



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, March 28, 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 |
| 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: 9:02 AM

COMMISSIONERS' MEETING

1. Discussion:

a. Tuesday discussion items:

- Three Executive Sessions regarding G1 Employment.

HUMAN RESOURCES

Present: Director Janet Kovick

1. Discussion:

a. Performance Evaluation-Merit Pay Policy

Director Kovick provided several policy changes to the Commissioners' Personnel Policy Manual, Section 19 - Performance Evaluations, and the Board agreed to incorporate the changes, which include the following:

- Number 3 (Percentage) was removed
- Number 2 – added “at the discretion of the department director or designee.”
- Number 5 – clarified that red line employees may receive a merit increase.
- Number 2 – ‘exceptional’ performance wording could stay
- Number 1 – ‘employees must have successfully completed their new hire probationary period before the end of the review period’ – should be left to the discretion of the Director.

Director Kovick will prepare a resolution for next week's Consent Agenda.

Director Kovick discussed the possibility of forming a committee to create a Countywide Evaluation Form, but the Board agreed it was not necessary. The Board is aware some Departments may choose not to use the form, as they may be using one that is more specific to their department.

Director Kovick will work on the Evaluation Form for review by the Board.

b. Social Media Guidelines for County Business.

A social media policy is new for the County and although the Commissioners discussed it briefly, they agreed to review the proposed draft in more detail and discuss further on April 11th.

c. Reminder: Blood Drive

The next blood drive will be held on Thursday, June 6, 2019 from 10:00 AM-3:00 PM in the Portage County Administration Building (first floor).

d. Labor Attorney – Executive Session

9:25 AM Commissioner Kline left the meeting.

9:26 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session to discuss employment of a public employee. Also present: Human Resources Department Director Janet Kovick. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Absent;

9:27 AM Commissioner Kline entered Executive Session.

9:51 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.

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The Board talked about the None 4 Under 21 invitation and although the Board would like to attend, the event is on a Tuesday from 9:30 AM-11:30 AM and it will be in session.

WATER RESOURCES

Present: Director Gene Roberts

1. Discussion:

a. Approval of minor reorganization between Regional Wastewater and Collections

On January 4, 2018, the Board approved the transfer of Jeff Whetsel from Water Resources Operations Division, Regional Wastewater Treatment Plant Section to the Collections Systems Section.

On April 12, 2018, the Board authorized the transfer of Derek McIntyre from Collections System Operator to Treatment Plant Operator I effective April 16, 2018.

This issue was based on the request by Derek McIntyre to be transferred to eliminate the nepotism issue preventing his stepfather, Mr. Jeff Whetsel, from being provided the opportunity to become the Collection Systems Section Chief Operator.

Mr. McIntyre resigned with the last day of employment on April 12, 2019.

Today, the Board is being asked to permit a minor reorganization of the Water Resources Department's Operation Division where a Treatment Plant Operator I would be removed from the Regional Wastewater Treatment Section in favor of returning the staff position to a Collections System Operator in the Collection System Section. The requested change in position assignment does not increase the number of staff or the personnel cost of the Department./Journal Entry II

PLEASE ADD TO YOUR AGENDA

March 28, 2019

Water Resources

1. Draft Resolution: Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution 18-0440, dated June 21, 2018; as amended by Resolution No. 19-053, dated January 17, 2019 to enter into a water and wastewater service agreement between the Portage County Board of Commissioners and the Village of Mantua.

The Village of Mantua has moved their bid opening to April 9th, and once completed, they will need to decide how to move forward. In the meantime, Director Roberts presented a resolution to extend the agreement with the Village from April 1, 2019 until April 30, 2019, at a cost of \$1,916.67 per week plus other additional costs incurred by Water Resources./19-0206

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Chandler to Amend Resolution No. 18-0418, dated June 14, 2018; as amended by Resolution 18-0440, dated June 21, 2018; as amended by Resolution No. 19-053, dated January 17, 2019 to enter into a water and wastewater service agreement between the Portage County Board of Commissioners and the Village of Mantua./19-0206

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

10:02 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 employment of a public employee. Also present: Water Resources Director Gene Roberts. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:27 AM 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.

REGIONAL PLANNING COMMISSION

Present: Director Todd Peetz, Water Resources Director Gene Roberts, County Engineer Mickey Marozzi, and Regional Planning Commission GIS Specialist Gail Gifford

1. Discussion:

a. Comprehensive Plan

Director Peetz presented information on a Comprehensive Plan, its potential components, how to make it successful, and the general benefits of having one.

Director Peetz noted the plan could be done within a year, but it may take up to 18 months to complete, depending on how much public input the Board desires.

Both County Engineer Marozzi and Water Resources Director Roberts are supportive of a plan for Portage County.

Director Peetz will provide a proposal and the Board will discuss the financial impact with Director Bragg. The Board would also like to see a menu of options the department can provide.

10:57 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 discuss employment of a public employee. Also present: Administrative Assistant Julie Gonzales. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Absent; Vicki A. Kline, Yea;

11:18 AM Commissioner Clyde attending.

11:18 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.

CENSUS MEETING

Present: Kent Camino, U.S. Census Bureau Partnership Specialist for Akron, Summit Portage, and Geauga counties; Regional Planning Commission Director Todd Peetz

Mr. Camino presented the 2020 Census Briefing, which included information on the following:

- Census Goals
- New design for the 21st Century

- Confidentiality and Privacy
- Decennial Census
- Low Response Score (LRS) Variables
- Outreach and Promotion
- Timeline
- Complete Count Committee
- Next step: How local organizations/governments can collaborate with the US Census Bureau

The Board asked if Mr. Camino could approach other subdivisions for any interest in a collaborative effort with the County to assist with the 2020 Census.

* * * * *

The Board received 11 proposals for sales and use tax funding and agreed it will need time to review them before scheduling any appointments.

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COMMISSIONERS' CONSENT AGENDA

March 28, 2019

1. Approval of the March 21, 2019 and March 26, 2019 regular meeting minutes.

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RESOLUTIONS

March 28, 2019

Budget & Financial Management:

1. Approve the Thursday, March 28, 2019 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0186
2. Approve the Thursday, March 28, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management. /19-0187
3. Approve the Tuesday, April 2, 2019 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0188
4. Approve the Tuesday, April 2, 2019 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./19-0189
5. Approve the Tuesday, April 2, 2019 Then & Now Certification, as presented by the County Auditor./19-0190
6. Amendment to the General Fund 2019 Annual Appropriation Resolution No. 18-0924, adopted December 13, 2018./19-0191

7. Amendment to the Non-General Fund 2019 Annual Appropriation Resolution No. 18-0923, adopted December 13, 2018./19-0192

Job and Family Services

8. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./19-0193
9. Acceptance of cash donations from JFS employees from the Employee Enhancement Committees' lunch and learn Mac and Cheese Day and St. Patrick's Day Sham O Gran Activity./19-0194
10. Acceptance of cash donations from organizations, and businesses to support the Portage County Job & Family Services Annual Senior Forum Event./19-0195

