

RESOLUTION

NO. 16-0076

**RE: FIX DAYS AND HOURS OF REGULAR MEETINGS FOR THE PORTAGE COUNTY BOARD OF COMMISSIONERS FOR THE YEAR 2016.**

It was moved by Kathleen Chandler, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,** that it is hereby established by the Board, that the regular meeting days of the Portage County Board of Commissioners for the year 2016 shall be on Tuesday and Thursday of each week, commencing at 9:00 AM and concluding at the end of business for the day; and be it further

**RESOLVED,** that the Board of Commissioners reserves the right to hold additional regular meetings, at a time to be determined, on Monday, Wednesday or Friday of each week, as needed. The agenda for any Monday, Wednesday or Friday regular meeting will be posted on the County website the day before said regular meeting; and be it further

**RESOLVED,** that said meetings are to be held in the Commissioners' Boardroom at the Portage County Administration Building, 7th Floor, 449 South Meridian Street, Ravenna, Ohio; 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.

Voice vote was as follows:

Maureen T. Frederick, Yea;

Vicki A. Kline, Yea;

Kathleen Chandler, Yea;

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I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Portage County duly adopted January 21, 2016 and appearing upon the official records of said Board, Volume 85, page \_\_\_\_\_.



Clerk, Portage County Board of Commissioners

## RESOLUTION

No. 16-0078

**RE: ESTABLISHING RULES FOR NOTIFICATION OF PORTAGE COUNTY BOARD OF COMMISSIONERS' MEETINGS FOR THE YEAR 2016.**

It was moved by Kathleen Chandler, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,** that, in accordance with the Ohio Revised Code Section 121.22 (F), the Board of Commissioners establishes the following rules for notification of Board of Commissioners' meetings in 2016:

### **Portage County Board of Commissioners Public Meeting Notice Procedure**

The State of Ohio Open Meetings Act applies to the Portage County Board of Commissioners and requires that reasonable advance public notice of meetings be given.

All action taken by the Board of Commissioners must be in a regular, special or emergency meeting. Two (2) members of the Board of Commissioners constitutes a quorum for any meeting.

The Portage County Board of Commissioners' meetings are open to the public and are held in their Board Room located on the 7<sup>th</sup> floor of the Portage County Administration Building, 449 South Meridian Street in Ravenna, Ohio. Notices of upcoming meetings are published on the Portage County Board of Commissioners' calendar, which is posted on the first floor and seventh floor in the Portage County Administration Building, and on the Portage County website located at <http://www.co.portage.oh.us/commissioners.htm>. The calendar is distributed electronically to interested citizens and the press as requested, at no charge. Regular meetings will be conducted at a specific time fixed in advance. No advance notice of regular meetings is required. Interested persons should check the county website for the calendar and agenda items. Calendar and agenda regular meetings on Monday, Wednesday or Friday will be posted on the County website the day before the meeting.

Special meetings may be held as often as deemed necessary, at which the Board of Commissioners may take any action that is not restricted by law to a particular regular session. Special sessions require a 24 hour notice and may be held at a location other than the usual office at the county seat once approved by a Resolution of the Board of Commissioners. Special meeting notice may be requested via email or fax at no charge. Notices of special meetings are published on the Portage County Board of Commissioners' calendar when time allows. The Board calendar is posted on the first floor and seventh floor in the Portage County Administration Building, and on the Portage County website located at <http://www.co.portage.oh.us/commissioners.htm>, and distributed electronically to interested citizens and the press as requested, at no charge.

Emergency meetings may be held as deemed necessary, at which the Board of Commissioners may take any action that is not restricted by law to a particular regular session. Emergency sessions require immediate notice and may be held at a location other than the usual office at the county seat once approved by a Resolution of the Board of Commissioners. Emergency meeting notice may be requested via email or fax at no charge. Notices of emergency meetings are published on the Portage County Board of Commissioners' calendar when time allows. The Board calendar is posted on the first floor and seventh floor in the Portage County Administration Building, and on the Portage County website located at <http://www.co.portage.oh.us/commissioners.htm>, and distributed electronically to interested citizens and the press as requested, at no charge.

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The Board of Commissioners may hold a closed session only for the reasons set forth in the State Open Meetings Act. A statement of the time, place, and purpose of the closed meeting, and a record of the vote of each member by which the meeting was closed must be included in the minutes of the next public meeting.

The following reasons merit closing a meeting:

#### **ORC 121.22 Public meetings – exceptions**

(D)(2) An audit conference conducted by the auditor of state or independent certified public accountants with officials of the public office that is the subject of the audit;

(G) Except as provided in divisions (G)(8) and (J) of this section, the members of a public body may hold an executive session only after a majority of a quorum of the public body determines, by a roll call vote, to hold an executive session and only at a regular or special meeting for the sole purpose of the consideration of any of the following matters:

(1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. If a public body holds an executive session pursuant to division (G)(1) of this section, the motion and vote to hold that executive session shall state which one or more of the approved purposes listed in division (G)(1) of this section are the purposes for which the executive session is to be held, but need not include the name of any person to be considered at the meeting.

(2) To consider the purchase of property for public purposes, or for the sale of property at competitive bidding, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No member of a public body shall use division (G)(2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

If the minutes of the public body show that all meetings and deliberations of the public body have been conducted in compliance with this section, any instrument executed by the public body purporting to convey, lease, or otherwise dispose of any right, title, or interest in any public property shall be conclusively presumed to have been executed in compliance with this section insofar as title or other interest of any bona fide purchasers, lessees, or transferees of the property is concerned.

(3) Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action;

(4) Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment;

(5) Matters required to be kept confidential by federal law or regulations or state statutes;

(6) Details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office;

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(7) In the case of a county hospital operated pursuant to Chapter 339. of the Revised Code, a joint township hospital operated pursuant to Chapter 513. of the Revised Code, or a municipal hospital operated pursuant to Chapter 749. of the Revised Code, to consider trade secrets, as defined in section 1333.61 of the Revised Code;

(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

(a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

(b) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

All questions regarding the implementation of this policy should be referred to the Board of Commissioners, 449 South Meridian Street, Ravenna, Ohio 44266; 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.

Voice vote was as follows:

Maureen T. Frederick, Yea;

Vicki A. Kline, Yea;

Kathleen Chandler, Yea;

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I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Portage County duly adopted January 21, 2016 and appearing upon the official records of said Board, Volume 85, page\_\_\_\_.

  
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Clerk, Portage County Board of Commissioners