



Portage County Board of Commissioners  
Meeting Minutes

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

Tuesday, September 27, 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, Grants Administrator Hope Bonos, Barb Tittle, Mike Tinlin, and Geraldine Nelson.

1. The Board of Commissioners motion to suspend approval of the September 22<sup>nd</sup> regular meeting minutes

**Motion:** Commissioner Badalamenti

**Second:** Commissioner Kline

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

**Motion Carries**

#### 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 22, 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	\$1,212,616.34	(Includes late fees of: \$0)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$240,926.08	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$2,433.85	
Journal Vouchers totaling:	\$30,978.01	
Then and Now list totaling:	\$303,446.55	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the September 22, 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:

1. Transfer From Fund 0001, General Fund to Fund 1414, Child Support General Administration./Resolution No. 22-0587

### COUNTY ADMINISTRATOR

Present: Michelle Crombie

Administrator Crombie introduced the new Grants Administrator, Hope Bonos and pointed out that Hope gained her experience at grant writing while working at Lorain County EMA.

### Discussion:

#### 1. OneOhio

Administrator Crombie explained for 18 years, the County will receive \$81,000 per year and it's to be specific to drug rehab or some type of drug-related benefit. I have a couple of different requests at this time, in particular, we have a request from Hank Gibson at Adult Probation.

Mr. Gibson's request focuses on drug testing supplies, as well as touchless toilets and sinks. A previous request was submitted for essential workers to have a bonus of some sort, but that would not come out of opioid funding. Administrator Crombie will work with the Adult Probation Department to obtain pricing.

Another request received was from Hope Town and this request is similar to the one several years ago for Park Place. Mr. St. John is requesting a 10-year commitment of \$25,000 a year (total of \$250,000) to fund the final conversion of the female housing. Hope Town is a 15 bed female housing unit and it's a great program.

Commissioner Christian-Bennett noted back in 2015, the Board entered into a similar agreement with Family and Community Services for Park Place.

Commissioner Badalamenti is concerned about a 10-year commitment and Commissioner Christian-Bennett pointed out that funding is guaranteed over the next 18 years.

The Board asked Administrator Crombie to look into a 3-5 year agreement with a renewal for Hope Town and she will also contact Mr. St. John asking if a 5 year commitment with a 5 year renewal would be acceptable.

The Board agreed that the one-year renewal should be removed from the contract and the Board would like to have Mr. St. John stop in periodically to provide updates to the Board.

## **HUMAN RESOURCES**

Present: Heather Echelberry, HR Generalist and Susan Lynn, Benefits and Leave Administrator

### **Journal Entries:**

#### **1. 2022 Holiday Leave**

Notwithstanding and as an exception to Section 23 (D)(1) of the Personnel Policy Manual, each Commissioners' Department Director is authorized, not required, to grant four (4) hours of paid holiday leave to non-essential full-time employees and two (2) hours of paid holiday leave to non-essential part-time employees, which may be used on:

- Friday, December 23, 2022;
- Tuesday, December 27, 2022;
- Friday, December 30, 2022; or
- Tuesday, January 3, 2023.

**Motion:** Commissioner Badalamenti

**Second:** Commissioner Kline

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

**Motion Carries**

Notwithstanding, all County offices will remain open during current business hours on the above dates. Holiday leave offered hereunder is waived if not used, and employees working on the above dates will not receive holiday pay. For the purposes of this order, "non-essential" shall be defined by the department director in a non-discriminatory manner using his or her sound discretion.

**Motion: Commissioner Badalamenti**

**Second: 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:

2. Approve the revised Administrative Assistant job description for the Board of Commissioner's Department, including the job title change to Executive Administrative Assistant.

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;

Commissioner Christian-Bennett, Yea;

**Motion Carries**

3. Authorize a wage increase for Sara Hoag, Executive Administrative Assistant, for the Board of Commissioner's Department, due to a job description revision, effective October 3, 2022.

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;

Commissioner Christian-Bennett, Yea;

**Motion Carries**

4. Authorize the revised Clerical Specialist job description for the Board of Commissioner's Department.

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

All in Favor: Commissioner Badalamenti, Yea; Commissioner Kline, Yea;

Commissioner Christian-Bennett, Yea;

**Motion Carries**

5. Approve change in pay grade and wage due to job description refactoring for the Portage County Board of Commissioner's employee:

- a. Jessica Thompson – Clerical Specialist

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

**Motion Carries**

6. Approve change in pay grade and wage due to job description refactoring for the following Portage County Job & Family Services employees:

- a. Shawn Kelly – Child & Adult Protective Services Supervisor
- b. Nick Gribble – Child & Adult Protective Services Supervisor
- c. Kaylyn Kane – Child & Adult Protective Services Supervisor
- d. Lori Swickheimer – Child & Adult Protective Services Supervisor
- e. Scott Lazzara – Child & Adult Protective Services Supervisor
- f. Meghan Brown – Child & Adult Protective Services Supervisor
- g. Lisa Lahrmer – CSEA Lead Attorney
- h. Melody Dugic – CSEA Attorney
- i. April Keller – CSEA Attorney

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

**Motion Carries**

7. Authorize the hire of Christopher Alderman as an Engineering Technician I, replacing David Krise, for Portage County Water Resources. Tentative start date is October 11, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

**Motion Carries**

8. Authorize the posting of Administrative Assistant, vacated by Denise French (laid off in 2011), for Portage County Solid Waste Management District. The position will be posted internally and externally, concurrently until filled.

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

**Motion Carries**

9. Approve anniversary step increase for the following non-bargaining employees:

- a. Amy Kirt – Personnel & Fiscal Specialist – effective September 26, 2022
- b. Deb Burrell-Horn – Personnel & Fiscal Specialist – effective September 26, 2022
- c. Joseph Bodnar – Deputy Director – effective May 1, 2022

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

The Board had a brief discussion about the calendar and decided since it's meeting on Tuesday, October 4, 2022, there's no need for a meeting on Thursday, October 6, 2022.

Acting Clerk Hoag will advise the press.

Recessed: 9:22 AM

Reconvened: 10:30 AM

### **OSU EXTENSION**

Present: Ashley Hughey, Portage County 4-H Extension Educator

#### **Discussion:**

Ms. Hughey noted a number of staff changes over the past year and informed the Board that she is transitioning out of her position and introduced Jesseca Housel as the new full time 4-H Educator for Portage County. They also hired a new officer associate, Kim, another office associate, Ashley, and then we hired a program assistant, Jill, along with a lot of interns.

Ms. Hughey passed out several handouts and explained the first one gives you an idea of what types of services we can provide and the second handout puts a name to the face in terms of staffing at the Extension Office.

In regard to 4-H, our numbers increased this year, finally. I believe last year we had 750 and this year, it's 807. We had 127 youth attend our 4-H Camp week located in the southwestern portion of Ashtabula County.

The CarTeens program has been very successful with a lot of great numbers and positive impacts on youth. Ms. Hughey shared that a grant is written by the Juvenile Court, to which they received about \$10,000, so the Extension Office has a Memorandum of Understanding with them to receive \$30 per participant from that grant. The Juvenile Court sends over any teens that receive a traffic offense to attend this program.

We also had more school enrichment programs this year because of the increase in staff. We've done a lot with our Apple iPads and drones and spheres that we received from a grant two years ago.

Ag and Natural Resources have 13 new Master Gardeners going through a class right now and they currently have 59 active Master Gardener volunteers in our County. We also have a new class that we started, which is Ohio Certified Volunteer Naturalist, it's a really popular program and we have 18 participants currently enrolled. It is a 40-hour course and they experience a lot of hands-on trainings to learn different things regarding nature around the counties.

**Pesticide Applicator Training:**

We had 45 farmers complete pesticide applicator training and our intern conducted 15 farm and field research visits this summer.

**Food Nutrition Education Program:**

We reached 65 participants this year, so that's a total of 412 family members and 97% of adults improved in food and nutrition practices, 81% improved in food safety practices, 58% of the adults increase their daily physical activity and they increase vegetable and food intake, and reduced sugar.

**SNAP Ed Program:**

The instructor is part-time and lives out of Summit County, but she drives to Portage and holds classes with Ravenna City school and I know she's worked with Family and Community Services on their life skills program and the youth that are aging out of foster care. She also has a program with Rehab Ministries and Safe Housing, as well, and has reached out to over 200 adult participants and 215 youth through messaging and newsletters.

Recessed: 10:44 AM

Reconvened: 11:02 AM

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**RESOLUTION NO. 22-0587**

**RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1414, CHILD SUPPORT  
GENERAL ADMINISTRATION**

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

**WHEREAS,** the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

**WHEREAS,** it is necessary to do a transfer from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$10,314.27 for August 2022 IV-D contract payments local match for Prosecutor June 2022, Juvenile Court March and June 2022, and Domestic Court May-June 2022 payments as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000— Transfer Out

\$10,314.27

**TO:**FUND 1414, CHILD SUPPORT GENERAL ADMINISTRATION

ORGCODE - 14140512

Credit Revenue Account

Object: 280000 – Transfer In

Project NONE

\$10,314.27

; 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, Yea;

Sabrina Christian-Bennett, Yea;

Anthony J. Badalamenti, Yea;

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**Journal Entries:**

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**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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2. Process the September 22, 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;

### 3. 2022 Holiday Leave

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**Motion:** Commissioner Badalamenti

**Second:** Commissioner Kline

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

**Motion Carries**

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4. Approve the revised Administrative Assistant job description for the Board of Commissioner's Department, including the job title change to Executive Administrative Assistant.

**Motion:** Commissioner Badalamenti

**Second:** Commissioner Kline

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

**Motion Carries**

5. Authorize a wage increase for Sara Hoag, Executive Administrative Assistant, for the Board of Commissioner's Department, due to a job description revision, effective October 3, 2022.

**Motion:** Commissioner Badalamenti

**Second:** Commissioner Kline

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

**Motion Carries**

6. Authorize the revised Clerical Specialist job description for the Board of Commissioner's Department.

**Motion:** Commissioner Badalamenti

**Second:** Commissioner Kline

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

**Motion Carries**

7. Approve change in pay grade and wage due to job description refactoring for the Portage County Board of Commissioner's employee:

- a. Jessica Thompson – Clerical Specialist

**Motion:** Commissioner Badalamenti

**Second:** Commissioner Kline

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

**Motion Carries**

8. Approve change in pay grade and wage due to job description refactoring for the following Portage County Job & Family Services employees:

- a. Shawn Kelly – Child & Adult Protective Services Supervisor

- b. Nick Gribble – Child & Adult Protective Services Supervisor

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- d. Lori Swickheimer – Child & Adult Protective Services Supervisor

- e. Scott Lazzara – Child & Adult Protective Services Supervisor

- f. Meghan Brown – Child & Adult Protective Services Supervisor

- g. Lisa Lahrmer – CSEA Lead Attorney
- h. Melody Dugic – CSEA Attorney
- i. April Keller – CSEA Attorney

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

**Motion Carries**

9. Authorize the hire of Christopher Alderman as an Engineering Technician I, replacing David Krise, for Portage County Water Resources. Tentative start date is October 11, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

**Motion Carries**

10. Authorize the posting of Administrative Assistant, vacated by Denise French (laid off in 2011), for Portage County Solid Waste Management District. The position will be posted internally and externally, concurrently, until filled.

**Motion: Commissioner Badalamenti**

**Second: Commissioner Kline**

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

**Motion Carries**

11. Approve anniversary step increase for the following non-bargaining employees:

- a. Amy Kirt – Personnel & Fiscal Specialist – effective September 26, 2022
- b. Deb Burrell-Horn – Personnel & Fiscal Specialist – effective September 26, 2022
- c. Joseph Bodnar – Deputy Director – effective May 1, 2022

**Motion: Commissioner Badalamenti**

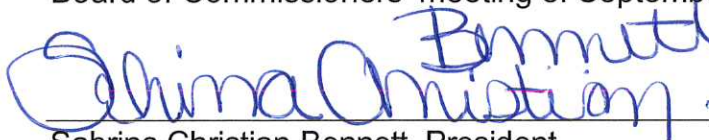
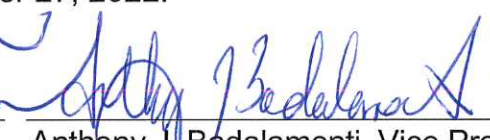
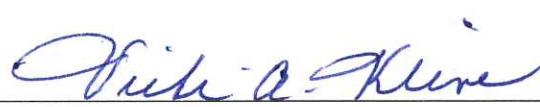

**Second: Commissioner Kline**

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

**Motion Carries**

**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of **September 27, 2022, at 11:02 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 September 27, 2022.

 _____ Sabrina Christian-Bennett, President	 _____ Anthony J. Badalamenti, Vice President
 _____ Vicki A. Kline, Board Member	 _____ Sara Hoag, Acting Clerk