



Portage County Board of Commissioners
Meeting Minutes

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

Amy Hutchinson, Clerk
330-297-3600

Thursday, July 29, 2021

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.
Please contact the Commissioners' Office for specific details.*

The Portage County Board of Commissioners' meeting came to order 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 County Administrator Michelle Crombie, Diane Smith, Ed Dean, Barb Tittle, Frank Voss, Department of Budget and Financial Management Director Joe Harris, and Brian Ames.

Recess: 9:00 AM
Reconvened: 9:49 AM

JOB AND FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator Job and Family Services

Resolutions:

1. Transfer from Fund 1415 Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 21-0543
2. Transfer from Fund 1413, WIA Fund to Fund 1410 Public Assistance Fund./Resolution No. 21-0544

DEPARTMENT OF BUDGET & FINANCE

Present: Director Joe Harris

Resolutions:

1. The Board of Commissioners agrees to approve the Thursday, July 29, 2021 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0545

2. The Board of Commissioners agrees to approve the Thursday, July 29, 2021 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0546
3. The Board of Commissioners agrees to approve the Thursday, July 29, 2021 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0547
4. The Board of Commissioners agrees to approve the Thursday, July 29, 2021 Then & Now Certification, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management./Resolution No. 21-0548
5. The Board of Commissioners agrees to amend the General Fund 2021 Annual Appropriation Resolution No. 20-0802, adopted December 17, 2020./Resolution No. 21-0549
 - This General Fund amendment is for 2 replacement radios and the Sheriff's Office will receive \$40,000 from their contracts to replace all radios as funding comes in.
6. The Board of Commissioners agrees to amend the Non General Fund 2021 Annual Appropriation Resolution No. 20-0803, adopted December 17, 2020./Resolution No. 21-0550

INTERNAL SERVICES

Present: Director JoAnn Townend

Resolutions:

1. The Board of Commissioners agrees to enter into a lease agreement for copier equipment and maintenance between the Board of Commissioners on behalf of Portage County Job & Family Services and Meritech, Inc./Resolution No. 21-0551
2. The Board of Commissioners agrees to enter into amendment no. 5 between the Portage County Board of Commissioners on behalf of Portage County Job & Family Services ("PCJFS") and Emerald Transportation to provide transportation services./Resolution No. 21-0552
3. The Board of Commissioners agrees to accept contract change order no. 1 to the construction agreement between the Portage County Board of Commissioners and A.P. O'Horo Company for the Silica Sand Road Bridge Replacement Project in Windham Township, Portage County./Resolution No. 21-0553
4. Enter into a real estate lease agreement between the Portage County Board of Commissioners on behalf of Portage County Job & Family Services and the revocable trust of James A. Shrewsberry./Resolution No. 21-0554

Discussion:

1. Sheriff's Vehicles
Director Townend asked about the number of leased vehicles for the Sheriff's Office and whether the County would be leasing an additional fifteen vehicles on top of the original fifteen for a total of 30 vehicles and Commissioner Christian-Bennett stated there shouldn't be 30 vehicles and Director Townend will review the minutes.

MISCELLANEOUS ITEMS

Journal Entries:

1. The Board of Commissioners approved the July 22, 2021 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
2. The Board of Commissioners authorized the termination of Michael Smith, Custodial Worker for Portage County Job & Family Services, effective July 22, 2021./**HOLD**
3. The Board of Commissioners authorized the three-day internal posting of the full time Custodial Worker, replacing Michael Smith for Portage County Job & Family Services with external posting if no internal appointment is made./**HOLD**
4. The Board of Commissioners accepted the resignation of David Lair, Interim Director for the Portage County Department of Budget and Financial Management, effective July 22, 2021.
Motion: Commissioner Badalamenti
Seconded: Commissioner Christian-Bennett
All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea; Commissioner Kline, Absent;
Motion Carries
5. The Board of Commissioners approved the transfer of Frank Pavlic, Collection Systems Operator I to Wastewater Treatment Plant Operator in Training, new position, for Portage County Water Resources, due to passing the Class I Wastewater exam, effective August 2, 2021.

