



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, February 21, 2019

9:00 AM

Commissioners' Board Room

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

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

Attendee Name	Title	Status
Vicki A. Kline	President	Present
Kathleen Clyde	Vice President	Present
Sabrina Christian-Bennett	Board Member	Present

Also attending throughout the day Record Courier Reporter Diane Smith.

Recessed to Solid Waste Management District: 9:00 AM

Reconvened: 9:01 AM

ADMIN TEAM

Present: Human Resources Director Janet Kovick, Water Resources Director Gene Roberts, and Internal Services Director JoAnn Townend

HUMAN RESOURCES:

Journal Entries - #'s 6

Discussion:

1. Promotional Items Follow-Up from January 17, 2019 meeting.

The Board discussed the purchase of promotional items and whether to include the County's logo and/or the website on the items. Commissioner Christian-Bennett would like to see the Board purchase ball point pens and Director Kovick presented a cost of \$430.00 for 1,000 pens. Commissioner Christian-Bennett suggested checking with the downtown printer (Print and Sign Express) for pricing and samples of their pens with the logo and website and one without the website. Commissioner Clyde will contact Information Technology Services Director Alger to see about shortening the web domain address. Director Kovick will also touch base with Job and Family Services Director Jeffries to see where her promotional items were purchased.

PLEASE ADD TO YOUR AGENDA

1. Acceptance of Resignation – Charles Corcoran/Journal Entry II
2. Recommend Hiring – Interim Director Randy Roberts/Journal Entry II

EXTERNAL SERVICES:

Resolution - # 15

Discussion:

1. Phosphorus

After meeting with Jack Groselle yesterday, Director Roberts wanted to let the Board know the Ohio EPA is looking into phosphorus. The Farm Association believes the number one source of phosphorus is from fertilizers being applied to lawns. The Water Resources Department is in the process of reviewing additional information and will report back to the Board.

2. External Services

Director Roberts will be meeting tomorrow with the External Services Directors (Building, Dog Warden, Office of Homeland Security and Emergency Management, and Solid Waste) and wondered how the Board would like to receive correspondence from them. He suggests still utilizing the Admin Team shared directory and the Board concurred. Additionally, each of the Directors will also be responsible to sign their own payroll instead of Director Roberts and have it submitted to the Board for a counter signature.

Director Roberts will contact Information Technology to gain access for the External Services Department to the Admin Team shared directory and he will bring back a Journal Entry for the departments to return under the Board effective March 1, 2019.

DBFM:

Resolutions - #'s 1-9

Journal Entries - #4 & 5

PLEASE ADD TO YOUR AGENDA

1. Draft Resolution: Transfer from Fund 0001, General Fund to Fund 1480, VAWA

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Transfer from Fund 0001, General Fund to Fund 1480, VAWA \$14,997.45./19-0136

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

2. Juvenile Court's 1% Wage Increase

Judge Berger court ordered his budget and the Board complied, but when the 1% COLA adjustment was authorized, he also authorized staff to receive the increase, bringing total increases to Judge Berger's staff to 4%, even though it was not part of the Court Order.

Director Townsend noted there may be other areas where the Judge overbudgeted. The Board agreed to wait and see if Judge Berger is over budget at the end of the year and

in the meantime, it will contact the Prosecutor's Office to weigh in on the situation. Director Townend will relay the information to Director Bragg and he will contact the Prosecutor's office.

INTERNAL SERVICES:

Resolutions - #'s 11-14

PLEASE ADD TO YOUR AGENDA

1. **Draft Resolution:** Approve specifications and set the proposal date to establish or further expand drug prevention or treatment program funding initiatives./19-0137

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve specifications and set the proposal date to establish or further expand drug prevention or treatment program funding initiatives./19-0137

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

2. Contracts issued to Townhall II and Children's Advantage
Director Townend has reviewed both contracts and the terms are July 1, 2018 to June 30, 2019, with no automatic renewal. Both Townhall II and Children's Advantage will need to reapply for continuation of funding from the sales tax if they are interested.

Commissioner Christian-Bennett spoke with Superintendent Pat Ciccantelli, Aurora City Schools, about the Sales and Use Tax funding and reiterated that the funding was to be considered seed money and the Board of Commissioners will be looking at match funds for the next round of funding.

