

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

Tuesday, November 9, 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 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 County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, Diane Smith, Barb Tittle, and Brian Ames

Recess to Solid Waste Management District: 9:01 AM  
Reconvened: 9:02 AM

### **JOB & FAMILY SERVICES**

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

### **Resolutions:**

1. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration./21-0837
  - This resolution is for the local share of the 4D contract payments made in October 2021.
2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./21-0838
  - This resolution is for the regular shared transfer for the 3<sup>rd</sup> Quarter 2021.

### **HUMAN RESOURCES**

Present: Director Janet Kovick

### **Discussion:**

1. 2021 Holiday Leave

The Board provides this leave every year and it equates to 4 hours of holiday leave to full time non-essential worker and 2 hours for part-time non-essential workers. Typically, the time is used the day before or the day after Christmas or New Years and employees are able to choose whatever time works best for them in conjunction with the needs of the office. Both holidays this year fall on a Saturday and are observed on a Friday, so the holiday leave would be applicable that Thursday or Monday.

The Board agreed to move forward with the request and Director Kovick will bring a Journal Entry for Board consideration next week.

Ms. Tittle asked if essential workers receive alternative compensation and Director Kovick explained it's up to each Department Director.

**Journal Entries:**

1. 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:

- Hire Natalie Anderson as a Social Service Worker 3 replacing the position previously held by Kirstie Clapper for Portage County Job & Family Services. Tentative start date is 11/29/2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- Hire Milanka Maric as a Social Service Worker 3 replacing the position previously held by Erika Moton for Portage County Job & Family Services. Tentative start date is 11/15/2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- Accept the resignation of Marina Everhart, Eligibility Specialist, for Portage County Job & Family Services effective November 8, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

Yea; Commissioner Kline, Absent;

**Motion Carries**

- Authorize the three-day internal posting of the full time Eligibility Specialist replacing Marina Everhart 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**

9:08 AM In accordance with the Ohio Rev. Code 121.22(G)(4), it was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the Board of Commissioners move into executive session preparing to review bargaining negotiations with public employees concerning their compensation and other terms and conditions of their employment. Also Present: Human Resources Director Janet Kovick, Administrator Michelle Crombie, Building Department Director Randy Roberts, and Deputy Director Joe Bodnar. Roll call vote: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Absent;

9:29 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 move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea; Vicki A. Kline, Absent;

After exiting executive session, the Board took no action.

**DEPARTMENT OF BUDGET & FINANCE**

Present: Director Joe Harris

**Resolutions:**

1. The Board of Commissioners agrees to approve the Wednesday, November 10, 2021 bills/ACH payments as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.
2. The Board of Commissioners agrees to approve the Wednesday, November 10, 2021 wire transfers for health benefits as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.
3. The Board of Commissioners agrees to approve the Wednesday, November 10, 2021 Journal Vouchers, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.
4. The Board of Commissioners agrees to approve the Wednesday, November 10, 2021 Then

& Now Certification, as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

5. The Board of Commissioners agrees to amend the General Fund 2021 Annual Appropriation Resolution No. 20-0802, adopted December 17, 2020.
  - This resolution provides the requested technology upgrade for Common Pleas.
6. The Board of Commissioners agrees to amend the Non-General Fund 2021 Annual Appropriation Resolution No. 20-0803, adopted December 17, 2020.
7. Cash Advance from Fund 0001, General Fund to Fund 1412, JFS Help ME Grow Allocation.
  - Job and Family Services is in need of interim cash for expenses through the end of 2021 that will be paid back in January 2022.

**Discussion:**

1. 2022 Budget Updates

**Commissioner-Other:**

The Capital Improvement plan is still in the works and Director Harris is waiting on Director Townend to provide a list of priorities (including what we have discussed) and the dollar amounts associated with the listing.

**Internal Services/Microfilm/Maintenance/Purchasing:**

Director Harris will meet with Director Townend to finalize her budget requests.

Commissioner Christian-Bennett noted the Board can't move forward until it receives additional information from Director Townend on Capital Improvements and Microfilm. Clerk of Courts Fankhauser mentioned she would like to do her own microfilming and can assist Judge Smith, which will impact the Microfilm Department.

**Parking Lot Lighting Upgrade:**

Director Harris noted the lighting upgrade is specific to the Administration Building's parking lot and Commissioner Christian-Bennett stated the Board will need additional information from Director Townend about the other County lots. Commissioner Christian-Bennett asked Director Harris to discuss the issue with Director Townend to survey all County lots and to provide estimates.

**Sheriff Request for 100 Portable Radios and 22 Mobile Radios:**

60-month lease for \$5,839.05 - Total lease cost of around \$353,343

Commissioner Christian-Bennett believes it's expensive to lease the radios but noted Director Harris said it's a lease/buyout so at the end, the County can buy the radios for \$1.00 each. Commissioner Christian-Bennett would like to see what we are currently doing and what we've done in the past. Commissioner Badalamenti noted the Sheriff's not doing the layout to save money as it's been done in the past. It's concerning the radios in the

Sheriff's Office can't communicate through the wall at the jail. Commissioner Christian-Bennett noted that problem should have been included in the new jail renovation because we already knew it was an issue. Commissioner Christian-Bennett would like Director Harris to follow-up with Director Townend about this issue.

Commissioner Badalamenti asked about the Sheriff's radios and why the request hasn't moved forward, and Commissioner Christian-Bennett replied that the Board will need to touch base with Director Townend as she was a part of the original discussion.

Commissioner Christian-Bennett would like to see the history of the radios (ie. do we buy or lease) and the cost comparison in regard to purchasing or leasing with an option to purchase on for next week's discussion. Administrator Crombie noted there's probably a maintenance agreement on the cost. Director Harris will email Director Townend with the specific details for a report to the Board next week.

#### **Commissioners' Office:**

Audio and video equipment will be installed during the week of Christmas for the Boardroom.

Commissioner Christian-Bennett would like to look at updating the main entrance of the Administration Building lobby, especially the departmental directory and the elevator directory. The Board also discussed the possibility of installing security doors on the 7<sup>th</sup> floor so that the public could be buzzed into the front desk. Commissioner Badalamenti asked why wouldn't everyone else want the same option and Administrator Crombie noted most floors have it already, with the exception of the 5-7 floors.

Commissioner Badalamenti asked about the fire escape staircase and Commissioner Christian-Bennett mentioned if you are on the fire escape staircase you won't be able to gain access of the 7<sup>th</sup> floor, but there's a push bar on the inside that will be installed as an additional safety precaution.

#### **Building Regulation:**

Request for upgraded software for their daily operations.

\$196,884 (\$146,964 for software services years 1-3 + \$49,950 for Professional services)

\$51,426.90 in year 4; \$53,998.25 in year 5

Total cost of project over 5 years (\$302,309.15)

Administrator Crombie would like to move forward with the request as the current software is from 1996 and the Board agreed to move forward, and Director Harris will provide the funding in next year's budget. Director Harris will contact the Building Department to ascertain if the quote will be good until next year.

#### **COUNTY ADMINISTRATOR**

Present: Michelle Crombie, Human Resources Director Janet Kovick and Department of Budget and Financial Management Director Joe Harris.

#### **Discussion:**

#### 1. Wage Scale

Administrator Crombie would like to update the current policy regarding the wage scale to move everyone onto the scale November 1<sup>st</sup> plus one step and on an employee's anniversary date, they would move an additional step. Previously, the Board agreed to move everyone onto the scale November 1<sup>st</sup> and then 2 steps in 2022. The resolution cleans up the language and specifically addresses those who participated and also the Elected Officials and Departments that didn't.

#### **Resolutions:**

1. Amends Resolution 21-0672 Authorizing a New Wage Scale and Step Rate System for Full Time and Part Time Non-Bargaining Employees of those County Departments for which the board of Commissioners is the Appointing Authority or Co-Appointing Authority./Resolution No. 21-0853

#### **MISCELLANEOUS ITEMS**

1. The Board of Commissioners approves the November 4, 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**

#### **Discussion:**

1. Review of the Final Program for Veterans Day

The Board reviewed the final program with no exceptions noted.

2. Thanksgiving Holiday

The Board agreed to meet on Tuesday, November 23, 2021 since the Administration Building will be closed on Thursday, November 25, 2021. Clerk will send out notification to the newspaper.

#### **Journal Entries:**

1. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett, President of the Board, to sign the State of Ohio Department of Development Office of Community Development Request for Release of Funds (RROF) and Certification for Federally Funded State Projects for Hope Town Conversion Project, 9077 Maple Grove, Windham, Ohio 44288, in the amount of \$153,500 from the Economic Development Revolving Loan Funds, as presented by Neighborhood Development Services. Documents reviewed by Department of Budget & Financial Management with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

2. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for October 2021 as presented by the Sheriff's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

### **Resolutions:**

1. The Board of Commissioners accept the 2021-2022 Crime Victims Assistance Office of the Attorney General of Ohio (Continuation Program) Grant for the Portage County Prosecutor./Resolution No. 21-0846
2. The Board of Commissioners approve the appointment to the Portage County Developmental Disabilities Board of Trustees./Resolution No. 21-0847
  - Commissioner Christian-Bennett asked that staff notify the Portage County DD Board as they need to have the appointment by the end of this month.
3. The Board of Commissioners approves the plans, specifications and estimate of cost, and setting the date and time for acceptance of bids for the construction of project No SH-W (20-190), Shalersville Water Treatment Plant Softener Improvements, in the Portage County Regional Water District, Shalersville Township./Resolution No. 21-0848
4. The Board of Commissioners agrees to enter into an amendment no. 2 with the Portage County Department of Job & Family Services, the Northeast Ohio consortium Council of Governments, and the Portage Development Board./Resolution No. 21-0849
5. The Board of Commissioners accepts contract change order no. 1 and final to the construction agreement between Cardinal Asphalt Company, Inc. for the 2021 441 Resurfacing Project, for the Resurfacing of various Portage County roads./Resolution No. 21-0850
6. The Board of Commissioners accepts and awards the bid of Workman Industrial Services, inc. for the 2021 Small Bridge Replacement Project, in Franklin and Rootstown Townships, Portage County./Resolution No. 21-0851
7. Accept the FY2021 Hazardous Materials Emergency Preparedness Grant (HMEP) on Behalf of the Portage County Office of Homeland Security & Emergency Management (Federal Pass-Thru #693JK31940044HMEP)/Resolution No. 21-0852

**PLEASE ADD TO YOUR AGENDA**

November 9, 2021

**Incoming Correspondence**

1. November 9, 2021 email from Chris Meduri, Prosecutors Office including a Journal Entry to sign the Participation Agreement for the Janssen/Johnson & Johnson Settlement for the Opioid litigation./Journal Entry

**Journal Entry**

1. Motion to designate the County Administrator, on behalf of the Portage County Board of Commissioners, to sign the participation agreement concerning the "Janssen/Johnson and Johnson Settlement" regarding that portion of the opioid litigation presently in the United States District Court.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

Recessed: 9:56 AM

Reconvened: 11:00 AM

Commissioner Christian-Bennett mentioned she received an email from Judge Pittman, requesting \$12,000 in additional funding for drug testing kits. Administrator Crombie will touch base with Director Harris for next week.

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**RESOLUTION NO. 21-0837      -      RE:    TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1414, CHILD SUPPORT  
ADMINISTRATION**

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 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 \$10,728.07 for October 2021 IV-D contract payments local match for Domestic Court July 2021, Clerk of Courts July & August 2021, Prosecutor July 2021, and Juvenile Court July 2021 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

\$10,728.07

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Revenue Account

Object: 280000 - Transfer In

Project NONE

\$10,728.07

; 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. 21-0838      -      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 for SFY21 3<sup>rd</sup> Qtr payment #2 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. 21-0839**

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**RE:   BILLS APPROVED AND CERTIFIED TO THE  
PORTAGE COUNTY AUDITOR FOR  
PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on September 2, 2021 in the total payment amount of **\$790,123.98, including late fees finance charges, interest & penalties amounting to \$50.14 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 21-0840                      -                      RE:    WIRE TRANSFER APPROVED AND  
CERTIFIED TO THE PORTAGE COUNTY  
AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services, or other designee on November 10, 2021 in the total payment amount as follows:

1. \$125,142.94 to Medical Mutual – Admin
2. \$849,418.07 to Medical Mutual – Claims
3. \$1,010.10 to Medical Mutual – Flex Admin
4. \$2,354.04 to Medical Mutual – Flex Claims; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,**

that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Wednesday, November 10, 2021	\$ 125,142.94
Wire Transfer on Wednesday, November 10, 2021	\$ 849,418.07
Wire Transfer on Wednesday, November 10, 2021	\$ 1,010.10
Wire Transfer on Wednesday, November 10, 2021	\$ 2,354.04

; 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;

WI 111221

11/10/2021 08:07		PORTAGE COUNTY INVOICE ENTRY PROOF LIST				P apinvent 2	
CLERK: alynn BATCH: 4601		DOCUMENT		NEW INVOICES			
VENDOR REMIT NAME		INVOICE		PO		VOUCHER WARRANT	
						NET AMOUNT	
						EXCEEDS PO BY	
						PO BALANCE CHK/WIRE	
APPROVED PAID INVOICES							
7727	00001 NATIONAL CITY BA	554277	20210220	652507	WI111221	2,354.04	.00
		20211108-PC				156,706.09	1003231
CASH 9999	2021/11	INV 11/09/2021	SRP-CHK: N	DISC1 .00		71020184 425320	2,082.04 1099:M
ACCT 010900	DEPT 018	DUE 11/09/2021	DESC: INSURANCE, ALL TYPES			71020184 425330	272.00 1099:M
1 APPROVED PAID INVOICES		TOTAL				2,354.04	
1 INVOICE(S)		REPORT POST TOTAL				2,354.04	

Wire - Medical Mutual  
Flex Claims

210840

WI 111221

11/10/2021 08:09 PORTAGE COUNTY  
Koharch INVOICE ENTRY PROOF LISTP 2  
apinvent

CLERK: alynn BATCH: 4600 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE CHK/WIRE
APPROVED PAID INVOICES						
7727 00001 NATIONAL CITY BA 354276 34664	20210220 692506	WI111221		1,010.10	.00	156,706.09 1003232
CASH 9999 2021/11 INV 11/09/2021 SER-CHK: N DISC: .00					71020104 425310	1,010.10 1099:M
ACCT 010900 DEPT 018 DUE 11/09/2021 DESC:INSURANCE, ALL TYPES						
1 APPROVED PAID INVOICES				TOTAL		1,010.10
1 INVOICE(S)				REPORT POST TOTAL		1,010.10

Wife - Medical Mutual  
Flex Admin

210840

WI 111221

11/10/2021 08:16 PORTAGE COUNTY  
Koharch INVOICE ENTRY PROOF LISTP 2  
apinvent

CLERK: alynn BATCH: 4599 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE CHK/WIRE
APPROVED PAID INVOICES						
7727 00004 MEDICAL MUTUAL S 554273 0004601-20211029-M	20210365 652503	WI111221		518,648.79	.00	2,573,742.46 1003233
CASH 9999 2021/11 INV 11/09/2021 SER-CHK: N DISC: .00					71010189 901000	353,754.86 1099:M
ACCT 010900 DEPT 018 DUE 11/09/2021 DESC:INSURANCE, ALL TYPES					71010189 902000	164,893.93 1099:M
7727 00004 MEDICAL MUTUAL S 554274 0004601-20211103-M	20210365 652504	WI111221		330,769.28	.00	2,573,742.46 1003233
CASH 9999 2021/11 INV 11/09/2021 SER-CHK: N DISC: .00					71010189 901000	330,769.28 1099:M
ACCT 010900 DEPT 018 DUE 11/09/2021 DESC:INSURANCE, ALL TYPES						
2 APPROVED PAID INVOICES				TOTAL		849,418.07
2 INVOICE(S)				REPORT POST TOTAL		849,418.07

Wife - Medical Mutual  
Medical Claims

210840

11/10/2021 08:19 PORTAGE COUNTY  
Kchurch INVOICE ENTRY PROOF LIST

W111221

P 2  
apinvent

CLERK: slynn BATCH: 4598 NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE
APPROVED PAID INVOICES								
7727 00004 MEDICAL MUTUAL S	554265	20210365	652495	W1111221	60,315.01	.00	2,573,742.46	1003234
	0004681-20211001-A							
CASH 9999	2021/11	INV 11/09/2021	SEP-CHK: N	DISC: .00		71010184 425150	44,132.86	1099:M
ACCT 010900	DEPT 018	DUE 11/09/2021	DESC: INSURANCE, ALL TYPES			71010184 425280	16,182.15	1099:M
7727 00004 MEDICAL MUTUAL S	554268	20210365	652498	W1111221	64,827.93	.00	2,573,742.46	1003234
	0004681-20211101-A							
CASH 9999	2021/11	INV 11/09/2021	SEP-CHK: N	DISC: .00		71010184 425150	42,354.81	1099:M
ACCT 010900	DEPT 018	DUE 11/09/2021	DESC: INSURANCE, ALL TYPES			71010184 425280	22,473.12	1099:M
2 APPROVED PAID INVOICES					TOTAL		125,142.94	
2 INVOICE(S)					REPORT POST TOTAL		125,142.94	

210840

Wire - Medical Mutual  
Admin Claims - Medical

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RESOLUTION NO. 21-0841

RE: APPROVAL OF JOURNAL  
VOUCHERS/ENTRIES.