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

6. The Board of Commissioners authorized the seven-day internal posting of the full time Collection Systems Operator, replacing Frank Pavlic for Portage County Water Resources 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
7. The Board of Commissioners authorized a wage increase for Richard Gano, Safety & Administrative Support Supervisor, for Portage County Water Resources, effective June 1, 2021, for creating a training platform. *(See also revised Journal Entry on August 5, 2021).*
- 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 acknowledged receipt of the July 26, 2021 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimated Resources for the fiscal year beginning January 1, 2021 as determined by the Budget Commission of Portage County and presented by the County Auditor.
- Motion:** Commissioner Badalamenti
Seconded: Commissioner Christian-Bennett
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea;
 Commissioner Kline, Absent;
Motion Carries
9. Per Resolution 21-0396, Part IX 305.30 (i), the Board of Commissioners acknowledged the County Administrator's approval of the revised Clerical Specialist job description on July 27, 2021.
- Motion:** Commissioner Badalamenti
Seconded: Commissioner Christian-Bennett
 All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea;
 Commissioner Kline, Absent;
Motion Carries

10. Per Resolution 21-0396, Part IX 305.30 (i), the Board of Commissioners acknowledged that the County Administrator authorized the two-week external posting of the part-time Clerical Specialist position, replacing Judy Common, on July 27, 2021.

Motion: Commissioner Badalamenti

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Resolution:

1. Acceptance of donations to the Office of the Portage County Dog Warden./Resolution No. 21-0555

Discussion:

1. July 22, 2021 revised proposal from BIS for the Commissioners' integrated video/audio streaming system.
 - A. Does the Board wish to move forward – Total Proposal \$43,466.24. The Board agreed to move forward and the Clerk will prepare a Journal Entry for consideration next week.
 - B. Does the Board wish to rearrange the Boardroom to accommodate a better angle for the camera system and an additional County Administrator desk?
 - Since the system is new, existing equipment/wiring will be replaced.The Board agreed it would be open to a new configuration and Chief Administrator Crombie will prepare a rearrangement for consideration.

Referred:

1. June 27, 2021 memo from Hilltop Christian Church, requesting reevaluation of the surcharge./Referred to Water Resources Department for comment.

PLEASE ADD TO YOUR AGENDA

July 29, 2021

Journal Entries:

1. Per Resolution 21-0396, Part IX 305.30 (i), the Board of Commissioners acknowledged the County Administrator's approval of the revised Clerical Specialist job description on July 27, 2021.

Motion: Commissioner Badalamenti

Seconded: Commissioner Christian-Bennett

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

Motion Carries

2. Per Resolution 21-0396, Part IX 305.30 (i), the Board of Commissioners acknowledged that the County Administrator authorized the two-week external posting of the part-time Clerical Specialist position, replacing Judy Common, on July 27, 2021.

Motion: Commissioner Badalamenti

Seconded: Commissioner Christian-Bennett

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

Motion Carries

PUBLIC COMMENT

Present: Brian Ames

Mr. Ames noted from his extensive experience working with Defense contracts and the government, one thing that always exists with a government body is that you can terminate a contract at any time (and this isn't legal advice), but there's an immunity statute whereby they cannot force you to do something that is unsafe. It may make people unhappy, but the Board can't be forced to do anything that's unsafe.

PUBLIC COMMENT

Present: Barb Tittle

Ms. Tittle expressed her displeasure about the Sheriff writing about his personal opinion about the Cleveland Indian's name change on the Sheriff's Facebook page and utilizing the Sheriff's letterhead. Commissioner Christian-Bennett explained the Sheriff operates independently, he's an Elected Official who sets his own policies and procedures and is not under the jurisdiction of the Board. Commissioner Badalamenti noted the Board has no authority over his actions.

Ms. Tittle noted his personal opinion can be expressed on his personal email, personal Facebook, or in his front yard, but when he's writing as Sheriff and taking his personal opinion and officializing it when it has nothing to do with the business of Portage County, it's not right and he's abusing his authority.

Recessed: 10:12 AM

Reconvened: 11:04 AM

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RESOLUTION NO. 21-0543 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY 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 Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool 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 \$140,000.00, \$5,720.30 for SFY21 1st Qtr reconciliation and \$134,279.70 for SFY21 2nd Qtr payment #1 as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR

\$140,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$140,000.00

; and be it further

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

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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RESOLUTION NO. 21-0544 - 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 the WIOA RMS staff 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 \$48,844.65 for April 2021 adj #3, May 2021 adj #2, June 2021 adj#1 and July 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	\$ 4,209.57
Project 3B278	\$ 8,410.01
Project 3A259	\$ 11,783.69
Project 3B259	\$ -0-
Project 3B277	\$ 10,115.91
Project 3D278	\$ 11,794.91
Project 3A225	\$ 2,530.56

TO:
FUND 1410, PUBLIC ASSISTANCE FUND
 ORGCODE - 14100512
 Revenue Account
 Object: 282000 – JFS Shared

Project 5SHAR	\$ 48,844.65
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; 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 it has become necessary to amend the Non General Fund 2021 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

Special Revenue Fund Amendments 7/28/2021		<u>Increase</u>	<u>Decrease</u>
4249	2019 Resurfacing Program		
42499	Miscellaneous Expenses		\$ 10,804
<i>Memo: Closeout of Fund</i>			
1009	CLR Probate Court		
10094	Contractual Services	\$ 7,600	
<i>Memo: Increase Costs/ Scanning files</i>			
7219	Workers Comp RR 2010		
72199	Miscellaneous Expenses	\$ 140,509	
<i>Memo: Closeout of fund/Transfer Out</i>			
6800	Storm Water		
68007	Other Expenses	\$ 200	
<i>Memo: To reimburse Property Owners</i>			
TOTAL MEMO BALANCE ALL AMENDMENTS:		\$ 148,309	\$ 10,804

; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, and be It further

RESOLVED, that the Board of Commissioners finds and determines that all formal

actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call as Follows:

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

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**RESOLUTION NO. 21-0551 - RE: ENTER INTO A LEASE AGREEMENT FOR
COPIER EQUIPMENT AND MAINTENANCE
BETWEEN THE BOARD OF
COMMISSIONERS ON BEHALF OF
PORTAGE COUNTY JOB & FAMILY
SERVICES AND MERITECH, 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 has a need for networked multifunctional office equipment, monitoring system and services; and
- WHEREAS,** Requests for Proposals were sent to seventeen (17) potential service providers; and
- WHEREAS,** Six (6) proposals were received, opened and tabulated on June 30, 2021; and
- WHEREAS,** Portage County Job & Family Services evaluated the responses to the Request for Proposals and Meritech, Inc. was found to meet all minimum qualifications and requirements; and
- WHEREAS,** the Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between Portage County Job & Family Services and Meritech, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Meritech, Inc. with its principal place of business located at 4577 Hinckley Industrial Parkway, Cleveland, Ohio 44109, for the period October 1, 2021 through September 30, 2024, with

Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCJFS Workforce Innovation and Opportunity Act (WIOA) Youth to and from their place of employment and/or training site; PCJFS WIOA Adult and Dislocated Workers to and from place of employment and/or training site; and, Loop services to Supportive Employment Program (SEP) to and from designated employer and/or training sites; and