Internal Services

11. Accept the bid of Ennis-Flint, Inc. for furnishing acrylic water base traffic safety paint for use by the Portage County Engineer./19-0196
12. Accept and award the bid of Chagrin Valley Paving, Inc. for the resurfacing of Diagonal Road (CH155, 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./19-0197
13. Enter into license agreement between the Portage County Commissioners and the City of Cuyahoga Falls Police Department./19-0198
14. Enter into real estate lease agreement for the property located at 449 South Meridian Street, Ravenna, OH with the Job & Family Services for offices on floors two, three and visitation WIC/Share Area./19-0199
15. Enter into real estate lease agreement for the property located at 209 South Chestnut Street (Riddle Block) Ravenna, OH with Job & Family Services./19-0200
16. Enter into real estate lease agreement for the property located at 466 South Chestnut Street (Annex Building) Ravenna, OH with Job & Family Services./19-0201
17. Adoption of the Portage County Vehicle Use Policy dated March 29, 2019./19-0202
18. Amend Resolutions 96-596 and 06-0051 to approve issuance and the use of credit cards held and in the name of the Portage County Commissioners./19-0203
19. Amend Resolution No. 18-0137 for appointments to the various public boards made by the Portage County Board of Commissioners./19-0204
20. Enter into an administrative services agreement with Medical Mutual of Ohio for the Portage County Employee Health Benefit Plan for 2019./19-0205

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to approve the Consent Agenda for March 28, 2019

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

RESOLUTION NO. 19-0186

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

**RESOLUTION NO. 19-0187 - 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:

| | | |
|----------|-----|-----------------|
| 03/28/19 | 846 | \$ 1,241,926.40 |
| 03/28/19 | 853 | 2,350.09 |
| 03/28/19 | 854 | 29,718.67 |
| 03/28/19 | 855 | 9,447.04 |
| 03/28/19 | 856 | 60,859.24 |
| 03/28/19 | 857 | 98.84 |
| 03/28/19 | 858 | 52,171.50 |
| 03/28/19 | 860 | 16,262.15 |
| 03/28/19 | 876 | 2,969.92 |
| 03/28/19 | 877 | 2,845.71 |
| 03/28/19 | 893 | 8,552.38 |
| 03/28/19 | 911 | 2,901.42 |
| Total | | \$ 1,430,103.36 |

; 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. 19-0188 - RE: BILLS 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 April 2, 2019 in the total payment amount of **\$763,008.50** 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, Yea; Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0189 - 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:

| | | |
|----------|-----|--------------|
| 04/02/19 | 6 | \$ 56.00 |
| 04/02/19 | 7 | 95.00 |
| 04/02/19 | 23 | 22,290.01 |
| 04/02/19 | 24 | 10,591.01 |
| 04/02/19 | 25 | 76.00 |
| 04/02/19 | 26 | 76.00 |
| 04/02/19 | 27 | 76.00 |
| 04/02/19 | 109 | 140.00 |
| Total | | \$ 33,400.02 |

; 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. 19-0190 - 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 **\$518,737.69** as set forth in Exhibit "A" dated **April 2, 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. 19-0191**RE: AMENDMENT TO THE GENERAL FUND 2019 ANNUAL APPROPRIATION RESOLUTION
NO. 18-0904 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 General Fund 2019 Annual Appropriation 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:

| | | <u>Increase</u> | <u>Decrease</u> |
|--|-------------------------------|------------------------|----------------------|
| Fund: 0001 General Fund | | | |
| 017 Microfilm | | | |
| 00174 | Microfilm Contract Services | 250 | - |
| | MEMO TOTAL | <u>\$ 250</u> | <u>\$ -</u> |
| Note: Internet Service | | | |
| 400 Recorder | | | |
| 04009 | Recorder Misc Expense | 647 | - |
| | MEMO TOTAL | <u>\$ 647</u> | <u>\$ -</u> |
| Note: Corsa Claim | | | |
| 590 Adult Probation | | | |
| 05904 | Adult Probation Contract Svcs | 3,655 | - |
| | MEMO TOTAL | <u>\$ 3,655</u> | <u>\$ -</u> |
| Note: | | | |
| 700 Sheriff's Department | | | |
| 07005 | Sheriff Material & Supplies | 0 | 500 |
| 07009 | Sheriff Misc Expense | 500 | - |
| | MEMO TOTAL | <u>\$ 500</u> | <u>\$ 500</u> |
| Note: Claim costs exceed budget | | | |
| TOTAL MEMO BALANCE ALL AMENDMENTS | | <u>\$ 5,052</u> | <u>\$ 500</u> |

IncreaseDecrease

; 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 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. 19-0192

**RE: AMENDMENT TO THE NON GENERAL FUND 2019 ANNUAL APPROPRIATION
RESOLUTION NO 18-0905 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: 1121 | Probation Services | | |
| 590 | Adult Probation | | |
| 11214 | Adult Probation Service CS | 5,000 | - |
| | MEMO TOTAL | \$ 5,000 | \$ - |

Note:

| | | | |
|------------|-------------------------------|------------------|-------------|
| Fund: 1129 | Muni Ct Alcohol Monitoring | | |
| 520 | Municipal Court | | |
| 11294 | Muni Ct Alcohol Monitoring CS | 20,000 | - |
| | MEMO TOTAL | \$ 20,000 | \$ - |

Note:

| | | | |
|------------|--------------------------------|-----------------|-------------|
| Fund: 1149 | Felony Delinque Care & Custody | | |
| 570 | Juvenile Court | | |
| 11494 | Juv Feny Delnq Care CS | 6,500 | - |
| | MEMO TOTAL | \$ 6,500 | \$ - |

Note: expenses to end of fy

| | | | |
|------------|------------------------------|-------------------|-------------|
| Fund: 1201 | Motor Vehicle And Gas Tax | | |
| 800 | Engineer's Department | | |
| 12013 | Engineer MVGT Salary&Fringes | 20,000 | - |
| 12016 | Engineer MVGT Capital Outlay | 554,000 | - |
| 12019 | Engineer MVGT Misc Expense | 10,000 | - |
| | MEMO TOTAL | \$ 584,000 | \$ - |

Note:

HAYES, DIAGONAL, INFIRMARY
OVERLOOK ROAD

| | | <i>Increase</i> | <i>Decrease</i> |
|------------|----------------------------|-----------------|-----------------|
| Fund: 1202 | SA Ditch Mnt - Allen Moss | | |
| 800 | Engineer's Department | | |
| 12024 | SA Ditch Mnt Allen Moss CS | 20 | - |
| | MEMO TOTAL | <u>\$ 20</u> | <u>\$ -</u> |

Note: Admin

| | | | |
|------------|--------------------------------|-------------|-------------|
| Fund: 1203 | SA Ditch Mnt - Culler Johnson | | |
| 800 | Engineer's Department | | |
| 12034 | SA Ditch Mnt Culler Johnson CS | 4 | - |
| | MEMO TOTAL | <u>\$ 4</u> | <u>\$ -</u> |

