



# Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, January 29, 2019

9:01 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; there is an audio recording available.  
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order with the following members present:

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Sabrina Christian-Bennett	Vice President	Present
Kathleen Clyde	Board Member	Present
		Attending 9:07 AM

Attending throughout the day Human Resources Director Janet Kovick, Department of Budget & Financial Management Director Todd Bragg, Attorney Chris Meduri and Internal Services Director JoAnn Townend.

## CONSENT AGENDA

January 29, 2019

## RESOLUTIONS

### Budget & Financial Management:

1. Approve the Thursday, January 31, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0073
2. Approve the Thursday, January 31, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0074
3. Approve the Tuesday, February 5, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0075
4. Approve the Tuesday, February 5, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0076
5. Approve the Tuesday, February 5, 2019 Then & Now Certification, as presented by the County Auditor./19-0077
6. Appointment of Karen Dodds as apiarist of Portage County for year of 2019./19-0078

### RESOLUTION NO. 19-0073

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

## RESOLUTION NO. 19-0074

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

**RESOLUTION NO. 19-0075        -        RE:  BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 5, 2019 in the total payment amount of **\$289,966.22** for **Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea; Kathleen Clyde, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0076      -      RE:    APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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:

02/05/19	90	\$ 10,134.49
02/05/19	97	312.52
02/05/19	98	28.00
02/05/19	99	5,949.75
Total		\$ 16,424.76

; 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, Absent; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0077 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline 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 **\$175,118.31** as set forth in Exhibit "A" dated **February 5, 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, Absent;

There was some discussion on whether a Journal Entry was necessary for the Apiarist, but Director Bragg explained the resolution on today's agenda is not hiring Ms. Karen Dodds, it's appointing her subject to the approval of the Ohio Department of Agriculture. The Board agreed Human Resources will follow their normal paperwork procedure on Thursday, February 7, 2019.

**Motion To:** Approve the Consent Agenda for January 29, 2019

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

Commissioner Clyde attending 9:07 AM

## **JOURNAL ENTRY**

1. Board of Commissioners' authorization requested to allow an extension of dog license sales through Saturday, February 9, 2019./Journal Entry

9:10 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 discipline and dismissal of a public employee, official, licensee, or regulated individual. Also present: Human Resources Director Janet Kovick and Attorney Chris Meduri. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

9:40 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 no action.

**Discussion:**

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

Director Bragg discussed the financial impact to the budget if 'below minimum' employees (including Job and Family Services) were taken to the minimum rate on the new scale and the total amount from the General Fund would be \$165,000, covering the last two years.

Commissioner Clyde suggested new employees go through the same three-year phase in process of the salary schedule established for current employees. Commissioner Christian-Bennett pointed out the Board spent \$30,000 for a study that established job worth for each position coming in.

The Board talked about the January 24, 2019 memo from Director Jeffries, regarding the following:

- Request to allow Job and Family Services to sustain their 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 Director Kovick will contact other Counties to find out how they handle longevity and merit based increases and Commissioner Christian-Bennett will contact the County Commissioners' Association of Ohio.

The Board also agreed Director Kovick will be the stopping point for related issues on the wage plan and she will work with Director Bragg to present options with specific pay associations on any further requests to the Board.

The Board agreed to revisit this issue in March or April relative to current employees being moved to the minimum pay scale without implementing a three-year plan. Director Kovick and Director Bragg will work together to create a proposal.

The Board discussed Director Kovick's request for an employee increase due to additional assigned job duties and the possibility of doing chargebacks for drug screens and advertising for non-general fund departments as the Human Resources Department has spent \$6,100.

Recessed: 10:26 AM

Reconvened: 10:27 AM

2. Weather Closure of the Administration Building

The weather is predicted to be cold with a -20 degree wind chill for the next two days, and the Board of Commissioners agreed to close Wednesday, January 30-Thursdays, January 31, 2019.

3. Treasurer Brad Cromes invites the Board on a tour with him of the Haven of Rest homeless shelter on either March 7<sup>th</sup> or 8<sup>th</sup>. Since the Board is familiar with the Haven of Rest, Commissioner Christian-Bennett will not be participating, Commissioner Kline will call Treasurer Cromes directly and Commissioner Clyde will check her availability.

4. Journal Entries

Last week, the Board adopted five Journal Entries under separate motions. Today, the Board agreed it will keep a listing of all added Journal Entries for adoption under one motion at the end of the day.

Recessed: 10:43 AM

Reconvened: 10:45 AM

**ADULT PROBATION**

Present: Cathy Poling

Ms. Poling met with the Board to discuss her request for a Pre-Sentence Investigation Writer-Probation Officer and the Board agreed, noting funding for the position will come from the sales tax levy and if it isn't renewed, the position must be laid off. Referred to Human Resources Department.

Ms. Poling also discussed SCRAM funding and noted it hasn't utilized as much as anticipated and she will provide a report for the Board's file and information.

**JOURNAL ENTRY**

January 29, 2019

1. The Board of Commissioners authorized the extension of dog license sales through Saturday, February 9, 2019 due to severe/extreme cold weather conditions as requested by County Auditor Janet Esposito.

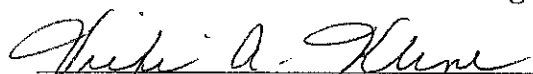
**Motion To:** Approve the Journal Entry for January 29, 2019

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

**Motion To:** Adjourn the Official Meeting of Tuesday January 29, 2019 at 10:57 AM

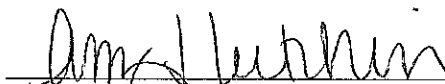
<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVED:</b>	Sabrina Christian-Bennett
<b>SECONDED:</b>	Kathleen Clyde
<b>AYES:</b>	Sabrina Christian-Bennett, Kathleen Clyde, Vicki A. Kline

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

  
Vicki A. Kline, President

  
Sabrina Christian-Bennett, Vice President

  
Kathleen Clyde, Board Member

  
Amy Hutchinson, Clerk