



# Newsletter

Summer 2022

---

## Portage County NonProfit ARPA Funding

The Board of Commissioners are accepting applications until August 19th at 5pm. The application is available on our County's website, and must be submitted to Grant Administrator Allison Diehl. Email [adiehl@portageco.com](mailto:adiehl@portageco.com) to submit application or for more information.

---

## County Update

### County Administrator Michelle Crombie

There is no doubt that this year has been remarkable in many ways.

This year has been a time full of adaptation, flexibility, leadership, and continued growth. Each member of our team worked hard to think outside of the box and find creative ways to continue to serve our community. While I embrace the future of technology, and all of the positive changes, I recognize the value of teamwork, it has been so inspiring to watch everyone dedicate such tremendous amounts of time and energy to finding solutions to the challenges that came up.

Special welcome to new team members:

Allison Diehl – Grants Administrator, Board of Commissioners

Daniel Blakely – Director, Water Resources

Jessica Thompson – Clerical Specialist, Board of Commissioners

Joe Harris – Director, Budget and Finance

Sara Hoag – Administrative Assistant, Board of Commissioners

Special recognition to team member promotions:

Dawn Collins – Director, Solid Waste and Recycling

### #TeamPortage

"We are never really happy until we try to brighten the lives of others."

- Helen Keller

*Welcome to  
the team!*

# Commissioners' Departments Updates

## Homeland Security and Emergency Management Director Ryan Shackelford

While continuous efforts are being undertaken to increase countywide preparedness, efforts are also underway to increase our County's employees and facility preparedness. Starting in August, Departments are going to be requested to participate in updated Building Evacuation, Lockdown and Closure training. This includes a direct delivery training from the EMA to each department consisting of: Key terms, person-in-charge and department liaisons, response actions to specific hazards like fire, tornado, bomb threat, civil unrest etc., lockdown procedures, building evacuation, rallying points and accountability, go-bags, active shooter run-hide-fight, stop the bleed kits, functional and access needs considerations for building evacuation and conclusion with a live fire drill.

## Department of Budget and Financial Management Director Joe Harris

Budget and Finance just completed the County's Tax Budget for 2023. I would like to thank everyone for the collaboration on making it happen. We will be gearing up for our Appropriations Budget process in the next few months. So, be on the lookout for memos and invites for budgetary meetings.

## Internal Services Department Director JoAnn Townend

The Internal Services Department is pleased to announce that Shannon Kautzman was promoted to Deputy Director on July 1st and that on August 1st Claire Philpot (formerly of IT) will join us as the new County Facilities Manager. Both women excel at providing excellent service – so please don't hesitate to contact them in times of need!

## #TeamPortage

The EMA is excited to deliver this training and special thanks to EMA staff, Commissioners Staff and Administrator Crombie for making this a possibility and increasing safety of county buildings and employees!

- Ryan Shackelford

Sheryl was on top of getting a printer order through the internal process and was able to get one delivered after waiting for months and months. Thank you, Sheryl!

- Joe Harris

Thank  
you!

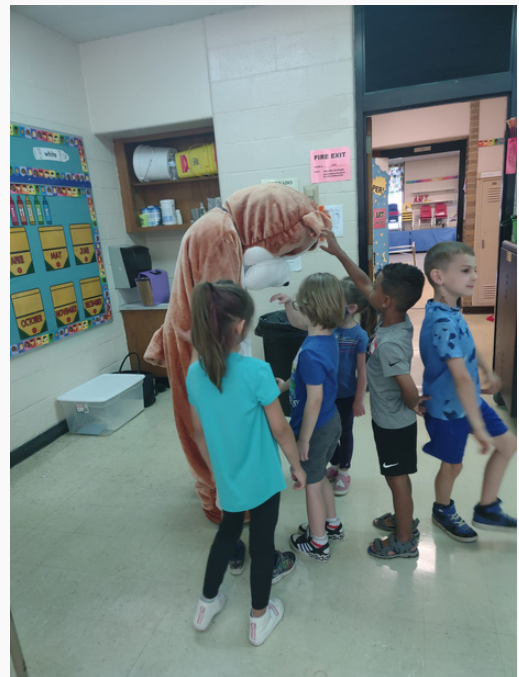
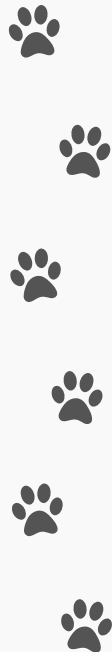
# Commissioners' Departments Updates

## Dog Warden

### Chief Dog Warden Dave McIntyre

The Portage County Dog Warden's Office and Shelter has had an active summer so far participating in several community-oriented events such as Safety Town, Wine and Dogs, car washes, Touch-A-Truck, we did Professional pet pictures, partnered with PC Adult Probation and did our own dogs paw paintings, we partnered with church youth groups. We were also excited to be a part of such awesome events such as the 2022 Northeast Ohio Dachshund Picnic where over 500 doxins showed up at Plum Creek park in Kent for its annual get together, there part of the entrance fee was a bag of dog food donated to the dog wardens office. We have several more events coming up this summer including the Portage County Randolph Fair and hope you will come talk with us!!!

WE NEED YOUR HELP-we are overflowing with dogs at the shelter, they are all in need of a loving home. We currently have 28 dogs in the shelter with 16 of those needing adopted and the remaining 12 will be going up for adoption soon. You can look at the current dogs we have at: <http://awos.petfinder.com/shelters/OH184.html>



# Commissioners' Departments Updates

## Water Resources Department Director Daniel Blakely

I have had the privilege of joining the Water Resource Team earlier this year. I previously worked as the Chief Engineer of the Youngstown Water Department and have over twenty years of experience as an engineer and working within the Water industry. I look forward to helping shape the future of our department and serving the residents of Portage County.

## #TeamPortage

I would like to personally thank all of the employees of the Portage County Water Resource Department for their professionalism and enthusiasm. It is truly a breath of fresh air to meet so many talented and dedicated individuals.

- Daniel Blakely

## Job and Family Services Director Kellijo Jeffries

The Child Protective Services Division has started a collaborative relationship with the Early Childhood Resource Center to continue our efforts to recruit foster families for youth in the custody of Portage County Job and Family Services. Being a foster family for children in need of a safe and stable home environment can be life changing. We are especially in need of foster families for adolescence. For more information on becoming a licensed foster parent with Portage County Job and Family Services please email Placement Supervisor Shawn Kelly at [shawn.kelly1@jfs.ohio.gov](mailto:shawn.kelly1@jfs.ohio.gov).

On August 9, 2022, the agency will launch our Benefit Bridge Pilot Program. The Benefit Bridge's purpose is to help families who experience a reduction or loss of benefits due to wage increases continue their path to self-sufficiency. The 18- month program is intended to support participants with life skills, career skills, and financial literacy to ensure that working SNAP recipients have the support and stability needed to maintain employment, gain skills needed to move into higher paying positions, and become self-sufficient. Incentives and financial supports are available through this voluntary program. For more information go to [www.portagecounty-oh.gov/ohiomeansjobs-portage-county](http://www.portagecounty-oh.gov/ohiomeansjobs-portage-county)

Portage County Job and Family Services has been working to promote and fill open positions within our agency. Our agency had two successful open interview events this summer at our Ohio Means JOBS location where we made 17 contingent job offers to applicants. Interested in working in the Human Services field? Consider working with our team. Open positions can be viewed at [www.portagecounty-ohio.gov/human-resources](http://www.portagecounty-ohio.gov/human-resources)

To learn more about the human services offered by Portage County Job and Family Services, please visit our website at [www.portagecounty-oh.gov/jfs](http://www.portagecounty-oh.gov/jfs)

# Commissioners' Departments Updates

## Human Resources Director Janet Kovick

For the past few months, the Human Resources Department has been very busy working with Ascentis, the vendor for our new HR system. We are very excited about this endeavor! The HR system will offer an Employee Self-Service in which employees will have access to manage their personal information, review their health benefits, communicate with the HR department, electronically submit confidential documents to HR, immediate access to County resources, etc.

Even more exciting news is that with Ascentis, we will have online benefit enrollment, performance management tracking, offer a variety of training classes and online recruiting tool!

This means in the future, employees will be able to complete their benefit enrollment online, at their convenience and anywhere with an internet connection, at home or at work! The recruiting tool will offer applicants to apply for Portage County postings with ease and convenience by completing a profile and submitting a resume and cover letter. More information will be communicated as we proceed with this awesome project!

In addition, it is the time of year again for employee appreciation! More information will be coming soon regarding appreciation and certificates/gifts based on years of service. The HR Department will be facilitating training on the County Drug & Alcohol Policy in the Fall. Stay tuned for upcoming information.

## #TeamPortage

The current "Great Resignation" has increased our work in Human Resources dramatically. For example, the number of new hires in the BOC departments has increased 59% from May 2020 to May 2022. Both Susan and Heather have been working diligently in keeping up with the increased job demands, all the while, still maintaining the rest of their daily workload. I want to thank both of them for being hard working, dedicated employees to this County!

- Janet Kovick

## Solid Waste District Director Dawn Collins

Portage County Recycling has recently updated and relabeled our 7 recycling drop off locations. We have brought back electronic recycling and paper shredding for special events. The District held a Spring Recycling Event in May collecting tires, metals, and electronics. We continue to update the website and our Facebook page to keep residents up to date.





# **Come Work with Us!**

**Portage County is hiring for a number of positions in departments across the County offering competitive pay, paid time off, comprehensive benefits, 12 paid holidays, and much more!**

**We are looking for qualified employees to fill the following positions:**

- Accountant I - MHRB
- Assistant Prosecuting Attorney - Criminal Division/Felony
- Board of Elections Clerk - Democrat
- Certified Peer Recovery Support - Specialized Dockets
- Child & Adult Protective Services Trainer
- Collection Systems Operator
- Collection Systems Operator in Training (OiT)
- Counselor / Social Worker - JDC
- CSEA Paralegal
- Design Engineer
- Design Technician
- Dispatcher (PT) - Sheriff's Office
- Electrician
- Eligibility Specialist
- Engineering Technician
- HR Generalist/Payroll Specialist - JFS
- Information Technology Desktop Specialist
- Information Technology Manager
- Information Technology Project Manager
- Job Counselor - SNAP/TANF Eligibility
- Maintenance III
- Office Manager - Park District
- OMJ Case Manager
- Operations Manager - Water Resources
- PCSA Administrative Assistant
- PCSA Supervisor
- Probation Officer - Felony Unit
- SCADA Technician
- Social Service Worker 2
- Social Service Worker 3
- Social Service Worker 3 - Group Home
- Surveyor
- Tax Map Draftsperson II

**Please see our website for more opportunities and to submit an application  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>**

# Board of Commissioners

**Commissioner Sabrina Christian-Bennett, President**  
**Commissioner Anthony J. Badalamenti, Vice President**  
**Commissioner Vicki A. Kline, Board Member**

As the principal executive organization of county government, the Board of Commissioners, along with its departments, is committed both to providing efficient government and to promoting the welfare and strategic development of the Portage County community

## **Commissioners' Staff**

Michelle Crombie, County Administrator  
Amy Hutchinson, Clerk  
Sara Hoag, Administrative Assistant  
Jessica Thompson, Clerical Specialist  
Allison Diehl, Grant Administrator

For more information about the Board of Commissioners' Office or contact information for the Commissioners' Staff, please visit

<https://www.portagecounty-oh.gov/portage-county-board-commissioners>

## **Hours of Operation:**

Monday-Friday: 8:00am-4:30pm

**Phone:** 330-297-3600

Board of Commissioners Meetings are held every Thursday and the last Tuesday of each month at 9:00am, with public comment at 11:00am, at the Portage County Administration Building, 7th Floor, 449 S. Meridian Street, Ravenna, Ohio, 44266



Watch live streams of the Board of Commissioners meetings and more on Portage County, Ohio's YouTube channel