Note: Admin

| | | | |
|------------|---------------------------|--------------|-------------|
| Fund: 1204 | SA Ditch Mnt - East Park | | |
| 800 | Engineer's Department | | |
| 12044 | SA Ditch Mnt East Park CS | 60 | - |
| | MEMO TOTAL | <u>\$ 60</u> | <u>\$ -</u> |

Note: Admin

| | | | |
|------------|--------------------------------|--------------|-------------|
| Fund: 1205 | SA Ditch Mnt - Lavelle Heights | | |
| 800 | Engineer's Department | | |
| 12054 | SA Ditch Mnt Lavelle Height CS | 94 | - |
| | MEMO TOTAL | <u>\$ 94</u> | <u>\$ -</u> |

Note: Admin

| | | | |
|------------|------------------------------|--------------|-------------|
| Fund: 1206 | SA Ditch Mnt - Rootstown #7 | | |
| 800 | Engineer's Department | | |
| 12064 | SA Ditch Mnt Rootstoow #7 CS | 50 | - |
| | MEMO TOTAL | <u>\$ 50</u> | <u>\$ -</u> |

Note: Admin

| | | | |
|------------|-----------------------|---------------|-------------|
| Fund: 1207 | SA Ditch Mnt - Wahoo | | |
| 800 | Engineer's Department | | |
| 12074 | SA Ditch Mnt Wahoo CS | 118 | - |
| | MEMO TOTAL | <u>\$ 118</u> | <u>\$ -</u> |

Note: Admin

| | | <i>Increase</i> | <i>Decrease</i> |
|------------|---------------------|-----------------|-----------------|
| Fund: 1271 | RLF CDBG Housing | | |
| 001 | Commissioners | | |
| 12714 | RLF CDBG Housing CS | 5,775 | - |
| | MEMO TOTAL | \$ 5,775 | \$ - |

Note: Admin

| | | | |
|------------|-------------------|----------|------|
| Fund: 1274 | RLF Home Rehab | | |
| 001 | Commissioners | | |
| 12744 | RLF Home Rehab CS | 6,000 | - |
| | MEMO TOTAL | \$ 6,000 | \$ - |

Note: Admin

| | | | |
|------------|------------------------------|----------|-----------|
| Fund: 1275 | RLF CDBG Economic Devlpmt | | |
| 001 | Commissioners | | |
| 12754 | RLF CDBG Economic Devlpmt CS | 6,647 | - |
| 12758 | RLF CDBG Economic Devlpmt DE | - | 10,000 |
| | MEMO TOTAL | \$ 6,647 | \$ 10,000 |

Note: Admin

| | | | |
|------------|-------------------------|------------|------------|
| Fund: 1413 | JFS WIA Allocation | | |
| 051 | Job And Family Services | | |
| 14134 | JFS WIA Allocation CS | - | 250,173 |
| 14139 | JFS WIA Allocation ME | 250,173 | - |
| | MEMO TOTAL | \$ 205,173 | \$ 205,173 |

Note: PROJECTED NEED

| | | | |
|------------|------------------------------|----------|----------|
| Fund: 1414 | Child Support General Admini | | |
| 051 | Job And Family Services | | |
| 14144 | JFS Child Support General CS | - | 1,280 |
| 14145 | JFS Child Support General MS | 1,280 | - |
| | MEMO TOTAL | \$ 1,280 | \$ 1,280 |

Note: Projected need

| | | <i>Increase</i> | <i>Decrease</i> |
|------------|----------------------|-----------------|-----------------|
| Fund: 3115 | SA PCS Bonds 2004 | | |
| 010 | Commissioners Other | | |
| 31158 | SA PCS Bonds 2004 DS | 146 | - |
| | MEMO TOTAL | <u>\$ 146</u> | <u>\$ -</u> |

Note: Admin

| | | | |
|------------|---------------------|--------------|-------------|
| Fund: 3213 | SA PCS OWDA 1998 | | |
| 010 | Commissioners Other | | |
| 32138 | SA PCS OWDA 1998 DS | 94 | - |
| | MEMO TOTAL | <u>\$ 94</u> | <u>\$ -</u> |

Note: Admin

| | | | |
|------------|-------------------------------|------------------|------------------|
| Fund: 4101 | PCBDD Capital Proj 2018 | | |
| 905 | Developmental Disabilities Bd | | |
| 41015 | Capt Proj 18 MS | 60,000 | - |
| 41016 | Capt Proj Admin CO | - | 60,000 |
| | MEMO TOTAL | <u>\$ 60,000</u> | <u>\$ 60,000</u> |

Note: MODIFICATION

| | | | |
|------------|-------------------------------|-------------|-----------------|
| Fund: 4237 | Sandy Lake Rd Resurface Sec E | | |
| 800 | Engineer's Department | | |
| 42379 | Sandy Lk Rd Resurface ME | - | 4,086 |
| | MEMO TOTAL | <u>\$ -</u> | <u>\$ 4,086</u> |

Note: CLOSING FUND

| | | |
|----------------------------------|-------------------|-------------------|
| TOTAL MEMO BALANCE FOR ALL FUNDS | <u>\$ 945,961</u> | <u>\$ 325,539</u> |
|----------------------------------|-------------------|-------------------|

Increase

Decrease

; 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. 19-0193 - 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 \$170,000.00 for the 2nd Qtr SFY19 Est#3 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

\$170,000.00

TO:

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

\$170,000.00

; 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. 19-0194

-

**RE: ACCEPTANCE OF CASH DONATIONS FROM
 JFS EMPLOYEES FROM THE EMPLOYEE
 ENHANCEMENT COMMITTEES' LUNCH AND
 LEARN MAC AND CHEESE DAY AND ST.
 PATRICK'S DAY SHAM O GRAM ACTIVITY**

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

WHEREAS,

the Portage County Job & Family Services received cash donations totaling \$307.75 from 69 JFS employees from the EEC Committee sponsored Lunch and Learn and Sham O Gram activities in December 2018 and March 2019; now therefore be it

RESOLVED,

that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations totaling \$307.75 from 69 JFS employees and the funds will support future JFS Employee Enhancement activities

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. 19-0195 - RE: ACCEPTANCE OF CASH DONATIONS FROM ORGANIZATIONS, AND BUSINESSES TO SUPPORT THE PORTAGE COUNTY JOB AND FAMILY SERVICES ANNUAL SENIOR FORUM EVENT

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

WHEREAS, the Portage County Job & Family Services received a total of \$100.00 in cash donations from two organizations, and/ or businesses; and

WHEREAS, donations of \$50.00 were received from Simply EZ Meals and Portage Community Bank in March 2019; now therefore be it

RESOLVED, that, on behalf of the Portage County Job & Family Services and in accordance with Ohio Revised Code Section 9.20, the Portage County Board of Commissioners accepts the donations in the amount of \$100.00 from the following organizations, and/ or businesses; and be it further

| Donor | Contact (Requirement) | Address | Donation |
|------------------------|-----------------------|--|----------|
| Simply EZ Home Meals | Matt Wight | 1130A Danner Dr. Akron Ohio 44305 | \$50.00 |
| Portage Community Bank | Pam England | 1311 East Main Street Ravenna Ohio 44266 | \$50.00 |

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. 19-0196 - RE: ACCEPT THE BID OF ENNIS-FLINT, INC.
FOR FURNISHING ACRYLIC WATER BASE
TRAFFIC SAFETY PAINT FOR USE BY THE
PORTAGE COUNTY ENGINEER.**

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

WHEREAS, Resolution 19-0094 approved specifications and set date and time for receiving bids for **Acrylic Water Base Traffic Safety Paint** for use by the Portage County Engineer, and

WHEREAS, notice of receiving bids for furnishing said paint was published in the Record Courier on **March 4, 2019** and **March 11, 2019**, and

WHEREAS, two (2) sealed bids were received, tabulated and recorded on March 20, 2019, and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended the bid of **Ennis-Flint, Inc.** be accepted as the lowest and best bid received

now therefore be it

RESOLVED, that the bid of **Ennis-Flint, Inc.**, 4161 Piedmont Pkwy, Ste 370, Greensboro, NC 27410, be and hereby is accepted, as follows, per bid specifications:

2,750 Gallons - Yellow Paint @ \$9.00/Gallon
1,925 Gallons - White Paint @ \$8.75/Gallon

;and be it further

RESOLVED, that the Portage County Engineer will generate a purchase order for **Ennis-Flint, Inc.** for the purchase of said materials; and be it further

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

Roll call vote as follows:

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

**RESOLUTION No. 19-0197 - RE: ACCEPT AND AWARD THE BID OF
CHAGRIN VALLEY PAVING, INC. 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, PORTAGE COUNTY.**

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

WHEREAS, notice of Receiving Bids 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 was published in the Record Courier on March 1, 2019 and March 8, 2019, and

WHEREAS, eight (8) sealed bids were received and grand totals were tabulated and recorded on March 20, 2019 for furnishing all labor, materials and equipment necessary to complete the project known as **Diagonal Road (CH 155)/Overlook Road (CH 133) Resurfacing**; and

WHEREAS, after reviewing said bids, it is the recommendation of the Portage County Engineer that the bid of **Chagrin Valley Paving, Inc.** be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the bid of **Chagrin Valley Paving, Inc., 17290 Munn Road, Chagrin Falls, Ohio 44023**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared 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 a contract be entered into with **Chagrin Valley Paving, Inc.** in the total amount of **\$279,475.80** 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. 19-0198

-

**RE: ENTER INTO LICENSE AGREEMENT
BETWEEN THE PORTAGE COUNTY
COMMISSIONERS AND THE CITY OF
CUYAHOGA FALLS POLICE DEPARTMENT.**

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

- WHEREAS,** the County owns property located at 9640 Coit Road, at this location is the Portage County Training Facility and Firing Range; and
- WHEREAS,** the City of Cuyahoga Falls Police Department wishes to use the training facility for firearms training and classroom activities on April 22 through April 26, May 6 through May 10, and May 27 through May 31, 2019 from 8:00 a.m. to 4:00 p.m.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and City of Cuyahoga Falls Police Department for use of the training facility and firing range on April 22 through April 26, May 6 through May 10, and May 27 through May 31, 2019 from 8:00 a.m. to 4:00 p.m. for firearms training and classroom activities; 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. 19-0199 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT AT 449 SOUTH MERIDIAN STREET, RAVENNA, OH WITH JOB AND FAMILY SERVICES FOR OFFICES ON FLOORS TWO, THREE AND VISITATION WIC/SHARE AREA.

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

- WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian St. Ravenna, Ohio; and
- WHEREAS,** the Portage County Department of Job & Family Services has an interest in leasing said property on floors two, three and visitation/WIC share area; now therefore be it

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

RESOLVED, that the amount of rent shall be \$10.59 per sq. ft. for floors two and three and visitation/WIC share area (total of 32,524 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of Twenty-eight thousand, seven hundred-two dollars and forty-three cents (\$28,702.43) each payable on the 1st day of each month; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0200 - RE: ENTER INTO A REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 209 SOUTH CHESTNUT STREET (RIDDLE BLOCK) RAVENNA, OH WITH JOB & FAMILY SERVICES.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 209 S. Chestnut St. Ravenna, Ohio; and

WHEREAS, the Portage County Department of Job & Family Services has an interest in leasing said property at the Riddle Block; now therefore be it

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

RESOLVED, that the amount of rent shall be \$11.85 per sq. ft. (total of 5,978 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of Five thousand, nine hundred-three dollars and twenty-eight

cents (\$5,903.28) each payable on the 1st day of each month; and be it further

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

Roll call vote as follows:

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

RESOLUTION NO. 19-0201 - RE: ENTER INTO A REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 466 SOUTH CHESTNUT STREET (ANNEX BUILDING) RAVENNA, OH WITH JOB & FAMILY SERVICES.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 466 S. Chestnut St. Ravenna, Ohio; and

WHEREAS, the Portage County Department of Job & Family Services has an interest in leasing said property at the Annex Building; now therefore be it

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

RESOLVED, that the amount of rent shall be \$6.39 per sq. ft. (total of 10,800 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of Five thousand, seven hundred fifty-one dollars (\$5,751.00) each payable on the 1st day of each month; and be it further

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

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

RESOLUTION NO. 19-0202

-

**RE: ADOPTION OF THE PORTAGE COUNTY
VEHICLE USE POLICY DATED MARCH 29,
2019.**

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

- WHEREAS,** the Board of Portage County Commissioners acting as the legislative authority and representing the management of said County, adopted a written vehicle use policy on July 15, 2010 through resolution 10-664; and
- WHEREAS,** the vehicle use policy shall be used to regulate the purchase, lease, use and service of all County vehicles for all County departments; and
- WHEREAS,** the vehicle use policy shall also establish rules and guidelines for elected officials and employees who use personal vehicles on County business; and
- WHEREAS,** it has become necessary to amend the policy dated July 15, 2010; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby adopt the revised vehicle use policy dated March 29, 2019; and be it further resolved
- 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;

PORTAGE COUNTY VEHICLE USE POLICY

PURPOSE

This document is to establish a written policy, which regulates the purchase, lease, use, and service of county vehicles. The document also establishes rules and guidelines for elected officials and employees who use personal vehicles on county business.

Any vehicle, leased or purchased, per authorization by the Board of Portage County Commissioners, and designated to be used by any County Elected Official, County Department Head, or their employees, shall follow and be included under the Portage County Vehicle Policy.

I. Statutory Requirements

A. Responsibility of the Board of County Commissioners

"Motor vehicles purchased as provided by Section 307.42 of the Revised Code shall be for the use of the County Commissioners or other County officials, their use to be subject to the regulation of the Board of County Commissioners."

