



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, September 22, 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   | Absent  |

Also attending throughout the day were County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, Diane Smith, Barb Tittle, and Mike Tinlin.

1. The Board of Commissioners approves the September 15th regular meeting minutes.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

## MISCELLANEOUS

### **Journal Entries:**

1. The Board of Commissioners acknowledged receipt of the September 13th, 2022 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the November 8, 2022 General Election as follows:

|  |   |
|--|---|
| Tuesday, October 11:                       | 4:30 p.m. – 9:00 p.m.   |
| Wednesday, October 12 – Friday October 14: | 4:30 p.m. – 5:00 p.m.   |
| Monday, October 17 – Friday October 21:    | 4:30 p.m. – 5:00 p.m.   |
| Monday, October 24 – Friday October 28:    | 4:30 p.m. – 5:00 p.m.   |
| Saturday, October 29:                      | 8:00 a.m. – 4:00 p.m.   |
| Monday, October 31 – Friday, November 4:   | 4:30 p.m. – 7:00 p.m.   |
| Saturday, November 5:                      | 8:00 a.m. – 4:00 p.m.   |
| Sunday, November 6:                        | 1:00 p.m. – 5:00 p.m.   |
| Tuesday, November 8:                       | 6:30 a.m. – 8:00 a.m.; and<br>4:30 p.m. – Until the election is<br>complete |

In addition to the hours listed above we will be open beyond regular business hours to conduct Election Official Training on the following dates and times:

|                       |   |
|-----------------------|---|
| Tuesday, September 27 | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Tuesday, October 4:   | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Thursday, October 6:  | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Saturday, October 8:  | 8:30 a.m. – training is complete (12:30 p.m.) |
| Tuesday, October 11:  | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Thursday, October 13: | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Saturday, October 15: | 8:30 a.m. – training is complete (12:30 p.m.) |
| Monday, October 17:   | 5:00 p.m. – training is complete (8:30 p.m.)  |

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

## **DOMESTIC RELATIONS**

Present: Judge Paula Giulitto, Court Administrator Bev Lowe, and Department of Budget and Financial Management Director Joe Harris

### **Discussion:**

#### **1. Supplemental Budget Request**

So, as you know, the great plan that Judge Smith and I had to benefit the County by transferring those cases involving children born of folks not married, anticipated to be transferred to my court July 1, 2023, is happening tomorrow. So, there was an issue in Columbus in their great attempts to pass the bill when someone tried to crash amend our bill, they worked very fast and furious to try to save our bill by amending it into another bill, but they lost the effective date. Prior to that occurring, we had very general conversations about what my needs would be next July. When this issue arose, I let you know that my need would be more immediate in nature and Beverly and I sat down and I've attempted to identify what I'll need most immediately versus 2023 budget. We anticipate hiring three new individuals a Magistrate, a Case Manager, and an Administrative Assistant/Assignment Commissioner. I drafted the job descriptions and sent them down to Human Resources Director Janet Kovick back in March, and they were approved and factored at that time.

We are going to need to hire that Magistrate in November and I've requested an annual salary, as is indicated on the sheet, I prorated the request for 2022 to basically be reflective of two months of that salary.

Commissioner Christian-Bennett asked who will cover the cases until the new Magistrate can be hired and Judge Giulitto responded we are all going to pitch in as it will be a little bit crazy for the next 45 days.

A Case Manager is the second position I think is immediately vital, and I convinced my amazing Mediator's Assistant, who was only part-time, to go full-time, she was working three

days a week, and we have moved her into that Case Manager position, which is a huge benefit for everyone. I will be saving the part-time salary and will move it over into the full-time salary, so the request I'm asking for her for the rest of the year is small. She will still need to be replaced, but not this year.

For the Administrative Assistant Assignment Commissioner, I was requesting when I sent this in that we start her October 1<sup>st</sup> through December, but it's probably not going to happen that quickly and the request should be less. The funds from September 6 through December that I would have otherwise paid toward my part-time employee can swing to her but in her new role, so really, \$6,947.36 is the net supplemental needed.

Based upon the requests for funding for those positions, I gave you a supplemental request for the incrementals, OPERS, Medicare and Workers Comp.

**Health Benefits:** We are already \$10,361.72 in the hole because we didn't receive all of our initial request, so we can either do a BUA requesting the amount as a corrective line item, and in my brain, I thought it made more sense instead of doing two things, just to lump it into one, so what we would need to cure the deficiency and cover these new employees for the rest of the year is the number I have reflected on this sheet which is \$19,312.

Commissioner Christian-Bennett asked about the health benefits for new employees and Ms. Lowe mentioned funding is based on the family plan and the previous part-time employee that will transfer to the full-time Case Manager, does not take health insurance so that is another cost savings to the County.

Under the remaining lines for training, travel, and membership dues, I've enumerated the additional supplemental requests. I can't tell you how many cases we're going to get because it goes up and down every day. We're anticipating there's going to be about 75 warrants and then it looks like somewhere around 140 cases coming in tomorrow morning.

The increases I've asked for include:

**Postage:** I know that looks like a big amount of money for the last little bit of the year, \$2,000 bucks, but we must mail out a lot of things and postage is going to bump up for us.

**Software Maintenance:** We're going to have to wire and build a new Courtroom for this Magistrate and even if the Magistrate is a little bit delayed in coming, we've got to start building that Courtroom now, buying software, and buying licenses.

Commissioner Christian-Bennett pointed out Visiting Judge expenses are zero and Judge Giulitto noted the billing for a Visiting Judge expense is done once a year, so we've actually paid it through June, and we won't have to write another check until next year, so what we're asking for next year should cover everything.

**Professional and Technical:** We haven't seen an increase in interpreters or translator services in Portage County, but it's coming. We are slightly in the red from what we had

requested (around \$145), but we have 5 cases right now who have litigants who have cases on the dockets now or will be when the juvenile cases transfer, who have trials. Translators are anywhere from \$75 to \$95 an hour and \$2,000 could be gone in a half day trial. So, I want to alert that to you, that is something we know will be a definite need this year even though that might seem like a bigger number.

The grand total supplemental cost is \$94,138.37. The Board is happy to support the request.

Judge Giulitto asked if the other two positions could be advertised, and the Board agreed they could move forward, as well. Administrator Crombie asked Judge Giulitto to work with Heather in Human Resources to get the jobs posted.

|                              | <u>2022</u>         |  |
|------------------------------|---------------------|--|
|                              | <u>Supplemental</u> | <u>Change &amp; Notes</u>  |
| Official Salaries, no change | <u>none</u>         | no change  |
| Employee Full Time           |                     | 3% increase  |
| **Magistrate                 | \$ 9,922.00         | Ann. Salary of \$86,000, prorated for Nov and Dec.                   |
| **Case Manager               | \$12,320.00         | Ann. Salary of \$45,670, prorated Sept.6 through Dec.                |
| **Admin.Asst/Assig.Comm.     | \$ 8,000.00         | Ann. Salary of \$41,600, prorated October 1 through Dec.             |
|                              |                     |  |
| Employee Part Time pd @ 90%  | <u>none</u>         | funds from Sept. 6 through Dec. may be used toward Case Manager      |
|                              | <b>\$ 30,242.00</b> |  |
|                              |                     |  |
| OPERS (14.00%)               | \$ 4,234.00         | corresponding increase   |
| Medicare (1.45%)             | \$ 401.00           | corresponding increase   |
| Workers Compensation (2.00%) | \$ 514.00           | corresponding increase   |
| Health Benefits              | <u>\$ 19,312.37</u> | to cure current deficiency plus corresponding increase for new staff |
|                              | <b>\$ 24,461.37</b> |  |
|                              |                     |  |
| Contractual Services         | <u>none</u>         |  |
| Training                     | \$ 1,000.00         | for New Magistrate training  |
| Travel (non-seminars)        | \$ 750.00           | for New Magistrate training  |
| Membership Dues              | \$ 285.00           | for New Magistrate membership  |
| Telephone                    | \$ 700.00           | increase for new staffing  |
| Postage                      | \$ 2,000.00         | postage increase for add'l caseload                                  |
| Maintenance & Repairs        | <u>none</u>         | no increase  |
| Software Maintenance         | \$ 3,200.00         | increase for add'l MS365, Olympus,                                   |

|  |                     |   |
|--|---------------------|---|
|  |                     | BIS, SupportWorks, E-Notices  |
| Professional & Technical                   | \$ 2,000.00         | currently deficient and increased need w/ add'l caseload  |
| Visiting Judges Expense                    | <u>none</u>         |   |
|  | <b>\$ 9,935.00</b>  |   |
|  |                     |   |
| Materials & Supplies                       | \$ 1,500.00         | increased staff and caseload  |
| Photocopy                                  | \$ 1,000.00         | increased staff and caseload  |
| Uniforms                                   | <u>none</u>         | no increase   |
| Equipment less than \$5,000.00             | \$ 18,500.00        | Equipment for new staff and courtroom - desktop computers, keyboards, mice, monitors; Courtroom Surface, mouse, monitor, wall monitor, WASP scanner; dictator and other items |
| Software                                   | \$ 6,500.00         | New BIS audio & screen capture license, New Olympus licenses, Zoom, Supportworks  |
| Furniture & Fixtures                       | <u>\$ 2,000.00</u>  | to purchase limited furniture for new/rearranged staff  |
|  | <b>\$ 29,500.00</b> |   |
|  |                     |   |
| <b>Grand Total of Supplemental Request</b> | <b>\$ 94,138.37</b> |   |

## **MISCELLANEOUS**

1. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for August 2022 as presented by the Portage County Treasurer.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

2. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of August 2022 as presented by the County Treasurer and County Auditor.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

3. The Board of Commissioners acknowledged receipt of the September 12, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Amended Official Certificate of Estimate of Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett,  
Yea; Commissioner Kline, Absent;  
**Motion Carries**

## **SOLID WASTE MANAGEMENT DISTRICT**

Present: Director Dawn Collins

### **Discussion:**

#### 1. *Household Hazardous Waste Collection Event*

Director Collins reported that we haven't had a collection for household hazardous waste (such as pesticides, flammables, and oil-based paints) in at least 11 years, and we've received many inquiries on how to dispose of the material. I would like to hold an event at our District location and limited it to oil-based paint because latex paint can be dried out.

Commissioner Christian-Bennett asked about the cost and Director Collins explained the District will stay under the bid limit and there will be no cost to the citizens. A list will be presented to the community as to what items will be accepted during the event. Portage County residents will need to show their IDs to participate in the event and the amount of oil-based paint will be limited to 5 gallons per household.

#### 2. *Greenstar/ WM processing*

Processing costs have increased from \$80.85 to \$86.11 due to inflation and salaries but there is no other cost change, and in a year, we'll have to make some choices because they are going to move their facility to Oakwood.

The waste collection event will be paired with an electronic collection on November 19<sup>th</sup>.

## **INTERNAL SERVICES**

Present: Director JoAnn Townend and Deputy Director Shannon Kautzman

### **Resolutions:**

1. The Board of Commissioners approves, ratifies, and fixes the rate at \$5.50 per month for the curbside collection recyclables provided by the Portage County Solid Waste Management District to participating political subdivisions in the areas of Portage County for which such services can be provided. /Resolution No. 22-0576
2. The Board of Commissioners agrees to enter into an amendment No. 1 for Child and Adolescent Needs and Strengths Assessment (CANS) Services with Job & Family Services and Coleman Professional Services, Inc./Resolution No. 22-0577
3. The Board of Commissioners declares Quality Control Inspection, Inc. most qualified firm as a result of direct selection and agree to contract for Portage County Water Resources 2022 Construction Inspection Services./Resolution No. 22-0578

4. The Board of Commissioners agrees to enter into an agreement with Hasenstab Architects, Inc. for architectural services including construction administration for the Emergency Operations Center./Resolution No. 22-0579
5. The Board of Commissioners accepts the contract change order No. 1 and final to the construction agreement with Workman Industrial Services, Inc for the project known as the 2021 Small Bridge Replacement Project, in Franklin and Rootstown Townships, Portage County./Resolution No. 22-0580

Commissioner Badalamenti asked about the parking lot bids and Director Townend responded the bids aren't out yet, but it would be nice to have an architect on staff to complete the projects more quickly.

Commissioner Christian-Bennett asked Director Townend if she received the email, she sent her concerning the Federal funding payback for the construction of the Emergency Operations Center (EOC) at the Justice Center and Director Townend will have to check her records to see if any Federal funding was used.

#### **DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Director Joe Harris

#### **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 September 15, 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 Christian-Bennett

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

**Motion Carries**

| Expenditure Review                      |              |                                 |
|---|--------------|---------------------------------|
| <b>County Funds: (0001 – 8399)</b>      |              |                                 |
| Bill Payment and ACH list totaling:     |              |                                 |
| Bill Payment list                       | \$714,777.26 | (Includes late fees of: \$1.35) |
| ACH/Neil Group of                       | \$0          |                                 |
| ACH Payment list totaling:              | \$0          |                                 |
| Health Benefit Wire transfers totaling: |              |                                 |
| Medical Mutual Admin of                 | \$134,362.93 |                                 |
| Medical Mutual Claims of                | \$75,296.62  |                                 |
| Medical Mutual Flex Admin of            | \$921.30     |                                 |
| Medical Mutual Flex Claims of           | \$5,770.70   |                                 |
| Journal Vouchers totaling:              | \$266,901.78 |                                 |
| Then and Now list totaling:             | \$73,120.41  |                                 |
| Debt Service wire list:                 | \$0          |                                 |
| BWC Wires:                              | \$0          |                                 |

2. Process the September 15, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

The following Journal Entry is to update the authorized signer for the motor vehicle leases through Enterprise from the Commissioners, Department of Budget and Financial Management and Internal Services, to the Commissioners, County Administrator, and Department of Budget and Financial Management.

3. The Board of Commissioners names the Department of Budget and Financial Management Director to be the authorized signer for motor vehicle leases through Enterprise Fleet Management. The Board also names the County Administrator, the President, the Vice-President, and the Board member to be on the list of authorized signers. The Board authorizes the Department of Budget and Financial Management Director to sign the updated authorized signers for motor vehicle lease form on behalf of the Board of Commissioners.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**



**Resolutions:**

1. Transfer From Fund 1201, Motor Vehicle and Gas Tax to Fund 4258, Newton Falls Bridge Replacement./Resolution No. 22-0581
2. Portage County Board of Commissioners certifies to the Portage County Auditor unpaid charges for recycling collection services on all residential properties in the Portage County Solid Waste District./Resolution No. 22-0582

**COUNTY ADMINISTRATOR**

Present: Michelle Crombie

9:30 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the Board of Commissioners moves into executive session to consider the employment of a public employee. Also present: Administrator Michelle Crombie. Roll call vote: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Absent;

10:03 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Anthony J. Badalamenti that the Board of Commissioners moves out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea; Vicki A. Kline, Absent;

After exiting the executive session, the Board took no action.

**COUNTY RECORDER**

Present: Lori Calcei

**Discussion:**

1. *Set Aside Fund*

Recorder Calcei would like to continue the \$6.50 set aside fee to have recorded documents scanned and digitized, along with paying for all the film that is made and stored at Iron Mountain. A new plat machine was purchased and one employee's salary is also paid from the set aside fees. Commissioner Christian-Bennett pointed out that the Recorder is eligible to set aside \$8.00 of the fee collected for recording a document for this fund.

Commissioner Christian-Bennett attended a conference where they were discussing this legislation, but it's not moving very fast, and all the Recorders are not in favor of it. Recorder Calcei explained not every Recorder wants their documents on-line and many already had their documents scanned utilizing CARES funding. If the legislation goes through, documents will need to be completed by the beginning of 2025.

The fund produces a little over \$100,000 a year.

**Resolutions:**

1. The Board of Commissioners authorizes the document fee Set Aside for Portage County Recorder./Resolution No. 22-0583

## JOB AND FAMILY SERVICES

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

### Discussion:

#### 1. Child Protective Services – Workforce Grant

Director Jeffries indicated that she included a budget to submit to Public Children's Services Association. The Director of Ohio Department of Job and Family Services Dan Schroder made available to all 88 counties, I believe it started with \$12 million, but \$50 million dollars, for workforce retention and recruitment efforts. In our portion, there's a formula that's used and we could apply for about \$167,000 of those dollars. So, we're at the point where we're ready to formally ask for those dollars although Portage County started our initiatives early and we offered the heroes bonus, and the Commissioners approved the retention bonus coming up in January, but we also have the option to be very creative.

### PCSA Workforce Grant Budget Form

| Grant Contact Information             |                                    |                            |
|---------------------------------------|------------------------------------|----------------------------|
| County Agency                         | PORTAGE                            | Choose from drop down list |
| Grant Point of Contact Name:          | Sue Brannon                        |                            |
| Grant Point of Contact Title:         | JFS Budget & Finance Administrator |                            |
| Grant Point of Contact Email Address: | Sue.Brannon@jfs.ohio.gov           |                            |
| Grant Point of Contact Phone Number:  | 330-297-3411                       |                            |

| For PCSAO Use Only      |               |
|-------------------------|---------------|
| Total Amount Requested: | \$ 166,786.00 |

Reminders: Funds cannot be used for travel, transportation, or to supplant already existing salaries / \*\*Refer to FCL033A for county's maximum allocation amount; request cannot be over maximum amount.

| Workforce Budget   |                   |             |              |                     |                    |               |
|--|-------------------|-------------|--------------|---------------------|--------------------|---------------|
| Workforce Interventions<br><small>Please specify the intervention(s) you will implement, the amount you plan to spend for each intervention per relevant budget category. Additional details should be given on the "Narrative" tab.</small> | Budget Categories |             |              |                     |                    | TOTAL         |
|  | Employee expenses |             |              | Contractor expenses | Equipment/software |               |
|  | Caseworkers       | Supervisors | Case aides   |                     |                    |               |
| 1. Sign on bonuses   | \$ -              |             |              |                     |                    | \$ -          |
| 2. Retention bonuses   | \$ 96,250.00      |             |              |                     |                    | \$ 96,250.00  |
| 3. Student loan repayment and/or tuition payments  | \$ -              | \$ -        | \$ -         |                     |                    | \$ -          |
| 4. Referral bonuses  | \$ -              | \$ -        | \$ -         |                     |                    | \$ -          |
| 5. Local workforce media campaigns   |                   |             |              | \$ 2,000.00         | \$ -               | \$ 2,000.00   |
| 6. Agency culture and climate initiatives  |                   |             |              | \$ 4,500.00         | \$ 15,000.00       | \$ 20,000.00  |
| 7. Flexible work schedule supports   |                   |             |              | \$ -                | \$ -               | \$ -          |
| 8. AVEnuo\$ Virtual Reality (VR) headsets  |                   |             |              | \$ -                | \$ 2,400.00        | \$ 2,400.00   |
| 9. Supervisor coaching specific to supportive supervision  |                   |             |              | \$ 10,000.00        | \$ -               | \$ 10,000.00  |
| 10. Transcription services   |                   |             |              | \$ -                | \$ 14,886.00       | \$ 14,886.00  |
| 11. Other local strategies to support recruitment or retention of children services caseworkers  |                   |             | \$ 21,250.00 | \$ -                | \$ -               | \$ 21,250.00  |
| <b>TOTAL</b>   | \$ 117,500.00     |             |              | \$ 16,500.00        | \$ 32,286.00       | \$ 166,786.00 |

\*\*\*Complete the Narrative Tab before submitting application, this budget form and narrative to: Workforce@pcsa.org no later than 9/30/22.

JFS Disc #1

I wanted to draw your attention to the \$20,000, number six with agency culture and climate initiatives. In speaking to our staff and Child and Adult Protective Services, they would like to

have a wellness committee started, where we can have open dialogue about what they need relevant to secondary trauma with the cases that they're dealing with. There are times that we've had to call in therapists or subject matter experts to deal with a death of a child on a case, along with other tragedies.

Additionally, from a health and wellness point of view, they also asked about the ability to have health equipment such as treadmills and bikes, so they can deal with stress and work on health initiatives. This doesn't bind us to do those things when we're saying we'd like \$20,000 for those types of activities, but if we get approved for all the dollars, I would like to know if you would support those types of initiatives.

Commissioner Badalamenti asked what happens now when staff is dealing with a tragedy and Director Jeffries explained a therapist was brought in from the list of contract providers and they worked with the team that experienced the loss. We also have EAP as a follow-up, and we started a program with Northeast Ohio Behavior a couple of years ago, but they've since shut down.

Commissioner Badalamenti asked if there's an area available for the wellness equipment and Director Jeffries replied yes and explained I outreached to Summit County Job and Family Services because they were going to send me a waiver if this is supported, but we do have two areas on the third floor where our Children's Services team is located that we could easily put two bikes or two treadmills or something to get started.

Commissioner Badalamenti asked how many staff you have any given time on the third floor that may want to use the bikes and Director Jeffries explained in the division there are 30 staff members in the division who receive (2) 15-minute breaks, and then a half an hour lunch, so if they staggered, we would need to create a sign in sheet.

Director Jeffries also brought up the ergonomic balls that you can sit on, and Commissioner Badalamenti stated they don't last long, and you get very fatigued sitting on them. Commissioner Christian-Bennett is not in favor of the balls either due to the risk of injury to employees and potential liability.

Director Jeffries' last request is for a coffee/tea station, but they cannot use the grant for food or the actual coffee product, so they will establish a committee that could raise dollars for the miscellaneous purchases. The Board agreed to move forward with the request.

## *2. Child Care Center Update*

We are in the process of submitting our formal paperwork and I will outreach to Claire Philpot in the future to see if we can get the carpets scrubbed in the annex to get the area set so we can see exactly what we have and what we need. We also have a draft job description for our union, ready to go when we meet with them in a couple of weeks.

## **Resolutions:**

1. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution

No. 22-0584

- This is the quarterly MOU for the Resource Room at OMJ.
2. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 22-0585
    - This is the regular shared transfer for July and August 2022.
  3. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 22-0586
    - This is the regular shared cost for August for Child Support.

## **HUMAN RESOURCES**

Present: Director Janet Kovick

### **Discussion:**

1. *Annual Sick Leave Incentive Payout*  
We have the annual sick leave pay-out every year around this time, and I typically send a memo to the Elected Officials. The Board approved the request to move forward.
2. *Flu Vaccine Clinic*  
The prices have increased for this year's flu vaccines and Susan Lynn will work with the Health Department to get the event set up. There's no cost to the employees as funding is available through the Employee Benefits fund.  
  
Commissioner Badalamenti asked where the flu vaccinations clinics are held, and Director Kovick stated we haven't heard back from the Health Department as to where the clinic will be held.
3. *2022 Holiday Leave*  
During the last few years, the Commissioners offered holiday leave to its employees in the amount of four hours to full-time employees and two hours to part-timers for Christmas or New Year's. Since Christmas is on a Sunday this year, we will automatically get Monday off, so I have the days for holiday leave on the Friday before or the Tuesday after Christmas or the Friday before or the Tuesday after New Year's Day. It will still need to be approved by the employee's supervisor, and it is considered paid administrative leave. The Board agreed to move forward with the request.
4. *United Way Campaign*  
Last year, the Human Resources Department distributed the United Way pledge forms to employees and employees ended up returning the completed forms to Human Resources instead of directly to United Way. This year, the Board agreed it would like to see United Way handle the entire campaign and Director Kovick will advise.

### Journal Entries:

1. The Board of Commissioners authorizes the funds to be used to provide a flu vaccine clinic, hosted by the Portage County Health District, to all Portage County employees.

The cost of each vaccine is:

- Regular Flu: \$40.00
- High Dose Flu (65 years and up): \$75.00
- Pevnar Pneumonia (one dose at 65 years old): \$320.00
- Pneumonia (age 65, two shots within 5 years but once after Pevnar): \$260.00
- Pneumovaxx 23: \$130.00 (age 65 or with medical necessity)
- COVID vaccine is free of charge

Funding for this expense is available in the Employee Benefit Fund.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**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:

1. Authorize the transfer of Nick Corpe, Social Services Worker 3 to Eligibility Specialist, replacing Denise Williams, for Portage County Job & Family Services. The start date is October 3, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

2. Authorize the three-day internal posting of a bargaining position, Social Services Worker 3, replacing Nick Corpe, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

3. Accept the resignation of Monique Brown, Social Services Worker 3, for Portage County Job & Family Services effective end of business day on September 27, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

Yea; Commissioner Kline, Absent;  
**Motion Carries**

4. Authorize the three-day internal posting of a bargaining position, Social Services Worker 3, replacing Monique Brown, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

5. Approve the revisions to the following non-bargaining job descriptions for Portage County Job & Family Services:

- a. JFS Division Admin – OMJ
- b. JFS Division Admin – Budget / Finance
- c. JFS Division Administrator – CSEA
- d. Business Services / Fiscal Supervisor
- e. JFS Supervisor – Public Assistance
- f. JFS Assistant Director
- g. JFS Supervisor – CSEA

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

6. Approve revisions to the non-bargaining Administrative Assistant job description for Portage County Solid Waste District.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

7. Approve anniversary step increases for the following non-bargaining employees:

- a. Mike Hahn – Delivery/Receiving Clerk (Internal Services) – Effective 8/8/2022.
- b. Jessica Thompson, Clerical Specialist (BOC) – Effective 9/5/2022.
- c. Michael Mihalich, Construction Supervisor (Water Resources) – Effective 9/5/2022.
- d. Laura Frank, Benefits and Leave Administrator (Human Resources) – Effective 10/3/2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

## HUMAN RESOURCES

Present: Director Janet Kovick and Susan Lynn, Benefits and Leave Administrator, Angela Wilhelm, Willis Towers Watson

### Discussion:

#### 1. *Reviewing RFP results*

Ms. Lynn noted Ms. Wilhelm worked very diligently late into the night to be able to present this today.

Ms. Wilhelm reported that we solicited proposals for medical and pharmacy, as well as dental. The medical quotes received were from your incumbent carrier Medical Mutual and United Healthcare, we had a couple of declines, and one that didn't respond whatsoever. For dental, we received not only a renewal from your incumbent but an additional five quotes for the plan.

The medical plan is running a little high compared to the previous year. We really want to concentrate on the columns marked August 22-July 21, 2022 and we're going to compare that to August 21-July 22, 2021. Again, we're looking at rolling 12 versus rolling 12. The medical has increased 8.5% over the prior rolling 12 months, but the pharmacy is where we have noticed the biggest increase with a 35.3% increase in drug claims. All in all total, you're looking at a 13.4% increase over the last rolling 12 and that's actual experience.

Commissioner Badalamenti asked why drug claims have increased and Ms. Wilhelm noted there's one high claimant and the drug claims are more than \$600,000 for one drug, not to mention that drug prices are increasing in general. Ms. Lynn noted our plan has always been very lenient as far as the convenience for the employee and obtaining their drugs. There are programs with Medical Mutual, or whoever our carrier is, that are not as convenient that will help us to save money that we have always in the past leaned more towards convenience for the employee.

Ms. Wilhelm explained there are levers in here, at least from Medical Mutual, that can be pooled to save additional money. Some drugs are just very expensive medication and there aren't many alternatives.

Total claims on a per employee per month basis show an increase of 14.3%.

If you look at expenses, the fixed expenses include your admin fees, this is just what you pay the carrier to administer the plan for you, and then stop loss fees. Those are like an insurance level whereby any claims more than \$225,000 per member are then picked up by the stop loss insurance and we have had three people so far this year. Total increase is about 8% and then overall, the total employer costs on a per employee per month basis increased 14.7% or 13.8% overall on a dollar's basis.

Commissioner Badalamenti asked how the person who pays the administrative fees get paid and Ms. Wilhelm explained the County is self-insured so you're paying the claims costs and Medical Mutual is receiving an administrative fee to basically pay the claims and administer the

plan. Commissioner Badalamenti asked how you get paid and Ms. Wilhelm responded we get paid on a flat fee basis, so there's no commission or anything built into any of these numbers, it's a flat consulting fee based on the scope of work. Ms. Lynn mentioned we investigated a different consultant, and they would charge us 200% more.

There are 13 people from January through July of 2022 with claims more than \$100,000 and your stop loss level is \$225,000. So, you can see you've got three claimants over that amount and the individual stop loss level, so that totals almost \$860,000, but you are capped at the \$225,000 that's all you're responsible for. The top claimant that you have at a total of \$653,000 or so, \$600,000 of that is for drug claims pharmacy expense.

Looking at the renewal Medical Mutual provided, they use data with claims through May and we also do our own underwriting of the plan, so that's why you'll see a couple of different columns. Ms. Lynn stated Medical Mutual used to provide their prospective of what they think our costs would be for the next year in claims and they are not selling us anything, they are representing us.

Medical Mutual utilize annual trends for medical of 10.2%, 13.6% for drug, 2% for the vision and 9.9% for hearing. Willis Towers Watson use the medical trend of 5% and 9% for drugs, however, we used claims through July, but what went out to the market was through May. Medical Mutual and the other quoting carrier only had claims through May, but our number looks a little different because we did have an extra couple of months of claims, which unfortunately included some high claims.

The specific stop loss level is set at \$225,000 and your aggregate stop loss is 125% of expected claims. So, you'll see an expected claims line down below, Medical Mutual calculate their own, and the difference in that very third column to \$16,620,548 is what we calculated using those 10 numbers that I mentioned above, plus the extra couple of months of claims. Basically, of the expected claims and your aggregate stop loss, you're only responsible for about 125% of that and anything over that, your aggregate stop loss would kick in and pay. The pharmacy administration fee, the hearing, and the vision is all included in the fees that you see. If we start with the fixed costs, your current rates that you're paying (in an annual amount) for administration totals about \$431,724.00, the renewal is coming in a little bit higher, (3.3%) higher at \$445,893.00, and the third column shows fixed costs.

The County's stop loss fee is currently about \$1.1 million and it's going up to about \$1.4 million, which is an increase of almost 30%. In the stop loss world, anywhere from a 15%-30%, even a 45% increase is normal. I hate to say it, but the dollar amounts are much smaller than in claims expenses, so the percentage seems pretty high, but that is typical and normal from what we've seen.

Total fixed costs increased of a little over \$300,000. in fixed costs with their initial renewal offer. The expected claims line calculation of \$14,266,000 and the renewal is projected to increase up to \$15,691,000 and again, using that extra two months of data and trending forward are at a very conservative number of \$16,620,000.



Total expected cost adjustment is about an 11.2% increase, but if you utilize the Willis Towers Watson expected claims numbers, it's more like 17%.

Ms. Wilhelm has been in conversations with Medical Mutual and they are coming back with a revised offer, and it should be available on Monday.

Additional renewal results: Medical Mutual is providing a discount guarantee of 50% on medical claims and if the actual provider discount is less than the 50%, there is a guarantee in place where they would share in some of that cost.

Included in their renewal of case management chronic condition management program, they are including a wellness fund of \$20,000, which is your basics wellness program, and all Medical Mutual members have access to a basic wellness program with buy-up options available. Medical Mutual did provide some estimated savings through pharmacy programs that are put into place.

We always ask the carriers to provide us with some alternatives to the stop loss level. So right now, like you said, we're at \$225,000 and the estimated annual premium for the renewal for the \$225,000 is that \$1.4 million number. Then we also look at what happens if the number is increased to \$250,000, meaning the County would be responsible for the first \$250,000 in claims and the premium comes down because your risk goes up.

I have a financial person working on what the potential exposure would look like for the County if we were to move up to that \$250,000 and I will have additional information during the next meeting.

Medical Mutual does provide a rebate guarantee on your pharmacy. Right now, the County is on the basic formulary; however, if the County were to move to the basic plus formulary, including step therapy, quantity limits, as well as prior authorization requirements on certain medications, the rebates increase. The national preferred is the next level, but it is a very restricted formulary, and you would see a lot of disruption, so a good next step might be the basic plus.

There are different pharmacy programs that could provide additional savings to the County should you put them in place. The first one is Coverage Management, that's kind of moving to the basic plus formulary which includes the prior authorization, step therapy and quantity limits and would come with an estimated claim savings of about \$260,000.00. The Specialty Drugs Solution is where Medical Mutual would require the use of the Medical Mutual specialty pharmacy, and they would receive extensive counseling from a pharmacist. These specialty medications are usually very complex and very, very expensive. So, the more controls you have around them, sometimes the better, with an estimated savings of about \$270,000.

The Drug Incentive Program encourages your members to utilize generic equivalent when available. Employees would still have the opportunity to take the brand drug, but they would

pay the cost difference between the generic and the brand drug and the cost difference doesn't apply to their out-of-pocket maximum because there's a generic equivalent.

The Drug Surveillance is only about a \$15,000 savings and I wouldn't necessarily recommend this one because it could cause some deep disruptions with weekly monitoring of drugs and the prices, so in one month a drug could be covered and the next month, it may not be.

Compound Management is about \$100,000 in savings and it would block inappropriate high-cost compounds, while again, allowing clinically appropriate compounds to be used. Some compounds used non-FDA components like a powder, or a food coloring or flavoring, if it's not FDA approved, they would not approve that medication to be covered under the plan.

**Marketing Results:** Only United Healthcare provided a quote, and it was pretty competitive. Ms. Lynn noted this is the best competitive quote since I've been here and it works very well on paper, but we must keep in mind that a lot of times companies will offer you a great price to get you in the door and sometimes it's better to deal with the monster we know than the monster we don't know.

Ms. Lynn pointed out that Medical Mutual will have to come back with better prices because United Healthcare has a very good offer on the table. Ms. Wilhelm explained that Medical Mutual is aware and they value the relationship with the County and would like to keep the County as a client.

Ms. Wilhelm noted United Health's administration fees is pretty low at about \$360,000 as compared to Medical Mutual's \$445,000. Their stop loss quote is coming in at \$1.1 million where Medical Mutual is at \$1.4 million. They did offer what they call a 'laser' on that high-cost claimant that we talked about earlier that has the \$600,000 in pharmacy claims. They can put a laser on that person so Portage County would be responsibility for \$500,000 of their claims, and then the stop loss would kick in once they hit the \$500,000, whereas everybody else is at \$225,000, so the County would be responsible for an additional \$275,000 in claims. If you take those additional claims dollars, and you add it to that \$1.1 million, it's much more in line with the Medical Mutual quote and is pretty comparable, when you look at that laser individual.

**Expected claims:** United Healthcare came in at \$15.5 million as compared to Medical Mutual at almost \$15.7 million. The total expected costs and the difference (adjustment from the current), you're looking at about an increase of \$1.1 million with United Healthcare or 7.39%. It looks very good on paper, at least for the stop loss, just keep in mind that one person is lasered off and that's an extra \$275,000 in claims Portage County will be responsible for.

The very last column took the fixed costs of United Healthcare and just put in the expected claims numbers that Willis Towers Watson calculated, that's closer to a 14.5% increase.

United Healthcare did offer flat fees for three years, they did provide a \$50,000 wellness, credit, a technology implementation credit of \$100,000 so if you were to make a carrier change, they would help cover the costs.

Pharmacy rebates are not included in the United Healthcare calculations but hearing and vision are included, and they are also included today with Medical Mutual. United Healthcare provides a \$35 per employee per month admin fee credit for RX rebates, which brings the admin fees to zero. To compare apples to apples, I left the \$35 in because you will be charged \$35 per employee per month for that administration costs, but there is a rebate to help offset that bringing it to zero every month.

Additionally, the United Healthcare proposal shows the \$35 per employee per month fee is good for three years so it's flat for the three years, whereas Medical Mutual's does step up by 2% each year, but you do get that immediate RX rebate credit of \$35 and that is good for the three years, as well.

United Healthcare quoted their broadest network, or their drug list, their formulary, their flex preferred drug list. It's not as broad as what you have today, it's a managed formulary, but it's the broadest they have available, and it does include the step therapy quantity limits and prior authorizations. So, you wouldn't have a choice to not have those with United Healthcare you would be required to take that should you make that move.

United Healthcare included their optimum health behavioral health solutions, condition specific programs, and offered performance guarantees with a total at risk of \$36,000. If they don't meet certain performance guarantees, there are certain fees you could get back and the maximum would be \$36,000. Usually with performance guarantees, you don't see them, they usually hit their performance standards (ie. how fast calls are answered when you call into customer service, how quickly are those result), with an implementation credit of \$100,000, and their ag share program replaces their medical discount guarantee. If you recall, Medical Mutual provides a 57% medical discount guarantee and United Healthcare takes a slightly different approach to it and it's a share against the aggregate stop loss.

Commissioner Christian-Bennett noted United Healthcare provides a wellness allowance of \$50,000, whereas Medical Mutual provides \$25,000.

United Healthcare did match your current plan design, with just a couple of differences. Something that's unique to Medical Mutual is the coinsurance maximum that you see, and other carriers aren't doing that just yet, but you still have your \$500 deductible for single \$1,000 per family, 90% coinsurance, and your maximum out of pocket matches what you have today at \$2,500 and \$5,000. Office visit co pays, Urgent Care co pays all match, the emergency room copay is a little bit better with a flat \$150 and today, your employees are \$150 plus the deductible and the coinsurance. The only other difference is on the specialty fourth tier prescription copay, it's currently at \$75 and it would drop to \$70 with United Healthcare, but everything else is in line.

**Stop Loss:** United Healthcare did not quote \$275,000 level for your size group, they won't even quote it, so that's why you see \$225,000 and \$250,000 levels quoted. As I mentioned before, they do have the \$500,000 laser on the one claimant, so again, that's an extra \$275,000 in claims responsibility on the County.

If you were to make a carrier change, you're going to have some drawn-out claims under Medical Mutual and usually the stop loss transfers over so there is a limit to how much United Healthcare would take on in that situation. For the renewal on stop loss, they're offering a 40% rate cap and no new laser provision for 2024 and that means the stop loss is only good for one year, so when it comes up for renewal in 12 months with United Healthcare, you would see no more than a 40% increase, it could be less, but you would see no more than a 40% increase and they wouldn't add any new lasers. The \$500,000 on that claim is if that person is still on the plan, would still be in place, but no new ones would be added to the plan.

The Aggregate Share Program that United Healthcare proposed instead of that medical discount guarantee that most carriers do, if Portage County were to run over 105% of the United Healthcare expected claims of \$15.393 million, then United Healthcare would share 50/50 in that excess claim liability, so it could be a potential savings that United Healthcare could absorb \$1.5 million dollars, potentially, if again, you run better than your expected claims. Worst case scenario for the County is that you would be liable for 115% instead of that 125% through the aggregate stop loss. This is a newer program for them and has only been in place for about a year or so.

**Medical Repricing/Discounts:** You can see with the claims that were included, Medical Mutual's estimated discount is 56.5% and down below with United Healthcare is just slightly lowered at 55.8%, utilizing data through May. If you remember the estimate from the previous slide, we were at about 56.5% under that 57%, so if that were the number, they would use to estimate a refund, it would be minimal.

**Pharmacy Repricing:** This is the first look where we're going to see the pharmacy rebates that I mentioned earlier. Now you'll see the average wholesale price (AWP) with slight difference between Medical Mutual and United Healthcare, looking at your actual population and your actual claims data, these are estimates based on your actual utilization. So, we look at ingredient cost plus dispensing fee and it's the gross cost to the plan. So, after copays are taken, this is what the claims amount the County is paying for, and you can see a slight difference there.

**Estimated Rebates:** So, with Medical Mutual, \$959,600 is based on the current formulary that you're in today, if you were to move to the basic formulary, it would move up to just over a million dollars. If United Healthcare, who are the ones that estimated \$1.4 million on current utilization, use their own formula to estimate that, obviously, I could take a script count per tier like we saw on the Medical Mutual schedule, but because some scripts are in different tiers within United Healthcare, they felt more comfortable coming up with their own estimate of the \$1,428,000 number in rebates. After you take off the rebates, you see your discount price there. So, your estimated discount before the rebates is slightly better with Medical Mutual, and then estimated discounts with the rebates, obviously United Healthcare comes in better because their rebates are higher. The Medical Mutual number could be higher if you were to move to that basic plus formulary and that estimate would come in at \$1,086,000. If you stayed on your current formulary, you'd be \$960,000.

Looking at the pharmacy rebate guarantee, the estimate is about \$123,000 based on your current formulary. Should you move to the basic plus formulary, that does increase, and the United Healthcare proposed is at \$1.42 million. Medical Mutual rebates were based on actual 2021 script counts by tier. Those guaranteed pharmacy rebates do increase in 2024 and 2025.

The United Healthcare plan is basically identical to what you have today.

I wanted you to see what the postscript rebates looked like based on the type of scripts. So, the tiers are listed over there on the left, the brand retail, it's a brand retail 90-day, brand mail order or specialty brand. If you were to move to the basic plus for 2023, there is an increase.

**Network Disruption:** United Healthcare is national, and we would gain providers and the number of providers that are not in Medical Mutual today but would be with United Healthcare are 633.

**Dental:** Dental was also sent out to market and Delta Dental is your current provider and they came in with a renewal under your current costs, so about a decrement of 1.5% off your premium rates. I believe this is 100% paid for by employees, so they would see a little bit of savings. If we stayed with them, they offered a two-year rate guarantee and a 6% rate cap for year three so the increase would be no more than 6% in that third year. We had some competitive offers come in with lower rates than what Delta Dental provided. Solstice came in at minus 11.78%, and I will tell you, their network disruption was huge. United Healthcare also provided a quote at minus 3.26% and that's good for two years with a 5% rate cap in year three, MetLife's quote came in at minus 7.34% from your current rate, again, a two-year rate guaranteed with a little bit higher of a rate cap for year three at 7%. Medical Mutual also provided a quote, they use Superior Dental, that is about 7.24% under current, and a three-year rate guarantee. Anthem came in with essentially the same rates that you have today. Delta Dental is aware that the market came back with competitive offers, and they too are in the process of sharpening their pencil and hopefully coming back with something a little more competitive. Delta Dental is at 93.2%, which represents the percentage of providers that your employees are using today in the Delta Dental network. If you were to move to United Healthcare, that would drop to 71.9%, Superior Dental down to 59%, Solstice down to 53.9% and Anthem at 76.6%.

**Access to Network Providers:** The measuring criteria are whether you have access to at least two providers within a 10-mile radius of your zip code. You can see your employees are using in-network providers 93.2% of the time, and with United Healthcare, I think there was one person that technically wouldn't have access as they would have to go 11 miles instead of 10, and Superior Dental 100% of your employees had access.

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RESOLUTION NO. 22-0576

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RE: APPROVING, RATIFYING, AND FIXING THE  
RATE AT \$5.50 PER MONTH FOR THE  
CURBSIDE COLLECTION OF

**RECYCLABLES PROVIDED BY THE  
PORTAGE COUNTY SOLID WASTE  
MANAGEMENT DISTRICT TO  
PARTICIPATING POLITICAL SUBDIVISIONS  
IN THE AREAS OF PORTAGE COUNTY FOR  
WHICH SUCH SERVICES ARE ABLE TO BE  
PROVIDED**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution is adopted,

- WHEREAS,** the Board of County Commissioners of the Portage County Solid Waste Management District ("Board") has held three public hearings concerning the fixing of a standardized rate for the curbside collection of recyclables provided by the Portage County Solid Waste Management District ("District"); and
- WHEREAS,** it has been determined that a standardized rate of \$5.50 per month for the curbside collection of recyclables in areas of Portage County for which the District is able to offer and provide such services by way of agreement with the legislative authorities of participating political subdivisions.
- RESOLVED,** that pursuant to and without limitation Section 343.08 of the Ohio Revised Code the Board hereby approves, ratifies, and fixes the rate at \$5.50 per month for the curbside collection of recyclables.
- RESOLVED,** that the Board finds and determines that this formal action of the Board concerning and relating to the adoption of this Resolution was taken in open sessions of this Board and that all deliberations of this Board that resulted in this formal action occurred also in compliance with Section 121.22 of the Revised Code.

