

COMMISSIONERS' AGENDA

April 25, 2024

9:00 AM

1. The Board of Commissioners motion to approve the April 18, 2024 regular meeting minutes.

9:00 AM – 9:30 AM

PUBLIC HEARING ROAD VACATION

Recess the Portage County Board of Commissioners Meeting

**See attached agenda for public hearing for partial road vacation off Washington Street, Franklin Township

Reconvene Board of Commissioners Regular Session

9:30 AM – 9:35 AM

PROCLAMATION FOR NATIONAL THERAPY ANIMAL DAY

9:35 AM – 9:40 AM

HUMAN RESOURCES

Journal Entries:

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Authorize the retirement for Jeff Stralka, Laborer for Water Resources Department as of April 30, 2024.
2. Accept the resignation for Barb Castro, Eligibility Specialist for Job & Family Services Department as of April 13, 2024.
3. Authorize the three-day internal posting of the full-time Eligibility Specialist for Portage County Job & Family Services with external posting if no internal appointment is made.
4. Authorize to hire Chelsea Pruitt as Eligibility Specialist for Portage County Job & Family Services effective as of Monday, April 29, 2024.
5. Authorize to hire Vanessa Traylor as Grant Coordinator for Department of Budget & Finance effective as of Monday, April 29, 2024.
6. Authorize to hire MiChelle Crawford as Budget Analyst for Department of Budget & Finance effective as of Monday, April 29, 2024.
7. Authorize to hire Daniel DiGiammarino as Airport Maintenance Technician for Portage County Airport effective as of Monday, April 29, 2024.
8. Authorize to hire Terri Smith as Eligibility Specialist for Portage County Job & Family Services effective as of Monday, April 29, 2024.

9. Authorize to hire Terri Wiard as Software Developer for Portage County Job & Family Services effective as of Monday, May 6, 2024.
10. Accept the retirement for Karen Kozak, Child Support Specialist for Job & Family Services Department as of April 30, 2024.
11. Authorize the three-day internal posting of the full-time Child Support Specialist for Portage County Job & Family Services with external posting if no internal appointment is made.
12. Approve a revised PCSA Administrative Assistant job description for Job & Family Services, to rename the job title to now reflect Child Adult Protective Services Administrative Assistant.
13. Accept the resignation for Robert Gaetjens, Administrative Assistant for Portage County Solid Waste as of April 23, 2024.
14. Approve anniversary and/or step increases for the following non-bargaining employees:
 - Julie Gonzales
 - Madeline George
 - Theresa Besaw
 - Matthew Dunnerstick
 - Lisa Fay
 - Larry Jones
 - Joan Lambach

9:40 AM – 9:50 AM INTERNAL SERVICES

Discussion:

1. Project Updates

Resolutions:

1. The Board of Commissioners agrees to award the contract for the purchase of the real property (P.P.N. 31-349-04-00-217-000) location address of 124 N. Prospect Street (which includes units 122, 126, and 128 at that location) in the City of Ravenna, Ohio to the sole bidder CC2MB Properties dba Melissa Bregant and authorizing the execution of a real estate purchase agreement with CC2MB Properties dba Melissa Bregant.
2. The Board of Commissioners approves the specifications and set the Request For Proposal date for Certified Peer Recovery Supporter Program (Recovery Coach) for the Portage County Department of Job & Family Services.
3. The Board of Commissioners agrees to set proposal date for the invitation to bid for providing SCADA maintenance, repair and new installation services.
4. The Board of Commissioners agrees to enter into an Amendment No. 4 with Portage County Job & Family Services and Emerald Transportation to provide transportation services.

5. The Board of Commissioners agrees to enter into an Amendment No. 4 for transportation services with Portage County Job & Family Services and Portage Area Regional Transportation Authority (PARTA).

Executive Session

In accordance with the Ohio Revised Code 121.22(G)(6), the Board of Commissioners move into executive session to discuss details relative to the security arrangements and emergency response protocols for a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public office.

9:50 AM – 10:10 AM NEIGHBORHOOD DEVELOPMENT SERVICES

Discussion:

1. Steering Committee 2024 CDBG Community Development Allocation Program Proposals

10:10 AM – 10:15 AM DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Journal Entries:

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

1. Direct the Auditor's Office to pay/process the April 18, 2024 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.
2. Process the April 18, 2024 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Resolutions:

1. Declare Obsolete and Authorize the Sale of One (1) Vehicle from the Portage County Juvenile Court.
2. Declare Obsolete and Authorize the Sale by Public Auction of Four (4) Vehicles from the Portage County Engineer's Department.
3. Declare the Necessity to Purchase One (1) Vehicle for use by the Portage County Water Resources Department.
4. Transfer from Fund 1414, Child Support General Administration, to 1410, Public Assistance Fund.
5. Authorize the Application to the Ohio Office of Criminal Justice Services (OCJS) 2024 Comprehensive Opioid, Stimulant, & Substance Use Program (COSSUP) Grant Solicitation on Behalf of the Portage County Sheriff's Office, Drug & Violent Crime Unit.

6. Authorize the Application to the Ohio Department of Public Safety, Ohio Traffic Safety Office's 2025 Traffic Safety Grant Program on Behalf of the Portage County Sheriff's Office.
7. Authorize the Application to the OneOhio Recovery Foundation 2024 Regional Grant Cycle Solicitation on Behalf of the Portage County Sheriff's Office, Drug & Violent Crime Unit.
8. Transfer from Fund 0001, General Fund to Fund 4002, Multipurpose Cbu Acq & Rehab.

10:45 AM – 11:00 AM NOPEC

Presenting: Chuck Keiper

Discussion:

1. Portage County Accomplishments

11:00 AM – 11:05 AM PUBLIC COMMENT

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet dated March 31, 2024 as presented by Neighborhood Development Services.
2. The Board of Commissioners received the April 16, 2024 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for March 2024, in accordance with Ohio Revised Code Section 325.07.
3. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transporting Report for March 2024 as presented by the Portage County Sheriff's Office.
4. The Board of Commissioners acknowledged the receipt of the April 19, 2024 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2024.
5. The Board of Commissioners acknowledged the receipt of the April 19, 2024 correspondence from Diane Haney, Veterans Service Office Manager, including the signed statements for 2024 Memorial Day Expenses.