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

**WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

**WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

**WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

11/10/21	526	348.56
11/10/21	793	14,080.62
11/10/21	794	504.31
11/10/21	801	300.00
Total		\$15,233.49

; 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;

PORTAGE COUNTY AUDITOR  
JANET ESPOSITO

JOURNAL VOUCHER ROUTING SLIP

DATE	SENT TO	RETURN TO	JV #	AMOUNT
11/10/21	COMMISSIONERS	AUDITOR	526	348.56
11/10/21	COMMISSIONERS	AUDITOR	793	14,080.62
11/10/21	COMMISSIONERS	AUDITOR	794	504.31
11/10/21	COMMISSIONERS	AUDITOR	801	300.00
			TOTAL	15,233.49
11/10/21			792	2,707.61
		SOLID WASTE	TOTAL	2,707.61

21-159

COUNTY AUDITOR

11/10/21  
DATE

COMMISSIONERS RES # 210841





October 28, 2021

EXPENDITURE CORRECTION

DEBIT

CREDIT

05900004-480000-1RADM: \$300.00

05900004-480000-1RISE: \$300.00

TOTALS:

\$300.00

\$300.00

APPROVED:



Henry T. Gibson  
Chief Probation Officer

**TO:** Maureen Bennett  
Auditor's Office

**FROM:** Chief Henry Gibson  
Adult Probation

**RE:** Expenditure Correction  
Move Expenses from 1RISE to 1RADM

**DATE:** October 28, 2021

Please find attached an Expenditure Correction, crediting 05900004-480000-1RISE \$300.00, and debiting 05900004-480000-1RADM \$300.00.

Thank you.

11/10/2021 09:32 mbennett		PORTAGE COUNTY GENERAL JOURNAL ENTRY PROOF							P 1 glojeant	
CLERK: mbennett										
YEAR PER JNL										
SRC ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OR	DEBIT	CREDIT
2021 11	794									
GEN 10225704	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Training		504.31	
GEN 05700904	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Exp Corr CASA Travel Oct-21			504.31
GEN 0001-019900	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Transportation			504.31
GEN 0001-019900	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Exp Corr CASA Travel Oct-21		504.31	
GEN 9999-020001	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Cash			504.31
GEN 9999-020001	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	SYSTEM GENERATED DUE TO LINE			504.31
GEN 1023-019980	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Due frm Cntrl Exp to Fund 0001			504.31
GEN 9999-021022	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	SYSTEM GENERATED DUE FROM LINE			504.31
GEN 9999-021022	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Cash			504.31
GEN 9999-021022	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	SYSTEM GENERATED DUE TO LINE			504.31
GEN 9999-021022	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Due frm Cntrl Exp to Fund 1002		504.31	
GEN 9999-021022	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	SYSTEM GENERATED DUE FROM LINE			504.31
JOURNAL 2021/11/794 TOTAL									1,512.93	1,512.93
2021 11	794									
GEN 0001-039300	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Expenditure Control		504.31	
GEN 1012-234300	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Expenditure Control		504.31	
GEN 1012-234300	11/10/2021	Exp	CORR	CASA	#21-	CASA Travel	Expenditure Control		504.31	

0111

11/10/2021 09:32  
mbennettPORTAGE COUNTY  
GENERAL JOURNAL ENTRY PROOFP 2  
gicjcent

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
0001 General Fund	2021 11	794	11/10/2021	Cash	504.31	
0001-010900				Expenditure Control		504.31
0001-039300				FUND TOTAL	504.31	504.31
1022 CASA Program	2021 11	794	11/10/2021	Cash	504.31	
1022-010900				Expenditure Control		504.31
1022-039300				FUND TOTAL	504.31	504.31
9999 Central Depository	2021 11	794	11/10/2021	Due frm Cntrl Dep to Fund 0001	504.31	
9999-020001				Due frm Cntrl Dep to Fund 1022		504.31
9999-021022				FUND TOTAL	504.31	504.31

\*\* END OF REPORT - Generated by Maureen E Bennett \*\*

**Judge Patricia J. Smith**  
Portage County Common Pleas Court  
Juvenile Division

Joseph Szymanski  
Chief Magistrate

Aaron J. Heavner  
Magistrate

November 2, 2021

Portage County Auditor's Office  
County Administration Building  
Ravenna OH 44266

RE: Expenditure Correction

Please find attached copies of travel expenditures for our CASA Director Ann Walden. The attached expenditures in the amount of \$504.31 were initially charged against Juvenile Court's budget 5700004/400104 and now should be charged against the CASA budget.

Therefore, it is the request of this Court that a Financial Transaction is made as follows:

	<u>Debit</u>	<u>Credit</u>
10225704/400100/1CASA	504.31	
05700004/400104		504.31

Thank you and should you need any further information or documentation or have any questions please contact me at 330-298-3923.

Respectfully,



Judi Payden  
Juvenile Court Fiscal

Cc: File

## PORTAGE COUNTY



## G/L ACCOUNT DETAIL

Org: 05700004 Object: 400104  
Transportation 0001-20-57-570-00-00-40-400104-

YEAR	PER	JOURNAL	DATE	DOC	PO/INVT	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM DESC	COMMENTS
2021	10	1923	10/22/2021	API	1	112751	4287		495890102821	WALDEN ANN	**MEAL RE	
2021	10	1923	10/22/2021	API	1	112751	4287		495890102821	WALDEN ANN	**MILEAGE	
2021	10	1923	10/22/2021	API	1	112751	4287		495890102821	ZUPONCIC MICHELLE	**PRETMS H	
2021	10	1773	10/19/2021	API	1	118058	4234		495890102821	WHITE ROBERT	**ON-LINE	
2021	10	581	10/01/2021	API	1	112750	3931		494942101221	OHIO ASSOC OF MAG	**PORTAGE	
2021	10	82	10/01/2021	API	1	112751	3820		494478031021	HWATP REGENCY	**A.WALDE	
2021	09	1033	09/09/2021	API	1	112751	3654		491821091621	OHIO ASSOC FOR CO	**REGISTA	
2021	08	1136	08/12/2021	API	1	116838	3228		492315081921	HILTON COLUMBUS	**JUDGE P	
2021	07	910	07/08/2021	API	1	116838	2710		490610071521	OHIO JUDICIAL COL	**JUDGE P	
2021	04	1411	04/20/2021	API	1	115791	1609		486314042121	OHIO ASSOC OF MAG	**A.HEAVN	

Total Amount: 2,419.72

\*\* END OF REPORT - Generated by Judi Payden \*\*

Report generated: 11/02/2021 08:33  
User: jpayden  
Program ID: 010110

Page 1

REQUISITION # 141750 00030VENDOR # 10716PURCHASE ORDER # 117751

**PORTAGE COUNTY  
REQUEST FOR AUTHORIZATION OF EXPENSES**

**325.20 County Officer May Attend Convention at County Expense**

Except as otherwise provided by law, no elected county officer, and no deputy or employee of the county, shall attend, at county expense, any association meeting or convention, unless authorized by the board of county commissioners. Before such allowance may be made, the head of the county office desiring it shall make application to the board in writing showing the necessity of such attendance and the probable costs to the county. If a majority of the members of the board approves the application, such expenses shall be paid from the moneys appropriated to such office for traveling expenses.

Date: 7/14/21 Department: Juvenile Court Authorized Departmental Approval: [Signature]  
Submitted by: JUDITH SMITH Title: Judge  
Conference/Meeting Name: TRAINING - JUVENILE COURT CHIEF CLERK'S MEETING 2021  
Location: Hyatt Regency Columbus  
Date(s): SEP 4-6, 2021  
Personnel Attending: ANN WALDEN

**ESTIMATED REQUESTED EXPENSES:**

Registration Fees	\$ <u>      </u>
Lodging	<u>300.00</u>
Meals	<u>150.00</u>
Transportation	<u>169.46</u>
Miscellaneous	<u>      </u>
<b>TOTAL</b>	<b>\$ <u>619.46</u></b>

**COMMISSIONERS APPROVAL**

Approval date: \_\_\_\_\_

**FOR COMMISSIONER'S DEPARTMENTS ONLY:** Does this travel affect a leadership meeting? YES NO Weekly meeting? YES NO

**STATEMENT OF ACTUAL EXPENSES**

DATE: SEP 10 2021 Authorized Departmental Approval: [Signature]  
Reimbursement to: ANN WALDEN (49650) Title: Judge  
(Original receipts for expenses and Certificate of Attendance (where applicable) for the above conference/meeting must be attached to this statement, extra-ordinary expenses, such as: telephone calls, parking, etc., must be explained under remarks.)

Registration Fees	.....	\$	_____
Lodging	.....		_____
Meals	.....		_____
Transportation	.....		_____
Car:	<u>302.60</u> Miles @ <u>.56</u> per mile		<u>169.46</u>
Other:	.....		_____
Misc. Expenses	.....		_____
<b>TOTAL</b>			<b>\$ <u>169.46</u></b>

REMARKS: \_\_\_\_\_

**IF ACTUAL EXPENSES EXCEED ESTIMATE:  
COMMISSIONERS APPROVAL**

Approval date: \_\_\_\_\_

I hereby certify above listed expenses are actual and correct.  
Further I affirm that if I incurred mileage on my personal vehicle a proof of insurance is on file with my department.

Signature of Attendee

JUDITH SMITH

ORIGINAL - Purchasing

CANARY - Commissioners

PINK - Pre Payment Expense

GOLDENROD - Post Expense

PC-0827 Rev. 6/16



REQUISITION # 141750VENDOR # 1076PURCHASE ORDER # 50915 570-4/400104

# PORTAGE COUNTY REQUEST FOR AUTHORIZATION OF EXPENSES

## 325.20 County Officer May Attend Convention at County Expense

Except as otherwise provided by law, no elected county officer, and no deputy or employee of the county, shall attend, at county expense, any association meeting or convention, unless authorized by the board of county commissioners. Before such allowance may be made, the head of the county office desiring it shall make application to the board in writing showing the necessity of such attendance and the probable costs to the county. If a majority of the members of the board approves the application, such expenses shall be paid from the moneys appropriated to such office for traveling expenses.

Date: 9/14/21 Department: Juvenile Court Authorized Departmental Approval: [Signature]  
 Submitted by: [Signature] Title: [Signature]  
 Conference/Meeting Name: TRAINING FOR JUVENILE COURT OFFICIALS  
 Location: Hyatt Regency  
 Date(s): Oct 4-6, 2021  
 Personnel Attending: HRM [Signature]

### ESTIMATED REQUESTED EXPENSES:

Registration Fees	\$ <u>      </u>
Lodging	<u>300.00</u>
Meals	<u>80.00</u>
Transportation	<u>114.46</u>
Miscellaneous	<u>58.00</u>
<b>TOTAL</b>	<b>\$ <u>552.46</u></b>

### COMMISSIONERS APPROVAL

Approval date: \_\_\_\_\_

FOR COMMISSIONER'S DEPARTMENTS ONLY: Does this travel affect a leadership meeting? YES NO Weekly meeting? YES NO

### STATEMENT OF ACTUAL EXPENSES

DATE: Oct 2021 Authorized Departmental Approval: [Signature]  
 Reimbursement to: Ann Walden (49650) Title: [Signature]  
 (Original receipts for expenses and Certificate of Attendance (where applicable) for the above conference/meeting must be attached to this statement, extra-ordinary expenses, such as: telephone calls, parking, etc., must be explained under remarks.)

Registration Fees	\$ <u>      </u>
Lodging	<u>348.5</u>
Meals	<u>      </u>
Transportation -	
Car: _____ Miles @ _____ per mile	
Other: _____	
Misc. Expenses	<u>      </u>
<b>TOTAL</b>	<b>\$ <u>348.5</u></b>

REMARKS: pd 10/29/21

IF ACTUAL EXPENSES EXCEED ESTIMATE:  
 COMMISSIONERS APPROVAL

I hereby certify above listed expenses are actual and correct.  
 Further I affirm that if I incurred mileage on my personal vehicle a proof of insurance is on file with my department.

Signature of Attendee

Approval date: \_\_\_\_\_

ORIGINAL - Purchasing

CANARY - Commissioners

PINK - Pre Payment Expense

GOLDENROD - Post Expense

PC-0827 Rev. 6/16

REQUISITION # 141750VENDOR # 10916PURCHASE ORDER # 47751PORTAGE COUNTY  
REQUEST FOR AUTHORIZATION OF EXPENSES

## 325.20 County Officer May Attend Convention at County Expense

Except as otherwise provided by law, no elected county officer, and no deputy or employee of the county, shall attend, at county expense, any association meeting or convention, unless authorized by the board of county commissioners. Before such allowance may be made, the head of the county office desiring it shall make application to the board in writing showing the necessity of such attendance and the probable costs to the county. If a majority of the members of the board approves the application, such expenses shall be paid from the moneys appropriated to such office for traveling expenses.

Date: 9/14/21 Department: Juvenile Court Authorized Departmental Approval: [Signature]  
Submitted by: JUDITH SMITH Title: \_\_\_\_\_  
Conference/Meeting Name: THE WING TOGETHER CHICAGO CELEBRATION 2021  
Location: Hyatt Regency Columbus Conference  
Date(s): Oct 4-6, 2021  
Personnel Attending: ANN WALDEN

## ESTIMATED REQUESTED EXPENSES:

Registration Fees	\$ _____
Lodging	<u>300.00</u>
Meals	<u>80.00</u>
Transportation	<u>167.46</u>
Miscellaneous	<u>35.00</u>
TOTAL	<u>\$572.46</u>

## COMMISSIONERS APPROVAL

Approval date: \_\_\_\_\_

FOR COMMISSIONER'S DEPARTMENTS ONLY: Does this travel affect a leadership meeting? YES NO Weekly meeting? YES NO

## STATEMENT OF ACTUAL EXPENSES

DATE: 9.21.21 Authorized Departmental Approval: [Signature]  
Reimbursement to: Hyatt Regency Columbus (5042) Title: \_\_\_\_\_  
(Original receipts for expenses and Certificate of Attendance (where applicable) for the above conference/meeting must be attached to this statement, extra-ordinary expenses, such as: telephone calls, parking, etc., must be explained under remarks.)

Registration Fees	\$ _____
Lodging	<u>300.00</u>
Meals	_____
Transportation—	_____
Car: _____ Miles @ _____ per mile	_____
Other: _____	_____
Misc. Expenses	_____
TOTAL	<u>\$300.00</u>

REMARKS: pd 10/1/21 CAC #494478IF ACTUAL EXPENSES EXCEED ESTIMATE:  
COMMISSIONERS APPROVAL

I hereby certify above listed expenses are actual and correct.  
Further I affirm that if I incurred mileage on my personal vehicle a proof of insurance is on file with my department.

Signature of Attendee

Approval date: \_\_\_\_\_

11/10/2021 09:25 PORTAGE COUNTY  
mbennett GENERAL JOURNAL ENTRY PROOF

CLERK: mbennett

YEAR PER JNL  
SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3 ACCOUNT DRSC T OB DEBIT CREDIT

2021 11	793								
GEN 0010004-430000	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Professional & Technical Servi		14,080.62			
GEN 7040011-153200	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Contract Serv - Portage County			14,080.62		
GEN 0001-010900	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Cash			14,080.62		
GEN 9999-020001	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	SYSTEM GENERATED DUE TO LINE		14,080.62			
GEN 7040-010900	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Due Frm Cntrl Dep to Fund 0001					
GEN 9999-027040	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	SYSTEM GENERATED DUE FROM LINE		14,080.62			
GEN 7040-010900	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Cash					
GEN 9999-027040	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	SYSTEM GENERATED DUE TO LINE					
GEN 7040-010900	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Due Frm Cntrl Dep to Fund 7040				14,080.62	
GEN 9999-027040	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	SYSTEM GENERATED DUE FROM LINE					
				JOURNAL 2021/11/793 TOTAL		42,241.86			42,241.86
2021 11	793								
GEN 0001-039300	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Expenditure Control		14,080.62			
GEN 7040-039100	11/10/2021	Cent Acctg Oct-21 #21-	DSFM / BOC	Revenue Control			14,080.62		

210841

11/10/2021 09:25 PORTAGE COUNTY  
mbennett GENERAL JOURNAL ENTRY PROOF

CLERK: mbennett

YEAR PER JNL  
FUND ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3 ACCOUNT DESCRIPTION DEBIT CREDIT

0001 General Fund	2021 11	793	11/10/2021						
0001-010900				Cash		14,080.62		14,080.62	
0001-039300				Expenditure Control					
				FUND TOTAL		14,080.62		14,080.62	
7040 Centralized Accounting Service	2021 11	793	11/10/2021						
7040-010900				Cash		14,080.62		14,080.62	
7040-039100				Revenue Control					
				FUND TOTAL		14,080.62		14,080.62	
9999 Central Depository	2021 11	793	11/10/2021						
9999-020001				Due Frm Cntrl Dep to Fund 0001		14,080.62		14,080.62	
9999-027040				Due Frm Cntrl Dep to Fund 7040					
				FUND TOTAL		14,080.62		14,080.62	

\*\* END OF REPORT - Generated by Maureen R Bennett \*\*

## Department of Budget & Financial Management

### Centralized Accounting Services Charges

449 S Meridian Street, 7th Floor  
Ravenna, Ohio 44266  
Phone: 330 298-3034  
Fax: 330 297-3680

DATE:  
Journal Voucher  
October 2021 Expenses

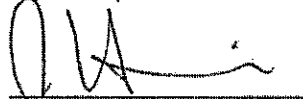
November 5, 2021  
CASBOC10312021

TO: Portage County Auditor  
We are requesting that your staff credit Fund 7040,  
Centralized Accounting Services, for \$14,080.62 shown  
below and debit this amount to the account listed below.