Roll Call vote as follows:

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

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**RESOLUTION NO. 22-0577**

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**RE: ENTER INTO AN AMENDMENT NO. 1 FOR  
CHILD AND ADOLESCENT NEEDS AND  
STRENGTHS ASSESSMENT (CANS)  
SERVICES BETWEEN THE BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES AND COLEMAN  
PROFESSIONAL SERVICES, INC.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

- WHEREAS,** Portage County Job & Family Services is in need of Child and Adolescent needs and Strengths (CANS) assessment tool to support care planning, level of care decision-making, and treatment recommendations for youth that are in the custody of PCJFS and placed in a Qualified Residential Treatment Program (QRTP).; and
- WHEREAS,** Requests for Proposals were sent to eleven (11) potential service providers; and
- WHEREAS,** two (2) proposals were received, opened and tabulated for Child and Adolescent needs and Strengths (CANS) assessment services on October 27, 2021; and
- WHEREAS,** an agreement between the parties was entered into and known as Portage County contract No. 20220239 (the "Original Contract") on February 2, 2022 by Resolution No. 22-0018 to provide CANS assessment services to eligible Portage County residents; and18
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Coleman Professional Services, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc. with its principal place of business located at 5982 Rhodes Road, Kent, Ohio 44240, for the period October 1, 2022 through September 30, 2023, with the option to renew one (1) additional year; and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1415; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Forty-five thousand and 00/100 dollars (\$45,000.00); 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 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, Absent;      Sabrina Christian-Bennett, Yea;      Anthony J. Badalamenti, Yea;

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**RESOLUTION 22-0578      -      RE:      DECLARE QUALITY CONTROL INSPECTION, INC.  
MOST QUALIFIED FIRM AS A RESULT OF DIRECT  
SELECTION AND AGREE TO CONTRACT FOR  
PORTAGE COUNTY WATER RESOURCES 2022  
CONSTRUCTION INSPECTION SERVICES.**

It was moved by Anthony J. Badalamenti, seconded Sabrina Christian-Bennett by that the following Resolution be adopted:

- WHEREAS,**      Portage County Board of Commissioners Resolution No. 22-0542, this Board authorized Portage County Water Resources to select a qualified professional design firm by direct selection for 2022 construction inspection services at a not-to-exceed cost of \$45,000; and
- WHEREAS,**      Portage County Water Resources reviewed the qualifications of professional design firms qualified to perform the required services and, after review, identified Quality Control Inspection, Inc. as the most qualified firm to perform the work; and
- WHEREAS,**      Portage County Water Resources, upon review of the fee proposal from Quality Control Inspection, Inc., recommends that said proposal be accepted and to enter into an agreement to provide the required services; now therefore be it
- RESOLVED,**      that, upon the recommendation of Portage County Water Resources, the Board of Portage County Commissioners does hereby determine Quality Control Inspection, Inc. to be the most qualified firm to perform the Portage County Water Resources 2022 construction inspection services; and be it further
- RESOLVED,**      that this Board agrees to enter into an agreement for professional services for the Portage County Water Resources 2022 construction inspection services in accordance with the fee proposal of Quality Control Inspections, Inc. at a not-to-exceed cost of \$45,000; 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:

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

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**RESOLUTION NO. 22-0579      -      RE:    ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY COMMISSIONERS  
AND HASENSTAB ARCHITECTS, INC. FOR  
ARCHITECTURAL SERVICES INCLUDING  
CONSTRUCTION ADMINISTRATION FOR  
THE EMERGENCY OPERATIONS CENTER.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,**      the Portage County Board of Commissioners has the need to renovate and add an addition to the Portage County Emergency Operations Center; and

**WHEREAS,**      Hasenstab Architects provided conceptual design that was approved by the Portage County Board of Commissioners, is experienced and professionally capable to perform the design and construction administration services for such; now therefore be it

**RESOLVED,**      that the Board of Portage County Commissioners does hereby approve the Agreement with **Hasenstab Architects, 190 N. Union St., Suite 400, Akron OH 44304**, to provide services as stipulated in the agreement at the rate not to exceed Two hundred, eighty-three thousand, four hundred dollars (\$283,400.00; 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:

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

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RESOLUTION NO. 22-0580      -      RE:    **ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND WORKMAN INDUSTRIAL SERVICES, INC. FOR THE PROJECT KNOWN AS THE 2021 SMALL BRIDGE REPLACEMENT PROJECT, IN FRANKLIN AND ROOTSTOWN TOWNSHIPS, PORTAGE COUNTY.**

It was moved by Anthony J. Badalamenti, seconded Sabrina Christian-Bennett by that the following Resolution be adopted:

- WHEREAS,** Resolution 21-0851 accepted and awarded the bid of Workman Industrial Services, Inc. for furnishing all labor, materials, and equipment necessary to complete the project known as the **2021 Small Bridge Replacement Project** in Franklin & Rootstown Townships, Portage County, and
- WHEREAS,** a contract was entered into with Workman Industrial Services, Inc. in the total amount of \$573,660.00, and
- WHEREAS,** modifications to the project specifications were required resulting in additional costs, now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners do hereby accept Contract Change Order No. 1 and Final to the construction contract with Workman Industrial Services, Inc. covering the **2021 Small Bridge Replacement Project** in Franklin and Rootstown Townships, Portage County, and be it further
- RESOLVED,** the terms of this change order shall not affect any of the terms of the contract and no additional time is necessary to complete this contract, and be it further
- RESOLVED,** that this Contract Change Order, in the amount of \$26,941.35, increases the contract between Portage County and Workman Industrial Services, Inc. to **\$600,601.35**, and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between Workman Industrial Services, Inc., and Portage County; 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



121.22 of the Ohio Revised Code.

Roll Call vote as follows:

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

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**RESOLUTION NO. 22-0582**

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**RE: PORTAGE COUNTY BOARD OF  
COMMISSIONERS CERTIFIES TO THE  
PORTAGE COUNTY AUDITOR UNPAID  
CHARGES FOR RECYCLING COLLECTION  
SERVICES ON ALL RESIDENTIAL  
PROPERTIES IN THE PORTAGE COUNTY  
SOLID WASTE DISTRICT**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Board of Commissioners certifies unpaid charges for residential curbside recycling collection services for:

Franklin Township, Rootstown Township, Brimfield Township, Mantua Township, Shalersville Township from July 1, 2021 through June 30, 2022, Ravenna Township from August 1, 2021 to June 30, 2022, Atwater from June 15, 2021 to June 30, 2022, Hiram Township and Hiram Village from Sept. 1, 2021 to December 31, 2021, Suffield Township from July 30, 2021 to June 30, 2022, City of Aurora and from July 1, 2021 to December 31, 2021, City of Kent from September 1, 2021 to August 31, 2022, City of Streetsboro from July 16, 2021 to October 1, 2021

to be placed on the Portage County Real Property Tax Duplicates for collection on the 2023 Property taxes, and

**WHEREAS,** it is found and determined by this Board that through Ohio Revised Code, Section 343.08 the District Commissioners can certify to the Portage County Auditor those charges unpaid for recycling services provided on mandatory recycling collection programs, including but not limited to mobile home parks, multi-family homes, single family homes, apartment complexes and condominiums; now therefore be it

**RESOLVED,** that this Board certifies to the Auditor of Portage County said charges for recycling services in the Portage Solid Waste District, including but not limited to mobile home parks, multi-family homes, single family homes, apartment complexes and condominiums which have received collection service, to be placed on the real property duplicate against the lot or parcel

as set forth in the Report on file with the County Department of Budget and Finance; and be it further

**RESOLVED,** that a copy of this Resolution be filed with the Portage County Auditor's office; and be it further

**RESOLVED,** that the Board of District 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, Absent;      Sabrina Christian-Bennett, Yea;      Anthony J. Badalamenti, Yea;

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**RESOLUTION NO. 22-0583      -      RE:    AUTHORIZE THE DOCUMENT FEE SET  
ASIDE FOR PORTAGE COUNTY  
RECORDER.**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** pursuant to Section 317.32(1) of the Ohio Revised Code, the Board of Commissioners received written request from the Portage County Recorder to continue the Set Aside Fund presently established to supplement the equipment needs for the Record's office; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to the set aside \$6.50 (Six Dollars and Fifty Cents) of fees collected for recording a document for the next year beginning January 1, 2023 through December 31, 2023; and be it further

**RESOLVED,** that a copy of this resolution be filed with the Portage County Recorder, the Portage County Auditor, and the Portage County Department of Budget & 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:

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

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**RESOLUTION NO. 22-0584      -      RE:    TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,**      the JFS WIA Fund owes the Public Assistance Fund for One Stop sharing costs paid out of the Public Assistance Fund; and

**WHEREAS,**      it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,**      that the following transfer of funds be made in the amount of \$30,271.12 for the 4th Qtr SFY22 Apr-Jun 2022 adjustment as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258

\$15,135.56

Project 3B278

\$15,135.56

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$30,271.12

; 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

Roll Call vote as follows:

\* \* \* \* \*

## 0933

Project 5SHAR

\$114,246.59

; 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:

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

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**RESOLUTION NO. 22-0586      -      RE:    TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

It was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the following resolution be adopted:

**WHEREAS,** the Child Support Administration Fund owes the Public Assistance Fund for Shared Costs paid out of the Public Assistance Fund; and

**WHEREAS,** it is necessary to do a transfer of funds to cover these costs; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$31,151.21 for August 2022 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**FUND 1414, CHILD SUPPORT ADMINISTRATION

ORCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR

\$31,151.21



**TO:**  
**FUND 1410, PUBLIC ASSISTANCE**  
**ORGCODE - 14100512**  
**Credit Revenue Account**  
**Object: 282000 – JFS - Shared**  
**Project 5SHAR**

\$31,151.21

; 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:

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

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**Journal Entries:**

1. The Board of Commissioners acknowledged the receipt of the September 13th, 2022 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the November 8, 2022 General Election as follows:

|  |   |
|--|---|
| Tuesday, October 11:                       | 4:30 p.m. – 9:00 p.m.   |
| Wednesday, October 12 – Friday October 14: | 4:30 p.m. – 5:00 p.m.   |
| Monday, October 17 – Friday October 21:    | 4:30 p.m. – 5:00 p.m.   |
| Monday, October 24 – Friday October 28:    | 4:30 p.m. – 5:00 p.m.   |
| Saturday, October 29:                      | 8:00 a.m. – 4:00 p.m.   |
| Monday, October 31 – Friday, November 4:   | 4:30 p.m. – 7:00 p.m.   |
| Saturday, November 5:                      | 8:00 a.m. – 4:00 p.m.   |
| Sunday, November 6:                        | 1:00 p.m. – 5:00 p.m.   |
| Tuesday, November 8:                       | 6:30 a.m. – 8:00 a.m.; and<br>4:30 p.m. – Until the election is<br>complete |

In addition to the hours listed above we will be open beyond regular business hours to conduct Election Official Training on the following dates and times:

|                        |   |
|------------------------|---|
| Tuesday, September 27: | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Tuesday, October 4:    | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Thursday, October 6:   | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Saturday, October 8:   | 8:30 a.m. – training is complete (12:30 p.m.) |
| Tuesday, October 11:   | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Thursday, October 13:  | 5:00 p.m. – training is complete (8:30 p.m.)  |
| Saturday, October 15:  | 8:30 a.m. – training is complete (12:30 p.m.) |
| Monday, October 17:    | 5:00 p.m. – training is complete (8:30 p.m.)  |

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for August 2022 as presented by the Portage County Treasurer.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of August 2022 as presented by the County Treasurer and County Auditor.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- The Board of Commissioners acknowledged receipt of the September 12, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate of Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**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:

5. Direct the Auditor's Office to pay/process the September 15, 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 Christian-Bennett**

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

**Motion Carries**

| Expenditure Review                      |              |                                 |
|---|--------------|---------------------------------|
| <u>County Funds: (0001 – 8399)</u>      |              |                                 |
| Bill Payment and ACH list totaling:     |              |                                 |
| Bill Payment list                       | \$714,777.26 | (Includes late fees of: \$1.35) |
| ACH/Neil Group of                       | \$0          |                                 |
| ACH Payment list totaling:              | \$0          |                                 |
| Health Benefit Wire transfers totaling: |              |                                 |
| Medical Mutual Admin of                 | \$134,362.93 |                                 |
| Medical Mutual Claims of                | \$75,296.62  |                                 |
| Medical Mutual Flex Admin of            | \$921.30     |                                 |
| Medical Mutual Flex Claims of           | \$5,770.70   |                                 |
| Journal Vouchers totaling:              | \$266,901.78 |                                 |
| Then and Now list totaling:             | \$73,120.41  |                                 |
| Debt Service wire list:                 | \$0          |                                 |
| BWC Wires:                              | \$0          |                                 |

6. Process the September 15, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

7. The Board of Commissioners names the Department of Budget and Financial Management Director to be the authorized signer for motor vehicle leases through Enterprise Fleet Management. The Board also names the County Administrator, the President, the Vice-President, and the Board member to be on the list of authorized signers. The Board authorizes DBFM Director to sign the updated authorized signers for motor vehicle lease form on behalf of the Board of Commissioners.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

8. The Board of Commissioners authorizes the funds to be used to provide a flu vaccine clinic, hosted by the Portage County Health District, to all Portage County employees.

The cost of each vaccine is:

- Reg. Flu: \$40.00
- High Dose Flu (65 years and up): \$75.00
- Prevnar Pneumonia (one dose at 65 years old): \$320.00
- Pneumonia (age 65, two shots within 5 years but once after Prevnar): \$260.00
- Pneumovaxx 23: \$130.00 (age 65 or with medical necessity)
- COVID vaccine is free of charge

Funding for this expense is available in the Employee Benefit Fund.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**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:

9. Authorize the transfer of Nick Corpe, Social Services Worker 3 to Eligibility Specialist, replacing Denise Williams, for Portage County Job & Family Services. Start date is October 3, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

10. Authorize the three-day internal posting of a bargaining position, Social Services Worker 3, replacing Nick Corpe, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

11. Authorize to accept the resignation of Monique Brown, Social Services Worker 3, for Portage County Job & Family Services effective end of business day on September 27, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

12. Authorize the three-day internal posting of a bargaining position, Social Services Worker 3, replacing Monique Brown, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

13. Approve revisions to the following non-bargaining job descriptions for Portage County Job & Family Services:

- a. JFS Division Admin – OMJ
- b. JFS Division Admin – Budget / Finance
- c. JFS Division Administrator – CSEA
- d. Business Services / Fiscal Supervisor
- e. JFS Supervisor – Public Assistance
- f. JFS Assistant Director
- g. JFS Supervisor – CSEA

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

14. Approve revisions to the non-bargaining Administrative Assistant job description for Portage County Solid Waste District.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

15. Approve anniversary step increases for the following non-bargaining employees:
- a. Mike Hahn – Delivery/Receiving Clerk (Internal Services) – Effective 8/8/2022.
  - b. Jessica Thompson, Clerical Specialist (BOC) – Effective 9/5/2022.
  - c. Michael Mihalich, Construction Supervisor (Water Resources) – Effective 9/5/2022.
  - d. Laura Frank, Benefits and Leave Administrator (Human Resources) – Effective 10/3/2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

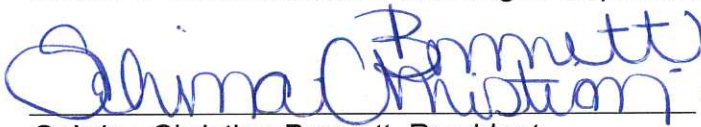
\* \* \* \* \*

**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Badalamenti that the Board adjourns the Meeting of **September 22, 2022, at 11:28 AM.**

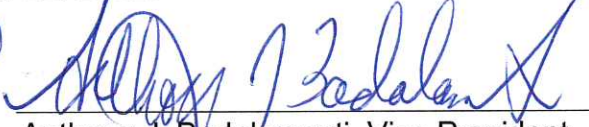
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea; Commissioner Kline, Absent;

**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of September 22, 2022.



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President

----- ABSENT -----

Vicki A. Kline, Board Member



Sara Hoag, Acting Clerk