

**REGULAR SCHEDULED MEETINGS of the PORTAGE COUNTY PORT AUTHORITY BOARD OF DIRECTORS FOR 2020** will be held quarterly and on the dates as follows:

**DATE:** TUESDAY, MARCH 10, 2020  
TUESDAY, JUNE 9, 2020  
TUESDAY, SEPTEMBER 15, 2020  
TUESDAY, DECEMBER 8, 2020

**TIME:** 2:00 PM

**PLACE:** AT THE OFFICES OF THE PORTAGE DEVELOPMENT BOARD  
217 South Chestnut Street, 1<sup>st</sup> Floor  
Ravenna, Ohio 44266  
(330) 297-3470

The Board of Director's finance audit committee will meet at 1:30 PM on June 10, 2020 and also on December 8, 2020 prior the Board of Director's regular scheduled meetings. The finance audit committee meeting will be held at 217 South Chestnut Street, 1<sup>st</sup> Floor, Ravenna, Ohio 44266

**NOTICES** of upcoming regularly scheduled meetings will be posted on a bulletin board inside the Portage Development Board office located at 217 South Chestnut Street, Ravenna, Ohio 44266. The regular meeting schedule will be posted at <https://www.portagedevbd.org/portage-county-port-authority/pcpa-meetings/>. The Secretary for the Portage County Port Authority Board of Directors will notify the Record-Courier of the regularly scheduled meetings.

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**SPECIAL MEETINGS of the PORTAGE COUNTY PORT AUTHORITY BOARD OF DIRECTORS** will be held as follows:

**HELD ON THE CALL OF THE COMMISSION**

**NOTICES** of special meetings will be posted on a bulletin board on the First Floor in the Portage Development Board Offices located 217 South Chestnut Street, Ravenna, Ohio. The Secretary of the Portage County Port Authority Board of Directors will notify the Record-Courier of the time, place and purpose of a special meeting at least 24 hours in advance of the special meeting. If any other news media have requested notification, the Secretary shall give at least twenty-four hours' advance notice to any other news media that may have requested notification.

In the event of an emergency, the Secretary, on behalf of the member or members of the Board calling the meeting, shall notify the Record-Courier newspaper, and any other news media that may have requested notification immediately of the time, place and purpose of the meeting.

\*\*\*At the Direction of the Secretary for the Board of Directors\* \* \*

**PERSONS MAY REQUEST ADVANCE NOTIFICATION OF REGULAR MEETINGS  
AND/OR ALL MEETINGS AT WHICH ANY SPECIFIC TYPE OF BUSINESS IS TO BE  
DISCUSSED**

Any person may request the time and place of all regularly scheduled meetings by submitting a request to the **Secretary** of the **Portage County Port Authority Board of Directors**.

Any person, upon written request, may obtain reasonable notification of all meetings at which any specific type of public business is to be discussed. Each person shall file with the **Secretary** a written request specifying the person's name, address, telephone number and/or e-mail address, along with the specific type of public business that is of interest, and the amount of time this request covers (not to exceed three months).

\*\*\*For advance notification please contact the following:

Secretary of the Portage County Port Authority Board of Directors  
C/O Economic Development Specialist of the Portage Development Board  
217 South Chestnut Street  
Ravenna, Ohio 44240  
(330) 297-3470