



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

Tuesday, April 3, 2018

9:30 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 Matt Merchant.

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, Department of Budget and Financial Management Director Todd Bragg, Internal Services Director JoAnn Townend, Attorney Denise Smith, Deerfield Township Trustee Ed Dean

Human Resources

Discussion Items:

1. Employee Appreciation Day

Director Kovick presented the following options for this year's Employee Appreciation Day:

A. Cookout

- \$950 - Only food and some supplies would need purchased this year. There are enough spoons, plates and water.

B. Donuts (Walmart)

- 80 dozen = \$243.40

C. Cupcakes (Sunshine Cupcakes)

- Regular size @ \$15.29/dozen = \$1,177.45 (15% discount)
 - Mini @ \$8.09/dozen = \$623.00 (10% discount)
- *(77 dozen)* - 914 employees as of 3/19/18

Owner is willing to work within any budgetary constraints

D. Stoddard's Ice Cream Truck

- Simple menu: \$3,900
- Full menu: \$5,400

E. Polar X-Press

Option 1: \$4,775 up to 900 people; each additional serving \$4.75

- milkshakes, root beer and orange floats, polar & regular sundaes, regular & waffle cones, shaved ice, homemade ice cream sandwich or facepop

Option 2: \$3,925 up to 900 people; each additional serving \$3.75

- regular sundaes, regular & waffle cones, shaved ice, homemade ice cream sandwich or facepop

Option 3: \$3,300 up to 750 people; each additional serving \$3.00

- regular cones, ice cream sandwiches, face pop, shaved ice

These costs are for some locations on the same day

F. Chris's Ice Cream Treats

- Truck: Cost based on the ice cream consumed or a minimum charge - \$90 for the first half hour on site, \$50 for each additional half hour
 - Prices range from \$1.25 - \$4.50 each
- Cart: 1 day for \$190; 2 days for \$249. 15 dozen wholesale ice cream novelty purchase required

G. Swenson's Food Truck

Standard Menu: Prices are the same as the restaurant

Customized Menu: Additional \$100

Service fee

The Board agreed to have a cookout and Director Kovick will bring back pricing from Restaurant Depot, Portage Frosted Foods, and Dumas Meats. The date of the cookout has been scheduled for Friday, June 22, 2018.

DBFM

Director Bragg presented the following updated budget request worksheet for Board discussion:

B-F
4/3/18

	Reg. Change	DBFM Reg. change	Additional Requests	Unfilled Request for	Most Pressing
100 Auditor					
Auditor Refactoring raises	63,540	0		63,540	
IT - 2 Employees	140,000	0		140,000	
IT to GF	85,000	777		0	*
IT Refactor				25,000	Refactoring not completed
IT PT raise	2,500	0		2,500	
IT OT	1,000	0		1,000	
IT MS	4,858	0		4,858	
200 Treasurer				0	
Salary Adjustments	-1,341	-1,341		0	
Travel	1,000	1,000		0	
Gas	50	50		0	
300 Prosecutor				0	Currently reviewing
Cover Base Salaries	57,312	0		57,312	
400 Recorder	No Requested Changes				
Staff raises			12,600		0 Recorder's Technology fund.
500 Clerk of Courts	No Requested Changes				
510 Court of Appeals	No Requested Changes				
520 Munl Court	No Requested Changes				
Staff raises			4,265	4,265	4,265 A
530 Common Pleas Court	No Requested Changes				
Staff raises			8,675	8,675	8,675 B
Other Staff Raises			9,087		0 Could wait to 2019 on these
540 Jury Commission	No Requested Changes				
550 Domestic Relation Court				0	
Mediator	80,538	78,333			
Contractual Services (all)	9,775	100		9,675	
Materials and supplies (all)	2,600	0		2,600	
WI-FI	540	0		540	
Metal Detector	5,800	5,800		0	
Benefits changes			1,293	1,293	
CPO Cass Cards			4,220	4,220	
CU to go			4,000	4,000	could be as many as 14 licenses 56,000
Mediation copier			1,200	1,200	
Security wand			500	500	
Furniture			0	0	
Mediation signage				0	
Full time Mediator (changed from PT wit Salary bump)			35,000	35,000	35,000 C
560, 570, 580 Probate & Juvenile Courts & Juv Probation				0	
Raises for Job parity	30,586	0	40,477	71,163	24,500 D
Parenting Class	18,000	?		18,000	
New Clerk	71,000	0		71,000	
590 Adult Probation	No Requested Changes				
Bullet Proof Vests			9,000	9,000	
Checking room/work space			7,500	7,500	
Ammunition				0	*
Security Cameras			12,500	12,500	
Separate rooms for Interrogation			15,000	15,000	
New copier			1,500	1,500	
600 Coroner	No Requested Changes				
700 Sheriff		0		0	*
800 Tax Map	No Requested Changes				
New drawers/counter if moved			20,000	20,000	
Graphics based computers for CAD			4,000	4,000	
902 Board of Elections	No Requested Changes				
903 Veterans	No Requested Changes				
920 Public Defender Commission				0	
Raises and additions to staff	60,623	0	27,611	88,234 777	72,500 E
Additional Staff	146,570	0		146,570	
Additions to CS and MS	10,590	0		10,590	
019 Commissioners Other				0	
Regional Planning	Gran 46,000	0			Not funding
	Plan 55,000	0			Not funding
020 Building Inspection					further clarification pending
014 Motor Pool					
Total change	891,841	83,942	218,428	841,235	
Current Total		42,918,408			
Total Appropriation		43,002,350			

