



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

0006

Thursday, March 7, 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
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: 9:02 AM

Reconvened: 9:23 AM

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Todd Bragg

Discussion:

1. County Prosecutor and Job and Family Services request for an additional investigator requiring an IV-D match of 34%.

The Portage County Child Support Division has had a historic contract with the Portage County Prosecutor's Office in which the Prosecutor's Office provides investigative support to the Child Support Division.

The contract for the period July 1, 2016 through June 30, 2017 covered the salaries of two employees with benefits and administrative costs at a total of \$172,066.25. The contract for the period of July 1, 2017 through June 30, 2018 covered the salaries of one and one-half employees with benefits and administrative costs for a total of \$133,877.33. When the part-time employee left employment with the Prosecutor's Office last year, the contract was reduced to \$105,506.47 for the period of July 1, 2018 through June 30, 2019, covering the salary, benefits and administrative costs for one employee, the current investigator.

On February 6, 2019, Prosecutor Viglucci contacted Job and Family Services regarding the current IV-Contract Portage Job and Family Services Child Support Division has with the Portage County Prosecutor's Office through June 30, 2019. The current investigator that is employed by the Prosecutor's Office has been extremely busy with an ever-increasing case load, a result of the reduction in staff and referrals being made to him by the Child Support Division. He is serving orders not only in Portage County

but throughout the state of Ohio, as well. He has been working nights and weekends to serve clients timely, and due to this field work, has found that his paperwork has become delinquent. Prosecutor Viglucci asked that Job and Family Services consider increasing the contract to include a second investigator to ensure the clients are being served and paperwork is being completed in a timely manner. Child Support Administrator Lisa Fay, Child Support Attorney Nancy Morrison and Director Jeffries met last week to discuss this request and absolutely feel the volume is more than one investigator can handle and support the contract increase.

This contract in its entirety is an IV-D expense and as a result, the Federal Government always reimburses County Job and Family Services systems at 66% and the remaining 34%, which represents the non-federal share, has been covered by the Board of Commissioners. Currently, the non-federal share represents \$35,872.20. If the contract were to be increased, it would increase from \$105,506.47 to \$213,883.20, increasing the County's contribution from \$35,872 to approximately \$72,720.28. The summary of the additional costs includes \$74,097.21 for salary and benefits and \$34,279.52 for additional costs, which includes a new vehicle, cell phone, Lexus Nexus, gas, training/mileage, indirect costs, vehicle maintenance and repairs, extraditions and Clear Channel.

The Board agreed to move forward with the request for an additional investigator and the 4th pool vehicle with 66,000 miles can be transferred to the investigator. Director Bragg will contact Director Jeffries to relay the information and find out when the part time person left employment.

HUMAN RESOURCES

Present: Director Janet Kovick

1. CCAO Longevity/Merit Pay survey results.

The longevity/merit survey results are in with fifteen counties responding. Four counties presented policies, along with Fairfield County who also presented their Performance Evaluation forms for managers and employees.

SERB survey results were received for all contract in the State of Ohio having longevity and/or merit and Director Kovick presented a breakdown by surrounding/similar county size:

CCAO Counties that offer Longevity Pay:

- Ashland: Only in Job and Family Services and Sheriff's Unions
- Erie: Yes
- Fairfield: Not in County policy, only in law enforcement contracts
- Gallia: Only in union contracts
- Huron: Yes, but it's being phased out
- Lake: Not in Commissioners' bargaining contracts, but it is in Elected Officials
- Lawrence: In some union contracts
- Medina: Yes
- Tuscarawas: Yes

CCAO Counties that offer Merit Based Pay:

- Ashland: Only in Job and Family Services and Sheriff's Unions
- Fairfield: Yes
- Gallia: Only in union contracts
- Lake: Varies by Elected Officials
- Mercer: Yes
- Ottawa: Union Only

SERB County Departments that have Merit Pay:

- Clermont County Job and Family Services
- Clermont County Commissioners
- Summit County Sheriff
- Wayne County Sheriff

Additional SERB reported County Departments that have Merit Pay:

- Butler County Clerk of Courts
- Butler County Commissioners
- Butler County Child Support Enforcement Agency
- Butler County Sheriff
- Cuyahoga County Commissioners
- Cuyahoga County
- Defiance County Engineer
- Erie County Board of DD
- Fairfield County Board of DD
- Franklin County Engineer
- Meigs County Emergency Medical Services
- Mercer County Joint Township Community Hospital
- Montgomery County Commissioners
- Montgomery County Job and Family Services

The Board agreed to review a merit-based policy for all employees and Director Kovick will return with a draft for Board consideration in two weeks.

