

Portage County Board of Commissioners  
Meeting Minutes

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

JoAnn Townend, Acting Clerk  
330-297-3600

Thursday, January 24, 2019

9:03 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
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Record Courier Reporter Diane Smith, Deerfield Township Trustee Ed Dean, Phil Rath and Barb Tittle.

Recessed to Solid Waste Management District: 9:03 AM  
Reconvened: 9:04 AM

#### **ADMIN TEAM**

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

#### **HUMAN RESOURCES:**

Journal Entries - #'s 5-15

Resolution: # 17

#### **Discussion:**

##### **1. Best Benefits Club**

The Human Resources Department presents information on the Best Benefits Club, which would allow an employee to log on and activate an account (at no cost to the employee) to receive discounts throughout the year on numerous products and services. The Board agreed Human Resources Department can send a link to all Portage County employees.

##### **2. Re-starting BOC Leadership meetings**

Director Kovick has been approached by several of the Directors asking if the Board plans to reinstate the Leadership meetings. The Board agreed it will need to discuss further and Director Kovick will bring this item back.

## **EXTERNAL SERVICES**

Resolution - # 16

### **Discussion:**

#### **1. Reorganization:**

New Position: Technology Manager

New Position: Chief Operations Supervisor

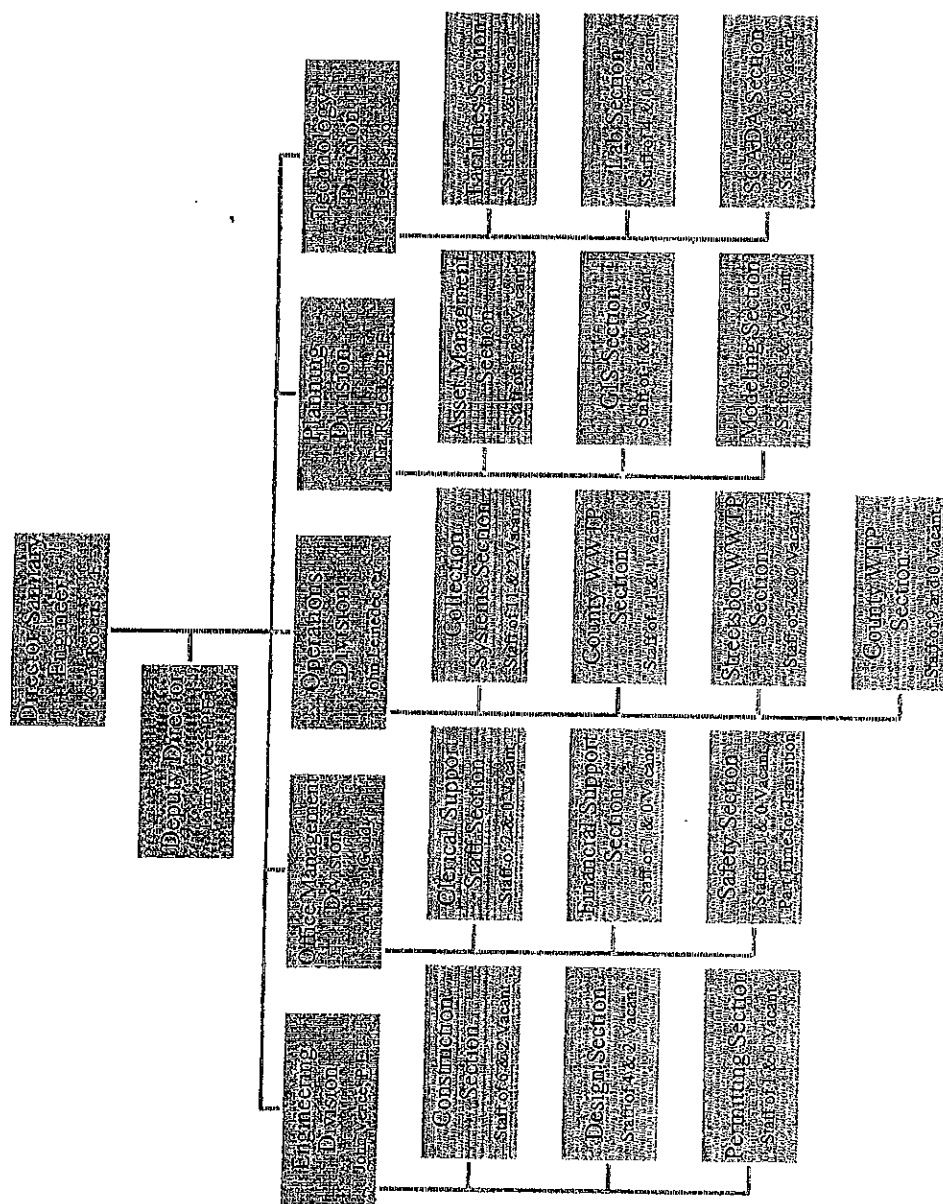
Backfill: Regional WWTP Supervisor

On November 15, 2018, the Board discussed the creation of a new Technology Division, which the Board supported, but agreed to wait for the details necessary to finalize a decision.

On November 29, 2018, the Board was presented additional information along with an estimated total which increased the Department approximately \$90,000. The Board then requested details as to how the implementation plan would work within the new Clemans-Nelson & Associates, Inc. November 30, 2018 Compensation Plan Structure & Administration.

On December 13, 2018, the Board was provided the details of the new Technology Division implementation plan. The Board found that even though the increase to be provided to the new Operations Manager was equal to the current amount paid to the current Operations Manager, it was not in compliance with the new Clemans-Nelson plan and as such the Board was unable to provide approval.

Today, the Board is being asked to consider the creation of a Chief Operations Supervisor position, creation of the Technology Division with Manager and back filling the Regional Wastewater Treatment Plant Supervisor position. The total impact to the budget is approximately \$90,000.



Portage County Water Resources - Division & Section Organization Chart (Director/Deputy Director) Chart 02/11/19 PCWR Div-Sec Org Chart January 24, 2019

Commissioner Christian-Bennett suggested the Board take some time to review the larger picture.

**DBFM:**

Resolutions - #'s 1-5

Director Bragg reported an additional Journal Entry is required to amend Journal Entry No. 16, dated January 17, 2019 to clarify an error in the document as follows:

*FROM:*

*The Board of Commissioners signed the Satisfaction of Mortgage form for Neighborhood Development Services to secure payment of \$66,200.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.*

*TO:*

*The Board of Commissioners signed the Satisfaction of Mortgage from Maple Grove #1 Limited Partnership to Portage Area Development Corporation, to secure payment of \$66,200.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted./Journal Entry V*

**INTERNAL SERVICES:**

Resolutions - #'s 11-15

**1. First Floor Move**

Director Townend reported the Internal Services Department will be in the process of moving to the first floor once additional wiring has been installed in the area for the computers.

Commissioner Clyde asked about the agreement dates for Resolution No. 12 (Agreement between the Board of Commissioners, on behalf of Job and Family Services, and the Northeast Ohio Consortium Council of Governments) as it indicates October 1, 2018 through September 30, 2019 and Director Bragg noted it's dated that way because it falls under the Federal Fiscal Year. Commissioner Christian-Bennett will address this issue with NOC COG during their next meeting.

Commissioner Clyde asked for additional information on Resolution No. 13 (Enter into a real estate lease agreement for the property located at 211 S. Chestnut St., Ravenna). Director Townend explained this is part of the property the County owns called the Riddle Block and the resolution before the Board is for a particular suite within the building that has asked to be renewed (Anthony Sylvester). The lease agreement has been in place for three years and the Board is pleased to have him renew.

Commissioner Clyde asked about the appointment on Resolution No. 15 (Reappointment to the Portage County Board of Building Appeals – Frank Horack) as Mr. Horack has been on the Board for many years and is asking to be reappointed. The Board discussed this issue last week and agreed to make the appointment this week via the Consent Agenda.

**COMMISSIONERS****Discussion:**

1. Does Board of Commissioners wish to interview Scott Flynn for re-appointment to the Law Library? No need for an interview.

The Board discussed the procedure for a new appointment, which includes the completion of an application, a possible interview, adoption of a resolution, and a background check. Director Townend pointed out background checks are done on new appointments and re-appointments.

Commissioner Christian-Bennett asked if this specific appointment was advertised and Director Townend responded individual appointments are not typically advertised. Director Bragg suggests at the beginning of the year, the Board do a large advertisement indicating exactly what openings may be available throughout the year and the Board concurred.

2. Board appointment for year 2019  
The Board made changes to the draft resolution and a final draft will be presented next week.
3. January 16, 2019 email from Chris Craycroft, Portage Park District regarding resolution for Clean Ohio. The Board approved the draft resolution/19-0072

**Motion:** by Sabrina Christian-Bennett, seconded by Kathleen Clyde in support for a Clean Ohio Greenspace Conservation Fund grant application./19-0072

Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;  
Commissioner Kline, Yea;

4. Does Board of Commissioners wish to interview John Zizka for re-appointment to the NEFCO Board? No need for interview.

Commissioner Christian-Bennett motioned to pull Journal Entry #14 & 15 from today's agenda.

**JOURNAL ENTRY**

January 24, 2019

14. *The Board of Commissioners approved the revised Organizational Chart and authorized the creation of the Technology Division, moving Lee Benson from Operations Manager to Technology Division Manager, moving John Leiendecker from Regional Wastewater Superintendent to Chief Operations Supervisor all to become effective January 28, 2019, and authorized a two-week external posting of the full-time Regional Wastewater Superintendent position replacing John Leiendecker, presented by Janet Kovick, Human Resources Director and Gene Roberts, Water Resources Director./* **PULLED FROM THE JOURNAL ENTRIES, BUT ADOPTED LATER UNDER SEPARATE MOTION.**

15. *The Board of Commissioners approved the new job description for the Technology Division Manager position within Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director./***PULLED FROM THE JOURNAL ENTRIES, BUT ADOPTED LATER UNDER SEPARATE MOTION.**

\* \* \* \*

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

January 24, 2019

1. Approval of the January 17, 2019 regular meeting minutes.

\* \* \* \*

#### **RESOLUTIONS**

January 24, 2019

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

1. Approve the Thursday, January 24, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0055
2. Approve the Thursday, January 24, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0056
3. Approve the Tuesday, January 29 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0057
4. Approve the Tuesday, January 29, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0058
5. Approve the Tuesday, January 29, 2019 Then & Now Certification, as presented by the County Auditor./19-0059

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

6. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./19-0060
7. Acceptance of cash donation from private individuals for the Portage County Job & Family Services Pathways to Independence Scholarship Fund./19-0061
8. Acceptance of cash donation from private individuals, organizations, and/or businesses for the PCSA miscellaneous fund./19-0062
9. 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./19-0063

10. Acceptance of cash donations from JFS employees at Employee Enhancement Committee (EEC) Apple Day and Thomas A Hall Book Sale Event./19-0064

**Internal Services**

11. Amend Resolution No. 18-0309 to modify the list of bridges posted for weight reductions in Portage County./19-0065
12. Enter into an agreement between the Portage County Commissioners on behalf of the Portage County Job & Family Services and the Northeast Ohio Consortium Council of Governments./19-0066
13. Enter into real estate lease agreement for the property located at 211 South Chestnut Street, Ravenna, OH./19-0067
14. Enter into an agreement between the Board of Commissioners and Workplace Services Corporation dba Lifeservices EAP for the Employee Assistance Program./19-0068
15. Appointment to the Portage County Board of Building Appeals./19-0069

**External Services**

16. Acceptance of donations to the Office of the Portage County Dog Warden./19-0070

**Human Resources**

17. Adoption of revised Section 11 – Communication Systems in the Portage County Board of Commissioners Personnel Policy Manual to include “Media Relations Policy.”/19-0071

**Motion:** by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for January 24, 2019

Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;  
Commissioner Kline, Yea;

**RESOLUTION NO. 19-0055**

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

**RESOLUTION NO. 19-0056 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

01/24/19	515	\$1,842,240.00
01/24/19	516	224.00
01/24/19	517	2,000.00
01/24/19	531	1,546.38
01/24/19	535	2,000.00
01/24/19	552	22,311.70
Total		\$1,870,322.08

; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0057 - RE: BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 February 1, 2019 in the total payment amount of **\$2,275,984.54** 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 30, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 1, 2019 in the total payment amount of **\$2,748.78 to Moneris and \$20.00 to The Neil Group** 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0058 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

01/29/19	634	\$ 11,079.51
01/29/19	643	56.00
Total		\$ 11,135.51

; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0059 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett 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 **\$641,110.48** as set forth in Exhibit "A" dated **January 29, 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. 19-0060      -      RE:    TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

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

**WHEREAS,**            the Child Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

**WHEREAS,**            it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,**            that the following transfer of funds be made in the amount of \$13,352.57 for the month of December 2018 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 - JFS - Shared

Project 5SHAR

\$13,352.57

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Revenue Account

Object: 282000 - JFS - Shared

Project 5SHAR

\$13,352.57

; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0061**

**RE: ACCEPTANCE OF CASH DONATION FROM  
PRIVATE INDIVIDUALS FOR THE PORTAGE  
COUNTY JOB AND FAMILY SERVICES  
PATHWAYS TO INDEPENDENCE  
SCHOLARSHIP FUND**

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

- WHEREAS,** the Portage County Job & Family Services received a total of \$1,000 in a cash donation from private individuals; and
- WHEREAS,** a donation of \$1,000.00 was received from Craig and Karen Wilde on 1/4/19 to support higher education costs of one youth working with case managers at Job and Family Services; 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 donations in the amount of \$1,000.00 from the following private individuals; and be it further

Donor	Contact (Requirement)	Address	Donation
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Craig & Karen Wilde 6164 2<sup>nd</sup> Ave Kent Ohio \$1000

- 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0062**

**RE: ACCEPTANCE OF CASH DONATIONS FROM  
PRIVATE INDIVIDUALS, ORGANIZATIONS,  
AND/OR BUSINESSES FOR THE PCSA  
MISCELLANEOUS FUND**

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

- WHEREAS,** the Portage County Job & Family Services received a cash donations in the amount of \$530.25 from the following private individuals, organizations, and businesses; and

**WHEREAS,** the cash donations of \$530.25 was mailed to Job and Family Services in December 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 \$530.25 from the following private individuals, organizations, and businesses;

Donor	Contact (Requirement)	Address	Donation
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St Joan of Arc Nicki Blasiole 8894 State Rte 14 Streetsboro, OH 44241 \$530.25

; 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0063 - 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 seconded by to approve the following resolution:

**WHEREAS,** the Portage County Job & Family Services received cash donations in the amount of \$700.00 from the following private individuals, organizations, and businesses; and

**WHEREAS,** the cash donations of \$700.00 were mailed to Job and Family Services in December 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 \$700.00 from the following private individuals, organizations, and businesses;

Donor	Contact (Requirement)	Address	Donation
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Youth Intensive Services	238 S Meridian Rd, Youngstown Ohio 44509	\$100
Janet Wojnaroski	5821 Glad Blvd. Kent, Ohio 44240	\$100
Viking Forge	4500 Crane Centre Dr. Streetsboro Ohio 44241	\$500

; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 19-0064 - RE: ACCEPTANCE OF CASH DONATIONS FROM JFS EMPLOYEES AT EMPLOYEE ENHANCEMENT COMMITTEE (EEC) APPLE DAY A THOMAS A HALL BOOK SALE EVENT**

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

**WHEREAS,** the Portage County Job & Family Services received cash donations totaling \$232.59 from Portage JFS employees at Employee Enhancement Committee (EEC) Apply Day and Thomas A Hall Book Sale Event

**WHEREAS,** donations totaling the amount of \$232.59 from Portage JFS employees were received on November 9, 2018 and November 16, 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 donations in the amount of \$232.59 from Portage JFS employees for the Portage JFS Employee Enhancement Committee

**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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION No. 19-0065 - RE: AMEND RESOLUTION NO. 18-0309 TO MODIFY THE LIST OF BRIDGES POSTED FOR WEIGHT REDUCTIONS IN PORTAGE COUNTY.**

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

**WHEREAS**, Resolution No. 18-0309, adopted May 3, 2018, and appearing in Commissioners' Journal Volume 90, established and updated bridges currently posted for weight reductions in Portage County; and

**WHEREAS**, the Liberty Street Bridge (GAR 155 Liberty), over Camp Creek in the Village of Garrettsville, Portage County, has recently been replaced and will now carry full legal loads; and

**WHEREAS**, the Mantua Center Road Bridge (Man 159, TH 247C), over Blackbrook Ditch in Mantua Township, Portage County, has recently been replaced and will now carry full legal loads; and

**WHEREAS**, the Notman Road Bridge (DEE 48, CH 68), over Willow Creek in Deerfield Township, is CLOSED to traffic; and

**WHEREAS**, the Newton Falls Road Bridge (PAR 131 CH 177H), over the west branch of the Mahoning River in Paris Township, the Old Forge Road Bridge (ROO 61 CH 82F), over Breakneck Creek in Rootstown Township and the Silica Sand Road Bridge (NEL 162 CH 253A), over Eagle Creek in Nelson Township will be load restricted; now therefore be it

**RESOLVED**, the Portage County Engineer, Michael A. Marozzi recommends that Resolution Number 18-0309 be amended to remove the following two (2) bridges as posted:

GAR 155 Liberty located on Liberty Street in the Village of Garrettsville  
MAN 159 TH 247C located on Mantua Center Road in Mantua Township  
;and be it further

**RESOLVED**, the Portage County Engineer, Michael A. Marozzi, recommends that Resolution Number 18-0309 be amended to show the following eight (8) bridges as either closed or currently posted for weight reductions in Portage County:

<u>Bridge Number</u>	<u>Location</u>	<u>Limit</u>
DEE 48 CH 68	Notman Road (Deerfield Township)	CLOSED
FRA 248 CH145G	Ravenna Road (Franklin Township)	CLOSED
FRE 142 CH211A	Freedom Road (Freedom Township)	7 Tons
NEL 161 TH250A	Hopkins Road (Nelson Township)	4 Tons
PAL 93 CH132B	Wayland Road (Palmyra Township)	12 Tons
PAL 106 TH136C	Jones Road Bridge (Palmyra Township)	3 Tons

RAN 59 CH79I  
RAV 119 TH165A  
and be it further

Saxe Road  
Dawley Road


(Randolph Township)  
(Ravenna Township)

12 Tons  
15 Tons

**RESOLVED**, as a result of Special Hauling Vehicle (SHV) and Emergency Vehicle (EV) load ratings, three (3) Portage County bridges which had no weight restrictions will now be posted as follows:

**Newton Falls Road Bridge (PAR 131 CH 177H)**

Over the west branch of the Mahoning River in Paris Township

WEIGHT LIMIT		
SINGLE UNIT		
2 AXLE	12 T	
3 AXLE	14 T	
4 AXLE	15 T	
5 AXLE	17 T	
6+ AXLE	19 T	
	26 T	

**Old Forge Road Bridge (ROO 61 CH 82F)**

Over Breakneck Creek in Rootstown Township

EMERGENCY		
VEHICLE		
WEIGHT LIMIT		
2 AXLE	24 T	
3 AXLE	28 T	

**Silica Sand Road Bridge (NEL 162 CH 253A)**

Over Eagle Creek in Nelson Township



EMERGENCY	
VEHICLE	
WEIGHT LIMIT	
2 AXLE	29 T
3 AXLE	34 T

;and be it further;

**RESOLVED**, that the Clerk of this Board be and is hereby directed to file certified copies of this Resolution with the Portage County Engineer, the Portage County Sheriff's Department and the Ohio Highway Patrol; 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;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0066**

-

**RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE NORTHEAST OHIO CONSORTIUM COUNCIL OF GOVERNMENTS.**

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

**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 September 5, 2018, 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 Portage County Job & Family Services for the provision of CCMEP WIOA Youth Services for a term commencing October 1, 2018 and ending September 30, 2019; and

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement with the Northeast Ohio Consortium Council of Governments on behalf of Portage County Job & Family Services for the provision of CCMEP WIOA Youth Services for the period October 1, 2018 through September 30, 2019, in the amount of Three Hundred Fifty-Six Thousand One Hundred Forty-Seven and 66/100 Dollars (\$356,147.66); 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; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0067 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 211 SOUTH CHESTNUT STREET, RAVENNA, OHIO.**

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

**WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 211 South Chestnut Street, Ravenna, Ohio; and

**WHEREAS,** Anthony Sylvester dba Sly Bail Bonds has an interest in leasing said property; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with Anthony Sylvester for a term of one (1) year, beginning January 1, 2019 and ending December 31, 2019; and be it further

**RESOLVED,** that the amount of rent shall be five hundred dollars (\$500.00) 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 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. 19-0068 - RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND WORKPLACE SERVICES CORPORATION DBA LIFESERVICES EAP FOR THE EMPLOYEE ASSISTANCE PROGRAM.**

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

**WHEREAS,** the Board of Portage County Commissioners has determined that there is a need for an employee assistance program; and

**WHEREAS,** Workplace Services Corporation dba LifeServices EAP is a provider of employee mental health & training services and can provide assistance with mental health services, training, wellness services, treatment services, follow-up services and support services to the County's employees and employees' eligible dependents; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **Workforce Services Corporation dba LifeServices EAP, 400 West 7<sup>th</sup> St., Ste. 301, Bloomington IN 47404**, in the Amount of Nineteen Thousand and 00/100 dollars (\$19,000.00) per year; and be it further

**RESOLVED,** that the term of the Agreement shall be for one year, effective beginning January 1, 2019 and ending December 31, 2020; 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. 19-0069 - RE: APPOINTMENT TO THE PORTAGE COUNTY BOARD OF BUILDING APPEALS**

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

- WHEREAS,** the Portage County Board of Building Appeals is organized for the purposes of hearing variances from the Residential Code of Ohio, the Portage County Flood Damage Reduction Regulations and any other decision of the Department Director / Building Official, over which this Board may have jurisdiction under Ohio law, and
- WHEREAS,** the Portage County Board of Commissioners Resolution No. 02-0865 created the by-laws of the Portage County Board of Building Appeals specifying the make-up of membership, terms of office for each member, determination of quorum, etc.; now, therefore, be it
- RESOLVED,** the Portage County Board of Commissioners hereby appoints the following member for a three-year term beginning March 10, 2019 and ending March 9, 2022:
- Frank Horack  
4586 Winchell Rd.  
Mantua, OH 44255
- RESOLVED,** all appointments are subject to the results of a background check;
- ;and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

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

**RESOLUTION NO. 19-0070 - RE: ACCEPTANCE OF DONATIONS TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.**

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

**WHEREAS,** the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

<b>Name</b>	<b>Address</b>	
Pet Supplies plus	1262 St Rt 303 Streetsboro Oh 44241	\$56
Patricia Mohler	1020 W. Riddle Ave. Ravenna Oh 44266	\$50
Jane Harper	3630 Elmhurst Ct Kent Oh 44240	\$20
Pat & Phyllis O' Connor	320 Waterloo Rd Mogadore Oh 44260	\$25
Julia Riley	650 Cedar Bank Dr Aurora Oh 44202	\$25
Mikenna Stephenson	253 Jade Blvd Streetsboro Oh 44241	\$25
Linda Hostetler	2243 Lansinger Rd Mogadore Oh 44260	\$10
Walter Porcelli	5643 S. Prospect St Ravenna Oh 44266	\$10
Theodore Voneida	401 Oakwood Dr. Kent Oh 44240	\$40
Gail Oviatt	1294 Carol Dr Kent Oh 44240	\$15
Ashley Schering	10131 Buckhorn Tr Streetsboro Oh 44241	\$30
Barbara DeSantis	3959 Industry Rd Rootstown Oh 44272	\$100
Jennifer Lynn Delung	2144 Thurber La Youngstown Oh 44509	\$153
Renata Boyd	890 Tallmadge Rd Kent Oh 44240	\$20
Eldreth Photography	820 Congress Lake rd Mogadore Oh 44260	\$980
Ann Kunsch	824 Nautilus Tr Aurora Oh 44202	\$100
Ashley Monroe	12428 St Rt 44 Mantua Oh 44255	\$100
Lynn Taylor	7977 Giddings Rd Rootstown Oh 44272	\$50
Debra & John Kappes	7977 Giddings Rd Rootstown Oh 44272	\$15
Darelene Sams	5926 Newton Falls Ravenna Oh 44266	\$50
Laura McEwen	2615 St Rt 59 Lot 89 Ravenna Oh 44266	\$50
Calah Anderson	1500 Evergreen Dr Streetsboro Oh 44241	\$50

; now therefore, be it

**RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of the Portage County Dog Warden; and be it further

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

Roll call vote as follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Kathleen Clyde, Yea;

**RESOLUTION NO. 19-0071**

-

**RE: ADOPTION OF REVISED SECTION 11 –  
COMMUNICATION SYSTEMS IN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS PERSONNEL POLICY  
MANUAL TO INCLUDE “MEDIA RELATIONS  
POLICY.”**

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

- WHEREAS,** on February 8, 2018, the Portage County Board of Commissioners adopted Resolution 18-0118, amending the Board of Commissioner's Personnel Policy Manual in its entirety; and
- WHEREAS,** Section 11 – Communication Systems has been revised to include the “Media Relations Policy” in the policy manual; now therefore be it
- RESOLVED,** that the Board of Commissioners does hereby adopt revised Section 11 – Communication Systems of the Personnel Policy Manual; and be it further
- RESOLVED,** that this said Section 11 – Communication Systems will supersede all prior versions; 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;

**PORTAGE COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**COMMUNICATION SYSTEMS****SECTION 11**

EFFECTIVE: 1/24/2019

RESOLUTION: 19-0071

**MEDIA RELATIONS POLICY**

- 1) Media relations is the term to describe the best practices to communicate effectively to the public through the local news media. Typically, this means working directly and cooperatively with the reporters, columnists, editors, broadcasters and independent bloggers who produce news stories and features in the local media.
- 2) Effective communications with the media are critical to the Portage County Board of Commissioners' (BOC) departmental ability to carry out its mission and promote continued support for the county. This administrative policy establishes guidelines for responding to media inquiries. All county employees are required to comply with all provisions of this policy.
- 3) The BOC shall designate the department director/designee to be the official spokesperson on issues or situations for his/her own department or area of expertise, as requested by the BOC or another department.
- 4) Any employee contacted by the news media for comments such as an on-camera interview, interview by a newspaper, radio interview, and/or blog or website interview shall be immediately referred to the department director/designee or the BOC/designee.
- 5) No designated spokesperson is obligated to comment on matters outside their respective duties and may deny answering questions and refer inquiries to other designated spokespersons as appropriate. In cases of critical significance to the County as a whole, the BOC will work with other county officials to develop a written statement outlining the known facts of the situation and summarize the county's position.
- 6) In the event of a catastrophic emergency situation that involves a substantial and imminent threat to life and/or property, the Portage County Office of Homeland Security and Emergency Management (PCOHS/EM) will handle all contacts with the media and will coordinate the information flow from the BOC to the public as outlined in the PC OHS/EM Joint Information Center Standard Operating Guidelines (SOG). In such situations, all departments should coordinate information with PC OHS/EM and may refer calls from the media to the PC OHS/EM.

**Media Relations Procedures:****a. Public Records Requests**

1. All public records requests made by the news media related to a specific department should be forwarded immediately to the department director/designee who will follow established procedures for handling public records according to Section 29 – Public Records Policy of the BOC Personnel Policy Manual. The department director shall determine if the

public records request made by the news media should be referred to the BOC/designee.

b. Media Requests

1. All media requests, such as an on-camera interview, interview by a newspaper, radio interview, and/or blog or website interview, related to a specific department should be forwarded to the department director/designee. The department director/designee shall determine if the news media request should be referred to the BOC/designee.

8) Legal, Personnel, Medical or Other Protected Information

Information that is privileged or protected by law may not be discussed with reporters. This includes, but is not limited to, pending or imminent litigation, potential exposure to litigation, personnel matters, and medical/healthcare information.

9) Media Relations in a Crisis

- a. During a crisis event (as referenced in item #6 above), the Portage County Office of Homeland Security and Emergency Management (PC OHS/EM) will develop media releases and provide media briefings as outlined in SOG's. If a significant incident occurs, the PC OHS/EM should be contacted immediately, regardless of the hour. The PC OHS/EM will notify the BOC.
- b. The PC OHS/EM is responsible for the development and dissemination of all county communications in the event of an emergency. This includes internal communications with directors and staff, as well as communications with the media. The priority will be on maintaining timely and open communications with the media, providing complete and accurate information that has been confirmed about the emergency situation and the county's response to the crisis at hand.
- c. Communications with the media will be as frequent as practical throughout the duration of the emergency situation. The Portage County website as well as the telephone and email emergency notification systems will be utilized as a key medium for updating the employees, the community, the public on the details of the emergency situation and actions we are taking to address the related issues.

10) Freedom of Information

No portion of this media relations policy should be interpreted as to infringe upon the provisions of applicable freedom of information and Ohio public records statutes. Portage County adheres to all freedom of information and public records statutes and encourages the prompt and responsive dissemination of accurate information to both the public and the news media.

11) This policy does not prohibit employees from making a public statement, in their off-duty hours, on

matters of public concern. However, this policy does prohibit employees from making unauthorized

public statements during their working hours and from making public statements about matters of private concern that negatively impact the County.

12) Disciplinary Action

Portage County employees who fail to comply with this policy will be subject to discipline, up to and including termination of employment with the County.



\* \* \* \* \*

**RESOLUTION No. 19-0072**

**RE: SUPPORT FOR A CLEAN OHIO  
GREENSPACE CONSERVATION FUND  
GRANT APPLICATION**

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

**WHEREAS,** The Portage Park District manages the 234-acre Towner's Woods park in Franklin Township and Ravenna Township, and

**WHEREAS,** The West Creek Conservancy (WCC) is a nonprofit organization committed to conserving natural habitats, and has negotiated purchase agreements for the acquisition of land with high conservation value, containing mature forests and high-quality wetlands adjacent to Towner's Woods park in Ravenna Township, and

**WHEREAS,** WCC intends to apply for grant funds from the State of Ohio's *Clean Ohio Green Space Conservation Program* ("Clean Ohio") to acquire the land and transfer it to the Portage Park District to own and manage as part of Towner's Woods park, and

**WHEREAS,** for applicants other than park districts, the Clean Ohio application requires a letter of support for the project from the County where the project is located,  
NOW, THEREFORE, BE IT

**RESOLVED,** that the Board of Commissioners of Portage County hereby states its support of West Creek Conservancy's application to the Clean Ohio Greenspace Conservation program for acquisition and conservation of land adjacent to Towner's Woods Park in Ravenna Township, and the eventual transfer of that land to the Portage Park District.

**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;

**JOB AND FAMILY SERVICES**

Present: Kellijo Jeffries, Kim McClendon

9:44 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into

executive session to discuss compensation of a public employee, official, licensee, or regulated individual. Also present: Kellijo Jeffries. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:49 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took action by adopting two Journal Entries for Job and Family Services.

**1. Agency Data Report, Shared Services and Kiosk Update**

Director Jeffries presented and discussed the following:

Portage County JFS Monthly Data Report  
November/December 2018

Public Assistance

<b>OWF – Cash Assistance</b>	<b>November 2018</b>	<b>December 2018</b>
Number of Individuals on OWF	769	776
Number of Families on OWF	Data not available in new system	Data not available in new system
Amount Issued	\$148,579.00	\$162,607.00

<b>Food Assistance</b>	<b>November 2018</b>	<b>December 2018</b>
Individuals	13,193	13,438
Families	Data not available in new system	Data not available in new system
Amount Issued	\$1,600,426.00	\$1,546,343.00

<b>Medicaid</b>	<b>November 2018</b>	<b>December 2018</b>
MAGI Adult Expansion	n/a	n/a
Non-MAGI Adult	n/a	n/a
Family Medicaid	n/a	n/a
Total Medicaid Recipients	n/a	n/a

Total Amount of received Medicaid Services	n/a	n/a
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Child Care	November 2019	December 2018
Children	749	753
Public Funds Used	\$350,351.30	\$350,718.80

NET Transportation	November 2018	December 2018
Total NET Transportation Related Calls Received	106	122
Total Amount of Emerald Trips	120	111
Total Amount of Swift Care Trips	56	0
Total Amount of PARTA Trips	215	181
Total Amount of Gas Card Trips	326	302
Total Amount of Ticket Trips	0	0

Intake Appts	November 2018	December 2018
Total	18 (Walk-In) 275 (By Phone)	3 (Walk-In) 180 (By Phone)

Customer Service Center	November 2018	December 2018
Total Calls Received	5,179	3,194
Total Clients Seen	1,121	920

State Hearings	November 2018	December 2018
Hearing Completed	16	13
Hearings Withdrawn	18	20

<b>Benefit Recovery</b>	<b>November 2018</b>	<b>December 2018</b>
Total Amount Calculated	\$15,376.00	\$20,065.00
Total Amount Collected (fiscal-cash, TOP/Benefit Reduction and Incentives)	\$12,827.95	\$15,166.00

### Ohio Means JOBS / WIOA/ Work Experience Program

	<b>November 2018</b>	<b>December 2018</b>
First Time OMJ Center Customers	46	39
Total OMJ Center Customers	219	229
Total Size of WIOA A&DW Caseload	109	108
Total Services Provided to OMJ Center Customers	515	557
Number of Active ITA's	10	7
WIOA Orientation Sessions Held	3	"Held every Monday"
Total Number of customers receiving unemployment	86	122
Referrals to Unemployment	0	0
Referrals to OOD	0	0
Veteran Job Placements	0	0
WIOA Customers Reported Employment	1	1
Total number of Business Services Provided	104	56
Total Number of Job Orders Posted	39	30

Total Number of Hiring Events/Job Fairs/Career Fairs (Events)	4	3
Total Number of Hiring Event Attendees	88	21

Work Experience Programs (JOBS), CCMEP, and Supportive Services	November 2018	December 2018
ABAWD Job Placements	2	3
OWF Job Placements	4	1
Job Club Job Placements	1	3
Total Number of OWF Participants- All Family	46	48
Total Number of OWF Participants-2 Parent	5	4
All Family Participation Rate (50%)	32%- Not accurate-State converted from BIC to OB	Not available at this time
2-Parent Participation Rate (90%)	20% - Not accurate - State converted from BIC to OB	Not available at this time
ABAWD Participants	87	94
ABAWD Participation Rate	80%	88%
Number of Work Experience Sites (WEP)	35	37
Number of Active WEP Participants	72	76
New WEP Site Contracts	0	0
Job Club Participants	30	15

CCMEP Job Placements	1	2
Number of CCMEP Youth In Pre-Enrollment Services (used to be Referrals)	19	26
Number of CCMEP Youth In Framework Design Services	8	9
Number of CCMEP Youth Enrolled In Services	218	225
CCMEP Youth Total (Includes Pre Enrollment/Framework Design/Services)	226	260
CCMEP In-School Youth Total	135	137
CCMEP Out-of-School Youth Total	85	88
Total number of CCMEP Services	281	330
Number of Participants in Supportive Employment Program	2	2
PRC Applications Received	72	48

### Children Services

	November 2018	December 2018
New Cases Assigned	117	97
Ongoing Cases	236	221
Adoption Cases	13	14
Adoptions Finalized	0	1
Children Leaving Custody	41	27
Children Entered Custody	14	14

Total Children in Custody	250	218
APS Cases Assigned	21	16
Family Team Meetings Held	102	75
Children in Kinship Care/Relative Care	95	85
Children placed in Agency Foster Homes	47	43
Children placed in Residential Treatment	18	15
Children Placed in Group Homes or Therapeutic Foster Homes	63	46

### Child Support

	November 2018	December 2018
Total Calls Received by Customer Service	1,545	1,414
Total Clients Seen in Customer Service	397	406
Total CSEA Responses to Web Portal Inquiries	269	276
Number of Individuals Enrolled in Passages Program (applications approved for the month)	6	1
Number of Enrolled Individuals that secured employment	2	2
Passages: Currently employed: Made less than 6 months of payments	10	12
Passages: Currently employed who have made 6 months or more of consistent payments	0	0
Passages: Monthly Collections	\$3,039.88	\$4,123.79
Cases where Paternity was Established	49	38
Modified Child Support Cases	21	18



Total Number of Active Cases	9,281	9,296
Total Amount of Child Support that was disbursed	\$1,987,099.24	\$1,878,097.93

## Human Resources

	November 2018	December 2018
Total Number of Employees	194	193
Number of New Hires		2
Number of Promotions		
Number of Resignations/Retire/Rescinds	3	2
Number of Job Postings	1	1

## IT

	November 2018	December 2018
Helpdesk tickets closed	292	261

## Community Outreach and Public Relations

### November 2018

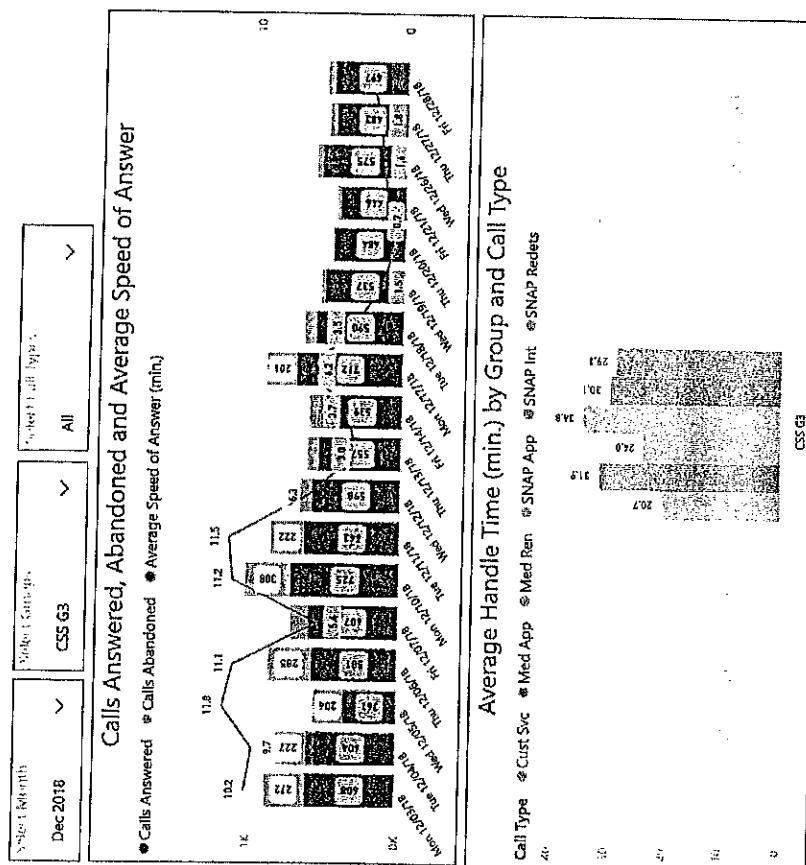
- OhioMeansJobs held the 5<sup>th</sup> annual job fair on Friday, November 9 at IC Hall.
  - PCJFS went live on Facebook for the first time!
- Preparation for the Foster/Kinship Holiday party continued.
- The Presents for Kids committee continued to collect gifts for children in care.
- Warm Hands Warm Hearts planning began.
- United Airlines donated various luggage bags for kids in care!
- Planning for Portage Prospers began.
- Potential foster parents, current foster parents, and the Independent Living kids were invited to an early screening of Instant Family at the Ravenna 7 movie theater on Thursday, November 15<sup>th</sup>.

### December 2018

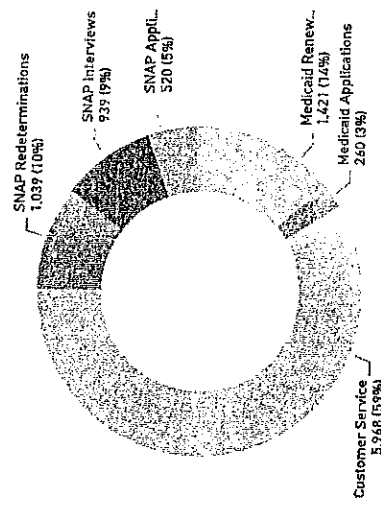
- PCJFS participated in the first annual Jolly Jamboree hosted by OhioCAN on Saturday, December 8<sup>th</sup>.
- Kinship and foster families were invited to the annual Kinship/Foster holiday party at the 11<sup>th</sup> frame bowling ally on Sunday, December 9.

- Warm Hands Warm Hearts invited community members in need of coats, mittens, gloves, hats and scarves to on Saturday, December 15<sup>th</sup>.
- Interviews were completed and the Portage Prosper video was finalized.
- Presents for Presents for Kids 2018 were due on Tuesday, December 4<sup>th</sup>.
- Donations were picked up from various community agencies for Presents for Kids during the week of December 3<sup>rd</sup>.
- The PCJFS Community Resource Guide was updated.
- Planning for the pajama drive began.

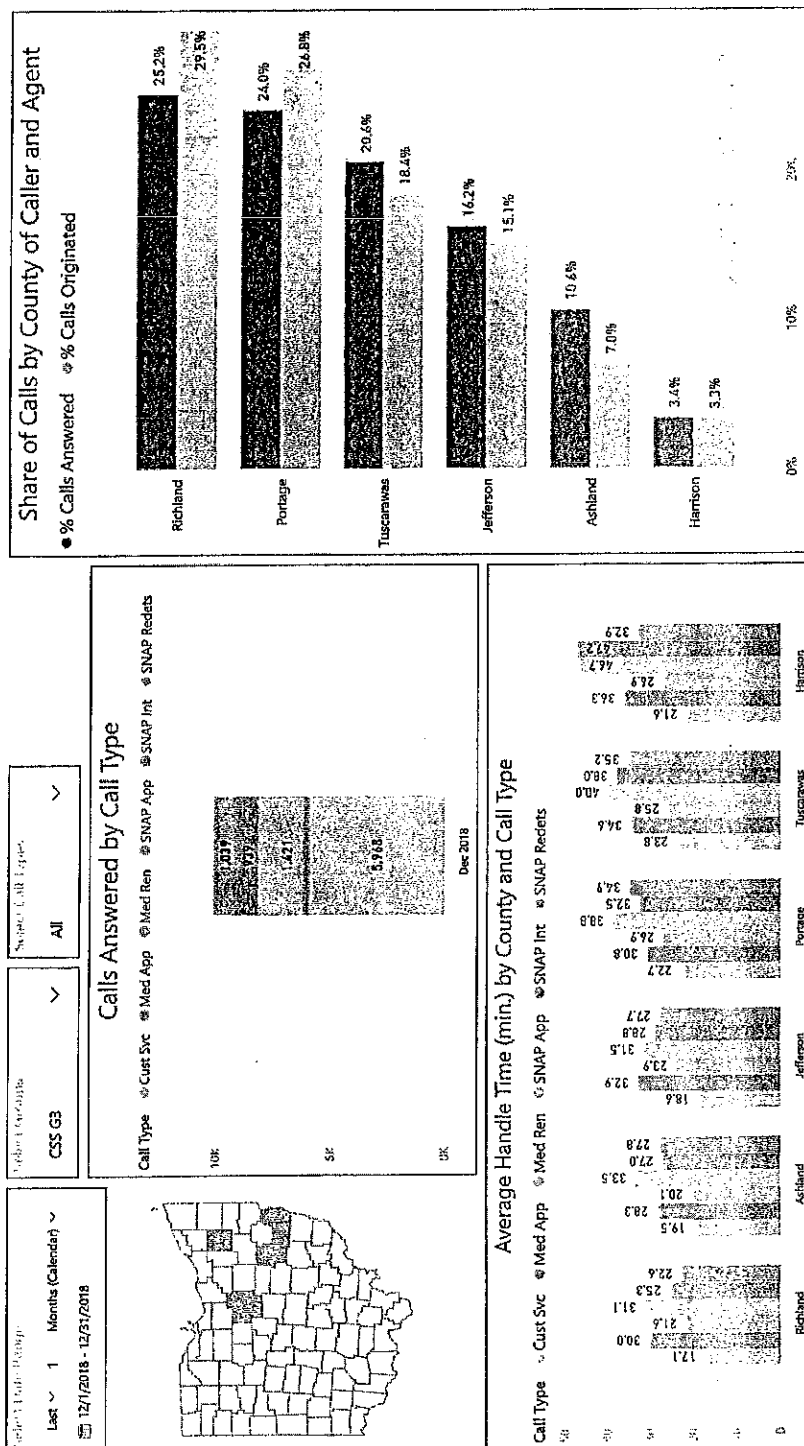
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- Planning for the pajama drive began.



### Calls Answered by Type

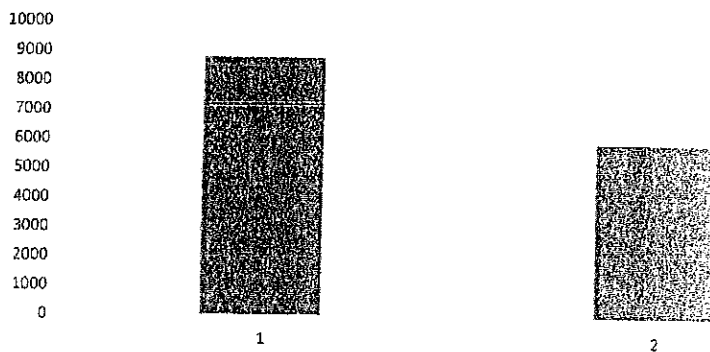


12,528	10,147	81.0%
Calls Offered	Calls Answered	Answer Rate
5.9	23.9	7.1
Avg. Speed of Answer (min.)	Avg. Handle Time (min)	Avg. Time to Abandon (min.)
Real-Time Eligibility (Medicaid)	Real-Time Eligibility (SNAP)	(Blank)
		Virtual Hold Minutes Saved



Drop Off Verification STATS August 13, 2018-December 14, 2018							
Pre-Kiosk 8/13-10/12				Post Kiosk 10/15-12/14			
Month	Front Desk	Drop Box	Total	Month	Front Desk	Drop Box	Total
August	2851	235	3096	October	1587	145	1732
September	3330	263	3593	November	2837	243	3080
October	1979	156	2135	December	1045	126	1171
Pre Kiosk Total			8824	Post Kiosk Total			5983

Front Desk Work Flow



## 2. Goals

Director Jeffries presents and discussed the goals for Job and Family Services for 2019:

2019 JFS Agency Goals			
Agency Wide			
1	All employees will provide excellent customer services to the citizens of Portage County		
2	JFS Managers will lead by employing the formal management principles		
3	Agency will recognize its employees through formal recognition and employee enhancement activities		
4	All employees will strengthen relationships with community partner organizations		
5	All Divisions will host quarterly All Staff meetings with employees to share information and recognize accomplishments		
6	Agency will coordinate agency wide quarterly training opportunities for all JFS employees; including specialized management trainings		
7	Agency will strive to meet all county, state and federal guidelines and regulations		
8	Agency will strive to establish and meet best practice standards		
9	Agency will continue efforts to establish performance expectations for all agency positions		
10	Agency will continue efforts to modify and create divisional policies and procedures		
11	Agency will monitor outcome measures for all existing contracts held by the agency		
12	Agency will enhance Training and Quality Assurance measures throughout the agency		
13	Administrators will conduct touch point meetings with every employee under their administration in 2019		
14	Managers will enhance pilot Merit Based program for NBU		
15	Director will secure location for Group Home, write policies and submit application to ODJFS Licensing		
16	Director/Children Services Management will work collaboratively with MHB and Family and Community Services to open Transitional Recovery Home		
Goal Number	Goal	Specifics Internal	Target Date of Completion
Public Assistance			
1	Increase and maintain communication between PA and OMI staff to ensure customers' needs are being met	Utilize the new SNAP/TANF position in OMI to streamline the communication between PA and OMI.	12/31/2019
2	Increase and maintain communication amongst all units in PA	Utilize staff development to ensure processes/procedures are being communicated to all staff consistently and utilize tools such as CARs to ensure all areas are appropriately notified of necessary documents/information.	12/31/2019
3	Customer Service Unit - Improve address accuracy on	CSU staff will check all addresses and phone numbers for every customer at front desk to ensure they are correct and up to date. This process will be outlined in the SOP for CSU staff.	12/31/2019
4	Customer Service Unit - Create and send out front desk surveys to get feedback from customers to help improve customer service	CSU Supervisor will work with CSU team to create and implement survey.	06/30/2019
5	Customer Service Unit - Reduce back logged return mail by 25% each quarter	Aides will process all current returned mail during the month it is received. 25% of back logged returned mail will be assigned to Aides to work each quarter. CSU supervisor will track progress each month.	12/31/2019

6	NET - Provide education in the community and to JFS staff about NET services	Continue working collaboratively with the community health improvement plan committees to provide outreach education. Host annual transportation forum.	06/30/2019
7	Case Banks and LTC - Increase and maintain SNAP Application timeliness to 95% or higher	Utilize any new tools and reports available within BI to track timeliness. Review monthly untimely report to identify targeted training needs and areas of improvement.	12/31/2019
8	Case Banks - Collaborate with Shared Services counties to ensure timely and accurate benefits for the residents of all of the counties within our group	Attend monthly admin meetings to discuss processes, targeted training areas, and coverage.	12/31/2019
9	Case Banks and LTC- reduce backlog documents within management bank by 10% each quarter.	Assign management bank work based on priority and monitor progress utilizing EDMS dashboard and reports.	12/31/2019
10	Case Banks and LTC - Strive to process all case changes within 7 calendar days	Assign management bank work based on priority and monitor progress utilizing EDMS dashboard and reports.	12/31/2019
11	Case Banks and LTC - Begin Medicaid intakes within 10 days of application receipt and determine eligibility within 30 days	Assign management bank work based on priority and monitor progress utilizing EDMS dashboard and reports.	06/30/2019
12	Child Care - Meet 10-day processing and 5-day center change mandate	Assign management bank work based on priority and monitor progress utilizing EDMS dashboard and reports.	06/30/2019
13	Child Care - cross train child care certification specialist in eligibility	Schedule child care certification specialist for eligibility training. Assign child care case work to child care certification specialist	06/30/2019
14	Child Care - Increase provider recruitment efforts. Prepare for and assist providers with new Step Up To Quality provisions and rules	Complete at least 2 recruitment efforts each month. Utilize newsletter to assist with upcoming changes.	06/30/2019
15	Child Care - Transition child care overpayments to benefit recovery	Review policies and internal procedures and implement changes	12/31/2019
16	Benefit Recovery - Complete the overpayment collections project and ensure new process moving forward	Send necessary collection letters and refer claims to new court process. Revise and create policies to ensure process continues.	12/31/2019
17	Benefit Recovery - Increase collections by 5% each quarter	Pursue all means of recovery to increase collections.	12/31/2019
18	Benefit Recovery - create a cancellation policy	Create policy to establish when claims are no longer collectible.	06/30/2019
19	Staff Development - Provide effective and timely training for both new and seasoned staff to allow improved customer service to citizens of Portage County and transition to Shared Services business model- ongoing	Create surveys and utilize tools to determine targeted training areas. Provide trainings at quarterly all staff meetings, unit meetings, and throughout the year. Provide hot spots, informational bulletins, and training tools to assist staff.	12/31/2019



20	Staff Development – complete divisional assessment for both OMJ and CSEA divisions	Create timeline to assess, analyze, and report out data collected during assessment.	12/31/2019
21	Staff Development – Complete revised divisional assessment for PA division	Create timeline to assess, analyze, and report out data collected during assessment.	12/31/2019
22	Staff Development – Collaborate with other East Central Ohio training staff to complete training on regional level to allow all counties to have consistent training across the board	Create and conduct multiple webinars to be shared across counties utilizing technology resources and training materials.	12/31/2019
23	Staff Development – Continue to complete QA case reviews in the PA division to improve casework standards	QA and supervisors review 2 cases each per worker per month.	12/31/2019
24	Staff Development – clean and reorganize the shared drive for more effective management of documents	Create timeline to review folders.	12/31/2019
25	Staff Development – Utilize findings from QA case reviews in PA division to formalize further training plans	Pull QA Review reports to determine targeted training needs.	12/31/2019
26	Staff Development – Initiate QA case reviews in OMJ and CSEA divisions on monthly basis	Create timeline and collaborate with OMJ/CSEA Admins and trainer to initiate case reviews.	12/31/2019
27	PA Administrator – meet with all PA staff individually for touch points and attend staff unit meetings throughout the year	Admin will schedule individual touchpoint meetings with all staff within the division	12/31/2019
<b>Children Services</b>			
1	Enhance Training Curriculum	The training curriculum will be enhanced and shared with the Director	03/01/2019
2	EDMS Training	All Staff will be trained in EDMS	06/01/2019
3	Family Team Meeting 90-day Reviews	When a Family Team Meeting 90-day review occurs, the staff will be required to have either a written report of documentation in SACWIS that they have spoken with every service provider identified on the case plan, within two weeks of the meeting. This will be measured by a report provided to the Program Manager at the end of each month. The report will contain the number of cases in which their staff had 90-day reviews and based on that the number of cases in which the provider was not contacted	02/01/2019
4	Recruitment Events	The agency will do at least two recruitment events to attempt to get more foster parents, focusing on older children	04/01/2019
5	Investigations - 45 day mandate	Investigations will be closed within the 45-day mandate, except when a justification waiver is completed and approved. Then the case will be closed with the required mandated time frame.	04/01/2019
6	90 day Residential Form	Develop a form to utilize during reviews of children in residential treatment longer than 90 days.	03/25/2019
7	State Mandated Visits	Ensure visits with children in custody exceed state mandates	Ongoing

8	Independent Living Services	Continue to ensure youth in care receive Independent Living Services	Ongoing
9	Case Compliance	Develop Quality Assurance Program to ensure Case Compliance	09/19/2019
<b>Work Force</b>			
1	Grow/Enhance Re-Entry Program	Develop deeper connections within the county jail. Connect inmates who are eligible for work-release, VIP and/or citizens circle participants to pilot programs and other workforce opportunities. Develop list of employers who are willing to work with inmates/workforce with criminal history. Host "satellite" resource center and/or workshops to inmates within the jail.	12/31/2019
2	Continue pipeline development programs for in-demand jobs in our county	Offer two sessions of the manufacturing training/internship program in 2019. Offer two sessions of training program in health care industry or other in-demand employment industry in 2019. Enhance the supportive employment program to more employers who offer in-demand jobs. Serve at least 50 individuals in obtaining training through ITA or pilot program for in-demand industry credential. Do not return any training dollars to the state as unused. Serve at least 5 employers per month in connecting them with workforce solutions. Make connections for pipeline development program & SNAP population (ABAWDS) and serve at least 1 program participants.	12/31/2019
3	Supportive Employment Program	Continue to create/offer more SEP sites within the county using transportation provider (new position). Make connections for SEP employment SNAP population (ABAWDS) and serve at least 5 program participants per year. At every SNAP orientation conducted, SEP program overview will be reviewed. As new participants are enrolled in SEP, Business Services Program Office will denote those enrolled from SNAP population.	12/31/2019
4	Streamline referral process between CCMEP and PCSA to leverage funding of both divisions to best support youth engaged in our program	Continue to attend TIP/PCSA Monthly Team Meetings. In first quarter on 2019, identify top 5 ways we can better engage foster/transition/PCSA youth to minimize the number of appointments and increase participation. Implement strategies to improve and streamline efforts based upon recommendations of CCMEP/PCSA teams. Increase enrollment in PCSA youth (Compare 2018 totals to those at the end of 2019). Increased enrollment among PCSA youth referred to the program.	06/01/2019
5	Develop policy/procedure to improve communications among staff with shared clients (ie: CCMEP/ABAWD).	Poll OMJ team to obtain understanding of communication gaps. Use poll results to identify solutions for bridging communication among units. Develop policy and procedures for OMJ team to use when working with shared clients (ie: CCMEP/ABAWDS).	06/01/2019

6	Stay connected in the community and enhance awareness of available resources.	Continue to represent OMJ at community events (tables, events, discussions, etc.) to share available resources thru our agency. Develop best practice models for serving the community with OMJ and other partner/community resources. Conduct at least 24 outreaches in 2019. Deliver clear message about OMJ mission to those who attend outreach events.	12/31/2019
7	Provide mobile satellite resource center to the public.	Distribute universal/career center services to individuals in need outside of OMJPC resource room at Chestnut. Continue to offer these types of services with schools (pilot) where appropriate. develop plan to offer these types of services with in the county jail. Outreach to homeless shelters to host workshops/mobile satellite center when appropriate. Explore costs for purchase of a vehicle and materials that could lead to "jobabago". Host at least 12 mobile satellite resource centers in 2019.	12/31/2019
8	Increase the number of students earning an OhioMeans/Jobs Readiness Seal within Portage County school districts.	Spread awareness to the local school districts on the OMJ seal. Provide information and guidance to districts on OMJ seal and requirements to obtain. Communicate the advantages of the OMJ seal to CCMEP Youth. Have at least 12 students graduate in 2019 with the OMJ readiness seal. In fall of 2019, Host OMJ Readiness Seal campaign in school districts to encourage for graduates of 2020.	7/1/2019 (Grad of 2019) and 12/31/2019 for Seal Campaign
9	Review policies and procedures by program to ensure up to date and appropriate form numbers	Develop an outline of all OMJ Policies by NOC COG and County distinction. Complete a desk review of policies by NOC COG and County distinction and identify those that need updated. Rewrites of all policies/procedures in need of updates.	Review of all Policies & Procedures by 4/1/2016 and tweak of policies by 12/31/19
10	Continue updates of OMJ marketing/outreach materials	Engage supervisory and training team to provide details for outreach materials. Develop rack cards with common theme for the division.	6/31/2019
11	Develop business advisory council for Portage County that can make suggestions for workforce development programs	Seek interest for council across in-demand sectors. Host quarterly meetings to discuss various topics pertaining to input for both A&DW programs as well as Youth programming. Use insight from council to offer guidance for schools for curriculum, work-based learning opportunities, internships, job shadows, etc. Provide information to expand internships, apprenticeships, mentorships, job shadows and pilot programs throughout our area. Identify several youth and parents from across the county to serve as committee members.	12/31/2019
12	WEP Site Supervisor In-Service	Host in-service sessions for all WEP sites to give overview of WEP programs and how to handle given situations.	02/01/2019
Child Support			

1	Increase Web Portal Registration	Enhance staff education on the webportal. Encourage staff to walk clients through the registration process.	Ongoing
2	Evaluate and assess standard operating procedures that directly impact our federal performance incentive for establishment in order to obtain the goal of establishing support on 90% of our cases in FFY19.	Establishment team to evaluate 845 establishment cases in the establishment caseload one-by-one. Utilize EDMS to monitor the status of each cases including those in locate.	09/01/2019
3	Transition and update business processes based on SB70, HB366 & EDMS, SB51 & HB595	Review forms, policies, and business processes	09/01/2019
4	Collaborate with other counties to obtain/share best practices.	Participate in the Case Manager Round table in the Canton/Cleveland District	Quarterly
5	Update and Create CSEA Policies and Procedures	Emancipation/Termination Process; Lump Sum	Ongoing
6	Increase collections on arrears to 72.5% in FFY19.	Utilize targeted reports in the spring as well as no pmts in consecutive FFYs	09/01/2019
7	Expand quality assurance process	Expand the 010-18 policy for phone QA to all staff.	03/01/2019
8	Increase team work and celebrate hard work and successes.	Ongoing effort. Hold CSEA workgroup meetings bi-monthly	Ongoing
9	Exceed client expectations and build a culture that encourages client feedback through survey data.	Continue to utilize survey monkey. Review possibility of expanding the program to include a survey available on the website.	Ongoing
10	Increase current support collections to 75.5% in FFY19.	Sharon to attend the Early Engagement OCDA workgroup to learn new best practices and how they can be utilized in our county to engage clients as early in the establishment process as possible.	Ongoing
11	Improve customer service skills across the agency.	Provide an internal workshop. Identify stresses in customer service delivery and work as a group to identify resolutions which provide a positive customer service experience.	09/01/2019
12	Build positive team culture	Provide agency wide customer service training utilizing a community resource. Planning date scheduled for Jan 28, 2019	03/01/2019
13	Enhance the customer service experience	Send out monthly surveys to the public using the webportal	Ongoing
<b>Fiscal / Business Services</b>			
1	Customer Service Surveys	Fiscal will begin to distribute surveys	04/01/2019
2	Enhance Customer Service	Provide Excellent customer service to all Fiscal clients by exceeding expectations and by maintaining a pleasant and positive atmosphere while scoring "met expectations" or "exceeded expectations" on 75% of surveys returned	04/01/2019
3	Team Building	Provide Team building exercises a minimum of 4 times yearly at Fiscal all staff meetings	Ongoing
4	Staff Trainings	To complete 100% of all mandatory staff trainings	Ongoing
5	Contracts	To monitor at least 11 contracts in 2019	Ongoing
6	Yearly Audits	To prepare for and pass the yearly audit by meeting regular deadlines and performing daily duties with accuracy while maintaining audit ready documentation	Ongoing

7	Fiscal Processing of Invoices	Process all invoices provided to Fiscal within the specified management time frame: not to exceed thirty days	Ongoing
8	Enhance Internship Program	By making stronger community connections with local colleges and online resources	06/01/2019
1	Convert Shared Drive to SharePoint Online	Work with ODJFS and department heads to convert current shared drive file storage to new SharePoint Online solution. Kick off meeting January 31st	12/01/2019
2	Convert P drive(s) to OneDrive	Work with all PCJFS staff to convert their "p" drive (personal) storage to Microsoft OneDrive which will convert it to a cloud-based solution	04/01/2019
3	Reduce ticket volume to 30 tickets or fewer, and keep ticket volume below that threshold	Decrease ticket resolution time to address outstanding tickets and ensure that ticket volume does not exceed 30 open tickets at any time.	Ongoing
4	Go Live with Child Support, Child Welfare, and Child Care EDMS solutions	Work with ODJFS, Northwoods and PCJFS division heads to go-live with new state-sponsored document management solutions. Child Care and Child Support EDMS are live as of January 16th 2019. This will also include document migration process.	by end of Q1
5	Deploy 41 Surface Pro devices to PCSA	ODJFS/Northwoods are supplying some Surface Pro devices, and PCJFS purchased additional Surface Pro devices to replace Child Welfare field worker's desktop computers with a mobile solution. These will need to be configured and deployed to all Child Welfare field workers.	Q1
6	Revise IT Orientation process	The IT orientation process is outdated and needs to be revised to encompass all of the changes that have taken place in JFS in the past five years.	By end of Q2
7	Cross Training for IT Specialist non-shared duties	The two PCJFS IT Specialists have some specialized duties that they each perform separately. Cross training will allow either of the staff to complete these tasks in case of absence, retirement, etc.	04/01/2019
8	Review IT Job Descriptions	MIS Coordinator will review IT job descriptions to ensure that they encompass all duties performed by IT personnel.	03/01/2019
9	Update JFS databases to SQL backend	PCJFS maintains many custom Access Databases that will not function when the Shared drive is converted to Sharepoint Online (SPO). A Microsoft SQL backend will allow the Microsoft Access frontends to continue functioning after the file-based backends are no longer supported.	Prior to SPO Go-Live
10	Quarterly Newsletter	Send out a newsletter quarterly to PCJFS staff with IT tips, tricks, and upcoming information.	Quarterly
11	Hold training for JFS staff in Q3; send out survey for training interest in Q1 newsletter	Send out a survey in the Q1 2019 newsletter requesting training topics from PCJFS staff. Hold a training in Q3 2019 for popular training topics.	Q1

**3. Collaborative Training with Portage County Domestic Relations Court**

The passage of House Bill 366 and Senate Bill 70 will change the representation of child support clients. As such, Portage County Job and Family Services Child Support Attorneys and Judge Paula Giulitto of Portage County Domestic Relations Court will be hosting a seminar for professionals working in this field on March 22, 2019. The seminar will provide information on the new child support guidelines and the completion of the new child support calculation worksheet. It will also highlight the implications of changes in the tax code on household income, as well as the impacts of non-taxability and tax deductibility of spousal support and the modification of income tax brackets. They will discuss the impact of the temporary suspension of the independent value of the dependency exemption and the need to allocate the dependency exemption as related to tax credits.

**4. New Pantry Initiatives for Public Assistance and Children Services**

In recent divisional All Staff Meetings, employees suggested the creation of pantries in the Public Assistance (PA) Division and Children Services Division of the agency. Because of these needs, the agency will hold drives at some of their events throughout the year to stock the pantries. Donations are always welcome.

**5. Phase 2 of Manufacturing Internship Program**

Job and Family Services is embarking on Phase 2 of the Manufacturing Internship Program and the following Manufacturers have committed to participate: Delta Systems, Trelleborg, Natural Essential, Mantaline, Rez-Tech Corp, Renewable Lubricants, Inc., and Select Machine. Additionally, 3 other manufacturers have shown interest, as well.

Job and Family Services employees in Ohio Means JOBS will be screening and recruiting approximately 20 participants that are WIOA and Adult and Dislocated Worker eligible. Due to the funding stream changing to WIOA, a Request For Proposal will need to be completed recruiting an educator for the training sessions. Kent State has voiced interest in bidding on this once again.

The program is scheduled to begin on Monday, April 1, 2019.

**6. Portage Prospers video**

Director Jeffries played a youtube video entitled Portage Prospers, which is an anti-poverty video that can be found at <https://www.youtube.com/watch?v=Yd4LVCj6sU>.

**7. Request from Job and Family Services regarding longevity scale, merit based project and other payroll matters**

In 2014 when Job and Family Services began participation in Interest Based Bargaining for AFSCME contract negotiation, one of the concerns brought forth from the union leadership was low wages. Director Jeffries sought permission from the Board in 2015 to allow her to complete a study for both bargaining and non-bargaining employees of Job and Family Services. The study resulted in wage scales being modified and also incorporated a longevity scale for non-bargaining unit.

On December 13, 2018, the Board advised Director Jeffries that the longevity scale would need to be forfeited and merit based increases were being looked at.

Director Jeffries is asking Board consideration on the following:

- Request to allow Job and Family Services to retain the current longevity scale
- Request to allow Job and Family Services to work independently on their own Merit Based System recognizing the unit performance expectations set forth by the state and federal government
- Request to consider Job and Family Services recommendation for COLA increase in latter part of 2019 base on Job and Family Services budget
- Allow Job and Family Services to give ten employees the increases that are spread over years two and three in 2019 to get those employees to the minimum level of new scale and to assure that new hires coming into the non bargaining unit will not start at higher wages than senior employees

The Board agreed it will discuss this issue in more detail and will respond back to Director Jeffries.

#### **8. Children's Services Valentine's Day**

Director Jeffries reported Children's Services would like to have a Bake Sale on Valentine's Day to support Bowl Against Abuse in the Administration Building's 1<sup>st</sup> Floor lobby and the Board approved.

10:34 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to discuss compensation of a public employee, official, licensee, or regulated individual. Also present: Department of Budget & Financial Management Director Todd Bragg. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

11:03 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

#### **PUBLIC COMMENT**

Present: Phil Rath and Department of Budget & Financial Management Director Todd Bragg

Mr. Rath met with the Board to discuss problems he's experienced with the Portage County Building Department in regards to his ice cream shop and deck in Mantua. The Board agreed to speak with Director Corcoran and will get back with Mr. Rath.

11:21 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to discuss compensation of a public employee, official, licensee, or regulated individual and complaints against a public official. Also present: Department of Budget & Financial Management Director Todd Bragg. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

12:20 PM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

\* \* \* \* \*

The County Auditor asked if the Board is working on a policy for receipts related to the Enterprise contract and Commissioner Kline asked Director Townend to contact the two counties that currently use Enterprise for a copy of their policy.

\* \* \* \* \*

The Commissioners agreed to check their calendars about a possible date/time for MUNIS training with the County Auditor's staff.

\* \* \* \* \*

In regards to Ron Habowski's retirement, Director Townend has received information from Mr. Habowski and Director Roberts on their recommendations and she will contact them for copies of their resumes. The Board also agreed that Director Townend will also contact David Benjamin and Commissioner Clyde will reach out to her contacts that may be interested.

\* \* \* \* \*

Commissioner Christian-Bennett mentioned next Wednesday, the Board will be speaking at the City of Ravenna's state of the City and noted the Mayor, Fire, Police, University Hospital, the Commissioners and the Chamber will speaking. The Board agreed Director Bragg will attend, along with the Board to speak at the event. Commissioner Kline noted she will not be in attendance.

\* \* \* \* \*

## **JOURNAL ENTRY**

January 24, 2019

### **Commissioners**

1. The Board of Commissioners received the January 15, 2019 Amended Certificate of Estimated Resources for the year beginning January 1, 2019 as submitted by the Portage County Budget Commission.
2. The Board of Commissioners authorized Commissioner Vicki A. Kline, President of the Board, to sign the State of Ohio Development Services Certification of Determination of



Subsequent Exemption for a Categorical Exclusion Project form for Sidewalk Improvements (Project 1), Street Improvements (Project 2), Water Facility Improvements (Project 3), at Bauer Avenue/Windham Village, in the amount of \$180,000 from the CDBG Allocation Grant No. BX-18-1CJ-1 and authorized the Board of Commissioners to sign the Finding of Exemption form for the 2018 Community Development Program CDBG Allocation Grant, as presented by Regional Planning Commission.

3. The Board of Commissioners authorized Commissioner Kline to sign the Pre-Award Condition requirements for the OCJS Domestic Violence Intervention Grant [2018-WF-VA2-8222], as presented by Donya Buchanan, Family & Community Services.
4. The Board of Commissioners authorized the electronic submission of the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for 4<sup>th</sup> Quarter for Domestic Violence Intervention Project, Grant No. 2017-WF-VA2-8222 for the period ending December 31, 2018 as presented by Donya Buchanan, Family & Community Services.

### **Human Resources**

5. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Paige Penny, Social Service Worker 3, for Portage County Job & Family Services, effective January 16, 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 Social Service Worker 3, replacing Paige Penny, 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 Keena Johnson, PCSA Supervisor for Portage County Job & Family Services due to successfully completing 1 year of service, effective February 12, 2019, presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Denise Fazenbaker, Fiscal Specialist for Portage County Job & Family Services due to successfully completing the 120 day probationary period, effective February 5, 2019, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Action Form authorizing a wage increase for Michael Mihalich, Construction Supervisor for Portage County Water Resources due to successfully completing the 120 day probationary period, effective January 15, 2019, presented by Janet Kovick, Human Resources Director.
10. The Board of Commissioners signed the Personnel Action Form accepting the resignation of James Markijohn, Collection Systems Operator in Training, for Portage County Water Resources, effective January 17, 2019, presented by Janet Kovick, Human Resources Director.

11. The Board of Commissioners signed the Personnel Requisition authorizing the seven-day internal posting of the full time permanent Collection Systems Operator, replacing James Markijohn, for Portage County Water Resources with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
12. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Stephen Flynn, Collection Systems Operator I for Portage County Water Resources, effective January 18, 2019, presented by Janet Kovick, Human Resources Director.
13. The Board of Commissioners signed the Personnel Requisition authorizing the seven-day internal posting of the full time permanent Collection Systems Operator, replacing Stephen Flynn, for Portage County Water Resources with external posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.
14. *Revised Organizational Chart, creation of the Technology Division for Water Resources Director./* **PULLED FROM THE JOURNAL ENTRIES**
15. *Job description for the Technology Division Manager for the Water Resources Department./* **PULLED FROM THE JOURNAL ENTRIES**

**Motion:** by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entries for January 24, 2019 as revised.

Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;  
Commissioner Kline, Yea;

## **JOURNAL ENTRY II**

January 24, 2019

1. After exiting Executive Session, the Board of Commissioners authorized an unpaid leave of absence for medical purposes for a Job and Family Services employee, presented by Kellijo Jeffries, Job & Family Services Director.
2. After exiting Executive Session, the Board of Commissioners authorized an unpaid leave of absence for medical purposes for a Job and Family Services employee, presented by Kellijo Jeffries, Job & Family Services Director.

**Motion:** by Vicki A. Kline, seconded by Sabrina Christian-Bennett to approve the Journal Entry II for January 24, 2019.

Roll call vote: Commissioner Kline, Yea;  
Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;

**JOURNAL ENTRY III**

January 24, 2019

1. The Board of Commissioners approved the revised Organizational Chart and authorized the creation of the Technology Division, moving Lee Benson from Operations Manager to Technology Division Manager, moving John Leiendecker from Regional Wastewater Superintendent to Chief Operations Supervisor all to become effective January 28, 2019, and authorized a two-week external posting of the full-time Regional Wastewater Superintendent position replacing John Leiendecker, presented by Janet Kovick, Human Resources Director and Gene Roberts, Water Resources Director.

**Motion:** by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entry III for January 24, 2019.

Roll call vote: Commissioner Christian-Bennett, Yea;  
 Commissioner Kline, Yea;  
 Commissioner Clyde, Yea;

**JOURNAL ENTRY IV**

January 24, 2019

1. The Board of Commissioners approved the new job description for the Technology Division Manager position within Portage County Water Resources Department, as presented by Janet Kovick, Human Resources Director.

**Motion:** by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entry IV for January 24, 2019.

Roll call vote: Commissioner Christian-Bennett, Yea;  
 Commissioner Kline, Yea;  
 Commissioner Clyde, Yea;

**JOURNAL ENTRY V**

January 24, 2019

1. On January 17, 2019, the Board of Commissioners approved Journal Entry No. 16, a Satisfaction of Mortgage for Neighborhood Development Services for \$66,200. Upon further inspection, an error was discovered and needed to be corrected. Today, the Board of Commissioners approved a correction to Journal Entry No. 16 dated January 17, 2019 as follows:

*FROM:*

*The Board of Commissioners signed the Satisfaction of Mortgage form for Neighborhood Development Services to secure payment of \$66,200.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.*

TO:

*The Board of Commissioners signed the Satisfaction of Mortgage from Maple Grove #1 Limited Partnership to Portage Area Development Corporation, to secure payment of \$66,200.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.*

**Motion:** by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entry V for January 24, 2019.

Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Kline, Yea;  
Commissioner Clyde, Yea;

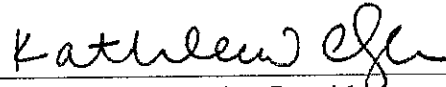
**Motion:** by Sabrina Christian-Bennett, seconded by Kathleen Clyde to adjourn the Official Meeting of January 24, 2019 at 12:30 PM.

Roll call vote: Commissioner Christian-Bennett, Yea;  
Commissioner Clyde, Yea;  
Commissioner Kline, Yea;

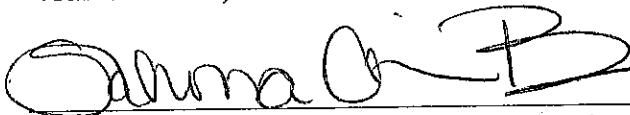
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



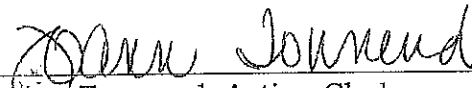
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



JoAnn Townend, Acting Clerk