B. Purchase or Lease of Vehicles:

"...Whenever the Board of County Commissioners deems it necessary to purchase or lease motor vehicles for its use, or the use of any department, commission, board, office or agency under its direct supervision or the use of any elected official or his employees... the board may purchase or lease such vehicles upon adoption of a resolution setting forth the necessity..." (O.R.C. 307.41)

C. Use of County Vehicles:

"No official or employee shall use or permit the use of any such vehicle or any supplies for it, except in the transaction of public business or work of the county" (O.R.C. 307.43)

D. Identification of County Vehicles:

"All vehicles shall be plainly and conspicuously lettered..." (This is according to and in compliance with O.R.C. 307.42 with the exception of vehicles to be used covertly).

II. County Vehicles

A. Regulations

1. Vehicle assignments, long-term, will be made based on written request by Elected Officials or appointing authorities, which must include documented justification. Approval will be based on transportation needs, emergency requirements, call out availability, after hour meetings, cost effectiveness, or as otherwise determined by the Board of County Commissioners.
2. Long-term vehicle assignments are to be reviewed annually by the elected official or appointing authority.
3. Short-term vehicle assignments are subject to department head approval.
4. Except in the case of extenuating circumstances, or in the case of a demonstrated need to maintain public safety, no vehicle may be driven to the authorized driver's residence or domicile following the normal workday unless previously authorized by the Board of Commissioners.
5. Alcoholic beverages, controlled substances and/or drugs of abuse are not to be used in county vehicles. No person under the influence of alcohol, controlled substances and/or drugs of abuse is to drive a county vehicle. Alcoholic beverages, controlled substances and/or drugs of abuse shall not be transported (unless by law enforcement in the line of duty) or used in county vehicles.
6. The use of tobacco and/or vaping products are prohibited in all County owned or leased vehicles.
7. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal or County issued cellular phone while driving County vehicles or while driving their personal vehicle on County business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic or inclement weather or where the employee is driving in an unfamiliar area.

8. Employees, other than law enforcement officers or other persons specifically authorized to carry a firearm, are prohibited from carrying firearms in any County vehicle.
9. The transporting of passengers other than County employees or those persons necessary to or engaged in conducting official business is prohibited.
10. All occupants are required to use seat belts while driving or riding in a County owned or leased vehicle. The driver is responsible for ensuring passengers wear their safety belts. Infant/child car seats are required to be used in accordance with the laws of the State of Ohio and manufacturer's product manuals.
11. Employees are prohibited from using motorcycles when traveling on County business.
12. Employees are responsible for the reasonable safe-keeping of County property such as computers, work papers and equipment under their control.

Each vehicle will be required to maintain a working telematics unit and employees shall not tamper with, or otherwise interfere with, the proper operation of the unit.

13. The County will not reimburse the employee for stolen personal property.
14. Employees are not permitted to:
 - Pick up hitchhikers
 - Accept payment for carrying passengers or materials
 - Use any radar detector, laser detector or similar devices
 - Push or pull another vehicle
 - Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities.

B. Vehicle Requisition and Replacement:

1. Vehicle requisition and replacement, whether purchased or leased, will be based upon mechanical condition, use data, service reports and established need. If a vehicle should be retained or disposed of, and if replaced, input from the Department involved as to the type of vehicle will be requested before recommendation and approval by the Board of County Commissioners.

C. Fueling Vehicles:

1. Each office/department assigned a vehicle(s) will be provided a gas card(s) and Driver ID pin number(s) that will enable them to acquire gas at any retailer participating in the WEX program. Drivers are not to acquire fuel at any location that is not capable of processing payment under the WEX system.
2. The Commissioners shall pay the master invoice, and then charge back each office/department based on the charges identified to those offices/departments and their driver. Each office/department must be able to verify, after receiving their monthly chargeback and supporting report, that the charges assigned to their drivers are valid. If an invalid or questionable charge is identified, the Commissioner's designee must be informed within one week of receiving the chargeback documentation so that the dispute can be resolved, and credit received on the following invoice.

D. Vehicle Maintenance:

Vehicle maintenance can take the form of three distinct programs: preventative maintenance, demand maintenance and crisis maintenance. While all three types have their role within the Vehicle Use Policy, the most cost effective control is preventative maintenance. The groundwork for a good preventative maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventative maintenance should be integrated with the actual experience of the vehicles. All vehicle maintenance will follow or exceed the manufacturer's specifications.

1. **Preventative maintenance (PM)** is performed on a mileage or time basis via information gathered through Enterprise Fleet Management telematics. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.

Each vehicle is issued an Enterprise maintenance card and Departments are free to choose what Enterprise approved shop they would like to utilize to perform maintenance.

2. **Demand maintenance** is performed only when the need arises and through Enterprise Fleet Management. Some vehicle parts are replaced only when they actually fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on manufacturer's specifications. These include

tires, engines, transmissions, universal joints, bushings, batteries, etc.

3. **Crisis maintenance** involves breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventative maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

The Commissioners shall pay the master invoice for repairs, and then charge back each office/department based on the charges identified to those offices/departments and their vehicle. Each office/department must be able to verify, after receiving their monthly chargeback and supporting report, that the charges for repairs are valid. If an invalid or questionable charge is identified, the Commissioner's designee must be informed within one week of receiving the chargeback documentation so that the dispute can be resolved, and credit received on the following invoice.

4. When deemed necessary to outsource repairs or to purchase additional accessories or equipment for the vehicle, the using department shall solicit quotes pursuant to established County purchasing procedures. These invoices shall be paid from the vehicle maintenance fund and charged back to the using department after the verification by the using department.
5. Vehicle operators shall immediately notify their supervisor should they detect any unsafe or hazardous condition in or on any county vehicle. The supervisor is in turn responsible for informing Enterprise Fleet Management of the defect.
6. Operators are responsible for the appearance, (interior and exterior cleanliness) of the county vehicle, which is assigned to them.

D. Vehicle Safety Inspections

Enterprise Fleet Management will schedule and assure that safety inspections are performed and that noted problems are corrected.

E. Roadside emergencies that are non-accident related:

For vehicle towing contact: Interstate Towing & Transport (330) 425-4111 (open 24 hours).

tires, engines, transmissions, universal joints, bushings, batteries, etc.

3. **Crisis maintenance** involves breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventative maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.

The Commissioners shall pay the master invoice for repairs, and then charge back each office/department based on the charges identified to those offices/departments and their vehicle. Each office/department must be able to verify, after receiving their monthly chargeback and supporting report, that the charges for repairs are valid. If an invalid or questionable charge is identified, the Commissioner's designee must be informed within one week of receiving the chargeback documentation so that the dispute can be resolved, and credit received on the following invoice.

4. When deemed necessary to outsource repairs or to purchase additional accessories or equipment for the vehicle, the using department shall solicit quotes pursuant to established County purchasing procedures. These invoices shall be paid from the vehicle maintenance fund and charged back to the using department after the verification by the using department.
5. Vehicle operators shall immediately notify their supervisor should they detect any unsafe or hazardous condition in or on any county vehicle. The supervisor is in turn responsible for informing Enterprise Fleet Management of the defect.
6. Operators are responsible for the appearance, (interior and exterior cleanliness) of the county vehicle, which is assigned to them.

D. Vehicle Safety Inspections

Enterprise Fleet Management will schedule and assure that safety inspections are performed and that noted problems are corrected.

E. Roadside emergencies that are non-accident related:

For vehicle towing contact: Interstate Towing & Transport (330) 425-4111 (open 24 hours).

9. Operators of county vehicles who establish poor driving records (excessive accidents/abuse of County equipment) will be assigned to defensive driving or other driver's training courses. The training courses are administered via the Internal Services Department.

G. Identification of County Vehicles:

1. All county vehicles with county plates will bear the approved markings with the exception of vehicles to be used covertly.
2. The Sheriff's vehicles are to bear the approved Sheriff's Star or be unmarked as their use dictates.
3. County vehicles with non-county plates, involved with appropriate law enforcement functions are not required to bear County markings.

III. Personal Vehicles

- A. All elected officials and employees who use their personal vehicles on official county business must comply with the applicable rules and guidelines contained herein while performing their official duties.
- B. Portage County's Insurance Policy will be secondary coverage, only if applicable in excess of the driver's personal insurance when a personal vehicle is operated on authorized county business. Any employee utilizing a personal vehicle for county purposes must provide the county with current proof of insurance that meets the minimum requirements of Ohio law. Ohio law currently requires the following: bodily injury liability coverage: \$25,000.00 per person and \$50,000.00 per accident; property damage liability coverage \$25,000.00 per accident. Proof of insurance coverage must be forwarded to the Elected Official or Department Manager. Failure to provide such proof will result in the denial of reimbursement and the suspension of the employee's right to utilize a personal vehicle for County purposes.
- C. Employees and Elected Officials who use personal vehicles in the performance of their duties will be reimbursed on a mileage basis at the currently authorized rate provided that current proof of insurance is on file. The destination and purpose of each reimbursable trip must be stated on the proper form as provided. Mileage will be reimbursed to only one (1) occupant of the vehicle if more than one (1) person is in the vehicle.

IV: Driver Eligibility Standards

All operators of county vehicles must be at least eighteen (18) years of age,

9. Operators of county vehicles who establish poor driving records (excessive accidents/abuse of County equipment) will be assigned to defensive driving or other driver's training courses. The training courses are administered via the Internal Services Department.

G. Identification of County Vehicles:

1. All county vehicles with county plates will bear the approved markings with the exception of vehicles to be used covertly.
2. The Sheriff's vehicles are to bear the approved Sheriff's Star or be unmarked as their use dictates.
3. County vehicles with non-county plates, involved with appropriate law enforcement functions are not required to bear County markings.

III. Personal Vehicles

- A. All elected officials and employees who use their personal vehicles on official county business must comply with the applicable rules and guidelines contained herein while performing their official duties.
- B. Portage County's Insurance Policy will be secondary coverage, only if applicable in excess of the driver's personal insurance when a personal vehicle is operated on authorized county business. Any employee utilizing a personal vehicle for county purposes must provide the county with current proof of insurance that meets the minimum requirements of Ohio law. Ohio law currently requires the following: bodily injury liability coverage: \$25,000.00 per person and \$50,000.00 per accident; property damage liability coverage \$25,000.00 per accident. Proof of insurance coverage must be forwarded to the Elected Official or Department Manager. Failure to provide such proof will result in the denial of reimbursement and the suspension of the employee's right to utilize a personal vehicle for County purposes.
- C. Employees and Elected Officials who use personal vehicles in the performance of their duties will be reimbursed on a mileage basis at the currently authorized rate provided that current proof of insurance is on file. The destination and purpose of each reimbursable trip must be stated on the proper form as provided. Mileage will be reimbursed to only one (1) occupant of the vehicle if more than one (1) person is in the vehicle.

IV: Driver Eligibility Standards

All operators of county vehicles must be at least eighteen (18) years of age,

E. INELIGIBLE EMPLOYEES

1. An employee who has been convicted of, pled guilty to or pled no contest to a moving violation due to a violation of Ohio Revised Code 4511.19 [Operating vehicle under the influence of alcohol or drugs (OVI)], its equivalent or a substantially similar law of this State or any other State within the last three years is prohibited from driving a County vehicle.
2. An employee who has been convicted of three or more moving violations within the last three years is prohibited from driving a County vehicle.
3. An employee who is ineligible to drive a County vehicle will not be permitted to use a personal vehicle to perform job duties.
4. Any employee who is an ineligible driver and chooses to operate either a County vehicle or a personal vehicle for County purposes may be discharged.

F. CONDITIONAL REINSTATEMENT OF DRIVING PRIVILEGES

1. If an employee is ineligible because of moving violations only, an employee may have their driving privileges restored on a conditional basis by successful completion of a County approved driver (re)training program.
 - i. This provision only applies for drivers who are ineligible due to moving violations. Ineligibility due to DUI, suspension or any other reason does not qualify for conditional reinstatement. Court appointed driving privileges does not qualify an employee to operate a County vehicle.
 - ii. The (re)training program may consist of the CORSA online Defensive Driving program or must be a professionally administered program and must be approved by the County's PCRM prior to the starting date.
 - iii. Written proof of successful completion by the professional training organization or Certificate of Completion from the online course must be provided timely.
 - iv. The (re)training program must be paid for by the employee if applicable.
 - v. The County reserves the right to deny conditional reinstatement even upon completion of the (re)training program.
2. Administration of section IV (F) is through the Internal Services Department, PCRM.

3. Conditional reinstatement is only available to an employee once in any three-year period.
4. Any reinstatement of driving privileges under section IV (F) of this section is conditional in nature and may be withdrawn at any time.
 - a. Any new conviction for a moving violation will immediately terminate the conditional reinstatement.

G. REPORTING REQUIREMENTS

1. Employees must report any accident, whether or not at fault, and all traffic citations for moving violations or DUI offenses to their supervisor

and the PCRM on the County Incident Report Form as soon as possible but no later than the end of the employee's next scheduled working day. This requirement applies to both on-the-job and off-the-job occurrences.
2. Departments shall notify the Board of Commissioners of the accident by e-mail.

H. MINIMUM INSURANCE REQUIREMENTS FOR PERSONAL VEHICLES

1. Any employee utilizing a personal vehicle for county purposes must provide the County with a current proof of insurance that meets the minimum requirements of Ohio law. Proof of financial responsibility must be maintained continuously throughout the registration period with respect to that vehicle, or, in the case of a driver who is not the owner, with respect to that driver's operation of that vehicle.
Ohio law currently requires:
 - a. \$ 25,000/50,000 Bodily Injury Liability
 - b. \$ 25,000 Property Damage
2. Failure to provide such proof will result in the denial of reimbursement and the suspension of the employee's right to utilize a personal vehicle for County purposes.

Revised March 29, 2019, Resolution #19 - _____.