DESCRIPTION	Org	Object	DB AMOUNT	CR AMOUNT
PCS General Administration	52003004	420000	\$ -	
PCW General Administration	54003004	420000	-	
StS General Administration	56003004	420000	-	
PCS General Administration	52006004	420000	-	
PCW General Administration	54006004	420000	-	
StS General Administration	56006004	420000	-	
Solid Waste District	83009014	420000	-	
Commissioners	00100004	420000	14,080.62	
RLF Administration	12850014	400000	-	
Centralized Accounting Services	70400111	152200		14,080.62
TOTAL			\$ 14,080.62	\$ 14,080.62

Thank you for your time and attention.

APPROVED, DIRECTOR OF DBFM:

  
Joe Harris

11/5/21  
Dated

**Department of Budget & Financial  
Management**

**INVOICE**

**Centralized Accounting Services**

**DATE:** November 5, 2021  
**INVOICE #** CAS-ALL10312021  
October 2021 Expenses

449 S Meridian Street, 7th Floor  
Ravenna, Ohio 44266  
Phone: 330 298-3034  
Fax: 330 297-3680

**BILL TO:** Portage County  
Board of Commissioners  
449 S Meridian Street, 7th Floor  
Ravenna, Ohio 44266  
Phone: 330 297-3600

DESCRIPTION	Alloc-%	AMOUNT
Actual Expenditures		\$ 34,437.32
105% Overhead (Minor Rounding Adj.)		1,721.88
Total Invoice Amount		36,159.20
Allocation To Service Areas		
Water Resources -Admin	0.00%	
Water Resources -Billing	53.57%	19,370.97
Solid Waste District	7.49%	2,707.61
Portage County Board of Commissioners	38.94%	14,080.62
RLF Administration	0.00%	-
<b>SUBTOTAL</b>		\$ 36,159.20

Period Sept. 6th through Oct. 17th	Geraldine Lower Budget Specialist	Joe Harris Director	Joan Lambach Utility Billing Mgr	Sheryl Kendrick Utility Billing Rep	Total Hours	Alloc. %
Work Hours	152.00	216.00	168.00	216.00		
Water/Sewer Accounts Receivable	41	27	155	207.00	430.00	57.18%
Water/Sewer Office	0	0	0	0	-	0.00%
Recycling Accounts Receivable	15.5	27	8	1.00	51.50	6.85%
Commiss. Billing & CRFMA	95.5	162	5	8.00	270.50	35.97%
	100.00%	152.00	216.00	168.00	216.00	752.00
					752.00	(less admin)
Vacation	0	0	40	8	40.00	
Holiday	16	16	24	16	72.00	
Sick/ PL	16	8	8	0	32.00	
ADMIN/BUILDING CLOSED	56	0	0	0	56.00	
Subtotal	88.00	24.00	72.00	24	200.00	
Total Hours	240.00	240.00	240.00	240.00	960.00	
MUNIS Hours	240.00	240.00	240.00	240.00	960.00	

	Geraldine Lower Budget Specialist	Joe Harris Director	Joan Lambach Utility Billing Mgr	Sheryl Kendrick Utility Billing Rep	Non Salary Expenses	Monthly			
Salary	5,818.06	8,465.91	8,465.91	7,351.67	Indirect Costs	\$ 1,008.62			
Benefits - fringe percent	767.89	1,103.85	1,103.85	953.70	Admin PS	\$ 1,008.62			
Health Benefits	222.22	333.33	333.33	288.89					
Total Compensation	6,808.17	9,903.09	9,903.09	8,604.26	Salary - Fringe Exp		Admin	Direct	Total Exp
					55,428.69				
WATER/SW/ART	1,569.35	1,672.78	7,810.05	7,055.42	37,003.30	55.57%	540.33		18,448.64
WATER/SW/ART	-	-	-	-	-				
WATER/SW/ART	-	-	-	-	-				
WATER/SW/ART	-	-	-	-	-				
WATER/SW/ART	593.53	1,472.78	602.98	33.86	2,503.14	7.49%	73.51		7,572.83
WATER/SW/ART	-	-	-	-	-				
WATER/SW/ART	-	-	-	-	-				
WATER/SW/ART	-	-	-	-	-				
WATER/SW/ART	3,605.92	4,636.30	252.78	272.38	13,617.35	38.90%	392.76		13,410.11
	100.00%	5,818.06	9,903.09	8,465.91	7,351.67	100.00%	31,428.70	Total Comp.	34,497.33
							Comp Direct	Cross Check	
							Admin PS	\$ 1,008.62	\$ 1,008.62

11/05/2021 13:22  
mbennettPORTAGE COUNTY  
GENERAL JOURNAL ENTRY PROOFP 1  
91cjeant

CLERK: mbennett

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
2021 11	526										
GEN	05700005-596600		11/10/2021	Exp CORR	CORR	#21-	PO 117815	Furniture & Fixtures		348.56	
GEN	05600005-596600		11/10/2021	Exp CORR	CORR	#21-	PO 117815	Furniture & Fixtures			348.56
JOURNAL 2021/11/526 TOTAL										348.56	348.56

210841

11/05/2021 13:22  
mbennettPORTAGE COUNTY  
GENERAL JOURNAL ENTRY PROOFP 2  
91cjeant

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL						.00	.00

\*\* END OF REPORT - Generated by Maureen K Bennett \*\*

**Judge Patricia J. Smith**  
Portage County Common Pleas Court  
Juvenile Division

Joseph Szymanski  
Chief Magistrate

Aaron J. Heavner  
Magistrate

November 4, 2021

NOV 5 2021

Portage County Auditor's Office  
County Administration Building  
Ravenna OH 44266

RE: Expenditure Correction

Please find attached a copy of an Amazon invoice that was paid by Probate Court but should be charged against Juvenile Court's budget. The attached expenditures in the amount of \$348.56 for the purchase of a desk.

Therefore, it is the request of this Court that a Financial Transaction is made as follows:

	<u>Debit</u>	<u>Credit</u>
05700005/596600	348.56	504.31
05600005/596600		504.31
		348.56

Thank you and should you need any further information or documentation or have any questions please contact me at 330-298-3923.

Respectfully,



Judi Payden  
Juvenile Court Fiscal

Cc: File



amazon.com

PAYMENT ADDRESS  
SYNCR/AMAZON  
PO BOX 530958  
Atlanta, GA 30353-0958

Invoice # 485374938484  
Account Number: XXXXXXXX0562  
Company Name: PORTAGE COUNTY COMMISSION

Transaction #: 52353209 PO #: 117815 PROB CT HGYEK  
Sale Date: 08/23/2021 Store: 0003  
Authorization: 000671 Register #:  
Due Date: 12/06/2021

SKU	Description	Qty	Unit	Price	Ex Price
B00153D6SE	Sauder Heritage Hill Executive	1	EA	\$348.56	\$348.56
	SALES TAX	1	EA	\$0.00	\$0.00

Subtotal: \$348.56

Tax: \$0.00

Total Invoice: \$348.56

MATERIALS RECEIVED AND  
INVOICE(S) APPROVED FOR PAYMENT  
PO # 117815  
VENDOR #  
SIGNATURE

## PO Detail Records



Back



Search

## Purchase Order

Fiscal year  Number  Line 

## Detail

Quantity Commodity 

## Inventory

Item Location 

## Description

PLEASE ORDER- I WILL SEND EMAIL WITH LINK.  
Sauder Heritage Hill Executive Desk, Classic Cherry Finish☐ Add'l Desc/Notes

## Miscellaneous

Manufacturer Manufacturer item no. Vendor item no. 1099 Box Capital Asset Request by Receipt Notification Required By Dept/Loc Bid WO number WO Task 

Seq	Org	Obj	Project	Description	Amount	Bud
01	05600005	596600		Furn & Fix	409.95	U

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**RESOLUTION NO. 21-0842**

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**RE: ACCEPTANCE OF THEN AND NOW  
CERTIFICATIONS FOR PAYMENT.**

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

- WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and
- WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and
- WHEREAS,** a listing of expenditures has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it
- RESOLVED,** that the expenditures listed are properly certified by the County Auditor in the amount of **\$73,068.21** dated **November 10, 2021** shall be paid; 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;

JANET ESPOSITO, AUDITOR  
Portage County Auditor's Office  
449 S. Meridian Street, Ravenna, Ohio 44266

**EXHIBIT A**

Phone (330) 297-3561

**THEN AND NOW CERTIFICATE**

DATE: 11-9-21

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate the amounts shown below required to meet the contract or order have been lawfully appropriated for such purpose. These amounts are in the county treasury or in the process of collection to the credit of the indicated funds free from any obligation or certification now outstanding.

J. Esposito  
Portage County Auditor

11-9-21  
Date

VENDOR	INV. DATE	P.O. DATE	DEPT	AMOUNT	*REASON
Garchione Chev	6-21-21	10-22-21	Sheriff	275.00	
Summit Pym	11-18-20	10-27-21	Cremmon PI	1300.00	
Ashm-S	10-26-21	11-3-21	Maint	9520.00	
Bummel	11-1-21	"	"	6526.15	
JA Commune-9	10-22-21	"	"	4249.00	
Wolcott D	10-28-21	11-3-21	"	2226.85	
Winkhauser J	6-10-21	10-28-21	Clerk of Courts	196.80	
Madient	10-7-21	10-27-21	Aud	9381.14	
Bengison M	9-10-21	11-1-21	IT	106.96	
WHS P	10-9-21	10-12-21	JPS	1,000.00	
Recovery Direct	9-13-21	11-1-21	"	249.00	
ODPS	8-1-21	10-1-21	Payroll	2110.00	

COMMISSIONERS RESOLUTION # 210842

PAGE TOTAL 29,306.90

DATE: 11/10/21

\*COMMISSIONERS

GRAND TOTAL 73,068.21

JANET ESPOSITO, AUDITOR  
Portage County Auditor's Office  
449 S. Meridian Street, Ravenna, Ohio 44266

**EXHIBIT A**

Phone (330) 297-3561

**THEN AND NOW CERTIFICATE**

DATE: 11-9-21

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate the amounts shown below required to meet the contract or order have been lawfully appropriated for such purpose. These amounts are in the county treasury or in the process of collection to the credit of the indicated funds free from any obligation or certification now outstanding.

Portage County Auditor

Date

VENDOR	INV. DATE	P.O. DATE	DEPT	AMOUNT	*REASON
Rockin Robin	11-1-21	11-3-21	Adult Prob	407.00	
Harris L	10-12-21	10-27-21	BOE	140.00	
Grassie R	11-20-20	11-5-21	Probate	200.00	
Automotive Svc Ctr	10-28-21	11-1-21	Vets	608.10	
Houmes Inc	10-1-21	10-29-21	"	192.71	
Davis K	5-25-21	7-7-21	JFS	479.92	
Davis L	8-1-21	8-25-21	"	915.60	

COMMISSIONERS RESOLUTION # 210842

PAGE TOTAL 2903.33

DATE: 10/10/21

\*COMMISSIONERS

GRAND TOTAL

JANET ESPOSITO, AUDITOR  
 Portage County Auditor's Office  
 449 S. Meridian Street, Ravenna, Ohio 44266

**EXHIBIT A**

Phone (330) 297-3561

**THEN AND NOW CERTIFICATE**DATE: 11-9-21

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate the amounts shown below required to meet the contract or order have been lawfully appropriated for such purpose. These amounts are in the county treasury or in the process of collection to the credit of the indicated funds free from any obligation or certification now outstanding.

Portage County Auditor

Date

VENDOR	INV. DATE	P.O. DATE	DEPT	AMOUNT	*REASON
Gurgess & Nide	9-22-21	11-4-21	WR	26,439.98	
Northcoast Industries/Porter Co	9-1-21	9-24-21	WR	168.00	
CP Electric Motor	8-23-21	9-1-21	WR	14,250.30	

COMMISSIONERS RESOLUTION #

210842

PAGE TOTAL

40857.98

DATE: 11/10/21

\*COMMISSIONERS

GRAND TOTAL

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**RESOLUTION NO. 21-0843**

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**RE: AMENDMENT TO THE GENERAL FUND  
 2021 ANNUAL APPROPRIATION  
 RESOLUTION NO. 20-0802 ADOPTED  
 DECEMBER 17, 2020**

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

**RESOLVED,** that it has become necessary to amend the 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:

						<b>Increase</b>	<b>Decrease</b>
<b>0530</b>	<b>Common Pleas</b>						
05306	Capital Outlay					\$ 72,200	
						\$ 72,200	\$ -
<i>Memo: Technology Upgrade Request</i>							
<b>0580</b>	<b>Juvenile Probation</b>						
05804	Contract Services						\$ 6,500
05805	Materials & Supplies					\$ 6,500	
						\$ 6,500	\$ 6,500
<i>Memo: To cover expenses</i>							
<b>Total:</b>						<b>\$ 78,700</b>	<b>\$ 6,500</b>

; 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. 21-0844 - RE: AMENDMENT TO THE NON-GENERAL FUND 2021 ANNUAL APPROPRIATION RESOLUTION NO. 20-0803 ADOPTED DECEMBER 17, 2020**

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

**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:

				<u>Increase</u>	<u>Decrease</u>
<b>1166</b>	<b>EMPG Homeland Security Grant</b>				
11663	Personal Services			\$ 25,000	
11664	Contract Services			\$ 5,350	
11665	Materials & Supplies			\$ 600	
				\$ 31,950	\$ -
	<i>Memo: Increase for budget</i>				
<b>3213</b>	<b>SA PCS OWDA 1998</b>				
32138	Debt Service				\$ 129
32139	Misc. Expenses			\$ 10,037	
				\$ 10,037	\$ 129
	<i>Memo: To pay back advance</i>				
<b>5200</b>	<b>PCS General Administration</b>				
52005	Materials & Supplies			\$ 75,000	
52006	Capital Outlay				\$ 75,000
				\$ 75,000	\$ 75,000
	<i>Memo: Transfer to 5's</i>				
<b>5400</b>	<b>PCW General Administration</b>				
54005	Materials & Supplies			\$ 75,000	
				\$ 75,000	\$ -
	<i>Memo: Additional Budget needed</i>				
<b>TOTAL MEMO BALANCE ALL AMENDMENTS:</b>				<b>\$ 191,987</b>	<b>\$ 75,129</b>

; 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

Roll call as Follows:

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

**RESOLVED,** that the following cash advance be made in the amount of \$ 70,000.00:

; and be it further

0131



**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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**RESOLUTION NO. 21-0846          -          RE:    ACCEPT THE 2021-2022 CRIME VICTIMS' ASSISTANCE OFFICE OF THE ATTORNEY GENERAL OF OHIO (CONTINUATION PROGRAM) GRANT FOR THE PORTAGE COUNTY PROSECUTOR.**

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 adopted resolution 21-0486 dated, July 1, 2021, which authorized the application to the Crime victims' assistance office of the Attorney General of Ohio, to fund five (6) full-time positions:

1. Administrative Assistant in the notification program
2. Advocate position for Juvenile/Kent courts
3. Advocate position for Common Pleas Court #3/ Program Director
4. Advocate position for Common Pleas Court #4
5. Advocate position for Ravenna Municipal Court A
6. Advocate position for Ravenna Municipal Court B

**WHERAS,**          The Portage County Board of Commissioners fully supports the Portage County Prosecutor's Office in its efforts to support the Victims of crime in Portage County: now therefore be it

**WHEREAS,**          the state has instituted an electronic process for the VOCA/SVAA grant award documents; now therefore be it

**RESOLVED,**          the Board of the Portage County Commissioners does hereby agree to accept the Crime Victims' Assistance office of the Attorney General of Ohio's **VOCA grant award on behalf of the Portage County Prosecutor's office, for \$104,609 with general fund**

match of \$26,152.25, and a one (1) time transfer from the General Fund in the amount of \$211,199.75 to cover additional program costs, for a project total of \$341,961.00, and the SVAA grant award of \$10,156.68, with no local match, for the period of October 1, 2021 through September 30, 2022: and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Department of Budget and Financial Management, the Portage County Prosecutor's Office of Victim Assistance and the Portage County Auditor's Office; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal Actions of this board, concerning and relating to the adoption of this Resolution, were taken in 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 was as follows:

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

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**RESOLUTION NO. 21-0847      -      RE:      APPOINTMENTS TO THE PORTAGE  
COUNTY DEVELOPMENTAL DISABILITIES  
BOARD OF TRUSTEES**

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

**WHEREAS,** the mission of the Portage County Developmental Disabilities Board of Trustees is to identify and to provide necessary services by establishing policies, administering, and operating facilities, programs, and services that will continue to benefit the citizens of Portage County; and be it further

**WHEREAS,** Cheri Michael is requesting re-appointment to the Board of Trustees for her third term and William Tarver is requesting re-appointment for his second term; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does hereby make the following appoints to serve on the Board of Trustees commencing January 1, 2022 and expiring December 31, 2025:

Name	Position	Term Expiration Date
Cheri Michael 4003 State Route 44 Rootstown, OH 44272	Immediate family member of an individual eligible for early intervention services or services for preschool or school-age children [ORC 5126.022(B)]	December 31, 2025
William Tarver 7248 Trillium Court Ravenna, OH 44266	Immediate family member of an adult eligible for and/or receiving Portage County services [ORC 5126.022(B)]	December 31, 2025

; 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 NO. 21-0848      -      RE:      APPROVING THE PLANS, SPECIFICATIONS AND ESTIMATE OF COST, AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE CONSTRUCTION OF PROJECT NO. SH-W (20-190), SHALERSVILLE WATER TREATMENT PLANT SOFTENER IMPROVEMENTS, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, SHALERSVILLE TOWNSHIP.**

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

**WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and be it further

**WHEREAS,** Resolution No. 74-204, adopted September 5, 1974, established the general plan of water in the Sewer District; and

**WHEREAS,** pursuant to authorization by this Board contained in Resolution 21-0449 adopted, June 17, 2021, the County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. SH-W (20-190), Shalersville Water Treatment Plant Chemical Improvements, hereinafter referred to as the "PROJECT"; and

**WHEREAS,** the PROJECT is necessary because Portage County Water Resources has experienced a reduction in daily softening capacity at the Shalersville Water Treatment Plant; and

**WHEREAS,** the existing equipment was installed during the original water plant construction in 1995 and plant expansion in 2002 and results from testing show that there are built up deposits of iron, as well as, chemical deterioration of the existing softener resin; and

**WHEREAS,** more frequent backwashing of the softener resin is necessary in order to provide softened water to the public, resulting in higher salt usage and water usage at the water plant and elevated concentrations of total filterable residue in the waste stream sent to the Streetsboro Wastewater Treatment Plant (WWTP); and

**WHEREAS,** the Streetsboro WWTP NPDES authorization to discharge includes a schedule of compliance from the Ohio EPA to reduce total filterable residue (aka total dissolved solids) in the plant effluent; and

**WHEREAS,** the PROJECT is essential to reducing the total filterable residue in the waste stream sent to Streetsboro WWTP and maintaining a reliable water supply system; and

**WHEREAS,** copies of said plans, specifications and estimate of cost are on file in the office of the Clerk and County Water Resources and are available for examination therein; now therefore be it

**RESOLVED,** by the Board of Commissioners of Portage County, Ohio:

Section 1. That said plans, specifications and estimate of cost for said PROJECT hereto be and the same are hereby approved.

Section 2. That said plans, specifications and estimate of cost shall be filed in the office of the Clerk of this Board and in the office of the County Water Resources and kept continuously on file for inspection by all persons interested therein.

Section 3. That sealed bids for the construction of the PROJECT will be accepted by the Portage County Commissioners until 2:00 PM on December 8, 2021 at their office on the first floor of the County

Administration Building, 449 South Meridian Street, Ravenna, Ohio.

Section 4. That the Notice of receiving bids shall be posted in the Record Courier on November 15 and November 22, 2021 and the Clerk of this Board is directed to post said Notice on the official bulletin board in the office of the County Commissioners. This advertisement for bids can also be found on Portage County's website at: [www.co.portageco.oh.us](http://www.co.portageco.oh.us) under county bid notices.

Section 5. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements 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. 21-0849      -      RE:    ENTER THE AMENDMENT NO. 2 BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF THE  
PORTAGE COUNTY DEPARTMENT OF JOB  
& FAMILY SERVICES, THE NORTHEAST  
OHIO CONSORTIUM COUNCIL OF  
GOVERNMENTS, AND THE PORTAGE  
DEVELOPMENT BOARD.**

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

**WHEREAS,**      Northeast Ohio Consortium of Governments (the "NOC COG") made by the Ohio Department of Job and Family Services (ODJFS) was awarded a grant pursuant to Title I of the Workforce Innovation and Opportunity Act of 2014 (WIOA) for the program year commencing July 1, 2017 for Business Resource services; and

**WHEREAS,**      the Northeast Ohio Consortium Council of Governments has been designated as a Subgrantee and the Fiscal and Administrative Agent for the Business Resource Network within Geauga, Ashtabula, and Portage Counties; and

**WHEREAS,**      on July 21, 2017, the NOC COG issued a Request for Proposals ("RFP")

to perform the County Account Executive work from experienced workforce and economic professionals and was sent to seventeen (17) potential providers; and

**WHEREAS,** two (2) proposals were received, opened, and tabulated for above mentioned services; and

**WHEREAS,** on February 22, 2018, the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for the period September 1, 2017 through June 30, 2018, through Resolution No. 18-0151; and

**WHEREAS,** on November 1, 2018, the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business Resource Network services for the period July 1, 2018 through June 30, 2019, through Resolution No. 18-0773; and

**WHEREAS,** on July 2, 2019, the Board of Portage County Commissioners on behalf of the Portage County Department of Job and Family services entered into a Subgrant Agreement with the Northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business resource Network services for the period July 1, 2019 through June 30, 2020, through Resolution No. 19-0472; and

**WHEREAS,** on September 24, 2020 the Board of Portage County commissioners on behalf of Portage County Job and Family Services entered into a subgrant agreement with the northeast Ohio Consortium Council of Governments and Portage Development Board for the provision of Business resource Network services for the period July 1, 2020 through June 30, 2021, through resolution No. 20-0585; and

**WHEREAS,** on May 5, 2021 the NOCCOG Board passed a motion to amend the July 1, 2020 agreement by increasing the contract by Five Thousand and 00/100 dollars (\$5,000.00); and

**WHEREAS,** the parties desire to amend the Original Agreement; and

**WHEREAS,** this Agreement will be used to detail the terms of the relationship between the NOC COG, Portage County Department of Job & Family Services and Portage Development Board; now therefore be it

**WHEREAS,** on July 28, 2021 the NOC COG board, passed a motion to amend the

July 1, 2020 Subgrant Agreement. Said motion permitted the July 1, 2020, Subgrant Agreement to be amended in writing to (1) change the term of the Agreement from an original term of July 1, 2020 to June 30, 2021 to that of July 1, 2020 to August 31, 2021; and (2) amend the amount of compensation available during the amended term from the amount of Fifty Thousand and 00/100 Dollars (\$50,000.00) to that of Fifty-Seven Thousand Five Hundred and 00/100 Dollars (\$57,500.00); and

**RESOLVED,** that the Board of Portage County Commissioners on behalf of the Portage County Department of Job & Family Services agree to enter into Amendment No. 2 with the Northeast Ohio Consortium Council of Governments and Portage Development Board to (1) change the term of the Agreement from an original term of July 1, 2020 to June 30, 2021 to that of July 1, 2020 to August 31, 2021; and (2) amend the amount of compensation available during the amended term from the amount of Fifty Thousand and 00/100 Dollars (\$50,000.00) to that of Fifty-Seven Thousand Five Hundred and 00/100 Dollars (\$57,500.00); and be it further

**RESOLVED,** FUND 1413 will be used to pay for this agreement; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Fifty-seven Thousand Five Hundred and 00/100 dollars (\$57,500.00) for the contract period July 1, 2020 through August 31, 2021; 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;

*	*	*	*	*
<b>RESOLUTION No. 21-0850</b>	<b>-</b>	<b>RE:</b>	<b>ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND CARDINAL ASPHALT COMPANY, INC. FOR THE 2021 441 RESURFACING PROJECT, FOR THE RESURFACING OF VARIOUS PORTAGE COUNTY ROADS.</b>	

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

following resolution be adopted:

- WHEREAS,** Resolution 21-0387 accepted and awarded the bid of Cardinal Asphalt Company, Inc. for furnishing all labor, materials, and equipment necessary to complete the **2021 441 Resurfacing Project**, for the resurfacing of various Portage County roads, and
- WHEREAS,** a contract was entered into with Cardinal Asphalt Company, Inc. in the total amount of \$704,379.00, and
- WHEREAS,** modifications to the project specifications resulted in a cost decrease, 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 Cardinal Asphalt Company, Inc. covering the **2021 441 Resurfacing Project**, for the resurfacing of various Portage County roads, and be it further
- RESOLVED,** that this Contract Change Order decreases the contract between Cardinal Asphalt Company, Inc., and Portage County by \$76,743.53 to **\$627,635.47**, and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Cardinal Asphalt Company, 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 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. 21-0850      -      RE:    ACCEPT CONTRACT CHANGE ORDER NO. 1 AND FINAL TO THE CONSTRUCTION AGREEMENT BETWEEN THE BOARD OF PORTAGE COUNTY COMMISSIONERS AND CARDINAL ASPHALT COMPANY, INC. FOR THE 2021 441 RESURFACING PROJECT,**