3. Motor Pool Inventory
Director Townend inquired whether the Board intends to assign value to the inventory at the Motor Pool as there's a price difference. Consumables can be passed along to other departments, but the larger equipment will need to factor into the sale price of the building. The Board agreed it does not need to assign value to the items.

9:30 AM In accordance with the Ohio Rev. Code 121.22(G)(6), it was moved by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board of Commissioners move into executive session to discuss details relative to security arrangements and emergency response protocols for a public body. Also present; Internal Services Director JoAnn Townend. 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.

COMMISSIONERS' CONSENT AGENDA

February 21, 2019

1. Approval of the February 14, 2019 and February 19, 2019 regular meeting minutes.

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RESOLUTIONS

February 21, 2019

Budget & Financial Management:

1. Approve the Thursday, February 21, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0121
2. Approve the Thursday, February 21, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0122
3. Approve the Tuesday, February 26, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0123
4. Approve the Tuesday, February 26, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0124
5. Approve the Tuesday, February 26, 2019 Then & Now Certification, as presented by the County Auditor./19-0125
6. Addendum to the Community Based Corrections Program Subsidy Grant also known as 407 Non-Supervisory Treatment Program Grant (NSTP) for the Portage County Adult Probation Department./19-0126
7. Amendment to the Non-General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0127
8. Cash Advance from Fund 0001, General Fund to Fund 7002, Vehicle./19-0128
9. Cash Advance from Fund 0001, General Fund to Fund 1107, Byrne Grnt./19-0129

Job and Family Services

10. Transfer from Fund 1415, Children Services to Fund 1410, Public Assistance./19-0130

Internal Services

11. Approve plans and specifications and set date for accepting bids for the resurfacing of Diagonal Road (CH 155, part of Section A), from Ravenna Road to the Streetsboro Corporation limit and Overlook Road (CH133), from Diagonal Road to State Route 43 in Franklin Township, Portage County./19-0131
12. Approve plans and specifications and set date for accepting bids for the resurfacing of Infirmary Road (CH 164), part of Section A and all of Sections B, C, D & E), from State

Route 14 to State Route 303 in Shalersville and Ravenna Townships, Portage County./19-0132

13. Enter into a letter of arrangement between Portage County and the Auditor of State to audit the financial statements as of and for the year ended December 31, 2018./19-0133

14. Enter into an amendment no. 4 between the Portage County Board of Commissioners, Portage County Recorder and High Line Corporation, dba Casnet./19-0134

External Services

15. Acceptance of donations to the Office of the Portage County Dog Warden./19-0135

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for February 21, 2019

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

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RESOLUTION NO. 19-0121

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

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 21, 2019 in the total payment amount as follows:

1. \$8,902.50 to Wage Works Contributions-Fund 7101; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, February 22, 2019 \$ 8,902.50

;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. 19-0122 - RE: APPROVAL OF JOURNAL
VOUCHERS/ENTRIES.**

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

02/21/19	614	\$ 56.00
02/21/19	642	112.00
02/21/19	644	20,383.39
02/21/19	680	15,257.01
02/21/19	681	95.95
02/21/19	685	180.00
02/21/19	694	22,694.61
Total		\$ 58,778.96

; 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. 19-0123 - RE: **BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 26, 2019 in the total payment amount of **\$1,653,083.21** 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, February 27, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on February 26, 2019 in the total payment amount of **\$2,061.47 to Moneris** and **\$20.00 to 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. 19-0124 - RE: **APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another

department and/or fund and thus are processed in lieu of issuing a warrant; and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

02/26/19	740	\$ 36,711.96
02/26/19	742	40.33
02/26/19	743	26,598.04
02/26/19	744	25,400.71
02/26/19	747	25,292.40
02/26/19	748	24,949.38
02/26/19	774	12,683.01
02/26/19	779	420.00
02/26/19	842	25,044.41
02/26/19	850	846.39
Total		\$ 177,986.63

; 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. 19-0125 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

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

- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures, attached hereto as Exhibit "A" and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$537,827.51** as set forth in Exhibit "A" dated **February 26, 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. 19-0126 - RE: ADDENDUM TO THE COMMUNITY BASED
CORRECTIONS PROGRAM SUBSIDY GRANT
ALSO KNOWN AS 407 NON SUPERVISORY
TREATMENT PROGRAM GRANT (NSTP)
FOR THE PORTAGE COUNTY ADULT
PROBATION DEPARTMENT.**

