



Portage County Board of Commissioners
Meeting Minutes

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

Sarah Metts, Acting Clerk
330-297-3600

Thursday, November 21st, 2023

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

Attendee Name	Title	Status
Anthony J. Badalamenti	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Tinlin	Board Member	Present

Also attending throughout the day was County Administrator Michelle Crombie and Diane Smith.

1. The Board of Commissioners approves the November 16th, 2023 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

HUMAN RESOURCES

Present: Director Tami Soltis

Discussion:

1. 2023 Holiday Leave

Director Tami Soltis asks the Board about extending four hours of admin time to employees around Christmas and/or New Years. That would include a one-time four-hour span either the day before or after either holiday and is to be chosen by the employee.

Commissioner Badalamenti asked Director Soltis how soon in advance the employees would have to say which day they are choosing. Director Soltis explained it is left to the departments to schedule and make sure that there are staffing in a way that their departments are covered and still available to the public on each of those days.

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 to hire Chelsea Scott for Eligibility Specialist, Portage County Job & Family Services to be effective as of Monday, November 27, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea
Motion Carries
2. Authorize to hire Lauren Anderson for Eligibility Specialist, Portage County Job & Family Services to be effective as of Monday, November 27, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea
Motion Carries
3. Agree to revise the job description of C.D.L. Truck Driver I for Solid Waste and approve the respective job description.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea
Motion Carries
4. Agree to revise the job description of Laborer for Solid Waste and approve the respective job description.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea
Motion Carries
5. Agree to revise the job description of Mechanic I for Solid Waste and approve the respective job description.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea
Motion Carries

6. Agree to authorize the creation of the job description of C.D.L. Truck Driver II for Solid Waste and approve the respective job description.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

7. Approve anniversary/probationary step increase for the following non-bargaining employees:

a) Lindsey Davis ~ JFS

b) Hannah Moats ~ Solid Waste

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

INTERNAL SERVICES

Present: Director Shannon Kautzman

Discussion:

1. Project Updates

- Admin Building Lightning Protection – company cannot install until Spring 2024. This will be in case of the building being hit by lightning it would be grounding.
- MARCS Radio Tower – contract has been sent over to the contractor and is waiting on a signature. She believes we will receive that back by next week.
- Prosecutor windows and façade on the east side of the building are almost complete. Still scheduled to be done by the end of November with just one corner left to do. After that they will do one more test to make sure that no water is getting in.
- Otis Elevator – an electrical panel needs to be removed from the elevator room. The additional quote came in \$3,500 more so we will be moving forward with the \$4,750 quote and that money will be coming from the Maintenance budget.
- Riddle Block Roof Replacement – roof is on with replacement gutters planned for the end of December, weather permitting. They have to reconstruct the gutters due to the amount of damage. Slate will be completed next year.

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement with Local Government Services Division of the Auditor of the State of Ohio for Conversion Data for the

preparation of financial statements for Portage County for years ending in 2022 and 2023./Resolution No. 23-0684

2. The Board of Commissioners approves the execution of the quit claim deed conveying the real property described herein to the City of Streetsboro./Resolution No. 23-0685
3. The Board of Commissioners approves the execution of the quit claim deed conveying the real property described herein to the City of Streetsboro and subject to the reservation of an easement for Portage County for Sanitary Sewer Purposes./Resolution No. 23-0686
4. The Board of Commissioners agrees to enter into an agreement for Wireless Emergency Notification Systems (WENS) with the Portage County Emergency Management Agency and Inspiron Logistics./Resolution No. 23-0687
5. The Board of Commissioners agrees to amend Resolution No. 23-0595 to set the Request for Proposal date for Foster and Adoptive Initial Home Assessment Services for the Portage County Department of Job & Family Services./Resolution No. 23-0688
6. The Board of Commissioners agrees to enter into an agreement for procurement card provider between the Portage County Auditor and Huntington Bank./Resolution No. 23-0689
7. The Board of Commissioners agrees to an agreement with Portage County Job & Family Services and the Northeast Ohio Consortium Council of Governments./Resolution No. 23-0690
8. The Board of Commissioners agrees to enter into an agreement with Portage County Child Support Enforcement Agency and the Portage County Juvenile Court-Magistrate Division./Resolution No. 23-0691
9. The Board of Commissioners approves and executes the CourtView Justice Solutions Inc. dba Equivant's Software license agreement, software maintenance agreement, professional services agreement, non-disclosure agreement, hosting services agreement and related documents concerning the JWorks Case Management System./Resolution No. 23-0692
10. The Board of Commissioners agrees to award and enter into contract with Matt Winters Excavating, LLC for the CDBG (BF-22-1CJ-1) Freedom Township School ADA Project, 7276 State Route 303, Freedom Township./Resolution No. 23-0693

JOB AND FAMILY SERVICES

Present: Director Kellijo Jeffries, Financial Director Sue Brannon, and Vanessa Beard

Discussion:

1. *Guardianship Board Agreement*

Director Kellijo Jeffries explains that Job and Family Services was approached by the Guardianship Board in Portage County, under Diana Clark, for funds to contribute to their 2024 budget. These funds are spent on salaries of case workers that work with Child Protective Services. JFS believes they can contribute \$34,000 in 2024 for their budget. This would be brought forward through Internal Services if approved by the Board.

Director Jeffries continues by stating that the Guardianship Board have been wonderful to work with assigned many guardians for elderly. She said they are already doing great work but would like to enhance their staffing. She states that they are sharing their funds because they believe the needs are that great and that the services they provide are invaluable. Sue Brannon states that we got an increase in APS funds for 2024 and so they have the additional funds to share.

Director Jeffries moves on to explain some additional background on the Resolutions they are bringing forward. Two items were modified for Resolution 1 – enhanced language as it relates to child fatalities. If a child would die in our custody, there is an emergency staff meeting with Director Jeffries, the administrative team, the legal team, social service team and supervisors all come together to look at what has happened with the family and what was needed. The state would come in as well to provide the oversight piece. When there is suspicion that the death is due to abuse or neglect, then it is governed by Ohio Revised Code and must have a child Fatality Review Board. There is a formal board in Portage County, and they engage law enforcement as well. This is putting all of what they already do in writing so that the State is aware.

Director Jeffries also explains in situations where the child has previously been in our care, the State can still reach out for additional information on their case. The additional modification is related to withholding medically indicated treatment for disabled infants with life threatening conditions. This states that the opinions about the infants' future quality of life are not to bare on whether a treatment is judged medically necessary. She states that they have phenomenal relationships with the local hospitals and work closely with them when it comes to making those types of decisions.

Resolutions:

1. Resolution to establish the Portage County Child Abuse and Neglect Memorandum of Understanding to set normal operating procedures for all concerned officials in Portage County in respect of their responsibilities under Ohio Revised Code./Resolution No. 23-0694
2. In anticipation of placing a combined replacement levy tax of 1.24 mills before the electorate on the date of the November 2024 general election for the purpose of providing funds for children services for the care, placement, and treatment of abused, neglected and dependent children the board's previously adopted Resolution of Necessity (No. 23-0618) and Resolution to Proceed (No. 23-0662) concerning the March 2024 primary election are hereby rescinded./Resolution No. 23-0695

3. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 23-0696

WATER RESOURCES

Present: Director Dan Blakely

Discussion:

1. Streetsboro House Fire

Director Blakely explains that Water Resources received a call from the occupants at 1560 Evergreen Drive, to stop billing due to a house fire that has made the home uninhabitable. In this case, he recommends that we stop billing temporarily and states that he will coordinate with Streetsboro when the house does become inhabitable to resume billing.

Journal Entries:

1. The BOC accepts the recommendation of Water Resources Director, Daniel Blakely, and authorizes a temporary billing stop to be implemented for 1560 Evergreen Drive while the home is being restored to a habitable condition.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Discussion:

1. Ohio State University Extension, 2024 Support from Portage County

Director Petty explains that our support in 2023 was \$120,000 but their recommendation for 2024 is \$140,000-\$160,000 which is a significant increase. They stated that \$140,000 would be to maintain their current status quo.

Commissioner Christian-Bennet stated as a reminder that we have given them \$15,000 increases the past two years.

Director Petty explains that they stated their expenses this year were \$126,000 so she recommends that we either keep it at the current amount of \$120,000 or if they want to give a bump for inflation to increase to \$125,000-\$130,000 but we could also leave it as is which is really what would maintain the status quo. Her recommendation would be \$130,000 for inflation and cost of living increases. Commissioner Christian-Bennet brought up that it is at their discretion as they are an outside agency. Commissioner Badalamenti reiterated that would take our contribution of an additional \$15,000 for the last two years and increase it by another \$10,000 for 2024. Director Petty said she can reach back out to get a break down as to what they are projecting these increases to be and what status quo would entail. She believes that the status quo is additional staff hours where the \$160,000 would be actually

adding staff. The Commissioners agreed to circle back once Director Petty gets additional details.

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the November 16, 2023, Journal Entry 2023MS00194 from Judge Laurie J. Pittman and Judge Becky L. Doherty, Court Ordering \$1,585,516.00 to be placed into Common Pleas Court's Department 530 Budget in Fund 0001; and \$50,000.00 to be placed in Common Pleas Court's Department 530 Budget in Fund 0002; and \$162,268.00 to be placed in Common Pleas Court's Budget in Funds 1012, Mediation Fund and 1027, IT Fund for Fiscal Year 2024.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

2. The Board of Commissioners acknowledged receipt of the November 3, 2023, Journal Entry 2023 JMX 31 from Judge Patricia J. Smith, Court Ordering \$3,143,691.00 to be placed into Juvenile Court's Department 570 Budget in Fund 0001 for Fiscal Year 2024.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

3. The Board of Commissioners acknowledged receipt of the November 7, 2023, Journal Entry 2023 MC 23 from Judge Patricia J. Smith, Court Ordering \$1,631,661.00 to be placed into Probate Court's Fund 560 for Fiscal Year 2024.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

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:

4. Direct the Auditor's Office to pay/process the November 16, 2023 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.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea
Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,703,184.82	(Includes late fees of: \$10.00)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$361,175.83	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$3,385.77	
Journal Vouchers totaling:	\$131,163.28	
Then and Now list totaling:	\$102,660.17	
Debt Service wire list:	\$2,193,918.75	
BWC Wires:	\$0	

5. Process the November 16, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Yea
Motion Carries

Resolutions:

1. Authorize Grant Application in the Amount of \$35,784.55 to the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Program for the Portage County Sheriff./Resolution No. 23-0697
2. Amend Resolution 22-0668 Adopted November 17, 2022 to Accept the Grant Award for the FY2022 State Homeland Security Grant Program on Behalf of the Portage County Emergency Management Agency For An Addendum Increase Of \$123,846.00./Resolution No. 23-0698
3. Accept Grant Award in the Amount of \$95,000.00 from the Ohio Emergency Management Agency's FY2023 State Homeland Security Grant Program on Behalf of the Portage County Office of Homeland Security and Emergency Management./Resolution No. 23-0699

4. Transfer from Fund 4018, PC Airport to Fund 0001, General Fund./Resolution No. 23-0700
5. Transfer from Fund 0001, General Fund to Fund 6400, Portage County Airport./Resolution No. 23-0701
6. Transfer from Fund 7201, WC RR P General Administration To Fund 7233, WC Prospective Rating Plan 2024./Resolution No. 23-0702
7. Transfer from Fund 0001, General Fund to Fund 4002, Multi Purpose County Building Acquisition & Rehabilitation./Resolution No. 23-0703
8. Transfer from Fund 0001, General Fund to Fund 1010, Computerization Clerk Muni Court./Resolution No. 23-0704

BOARD OF ELECTIONS

Present: Faith Lyon, Denise Smith, Amanda Suffecool, Terrie Nielsen.

Discussion:

1. 2024 Budget

Terrie Nielsen began the discussion by addressing issues with the 2024 budget. The first is related to full-time staff and she referenced the 1.25% increase that was quoted by Budget and Finance Director Jackie Petty. The Board of Elections is asking for an 8% increase, with the primary reason being the rate of pay is not keeping up with the cost of living. She explains in 2022 the cost-of-living increase was 5.9% and the staff received 3%. In 2023 the cost-of-living increase was 8.7% with the staff receiving 5%. Going into 2024 employees' rates are 6.6% less than cost of living. The 8% increase that is being asked for would bring the staff closer to the COLA increases that have occurred since 2022.

Ms. Nielsen also mentions that the employees' health insurance costs have increased by 12% between 2023 and 2024. She states that their staff work tirelessly and having 3 elections in 2023 prevented most of the staff from taking vacations. She explains that there is black out days one month prior and one month after the election. This caused blackout days from April through June, again July through September for the August election, and again, October through December for the November election. Therefore, there were very limited times when vacation could be taken. She states that overtime is required so elections in Portage County can be accurate and fair. The staffs wage of \$22 and change is not competitive with what is being paid in the marketplace. They feel that 8% is a reasonable ask.

Ms. Nielsen would also like to talk about the increase of \$52,000 that is being asked for on the postage line. That's because between May and now, new general assembly and congressional lines have been received meaning that there are different districts now and every registered voter must be sent a post card notifying them. The \$52,000 amount comes from 108,000 multiplied by the 43 cents it would cost for postage.

Commissioner Christian-Bennett asks if any of that is going to be funded. Ms. Nielsen states that her department does not anticipate receiving any funding for next year. The only funding that was received this year for the August Election was \$120,000, with only \$7,000 being sent back. They do not compare their budget year to year, but rather on a four-year cycle. This allows the comparison of similar election years. The needs are substantially greater during a presidential election year. Ms. Nielsen offers to show the Commissioners charts on what was spent in 2020 and 2016. She calculated these numbers to determine what was needed.

Commissioner Badalamenti asked if the numbers were determined with the 8% increase factored in. She states that the 8% increase only relates to the full-time staff. It does not relate to the election or poll workers who also deserve to make more money, but their main responsibility is to the full-time staff. A raise may be asked for in subsequent years for the part-time staff due to an increase not being received in over 8 years.

Commissioner Badalamenti asks if the poll worker wage is determined by the state or county, and if our wages and salaries for this specific department are similar to the other 87 counties in Ohio. Ms. Nielsen states that it is based on the specific county and in Portage the poll workers receive around \$150 for training and working. In Cuyahoga the wage is \$250-\$300 for election day.

Commissioner Badalamenti would like to know what the 6 or 7 comparable counties that are similar in size to Portage pay. Ms. Nielsen states that they haven't compared wages for poll workers 8 or 9 years since the previous increase was asked for. The BOE will investigate it. Sometimes they are paid by the hour. In Portage it is a base amount of \$130 plus their training pay.

Commissioner Christian-Bennett states that she agrees that an increase for poll workers needs to be investigated. What's going to happen when they cannot get enough poll workers to work?

It is asked why the long day can't be split into 2 shifts. It is not feasible because they would have to train double the number of people that they currently train. 3-4 weeks of training will turn from 32 or 33 trainings into 66. There is an initiative to recruit high school students to work, and if they do not go away for college then they can be here to work. The department also reaches out to other fraternal organizations. It could be a problem to schedule half day shifts on election days due to the possibility of someone not showing up.

Commissioner Tinlin asks how many poll workers they have. Ms. Nielson states that 600-650 poll workers are trained.

Commissioner Christian-Bennett states that it would be 1300 people if everyone opted for the half-day shift. She would still work a full day and asks if any other county works half days on election day, or how they are staying staffed.

Ms. Nielson says that no other county follows ½ days and they have been recruiting using the same methods as Portage. The State of Ohio is providing Continuing Education Credits for attorneys for being a poll worker. Ms. Nielsen emailed the Portage County Bar Association to

let them know of the opportunity to receive 4 credit hours which is around a \$300-\$400 value plus their pay. This benefit could also apply to licensed real estate agents and social workers. Those entities are also informed. She feels that most people find working at the polls to be a rewarding experience. BOE members split up the 53 polling locations and went to thank the workers to show appreciation.

Commissioner Christian-Bennett mentioned that the Brimfield Lions always provides lunch to the poll workers on election days, and Eric Schlaubach provided Rootstown's which was a big hit.

It is mentioned by Denise Smith that it is a little more difficult to find organizations in the rural townships such as Paris and Palmyra to donate lunch. The goal is to find younger individuals, to see how the system works. She also mentions that due to the lack of a work/life balance there have been a couple of full-time individuals that have left. It has been a struggle to find qualified staff with the wages where they are. The increase sounds significant, but they need to be competitive. The scrutiny that elections are always under is also mentioned. The BOE is committed to making sure that the staff is provided with the tools, equipment, and staff they need so they can maintain their reputation as a good election system.

Commissioner Christian-Bennett asked if the department participated in the wage study? Ms. Nielsen answered that they did not for several reasons. The department had reached out to other counties who participated in wage studies and there were not favorable responses.

Commissioner Badalamenti would like to know what was unfavorable about the wage study. Ms. Nielsen explains that everyone in their department gets paid the same for a number of reasons, one being so there isn't refusal of duties due to a coworker having a higher wage. There are also an equal number of Republicans and Democrats in the office, and the argument can never be made that one party is favored.

Commissioner Badalamenti states that has been explained to him and that is nice, but it doesn't have anything to do with the wage study. It is based on job duties, and it sounds like all the job duties whether you are a Republican or Democrat stay the same. Ms. Nielsen states that they are not.

Commissioner Badalamenti asks why would we pay the same? It doesn't make sense. Ms. Nielsen explains that the Board of Elections made that choice years and years ago. It may not make sense in the open marketplace but that's what works in their office.

Commissioner Badalamenti states that a wage study would make sense as well because different jobs are being performed, and that is what is being reviewed. Ms. Nielsen states that the other counties that did participate stated that there is not an understanding of what their department's specific job duties are. It may sound like just data input but it's more than that. Any data they enter or work they do, has to be 100% correct. There is very little tolerance for error.

Commissioner Badalamenti states that is any company. They all have very little tolerance for making errors. Ms. Nielsen emphasizes the microscope that elections are under.

Commissioner Christian-Bennet points out that the liability is factored into the wage study. She continues to say the scrutiny that the position is under relative to their job duties are taken into consideration for the job factoring. She also pointed out that the Board of Elections closed their office for the last week of the year, which is not something that other businesses are able to do. She asked whether those employees were using vacation, sick, comp time, over time, or admin leave to cover that. Denise Smith replied that they do not have comp time and that their employees were not required to use vacation or personal time but that they were paid.

Commissioner Christian-Bennet emphasized her previous point by stating we are all public servants and we could never shut down operations for an entire week.

Amanda Suffecool stated that she just came out of retirement from the aerospace industry and she looks at the requirements of perfection that is expected at the Board of Elections. In comparison to her prior professional life, she believes they are at the exact same level of tolerance with elections. There is an extreme amount of scrutiny and pressure that the team is under. The other point she made in regard to overtime is that they are averaging about 15% overtime over the course of the year but it is not consistent. She urges the Board to consider that they keep up with the cost of living for their employees. She also points out that they have been looking at candidates for an open position and that very few met the conditions of scrutiny that they would accept to call for an interview. It is looking tough to get good people.

Commissioner Badalamenti asked with other Counties of our size, what is the rate of pay vs ours? Ms. Nielsen mentions that there is a lot of variation. While we have the option to have overtime paid, many counties do not and only pay salary.

Commissioner Badalamenti asked despite the overtime piece, since everyone in the Board of Elections office is being paid the same, what is the base pay of other counties similar to our size compared to ours. Ms. Nielsen did not have an answer. She claims that many other counties are not transparent with that information.

Commissioner Badalamenti asked if a County Official asked another County Official for that information, could we get that? Commissioner Christian-Bennet stated that she could easily contact other County Officials for that information because it is public record.

Commissioner Badalamenti stated everyone in the County under the Board of Commissioners that did not participate in the wage study received a 1.25% increase. He feels they are asking for the increase without any verification beyond wanting to give everyone more.

Ms. Nielsen stressed that the 8% is solely based on cost of living. The Board of Elections is looking at their budget in the scope of where they are on the cost of living scale compared to other counties. Commissioner Badalamenti emphasized that he would like to see where we sit in comparison to other counties of a similar size.

Ms. Nielsen also mentioned aside from the budget, they wanted to speak about an expenditure for 2025. The current equipment they are using was purchased in 2015 and needs to be replaced. They upgraded poll books recently so they only need to update the equipment, not the poll books.

Commissioner Badalamenti asked what that would cost. Ms. Nielsen said in 2015 they purchased the equipment for approximately \$1.5M and feels that the updated equipment would be in a similar range, potentially more. She said they would most likely send out an RFP in 2024 so that they could implement it in 2025. She also pointed out that there are new federal guidelines that will start at the end of 2024 or early 2025 so we want to make sure we purchase equipment that will meet those new requirements. Since that testing is currently happening there is not a concrete price yet. She also pointed out that the last time new equipment was purchased that there was a buy back option for the old equipment and if we were to go with the same company that would be a potential option.

Commissioner Badalamenti asked what other equipment beside scanners would be needed. Ms. Nielsen said we would need new scanners, express votes, and an election system used to program and tabulate results. They do not need electronic poll books. Commissioner Christian-Bennet asked if there would be any potential government funding to replace the equipment due to the new guidelines. Faith Lyon said there is no talk of that at this time.

PUBLIC COMMENT

No public comment.

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners acknowledged the receipt of the November 20, 2023 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, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

2. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transporting Report for October 2023 as presented by the Portage County Sheriff's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea

Motion Carries

**RESOLUTION NO. 23-0685 - RE: A RESOLUTION APPROVING THE
EXECUTION OF THE QUIT CLAIM DEED
CONVEYING THE REAL PROPERTY
DESCRIBED HEREIN TO THE CITY OF
STREETSBORO**

WHEREAS, the Portage County Board of Commissioners has previously declared the real property described herein as no longer needed for any county public purpose in accordance with Section 307.10 of the Ohio Revised Code and to convey the parcels to the City of Streetsboro in accordance with ORC 307.10.

Described in Portage County Records: **Vol. 949, Pgs. 422-423**

Parcel #1 PPN: 35-037-10-00-203-000; 35-037-10-00-163-000;
Parcel #2 PPN: 35-037-10-00-184-000; 35-037-10-00-183-000;
 35-037-10-00-182-000; 35-037-10-00-181-000;
 35-037-10-00-180-000; 35-037-10-00-179-000;
 35-037-10-00-168-000; 35-037-10-00-167-000;
 35-037-10-00-166-000; 35-037-10-00-162-000;

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

**RESOLUTION NO. 23-0686 - RE: A RESOLUTION APPROVING THE
EXECUTION OF THE QUIT CLAIM DEED
CONVEYING THE REAL PROPERTY
DESCRIBED HEREIN TO THE CITY OF
STREETSBORO AND SUBJECT TO THE
RESERVATION OF AN EASEMENT FOR
PORTAGE COUNTY FOR SANITARY
SEWER PURPOSES**

0969

Director of Internal Services, Portage County Administration Building, 449 South Meridian St., (entrance on Chestnut St.) Ravenna, Ohio until 3:00 p.m., E.S.T. on December 6th, 2023; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on November 17th, 2023 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

**RESOLUTION NO. 23-0689 - RE: ENTER INTO AN AGREEMENT FOR A
PROCUREMENT CARD PROVIDER
BETWEEN THE PORTAGE COUNTY
AUDITOR AND HUNTINGTON BANK**

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

WHEREAS, two (2) proposals was received, opened and tabulated for Procurement Card Issuers on October 20, 2023; and

WHEREAS, upon review of the proposals received, it is the recommendation of Portage County Auditor and the Portage County Director of Internal Services that the Portage County Board of Commissioners accept the proposal received from Huntington Bank be accepted; now therefore be it

RESOLVED, that the Board of County Commissioners agree to enter into a contract with Huntington Bank, 41 South High Street, Columbus, Ohio 43287; 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;
*

Sabrina Christian-Bennett, Yea;
*

Mike Tinlin, Yea;
*

RESOLUTION NO. 23-0690

**- RE: ENTER INTO AN AGREEMENT BETWEEN
THE PORTAGE COUNTY BOARD OF
COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND THE NORTHEAST OHIO
CONSORTIUM COUNCIL OF
GOVERNMENTS**

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

- WHEREAS,** Title I of the Workforce Investment Act of 1998 (WIA) and the Workforce Innovation and Opportunity Act of 2014 (WIOA) require that Area 19, which consists of Geauga, Ashtabula, and Portage Counties, must maximize employment and training resources, coordinate resources and provider service programs, including employment and training services to youth; and
- WHEREAS,** the Northeast Ohio Consortium Council of Governments (NOC COG) has been designated as the Fiscal and Administrative Agent for Title I WIA funds, WIOA funds and other workforce development activity funding sources by Geauga, Ashtabula and Portage Counties pursuant to a Governing Agreement entered into by those counties; and
- WHEREAS,** on September 27, 2023, the NOCCOG Board and Area 19 Workforce Development board voted to give the authority for the NOC COG to enter into this agreement with Portage County Job and Family services for the provision of CCMEP WIOA youth services for a term commencing October 1, 2023 and ending September 30, 2024; and
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments on behalf of Portage County Job & Family Services for the provision of CCMEP WIOA Youth Services for the period October 1, 2023 and ending September 30, 2024; and
- RESOLVED,** that the total amount of this Agreement is not to exceed Three Hundred seventy-three Thousand Two hundred Five and 33/100 Dollars (\$373,205.33); and
- 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

RESOLVED, that the term of this agreement shall be from October 1, 2023 through June 30, 2024; and be it further

RESOLVED, 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:

[illegible]

**RESOLUTION NO. 23-0693 - RE: AWARD AND ENTER INTO CONTRACT
WITH MATT WINTERS EXCAVATING, LLC.
FOR THE CDBG (BF-22-1CJ-1) FREEDOM
TOWNSHIP SCHOOL ADA PROJECT, 7276
STATE ROUTE 303, FREEDOM TOWNSHIP**

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

WHEREAS, official Bid forms and specifications were requested from nine (9) contractors and three (3) plan houses for the Freedom Township School ADA Project located at 7276 State Route 303 in Freedom Township; and

WHEREAS, two (2) bids were received for the Freedom Township School ADA Project, opened and tabulated by the Department of Internal Services on November 15, 2023; and

WHEREAS, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the CDBG Specialist that the bid from Hummel Construction Company be accepted as follows as the lowest and best bid received:

General Contract	\$ 56,500.00
Alternate No. 1 – Concrete Apron South of Parking Spaces	\$ 9,000.00
Alternate No. 2 – Concrete Walk to Front of Building	\$ 4,500.00
Alternate No. 3 – Hot-Dip Galvanize Railings	\$ 5,000.00
TOTAL	\$ 75,000.00

; now therefore be it

RESOLVED, that the Portage County Board of Commissioners enter into a contract with Matt Winters Excavating, LLC., 3310 Kent Road, Stow, Ohio 44224 in the amount of Seventy-Five Thousand Dollars and 00/100 (\$75,000.00); and be it further

RESOLVED, the following funds will be utilized for this project:

2022 CDBG Allocation Grant	\$ 46,817.95
Revolving Loan Funds	\$ 28,182.05
TOTAL	\$ 75,000.00

; 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:

Anthony J. Badalamenti, Yea; *	Sabrina Christian-Bennett, Yea; *	Mike Tinlin, Yea; *
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**RESOLUTION NO. 23-0694 - RE: RESOLUTION TO ESTABLISH THE
PORTAGE COUNTY CHILD ABUSE AND
NEGLECT MEMORANDUM OF
UNDERSTANDING TO SET NORMAL
OPERATING PROCEDURES FOR ALL
CONCERNED OFFICIALS IN PORTAGE
COUNTY IN RESPECT OF THEIR
RESPONSIBILITIES UNDER REVISED CODE**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, it is necessary to set forth the roles, responsibilities, standards and procedures for handling emergency and non-emergency cases of child abuse and neglect and methods for interviewing the child who is the subject of the report and allegedly was abused or neglected.

WHEREAS, this Child Abuse and Neglect Memorandum of Understanding (hereinafter referred to as "Memorandum") is required by Section 2151.421 of the Ohio Revised Code

RESOLVED, that the Board of Portage County Commissioners does hereby authorize the Portage County Job and Family Services to outreach and secure signatures from the listed officials within the Memorandum; now therefore be it

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:

Anthony J. Badalamenti, Yea;

*

Sabrina Christian-Bennett, Yea;

*

Mike Tinlin, Yea;

*

RESOLUTION NO. 23-0695

-

**RE: IN ANTICIPATION OF PLACING A
COMBINED REPLACEMENT LEVY TAX OF
1.24 MILLS BEFORE THE ELECTORATE ON
THE DATE OF THE NOVEMBER 2024
GENERAL ELECTION FOR THE PURPOSE
OF PROVIDING FUNDS FOR CHILDREN
SERVICES FOR THE CARE, PLACEMENT
AND TREATMENT OF ABUSED,
NEGLECTED AND DEPENDENT CHILDREN
THE BOARD'S PREVIOUSLY ADOPTED
RESOLUTION OF NECESSITY (NO. 23-0618)
AND RESOLUTION TO PROCEED (NO. 23-0662) CONCERNING THE MARCH 2024
PRIMARY ELECTION ARE HEREBY
RESCINDED**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS,

Pursuant to Section 5705.192(B)(2) of the Ohio Revised Code, elections concerning replacement levies having fixed terms may be held on the date of the general election during the last year the existing levy may be extended on the tax duplicate, as well as the date of any election held in the ensuing year;

WHEREAS,

upon further review, it has been determined that the contemplated combined replacement levy for the purpose of providing funds for children services for the care, placement and treatment of abused, neglected and dependent children should be placed before the electorate at the general election to be held in November of 2024, rather than the March 2024 primary election as previously considered.

RESOLVED,

the Portage County Board of Commissioners hereby rescinds Board Resolution No. 23-0618 ("Resolution of Necessity") and Board Resolution No. 23-0662 ("Resolution to Proceed") concerning placing the question of a combined replacement levy of 1.24 mills before the electorate at the March 2024 primary election; and

RESOLVED,

Portage County Job and Family Services will bring this matter back to the

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.

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;
 * * * *

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

RESOLVED, that the following transfer of funds be made in the amount of \$32,000 for the October 2023 payment #1 costs as reviewed and recommended by the Department of Job & Family Services:

\$ 32,000.00

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; 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:

Anthony J. Badalamenti, Yea;
 ^{*}

Sabrina Christian-Bennett, Yea;
 ^{*}

Mike Tinlin, Yea;
 ^{*}

RESOLUTION NO. 23-0697 - RE: AUTHORIZE GRANT APPLICATION IN THE AMOUNT OF \$35,784.55 TO THE OHIO DEPARTMENT OF NATURAL RESOURCES DIVISION OF WATERCRAFT MARINE PATROL ASSISTANCE GRANT PROGRAM FOR THE PORTAGE COUNTY SHERIFF.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, Section 1547.67 of the Ohio Revised Code establishes a grant in-aid program for financial assistance to political subdivisions engaged in recreational boating law enforcement; and

WHEREAS. the Portage County Board of Commissioners strongly supports the concept of recreational boating law enforcement to monitor area lakes; and

WHEREAS. the Portage County Sheriff began the Watercraft Marine Patrol Program utilizing deputies that were already employed by Portage County. The Commissioners note that this program will not replace the State of Ohio's responsibility for law enforcement on Portage County lakes; now therefore be it

RESOLVED, that the Portage County Board of Commissioners authorizes the Portage County Sheriff to submit the Ohio Department of Natural Resources Division of Watercraft Marine Patrol Assistance Grant Application for January 1, 2024 to December 31, 2024 in the amount of \$26,838.41 from

RESOLVED, that the Board of Commissioners authorizes the President or Vice President of the Board to sign any and all documents pertaining to this grant; 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 a meeting open to the public in compliance and accordance with the law including Section 121.22 of the Ohio Revised Code.

RESOLUTION NO. 23-0698 - RE: AMEND RESOLUTION 22-0668 ADOPTED NOVEMBER 17, 2022 TO ACCEPT THE GRANT AWARD FOR THE FY2022 STATE HOMELAND SECURITY GRANT PROGRAM ON BEHALF OF THE PORTAGE COUNTY EMERGENCY MANAGEMENT AGENCY FOR AN ADDENDUM INCREASE OF \$123,846.00.

WHEREAS, the Emergency Management Agency was notified that there was an additional application approved in the amount of One Hundred Twenty-three Thousand Eight Hundred Forty-six and 00/100 (\$123,846.00); now therefore be it

- WHEREAS,** that the Ohio Emergency Management Agency awards the new sum of One Hundred Sixty-four Thousand Seven Hundred Forty-eight and 00/100 (\$164,748.00) with no General Fund local match, and be it further
- RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor, Portage County Department of Budget & Financial Management, and Emergency Management Agency; 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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;
*

Sabrina Christian-Bennett, Yea;
*

Mike Tinlin, Yea;
*

RESOLUTION NO. 23-0699

RE: ACCEPT GRANT AWARD IN THE AMOUNT OF \$95,000.00 FROM THE OHIO EMERGENCY MANAGEMENT AGENCY'S FY2023 STATE HOMELAND SECURITY GRANT PROGRAM ON BEHALF OF THE PORTAGE COUNTY OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

- WHEREAS,** the Portage County Board of Commissioners adopted Resolution No. 23-0285 on April 27, 2023, authorizing the grant application to the Ohio Emergency Management Agency's FY2023 State Homeland Security Grant Program; and
- RESOLVED,** the Portage County Board of Commissioners authorizes the Portage County Office of Homeland Security and Emergency Management to accept the FY2023 State Homeland Security grant award in the amount of \$95,000.00 from the Ohio Emergency Management Agency, and be it further
- RESOLVED,** that the Board of Commissioners authorizes the President of the Board of Commissioners to sign the grant agreement documents; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Auditor's Office, the

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 meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;
 * * * *

0983

Credit Revenue Account	
Object: 280000 – Transfer In	\$1,453,500.00

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, Portage County Internal Services, and Department of Budget and Financial Management; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;
 * * *

**RESOLUTION NO. 23-0701 - RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 6400, PORTAGE COUNTY
AIRPORT**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, On June 23, 2022, the Board of Commissioners authorized a creation of fund 4018, PC Airport for capital improvements to the Portage County Airport; and

WHEREAS, Resolution 22-0458 transferred \$2,000,000.00 from Fund 0001, General Fund to Fund 4018 PC Airport; and

WHEREAS, the Portage County Airport now has administrative costs that need paid from an administrative fund; and

WHEREAS, Resolution 23-0510 created said administrative fund, Fund 6400, Portage County Airport, and this fund now requires a transfer via Fund 0001, General Fund; now therefore be it

RESOLVED, that the following transfer of funds be made:

FROM:
FUND 0001, GENERAL FUND

ORGCODE-00100009

Debit Expense Account

Object: 910000 – Transfer Out

\$1,453,500.00

TO:

FUND 6400, PORTAGE COUNTY AIRPORT

ORGCODE – 64000702

Credit Revenue Account

Object: 280000 – Transfer In

\$1,453,500.00

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor and Department of Budget and Financial Management; 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:

Anthony J. Badalamenti, Yea;
*

Sabrina Christian-Bennett, Yea;
*

Mike Tinlin, Yea;
*

**RESOLUTION NO. 23-0702 - RE: TRANSFER FROM FUND 7201, WC RR P
GENERAL ADMINISTRATION TO FUND
7233, WC PROSPECTIVE RATING PLAN
2024**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, an internal charge is made to County Departments for Workers Compensation expenses, and

WHEREAS, obligations may occur before crediting the 2024 monthly charges into the Prospective Workers Compensation Rating Plan, PROS2024, Fund 7233; now therefore be it

RESOLVED, that the following transfer be made in the amount of \$515,000.00 in order to finance initial Fund 7233 obligations for Fiscal Year 2023, as recommended by the Director of Budget and Financial Management:

FROM:FUND 7201 WC RR P GENERAL ADMINISTRATION

ORGCODE – 72010019

Debit Expense Account

Object 910000 - Transfers-Out \$515,000.00

TO:FUND 7233, WC PROSPECTIVE RATING PLAN 2024

ORGCODE - 72330012

Credit Revenue Account

Object 280000 - Transfers-In \$515,000.00

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, Department of Budget and Financial Management & County Administrator; 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:

Anthony J. Badalamenti, Yea;
*Sabrina Christian-Bennett, Yea;
*Mike Tinlin, Yea;
*

RESOLUTION NO. 23-0703 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 4002, MULTI PURPOSE COUNTY BUILDING ACQUISITION & REHABILITATION

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the Board of Commissioners previously approved the transfer of \$2,232,355.00 from Fund 0001, General Fund to Fund 4002, Multi Purpose County Building Acquisition & Rehabilitation for the MARCS Towers Project; and

WHEREAS, the MARCS Towers Project is in need of additional funds in the amount of \$171,500.00; now therefore be it

RESOLVED, that the following transfer be made, as recommended by the Director of Budget and Financial Management:

FROM:

FUND 0001, GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object 910000 - Transfers-Out

\$ 171,500.00

TO:

FUND 4002, MULTI PURPOSE COUNTY BLDG ACQUISITION & REHAB

ORGCODE - 40020122

Credit Revenue Account

Object 280000 - Transfers-In

\$ 171,500.00

: and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, Department of Budget and Financial Management & County Administrator; 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea:

Mike Tinlin, Yea:

RESOLUTION NO. 23-0704

**RE: TRANSFER FROM FUND 0001, GENERAL
FUND TO FUND 1010, COMPUTERIZATION
CLERK MUNI COURT**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, via Resolution 23-0668 the Board of Commissioners approved the transfer of \$353,051.00 from Fund 1001, Certificate of Title Administration Fund to Fund 0001, General Fund; and

WHEREAS, the Clerk of Courts has requested these funds to be transferred to Fund 1010, Computerization Clerk Muni Court for JWorks Case Management

Upgrade, Annual Software Support, and Microfilm Costs; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$ 353,051.00:

FROM:

FUND 0001, GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 910000 – Transfers Out \$ 353,051.00

TO:

FUND 1010, COMPUTERIZATION CLERK MUNI COURT

ORGCODE - 10105022

Credit Revenue Account

Object: 280000 – Transfer In \$ 353,051.00

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor and the Department of Budget and Financial Management, 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:

[illegible]

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 to hire Chelsea Scott for Eligibility Specialist, Portage County Job & Family Services to be effective as of Monday, November 27, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries

2. Authorize to hire Lauren Anderson for Eligibility Specialist, Portage County Job & Family Services to be effective as of Monday, November 27, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

3. Agree to revise the job description of C.D.L. Truck Driver I for Solid Waste and approve the respective job description.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

4. Agree to revise the job description of Laborer for Solid Waste and approve the respective job description.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

5. Agree to revise the job description of Mechanic I for Solid Waste and approve the respective job description.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

6. Agree to authorize the creation of the job description of C.D.L. Truck Driver II for Solid Waste and approve the respective job description.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

7. Approve anniversary/probationary step increase for the following non-bargaining employees:

Lindsey Davis ~ JFS

Hannah Moats ~ Solid Waste

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

8. The BOC accepts the recommendation of Water Resources Director, Daniel Blakely, and authorizes a temporary billing stop to be implemented for 1560 Evergreen Drive while the home is being restored to a habitable condition.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

9. The Board of Commissioners acknowledged receipt of the November 16, 2023, Journal Entry 2023MS00194 from Judge Laurie J. Pittman and Judge Becky L. Doherty, Court Ordering \$1,585,516.00 to be placed into Common Pleas Court's Department 530 Budget in Fund 0001; and \$50,000.00 to be placed in Common Pleas Court's Department 530 Budget in Fund 0002; and \$162,268.00 to be placed in Common Pleas Court's Budget in Funds 1012, Mediation Fund and 1027, IT Fund for Fiscal Year 2024.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

10. The Board of Commissioners acknowledged receipt of the November 3, 2023, Journal Entry 2023 JMX 31 from Judge Patricia J. Smith, Court Ordering \$3,143,691.00 to be placed into Juvenile Court's Department 570 Budget in Fund 0001 for Fiscal Year 2024.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

11. The Board of Commissioners acknowledged receipt of the November 7, 2023, Journal Entry 2023 MC 23 from Judge Patricia J. Smith, Court Ordering \$1,631,661.00 to be placed into Probate Court's Fund 560 for Fiscal Year 2024.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

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:

12. Direct the Auditor's Office to pay/process the November 16, 2023 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.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,703,184.82	(Includes late fees of: \$10.00)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$361,175.83	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$3,385.77	
Journal Vouchers totaling:	\$131,163.28	
Then and Now list totaling:	\$102,660.17	
Debt Service wire list:	\$2,193,918.75	
BWC Wires:	\$0	

13. Process the November 16, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;

Motion Carries

14. The Board of Commissioners acknowledged the receipt of the November 20, 2023 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, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries

15. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transporting Report for October 2023 as presented by the Portage County Sheriff's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea;
Motion Carries

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Motion: by Commissioner Badalamenti, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **November 21st, 2023 at 10:09 AM.**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Tinlin, Yea;
Commissioner Christian-Bennett, Yea;

Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **November 21st, 2023.**


Anthony J. Badalamenti, President


Sabrina Christian-Bennett, Vice President


Mike Tinlin, Board Member


Sarah Metts, Acting Clerk