

Portage County Board of Commissioners

Meeting Minutes

449 South Main Street
Ravenna, OH 44266

<http://www.co.portage.oh.us>

Amy Hutchinson, Clerk
330-297-3600

Tuesday, March 5, 2019

9:02 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	Attending 9:10 AM

Also attending throughout the day Internal Services Director JoAnn Townend, Department of Budget & Financial Management Director Todd Bragg, and Record Courier Reporter Diane Smith.

DISCUSSION

1. WIC Lisbon:

- Purchased the building and renovated the lower level – cost to Portage County \$549,106.79.
- Rent acquired from Columbiana County WIC, Extension Office and RSVP - \$490,682.00.
- Deficit remaining - \$58,424.79.
- In 2016, Portage County was contemplating selling the building. Columbiana County Auditor's Office showed the grounds, building and easement being valued at \$463,600.
- The Board authorized Director Townend to get an appraisal of the building and in March 2016, the value was appraised at \$ 350,000.
- In 2004, Columbiana County RSVP moved.
- In 2011, the rent for WIC ceased.
- In 2012, the Columbiana County Extension Office moved.
- The lower level was advertised, and signs were placed on the property, yet the space remains vacant.
- Because Portage County hold the WIC grant and the building, it was determined WIC should not been paying rent.
- Portage County's Maintenance Department travels to Lisbon at least twice a year to check the heating, air conditioning and to make small repairs, but local vendors are available for larger and emergency jobs.
- The driveway and parking area for WIC Lisbon will need repaired.
- Columbiana County WIC pays utilities and local vendor invoices for repairs.
- Portage County pays insurance.

- In 2016, Director Townend contacted Columbiana County Commissioners and the Dickey Family (original owners), for any interest in the building and both parties declined.
- If the WIC program is funded by another entity, Portage County will be eligible to receive rent.
- In the past, Columbiana County WIC paid \$1,800 per month.
- The WIC grant stipulates Portage County must serve WIC Columbiana County.
- The Board intends to keep WIC Lisbon for now and will prepare a new five-year lease for Lisbon, adding verbiage to the agreement for yearly rental increases according to the Consumer Price Index.
- If the grant goes through, the earliest Portage County would receive rent - October 1, 2019.
- Director Bragg and Director Townend will get with WIC Director Amy Cooper to sign the lease ahead of time.
- Director Townend will advertise the vacancy in the lower level of the Lisbon building.
- Director Townend will reach out to a local Columbiana County realtor for marketing purposes, checking first with Attorney Chris Meduri to ensure no legal stipulations are in place.
- The Board is open to having the Portage County WIC remain in their current location.
- WIC will need the Board to decide on a monthly rental amount, so it can be figured into the grant application.
- If WIC stays in its current Administration Building location, rent would follow the established amount set by Maximus.
- Director Bragg and Director Townend will contact Director Amy Cooper to discuss a new lease for Columbiana County, along with an amount for the Portage County site if the need to stay.

2. Board member process:

- There were four different versions of the appointment resolution and the latest draft included a conditional appointment and a final vote of a resolution in seven days.
- Director Townend did prepare an amendment to that resolution, but it never moved forward.
- In July, former Commissioner Mike Kerrigan noted that per the Board's resolution, appointments need to be made before the background check is authorized.
- Federal Bureau of Investigation (FBI) checks cannot be requested on any of the Boards, except for Portage County Developmental Disabilities. Director Townend will confirm this with Clerical Specialist Judy Common.
- The Bureau of Criminal Investigation (BCI) checks are not consistently coming within a specified time.
- The Board agreed to require applications and background checks for any member serving as an appointment or alternate on the Organizational Day appointments, except for the Commissioners and County employees.

The Board reviewed Resolution No. 18-0137 (Appointments to the various public boards made by the Portage County Board of Commissioners) and make several changes that Director Townend will incorporate and bring back.

Director Townend will also survey other counties to see if they require background checks for board appointments.

3. Vehicle Use Policy

The original vehicle use policy has been reviewed and amended, removing mention of the Motor Pool and adding the Enterprise leasing portion. Director Townend will discuss further on Thursday, March 7, 2019.

4. Credit Card Policy

The County Auditor would like more restrictions on the current credit card policy, so Director Townend will review and provide a revised draft for Board consideration.

5. Vehicle acquisition

The Board discussed the need to replace fleet vehicles and the County has approximately 16-19 vehicles ready this year. At the end of last year, the Board agreed to begin the rotation process because 120 vehicles are in the program. The County is doing well with the maintenance on the vehicles with Enterprise for the first quarter of 2019.

Questions for Board consideration:

(1) Does the Board wish to delay the programs in response requests by Elected Officials to forego replacement of the vehicles?

(2) Is the Board moving forward with the fleet rollover from buy and use until the vehicle life has expired, to lease with a quick turnover style of management?

The Board agreed to table the discussion for today.

6. Admin Team

Since Director Roberts is no longer over the Building Department, Office of Homeland Security and Emergency Management, Dog Warden and Solid Waste, the Board agreed to abolish the Admin Team. Directors will now place their items on the Consent Agenda and Journal Entry sheet or schedule an appointment if they wish to see the Board.

7. Tuesdays Agenda item

There are several outstanding issues the Board needs to address (sales tax, WIFI, buildings) and Director Bragg and Director Townend will compile a listing for Tuesday's discussion.

8. Sales Tax Application Process

Director Townend has completed the Request For Proposals and it has been distributed to everyone who requested it. The deadline for receipt of proposals is Wednesday, March 27th.

Recessed: 10:23 AM
Reconvened: 11:02 AM

11:03 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 consider the employment of a public employee. Also present: Human Resources Director Janet Kovick, Water Resources Department Director Gene Roberts, Solid Waste Director Bill Steiner, and applicant David Benjamin. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

11:50 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.

Recessed: 11:50 AM
Reconvened: 1:07 PM Commissioner Clyde absent.

1:07 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners move into executive session to consider the employment of a public employee. Also present: Human Resources Director Janet Kovick, Water Resources Department Director Gene Roberts, Solid Waste Director Bill Steiner, and applicant David Hirt. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Absent; Vicki A. Kline, Yea;

1:09 PM Commissioner Clyde attending.

2:13 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.

2:14 PM 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 for employment of a public employee. Also present: Board of Commissioners only. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

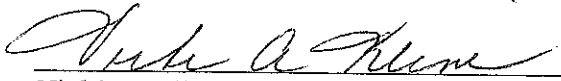
3:45 PM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde that the Board adjourn the Meeting of March 5, 2019 at 3:45 PM.

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

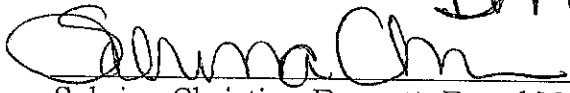
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of March 5, 2019.



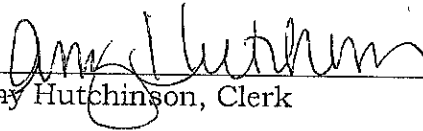
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk