

REGULAR SCHEDULED MEETINGS of the PORTAGE COUNTY PORT AUTHORITY BOARD OF DIRECTORS FOR 2023 will be held quarterly and on the dates as follows:

DATE: TUESDAY, MARCH 14, 2023
TUESDAY, JUNE 13, 2023
TUESDAY, SEPTEMBER 12, 2023
TUESDAY, DECEMBER 12, 2023

TIME: 2:00 PM

PLACE: AT THE KENT FREE LIBRARY (If available. Location subject to change)
312 W. Main Street, 2nd Floor
Kent, Ohio 44240
(330) 673-4414

The Board of Director's finance audit committee will meet at 1:30 PM on June 13, 2023 and also on December 12, 2023 prior the Board of Director's regular scheduled meetings. The finance audit committee meeting will be held at 312 W. Main Street, 2nd Floor, Kent, Ohio 44240

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/Treasurer for the Portage County Port Authority Board of Directors will notify the Record-Courier of the regularly scheduled meetings.

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

HELD ON THE CALL OF THE BOARD

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/Treasurer 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/Treasurer 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/Treasurer, 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.

Special and emergency meetings may be held by Zoom or Teams video conference. Otherwise they will be held at the Portage Development Board / Portage County Port Authority office at 217 S. Chestnut St., Ravenna, Ohio.

***At the Direction of the Secretary/Treasurer 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/Treasurer** 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/Treasurer** 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/Treasurer 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