RESOLUTION NO. 19-0203**RE: AMEND RESOLUTIONS 96-596 AND 06-0051
TO APPROVE ISSUANCE AND THE USE OF
CREDIT CARDS HELD AND IN THE NAME OF
THE PORTAGE COUNTY COMMISSIONERS.**

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

- WHEREAS,** resolutions 96-596 and 06-0051 approved the issuance County credit cards, in the name of Portage County, to be used by Commissioners' and their Department Heads, under specific rules and regulations made part of the original resolutions; and
- WHEREAS,** the Board of Commissioners wishes to amend the rules and regulations as stated in the original resolutions their exhibit A; and
- WHEREAS,** this resolution and exhibit A shall supersede original resolution 96-596 and exhibit A and 06-0051 and its exhibit A; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby approve the Credit Card rules and regulation changes as described in exhibit A hereby attached; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Vicki Kline, Yea;

Kathleen Clyde, Yea;

Sabrina Christian-Bennett, Yea;

PORTAGE COUNTY BOARD OF COMMISSIONERS CREDIT CARD POLICY

The Commissioners adopted resolution number 96-596 on September 19, 1996, amended it on January 19, 2006 through resolution 06-0051 and now amend it approving the use of credit cards for the Board and their department heads or department designees and for any Portage County Elected Official or department that do not have credit cards in their name.

There are three (3) cards in the name of "Portage County Commissioners" held and controlled by the Portage County Internal Services Department each with a credit limit of Three thousand and 00/100 dollars (\$3,000.00). The cards will be controlled within the Department of Internal Services to ensure that controls are in place to protect the cards from misuse as there is increased risk associated with cards without specific card holder names. The Internal Services office will also be responsible for verifying that all credit card charges are valid, reporting any fraudulent charges, any credit card reissuance, credit card cancellation and for reporting lost or stolen credit cards.

The resolution authorizes the Board of Commissioners and their department heads or department designees, and any Portage County Elected Official or Department to use the credit card only for work related expenses (as listed below in item 1) estimated and approved by the Board of Commissioners on the Portage County Request for Authorization of Expenses Form PC-0827 or by submission of a purchase requisition and its approvals through Portage County's financial system.

Departments requesting use of a credit card for travel must first present an approved Request for Authorization Expense Form to the Internal Services Department and then will be required to sign out the card. All itemized receipts (each one signed by the user) along with the credit card shall be given to the Internal Services Department immediately upon return. The Internal Services Department will verify each expenditure on the monthly statement received on the credit card(s) from the bank. Departments who fail to return receipts for charges are responsible for calling and getting duplicates or shall pay the charges themselves.

The debt incurred as a result of the use of a credit card pursuant to this section shall be paid from moneys appropriated to specific appropriation line items of the appointing authority for work-related expenses listed in division (1) of this section. The Internal Services Department will charge-back the departments through the journal entry process in the County's financial system.

No late charges or finance charges shall be allowed as an allowable expense unless authorized by the board of county commissioners.

For overspending the estimated approved amount:

- (a) The appointing authority may request that the Board of Commissioner authorize the amount in excess of the originally approved estimated amount.
- (b) The Board of Commissioners may approve or deny the request for the "after the fact expenditure" for all or any part. Any approved additional funds needed over the amount originally approved will be entered and certified through the County's financial system.
- (c) If the Board of Commissioners denies the request they must give the person written notice of the fact and the amount.
- (d) The responsible person shall be required to repay the County treasury within thirty (30) days.
- (e) If payment is not received within thirty (30) days, then the County Prosecutor must recover the amount due by civil action.

(1) A credit card in the name of and held by a board of county commissioners shall be used only to pay the following work-related expenses:

- (a) Food expenses;
- (b) Transportation expenses;
- (c) Gasoline and oil expenses;
- (d) Motor vehicle repair and maintenance expenses;
- (e) Telephone expenses;
- (f) Lodging expenses;
- (g) Internet service provider expenses;
- (h) In the case of a public children services agency, expenses for purchases for children for whom the agency is providing temporary emergency care pursuant to section 5153.16 of the Revised Code, children in the temporary or permanent custody of the agency, and children in a planned permanent living arrangement;
- (i) Webinar expenses;
- (j) The expenses for purchases of automatic or electronic data processing or record-keeping equipment, software, or services, provided that, in a county that has established an automatic data processing board, the county office and the county officer or employee authorized to use the credit card comply with sections 307.84 to 307.847 of the Revised Code. The expenses paid by a credit card under division (B)(1)(j) of this section shall not exceed ten thousand dollars per quarter, unless the board of county commissioners adopts a resolution approving the payment by credit card of such expenses that exceed that amount during that time period.

Contents of resolution 19- _____, dated March 28, 2019, and this Exhibit A supersede resolutions 96-596 and 06-0051.

RESOLUTION NO. 19-0204

**RE: AMEND RESOLUTION 18-0137 FOR
APPOINTMENTS TO THE VARIOUS PUBLIC
BOARDS MADE BY THE PORTAGE COUNTY
BOARD OF COMMISSIONERS**

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

WHEREAS, on February 22, 2018 the Portage County Board of Commissioners (herein referred to as "Board of Commissioners") adopted resolution 18-0137 for appointments to the various public boards made by the Board of Commissioners; and

WHEREAS, it has become necessary to amend the resolution; now therefore be it

RESOLVED, that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

RESOLUTION NO. 19-0204

**RE: AMEND RESOLUTION 18-0137 FOR APPOINTMENTS TO THE VARIOUS PUBLIC
BOARDS MADE BY THE PORTAGE COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, acting under the authority of various sections of the Ohio Revised Code (herein referred to as "O.R.C."), the Portage County Board of Commissioners (herein referred to as "Board of Commissioners") serves as appointing authority for members of numerous public boards; and

WHEREAS, the Board of Commissioners intends to create a formal process to enable a careful and critical examination of individuals who apply to vacancies on the aforementioned public boards (herein referred to as "applicants") in order to identify the most qualified candidate(s) to fill each board vacancy; now therefore be it

RESOLVED, that any and all portions of previous Resolutions that conflict with this resolution be disregarded in favor of this resolution; and be it further

RESOLVED, that as vacancies arise on the various public boards in which the O.R.C. requires the Board of Commissioners to appoint members, the Board of Commissioners does hereby require that all applicants complete an application form as prescribed and updated from time-to-time by the Board of Commissioners and such completed application form shall be submitted to the Board of Commissioners' Office with a copy of the applicant's resume, curriculum vitae, or other similar document; and then three references' contact information; and be it further

RESOLVED, that any individual member of the Board of Commissioners, or a designee of the full Board of Commissioners, may contact any or all of the applicants' references provided and may obtain any additional relevant publicly available information regarding an applicant in order to make a well-informed decision on each applicant; and be it further

RESOLVED, that applicants may be required to undergo an in-person interview at a meeting of the Board of Commissioners; and be it further

RESOLVED, that after a final vote by resolution of appointment by the Board of Commissioners a notification by letter and copy of the resolution will be sent to both the public board and applicant; and be it further

RESOLVED, that the above guidelines are to be used in conjunction with any particular qualifications, disqualifications, or additional requirements incumbent upon individual applicants as prescribed by the O.R.C. based on the public board in which the applicant seeks appointment; and be it further

RESOLVED, that nothing in the above guidelines is intended to supersede the O.R.C. and that in the case of contradiction between the above guidelines and the O.R.C., the above guidelines are to be disregarded in favor of the O.R.C.; 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 a 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. 19-0205 - RE: ENTER INTO AN ADMINISTRATIVE SERVICES AGREEMENT WITH MEDICAL MUTUAL OF OHIO FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN FOR 2019.

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

WHEREAS, the Portage County Board of Commissioners is in need of TPA services for its self-insured Portage County Employee Health Benefit Plan; and

WHEREAS, Willis of Ohio, Inc., Portage County's insurance consultant recommends that the County continue administrative services of the employee health benefit plan with Medical Mutual of Ohio; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept the recommendation from Willis of Ohio, Inc. and enters into an agreement for TPA Services with Medical Mutual of Ohio, 2060 East Ninth Street, Cleveland, OH 44115 for its self-insured Employee Health Benefit Plan for the period January 1, 2019 through December 31, 2019; 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. 19-0206 - RE: AMEND RESOLUTION NO. 18-0418, DATED JUNE 14, 2018; AS AMENDED BY RESOLUTION 18-0440, DATED JUNE 21, 2018; AND AS AMENDED BY RESOLUTION 19-053, DATED JANUARY 17, 2019 TO ENTER INTO A WATER AND WASTEWATER SERVICES AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND VILLAGE OF MANTUA.

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

WHEREAS, on June 14, 2018, the Board of Commissioners entered into a water and wastewater services agreement between the Portage County Board of Commissioners and the Village of Mantua; and

WHEREAS, on June 21, 2018, upon inspection, it was found that a portion of Resolution No. 18-0418 referred to Rootstown Water Company instead of the Village of Mantua and Resolution No. 18-440 corrected this error; and

WHEREAS, on January 17, 2019, Resolution No. 19-053 extended the Village of Mantua agreement until March 31, 2019; now therefore be it

RESOLVED, that the Board of Commissioners hereby amends Resolution No. 19-053, dated January 17, 2019 to extend the agreement with the Village of Mantua to read as follows:

WHEREAS, the Village of Mantua desires to have Portage County Water Resources act as the operator of record and have certain water and wastewater services provided by the County for the Village of Mantua; and

WHEREAS, Portage County Water Resources is duly qualified and able to provide the services requested in the attached agreement; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to extend the agreement with the **Village of Mantua** to act as the operator of record and provide certain water and wastewater services to commence April 1, 2019 until April 30, 2019; and be it further

RESOLVED, that the Village of Mantua agrees to pay the Portage County Water Resources Department, One thousand nine hundred sixteen and 67/100 dollars (\$1,916.67) per week plus all other additional costs incurred by Portage County Water Resources Department as agreed to by the Village of Mantua for the term of the agreement previously extended; 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;

JOURNAL ENTRY

March 28, 2019

Commissioners

1. The Board of Commissioners acknowledged the receipt of the March 20, 2019 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the May 7, 2019 Primary/Special Election as follows:

| | |
|-----------------------------------|-----------------------------|
| Monday, April 8 | 8:00 am – 9:00 pm |
| Tuesday, April 9-Friday, April 12 | 8:00 am – 5:00 pm |
| Monday, April 15-Friday, April 19 | 8:00 am – 5:00 pm |
| Monday, April 22-Friday, April 26 | 8:00 am – 5:00 pm |
| Monday, April 29-Friday, May 3 | 8:00 am – 7:00 pm |
| Saturday, May 4 | 8:00 am – 4:00 pm |
| Sunday, May 5 | 1:00 pm – 5:00 pm |
| Tuesday, May 7 | 6:30 am – Election complete |

The following is a list of training sessions:

| | |
|--------------------|-------------------|
| Thursday, April 4 | 5:00 pm – 8:30 pm |
| Saturday, April 6 | 8:30 am – Noon |
| Tuesday, April 9 | 5:00 pm – 8:30 pm |
| Thursday, April 11 | 5:00 pm – 8:30 pm |
| Saturday, April 13 | 8:30 am – Noon |
| Tuesday, April 16 | 5:00 pm – 8:30 pm |

Human Resources

2. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Cody Mazanek as a Social Service Worker 3, replacing Holly Bargerstock for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 15, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
3. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Erika Moton as a Social Service Worker 3, replacing Danielle Peyatt for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 15, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
4. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Margarite Neuhart as a Social Service Worker 3, replacing Kathleen Piascik for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 15, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
5. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Adrienne Junglen as a Social Service Worker 3, replacing Jaliah Neely for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 15, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
6. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Abby Martin as a Social Service Worker 3, replacing Lori Pyles for Portage County Job & Family Services, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 15, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing.
7. The Board of Commissioners signed the Personnel Action Form authorizing the full-time hire of Ricky Raber as a Laborer for Portage County Water Resources, as presented by Janet Kovick, Human Resources Director. Anticipated start date is April 15, 2019. The Board of Commissioners agreed that this hire is contingent upon the applicant passing the required pre-employment testing. The Board of Commissioners also agreed that the Water Resources Department will hold a Collection Systems Operator position open until the applicant obtains the Collection Systems license as required by the position. He will be replacing Stephen Flynn's Collection Systems Operator position.
8. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Derek McIntyre, Treatment Plant Operator, for Portage County Water Resources, effective April 12, 2019, presented by Janet Kovick, Human Resources Director.
9. The Board of Commissioners signed the Personnel Requisition authorizing the seven-day internal posting of the full-time permanent Collection Systems Operator, replacing the previous position of Derek McIntyre, for Portage County Water Resources with external

posting if no internal appointment is made, presented by Janet Kovick, Human Resources Director.

10. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Nicholas Hershberger, Laborer, for Portage County Water Resources, effective April 12, 2019, presented by Janet Kovick, Human Resources Director.

11. The Board of Commissioners signed the Personnel Requisition authorizing the two-week internal and external posting of the full-time permanent Laborer, replacing Nicholas Hershberger, for Portage County Water Resources, presented by Janet Kovick, Human Resources Director.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Chandler to approve the Journal Entries for March 28, 2019

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

JOURNAL ENTRY II

March 28, 2019

1. The Board of Commissioners approved the removal of the Treatment Plant Operator I from the Regional Wastewater Treatment Section to return the staff position to a Collections System Operation in the Collection System Section, effective March 28, 2019, as presented by Water Resources Department Director Gene Roberts.

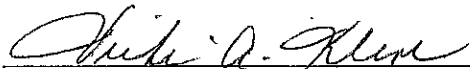
Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde adopt Journal Entry II on March 28, 2019

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

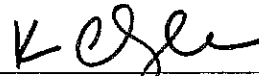
Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to adjourn the official meeting of March 28, 2019 at 11:48 AM

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 of March 28, 2019.



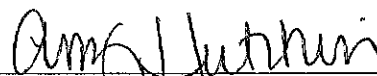
Vicki A. Kline, President



Kathleen Clyde, Vice President



Sabrina Christian-Bennett, Board Member



Amy Hutchinson, Clerk