Recessed: 9:46 AM

Reconvened: 10:29 AM

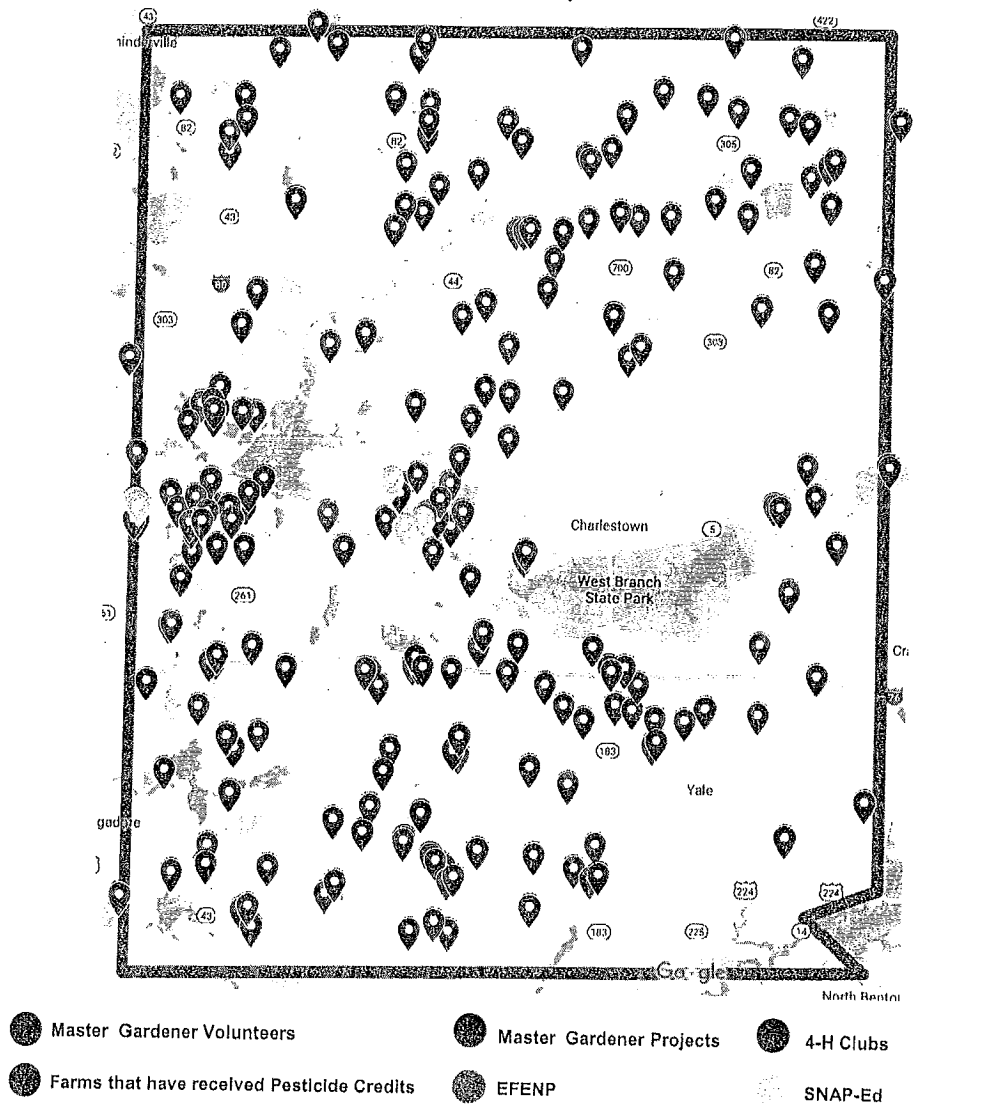
OHIO STATE UNIVERSITY (OSU) EXTENSION

Present: Ashley Hugley and Eric Barrett, Mahoning County OSU Extension

Ms. Hugley and Mr. Barrett presented a brief update on the following programs:

1. Portage County Program Impact Sites for 2018

Portage County Impact Sites 2018



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

portage.osu.edu

CFAES provides research and related educational programs to clientele on a
nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity

2. Carteens

OSU worked with the Juvenile Court system to set up a program called Carteens, a mandated program for teens that receive some type of traffic offense. Carteens, in conjunction with the Ohio State Patrol, teaches hands on activities including drunk goggle simulations, distracted driving simulator, jeopardy and texting/distracted driving videos. If a teen attends the class, pays their fine, and doesn't have another

traffic violation within six months, it will prevent the moving violation on their record. Since December 2018, OSU has full participants, including parents, every month.

3. 4-H

March 3rd through March 9th is 4-H week and to qualify to participate, you need to be five years old by January 1st and in kindergarten all the way through eighteen years of age. To date, there are five hundred twenty-six youth enrolled and typically participation is around eight hundred. Anyone interested in the programs should call the OSU Extension Office at (330) 296-6432 or visit the website at portage.osu.edu for additional information.

4. Portage and Mahoning County Junior 4-H Camp

The goal of the 4-H Camp is for each camper to grow in appreciation, respect and knowledge of oneself and living things with whom the campers share the camp. Campers don't need to be in 4-H or live in a certain County to attend the camp, but if they are a 4-H member, thirty scholarships are available for a discount of \$100.00. Camp Whitewood begins July 7-12, cost \$290.00.

5. Small Farm and Backyard Fruit Grower Workshop

This workshop is for small market growers and backyard gardeners and encourages local foods and people to use their farmland for growing items that would contribute to the local food systems. The workshop is Wednesday, March 13th, 1:00 PM-4:00 PM, at the Portage Soil and Water Conservation District Meeting Room, 6970 State Route 88, Ravenna.

6. Dairy

Dairy prices have not increased in twenty years, but the cost of production has. The bigger challenge is that farmers are losing contracts due in part to large box stores processing their own milk. In Ohio, 10% of dairy farms have been lost over the past twelve months. OSU is now looking to develop programs for famers who have time and land available. Portage County is not feeling the effects as much as Mahoning, Columbiana and Stark Counties.

7. Budget Proposal

Robin Christensen Extension Educator, Agriculture and Natural Resources, is leaving the OSU Extension. There is an opportunity to re-post for a full-time person if OSU can receive 75% of the funding, with Trumbull County providing the other 25%. The full-time position will allow for an increase in programming to meet farmer's demand. Mr. Barrett mentioned they are looking for alternate funding and they would be interesting in contracting with the County. It's possible funding could be utilized from the sanitary sewer funding because OSU does soil testing and fertilizer programs. In Columbiana County, additional funding was found through recycling and OSU was then able to provide recycling programs for the 4-H clubs.

The 2018 actual budget from the Commissioners was \$90,000, \$94,700 for current staffing, and \$105,000 was the 2019 request, which include the 75% for the Agriculture and Natural Resources increase in hours from 20 per week to 30. The OSU Extension is hoping for a commitment for 2020, but anything the Board can do for 2019 would be appreciated. Ms. Christensen is leaving March 18th and there will be

savings from her salary of approximately six weeks. The new person should begin around May 1st and continue into 2020. Mr. Barrett reiterated for 2019 with May 1st start, OSU's budget would need to increase at least an additional \$9,000. The position would be thirty hours in Portage County and ten hours in Trumbull County.

Commissioner Kline mentioned there is space available for OSU to move to the Administration Building, but night meetings are necessary, and the building is not open to the public. Additionally, Family and Community Services charges a minimal amount of rent for their current space on Oakwood Street in Ravenna.

The Board agreed to get back to the OSU Extension Office about the request for additional funding.

In recognition of Ohio 4-H Week, the Board presented a proclamation to OSU Extension Office.

In July 2018, the structure of OSU Extension Office changed from one administrator for twenty-one Counties, to four County units (Portage, Stark, Mahoning and Columbiana Counties) for more of a hands-on approach.

CONSENT AGENDA

March 7, 2019

1. Approval of the February 28, 2019 and March 5, 2019 regular meeting minutes.

RESOLUTIONS

March 7, 2019

Budget & Financial Management:

1. Approve the Thursday, March 7, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0152
2. Approve the Thursday, March 7, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0153
3. Approve the Tuesday, March 12, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0154
4. Approve the Tuesday, March 12, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0155
5. Approve the Tuesday, March 12, 2019 Then & Now Certification, as presented by the County Auditor./19-0156

Internal Services

6. Transfer from Fund 4244, Peck Road/Lovers Lane Resurfacing Project, to Fund 1201 Motor Vehicle and Gas Tax./19-0157

7. Enter into amendment no. 1 between the Portage County Board of Commissioners and the Portage County Regional Planning Commission./19-0158
8. Approve specifications and set the proposal date for the inmate telephone services for the Portage County Sheriff./19-0159

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for March 7, 2019

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

**RESOLUTION NO. 19-0152 - 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 March 7, 2019 in the total payment amount as follows:

1. \$8,902.50 to Wage Works Contributions-Fund 7101; and
2. \$1,115.00 to Wage Works Admin-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, March 8, 2019	\$ 8,902.50
Wire Transfer on Friday, March 8, 2019	\$ 1,115.00

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 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. 19-0153**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:

03/07/19	165	\$ 289.73
03/07/19	166	846.39
03/07/19	167	3,333.34
03/07/19	168	221,024.88
03/07/19	169	28.00
03/07/19	170	224.00
03/07/19	171	124.69
03/07/19	172	74.92
03/07/19	173	1,271.63
03/07/19	174	7,836.53
Total		\$ 235,054.11

; 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. 19-0154

- 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 March 12, 2019 in the total payment amount of **\$1,262,308.37** 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, March 13, 2019, contingent upon the review of the Portage County Department of Budget and Financial Management, Department of Internal Services or other designee on March 12, 2019 in the total payment amount of **\$39.35 to Neil Group and \$50.95 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. 19-0155

- 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:

03/12/19	204	\$38,124.00
03/12/19	205	161,457.10
03/12/19	206	28.00
03/12/19	209	180.85
03/12/19	210	2,264.84
03/12/19	216	7,941.61
03/12/19	218	1,063.00
03/12/19	230	1,260.00
03/12/19	231	337.50
03/12/19	238	5,085.67
03/12/19	247	405.00
03/12/19	248	1,282.50
03/12/19	249	750.00
03/12/19	278	149.69
03/12/19	279	1,640.99
03/12/19	287	862.12
Total		\$222,832.87

; 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. 19-0156

**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 **\$793,612.09** as set forth in Exhibit "A" dated **March 12, 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. 19-0157 - RE: Transfer From Fund 4244, Peck Road/Lovers Lane Resurfacing Project, To Fund 1201, Motor Vehicle And Gas Tax

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

WHEREAS, the **Peck Road/Lovers Lane Resurfacing Project** has been completed, all payments have been made on behalf of said project and all costs have been booked, and

WHEREAS, the Portage County Engineer has requested an operating transfer to debit all remaining funds in Fund 4244, **Peck Road/Lovers Lane Resurfacing Project**, and credit Fund 1201, Motor Vehicle and Gas Tax, and

WHEREAS, the Portage County Board of Commissioners has approved said operating transfer; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$9,498.96:

FROM:
FUND 4244, Peck Road/Lovers Lane Resurfacing Project

ORGCODE- 42448109
Debit Expense Account
Object: 910000 – Transfers Out \$9,498.96

TO:

FUND 1201, Motor Vehicle and Gas Tax

ORGCODE – 12018102
Credit Revenue Account
Object: 280000 - Transfer In \$9,498.96

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 County Auditor, the County Engineer 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 A. Kline, Yea; Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION No. 19-0158 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION

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

WHEREAS, an agreement between the Portage County Board of Commissioners and the Portage County Regional Planning Commission was entered into on December 8, 2016, through resolution 16-0900 known as Portage County Contract 20160451 and for identification purposes in 2018 has been assigned the additional number 20180320 and for the purposes in 2019 has been assigned the additional number 20190233 for the purpose of performing certain administrative duties of the Storm Water Septic Assistance Program, accepting and reviewing applications, verification of meeting program requirements, the hiring of licensed contractors, working with applicable agencies to determine work has been satisfactorily completed and coordinate the payments for completed projects as required by Portage County's Ohio Environmental Protection Agency (OEPA) National Pollution Discharge Elimination System (NPDES) Phase II Permit; and

WHEREAS, the parties desire to amend the Original Contract to complete the performance of its duties under the agreement before the contract performance and date of December 31, 2017; and

WHEREAS, the Agreement would have terminated in accordance with its terms on December 31, 2017; and

WHEREAS, the Reinstatement and First Amendment to the Agreement would have terminated in accordance with its terms on December 31, 2018; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby agree to enter into an Amendment Agreement 1 between the Portage County Board of Commissioners and the Portage County Regional Planning Commission by amending the completion date to 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 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. 19-0159 - RE: APPROVE SPECIFICATIONS AND SET THE
PROPOSAL DATE FOR INMATE
TELEPHONE SERVICES FOR THE PORTAGE
COUNTY SHERIFF.**

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

RESOLVED, that the specifications for receiving proposals for inmate telephone services for the Portage County Sheriff be and hereby are 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 1:30 p.m., E.S.T. on April 3, 2019; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on March 8, 2019, a copy posted on the bulletin board of the Board and the County's website 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 A. Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

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JOURNAL ENTRY

March 7, 2019

Commissioners

1. The Board of Commissioners acknowledged receipt of the February 13, 2019 correspondence from Testa Development, LLC, notifying the Board that Testa Development, LLC plans to be the managing member of a residential rental development located in or within a one-half mile radius of the Commissioners' political jurisdiction and has submitted an application to utilize the multifamily funding programs of the Ohio Housing Finance Agency (OHFA) for the development of this property.
2. The Board of Commissioners acknowledged receipt of the February 26, 2019 Amended Certificate of Estimated Resources for the year beginning January 1, 2019 as submitted by the Portage County Budget Commission.
3. The Board of Commissioners signed the completed Finding of No Significant Impact on the Environment Statement for the Windham Township Demolition Project, 10352 Silica Sand Road, Windham, OH, as funded by the 2018 Community Development Grant and presented by the Regional Planning Commission.
4. The Board of Commissioners acknowledged receipt of the March 4, 2019 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2019, as presented by the Portage County Auditor's Office.

Human Resources

5. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Kristel Razayeski, Eligibility Specialist, for Portage County Job & Family Services, effective March 5, 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 Eligibility Specialist, replacing Kristel Razayeski, 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 approved the Table of Organization effective March 1, 2019, moving the Building Department, Dog Warden, EMA, and Solid Waste Management District, previously under the direction of External Services, directly under the Board of Commissioners, presented by Janet Kovick, Human Resources Director.
8. The Board of Commissioners signed the Personnel Requisition authorizing the posting of three (3) part time Seasonal Canvassers for the Portage County Dog Warden, presented by Janet Kovick, Human Resources Director.

Department of Budget & Financial Management

9. The Board of Commissioners agreed to waive the late fee in the amount of \$89.53 for Julie Jones, 4983 Brower Tree Lane, Kent, OH 44240, due to the delay in having her meter tested, as presented by Budget and Financial Management Director Bragg.
10. The Board of Commissioners approved the February 2019 adjustments to the Portage County Water, Portage County Sewer, and Streetsboro Sewer billing accounts as reported on the adjustment reports submitted and reviewed by the Department of Budget and Financial Management.

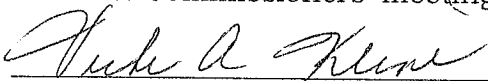
Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Journal Entries for March 7, 2019

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 March 7, 2019 at 11:03 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.



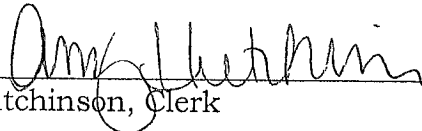
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk