



Portage County Board of Commissioners
Meeting Minutes

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

Sara Hoag, Acting Clerk
330-297-3600

Thursday, July 28, 2022

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
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Present

Also attending throughout the day were County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, Barb Tittle, Mike Tinlin, and Information Technology Services Director Lloyd Alger.

The Board of Commissioners approves the July 21st regular meeting minutes.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

GRANT ADMINISTRATOR

Present: Allison Diehl

This is an authorize and accept resolution for the Drug and Violent Crime unit grant.

Resolutions:

1. Authorize the application and accept grant award in the amount of \$14,889.36 with local match of \$4,963.12 from the 2021 Ohio Drug Law Enforcement Subgrant on behalf of the Portage County Sheriff's Office Drug and Violent Crime Unit (Grant No. 2021-DL-LEF-5846)./Resolution No. 22-0470

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Joe Harris

Discussion:

1. FY 2023 Cash Match to support Ohio Small Business Development Center at Summit Medina Business Alliance

The Summit Medina Business Alliance provides business services to small businesses and residents of Portage County. Over the past several years, the Board provided a \$10,000 cash match for services they've rendered. In the last few months, they've assisted 19 different businesses and residents from Aurora, Brimfield, Diamond, Franklin, Ravenna, Rootstown, Streetsboro and Windham.

Commissioner Christian-Bennett believes the communities utilize the service and \$10,000 is not a lot of money, especially considering they concentrate on small businesses. Commissioner Christian-Bennett recommends moving forward with the request.

Commissioner Badalamenti asked how long this practice has been in place and Director Harris responded 5 years. Commissioner Christian-Bennett pointed out that it's a free service for those who use it.

Commissioner Badalamenti asked how the public would find out about the service and Commissioner Christian-Bennett thinks it's the one Susan McGann is involved with, along with the Development Board and the economic development people within each community who provide a referral.

The Board agreed to move forward with the request.

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 July 21, 2022 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 Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,172,100.21	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$219,440.21	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$3,841.62	
Journal Vouchers totaling:	\$861,476.37	
Then and Now list totaling:	\$164,200.54	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

- Process the July 21, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Resolutions:

- Cash Advance from Fund 0001, General Fund to Fund 1117, Motorcycle Grant./Resolution No. 22-0471

HUMAN RESOURCES

Present: Director Janet Kovick

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

- Authorize the promotion of Christopher Brunette, Streetsboro Treatment Plant Operator 1, to Laboratory IPP Coordinator, replacing Jessica Wilson, in Portage County Water Resources. The tentative start date is August 8, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

2. Authorize the seven-day internal posting of a bargaining position, Streetsboro Wastewater Treatment Plant Operator, replacing Christopher Brunette, for Portage County Water Resources, with external posting if no internal appointment is made.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

3. Authorize the hire of Sydney Carpenter, Social Services Worker 3, replacing Karen Kubinski, in the Portage County Department of Job & Family Services. The tentative start date is August 8, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

4. Authorize the hire of Bridget Stuntz, Peer Specialist, for a new position, in Portage County Department of Job & Family Services. The tentative start date is August 1, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the Month of June 2022, received on July 20, 2022 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

2. The Board of Commissioners acknowledged receipt of the July 25, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Resolution:

1. Fix Date and Set Time for Public Hearing to Vacate a Portion of Sumner Street, Ravenna Township, Portage County./Resolution No. 22-0477

INTERNAL SERVICES

Present: Deputy Director Shannon Kautzman

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement for visitation aide services with Job & Family Services and Family and Community Services, Inc./Resolution No. 22-0472
2. The Board of Commissioners declares the necessity to lease one (1) vehicle for use by the Portage County Job & Family Services Department./Resolution No. 22-0473
3. The Board of Commissioners agrees to reject the bid submitted by Karvo Companies for the 2022 441 Resurfacing Project and accept and award the bid of Ronyak Paving Inc. for the 2022 441 Resurfacing Project of various Portage County roads./Resolution No. 22-0474
 - Deputy Director Kautzman noted Karvo Companies had a substantial error in their calculations.
4. The Board of Commissioners agrees to enter into an agreement between Stepping Stone Community Services for consulting services to operate assessment facilitation services for the Adult Probation Department./Resolution No. 22-0475
5. The Board of Commissioners awarded the sale of real property owned by Portage County located in Brady Lake Park Allotment (Iraquois Drive)/Resolution No. 22-0476

JOB AND FAMILY SERVICES

Present: Director Kellijo Jeffries and Sue Brannon, Budget & Finance Administrator

Discussions:

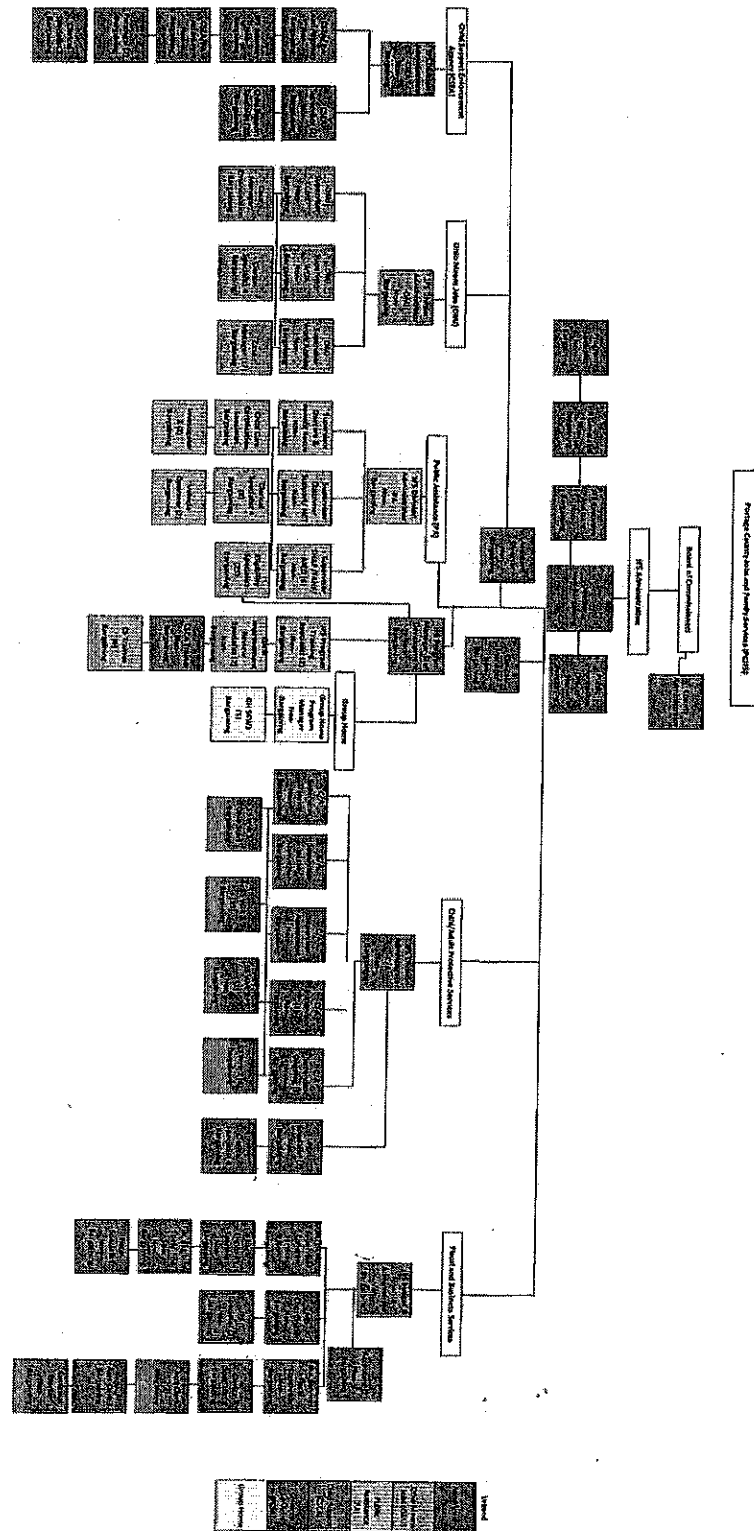
JFS Agency Wide

1. JFS April / May 2022 Data Report
 - Childcare: We have 50 additional people in Portage County receiving subsidies for child care.
 - Our internal drivers had about 30 additional trips from April to May.

- Commissioner Badalamenti asked if Director Jeffries is seeing a return of the pre-COVID numbers and Director Jeffries responded yes and we are also transitioning individuals to work and supporting them, and drivers are also transporting some of our kids in Child Protective Services status. We are not seeing COVID connected to our drivers and trips at this point.
- Workforce: Page two - the number of active Individual Training Accounts (ITAs). There are WIOA dollars that support training programs for individuals such as CDLs, and STNA programs, so you can see it's more of a quarterly batch that came through, but 11 Portage County residents were approved for training accounts for additional certification.
- Commissioner Kline asked about the benefit recovery and Director Jeffries noted it's a good thing, either individuals intentionally underreported or it could be a factor of the reporting timelines when individuals receive benefits, they weren't entitled to them when we recovered the benefits.
- Page three, May's unemployment rate in Portage is 3%.
- Page four, there haven't been significant changes.
- Page five under Child Protective Services - In May we had 187 children in care and as of this Monday, there are 174. In 2016, we were at 264, so we're faring better, but we've had a number of sibling groups and we're still seeing lots of substance abuse issues in our community tied to families.
- The last page under Human Resources, at the end of May, we had 174 employees and we're proud to report that we are at 189.
- Open Interviews - we had 22 walk-ins during our first event, and we did 13 contingent job offers. During the second event, we had 9 walk-ins with four contingent job offers.
- Tulip Town is going to be held on August 9th and the Board is invited to attend. At this time, we have 16 community leaders that will participate, including the Commissioners, a couple of individuals running for Commissioner, Kurt from Leadership Portage County, a couple of business owners, and two representatives from the local press are going to participate.
- Benefit Bridge Program: The Bridge Program will be kicked off during the tulip event, we're going to talk to the providers and the community leaders about this new program. We had a conference call with the state yesterday and notified them that we solidified a provider for the services, which is Family and Community Services. We have already hired a peer support worker that will be starting on August 1st. This is a

pilot program and Portage is one of eight, maybe ten. Denise Ulson from the state reported that they're going to be analyzing data throughout, but they're really looking to present the data from the ten counties to the General Assembly next year in hopes that maybe this program can be put into permanent status to allow all 88 counties to benefit.

- August is Child Support Awareness Month and I want to present the Board of Commissioners with certificates of appreciation as community leaders for all that you've done to support our Child Support office and to secure funding for families. We are going to recognize other community partners, especially the Courts, they play a significant role. We have an annual coloring contest that the State offers for kids to be able to recognize families and then they will announce a winner and post that picture in a state calendar.
- Group Home: We had our final accreditation and we're still working to finish our licensing piece but it's an accomplishment.
- Survey to County Departments for childcare: There were 103 county employees under the Board of Commissioners that completed the surveys and of the 103, 23 utilize childcare. Of the 23, 9 said if Job and Family Services, under the Board of Commissioners, opened a licensed daycare, they would utilize it and 10 said maybe. So, of the 19 families or employees, they represented 9 Job and Family Services employees, 3 unknown, 4 Water Resource employees, 1 Business and Finance employee and 1 EMA employee. So it's cross-sectional with the predominant being Job and Family Services. The 19 families represented 25 children amongst them and a few of them had kiddos that were teenagers that wouldn't qualify for the service. It appears to be about 20 children within the age range that could potentially benefit from child care services if we opened up a center. We can work on a budget that would include salaries, food, and training and provide some other kind of creative things tied to it. The Board agreed to approve the request to move forward with additional research and a budget for further discussion.
- Director Jeffries presented and explained the structural configuration of the agency. The top listings are administrative positions, the Board of Commissioners, County Administrator, myself, and then all administrative positions. The pink represents Child Support, the green is Ohio Means Jobs, orange Public Assistance, yellow is our Group Home, purple is for Child and Adult Protective Services and the teal shows Business Services. If you flip the page, we're giving you a description of each of the jobs we have under Job and Family Services. Our new Program Specialists created this document at the Board's request.



Portage County Job and Family Services (PCJFS) Job Positions and Descriptions

Director	Non-Barg	Provides oversight for PCJFS divisions (OMJ, CSEA, Child & Adult Protective Services, Fiscal & Business Services, PA, Group Home)
Assistant Director	Non-Barg	Assists Director, Manages administrators in the Child Support, JOBS /Workforce, and Information Technology Divisions.
JFS Executive Assistant	Non-Barg	Provides support and assistance to the PCJFS Director, Assistant Director, department administrators, managers, and supervisors by performing administrative duties.
Human Resource Generalist	Non-Barg	Manages payroll process, preparing and maintaining payroll reports
Program Specialist	Non-Barg	Serve as contact for licensing reviews and audits. Monitoring of program goals for quality assurance
Public Information Officer	Non-Barg	Creates outreach programs and activities as well as educational material that promotes JFS services to the public.
Clinical Services Manager	Non-Barg	Ensures all children residing in the agency's group home are connected to and receiving the appropriate clinical services.
Fiscal & Business		
JFS Budget & Finance Administrator	Non-Barg	Plans and administers all fiscal programs; monitoring allocations and appropriations, preparing monthly contracts and participating in budget formulation; provides oversight over JFS payroll, travel, purchasing, mailroom, and maintenance.
Accountant	Non-Barg	Contract administration, grants management, establishing, maintaining fiscal budgets
Bus Services/ Fiscal Supervisor	Non-Barg	Supervising and coordinating payroll, mail services, supply, purchasing, fiscal management, and vehicle management.
Clerical Specialist 3	Bargaining	Provides direct support to administrator, supervisors, and caseworkers to perform a variety of clerical tasks depending upon assigned division
Acct Clerk 2(2)	Bargaining	Keeps accounting records updated and accurate, enters voucher and receipts, administering Medicaid Transportation and provides various services at the Fiscal Cashier Window
Acct Clerk 3	Bargaining	Ensure accounting records are updated and accurate, prepares requisitions, vouchers, and receipts, assists with fiscal questions and data
Custodial Worker	Non-Barg	Maintains clean, sanitary, and safe working conditions at all PCDJFS locations.
MIS Coordinator	Non-Barg	Manages electronic data processing and oversees all agency computer systems for PCJFS including analysis and planning for policy and technology changes and hardware and software requirements
JFS IT Specialist (2)	Non-Barg	Assists with managing all agency computer and network systems
Fiscal Supervisor Children Services	Non-Barg	Responsible for planning, overseeing, coordinating, and reviewing the fiscal and accounting functions of the Fiscal Unit.
Fiscal Eligibility Specialist	Non-Barg	Determines/re-determines financial eligibility for all Children's Services programs. Incumbent is also responsible for preparing and processing invoices for Children's Services
Fiscal Eligibility Spec/ Fiscal Spec	Non-Barg	Determines/re-determines financial eligibility for all Children's Services programs and processes invoices
Fiscal Specialist	Non-Barg	Reviews the processing of requisitions, purchase orders, and invoices.
Staff Development		
JFS Program Manager-Staff Development	Non-Barg	Management of the Training and Quality Assurance areas in PCJFS.
JFS Program Training Specialist (2)	Non-Barg	Responsible for developing curriculum and conducting training on programmatic policies.
QA & Improvement Review Specialist (2)	Non-Barg	Represents the department in State hearings for Public Assistance and OMJ and provides internal review
CSEA Trainer	Non-Barg	Responsible for developing curriculum and conducting training on CSEA programmatic policies/
ES Trainees (6)	Bargaining	Eligibility Specialist in Training.
Public Assistance (PA)		
JFS Division Administrator-PA	Non-Barg	Responsible for overall administration of the Public Assistance (PA) division and programs such as OWF, Food Assistance, Medicaid, Benefit Recovery, Quality Assurance, State Hearings, Child Care, PRC, Medicaid transportation, Health Check, Work Participation Activities and Workforce programs Monitor program compliance with federal and state rules, regulations, and laws. Supervise and provide for staff development.
PA Supervisors: SNAP/TANF/MED (4), Customer Support/ NET, Daycare & Benefit Recovery	Non-Barg	Supervise day-to-day JFS programs including, but not limited to: OWF, Food Assistance, Medicaid, Benefit Recovery, Quality Assurance, State Hearings, Child Care, PRC, Medicaid transportation, Health Check, Work Participation Activities and Workforce programs. Provides guidance to Employment Service Counselors, Case Workers and/or support staff.
JFS Supervisor Daycare & Benefit Recovery	Non-Barg	Supervision of benefit recovery case managers and supervision of child case certification specialist. Provides guidance to Employment Service Counselors, Case Workers and/or support staff
Eligibility Specialist (24)	Bargaining	Determine/re-determine eligibility and maintain programs/cases for those in need
Clerical Specialist 4 (8)	Bargaining	Provides direct support to administrator, supervisors, staff attorneys, and caseworkers

Portage County Job and Family Services (PCJFS) Job Positions and Descriptions

Vehicle Operator (2)	Bargaining	Transporting individuals for workforce, emergent situations for medical
Child Care Certification Specialist	Bargaining	Responsible for processing applications and ensuring compliance for in-home day-care providers
Investigator 2 (2)	Bargaining	Completes or reviews overpayment computation for Public Assistance programs

Ohio Means Jobs (OMJ)

JESD Division Administrator-OMI	Non-Barg.	Manages the daily functions of the local One-Stop Office. Monitor program compliance with federal and state rules, regulations, and laws. Supervises and provides guidance for staff re-development functions as a liaison with One-Stop System and engages in networking activities in the community.
OMI Supervisor/Work Activity WO/ACCMER	Non-Barg.	Supervision on OMI staff who provide the following programming: Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker, Comprehensive Case Management and Employment Program (CCMER), Obligor Prevention/Retention and Contingency (PRC), Employee Services, RESFA, Special Grants and Worksite Monitoring.
Case Manager (2)	Bargaining	Responsible for assessing, referring, assigning and case managing all OMI programs.
Case Manager/Emancipation	Bargaining	Assessing, referring, assigning and case managing all OMI programs, but specifically foster, youth and youth emancipating from foster.
Clerical Specialist 4	Bargaining	Provides direct support to administrator, supervisor, staff, attorneys, and caseworkers.

Child Support Enforcement (CSEA)

[illegible]

**Child & Adult (C/A)
Protective Services**

JFS Division Administrator/C/A	Non-Barg.	Overall administration of the Children and Adult Protective Services division. Develop policies and defines scope of services rendered within legislative regulations for functioning including both Child Protective Services and Adult Protective Services. Develops policies and standards for personnel, training, budget management, and contract/grant management. Monitor program compliance with federal and state rules, regulations, and laws. Establish and maintain relationships with other agency and organizations in community toward meeting community needs and services.
C/A Admin Assistant	Non-Barg.	Assist the Division Administrator and Supervisors in performing supportive tasks.
C/A Training Supervisor	Non-Barg.	Responsible for supervising new social service workers in training, coordinating PCSA staff training and presenting community training on child abuse and neglect, adult abuse and neglect, and file reporting process of both.
C/A Supervisor Intake/Assessment/Ongoing	Non-Barg.	Providing daily supervision of Social Service Workers in the Intake, Assessment, Intervention and Placement units.
Legal Specialist(2)	Non-Barg.	Assists with the completion and handling of legal and program documents, court motions, & subpoenas.
Clerical Specialist(4)	Bargaining	Provides direct support to administrator, supervisors, staff, attorneys, and caseworkers.
SS W/1-2(4)	Bargaining	Providing at home and in-office services to assigned families.
SS W/3-4(3)	Bargaining	Performs investigations/assessments of child/elder abuse and neglect referrals.
SS W/5-6 Ohio Staff	Bargaining	Service of children and families referred to 30 Days to Family.

Group Home

Group Home Program Manager	Non-Barg	Responsible for ensuring all children residing in the agency's group home are connected to and receiving the appropriate care and services.
GH SSW3 (5)	Non-Barg	Responsible for clinical interventions, recreational activities, and support for children residing in group home

BUILDING DEPARTMENT

Present: Director Randy Roberts

9:28 AM In accordance with Ohio Revised Code §121.22 (G)(6), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners moves into Executive Session to consider details relative to security arrangements and emergency response protocols for this public body or the office of the Board of Commissioners because disclosure of the matters may reasonably be expected to jeopardize the security of this public body or the office of the Board of Commissioners. Also present: Building Department Director Randy Roberts and County Administrator Michelle Crombie. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

9:42 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

After exiting the Executive Session, the Board took no action.

PUBLIC COMMENT

Present: Barb Tittle

Ms. Tittle commented about the Safe Haven Act, specifically about the former Hiram College student who three years ago, delivered a baby and it was still alive and she put in the garbage can and abandoned it. Why didn't she know about the Safe Haven Act under the purview of Job and Family Services? It's for a newborn baby up to 30 days old that can be turned over to a medical person at a hospital, a medical person at a fire department, or just anybody at a Police Department.

I am totally in favor of women having a choice about reproductive rights, once you have carried a baby for eight or nine months and delivered it, I am totally against killing it.

All of the people who are in favor of saving children are not mentioning the Safe Haven Act, which as far as I can determine, is still legal in Ohio, but nobody mentions it as a viable alternative. There are no questions asked, no penalty, no punishment.

Commissioner Badalamenti suggested the Record Courier create a story about the Safe Haven Act.

Recess: 9:46 AM

Reconvened: 11:00 AM

PUBLIC COMMENT

Present: Terrence Mott

Mr. Mott met with the Board to ensure that Portage County will receive ARPA funding.

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Commissioner Christian-Bennett asked if either Commissioner was able to speak with Judge Smith or Judge Giulitto about the transfer of cases that are expected to happen sooner than anticipated. Commissioner Christian-Bennett noted Director Harris will coordinate any financial implications once he hears back from the Judges.

INFORMATION TECHNOLOGY SERVICES (ITS)

Present: Director Lloyd Alger, County Auditor Janet Esposito

11:05 AM In accordance with Ohio Revised Code §121.22 (G)(6), it was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the Board of Commissioners moves into Executive Session to consider details relative to security arrangements and emergency response protocols for this public body or the office of the Board of Commissioners because disclosure of the matters may reasonably be expected to jeopardize the security of this public body or the office of the Board of Commissioners. Also present: ITS Chief Information Officer Lloyd Alger, County Auditor Janet Esposito, Department of Budget and Financial Management Director Joe Harris and County Administrator Michelle Crombie. Roll call vote: Anthony J. Badalamenti, Yea; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

11:42 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Vicki A. Kline that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Vicki A. Kline, Yea; Anthony J. Badalamenti, Yea;

After exiting the Executive Session, the Board took no action.

County Administrator Crombie will work with Director Alger on the Journal Entry that will come back to the Board through Human Resources.

Commissioner Christian-Bennett asked Director Alger to prepare a cheat sheet and start getting the word out to employees about phishing emails. Administrator Crombie noted the Human Resources Department could use the information as an additional handout for new employees.

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RESOLUTION NO. 22-0470

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**RE: AUTHORIZE THE APPLICATION AND
ACCEPT GRANT AWARD IN THE AMOUNT
OF \$14,889.36 WITH LOCAL MATCH OF
\$4,963.12 FROM THE 2021 OHIO DRUG LAW
ENFORCEMENT SUBGRANT ON BEHLF OF
THE PORTAGE COUNTY SHERIFF'S
OFFICE DRUG AND VIOLENT CRIME UNIT
(GRANT NO. 2021-DL-LEF-5846).**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** the Portage County Sheriff's Office applied for funding in December of 2021 and the Ohio Department of Public Safety notified the Portage County Sheriff's Office on July 8, 2022 that the Portage County Sheriff's Office was approved to receive grant funds in the amount of \$14,889.36 with local match of \$4,963.12 for the July 1, 2022 through June 30, 2023 grant period; and
- WHEREAS,** the Portage County Board of Commissioners strongly supports the Portage County Sheriff's Office's endeavors in fighting illegal drug use in Portage County; now therefore be it
- RESOLVED,** that the Board of Commissioners authorizes the application and accepts the 2021 Ohio Drug Law Enforcement Grant Award for the grant period of July 1, 2022 through June 30, 2023 in the amount of \$14,889.36 **with a required local match of \$4,963.12 being provided from the Portage County Drug Task Force budget.** These grant funds will be used to offset wages of PCSO DVCU officers, purchase covert audio and video equipment to be used by members of the PCSO DVCU, and confidential funds. The recipient agency will have 100% ownership and control over the use of the equipment. The total grant amount is \$19,852.48; and be it further
- RESOLVED,** the Board of Commissioners authorizes the President of the Board to sign the acceptance documents; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Grant Administrator, the Portage County Auditor's Office, the Department of Budget & Financial Management, and the Portage County Sheriff's Office; 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 121.00 of the Ohio Revised Code.

Roll call vote as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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RESOLUTION NO. 22-0472

RE: ENTER INTO AN AGREEMENT FOR A
VISITATION AIDE SERVICES BETWEEN THE
BOARD OF COMMISSIONERS ON BEHALF
OF PORTAGE COUNTY JOB & FAMILY
SERVICES AND FAMILY AND COMMUNITY
SERVICES, INC.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** Portage County Job & Family Services is in need of Visitation Aide services for parents/custodians whose children have been placed in the custody of Portage County Job and Family services and need supervised visits with their child(ren) at CONTRACTOR's agency to enhance understanding and awareness of necessary parenting skills needed to increase the likelihood of reunification, case closure and to ensure the bonding relationship with child and care taker; and
- WHEREAS,** Requests for Proposals were sent to fourteen (14) potential service providers; and
- WHEREAS,** one (1) proposal was received, opened and tabulated for Visitation Aide Services on June 2, 2022; and
- WHEREAS,** Family and Community Services, Inc. is willing and able to provide these services; and
- WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Family and Community Services, Inc; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family and Community Services, Inc. with its principal place of business located at 705 Oakwood Street Ste 221, Ravenna, Ohio 44266, for the period July 1, 2022 through June 30, 2023, with the option to renew two (2) additional years; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed One hundred Seventy Six Thousand One Hundred Forty and 60/100 dollars (\$176,140.60); and be it further
- RESOLVED,** that funding for this agreement will come from Job and Family Services fund 1415, 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0473 - RE: DECLARE THE NECESSITY TO LEASE ONE
(1) VEHICLE FOR USE BY THE PORTAGE
COUNTY JOB & FAMILY SERVICES
DEPARTMENT.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to lease one (1) 2022 Chevrolet Trax for use by the Portage County Job and Family Services Department; and
- WHEREAS,** the lease of the vehicle will be with Enterprise Fleet Management; and
- WHEREAS,** the lease cost per month is Five hundred-ninety and 65/100 dollars (\$590.65) for a term of 60 months, now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners declares it necessary to lease one (1) 2022 Chevrolet Trax for use by the Portage County Job and Family Services Department; and be it further
- RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor; 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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RESOLUTION No. 22-0474

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RE: REJECT BID SUBMITTED BY KARVO COMPANIES FOR THE 2022 441 RESURFACING PROJECT, AND ACCEPT AND AWARD THE BID OF RONYAK PAVING, INC. FOR THE 2022 441 RESURFACING PROJECT, OF VARIOUS PORTAGE COUNTY ROADS.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** Resolution 22-0409 approved plans and specifications and set date for accepting bids for the 2022 441 Resurfacing Project, of various Portage County Roads, and
- WHEREAS,** four (4) sealed bids were received, tabulated, and recorded on July 20, 2022, for furnishing all labor, materials, and equipment necessary to complete the project known as **2022 441 Resurfacing**; and
- RESOLVED,** after reviewing said bids, it is the recommendation of the Portage County Engineer that the apparent low bid of Karvo Companies be rejected due to an extreme math error and, on July 21, 2022, Karvo Companies submitted a formal request, via email, noting their math error and formally requesting to withdraw their bid; and
- RESOLVED,** it is the recommendation of the Portage County Engineer that the bid of Ronyak Paving, Inc. be accepted as the lowest and best bid received; now therefore be it
- RESOLVED,** that the bid of **Ronyak Paving, Inc., 14376 North Cheshire Street, Burton, Ohio 44021**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **441 Resurfacing Project** for the resurfacing of various Portage County roads, and be it further
- RESOLVED,** that a contract be entered into with **Ronyak Paving, Inc.** in the total amount of **\$1,722,330.50** base bid and **\$81,620.00** Alternate bid, 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

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RESOLUTION NO. 22-0476

- RE: AWARD THE SALE OF REAL PROPERTY OWNED BY PORTAGE COUNTY LOCATED IN BRADY LAKE PARK ALLOTMENT, IRAQUIOS DRIVE.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

- WHEREAS,** parcel 12-038-70-16-004-003 In Brady Lake Park Allotment was declared unused/excess property by the Board of Portage County Commissioners through 22-0385, and offered for sale in accordance with requirements established by the Ohio Revised Code to be sold to the highest responsible bidder; and
- WHEREAS,** one (1) sealed bid was received, opened, read aloud and tabulated by the Internal Services Department on July 20, 2022 at 2:00 p.m. (E.S.T.), and
- WHEREAS,** as the only bid received of Two thousand – five hundred dollars (\$2,500.00), it is the recommendation of the Director of Internal Services that the following bid be accepted as the best and only bid received and that the real property be sold to:

Robert C. Heeter Jr.
629 Hazen Ave., Apt. #3
Ravenna OH 44266

; now therefore be it

- RESOLVED,** that the Board of County Commissioners does hereby award the sale of parcel 12-038-70-16-004-003 to Robert C. Heeter Jr.; 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:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

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RESOLUTION NO. 22-0477

- RE: FIX DATE AND SET TIME FOR PUBLIC HEARING TO VACATE A PORTION OF SUMNER STREET, RAVENNA TOWNSHIP,

PORTAGE COUNTY.

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

- WHEREAS,** on July 21, 2022 the Portage County Board of Commissioners received Ravenna Township's Resolution No. 21-069, dated June 1, 2021, petitioning the Board of Commissioners to vacate a portion of Sumner Street located in Ravenna Township, Portage County, State of Ohio; and
- WHEREAS,** as stipulated in Ohio Revised Code Section 5553.045 (C), upon receipt of the Township's resolution, the Board of Portage County Commissioners shall set a date for public hearing on the vacation of the road or portion of the road, not more than forty-five days after the date that the resolution is filed with the Board; now therefore be it
- RESOLVED,** that the Board of Commissioners hereby sets the date of **Thursday, August 18, 2022 at 9:00 AM** for the public hearing, which is scheduled to take place at the Portage County Administration Building, 7th Floor (Commissioners' Boardroom), 449 South Meridian Street, Ravenna, Ohio 44266; and be it further
- RESOLVED,** that notice of the time and place for this hearing is to be published once a week for two consecutive weeks by the Clerk for the Board of Commissioners of Portage County in a newspaper of general circulation; and be it further
- RESOLVED,** that at least twenty days prior to the date of this hearing, the Clerk for the Board of Commissioners shall notify all abutting property owners by regular mail and will also notify the Portage County Engineer, Water Resources, County Prosecutor's Office, Regional Planning Commission, Tax Map Department, Building Department, and the Ravenna Township Trustees, of the time and place for said public hearing; 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 votes as follows:

Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

Rec'd
2022 July 21
10:56 AM

**BOARD OF TRUSTEES
RAVENNA TOWNSHIP, PORTAGE COUNTY, OHIO**

Resolution No. 21-069

A RESOLUTION

A Resolution under Section 5553.045 of the Ohio Revised Code to **Petition** the Portage County Board of Commissioners to vacate a portion of Sumner Street (T. H. 580).

The Board of Trustees of Ravenna Township, Portage County, Ohio met at a regular session, on the 1st day of June, 2021 at the Ravenna Township Town Hall, with the following members present:

Hank Gibson

Pat Artz

Vince Coia

Pat Artz moved the adoption of the following resolution:

- Whereas,** Under Section 5553.045 of the Ohio Revised Code ("R.C") a board of township trustees may petition the board of county commissioners to vacate a township road or portion of a township road by passing a resolution that requests the vacation of the road or portion of a road, and that includes a description of the general route and termini of the road or portion of the road that is requested to be vacated.
- Whereas,** Under R.C. 5553.045(A), "road" means a road, or portion of a road, which is not used to calculate distributions of the auto registration distribution fund under R.C. 4501.04(E), and, thus, is not a road or portion of a road certified by the board of township trustees to the director of transportation in accordance with that division as mileage in the township used by and maintained for the public.
- Whereas,** the Ravenna Township Board of Trustees has determined that a portion of Sumner Street (T. H. 580) falls within the above referenced criteria contained in R.C. 5553.045.
- Resolved,** the Ravenna Township Board of Trustees hereby petition the Portage County Board of Commissioners under R.C. 5553.045 to vacate a portion of Sumner Street (T. H. 580), whose route and termini is as follows: beginning at Henderson Street (T.H. 581) south 130 feet to the dead end.
- Resolved,** that the Ravenna Township Board of Trustees hereby directs the Township Fiscal


Officer to file a copy of this resolution with the Portage County Board of Commissioners and to certify another copy of this resolution to the Portage County Engineer.

Resolved, that the Ravenna Township Board of Trustees 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 formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Vince Coia seconded the motion, and the roll was called on the question of its adoption. The vote was as follows:

Name	Vote
Hank Gibson	Yes
Pat Artz	Yes
Vince Coia	Yes

Adopted June 1, 2021


Township Fiscal Officer

STATE OF OHIO)
)ss.
COUNTY OF PORTAGE)

I, Gail Pittman, Fiscal Officer of Ravenna Township, do hereby certify that the foregoing is taken and copied from the Record of Proceedings of Ravenna Township; that the same has been compared by me with the Resolution on the Record and that it is a true and correct copy thereof.

Witness my signature, this June 1st, 2021


Fiscal Officer

The excavator trailer frame broke. It will need replaced ASAP. Ray searched everywhere and found one at Majestic Trailer in Akron. Ray would like to put the broken trailer, the other 10 ton trailer and the asphalt paver up for auction to help offset the cost of the new trailer.

A motion by Vince Coia, seconded by Pat Artz to authorize the purchase of a new trailer from Majestic Trailer at the cost of \$8,249.00. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

RES # 21-067 A motion by Vince Coia, seconded by Pat Artz to declare the broken trailer, the 10 ton trailer and the asphalt paver obsolete and be placed on GovDeals.com for sale. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

The speed bumps for the Steels development have arrived. Ray is still waiting for the signs and posts to come in before installing the speed bumps.

GRANDVIEW CEMETERY

There were two burials, one cremation and 3 lot sales in the past two weeks. Someone donated money for the cemetery.

A motion by Vince Coia, seconded by Pat Artz to accept a \$50.00 donation for flowers in the name of David Sinans. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Ray presented his findings for pricing on columbarium niches from local cemeteries.

RES # 21-068 A motion by Vince Coia, seconded by Pat Artz to set the sale prices for the niches in the new columbariums at \$500.00 for residents and \$1,000.00 for non-residents. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

ZONING DEPARTMENT

Zoning Inspector Jim DiPaola was present and reported the following:

The BZA will meet June 9, 2021 to hear a variance request by Doug McGee, 6463 Park Ave., Kent to build multifamily housing.

The Zoning Commission will meet June 16, 2021 to discuss Zoning Code updates.

Diana Stewart, 6626 Henderson St, requested the Trustees to consider vacating the non-dedicated portion of Sumner St.

RES # 21-069 A motion by Pat Artz, seconded by Vince Coia to vacate the non-dedicated portion of Sumner St, Township Highway 580 that runs from Henderson St., Township Highway 581, south 135 feet to the dead end. R/C: Mr. Coia, yes; Mrs. Artz, yes; Mr. Gibson, yes. Motion Passed.

Jim presented the May 2021 zoning report.

LIAISON

Jim has talked with J Bowers regarding the new building and moving fill dirt and top soil onto the work site. We have received updated drawings showing connections to utilities and storm drains.

A pre-disciplinary hearing was held for Captain Blubaugh.

FIRE DEPARTMENT

Fire Chief Mark Kozak was present and reported the following:

Zoning Certificate**Ravenna Township**

Portage County, Ohio

Zoning Department

6115 S. Spring St., Ravenna, Ohio 44266

330-296-9616

Permit Number: 2022045

ADDRESS: 6626 HENDERSON ST

PARCEL NO.: 29-312-12-00-145-001

ZONING: CR

ISSUED TO DIANA STEWART

6626 HENDERSON RD

RAVENNA, OHIO 44266,

PERMIT DATE: 07/12/2022

EXPIRE DATE: N/A

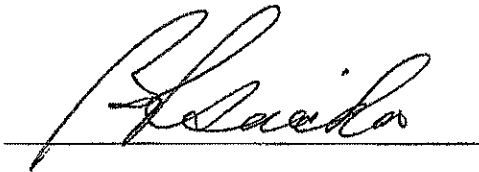
PERMIT TYPE: Mylar Approval

FEE: 25.00

PROJECT: replat/vacated SumnerSt

CONDITIONS: N/A

This zoning certificate is issued provided that the information submitted by the applicant is true and accurate. This certificate is void if work is not started in 1 year, and must be completed within 2 years.



Date: July 12, 2022

Zoning Department

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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 July 21, 2022 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 Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,172,100.21	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$219,440.21	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$3,841.62	
Journal Vouchers totaling:	\$861,476.37	
Then and Now list totaling:	\$164,200.54	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the July 21, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

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

3. Authorize the promotion of Christopher Brunette, Streetsboro Treatment Plant Operator 1, to Laboratory IPP Coordinator, replacing Jessica Wilson, in Portage County Water Resources. Tentative start date is August 8, 2022.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

4. Authorize the seven-day internal posting of a bargaining position, Streetsboro Wastewater Treatment Plant Operator, replacing Christopher Brunette, for Portage County Water Resources, with external posting if no internal appointment is made.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

5. Authorize the hire of Sydney Carpenter, Social Services Worker 3, replacing Karen Kubinski, in Portage County Department of Job & Family Services. Tentative start date is August 8, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

6. Authorize the hire of Bridget Stuntz, Peer Specialist, new position, in Portage County Department of Job & Family Services. Tentative start date is August 1, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

7. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of June 2022, received on July 20, 2022 as presented by the County Auditor and County Treasurer.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

8. The Board of Commissioners acknowledged receipt of the July 25, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

Motion: Commissioner Badalamenti

Seconded: Commissioner Kline

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

Motion Carries

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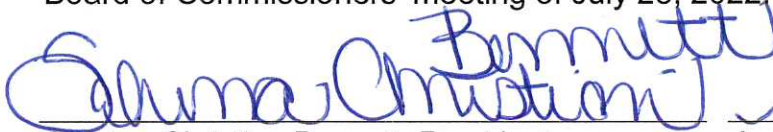
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Motion: by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **July 28, 2022, at 11:43 AM.**

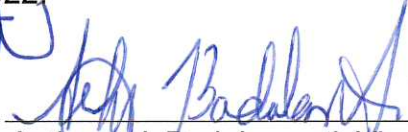
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, Yea;

Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of July 28, 2022.



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Sara Hoag, Acting Clerk