Draft 4/3/2018 TAB

Most Pressing Budget Requests:

1. IT Director - Hold

2. Muni Court \$4,000 - Director Bragg will prepare correspondence to Muni Court, indicating the \$4,000 shortfall has been discussed and the Board does not intend to alter the budget for 2018.

3. Common Pleas Court \$8,675 - Director Bragg will prepare correspondence to Common Pleas, suggesting that they begin paying one of their other employees out of the IT person fund and use that salary savings to give the person a raise.

4. Domestic Relations Court \$35,000 - Director Bragg will prepare correspondence indicating the Board will consider the request in 2019.

5. Probate/Juvenile Court \$24,500 - The Board agreed to move forward with the General Fund Resolution and it will be done separately as Commissioner Christian Bennett is not in favor of the request.

6. Sheriff Ammunition - The Sheriff has a meeting with the Commissioners on April 19th.

7. Public Defender - Director Bragg will prepare correspondence to the Public Defender indicating the Board does not intend to alter the budget for 2018.

Motion To: Amendment to the General Fund 2018 Annual Appropriation Resolution No. 17-0954, adopted December 19, 2017 - Increase \$106,362 and Decrease \$ 88,362/18-0251

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

Motion To: Amendment to the General Fund 2018 Annual Appropriation Resolution No. 17-0954, adopted December 19, 2017 - Increase \$24,500 and Decrease \$ 0/18-0252

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

External Services

Discussion:

- 1. Update on Building Department** - Director Roberts will bring back as a discussion item on April 19th.
- 2. Nepotism**

Jeff Wetzel wanted to advance to the position of Collections Systems Chief Operator, which would put him in (although not disciplinary authority over) the chain of command on selection of tasks, and by definition would be considered Nepotism because he would oversee his stepson, Derrick McIntyre. Mr. McIntyre has stepped forward and asked that he be transferred from Collections to Regional Wastewater Treatment plant, so he will no longer be in the same lineage, in terms of chain of command, so nepotism will not be an issue. Director Roberts will bring back a recommendation in writing on April 12th for Board consideration.

Attorney Smith presented information on the restrictions on Nepotism or hiring family members and explained the difference between the Ohio Ethics Commission's policy and the County's Personnel Policy.

The Ethics Commission's definition is very strict because their definition can lead to a criminal offense (Felony 4). The County's Personnel Policy has the definition of Nepotism as (A) If one relative would have supervisory or disciplinary authority over another, (B) if one relative would audit the work of another (not just financially, but designating your job tasks, evaluating them, giving the relative the best jobs and making someone else do the worst jobs or giving the relative the worst jobs), (C) If a conflict of interest exists between the relative and the employee or the relative and the County, (D) If the hiring of relatives could result in a conflict of interest with clients.

