED [UNANIMOUS]

**MOVED:** Sabrina Christian-Bennett

**SECONDED:** Kathleen Clyde

**AYES:** Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

**RESOLUTION NO. 19-0001 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 January 8, 2018 in the total payment amount of **\$182,779.79** 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;

Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0002****RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

|          |    |             |
|----------|----|-------------|
| 01/08/19 | 45 | \$ 364.29   |
| 01/08/19 | 46 | 74.92       |
| 01/08/19 | 47 | 124.69      |
| 01/08/19 | 48 | 124.69      |
| 01/08/19 | 50 | 74.92       |
| 01/08/19 | 51 | 74.92       |
| 01/08/19 | 52 | 28.00       |
| 01/08/19 | 53 | 846.39      |
| 01/08/19 | 78 | 168.00      |
| 01/08/19 | 79 | 1,195.47    |
| Total    |    | \$ 3,076.29 |

; 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;

Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0003**

-

**RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 **\$17,500.69** as set forth in Exhibit "A" dated **January 8, 2019** 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;

Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0004**

-

**RE: WIRE TRANSFER APPROVED AND  
CERTIFIED TO THE PORTAGE COUNTY  
AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 January 10, 2018 in the total payment amount as follows:

1. \$138,652.46 to Medical Mutual Claims-Fund 7101; and
2. \$151,340.06 to Medical Mutual Claims; 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, January 11, 2019 | \$ 138,652.46 |
| Wire Transfer on Friday, January 11, 2019 | \$ 151,340.06 |

and be it further

**RESOLVED,**

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

Roll call vote as follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0005                      -                      RE:    APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

|          |     |             |
|----------|-----|-------------|
| 01/10/19 | 99  | \$ 596.00   |
| 01/10/19 | 100 | 3,318.00    |
| Total    |     | \$ 3,914.00 |

; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0006                      -                      RE:    BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 January 15, 2019 in the total payment amount of **\$1,119,491.39 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the ACH payment is approved as certified to the County Auditor for payment on or after Wednesday, January 16, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on January 15, 2019 in the total payment amount of **\$1,882.90 to Moneris** 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;                      Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0007****RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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:

|          |     |              |
|----------|-----|--------------|
| 01/15/19 | 271 | \$ 250.71    |
| 01/15/19 | 273 | 16,404.66    |
| Total    |     | \$ 16,655.37 |

; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0008****RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde 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 **\$974,695.96** as set forth in Exhibit "A" dated **January 15, 2019** 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;

Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0009      -      RE:    TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1481, VOCA**

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

**WHEREAS,** The current VOCA grant requires a local match in the amount of \$72,459.80; now therefore be it;

**RESOLVED,** that the following transfer of funds be made:

|                               |             |
|-------------------------------|-------------|
| Debit: 00100009 910000        | \$72,459.80 |
| Credit: 14813002 280000 8A575 | \$72,459.80 |

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with 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 A. Kline, Yea;                      Sabrina Christian-Bennett, Yea;                      Kathleen Clyde, Yea;

Director Bragg asked about the agenda for next Tuesday, January 15<sup>th</sup> and the Board agreed to cancel its session since Commissioner Christian-Bennett will be out of the office.

The Board also discussed the January 8, 2019 e-mail from John Garrity, Mental Health and Recovery Board, regarding the sales tax funding and the authority of the Mental Health and Recovery Board to contract for services and support. The Board noted they are one year contracts that are due to expire in June 2019 and entities would need to reapply. Director Bragg will follow up with Chris Cheline.

Commissioner Christian-Bennett mentioned the Board will be speaking at Leadership Portage County on Thursday and staff will prepare information for them to discuss and distribute.

The Board also talked about the need for promotional items to hand out at such events and discussed looking into ball point pens with the County's name and website listed on them.

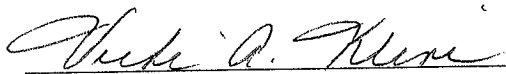
Director Bragg reported the sales tax figures for December (September's collection) were stronger than expected.

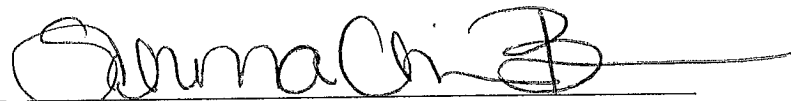
Director Roberts presented his job description change for Board signature, noting the only change is the pay scale. Director Roberts also mentioned he signed originals for his department directors, as well.

**Motion To:** Adjourn the Official Meeting of Tuesday January 8, 2019 at 9:19 AM

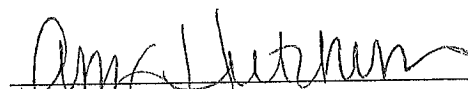
|                  |   |
|------------------|---|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                |
| <b>MOVED:</b>    | Sabrina Christian-Bennett                                 |
| <b>SECONDED:</b> | Kathleen Clyde  |
| <b>AYES:</b>     | Sabrina Christian-Bennett, Kathleen Clyde, 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

  
Kathleen Clyde, Board Member

  
Amy Hutchinson, Clerk