- WHEREAS,** an Amendment No. 1 was entered into on November 8, 2018 through Resolution No. 18-0801 to revise Section 3, Schedule of Payment – dates and effectives rates; and
- WHEREAS,** an Amendment No. 2 was entered into on May 23, 2019 through Resolution No. 19-0358 to renew the agreement one (1) additional year from May 1, 2019 through April 30, 2020; and
- WHEREAS,** an Amendment No. 3 was entered into on June 11, 2020 through Resolution No. 20-0370 to increase the agreement by Eighteen Thousand Two Hundred Sixty-Three and 76/100 Dollars (\$18,263.76) for the contract period May 1, 2019 through May 30, 2020; and be it further
- WHEREAS,** an Amendment No. 4 was entered into on September 3, 2020 through Resolution No. 20-0540 to renew the agreement one (1) additional year from May 1, 2020 through April 30, 2021; and
- WHEREAS,** the parties desire to amend the Original Contract to continue such services, now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 5 to increase the agreement by Twenty Thousand Six Hundred Seventy-Nine and 00/100 Dollars (\$20,679.00) to meet the obligations for the contract period May 1, 2020 through April 30, 2021; and be it further
- RESOLVED,** that total amount of this agreement is not to exceed Two Hundred Thousand Six Hundred Seventy-Nine and 00/100 dollars (\$200,679.00) for the contract period May 1, 2020 through April 30, 2021; and be it further
- RESOLVED,** that funding for this agreement will come Job & Family Services fund 1410; 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

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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JOURNAL ENTERIES

JULY 29, 2021

1. The Board of Commissioners accepted the resignation of David Lair, Interim Director for the Portage County Department of Budget and Financial Management, effective July 22, 2021.
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 approved the transfer of Frank Pavlic, Collection Systems Operator I to Wastewater Treatment Plant Operator in Training, new position, for Portage County Water Resources, due to passing the Class I Wastewater exam, effective August 2, 2021.
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 authorized the seven-day internal posting of the full time Collection Systems Operator, replacing Frank Pavlic for Portage County Water Resources 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

4. The Board of Commissioners authorized a wage increase for Richard Gano, Safety & Administrative Support Supervisor, for Portage County Water Resources, effective June 1, 2021, for creating a training platform. *(See also revised Journal Entry on August 5, 2021).*
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Seconded: Commissioner Christian-Bennett
All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea; Commissioner Kline, Absent;
Motion Carries
5. The Board of Commissioners acknowledged receipt of the July 26, 2021 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimated Resources for the fiscal year beginning January 1, 2021 as determined by the Budget Commission of Portage County and presented by the County Auditor.
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Seconded: Commissioner Christian-Bennett
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Motion Carries
6. Per Resolution 21-0396, Part IX 305.30 (i), the Board of Commissioners acknowledged the County Administrator's approval of the revised Clerical Specialist job description on July 27, 2021.
Motion: Commissioner Badalamenti
Seconded: Commissioner Christian-Bennett
All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea; Commissioner Kline, Absent;
Motion Carries
7. Per Resolution 21-0396, Part IX 305.30 (i), the Board of Commissioners acknowledged that the County Administrator authorized the two-week external posting of the part-time Clerical Specialist position, replacing Judy Common, on July 27, 2021.
Motion: Commissioner Badalamenti
Seconded: Commissioner Christian-Bennett
All in Favor: Commissioner Badalamenti, Yea; Commissioner Christian-Bennett, Yea; Commissioner Kline, Absent;
Motion Carries

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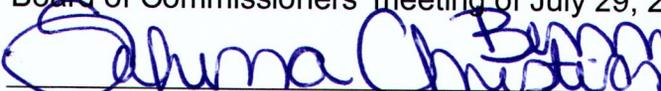
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Motion: by Commissioner Christian-Bennett, seconded by Commissioner Badalamenti that the Board adjourn the Meeting of **July 29, 2021 at 11:04 AM.**

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

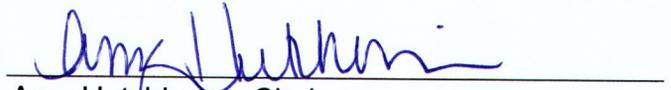
Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of July 29, 2021.

 _____ Sabrina Christian-Bennett, President	 _____ Anthony J. Badalamenti, Vice President
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-----ABSENT-----

Vicki A. Kline, Board Member

 _____ Amy Hutchinson, Clerk
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