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

- WHEREAS,** the Portage County Board of Commissioners and the Portage County Department of Adult Probation have been notified through the Ohio Department of Rehabilitation and Correction that the Portage County Adult Probation Department's fiscal year 2018/2019 Community Based Corrections Program Non-Supervisory Treatment Program subsidy grant agreement in the amount of \$85,992.00 has been decreased by \$32,799.00 to \$53,193.00; now therefore be it
- RESOLVED,** that the Board of Commissioners authorizes the President or Vice-President of the Board of Commissioners to sign any and all documents pertaining to the addendum of said grant; and be it further
- RESOLVED,** that a certified copy of this resolution be forwarded to the Portage County Auditor, the Department of Budget and Financial Management, and the Adult Probation Department; and be it further

RESOLVED,

that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance and accordance 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. 19-0127

**RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION
RESOLUTION NO. 18-0923 ADOPTED DECEMBER 13, 2018.**

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

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

		<i>Increase</i>	<i>Decrease</i>
Fund: 5800	Freedom Secondary Railroad		
010	Commissioners Other		
58009	Freedom Secondary Railroad ME	4,584	-
	MEMO TOTAL	\$ 4,584	\$ -

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 4,584	\$ -
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; and be it further

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

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

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

Roll call as Follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0128

**RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 1107, BYRNE
GRNT**

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

WHEREAS, the fund requires a cash advance in the amount of \$19,530, to be paid back once all expenses have occurred and revenues received; now therefore be it;

RESOLVED, that the following advance of funds be made:

Debit: 00100009 920000	\$19,530.00
Credit: 11077002 290000	\$19,530.00

;and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0129 - **RE: CASH ADVANCE FROM FUND 0001,
GENERAL FUND TO FUND 7002, Vehicle**

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

WHEREAS, the fund requires a long term cash advance in the amount of \$150,000.00; now therefore be it;

RESOLVED, that the following advance of funds be made:

Debit: 00100009 920000	\$150,000.00
Credit: 70020112 290000	\$150,000.00

;and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0130 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

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

WHEREAS, the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool 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 \$96,876.45 for the 1st Qtr SFY19 Reconciliation and \$183,123.55 for the 2nd Qtr SFY19 Est#1 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND
ORGCODE - 14150519
Debit Expense Account
Object: 912000 - JFS Shared
Project 5SHAR

\$280,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND
ORGCODE - 14100512
Revenue Account
Object: 282000 - JFS Shared
Project 5SHAR

\$280,000.00

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the 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. 19-0131 - **RE: APPROVE PLANS AND SPECIFICATIONS AND SET DATE FOR ACCEPTING BIDS FOR THE RESURFACING OF DIAGONAL ROAD (CH 155, PART OF SECTION A), FROM RAVENNA ROAD TO THE STREETSBO RO CORPORATION LIMIT AND OVERLOOK ROAD (CH 133), FROM DIAGONAL ROAD TO STATE ROUTE 43 IN FRANKLIN TOWNSHIP, PORTAGE COUNTY.**

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

WHEREAS, the Portage County Engineer has determined it necessary to resurface **Diagonal Road** (CH 155, Part of Section A), from Ravenna Road to the Streetsboro Corporation Limit and **Overlook Road** (CH 133), from Diagonal Road to State Route 43 in Franklin Township, and

WHEREAS, plans and specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

RESOLVED, that plans and specifications, as submitted, are approved for furnishing all labor, materials and equipment necessary for the resurfacing of **Diagonal Road** (CH 155, Part of Section A), from Ravenna Road to the Streetsboro Corporation Limit and **Overlook Road** (CH 133), from Diagonal Road to State Route 43 in Franklin Township, and be it further

RESOLVED, that sealed bids will be accepted by the Portage County Director of Internal Services, 1st Floor, Room 114, Portage County Administration Building, 449

South Meridian Street, Ravenna, Ohio 44266 until **2:30 P.M.**, Local Time, **March 20, 2019**; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **March 1, 2019** and **March 8, 2019** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, 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. 19-0132 - RE: APPROVE PLANS AND SPECIFICATIONS AND SET DATE FOR ACCEPTING BIDS FOR THE RESURFACING OF INFIRMARY ROAD (CH 164, PART OF SECTION A AND ALL OF SECTIONS B, C, D & E), FROM STATE ROUTE 14 TO STATE ROUTE 303 IN SHALERSVILLE AND RAVENNA TOWNSHIPS, PORTAGE COUNTY.