The County's policy is different because it's creating a situation that is risking the Ohio Ethics Commission criminal offense. You are actually putting people in a position where they will have an influence over altering that person's benefits, salary, job duties, and evaluations, which can cause problems. One accommodation that has been done in the past is to put someone else in that chain of command. When a situation happens when an employee is currently working for the County and a relative comes in, it's better to reassign the relative to another appointing authority, so it is totally out of that chain of command.

The Board's policy doesn't need to change as it is the same as CORSA's Best Practices, but the Board needs to be aware.

10:39 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move into executive session to consider the compensation of a public employee or official. Also present: Attorney Denise Smith and Department of Budget & Financial Management Director Todd Bragg. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

10:55 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Kerrigan that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Kerrigan, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Internal Services

Discussion Items:

1. **Resolution 18-0137 Appointments to the various public boards made by the Board of Commissioners**

The Board would like to remove the clause requiring the Commissioners and county employees to have a Federal Bureau of Investigation and Ohio Bureau of Criminal investigation criminal records check. Commissioner Kerrigan suggests the Board add verbiage to the second to last RESOLVED (Resolution No. 18-0137), indicating this does not apply to County Elected Officials or County employees, and the Board agreed. Director Townend will prepare a draft resolution for Board consideration next week.

2. **Justice Center Groundbreaking**

- Potential date and time – As soon as possible. Director Townend will coordinate
- Whether you'd like to have a tent (in case of inclement weather) and/or chairs available – Tent
- Do you want to provide refreshments – No
- Do you prefer something on a larger scale, such as inviting the public, or are you just looking for a small gathering that is by invite only – Smaller scale
- If you're looking to invite the public, we would need to create an ad/invite for the local paper and maybe a Public Service Announcement on a local cable channel – local paper
- For a smaller invite only event, you would need to determine the guest list (including any special dignitaries) and whether you'd like email invites or more formal snail mail invites
- Need to determine who would speak – Director Townend to check with Granger and the Sheriff to see if either would like to speak at the event
- Do you want to notify the local press for potential media coverage - Yes
- Regardless of the size of event, Granger can create a program for the event and supply a portable PA system if desired - Yes
- Create 24x36 inch boards with renderings of the new facility to display at the event, if available and desired - Yes
- Determine who would be involved in the actual shovel toss for a photo opportunity – Board of Commissioners, Sheriff, Architect, and Granger
- Granger can prep the site to create a mound of dirt, provide the shovels and hardhats - Yes

3. **Freedom Secondary Rail**

ABC Railway wants to purchase the Freedom Secondary Rail and the Board is in agreement to sell it. The Board is still interested in riding the rail, along with Director Townend and Director Bragg, and Director Townend will coordinate the ride in two weeks.

Director Bragg pointed out the agreement should include verbiage that the Board does not owe money on any of the easements it currently holds.

Director Townend will work with ABC Railway to review all payments and expenses so that a deal can be finalized.

4. Board Appointment Application Form:

The Board discussed the draft application and agreed to change the following:

Number 6 – The Board agreed to change wording from *'Do you have any delinquent accounts, taxes, or other debts to Portage County? If yes, please explain'* to read instead *'Are you current on your property taxes and any other obligations to Portage County'* and remove *'if yes, please explain'*.

Number 8 – The Board believes the wording is too subjective and agreed to remove it from the application.

5. Board Appointments Criminal Records Policy - Commissioner Christian-Bennett will provide an update next week.

6. Next Tuesday's meeting: Commissioner Christian-Bennett will be absent from the meeting on April 10, 2018, so the Board agreed to continue discussions of on-going projects.

Consent Agenda Items:

1. Internal Services Resolutions #'s 11 to 13
2. DBFM Resolutions #'s 1 to 10

PULLED ITEMS FROM THE CONSENT AGENDA:

1. Commissioner Christian-Bennett motioned to pull Consent Agenda Resolution No. 12 - Amend Resolution No. 18-0005 – for the purpose of setting regular and special meetings, and establishing rules for the meetings of the Board of Portage County Commissioners.
 - Commissioner Christian-Bennett noted on the second to last RESOLVED, it indicates the public will be allowed to speak for *three-minutes*, but the Public Comment Request Form indicates *three to five minutes*, so the Board agreed to have Director Townsend correct the draft Resolution and Public Comment Request Form in order to allow the public to speak for five minutes per person.
2. Commissioner Kerrigan motioned to pull Consent Agenda Item 1 - Approval of the March 29, 2018 regular meeting minutes.
 - Since Commissioner Kerrigan was out of town last week, he asked that the March 29, 2018 Meeting minutes be pulled from the Consent Agenda and adopted under separate motion.