**FOR THE RESURFACING OF VARIOUS  
PORTAGE COUNTY ROADS.**

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

- WHEREAS,** Resolution 21-0387 accepted and awarded the bid of Cardinal Asphalt Company, Inc. for furnishing all labor, materials, and equipment necessary to complete the **2021 441 Resurfacing Project**, for the resurfacing of various Portage County roads, and
- WHEREAS,** a contract was entered into with Cardinal Asphalt Company, Inc. in the total amount of \$704,379.00, and
- WHEREAS,** modifications to the project specifications resulted in a cost decrease, 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 Cardinal Asphalt Company, Inc. covering the **2021 441 Resurfacing Project**, for the resurfacing of various Portage County roads, and be it further
- RESOLVED,** that this Contract Change Order decreases the contract between Cardinal Asphalt Company, Inc., and Portage County by \$76,743.53 to **\$627,635.47**, and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorize the execution of said Contract Change Order between Cardinal Asphalt Company, 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 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. 21-0851**

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**RE: ACCEPT AND AWARD THE BID OF  
WORKMAN INDUSTRIAL SERVICES,**

**INC. FOR THE 2021 SMALL BRIDGE REPLACEMENT PROJECT, IN FRANKLIN AND ROOTSTOWN TOWNSHIPS, PORTAGE COUNTY.**

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

**WHEREAS,** notice of Receiving Bids for the **2021 Small Bridge Replacement Project** was published in the Record Courier on October 1 and October 8, 2021; and

**WHEREAS,** seven (7) sealed bids were received, tabulated, and recorded on November 3, 2021 for furnishing all labor, materials, and equipment necessary to complete the project known as **2021 Small Bridge Replacement Project**; and

**WHEREAS,** after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of **Workman Industrial Services, Inc.** be accepted as the lowest and best bid received; now therefore be it

**RESOLVED,** that the bid of **Workman Industrial Services, Inc. 361 Old Forge Road, Kent, Ohio 44240**, be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **2021 Small Bridge Replacement Project** in Franklin and Rootstown Townships, Portage County, and be it further

**RESOLVED,** that a contract be entered into with **Workman Industrial Services, Inc.** in the total amount of **\$573,660.00**, 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 NO. 21-0852      -      RE:    ACCEPT THE FY2019 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT (HMEP) ON**

**BEHALF OF THE PORTAGE COUNTY  
OFFICE OF HOMELAND SECURITY &  
EMERGENCY MANAGEMENT (FEDERAL  
PASS-THRU # 693JK31940044HMEP).**

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

- WHEREAS,** the Board of Portage County Commissioners adopted Resolution No. 19-0275 on April 23, 2019, authorizing grant application to the Ohio Emergency Management Agency (EMA) for the FY2019-2022 Hazardous Materials Emergency Preparedness Grant funds; and
- WHEREAS,** Portage County has been awarded FY2021 Hazardous Materials Emergency Preparedness Grant funds to conduct training courses including: Ohio Hazardous Materials Technician Certification and Confined Space Trainings
- RESOLVED,** the Board of Portage County Commissioners accepts the FY2019 Hazardous Material Emergency Preparedness Grant funding **[Agreement Number 23533] for the grant period ending September 30, 2022, in the amount of Sixteen thousand nine hundred ninety-six and 00/100 dollars (\$16,996.00)** with a 20% local match obligation of Four thousand two hundred forty-nine and 00/100 dollars (\$4,249), from Fund 1170 for a total project cost of \$21,245.00; and be it further
- RESOLVED,** that the Board of Portage County Commissioners authorizes the Office of Homeland Security and Emergency Management Director to sign all necessary documents associated with this grant; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, and the Office of Homeland Security & Emergency 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. 21-0853

- RE: AMENDING RESOLUTION 21-0672  
AUTHORIZING A NEW WAGE SCALE AND  
STEP RATE SYSTEM FOR FULL TIME AND  
PART TIME NON-BARGAINING  
EMPLOYEES OF THOSE COUNTY  
DEPARTMENTS UNDER THE BOARD OF  
COMMISSIONERS' AUTHORITY AND FOR  
THOSE ELECTED OFFICIALS/NON-  
COMMISSIONER DEPARTMENTS WHO  
ADOPT THE COMMISSIONERS' WAGE  
SCALE.

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

**WHEREAS,** the Board of Commissioners adopted Resolution 21-0672 on September 16, 2021 authorizing a new wage scale and step rate system for full-time and part-time non-bargaining employees of those county departments under the authority of the Board of Commissioners effective November 1, 2021; and

**WHEREAS,** Resolution 21-0672 authorized eligible employees to be placed on the wage scale at the next step up, nearest to their current hourly wage on November 1, 2021. Employees were then to move to the next step in the assigned pay grade on the anniversary of the employee's original hire date according to the Compensation Plan Structure Manual in 2022 or if on November 1, 2021, the employee reaches Midpoint or a step above Midpoint on the new wage scale, the employee would advance to the next step on the anniversary of the employee's permanent date in two years, or in 2023; and

**WHEREAS,** the Board of Commissioners wishes to amend the language in the Compensation Plan Structure Manual and Resolution 21-0672 to allow a one-time multi-step opportunity. Effective November 1, 2021, employees will be placed on the new wage scale at the next step up, nearest to their current hourly wage plus one additional step. Employees will then move to the next step in the assigned pay grade on the anniversary of the employee's original hire date in 2022. This opportunity will also be given to employees who reach Mid-Point or above on November 1, 2021. The multi-step opportunity in 2021/2022 is a one-time event. Beginning in 2023, the Compensation Plan Structure will be followed as designed; and

**WHEREAS,** the new wage scale and Compensation Plan Structure Manual may also be adopted by those departments who participated in the 2018 wage study conducted by Clemans, Nelson & Associates: Auditor, Information Technology Services, Prosecutor, Public Defender, Recorder, Tax Map,

and Treasurer. In order to participate on the new wage scale, the departments must follow the Compensation Plan Structure as designed and will only receive funding for the factorings conducted by Clemans, Nelson & Associates or the County HR Department and will only receive funding as allocated according to the Plan. For those departments who did not participate in the wage study or are not participating on the new wage plan, the Board of Commissioners reserves the right to establish a flat increase or no increase. The percentage increase would be calculated to reflect the average rate of increases for all departments; now therefore be it

**RESOLVED,** that the Board hereby directs its Department Directors to submit Payroll Change Authorization Forms (PCAs) authorizing each full-time and part-time non-bargaining employee in their respective departments to move one additional step on the newly adopted wage scale effective for the pay period starting November 1, 2021 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. 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:

- Hire Natalie Anderson as a Social Service Worker 3 replacing the position previously held by Kirstie Clapper for Portage County Job & Family Services. Tentative start date is 11/29/2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion:**                      **Commissioner Badalamenti**

**Seconded:**                **Commissioner Christian-Bennett**

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

**Motion Carries**

- Hire Milanka Maric as a Social Service Worker 3 replacing the position previously held by Erika Moton for Portage County Job & Family Services. Tentative start date is 11/15/2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- Accept the resignation of Marina Everhart, Eligibility Specialist, for Portage County Job & Family Services effective November 8, 2021.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

- Authorize the three-day internal posting of the full time Eligibility Specialist replacing Marina Everhart 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**

2. The Board of Commissioners authorized Commissioner Sabrina Christian-Bennett, President of the Board, to sign the State of Ohio Department of Development Office of Community Development Request for Release of Funds (RROF) and Certification for Federally Funded State Projects for Hope Town Conversion Project, 9077 Maple Grove, Windham, Ohio 44288, in the amount of \$153,500 from the Economic Development Revolving Loan Funds, as presented by Neighborhood Development Services. Documents reviewed by Department of Budget & Financial Management with no exceptions noted.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

3. In accordance with ORC 311.20, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Monthly Jail Reports for expenditures and food costs for prisoners for October 2021 as presented by the Sheriff's Office.

**Motion:** Commissioner Badalamenti

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

4. Motion to designate the County Administrator, on behalf of the Portage County Board of Commissioners, to sign the participation agreement concerning the "Janssen/Johnson and Johnson Settlement" regarding that portion of the opioid litigation presently in the United States District Court.

**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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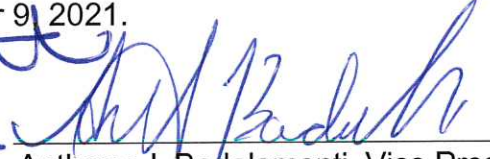
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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Badalamenti  
 that the Board adjourn the Meeting of **November 9, 2021 at 11:03 AM.**  
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea;  
 Commissioner 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 November 9, 2021.

  
 Sabrina Christian-Bennett, President

  
 Anthony J. Badalamenti, Vice President

-----ABSENT-----

Vicki A. Kline, Board Member

  
 Amy Hutchinson, Clerk