



Portage County Board of Commissioners

Regular Meeting

~ Minutes ~

0132

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

Amy Hutchinson, Clerk
330-297-3600

Tuesday, April 9, 2019

9:00 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day Barb Tittle.

OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Present: Director Ryan Shackelford and Deputy Director Cody Brookover

Commissioner Kline asked if the abolishment of the Motor Pool has caused the Office of Homeland Security and Emergency Management more work and Director Shackelford explained it has because of scheduling and transportation of the assets to the facility, whereas the Motor Pool used to handle everything for them.

Discussion:

1. 911 Proposal

- The Sheriff's Office approached Office of Homeland Security and Emergency Management to take over the 9-1-1 Coordinator position, so Director Shackelford did some research and worked with Human Resources Department for refactoring of the position.
- Approximately half of the eight-eight counties have 9-1-1 funding that falls under the jurisdiction of the Office of Homeland Security and Emergency Management.
- To qualify for the Emergency Management Performance Grant (EMPG), an EMA office must have a full time EMA Director and without one, prior approval must be sought from the State. Director Shackelford is proposing the 911 Coordinator, the Emergency Management Specialist 3 (and the 9-1-1 Coordinator/Communications) and County Hazmat Coordinator, fall under the direct supervision of the Deputy Director for that reason.
- The 911 Coordinator will be paid out of 911 funding. The total benefit package for the position would be \$73,693.49.
- The 9-1-1 Planning Committee authorized funding for the AT&T contract, which is the amount of positions in the 9-1-1 center, and the IT connectivity to it, as well as the 9-1-1 Coordinator. The surcharge imposed on your wireless bill is \$0.25, but the County could increase it.

- In 2015, the 9-1-1 Planning Committee approved up to \$60,000, but will need to reconvene to review the job description, to discuss the difference in costs, and to apply authority to the position.
- Director Shackelford has not spoken to the Department of Budget and Financial Management about the budget impact, but when the Sheriff's Office removes the 9-1-1 Coordinator position, they will need \$45,000 returned to their budget to fund the Dispatch Supervisor.
- The Human Resources Department has completed the refactoring of all job descriptions as Director Shackelford is proposing a reorganization of the department, along with the hire of a 9-1-1 Coordinator, but the position could be placed under the supervision of the Director without changing the organization of the department.
- The requested staff increases in pay could be implemented over a three-year period.
- The Board agrees with the proposal and asked Director Shackelford to work with Department of Budget and Financial Management for the funding aspect of the request and to report back to the Board.

9:30 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. Also present: Internal Services Director JoAnn Townend. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

10:01 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.

Director Townend presented a draft resolution for Board consideration to accept the Escrow and Performance Agreement for construction of street, storm sewer and drainage improvements for Kaufman Drive, Brimfield Township (Speedway). Director Townend noted the funds have been deposited and recommends the Board move forward with the request.

Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to agree to accept the Escrow Agreement and Performance Agreement for the construction of street, storm sewer and drainage improvements for Kaufman Drive in Brimfield Township, Portage County./ 19-0222

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

**RESOLUTION NO. 19-0222 - RE: AGREE TO ACCEPT THE ESCROW
AGREEMENT AND PERFORMANCE
AGREEMENT FOR CONSTRUCTION OF**

**STREET, STORM SEWER AND DRAINAGE
IMPROVEMENTS FOR KAUFMAN DRIVE IN
BRIMFIELD TOWNSHIP, PORTAGE
COUNTY.**

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

- RESOLVED,** that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Escrow Agreement and the Performance Agreement for the construction of street, storm sewer and drainage improvements for the Kaufman Drive Improvements in Brimfield Township, Portage County, and be it further
- RESOLVED,** that said agreement is between Speedway, LLC (Developer) and Fidelity National Title (Escrow Agent), in the full and just sum of Five Hundred and Nine Thousand Six Hundred and Ninety Dollars and 07/100 (\$509,690.07); and be it further
- RESOLVED,** the Board of Commissioners sign the Escrow Agreement, as approved by the Portage County Prosecutor's Office; 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;

10:06 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. Also present: WIC Director Amy Cooper. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

10:13 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.

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10:14 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. Also present: Board of Commissioners only. Roll call vote: Sabrina Christian-Bennett, Yea; Kathleen Clyde, Yea; Vicki A. Kline, Yea;

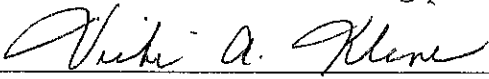
10:30 AM Upon conclusion of the above referenced discussion, it was moved by Kathleen Clyde, seconded by Sabrina Christian-Bennett that the Board of Commissioners move out of executive session. Roll call vote: Kathleen Clyde, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea;

After exiting executive session, the Board took no action.

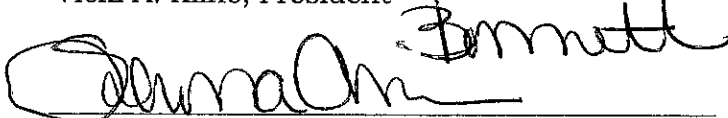
Motion: by Sabrina Christian-Bennett, seconded by Kathleen Clyde to adjourn the Official Meeting of April 9, 2019 at 10:31 AM

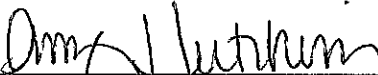
Roll call vote: Commissioner Christian-Bennett, Yea;
Commissioner Clyde, Yea;
Commissioner Kline, Yea;

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on April 9, 2019.


Vicki A. Kline, President


Kathleen Clyde, Vice President


Sabrina Christian-Bennett, Board Member


Amy Hutchinson, Clerk