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

WHEREAS, the Portage County Engineer has determined it necessary to resurface **Infirmary Road** (CH 164, Part of Section A and all of Sections B, C, D & E), from State Route 14 to State Route 303 in Shalersville and Ravenna Townships, and

WHEREAS, plans and specifications for this project have now been completed and are on file with the Portage County Commissioners and the Portage County Engineer; now therefore be it

RESOLVED, that plans and specifications, as submitted, are approved for furnishing all labor, materials and equipment necessary for the resurfacing of **Infirmary Road** (CH 164, Part of Section A and all of Sections B, C, D & E), from State Route 14 to State Route 303 in Shalersville and Ravenna Townships, and be it further

RESOLVED, that sealed bids will be accepted by the Portage County Director of Internal Services, 1st Floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio 44266 until **2:30 P.M.**, Local Time, **March 27, 2019**; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **March 1, 2019, March 8, 2019 and March 15, 2019** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, 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. 19-0133 - RE: ENTER INTO A LETTER OF ARRANGEMENT
BETWEEN PORTAGE COUNTY AND THE
AUDITOR OF STATE TO AUDIT THE
FINANCIAL STATEMENTS AS OF AND FOR
THE YEAR ENDED DECEMBER 31, 2018.**

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

WHEREAS, Portage County must have an audit of the financial statements as of and for the year ended December 31, 2018; and

WHEREAS, the Auditor of State will provide the services needed to meet the needed requirements; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a letter of arrangement with the Auditor of State of Ohio for the completion financial statements for the year ended December 31, 2018; and be it further

RESOLVED, that the service under this agreement shall not exceed One hundred sixteen thousand, six hundred twenty-two and 00/100 dollars (\$116,522.00); and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 19-0134 - RE: ENTER INTO AN AMENDMENT NO. 4
BETWEEN THE PORTAGE COUNTY BOARD
OF COMMISSIONERS, PORTAGE COUNTY
RECORDER AND HIGH LINE CORPORATION,
dba CASNET.**

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

WHEREAS, an agreement between the parties was entered into on October 8, 2015 through resolution 15-0855 and known as Portage County Contract 20150380 for microfilming services; and

WHEREAS, an amendment no. 1 between the parties was entered into on October 10, 2016 through resolution 16-0857 and known as Portage County Contract no. 20160428; and

WHEREAS, an amendment no. 2 between the parties was entered into on July 18, 2017 through resolution 17-0511 and known as Portage County Contract no. 20170331; and

WHEREAS, an amendment no. 3 between the parties was entered into on March 1, 2018 through resolution 18-0112 and known as Portage County Contract no. 20180260; and

WHEREAS, the parties wish to extend said agreement for an additional term, to commence on January 1, 2019 and terminate on December 31, 2019; and

WHEREAS, in consideration of the services to be provided by High Line Corporation, dba Casnet the County shall pay High Line Corporation, dba Casnet in the amount not to exceed Sixteen thousand and 00/100 dollars (\$16,000.00) from the Recorder's computer fund; and

WHEREAS, all other terms and conditions remain the same as the previous amendment; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into amendment no. 4 with High Line Corporation, dba Casnet in the amount not to exceed Sixteen thousand and 00/100 dollars (\$16,000.00) for the term of January 1, 2019 through December 31, 2019; and be it further

RESOLVED, that the Portage County Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting opened 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. 19-0135

**RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF THE PORTAGE COUNTY DOG
WARDEN.**

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

Name	Address	
Joyce Tudor	8675 Pierce Rd Garrettsville Oh 44231	\$15
John Smith	1558 Elizabeth Ct Kent Oh 44240	\$15
Bill & Eddy White	3339 Charleston Plc Ravenna Oh 44266	\$100

; 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. 19-0136

**RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1480, VAWA**

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

WHEREAS, the current VAWA grant requires a local match in the amount of \$14,997.45; now therefore be it;

RESOLVED, that the following transfer of funds be made:

Debit: 00100009 910000	\$14,997.45
Credit: 14803002 280000 9A588	\$14,997.45

and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

RESOLUTION No. 19-0137 - RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE TO ESTABLISH OR FURTHER EXPAND DRUG PREVENTION OR TREATMENT PROGRAM FUNDING INITIATIVES.