Journal Entries Items:

1. Internal Services Journal Entries #'s 1 to 2
2. Human Resources Journal Entries #'s 4 to 6

PULLED ITEMS FROM JOURNAL ENTRIES

Commissioner Christian-Bennett motioned to pull Journal Entry No. 1.

1. *The Board of Commissioners approved the revised "Public Comment Request Form" dated April 2018 for immediate use as presented by the Internal Services Director.*

- The Board agreed to have Director Townend correct the Public Comment Request Form in order to allow the public to speak for five minutes.

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COMMISSIONERS' CONSENT AGENDA

April 3, 2018

RESOLUTIONS

April 3, 2018

Budget & Financial Management:

1. Approve the Tuesday, April 3, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0238
2. Approve the Tuesday, April 3, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0239
3. Approve the Tuesday, April 3, 2018 Then & Now Certification, as presented by the County Auditor./18-0240
4. Approve the Thursday, April 5, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0241
5. Approve the Thursday, April 5, 2018 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0242
6. Approve the Thursday, April 5, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /18-0243
7. Approve the Thursday, April 5, 2018 Then & Now Certification, as presented by the County Auditor./18-0244
8. Approve the Tuesday, April 10, 2018 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0245
9. Approve the Tuesday, April 10, 2018 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./18-0246
10. Approve the Tuesday, April 10, 2018 Then & Now Certification, as presented by the County Auditor./18-0247

Internal Services

11. Accept the bid of the Sherwin Williams Company for furnishing acrylic water base traffic safety paint for use by the Portage County Engineer./18-0248
12. Enter into amendment no. 1 between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services, and the Northeast Ohio Consortium Council of Governments./18-0250

Motion To: Approve the Consent Agenda for April 3, 2018

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

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**RESOLUTION NO. 18-0238 - 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 April 3, 2018 in the total payment amount of **\$158,905.80** 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. 18-0239 - 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:

04/03/18	70	\$ 13,892.60
04/03/18	52	6,389.12
04/03/18	49	25.00
Total		\$ 20,306.72

; 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. 18-0240 - 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 **\$18,409.13** as set forth in Exhibit "A" dated **April 3, 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. 18-0241 - 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 April 5, 2018 in the total payment amount of **\$454,875.88** 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. 18-0242

**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 April 5, 2018 in the total payment amount as follows:

1. \$7,907.90 to Wage Works Claims-Fund 7101; and
2. \$180,037.57 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, April 6, 2018	\$ 7,907.90
Wire Transfer on Friday, April 6, 2018	\$ 180,037.57

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. 18-0243

**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:

04/05/18	205	\$ 378.43
04/05/18	204	74.92
04/05/18	203	124.69
04/05/18	202	124.69
04/05/18	201	74.92
04/05/18	200	74.92
04/05/18	199	16,207.30
04/05/18	198	4,387.12
04/05/18	197	224.00
04/05/18	189	846.39
04/05/18	176	14,997.45
Total		\$ 37,514.83

; 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. 18-0244

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

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

WHEREAS, the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

WHEREAS, a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$15,885.26** as set forth in Exhibit "A" dated **April 5, 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. 18-0245 - RE: BILLS APPROVED AND ACH CERTIFIED TO
THE PORTAGE COUNTY AUDITOR FOR
PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on April 10, 2018 in the total payment amount of **\$633,758.75** 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, April 11, 2018, contingent upon the review of

the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on April 10, 2018 in the total payment amount of **\$2,734.97 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; Mike Kerrigan, Yea;

**RESOLUTION NO. 18-0246 - 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:

04/10/18	339	\$ 5,000.01
04/10/18	332	422.87
04/10/18	330	453,312.75
04/10/18	327	197.36
Total		\$ 458,932.99

; 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. 18-0247 - 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 **\$151,968.10** as set forth in Exhibit "A" dated **April 10, 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. 18-0248

RE: ACCEPT THE BID OF THE SHERWIN
WILLIAMS COMPANY FOR FURNISHING
ACRYLIC WATER BASE TRAFFIC SAFETY
PAINT FOR USE BY THE PORTAGE COUNTY
ENGINEER.

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

WHEREAS, Resolution 18-0147 approved specifications and set date and time for receiving bids for **Acrylic Water Base Traffic Safety Paint** for use by the Portage County Engineer, and

WHEREAS, notice of receiving bids for furnishing said paint was published in the Record Courier on **March 5, 2018** and **March 12, 2018**, and

WHEREAS, two (2) sealed bids were received, tabulated and recorded on March 21, 2018, and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the bid of **The Sherwin Williams Company** be accepted as the lowest and best bid received in accordance with the following:

1. All materials to be ordered as needed and in amounts needed at that time.
2. Payment is to be made upon receipt of the invoice for the delivered materials;

now therefore be it

RESOLVED, that the bid of **The Sherwin Williams Company**, 101 Prospect Avenue N.W., 720 GH, Cleveland, Ohio 44115, be and hereby is accepted, as follows, per bid specifications:

2,750 Gallons - Yellow Paint @ \$8.00/Gallon
1,925 Gallons - White Paint @ \$8.00/Gallon

and be it further

RESOLVED, that the Portage County Engineer will generate a purchase order for **The Sherwin Williams Company** for the purchase of said materials; 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. 18-0249

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

RESOLUTION NO. 18-0250

- **RE: ENTER INTO AMENDMENT NO. 1 BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF THE
PORTAGE COUNTY DEPARTMENT OF JOB &
FAMILY SERVICES AND THE NORTHEAST
OHIO CONSORTIUM COUNCIL OF
GOVERNMENTS.**

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

WHEREAS, Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act of 2014 (WIOA) require that Area 19, which consists of Geauga, Ashtabula, and Portage Counties, must maximize employment and training resources, coordinate resources and provider service programs, including employment and training services to youth; and

WHEREAS, the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIA funds, WIOA funds and other workforce development activity funding sources by Geauga, Ashtabula and Portage Counties pursuant to a Governing Agreement entered into by those counties; and

WHEREAS, on December 16, 2016, the Area 19 Workforce Development Board(WDB), and the NOC COG Board, as defined under the Intergovernmental Agreement, each voted to enter into an Agreement with the Portage County Department of Job & Family Services for the provision of CCMEP WIOA Youth Services for a term commencing January 1, 2017 ending June 30, 2017; and

WHEREAS, on June 7, 2017, the NOC COG board and on June 21, 2017, the Area 19 Workforce Development Board (WDB) both voted to give the authority for the NOC COG to enter into a second Agreement with the Portage County Department of Job & Family Services for the provision of CCMEP WIOA youth services for a term commencing July 1, 2017 and ending June 30, 2018; and

- WHEREAS,** on December 6, 2017, the NOC COG Board passed a motion to amend the Agreement commencing July 1, 2017 and ending June 30, 2018. Said motion permitted the July 1, 2017, contractor agreement to be amended in writing to increase the budgets for determination of Eligibility, Framework design including case management and supportive services by a total of One Hundred Sixty Thousand Nine Hundred Ninety-Three and 32/100 dollars (\$160,993.32); and be it further
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Amendment No. 1 with the Northeast Ohio Consortium Council of Governments on behalf of the Portage County Department of Job & Family Services for the provision of CCMEP WIOA Youth Services for the period July 1, 2017 through June 30, 2018, in the amount of One hundred Sixty Thousand Nine Hundred Ninety-Three and 32/100 dollars (\$160,993.32); and be it further
- RESOLVED,** that the total amount of this agreement effective July 1, 2017 through June 30, 2018 shall not exceed Three Hundred Sixty-Two thousand One hundred Forty-four and 54/100 dollars(\$362,144.54); 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. 18-0251

**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		
014	Motor Pool		
00144	Motor Pool CS	86,362	-
00145	Motor Pool MS	0	86,362
	MEMO TOTAL	<u><u>\$ 86,362</u></u>	<u><u>\$ 86,362</u></u>

Note: Trans to cont svcs per Auditor Trans to maint/repair line

560	Probate Court		
05603	Probate Court Salary & Fringes	0	2,000
	MEMO TOTAL	<u><u>\$ -</u></u>	<u><u>\$ 2,000</u></u>

Note: to juv. for mediator

570	Juvenile Court		
05703	Juvenile Court Salary & Fringes	2,000	-
05704	Juvenile Court Contract Svcs	14,000	-
05705	Juvenile Court Materials & Sup	4,000	-
	MEMO TOTAL	<u><u>\$ 20,000</u></u>	<u><u>\$ -</u></u>

Note: increase appropriations fm probate for mediator

TOTAL MEMO BALANCE ALL AMENDMENTS	<u><u>\$ 106,362</u></u>	<u><u>\$ 88,362</u></u>
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*Increase**Decrease*

; and be it further

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

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

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

Roll call as Follows:

Vicki Kline, Yea;

Sabrina Christian-Bennett, Yea;

Mike Kerrigan, Yea;

RESOLUTION NO. 18-0252

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

It was moved by Mike Kerrigan, seconded by Vicki A. Kline 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		
560	Probate Court		
05603	Probate Court Salary & Fringes	4,550	-
	MEMO TOTAL	<u>\$ 4,550</u>	<u>\$ -</u>
Note: Per 4/3/18 board meeting			
570	Juvenile Court		
05703	Juvenile Court Salary & Fringes	9,600	-
	MEMO TOTAL	<u>\$ 9,600</u>	<u>\$ -</u>
Note: Per 4/3/18 board meeting			
580	Juvenile Probation		
05803	Juvenile Prob Salary & Fringes	10,350	-
	MEMO TOTAL	<u>\$ 10,350</u>	<u>\$ -</u>
Note: Per 4/3/18 board meeting			
	TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 24,500</u>	<u>\$ -</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 Kline, Yea;

Sabrina Christian-Bennett, Nay;

Mike Kerrigan, Yea;

JOURNAL ENTRY

April 3, 2018

Internal Services

1. The Board of Commissioners approved moving forward with contracting with Metro Security and Investigations for security services at the County Administration Building. The Internal Services Director will process the necessary agreement.

Commissioners

2. The Board of Commissioners acknowledged receipt of the March 29, 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.

Human Resources

3. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Jonathon Szalay, Design Technician II, for Portage County Water Resources Department, effective April 12, 2018, presented by Janet Kovick, Human Resources Director.

4. The Board of Commissioners signed the Personnel Requisition authorizing the seven day internal posting of the full time permanent Design Technician, replacing Jonathon Szalay, for Portage County Water Resources Department with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
5. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Lindsey Smith, replacing David Domer, as an Engineering Technician for the Portage County Water Resources Department presented by Janet Kovick, Human Resources Director. Anticipated start date is April 30, 2018. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.

Motion To: Approve the Journal Entries for April 3, 2018

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

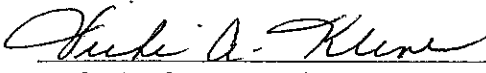
Motion To: Approve the March 29, 2018 Regular Meeting Minutes

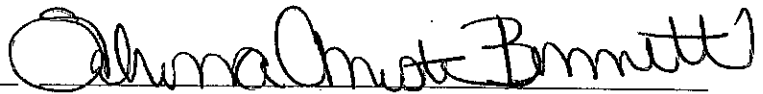
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Vicki A. Kline
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

Motion To: Adjourn the Official Meeting of Tuesday April 3, 2018 at 11:35 AM

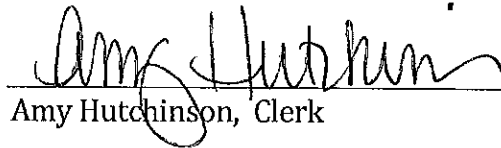
RESULT:	ADOPTED [UNANIMOUS]
MOVED:	Sabrina Christian-Bennett
SECONDED:	Mike Kerrigan
AYES:	Sabrina Christian-Bennett, Mike Kerrigan, Vicki A. Kline

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


Mike Kerrigan, Board Member


Amy Hutchinson, Clerk