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

RESOLVED, that the specifications for receiving proposals to establish or further expand drug prevention or treatment program funding initiatives are hereby approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:30 p.m., E. S.T. on March 27, 2019; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on March 1, 2019 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; 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;

Commissioner Christian-Bennett noted the Board will need to interview the 3 candidates to replace labor attorney, Ron Habowski and the Clerk will schedule and invite Human Resources Director Janet Kovick, Water Resources Director Gene Roberts and Solid Waste Management Director Bill Steiner.

Recessed: 9:47 AM

Reconvened: 10:04 AM

10:04 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 the employment of a public employee, official, licensee, or regulated individual. Also present: Human Resources Director Janet Kovick and Commissioners' staff: Julie Gonzales, Judy Common, and Amy Hutchinson. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:16 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.

Recess: 10:17 AM

Reconvened: 11:02 AM

PUBLIC COMMENT

Present: Rodney Mack, Ohio Enough is Enough

Mr. Mack met with the Board to discuss the need for sales and use tax funding for Ohio Enough is Enough. The Board indicated a timeline was discussed and information will be published in the newspaper so that he can apply for funding.

Mr. Mack also invited the Board to a recognition ceremony for people who have made a difference within the community.

JOURNAL ENTRY

February 21, 2019

Commissioners

1. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the State of Ohio Office of Housing and Community Development Request for Payment and Status of Funds Report Draw No. 2, as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Activity No.	Amt Requested
B-F-18-1CJ-1	Neighb. Fac/ Community Ctr	1	\$1,000.00
B-F-18-1CJ-1	Fair Housing Program	1	2,600.00
B-F-18-1CJ-1	General Admin	2	3,200.00
B-F-18-1CJ-1	Street Improvements	1	1,000.00
B-F-18-1CJ-1	Water Fac. Improvements	1	1,000.00
Total			\$8,800.00

2. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for January 2019, as presented by the Portage County Sheriff's Department.
3. The Board of Commissioners authorized Commissioner Kline, President of the Board, to sign the Ohio Development Services Agency/Office of Community Development OCEAN Users & Role Assignment Form, as presented by the Regional Planning Commission.

Department of Budget & Financial Management

4. The Board of Commissioners signed the Satisfaction of Mortgage form for William and Martha Lovejoy of 6789 Sprott Street, Ravenna, OH 44266 to secure payment of \$9,165.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
5. The Board of Commissioners signed the Satisfaction of Mortgage form for Scott A. Woodall of 6261 Morgan Street, Ravenna, OH 44266 to secure payment of \$13,419.00. The original document will be recorded by Neighborhood Development Services, Inc. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

Human Resources

6. The Board of Commissioners approved the new job description for the Deputy Director position within Portage County Building Department, as presented by Janet Kovick, Human Resources Director.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entries for February 21, 2019

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

JOURNAL ENTRY II

February 21, 2019

1. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Charles Corcoran, Director, for Portage County Building Department, effective February 15, 2019, presented by Janet Kovick, Human Resources Director.

2. The Board of Commissioners signed the Personnel Action Form authorizing the part-time hire of Randall Roberts as an Interim Director, replacing Charles Corcoran, for Portage County Building Department, effective February 15, 2019, as presented by Janet Kovick, Human Resources Director.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entry II for February 21, 2019

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

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to adjourn the Official Meeting of February 21, 2019 at 11:09 AM

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

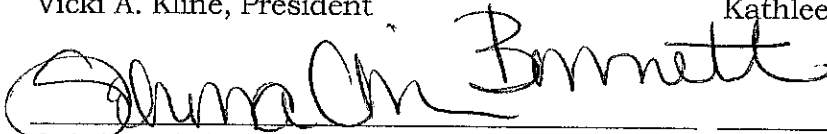
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting.



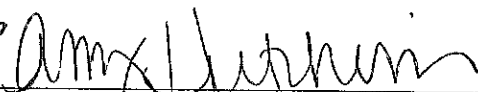
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk