



Portage County Board of Commissioners
Meeting Minutes

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

Kassidy Parbel, Clerk
330-297-3600

Thursday, October 19th, 2023

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

The Portage County Board of Commissioners' meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

Attendee Name	Title	Status
Anthony J. Badalamenti	President	Present
Sabrina Christian-Bennett	Vice President	Present
Mike Tinlin	Board Member	Present

Also attending throughout the day was County Administrator Michelle Crombie.

1. The Board of Commissioners approves the October 12th, 2023 regular meeting minutes.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

RED RIBBON WEEK PROCLAMATION

Mr. Jaime Hilverding accepted the proclamation in honor of the Proclaimed Red Ribbon Week.

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for September 2023 as presented by the Portage County Treasurer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

2. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for October 2, 2023 through October 8, 2023 as presented by Chief Dog Warden David McIntyre.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. The Board of Commissioners acknowledged the receipt of the October 10, 2023 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries**Resolution:**

1. The Board of Commissioners acknowledge the acceptance of donations to the office of the Portage County Dog Warden./Resolution No. 23-0621

OSU EXTENSION AND PORTAGE COUNTY 4-H

Present: Jesseca Housel, Eric Barrett, Ashley Hughey, and Hannah Kennedy.

The group came to give updates on their organization and to speak on next year's budget. Ms. Housel started by stating that there are two vacant positions in their office. The position of ANR Educator, they are hoping to have filled by Seth Kannberg. Mr. Kannberg is a local from Portage County and is scheduled to start on November 6th. He is hoping to make 100 farm visits by the end of the year.

Mr. Barrett spoke briefly about different initiatives that Portage County participates in, including the Water Quality Team. This group works with farmers on water quality issues, phosphorus, with dissolved phosphorus being the greatest concern. Efforts are made to try and convince farmers not to over fertilize by conducting soil testing and working with them one on one. The outdated way of thinking is that fertilization is needed, which has damaging results. Dissolved phosphorus feeds algae blooms. Strides have been made, and it is getting better and better every year.

Ms. Housel spoke about the SNAP-ED briefly before talking about the 4-H Youth Development Program and the highlights of the year.

- Portage was written on a multi-county grant this past summer with the Ohio Department of Education, making it possible to provide an enrichment program to Ravenna City Schools.
- Students from 1st through 8th participated in the program that was geared to those who needed additional support in academics. There were 44 participants who came to the school for two weeks during the summer to meet with teachers and then the OSU Extension for fun science activities.

- The grant provided the funds for the supplies that were needed for the program.
- Ms. Housel also introduced Hannah, who is a student participant that has been with the organization for a year now. Hannah helped instruct at Medina County Ag Day, where middle schoolers came in and were taught about agricultural business.
- Other Counties also participate in a County Ag Day, and the group would like to eventually have a similar day in Portage.
- Mr. Barrett stated that they are planning on having an Ag Day within the coming year with the hire of Mr. Kannberg and his expertise on drones. He explains that the idea is to expose the youth to the professions of agriculture, and to encourage their career development.
- The Portage County Randolph Fair is the last event Ms. Housel spoke of.

Ms. Housel stated that involving Program Designer, Jill Halligan has made a difference in school enrichment programs. Mr. Barrett spoke on how funding is taken from a Department of Education 16-county grant to pay salaries for Ms. Halligan and the student assistant.

A save the date was given for the county camping at Camp Whitewood. Columbiana, Stark, Mahoning and Portage usually are together, but it has been split into two to give the opportunity for more kids to be able to attend.

Community impacts were talked about. There was an increase in youth memberships and projects this year. Various libraries were worked with, and there was an increase with School Enrichment Programming. There was a definite increase from last year. The numbers have been split among the School Enrichment and Outreach and Engagement. School Enrichment is where the organization is actively teaching and planning curriculum and the Outreach and Engagement is simply getting the OSU Extension's name out and explaining what they do. They participated in many more events.

Commissioner Badalamenti asked if the 538 number was included in the 750. Ms. Housel stated that they are separate numbers.

Mr. Barrett stated that there is a financial literacy requirement for the schools that Ms. Housel is receiving a lot of calls about. A program offered by the OSU Extension called Real Money, Real World fits into the category and is endorsed by State Treasurer Robert Sprague. Mr. Barrett invited the Commissioners to help on simulation day. It is a 6-week lesson plan where the students would learn how to get a job, and other life skills. On simulation day students go around the room and pick salary cards and learn how to make a budget work. Chance cards are also given. The requirements are that every table is went to and they are unable be under budget. The event can be put on by any school and is supposed to help teach the basics like balancing a check book. The legislature passed this to help Ohio's kids to be better at money management.

Numbers were different for Agriculture and Natural Resources this year. The Master Gardner Volunteer Program grew, and 200 seed packets were passed out through Ohio Victory Gardens to schools, senior centers, and the Housing Authority.

Another program that the group talked about is the Expanded Food and Nutrition Education Program (EFNEP) run by Jeannie Yount. There is a 9-week course with the requirement of completing at least 6 weeks to graduate. Both EFNEP and SNAP-ED are federally funded programs that do not require a county match. Incentives are given to participants to join. SNAP-ED numbers increased from last year as well.

The last page talked about budget and proposals. Expenses are listed and since programming is trying to be expanded for 2024, the group gave a few options for an increase to their budget. They would like to be able to continue to provide salaries for Jill Halligan as well as a couple interns to expand programs. They would like to be competitive with salaries and would like to have the supplies needed to implement the Financial Literacy Programs and make those partnerships happen. This request also includes added amounts for mileage for the new hire, Seth.

Commissioner Christian-Bennett clarified that the first ask is for an additional \$20,000 with the second being an additional \$45,000. She states that in 2022 an increase of \$15,000 was given and an additional \$15,000 last year. This year the request is \$20,000 or \$45,000. The budget process is just now starting, and the Board will make sure to make the group's request known to the Department of Budget and Financial Management, to see if there are any additional funds. Commissioner Christian-Bennett stated that there were some good years, but now it might be time to start pulling back. Mr. Barrett stated that he understands that everything is increasing. Commissioner Badalamenti asked what the end goal is over the next five years.

Mr. Barrett stated that it is to sustain staff. If they are unable to, then the position of the Office Service Coordinator may have to be a part-time position. They are receiving a match from SNAP-ED and EFNEP. Mr. Barrett hopes that the economy is slowing down. The Commissioners thanked the group for coming in and thanked them for what they do for the community.

INFORMATION TECHNOLOGY SERVICES

Present: Director Cameron Singer

Discussion:

1. Electronic Signature Policy. (Reference Internal Services Resolution 12.)

Director Singer came to address the Board on adopting the Electronic Signature Policy. He states that it will help protect the county from litigation. Documents may be signed without using physical paper and it allows ITS to vet any software being used to sign a document. With that verification it allows it to be secure and makes sure the person is who they say they are. A security procedure must be gone through.

Commissioner Badalamenti mentioned how now he has seen scams where the scammer can imitate individuals' voices. How do we fight against that? Director Singer stated that the biggest thing is to go into the software itself and see how they verify that the person is who they say they are, whether its an IP address or multifactor authentication. They may even have to submit a driver's license when they sign up for the account. DocuSign follows all the guidelines and is a very secure program. All the security features will be reviewed and verified

as according to the County Risk Assessment on page 3. It goes through all the details of what is being verified when it concerns software application. They follow tiers according to the impact, and then it can be recommended whether the county should be using it.

Commissioner Badalamenti asked if this was to replace DocuSign? No, it is when a document is received by a vendor, and they request that Microsoft is used to sign it. Microsoft would have to be vetted to make sure that it is secure. Commissioner Christian-Bennett states that two factor authentication is on everything now.

Director Singer states that he is trying to push that throughout the county, but it is slow moving. He states that security is the number one focus of his department.

Commissioner Tinlin stated that he is aware of all the work Director Singer put in on this and with the Data Processing Board. It's appreciated. Director Singer states that Legal and the Data Processing Board has approved it already.

INTERNAL SERVICES

Present: Director Shannon Kautzman

Discussion:

1. Project Updates

- Administration Building updates consist of the leak continuing in the Building Department. They investigated the vent pipe and the flower boxes in front of the building but have determined that the water is not coming from either of those places. Next step is for maintenance to start tearing up tiles to see if there are any cracks in the concrete. The water is coming up in the lobby, in front of the doors. If a crack is found, then the plumbers will come in with their equipment.
- The Annex Building bids came in and they were \$5,000 under for an amount of \$495,000. Director Kautzman is still waiting on the award letter for the company.
- The EMA addition will have steel work begin. The garage on the old section is getting the walls and ceiling patched.
- At the Ravenna Courthouse the elevator work has begun, and it is expected to be completed by the end of week of December 18th. The jail elevator will then be worked on. The carpet in Magistrate Smith's area is complete and Judge Doherty's will be complete the week of the 23rd.

Commissioner Badalamenti asked if the Prosecutor's Office was complete. It is not. It is scheduled to be completed at the end of November due to the scaffolding delays.

Resolutions:

1. The Board of Commissioners accepts bids and award contract for Project No. SH-2 (23-010), Bolingbrook WWTP Sludge Tank Replacement, in the Portage County Regional Sewer District, Shalersville Township./Resolution No. 23-0605

2. The Board of Commissioners accepts bids and award contract for Project No. MV-) (23-130), Mantua WWTP Clarifier Covers, in the Portage County Regional Sewer District, Mantua Township, Ohio./Resolution No. 23-0606
3. The Board of Commissioners agrees to enter into an agreement with DLZ for the preparation of plans, specifications and estimate of cost for Project No. PC-W (23-070) Water Storage Improvements – Rootstown, Portage County-W (23-080) Water Storage Improvements – Shalersville, and MV-O (23-090) Water Storage Improvements – Mantua, for the Portage County Water Resources Department./Resolution No. 23-0607
4. The Board of Commissioners approves the public announcement of available contract for professional design services for the project known as Newton Falls Road Bridge No. 131 Replacement (PAR 131, CH 177)./Resolution No. 23-0608
5. The Board of Commissioners approves specifications and set the bid date for the construction of the MARCS Radios Facilities for the Board of Commissioners on behalf of the Emergency Management Agency./Resolution No. 23-0609
6. The Board of Commissioners approves specifications and set the bid date for the Collapse Search & Rescue Equipment for the Board of Commissioners on behalf of the Emergency Management Agency./Resolution No. 23-0610
7. The Board of Commissioners agrees to adopt the County of Portage Procurement Policy./Resolution No. 23-0611
8. The Board of Commissioners agrees to execute the 2024-2025 Memorandum of Understanding by and between Public Childrens Services Association of Ohio, a non-profit corporation organized under the laws of the State of Ohio (PCSAO), and Portage County Job & Family Services./Resolution No. 23-0612
9. The Board of Commissioners agrees to award and enter into contract with Karvo Companies, Inc. for the CDBG (BF-22-1CJ-1) Volunteer Park Paving Project, Ravenna./Resolution No. 23-0613
10. The Board of Commissioners approves specifications and set date for the Freedom Township School ADA Project, Freedom Township, Ohio./Resolution No. 23-0614
11. The Board of Commissioners agrees to award and enter into contract with Hummel Construction Company for the CDBG (BF-22-1CJ-1) Village of Mantua 10600 Block Sidewalk ADA Project./Resolution No. 23-0615
12. The Board of Commissioners adopts the Portage County Data Processing Board Electronic Signature Policy./Resolution No. 23-0616

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Director Petty had a comment on the first Journal Entry. It is a follow-up from the conversation had the week before on the Small Business Development Center and the action.

Journal Entries:

1. The Board of Commissioners authorizes President, Anthony J. Badalamenti, to sign the FY 2024 Cash Match to support Ohio Small Business Development Center at Summit Medina Business Alliance in the amount of \$10,000.00. Document reviewed by Department of Budget & Financial Management with no exceptions noted.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

2. The Board of Commissioners authorize Commissioner Anthony Badalamenti, President of the Board, to sign the Eighth Quarter Cash Reimbursement Request in the amount of \$91,076.51 for the EMPG FY22 Q-8 Grant, as prepared by the Portage County Office of Homeland Security and Emergency Management and reviewed by the Department of Budget & Financial Management, with no exceptions noted. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. The Board of Commissioners hereby approves a loan of \$12,820 in CDBG Revolving Loan Funds for the Mantua ADA Accessibility Project for Sidewalk Improvements, as requested by Regional Planning Commission and reviewed by the Department of Budget and Financial Management. This will be a zero (0%) due on sale loan.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

4. Direct the Auditor's Office to pay/process the October 12, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$750,072.94	(Includes late fees of: 7.62\$)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$151,817.31	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$2,736.52	
Journal Vouchers totaling:	\$160,908.78	
Then and Now list totaling:	\$84,034.15	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

5. Process the October 12, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Resolution:

1. Transfer from Fund 1501, American Rescue Plan to Fund 5200, Portage County Sewer General Administration./Resolution No. 23-0617

HUMAN RESOURCES

Present: Director Tami Soltis, Human Resources Benefits Coordinator Susan Lynn and WTW Client Manager Angela Wilhelm

Discussion:

1. Health Benefits Presentation

Benefits Coordinator Susan Lynn started by directing the Commissioners to go to a page that was previously viewed the week before and then to a different page with some additional plans on it. The goal was to receive some precedent to be able to make the right decision.

Ms. Wilhelm started by saying there are three additional plan options.

- One plan calls for a \$0 deductible. The benefit of this plan is talked about. Even though the premium amount is going up a little, having a \$0 deductible may encourage employees to go to the doctor and maintain their health.
- The second additional plan would consist of increasing the deductible, out-of-pocket costs, and coinsurance. This would only impact the individuals who utilize the plan a

lot, or people who have serious illnesses that they maintain. The people who only utilize the plan to maintain their health are not impacted as much.

- The last plan is to leave the deductible at \$500 and to increase the out of pocket to \$3,000.

Commissioner Christian-Bennett had a question about the amount of projected savings based on the forecast of 2024. She wanted to make sure that she was viewing the correct amounts.

Commissioner Christian-Bennett asks Ms. Lynn her opinion on the plans. She feels that the best option is the \$0 deductible option which could be a cost savings to families, even with the increasing premiums. It is a good opportunity to introduce the 80/20 rule.

Commissioner Christian-Bennett feels that the last option is best, since the employees are used to paying an annual deduction. An increase to the co-insurance also occurs with the plan, but it will accrue a savings of almost \$300,000 simply by keeping the deductibles and by increasing the out of pocket moderately. Ms. Lynn states that her only opinion on the difference is that the first plan encourages health maintenance. She states that they can always re-introduce a deductible next year. Commissioner Badalamenti states that most people under the age of 35 do not visit doctors to stay healthy. His feelings are that there are not very many industries that have a \$0 deductible.

Ms. Wilhelm states that it is not normal to go backward in a deductible. Increasing the out-of-pocket and the coinsurance will help offset. Commissioner Christian-Bennett states that the employees are used to having a deductible, and so to remove it and then possibly reintroduce it sounds negative. She states that the only things that can be tweaked are within the main 3 categories. Column 3 makes sense because it is keeping the annual deductible, but it is keeping the maximum out of pocket at a reasonable level.

Ms. Lynn states that it is still increasing the maximum out of pocket and co-insurance, but it is giving some back to the individual by eliminating the deductible. Commissioner Tinlin states that he feels that we are getting closer to being "insurance poor." Commissioner Badalamenti states that he is used to paying a \$250 or \$500 deductible. He feels that this plan gives all sides a break. The \$2,000, \$4,000 plan spreads the burden.

Ms. Lynn confirms that the Commissioners would like to implement the 3rd plan option where the deductible stays the same and coinsurance and the out of pocket are increased. There will be an increase of 13.61%. A short conversation is had about the age of the employees.

The Commissioners approve of moving forward with the plan. Director Soltis will bring an official Resolution forward next week.

2. Flu Vaccine Clinic

Director Soltis reported on the Flu Vaccine Clinic. She is unaware if the COVID shot will be available due to none of the Health Departments in the area having the vaccine. She states the focus is the flu shot and the Pneumonia shot. If an employee would like to participate and is unable to make it, they are able to schedule with the Health District. They offer the vaccines

on Wednesdays with an appointment. The Commissioners verified that this was not a requirement, simply something extra that is offered to the employees.

Commissioner Badalamenti would like to know if there are any studies available as to how many days of work are missed within a week of getting vaccinated. He states that it is not uncommon for people to miss one or two days because they get the flu. Director Soltis stated that she would look into it. Last year 116 employees participated out of around 1,000.

Commissioner Christian-Bennett asked what the difference was between Prevnar 13 and Prevnar 20. Commissioner Badalamenti states that the Prevnar 20 adds a flu shot to it. Director Soltis will start advertising for the event. There is no cost to the employees and the costs listed are what are covered by the county. The total cost last year was around \$6,000.

The event is set for November 6, 2023, in Room 134 from 10:00AM-12:00PM. The HR Department will work with the Health Department to get the event set up. There's no cost to the employees as funding is available through the Employee Benefits fund.

The cost of each vaccine is:

- Regular Flu: \$40.00
- High Dose Flu (65 years and up): \$75.00
- Prevnar 13 (65 years and up): \$295.00
- Prevnar 20 Pneumonia (age 65 and up): \$330.00
- Pneumovaxx 23: \$170.00 (age 65 or with medical necessity)
- COVID vaccine is free of charge

Journal Entries:

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

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(1), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

2. Authorize to hire Jason Carcelli to Superintendent WWTP, Portage County Water Resource to be effective as of Monday, October 16, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. Authorize the promotion of Harry Carpenter, Treatment Plant Operator I to Engineering Technician III, Portage County Water Resource to be effective as of Monday, October 30, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

4. Authorize the transfer of Don Van Metre Interim Wastewater Superintendent back to Asset Supervisor, due to the position has now been filled with a new hire for the Portage County Water Resource to be effective as of Monday, October 16, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

5. Approve anniversary/probationary step increase for the following non-bargaining employees:

- Jessica Thompson ~ BOC
- Wendy Knauer ~ JFS
- Keena Johnson ~ JFS
- Lanell Hudock ~ JFS
- John Vodila ~ JFS
- Tammy Hickman ~ JFS
- Jessica Plymale ~ JFS

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

EXECUTIVE SESSION:

10:18 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to consider the employment of a public employee. Also present: County Administrator Michelle Crombie and Director Tami Soltis. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

10:21 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, Commissioner Christian-Bennett made a motion:

Journal Entry: Added

1. The Board of Commissioners agrees to approve leave without pay for Jackie Sadler at Water Resource Department from October 23, 2023, through November 6, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Recess: 10:22 AM

Reconvene: 10:30 AM

JOB AND FAMILY SERVICES

Present: Director Kellijo Jeffries, and Sue Brannon

Discussion:

1. *Quarter 3 Customer Service Survey Results.*

There were less respondents then for the last 2 surveys. The numeric grades from the public were 8's 9's or 10's. There were a few comments that Director Jeffries was prepared to discuss. In a customer service survey where an individual lists their name and asks to be contacted, the department will reach back out right away.

There are longer waits due to pneumatic issues with the public assistance phone lines. It has to do with the Medicaid unwinding and the volume of work. Additional Eligibility Specialists are still being hired. One is starting and another ended up taking a different position.

Commissioner Badalamenti asked if there was a call back option. There is. The system was built by the State of Ohio. A few suggestions were given such as spending more time with individuals going into the Ohio Means Jobs center and responding to other professionals in a timely manner.

2. *Upcoming Job Fair for Drivers.*

There was an additional Community Transportation Meeting that was recently held at Reed Memorial Library that Representative Pavliga facilitated. Job and Family Services has coordinated 2 Job Fairs. One on November 30th and one on December 11th. Both are specifically for the purpose of recruiting drivers for companies. PARTA signed up along with a few other companies. PARTA is down 50 drivers. Director Jeffries hopes to be able to find employees for them.

Commissioner Christian-Bennett states that she inquired about the driver shortage, and she was told that it was due to COVID, and they are really down Student Drivers who didn't return. Director Jeffries states that there will be an additional forum after the first of the year. Commissioner Christian-Bennett asks what school we have locally for CDL training? Director Jeffries states that they provide training account dollars so individuals can choose where they would like to go. Her department will fund individual training accounts for CDLs. PARTA does as well.

Commissioner Badalamenti clarified that through Jobs Ohio there is a program with the funding to get a CDL. He wants to know what the requirements are. The person would have to be drug free and eligible for a license. It does not matter if someone is low-income. They would have to qualify to work through Ohio Means Jobs, but there is not an income threshold. It's more need based for the individual training.

Commissioner Christian-Bennett stated that a lot of the companies are providing the training themselves. Commissioner Tinlin stated that he can't believe that when before, Kent State ran their own bus service and now they do not have any people. Director Jeffries stated that due to the driver shortage PARTA is unable to provide public transit throughout the county.

3. Update on Healthy Aging Grant.

The Department of Job and Family Services Department recently applied for the Healthy Aging Grant. The grant application did not require that detail was given on what the funds would be used for, which is beneficial. It did require that if the grant was awarded then the County would have seven days to build a budget and identify the needs.

Commissioner Christian-Bennett stated that she is on a committee for that, and she has already had two senior centers reach out to her to apply for programming funds which they would be eligible for. She asked Michelle to see if there would be an application or how they would be able to utilize the funds.

Director Jeffries stated that her department is happy to facilitate this, and they took the concept to the new Portage Senior Support Meeting this past week. The group was renamed Portage Adult Plus 50 Group, due to people not wanting to say seniors. Judge Smith recommended the name. She states that there is a health and wellness component with the Senior Centers, so funds could be offered to all the senior centers if they want to incorporate health and wellness activities. Emergency kits were talked about for the Adult protective clients. They have to offer food, transportation, and housing assistance. Community Action Council and Family and Community Services will be involved in the planning and implementation. There has been a problem with transporting seniors and individuals at the Adult Day Services, and Hope on Wheels has offered to be a pilot company. The cost will be under \$50,000. Director Jeffries will bring forward a more detailed plan after the funding is guaranteed. It has been a collaborative effort with about 15 agencies.

Commissioner Tinlin has a concern that the services that will be provided will be relied on and then they end up going away after the funding isn't available. Director Jeffries agrees, and states that they will have to look at sustainable funds. Commissioner Christian-Bennett states that it is restricted, and she has a cheat sheet of the areas that they want to stay focused on. It all revolves around programming and services.

Director Jeffries wanted to briefly speak about the 2 levies that her department has up in 2024. They are a .75 and .49. They both originated in 1995. She is presenting a request of necessity to merge the two. The amount would be 1.24, but after consulting with the Prosecutor's office it is recommended that they advertise it as an increase.

Commissioner Badalamenti asked why they would want to put them together. He and Commissioner Christian-Bennett feel that it sounds better separate, and that when they are combined, it sounds like a replacement. Director Jeffries states that there is a third levy as well and it can be a lot and she doesn't want to sound redundant to the voters. And the levies are replacements.

Commissioner Badalamenti stated that there could be trouble if they are replacing but it looks like an add on. The prosecutors state that it will be a renewal plus an increase. Not separating them will keep them at the valuation of 1995. This will generate a couple more million dollars. With the placement costs now, the department is need of an increase.

Commissioner Badalamenti clarifies that if the levies were separate that they would not be increased, and each one would therefore have to be a renewal plus an addition. Director Jeffries feels that her department is always transparent with the residents of Portage County and right now they are dealing with a placement crisis issue. She plans on speaking about this in public. She feels that it is best for the children, and she strongly feels that they need to go for an increase.

Director Jeffries states that it is not adding due to the millage. It's the same according to current evaluation instead of 1995 evaluation, but it must be communicated according to ORC as an increase. She hopes that the Commissioners will pass the Resolution of Necessity, and then she will come back in another month to with the full resolution to place on the ballot.

Resolutions:

1. Resolution of Necessity for a Replacement of Two Levies to be combined into One Replacement Levy for a total of 1.24 mills for the Benefit of Portage County and for the purpose of providing funds for the benefit of Children Services for the Care, Placement and Treatment of Abused, Neglected and Dependent Children./Resolution No. 23-0618
2. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 23-0619
3. Transfer from Fund 1415, Child Welfare Special Levy Fund, to Fund 1410 Public Assistance Fund./Resolution No. 23-0620

Commissioner Christian-Bennett had a quick question for the ladies from JFS. She stated that Andra from Leadership Portage County is still waiting on a response on the youth program that is to start in January. Ms. Brannon states that have not received a response, so they probably have the wrong contact information.

VETERANS SERVICES

Discussion:

1. *Director Craven Introduction to the Board.*

Director Craven states that this is an informal meeting and he wanted to officially discuss what he and Commissioner Christian-Bennett had briefly spoke about and introduce himself.

Commissioner Badalamenti asked if Director Craven would give some background on himself. Director Craven was born and raised in Ohio and is from the Youngstown area. He was in the service for 23 years and spent the last ten years working as a contractor for the service. He was on the Board of Commissioners for the Veterans Service Office for about two and a half years before he took the position. He currently lives in Streetsboro and has seven children in his blended family.

He states that they are finishing up assessments and there is a lot of work to do in the department. There has been a lot of dormant action that has been going on for 10-12 years within the office. He is looking to make some changes internally as well as to how they do business and feels that more outreach is needed. However, Director Craven states that they have outgrown the space they are currently in. There is no way that the Veterans can be serviced the way that is warranted. He is here officially to ask where they could move.

Commissioner Christian-Bennett stated that if the childcare facility is not going to be opened due to the cost and extensive remodeling, the Veterans Affairs Department could possibly investigate re-locating there. Commissioner Badalamenti asked what the square footage is in the current office area; 600-700 foot? Director Craven doesn't think that it is that big.

Commissioner Tinlin states that he would much rather that the empty space go to that anyway. Director Craven states after looking at the empty space that his department would utilize more than the first floor. There is a permanent file base that needs to be stored, and the Courts have already utilized the basement for storage. Commissioner Tinlin agrees that the department is cramped now, and there are private matters that need to be discussed in the current office without privacy.

Director Craven states that there are programs that they could be participating in but cannot. He states that the first floor would be all the Veterans Services offices and the second floor would be storage and the director's office. Any position that is in direct service of the Veterans could be on the first floor. There is also a conference room on the second floor that the community could use. The only renovations he thinks that are needed are to possibly make the doorways ADA compatible at 36 inches. A ramp would also be needed out front but not the elevator. It was Director Craven's understanding that the stairs would have to be replaced anyway.

Director Kautzman was asked what would need to happen for the Veterans Affairs Office to relocate to the location at the Annex Building. The large ticket items would be the ramp and the handicap button to open doors. Director Kautzman states that she has already received a quote for the button and it is \$3,000. She believes that the doors are 36 inches.

Commissioner Christian-Bennett asks if there is any sort of funding available to the Veteran's Services to be used for the updates if needed. Director Craven states that there is, and he could start at the state and call around.

Director Kautzman says that the carpeting will be around \$26,000 per floor and the painting is around \$9,000 per floor. Director Craven states that the carpeting looks like it was in decent

shape. Funds also might be available in the department's maintenance fund to pay for paint, after approval is received from the Veterans Board. Director Craven is very willing to work together to minimize the cost.

Commissioner Christian-Bennett suggests getting a total cost of the move so Director Craven can address it with his Board. She also asks if Director Kautzman could do a recap of what the storage area contains in the basement at the Annex Building. It is for the Judges. The Probate Court has storage in the area.

Commissioner Badalamenti mentions possibly having dry storage at the Court facility in Kent, and that a possible discussion at a later date can be had. Director Kautzman did inform Director Jeffries about the possible changes of occupancy at the Annex building. The Commissioners want to make sure that she is aware.

PUBLIC COMMENT

No public comment was given.

SOLID WASTE

EXECUTIVE SESSION

11:01 AM In accordance with the Ohio Rev. Code 121.22(G)(4), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Also Present: County Administrator Michelle Crombie. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

11:10 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, the Board took no action.

Recess the Portage County Board of Commissioners Meeting at 11:15 AM

PORTAGE-GEAUGA JOINT BOARD OF COMMISSIONERS

Regular Meeting

At the Portage County Commissioners' Office

449 South Meridian Street

Ravenna, OH 44266

October 19, 2023

Convene the Portage-Geauga Joint Board of Commissioners meeting at 11:15 AM:

Journal Entries:

1. The Joint Board of Commissioners approves the amended December 15th, 2022, Meeting Minutes.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Abstain;
Commissioner Badalamenti, Yea; Commissioner Dvorak, Yea;
Commissioner Spidalieri, Yea
Absent: Commissioner Timothy Lennon
Motion Carries
2. The Joint Board of Commissioners approves the June 27th, 2023, Meeting Minutes.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea; Commissioner Dvorak, Yea;
Commissioner Spidalieri, Yea
Absent: Commissioner Timothy Lennon
Motion Carries
3. The Joint Board of Commissioners acknowledged receipt of the Official Certificate of Estimated Resources for the year beginning January 1, 2024. As presented by the Portage County Budget Commission.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, Yea; Commissioner Dvorak, Yea;
Commissioner Spidalieri, Yea
Absent: Commissioner Timothy Lennon
Motion Carries

Resolutions:

1. Amendment to the Portage-Geauga Joint Juvenile Detention Center's Annual Appropriation Resolution No. 22-005, dated December 15, 2022 for additional funds from the Department of Education Title I Program.
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Abstain;
Commissioner Badalamenti, Yea; Commissioner Dvorak, Yea;
Commissioner Spidalieri, Yea
Absent: Commissioner Timothy Lennon
Motion Carries
2. Amendment to the Portage-Geauga Joint Juvenile Detention Center's Annual Appropriation Resolution No. 22-005, dated December 15, 2022 for additional funds from the Department of Education National School Lunch Program.

Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Abstain;
 Commissioner Badalamenti, Yea; Commissioner Dvorak, Yea;
 Commissioner Spidaleri, Yea
Absent: Commissioner Timothy Lennon
Motion Carries

Other Business:

Superintendent Jae Leeworthy states that the two resolutions brought forward are due to more money being received than anticipated. This should be around the completion of COVID funds. It is extra funding that was received. The general questions that are typically talked about at these meetings are population count, which as of this morning was 18. It is more of an uptick than last time. Operations have continued with two Detention Officer vacancies that they look to fill, and one Assistant Supervisor. All the other positions seem to be doing well. The Board previously asked Mr. Leeworthy to give updates on the Portage County Juvenile Court Project: All is going well with the project. There have been minor issues with change orders but there have been no major changes to the project, as he is aware. The first phase, tear out is complete and the rebuild is starting.

There were no questions for Mr. Leeworthy.

Adjournment: Motion to adjourn the October 19th meeting at 11:19 AM
Motion: Commissioner Christian-Bennett
Seconded: Commissioner Tinlin
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Abstain;
 Commissioner Badalamenti, Yea; Commissioner Dvorak, Yea;
 Commissioner Spidaleri, Yea
Absent: Commissioner Timothy Lennon
Motion Carries

Reconvened into the Commissioners' Regular Session at 11:22 AM

COMMISSIONER TINLIN

Discussion:

1. *Taking over Emergency Management Services (EMS) for southern townships in Portage County.*

Commissioner Tinlin started the discussion by stating that he was going to be as candid as possible. Some were aware of his background, and he started receiving phone calls in February after he took over as Commissioner in January. These calls were regarding rescue squad response time in the areas of Paris, Palmyra, Edinburg, Deerfield, and Atwater. There was also a little emphasis toward Charlestown. Commissioner Tinlin started looking at response times, the problem with it and how to address the issue. His concern is that the problem came to him as a commissioner and if he didn't do anything about it, he would feel horrible. After looking into it he discovered there were 50 minutes to an hour response times

for rescue squads. Commissioner Tinlin gave a couple of examples. Paris receives a call at 11:15 AM. The Chief's pager goes off at work and he knows that he doesn't have anyone. 10-12 minutes later the call goes out to Palmyra...10-12 min after that the call goes to Edinburg. Commissioner Tinlin states that this is how this is happening. Some departments in the Southeast area of the county only have one EMT or one paramedic on duty. The townships go through the list of surrounding townships hoping there is someone to respond, but sometimes they end up going to Newton Falls, Lake Milton, Randolph, or Rootstown to handle the calls. Commissioner Tinlin sympathizes with the individuals waiting with a hurt loved one. He states that the departments are trying but it is not working.

Commissioner Tinlin asked Director Shackelford to get involved in April or May. They viewed it very open-mindedly and decided to meet with the fire chief and a trustee of each township in question. Director Shackelford stated that they were invited. After they met, Commissioner Tinlin states that they received the same answers from the majority. Answers including: They can't find people, they don't pay enough, they don't have enough training, etc.

Commissioner Tinlin doesn't want to bring before the Board the thought of taking this over without letting it be known where they currently stand. Five out of the six townships would be happy to receive help. Edinburg's Chief impressed Commissioner Tinlin and is willing to help in any way he can. It was even mentioned that they are trying to build a new station and they would make room for the County there. He reiterates that the response from some has been outstanding. There is one township with a trustee who has expressed opposition. Commissioner Tinlin recommends that the trustee check the call stats, and specifically the one from Labor Day. He will realize that he is not taking care of his constituents.

Commissioner Tinlin states that he started running ambulances when he was 16 years old and did so until the day he retired. He loves people and he strongly feels that you shouldn't have to wait on an ambulance or a rescue squad. It is a poor excuse when someone states that the people knew they would have to wait when they moved there.

There is an issue when people call back 2-3 times asking where the squad is. Commissioner Tinlin's proposal to each Chief was that the County would try to provide an emergency rescue service for that area. He states that it is a lot of money and start up costs are horrible. He states that it is not the goal to take over the fire departments. They need to be available to respond and their assistance will be needed when there is a crash that needs extrication.

He wants the departments to show him a response time of 10-12 minutes in the County. Aurora, Kent, Brimfield, and Rootstown have awesome departments and that is where he would want to be if he was hurt, not on the corner of 224 and 225.

Since February, Commissioner Tinlin has spoken with UH Hospital and they want to partner with the county regarding this program. That includes their willingness to start up the Advanced EMT class again, because it was dropped during COVID. Maplewood also wants to participate by possibly getting a fire-class or EMS class. Commissioner Tinlin states that there are complaints of the staffing shortage, and nothing is being done to supply a program for individuals to participate in. UH Portage has stated that they would provide a doctor to sign off

on the drugs that are needed for the squad, the training, and a run review doctor. There are also two ground units at the airport and if there is ever a situation when they are needed, they can be available.

The concern is not only to have the rescue squads available but to have the people available to go to the scene. There is due diligence to meet with everyone in that area. The second phase is that there are several counties in the State of Ohio that have went to a county wide EMS. Commissioner Tinlin states that is not the goal. Our goal is to provide service where it is needed and that is not getting it now. The people of the county are not getting any younger and when that section of the county is looked at you realize those people are not moving. Developments want to come in at different places and hearing these things are a deterrent.

The goal is to utilize funds that are not taken from the taxpayers to provide three ambulances for the Southeast section of the county, which has approximately 15,000 residents, to cover that area 24 hours a day, 7 days a week. There will be an ambulance for transport. Some areas need paramedics but have EMT's and they have had to stop along the road to wait for Rootstown to bring a paramedic in a pickup truck to get a line and fluids in a person. He states that he can go on for hours about the issues in that section of the county. Three of the departments have brand new squads, and there are a couple areas where in the last 9 months they have had an unborrowed ambulance in their garage for four months without staff.

Commissioner Tinlin went and knocked on doors in the area and talked to residents. He wanted to know what their expectations were for ambulance times. He states that the residents have very poor expectations. It's ridiculous. Commissioner Tinlin states that the Chiefs have been great, and he doesn't want to take over their fire departments. Five or six years ago they tried implement a Fire District for the entire county and it just didn't work.

He states that when he knows that 15,000 residents are without or delayed EMS services, he has a problem. There have been no decisions made at all. Questions have been raised about what expectations of a rescue squad are. Director Shackelford mentioned that they asked for feedback on what likes, dislikes are and what can be improved on with the departments.

Commissioner Badalamenti stated that this is really going to be expensive. He has heard of two or three townships having Fire/EMS levies on the ballot. Would we encourage those? There are a lot of other areas that already have fire and ambulance levies. Are these townships going to be encouraged to put levies on to cover fire and EMT levies. What happens when the start-up costs go away.

Commissioner Tinlin has the levy questions out to Prosecutor Meduri, and he is going to write up an idea or proposal. There are only two that are active, one is a Fire/EMS and the other is an EMS levy. Atwater is running another levy that is solely a fire levy. There is also soft billing, in which if you live in the county an ambulance comes and picks you up and takes you to the hospital you pay what your insurance pays. If you live outside the county then, you are billed for the full amount of an ambulance ride. A billing company here in Ravenna, that the fire departments are using for their rescue squads will be utilized. He is hoping these funds can help sustain the cost. UH is supposed to be running stats to see how many calls with each

township run in the years 2021, 2022 and up to now. They are putting that information together and it can be used to decide what to do.

Commissioner Badalamenti asked for an estimate. The estimate according to Commissioner Tinlin is a million one, or a million two, and he doesn't know how long that will last until some stats are received.

Commissioner Badalamenti asked since there are ambulances not running due to there being a staffing shortage, would it be cheaper to pay for paramedics for a couple of townships. Commissioner Tinlin states that was investigated as well, but the problem is that the ambulances are substandard. He also investigated outsourcing with three private companies, but the issue with that is they will pull the ambulances when there are calls elsewhere.

Commissioner Christian-Bennett's questions consist of what is keeping the six communities from having a joint district EMS. They have mutual aid and it's not working. She states that her concern is that they have 18 townships, 4 cities, and 6 villages. How can they provide services to only 6 townships; even though she agrees they are needed; she is concerned about sustainability. She doesn't feel that it is fair that tax dollars from a different township should go to sustain 6 other townships. What if her local township department needs funding. She is also not confident that funding from the billing would be reliable. She feels that the six communities should go together, and they could levy their own communities to cover the EMS joint district.

She doesn't think that this is something that they should take on as County Commissioners. What are the trustees saying? Why are they not trying for levies for equipment. Commissioner Tinlin states that they cannot pay people enough.

Commissioner Tinlin states that is why it wouldn't be started with tax dollars, but rather with ARPA money or grants. Commissioner Christian-Bennett lives in Rootstown and Commissioner Tinlin lives in Brimfield. Commissioner Tinlin states that he is for any positive change, and he does think that it is something that should be taken on as County Commissioners. He also states that 5 out of the 6 townships are on board. They spoke with one trustee from each township, and two from one. All except Deerfield. Deerfield is the negativity. He is hoping to have some billing, and call stats and a few other things together which he would like to present to the trustees on the 18th.

Commissioner Christian-Bennett feels that is where she feels this should go. If the trustees do not have the bye in, why are we taking on this burden? And if the taxpayers in the communities will not pay enough to replace equipment or hire people, then life is about choices, and they will be making that choice. She thinks that it is a wonderful ideal, but she doesn't think that the Board should be the ones that take this on. She feels that Commissioner Tinlin should go to the trustees and show them the stats. She mentions that Mantua and Shalersville have a joint fire district.

Director Shackelford does think that there is an opportunity for the district side of the house. There are also Counties throughout Ohio that are doing exactly what Commissioner Tinlin is saying. Both are viable options. He states that a district has been tried in the past without it

being completed and with the revenue they are bringing in, he doesn't know if they will be able to retain their current staff.

Commissioner Christian-Bennett says that if they do it for 6 then they will have to do it for all. Everyone is short staffed, even in medical. She wants to know why the trustees won't step up to create a joint district or put a levy on the ballot to support those services for the citizens. Or are the citizens not willing to pay for it.

Commissioner Tinlin doesn't agree that they will have to supply EMS services to all of the County. If he has obtained all the stats, then he will present it to the trustees on the 18th of November. He plans on playing audio of calls received. Director Shackelford states that there are instances where the chiefs are begging for a second person on shift and they are not putting them on with current revenue if they have it or not, which is willfully admitting you are unable to run a squad in transport. So, if one person is going to be on a shift for 24 hours, that is not legal enough to run a transport to the hospital.

Commissioner Tinlin states that if you live in Palmyra or Edinburg from midnight to 6AM you will get the Palmyra and Edinburg Chiefs together on the rescue squads. Commissioner Badalamenti doesn't have a problem with the thought process, but he wants to know what the trustees say and what the reaction is. He thinks the work Commissioner Tinlin has put in is incredible. He has identified a significant problem, and it is time to go to the next step.

Director Shackelford states that two departments called them and asked for help directly. Atwater was progressive and looking at other options, and Charlestown might be in a different situation in the next year. Administrator Crombie asked if it would be fair to say that the staff is able to assist Commissioner Tinlin in gathering information and work on the beginning stages of getting a plan together, and work with some ARPA funds. There is a legal opinion that ARPA funds can be used. She states that there is still a lot of work to do, but we can work together.

Commissioner Badalamenti feels that they should keep moving forward gathering information. Commissioner Christian-Bennett agrees and reiterates that she is interested to see why the trustees do not feel there is a need.

*	*	*	*	*
RESOLUTION NO. 23-0605	-	RE:	ACCEPT BIDS AND AWARD CONTRACT FOR PROJECT NO. SH-2 (23-010), BOLINGBROOK WWTP SLUDGE TANK REPLACEMENT, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, SHALERSVILLE TOWNSHIP.	

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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

WHEREAS, set forth by Resolution 23-0500, adopted August 24, 2023, set the date and time for bidding of Project No. SH-2 (23-010), "BOLINGBROOK WWTP SLUDGE TANK REPLACEMENT," herein referred to as the "PROJECT"; and

WHEREAS, the notice of accepting bids was advertised in the Record Courier Newspaper on September 5th and September 12th, 2023; and

WHEREAS, seven (7) potential bidder received plans and specifications for the PROJECT; and

WHEREAS, six (6) bid was received, opened, and tabulated by the Department of Internal Services on August 2, 2023; as follows:

CRS Metalworx, Inc.	\$189,683.00
Workman Industrial Services, Inc	\$198,882.00
Lockhart Concrete Co.	\$214,900.00
Nerone & Sons, Inc.	\$218,000.00
Matt Winters Excavating LLC	\$223,760.00
S.E.T., Inc.	Non-responsive

WHEREAS, the Engineer's Estimate was \$205,000.00; and

WHEREAS, based upon the analysis of the bids received (bid tabulation above), the Portage County Water Resources Department has made a recommendation for award; now therefore be it

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

Section 1. that the bid received from CRS Metalworx, Inc., 1059 Eagon Street, Barberton, OH 44203 in the amount of \$ 189,683.00 be accepted and awarded as the lowest and best bid received; and be it further

Section 2. that the Water Resources Department is hereby authorized and directed to issue the Notice of Award to CRS Metalworx, Inc.; and be it further

- Section 3. that the funds to cover the cost of the PROJECT are budgeted in Fund 5200, Org. 52001006, Object 630000, Project No. 23010; and be it further
- Section 4. that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor and the Department of Budget and Financial Management within 15 days after its passage; and be it further
- 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

*	*	*	*	*
RESOLUTION NO. 23-0606	-	RE:	ACCEPT BIDS AND AWARD CONTRACT FOR PROJECT NO. MV-0 (23-130), MANTUA WWTP CLARIFIER COVERS, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, MANTUA TOWNSHIP, OHIO.	

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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

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

WHEREAS, Resolution No. 20-0809, adopted December 17, 2020, Portage County became the owner and operator of the Village of Mantua Public Sewer System; and

WHEREAS, set forth by Resolution 23-0501 adopted August 24, 2023, set the date and time for bidding of Project No. MV-0 (23-130), Mantua WWTP Clarifier Covers, herein referred to as the "PROJECT"; and

WHEREAS, the notice of accepting bids was advertised in the Record Courier Newspaper on September 5th and September 12th, 2023; and

WHEREAS, four (4) potential bidders received plans and specifications for the PROJECT; and

WHEREAS, three (3) bids were received, opened, and tabulated by the Department of Internal Services on August 2, 2023; as follows:

CRS Metalworx, Inc.	\$90,990.00
W.E. Downie Company, Inc.	\$92,059.00
Workman Industrial Services, Inc.	\$97,039.00

WHEREAS, the Engineer's Estimate was \$105,000.00; and

WHEREAS, based upon the analysis of the bids received (bid tabulation above), the Portage County Water Resources Department has made a recommendation for award; now therefore be it

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

- Section 1. that the bid received from CRS Metalworx, Inc., 1059 Eagon Street, Barberton, OH 44203 in the amount of \$ 90,990.00 be accepted and awarded as the lowest and best bid received; and be it further
- Section 2. that the Water Resources Department is hereby authorized and directed to issue the Notice of Award to CRS Metalworx, Inc.; and be it further
- Section 3. that the funds to cover the cost of the PROJECT are budgeted in Fund 5200, Org. 52001006, Object 630000, Project No. 23130; and be it further
- Section 4. that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor and the Department of Budget and Financial Management within 15 days after its passage; and be it further
- 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

*	*	*	*	*
RESOLUTION NO. 23-0607	-	RE:	AUTHORIZING TO ENTER INTO AGREEMENT WITH DLZ FOR THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. PC-W (23-070) WATER STORAGE IMPROVEMENTS - ROOTSTOWN, PC-W (23-080) WATER STORAGE IMPROVMENTS - SHALERSVILLE, and MV-0 (23-090) WATER STORAGE IMPROVMENTS - MANTUA, FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.	

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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

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

WHEREAS, Resolution No. 20-0809, adopted December 17, 2020, Portage County became the owner and operator of the Village of Mantua Public Water System; and

WHEREAS, in April 2023, Portage County Water Resources (PCWR) advertised in the Ravenna Record Courier, requesting statements of qualifications for Professional Engineering services for water storage tank design for the Portage County Water Resources Department; and

WHEREAS, seven (7) valid submittals were received on April 26, 2023; and

WHEREAS PCWR ranked the seven (7) firms and selected DLZ as the most qualified firm to perform this work; and

WHEREAS, Resolution No. 23-0469, adopted August 3, 2023, the Board of

Commissioners accepted the recommendation of PCWR Sanitary Engineer, John Vence, P.E., and authorized the negotiation of a contract with DLZ to perform the required services for Portage County; and

WHEREAS, on October 3, 2023, DLZ provided a fee proposal for such professional engineering services in the amount of \$341,000.00 for each of the following projects: PC-W (23-070) Water Storage Improvements – Rootstown, PC-W (23-080) Water Storage Improvements – Shalersville, and MV-0 (23-090) Water Storage Improvements – Mantua, referred to as the “PROJECTS”; and

WHEREAS, it has become necessary for PCWR to request authorization to enter into agreement with DLZ to prepare plans, specifications and estimate of cost for the PROJECTS; and

WHEREAS, the PROJECTS are listed on the PCWR Capital Improvement Plan and the PROJECTS are necessary to design plans for water storage tanks to support distribution pressure and storage volume need; and

WHEREAS, the funds to cover the costs of the PROJECTS are budgeted between two sources: \$4,000,000.00 sourced from the American Rescue Plan Act (ARPA), which will be used for Project No. PC-W (23-070) Water Storage Improvements – Rootstown, and water revenue funds, which will be used for Project No. PC-W (23-080) Water Storage Improvements – Shalersville and Project No. MV-0 (23-090) Water Storage Improvements – Mantua; now therefore be it

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

Section 1. That said authorization to enter into agreement with DLZ to prepare plans, specifications and estimate of cost for said PROJECTS is hereby given.

Section 2. That the funds for Project No. PC-W (23-070) in the amount of \$341,000.00 are available in Funds 54002006 630000 23070, the funds for Project No. PC-W (23-080) in the amount of \$341,000 are available in 54002006 630000 23080, and the funds for Project No. MV-0 (23-090) in the amount of \$341,000.00 are available in 54002006 630000 23090.

Section 3. The Board of County Commissioners authorizes John Vence, Sanitary Engineer, Portage County Water Resources to act as their agent and designated representative in this agreement with DLZ.

Section 4. That the Clerk of this Board is hereby directed to certify a

copy of this Resolution to the Department of Budget and Financial Management, the Department of Internal Services, and the County Auditor within 15 days after its passage.

Section 5. That it is hereby found and determined that all formal actions of this Board concerning and relation 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0608

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**RE: PUBLIC ANNOUNCEMENT OF AVAILABLE
CONTRACT FOR PROFESSIONAL DESIGN
SERVICES FOR THE PROJECT KNOWN AS
NEWTON FALLS ROAD BRIDGE NO. 131
REPLACEMENT (PAR 131, CH 177).**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, R.C. 153.67 requires that a public authority planning to contract for professional services publicly announce all contracts available from it for such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners, by unanimous vote thereto, authorizes the announcement of the request for proposals for professional design services for the Portage County Engineer for the project known as **Newton Falls Road Bridge No. 131 Replacement (PAR 131, CH 177)**; and be it further

RESOLVED, that such notice shall comply with all terms and requirements of Ohio Revised Code 153.67; and be it further

RESOLVED, that the announcement requesting proposals will be published in the Record Courier on Friday, October 20, 2023 and ODOTS Website on Monday, October 23, 2023; 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 NO. 23-0610 - RE: APPROVE SPECIFICATIONS AND SET THE
BID DATE FOR THE COLLAPSE SEARCH &
RESCUE EQUIPMENT FOR THE BOARD OF
COMMISSIONERS ON BEHALF OF THE
EMERGENCY MANAGEMENT AGENCY.**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

RESOLVED, that the bid specifications for receiving bids for the Collapse Search & Rescue Equipment for the Board of Commissioners on behalf of the Emergency Management Agency, be approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, Portage County Administration Building (Chestnut Entrance), 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., E.S.T. on November 22nd, 2023 and publicly opened and read; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on October 31st, 2023 and a copy thereof be posted on the County's website and on the bulletin board of the Board forthwith; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**RESOLUTION NO. 23-0611 - RE: ADOPTING THE COUNTY OF PORTAGE
PROCUREMENT POLICY**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the Internal Services Department is responsible for the acquisition of common goods and services inherent to all county agencies and departments where the Board of Portage County Commissioners is the contracting and/or appropriating authority; and

- WHEREAS,** the Portage County Board of Commissioners has discussed the need for adopting a written policy regarding procurement procedures that outline matters pertaining to procurement activities and contracting administration; and
- WHEREAS,** the Portage County Board of Commissioners believes that its procurement policies should encourage the most open, competitive purchasing processes practical for the acquisition of goods and services with the objective of obtaining maximum possible value while maintaining fair and equitable treatment of vendors; now, therefore, be it
- RESOLVED,** that the Board of County Commissioners hereby adopts the "Procurement Policies and Procedures Manual" attached to this Resolution as EXHIBIT A; 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 a meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

EXHIBIT A

Portage County Procurement Card Program

Exhibit A

Policy Approved: Resolution # 23-0564

Date Approved: 09-13-2023

Effective Date: 10-02-2023

BACKGROUND

Procurement cards are designed to make small-dollar purchases in a manner that reduces paperwork and processing time. This program is an alternative to the traditional purchasing process and can significantly reduce the number of purchase orders and payments processed. The program can also help minimize or eliminate the need for the use of personal funds reimbursed by an expense report.

Benefits include an expanded list of merchants from whom purchases can be made, accelerated payment to the vendor, expedited delivery of goods, reduced paperwork, lower overall transaction processing costs per purchase, and the ability to set and control purchasing dollar limits.

AUTHORITY

Ohio Revised Code (ORC) Section 301.29 permits counties to use procurement cards. The Portage County Board of Commissioners, with the advice of the County Auditor, shall formulate the policy for the use of the cards. The policy, which will be adopted by the Board through resolution, shall set limits for, among other things, spending, card activity and allowable expenditures. It shall also establish administrative controls that the Board determines, after consulting with the County Auditor, will be sufficient for use of a procurement card. The County Auditor shall develop internal accounting controls in consultation with the Auditor of State.

GENERAL INFORMATION

The procurement card program is not intended to and, pursuant to ORC 301.29(E)(3), shall not be used to avoid or bypass the competitive bid requirements of ORC 307.86. Further the procurement card program is not intended to avoid or bypass the appropriation of fund process, approval process (including Data Board approval, as applicable), or payment process. Rather, the program compliments the established and existing processes. Expenditures may not exceed appropriations under any circumstances.

Items and/or services purchased through the procurement card program are for the official and sole use of Portage County. The card can be used for in-store purchases as well as mail, e-mail, Internet, telephone, and fax orders. It is not to be used as an ATM (automated teller machine) card, a debit card, or for cash advances. The card is not to be used for personal or non-work-related purchases.

A "cardholder" is a county employee who has been approved by an appointing authority to pay for certain work-related expenses with a procurement card. The cardholder is responsible for the security and physical custody of the card and is accountable for all transactions made with the card. The cardholder must comply with the program's record-keeping requirements (including retention of original receipts) for the protection of both the cardholder and the County. The cardholder is also responsible for timely reconciliation of the billing statement.

Cardholders, as well as other County employees, have a responsibility to report instances of fraudulent use of a card and/or where the County's established procurement card policies and procedures are not being followed.

The card program carries corporate (County), not individual liability; however, individual liability is imposed for inappropriate use. Pursuant to the procedure established in ORC 301.29(G)(4), if the County Auditor determines that a cardholder has used the procurement card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the County Auditor shall immediately notify the Board of County Commissioners. When the Board determines that the County Treasury should be reimbursed for procurement card expenditures beyond the appropriated or authorized amount as provided in this policy or ORC 301.29, it shall give written notice to the County Auditor, the appointing authority who authorized the card, and the cardholder. If within thirty (30) days after issuance of this written notice, the County Treasury is not reimbursed for the full amount shown on the written notice, the

Prosecuting Attorney shall recover that amount from the cardholder by civil action in any court of appropriate jurisdiction.

The cardholder's personal credit history is not impacted in any way by participating in the program, and credit checks are not done on individual cardholders. Billings for authorized purchases made within the limits of appropriated amounts will be paid using County funds.

POLICIES AND PROCEDURES

1. SELECTION OF THE PROCUREMENT CARD ISSUER

The procurement card provider will be selected consistent with the procedure outlined in ORC 301.29(C)(3) and the County's competitive bid process. As part of the evaluation process, the contractor's ability to support the County will be assessed in the following areas:

- Maximum practical use of the procurement card to make low-dollar value, high-volume purchases of goods and services as well as to pay for limited travel-related expenses.
- Maximum return to the County in the form of a rebate/revenue-sharing/travel awards program.
- Minimal cost (such as no annual fees, no interest charged on current balances and minimal fixed fees, transaction fees and late payment charges).
- A comprehensive loss/disaster recovery plan.
- Internet-based/online program administration including workflow processes for card application, approval, suspension, and cancellation; maintenance of cardholder profiles; control of approved merchant commodity codes; transaction reporting; account review and reconciliation.
- Standard and custom reporting capabilities.
- Support for the County's 1099 reporting requirements.
- Ability to directly upload transactional data into the County's accounting system.
- Ability for the County to pay the card issuer electronically.
- Outstanding customer service through a toll-free, 24- hour, 365 day-a-year telephone number.
- A recognizable card including County's name, logo, and phrase "For Official Use Only – Tax Exempt" printed on the face, and a toll-free customer service telephone number printed on the back of card.

The Board of County Commissioners shall determine, upon the advice from the County Auditor and County Treasurer, whether to contract with any one or more issuers that submit a timely proposal that meets the needs of the County. No contract should be entered by the Board until the Board through resolution adopts these or other guidelines, either of which shall be consistent with ORC 301.29(C)(1) and (2) and shall set the intent for and policy for use of the procurement cards. After such guidelines have been adopted and an issuer has been selected, a written contract will be signed between the Board and the successful bidder. The agreement will include fee schedules, processing procedures, and rights and responsibilities of both parties.

2. AGENCY POLICIES

Pursuant to ORC 301.29(F)(2), an elected official or the Board of a County Agency may apply to the Board of County Commissioners for authorization to have an employee under their authority use a procurement card held by that appointing authority or Board of a County Agency to pay for specific classes of work-related expenses or to use a specific procurement card for any work-related expenses, without submitting a monthly estimate of the officer's or employee's work-related expenses. A participating agency, however, must first adopt a formal policy concerning use of the procurement card that is specific to the agency's needs. Copies of such policies shall be provided to the Board of County Commissioners and the County Auditor.

3. DESIGNATION OF THE PROGRAM CONTACT AND AGENCY COORDINATORS

The County Auditor's Fiscal Office will be the primary point of contact for the procurement card program. The County Auditor's office will be responsible for the certification of funds, the ordering and distributing of cards, and for program compliance. Specific duties of the County Auditor's Office include but are not limited to troubleshooting problems encountered with card use or vendor authorization and following up on lost or stolen cards. The Auditor's Office will provide training for department coordinators and cardholders.

In addition, each County office or agency that participates in the procurement card program will name a program coordinator for their respective office or agency ("Coordinator"). The Coordinator will be responsible for processing cardholder applications, suspensions, and cancellations; resolving disputes with merchants; reviewing and reconciling card activity; and maintaining cardholder profiles for the agency's card(s). The Department Coordinator will be designated when the application for the card is approved by the Board of County Commissioners. The Department Coordinator may not be a cardholder.

4. ESTABLISHMENT OF CARD LIMITS

The current limits authorized by the Board of County Commissioners for existing procurement cards are retained under this revised policy. Individual procurement cards are subject to the following maximum limits:

- | | | |
|----|--|-------------|
| 1. | Daily spending per card: | \$5,000.00 |
| 2. | Monthly spending per card: | \$10,000.00 |
| 3. | Single transaction limit: | \$5,000.00 |
| 4. | Daily number of transactions per card: | 10 |
| 5. | Monthly number of transactions per card: | 50 |

Exception: Prior approval by the Board of Commissioners, or the County Administrator, is required for any purchase or use in excess of an established limit. The limits for these special purpose individual procurement cards are subject to the following maximum limits:

- | | | |
|----|--|-------------|
| 1. | Daily spending per card: | \$24,999.00 |
| 2. | Monthly spending per card: | \$50,000.00 |
| 3. | Single transaction limit: | \$24,999.00 |
| 4. | Daily number of transactions per card: | 20 |
| 5. | Monthly number of transactions per card: | 100 |

NOTE: Purchases may not be split to bypass the single transaction limit

Through the cardholder application process, agencies will define limits for specific offices or cardholders, not to exceed the limits established above.

5. DESIGNATION OF ALLOWED/PROHIBITED TRANSACTIONS

The card may be appropriately used to purchase the following:

- Office Supplies and equipment
- Meals, including reasonable gratuity not to exceed 20%
- Computer supplies, software, and existing technical support as permitted by the Data Processing Board and its policies
- Building maintenance materials and supplies
- Authorized travel expenses including sales tax for dine in meals and lodging tax if hotel will not accept the county's sales tax exemption.
- Fuel purchases approved as part of travel expenses
- Maintenance contracts
- Program supplies and services
- Food for County approved functions
- Services considered appropriate by County standards

The card may not be used to pay for the following:

- Services that are 1099 eligible
- Entertainment/recreation
- Adult publications/entertainment
- Alcoholic beverages
- ATM, cash advances, and all other cash-related transactions are strictly prohibited
- Any merchant, product, or service normally deemed not consistent with county policy or the Ohio Revised Code

Additional Rules Regarding Use:

No late charges or finance charges shall be permitted as allowable expenses unless approved by the Board of Commissioners.

Purchases cannot be used in any manner to circumvent competitive bidding requirements for purchases and contracts as determined by the Ohio Revised Code.

Purchases by a cardholder for another office/department, other than the Org Key approved on the Procurement Card application, must have an approved purchase order prior to the purchase being made.

Any use of a procurement card outside of or inconsistent with the above defined appropriate uses will be considered an unauthorized use of the card unless the procedures outlined in ORC 301.29 are followed (i.e.: nature and estimate of amount of purchase are submitted and prior approval by the Board of County Commissioners).

6. SALES AND USE TAX

Except as otherwise noted elsewhere in this policy, purchases made with the County procurement card are tax-exempt. The name of the County agency and the words "tax-exempt" will be on each card.

If tax is charged inappropriately, the agency should present a tax exemption certificate to the vendor and receive a credit for the unnecessary tax.

7. APPLICATION FOR PROCUREMENT CARD AND SUBSEQUENT PROFILE CHANGES

The Coordinator will prepare the application, obtain written approval of the proposed cardholder as well as the elected official or Board of the County Agency, and forward it to the Auditor's office for review and compliance with program limits and recommend either approval or denial to the Board of Commissioners. The application will specify monetary and transaction limits consistent with section 4 above.

The Board will then act by resolution approving any new cards or modifications to existing cards. Upon approval by the Board, the Auditor's office will submit the application to the card issuer who will assign a card number. The card will be issued in the designated individual's name, with the appointing authority's or Board of a County Agency's name clearly indicated as the buyer on the card.

Once a card has been issued, an agency may later wish to modify the card's limits such as raising the daily dollar limit. Any changes or updates to a cardholder's name or spending limits should be initiated by the Coordinator, approved by the elected official or Board of a County Agency, and submitted to the Board of County Commissioners for their approval.

8. CARDHOLDER ACKNOWLEDGEMENT AND RESPONSIBILITIES

The cardholder is responsible for the physical custody of the card, and for maintaining confidentiality of all information relating to the card such as the account number and expiration date. The card is not to be loaned to anyone or used by anyone except the employee to whom it was issued.

A cardholder is responsible for any and all improper, fraudulent, or inappropriate use of the card. Use of a county procurement card for any use other than an authorized or permitted use allowed under ORC 309.29(B) is a violation of law for purposes of ORC 2913.21.

Individual liability is imposed for inappropriate use. Pursuant to the procedure established in ORC 301.29(G)(4), if the County Auditor determines that a cardholder has used the procurement card beyond the appropriated or authorized amount or for an inappropriate or unlawful purpose, the County Auditor shall immediately notify the Board of County Commissioners. When the Board determines that the County Treasury should be reimbursed for procurement card expenditures beyond the appropriated or authorized amount as provided in ORC 301.29 or this policy, it shall give written notice to the County Auditor, the appointing authority who authorized the card, and the cardholder. If within thirty (30) days after issuance of this written notice, the County Treasury is not reimbursed for the full amount shown on the

written notice, the Prosecuting Attorney shall recover that amount from the cardholder by civil action in any court of appropriate jurisdiction.

After the card is issued, the cardholder and the agency coordinator will meet with the Auditor's office to acknowledge receipt of the card and to assure that the cardholder understands the intent of the program and agrees to adhere to the policy and guidelines established by the Commissioners as well as those established by the cardholder's appointing authority. The cardholder will be required to sign a written acknowledgment of receipt of the card and understanding of the applicable policies. The Auditor's office will retain the signed acknowledgment and will forward a copy to the appointing authority or Board of a County Agency.

9. MAKING PURCHASES AND RECORD-KEEPING

a) Purchase orders

An encumbrance must be established for each card through a purchase order. A department may aggregate the cards into one purchase order for each specific org key. The purchase order amount should be set based on the monetary and transaction limits established for the card and projected spending. This helps ensure that expenditures do not exceed available appropriations.

b) Original receipts

When making a purchase, the cardholder shall obtain and retain the original receipt. Every effort should be made to ensure that the receipt contains the vendor's name, date of purchase, itemized description of purchase, per unit price and extended price. The cardholder will match and attach receipts to the billing statements as part of the account reconciliation. A cardholder will be held personally liable for missing receipts and shall be required to reimburse the county for those billed purchases for which a receipt is not or cannot be produced.

c) Internet, telephone, and fax purchases

Procurement cards may be used to purchase goods over the Internet, telephone, or fax. These purchases must be evidenced by written order confirmation along with either the original packing slip that accompanied the purchased goods or an itemized receipt.

When using the Internet, the cardholder must make sure the web site where the card information is being placed is secure, and that all account numbers are encrypted while being passed electronically. A cardholder can determine if the web site address is secure in two ways:

- 1) An Internet web site is secure when the address changes from <http://www> to <https://www>. The "s" stands for secure.
- 2) The symbol resembling a "lock" will appear at the bottom of the browser. The "lock" symbol signifies that the web site is secure and that all card numbers will be encrypted when passed.

NOTE: Cardholders will be held responsible for all orders placed, even those with vendors that turn out not to be legitimate businesses.

The cardholder should inform the vendor that the purchase will be paid through the County procurement card, and that the purchase is tax exempt. The cardholder should also ensure the vendor will comply with the requirements of items c (above), and e and f (below).

d) Declined attempts

The procurement card will be declined if one of the embedded limits is exceeded, if the merchant commodity code is blocked, if the card issuer has a security concern because of a spending pattern, or sometimes if the "bill to" address does not match the "ship to" address. The Coordinator should be notified if a purchase is denied.

e) Agent, acceptance, or service fees

Some companies charge an agent acceptance or service fee in order to process a credit card charge. If the fee is disclosed upfront, the allowable dollar limit on the fee is five percent of the total bill, not to exceed \$25.00. If the fee is not disclosed upfront, the fee needs to be disputed immediately, regardless of the fee amount. If the purchase is being made on a state term or countywide contract, the vendor is prohibited from charging additional fees for use of a procurement card. The Coordinator and/or Auditor's office should be notified immediately of this breach of contract.

f) Vendor invoices

The card issuer will pay the vendor and the County will pay the card issuer. Vendors should not invoice the cardholder for purchases made with the procurement card. However, the cardholder must always receive an itemized receipt or order confirmation.

g) Electronic log

Each cardholder is responsible for making purchases pursuant to the department's policies and procedures and ensuring the procurement card is used as intended. The card issuing company will maintain an electronic log of each transaction. The electronic log records the transaction date, vendor name, the merchandise purchased and dollar value of sale. The cardholder is responsible for the review and accuracy of the electronic log.

h) Monitoring card activity

Certain County employees, such as the County Administrator, the County Auditor's staff, and the Coordinator will have access to view and monitor card activity. This review can occur at any time.

10. ACCOUNT RECONCILIATION AND PAYMENT

At the end of the billing cycle or a time selected by the Auditor, the electronic log is updated by the coordinator with the following financial information, purchase order number, org key, object number and description. The electronic log (statement) is then printed, and the original itemized receipts are attached. A quote or backorder notice is not substantive evidence of the occurrence of the transaction. Payment cannot be made until the cardholder confirms receipt of the goods or services.

The statement must be reviewed and signed by the cardholder and the coordinator. Cardholders cannot authorize their own statements. The appointing authority or their designee

is responsible for reviewing the statement for the appropriateness of purchases made with the card and for approving each statement for each cardholder under their supervision. The approval must be evidenced by the approver's signature. Once approved for payment, the department or agency must submit the statement and supporting receipts to the County Auditor's office. The County Auditor's office will reconcile the individual statements to the total monthly bill. The County Auditor will issue payment, either by warrant or electronically. Timely completion of the reconciliation is imperative to avoid interest charges. The reconciliation process must be completed within five business days of receiving the cardholder statement. If this time frame cannot be met for any reason, the Coordinator must notify the County Auditor's office.

There may be occasions when an item on the billing statement does not match the retained receipt. For instance, the amount may be incorrect. Under such circumstances the inaccuracy must be investigated to attempt reconciliation.

11.RETURNS, CREDITS and DISPUTE RESOLUTION

Sometimes, there is a problem with a purchased item or service. Examples include, but are not limited to, broken merchandise, the billed amount does not match the quote, the billed amount includes sales tax, the statement contains a charge not recognized by the cardholder, or the statement contains duplicate charges from a vendor. In these instances, the cardholder should try to resolve the dispute with the supplier or merchant. If the purchased item needs to be returned to the supplier for any reason, a credit should be given to the procurement card account. The Coordinator should be notified so they can verify that the credit appears on a subsequent statement. The cardholder cannot accept cash or a rain check instead of a vendor credit.

If the dispute cannot be resolved, the cardholder should contact the Auditor's office, who will work with the card issuer to resolve the dispute.

12. LATE FEES

No late fees shall be paid unless authorized by the Board of County Commissioners.

13.LOST OR STOLEN CARDS

If the card is lost or stolen, the cardholder must notify the card issuer immediately. Upon receipt of the phone call, further use of the card will be blocked. Prompt action will reduce the liability for fraudulent charges. The cardholder must confirm the phone call by written notification to the card issuer via mail or fax, with copies to the Coordinator and the County Auditor's office. The date and time of the phone report of the lost or stolen card should be included in the written notification. The Auditor's office will initiate issuance of a replacement card.

14. SUSPENSION OR CANCELLATION OF CARD

The Commissioners office reserves the right to cancel a cardholder account at any time due to violation of card policy. Cardholders who terminate their employment or whose job duties change and no longer include purchasing must surrender the card immediately. The Coordinator must obtain the cards and forward them to the Auditor's Office for cancellation.

Cardholders on extended leave or reassignment may have their card suspended. Intentional use of the card for personal purchases or for purchases made in violation of County policy will result in immediate card cancellation. When and if necessary, the Auditor's Office will initiate suspension or cancellation of the card and will notify the Board of County Commissioners and department coordinator.

15. PENALTIES FOR IMPROPER USE OF CARD

The card is to be used only by the cardholder to pay for authorized, work-related expenses. The cardholder is not allowed to lend the card to someone else. The card may not be used to pay for personal transactions. Improper use of the card can be considered misappropriation of County funds. This may result in disciplinary action up to and including termination of employment. Improper use can result in immediate cancellation of the cardholder's account. In addition, the cardholder is personally liable for payment of improper purchases, and subject to criminal prosecution. ORC 309.12, 301.29(G)(4), 2913.21

16. TRAINING

All cardholders and agency coordinators must attend scheduled trainings provided by the County Auditor's Fiscal Department on the policies and procedures associated with the County's procurement card program. They must be informed on all sources of information relevant to the program.

*	*	*	*	*
RESOLUTION NO. 23-0612	-	RE:	EXECUTION OF THE 2024/2025 MEMORANDUM OF UNDERSTANDING BY AND BETWEEN PUBLIC CHILDREN SERVICES ASSOCIATION OF OHIO, A NONPROFIT CORPORATION ORGANIZED UNDER THE LAWS OF THE STATE OF OHIO (PCSAO) , AND PORTAGE COUNTY JOB AND FAMILY SERVICES	

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, PCJFS will be responsible for implementing Ohio START where the responsibilities include, but are not limited to: establish a screening and assessment process to identify children and their families to participate in Ohio START; create strategic partnerships with other county agencies, including juvenile and family drug courts, Alcohol, Drug and Mental Health Boards, Family and Child First Council, and behavioral health providers, and

WHEREAS, Portage County Job and Family Services (PCJFS) will engage in a Memorandum of Understanding with the Public Children Services Association of Ohio to implement the Ohio START program, and

WHEREAS, the Ohio START expenditures are reimbursed directly from ODJFS and PCSAO may occasionally assist ODJFS in budget allocations, and

WHEREAS, the agreement has been reviewed and legally approved by the Portage County Prosecutor's Office, and

WHEREAS, the agreement will be in effect upon signature of the PCFS Director and PCSAO Director through June 30, 2025, unless this agreement is suspended or terminated prior to the expiration date, and now Therefore be it;

RESOLVED, that the Board of Commissioners authorizes Portage County Job and Family Services to engage in this MOU, and

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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

*	*	*	*	*
RESOLUTION NO. 23-0613	-	RE:	AWARD AND ENTER INTO CONTRACT WITH KARVO COMPANIES, INC. FOR THE CDBG (BF-22-1CJ-1) VOLUNTEER PARK PAVING PROJECT, RAVENNA	

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, official Bid forms and specifications were requested from seven (7) contractors and two (2) plan houses for the Volunteer Park Paving Project located in Ravenna; and

WHEREAS, five (5) bids were received for the Volunteer Park Paving Project, opened and tabulated by the Department of Internal Services on October 11, 2023; and

WHEREAS, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the CDBG Specialist that the bid from Karvo Companies, Inc. be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the Portage County Board of Commissioners enter into a contract with Karvo Companies, Inc., 4524 Hudson Drive, Stow, Ohio 44224 in the amount of ~~One Hundred Seventeen Thousand Seven Hundred Seventy-Five Dollars and 00/100 (\$117,775.00)~~; and be it further

RESOLVED, that 2022 Community Development Program funds will be utilized for this project; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

*	*	*	*	*
RESOLUTION NO. 23-0614	-	RE:	APPROVE SPECIFICATIONS AND SET DATE FOR THE FREEDOM TOWNSHIP SCHOOL ADA PROJECT, FREEDOM TOWNSHIP, OHIO	

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

RESOLVED, that the bid specifications, as submitted for receiving bids for the replacement of an existing landing at the front of the existing building, addition of an accessible parking area at the rear/right side of the existing building, a new foundation under the existing handicap lift and a new four-foot wide sidewalk from the parking/lift area around the building to the new stairs at the front of the building located at 7276 State Route 303 in Freedom Township, be approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services in the lobby of the Office of Internal Services located at the back of the Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., November 15, 2023 and will be publicly opened and read aloud; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on October 22, 2023 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

Roll call vote as follows:

*	*	*	*	*
RESOLUTION NO. 23-0615	-	RE:	AWARD AND ENTER INTO CONTRACT WITH HUMMEL CONSTRUCTION COMPANY FOR THE CDBG (BF-22-1CJ-1) VILLAGE OF MANTUA 10600 BLOCK SIDEWALK ADA PROJECT	

WHEREAS, official Bid forms and specifications were requested from four (4) contractors and one (1) plan house for the Village of Mantua 10600 Block Sidewalk ADA Project located 10676, 10678 and 10682 Main Street in the Village of Mantua; and

WHEREAS, three (3) bids were received for the Village of Mantua 10600 Block Sidewalk ADA Project, opened and tabulated by the Department of Internal Services on September 27, 2023; and

WHEREAS, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the CDBG Specialist that the bid from Hummel Construction Company be accepted as follows as the lowest and best bid received:

General Contract	\$193,900.00
Alternate No. 1 – Light Poles	\$ 21,600.00
Alternate No. 2 – Planter Hanging Poles	\$ 45,700.00
TOTAL	<u>\$261,200.00</u>

: now therefore be it

0791

RESOLVED, the following funds will be utilized for this project:

2022 CDBG Allocation Grant	\$173,325.80
Revolving Loan Funds	\$ 12,820.00
Downtown Mantua Revitalization Corp.	\$ 75,054.20
TOTAL	\$261,200.00

; and be it further

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

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0616

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**RE: ADOPTION OF THE PORTAGE COUNTY
DATA PROCESSING BOARD ELECTRONIC
SIGNATURE POLICY**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, Section 304.02 of the Ohio Revised Code authorizes and provides procedures to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record as required to facilitate secure authentication of electronic transactions and records; and

WHEREAS, this policy applies to County office systems and processes that use electronic signatures or other means to process financial transactions and other electronic records; and

WHEREAS, as part of the Information Technology project planning process, an assessment will be completed of the risk for the use of the application by completing an "Electronic Transaction Security Assessment". A representative of Portage County Information Technology Services will assist departments in completing an assessment of the transaction risk for the use of the set of similar electronic transactions; and be it further

RESOLVED, that the Board of County Commissioners hereby adopts the "Portage County

Data Processing Board Electronic Signature Policy" attached to this Resolution as Exhibit A; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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**Portage County Data Processing Board
Electronic Signature Policy**

Effective Date:

1.0 Purpose

To authorize and provide procedures to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record as required to facilitate secure authentication of electronic transactions and records as set forth in O.R.C 304.02

2.0 Scope

This policy applies to County office systems and processes that use electronic signatures or other means to process financial transactions and other electronic records.

3.0 Definitions

"Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means.

"Electronic signature" (E-Sign) means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Electronic signatures have the equivalent level of legal protection that is given to paper-based signatures. All security procedures and technologies should provide a reasonable level of authentication and integrity based on risk and purpose.

"Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. "Security procedure" includes a

procedure that requires the use of algorithms or other codes, identifying word or numbers, encryption, or callback or other acknowledgement procedures.

"Digital certificate" means an attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that a user sending a message is who he or she claims to be and to provide the receiver with the means to encode a reply

"Identification and Authentication" means the verification of the identity of a requesting entity (a person, computer system, or process). Once it is determined who may have access to a system, the identification and authentication process helps to enforce access control to the system by verifying the identity of the entity. Systems may use a variety of techniques or combinations of techniques such as user-ID, password, personal identification number, and digital certificates to enforce identification and authentication depending upon the level of access control required to protect the system.

"Integrity" means the assurance that the information is not changed accidentally or through a malicious or otherwise improper act. Any changes occurring through the transmission or processing of an E-Sign record should either invalidate the signature or clearly show the change and create a security log identifying the user or system that produced the change and the time that it occurred. Comparative record audits and internal control procedures should also be considered to ensure the integrity of the information. These control procedures should be recorded in the system documentation along with any changes to the application, system, environment, and operating procedures during the lifetime of the system.

"Risk Assessment" means a process concerned with identifying, analyzing, and responding to Information Technology (IT) security risks. Risk assessment attempts to maximize the results of positive events and minimize the results of negative events.

"Interface Requirements" means that the department/agency must require a separate and distinct action on the part of the person for each signature action. The separate and distinct action must be clearly marked as indicating the user's intent to electronically sign a record. The Separate and distinct action may include a series of keystrokes, a click of a mouse, or other similar action.

"Nonrepudiation" procedures are designed to ensure that the signatory adopted or assented to the record or electronic transaction. An example would be to add a statement as follows: "By pressing the "submit" button you are certifying that you are the authorized user of this system and agree that you are submitting an Electronic Signature which is comparable to your written signature for the purposes of this document."

"County Office" means any officer, department, board, commission, agency, court, or other instrumentality of the county, as set forth in O.R.C. 304.01(B).

Per the Ohio Revised Code § 304.01:

(B) "County Office" means an officer, department, board, commission, agency, court, or other instrumentality of a county.

(E) "Electronic Signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. Note: The signature can be by a county employee or a citizen transacting with the county

Ohio Revised Code § 304 .02:

Prior to a county office using electronic records and electronic signatures, a county office shall adopt, in writing, a security procedure to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. A security procedure includes, but is not limited to, a procedure requiring algorithms or other codes, identifying words or numbers, encryption, callback, or other acknowledgement procedures.

All E-Sign products will be managed according to Portage County Policies and will require approval by the Portage County Data Processing Board prior to utilization.

4.0 Procedures

As part of the Information Technology project planning process, an assessment will be completed of the risk for the use of the application by completing an "Electronic Transaction Security Assessment". The risk assessment shall consider the nature of the information and the systems, the business purpose, the operating environment, the existing protections, the impact of a security breach, and the likelihood of a breach occurring. This process is initiated by each department completing an "Electronic Transaction Security Assessment Request" and emailing it to CSinger@portageco.com.

E-Sign systems shall receive a comprehensive Security Assessment to verify that an electronic signature created by the system is that of a specific person and for detecting changes or errors in the information in an electronic record. This Security Assessment must include, but is not limited to, a procedure requiring algorithms or other codes, identifying words or numbers, encryption, or callback or other acknowledgement procedures. The system documentation must include the specific security procedures and processes automatically employed by the system or conducted by security administrators, to ensure the identity of the signatory and the integrity of the electronic records stored within the system.

RISK ASSESSMENT BY EACH COUNTY DEPARTMENT OR AGENCY:

- (1) A representative of Portage County Information Technology Services will assist departments in completing an assessment of the transaction risk for the use of the set of similar electronic transactions. The Transaction risk assessment identifies the appropriate security level by analyzing the impact of a security breach and the probability of an attempt to breach security.

(2) In determining the potential impact of a security breach, county agencies shall consider the:

- a. ~~Intended use of the electronic record or signature;~~
- b. Type of information being transmitted, received, or stored;
- c. Network used;
- d. Degree of risk to the county;
- e. Degree of risk to the users of the system;
- f. Degree of risk to third parties;
- g. Projected volume of transactions;
- h. Estimated cost;
- i. Potential legal liability; and
- j. Appropriate requirements for authentication of identity.

(3) Impact of Security Breach. The potential impact of a security breach falls into one of four categories: low-impact, medium-impact, high-impact, and very high-impact

- a. Low-impact: A security breach is considered low impact if: (i) there is no impact of a breach of security or (ii) the impact is slight or so insignificant that there would be no or only a slight and negligible financial loss, loss of the public's trust, or adverse legal consequences.
- b. Medium-impact: A Security breach is considered medium-impact if the impact is limited in nature. Limited in nature means that: (i) the financial loss when averaged for the electronic transaction set is less than ten thousand dollars to the business, citizen, state or other entity involved, or (ii) there are no major adverse legal implications, or (iii) the breach would cause at least some but not significant public distrust of the county.
- c. High-impact: A security breach is considered high-impact if: (i) compromised security would have a significant impact so that the financial harm when averaged for the electronic transaction set ranges from ten thousand dollars to five hundred thousand dollars, or (ii) the breach would result in media scrutiny and significant public distrust, or (iii) the breach would have adverse legal consequences.
- d. Very High-impact: The result of a security breach that has a very high-impact would be extremely serious. This type of breach results in: (i) financial loss, when averaged for the electronic transaction set, exceeding five hundred thousand dollars, or (ii) considerable legal violations, or (iii) intense media scrutiny and widespread, deep public distrust.

(4) Probability of an Attempt to Breach Security. The primary consideration is that value of a security breach to a person attempting a breach. Value includes financial gain, unauthorized access to confidential information, and the ability to harass, embarrass, or shock. The probability is characterized as low, medium, or high.

- a. Low-probability: A low-probability electronic transaction is one that would have little value to someone attempting a breach, and therefore, the likelihood of breach attempts is small with any attempts likely to be none, or few and limited in effort.
- b. Medium-probability: A medium -probability electronic transaction is one which would provide value to someone seeking to breach security.
- c. High-probability: A high-probability electronic transaction would provide great value to someone should he or she breach security.

SECURITY LEVELS:

In general, there are four levels of security that apply to E-Sign applications. Security Level "A" provides the minimum level of security for E-Sign systems. Security Level "D" provides the highest level of security.

Security Level A: Applications must use, at a minimum, a unique user-ID and an alphanumeric password consisting of at least eight characters, or other security procedures or features as approved by Portage County Information Technology Services. In cases where a user password is used for Electronic Signature authentication, a statement notifying the user should be provided at the point where the user logs into the system. An example would be: "This Password acts as an Electronic Signature and is comparable to the authorized user's written legal signature. Passwords must never be shared or revealed to anyone else. Revealing a password exposes the authorized user to responsibility for actions that another party takes with the password."

Security Level B: The addition of a smartcard or other physical device proprietary password combined with a unique password requirement described in Security Level A.

Security Level C: Under Level C security, agencies must use either digital certificates for authentication or a combination of unique user-ID, password (described above), and a physical device such as a smart card. The transmission of user-IDs and passwords must be encrypted using secure sockets layer (SSL) or equivalent encryption when transmitted over the internet or wireless transmission. Digital Certificates used for electronic signatures require a significant infrastructure known as public key infrastructure (PKI).

Security Level D: Security Level D requires unique user-ID and password, a digital certificate issued under PKI, and a physical device such as a smart card or biometric.

The above Security Levels are provided as guidelines. There may be cases where additional levels or types of security technology may be required. Each proposed E-Sign system and project will have its own set of variables which must be reviewed in the Security Analysis. These include the intended use of the signature; type of documents or information stored on the system; audit requirements; potential liability or cost of a security breach; network used, and degree of risk to the county or users of the system.

Therefore, it's important that the business and functional requirement, and operating environment for each proposed E-Sign system are fully identified, analyzed, and documented before a project plan for development is approved.

4.0 References

Rule 123:3-1-01 of the Ohio administrative Code: Use of Electronic Signatures and Records
Ohio Revised Code §304.02: Adoption of Security Procedures for Use of Electronic Records and Signatures

5.0 Inquiries

Direct Inquiries about this policy to: Cameron Singer, Portage County Director of Information Technology Services.

449 South Meridian Street Ravenna, Ohio 44266. (330)235-2015

CSinger@portageco.com

6.0 Revision History

Passed by a vote of the Portage County Data Processing Board on Oct 11, 2023 with Mike Tinlin moving to adopt the motion, and Matt Kelly Seconding the motion, and 6 members voting in favor.

Matt Kelly
Portage County Auditor
Data Processing Board
Secretary October 11, 2023

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**RESOLUTION NO. 23-0617 - RE: TRANSFER FROM FUND 1501, AMERICAN
RESCUE PLAN TO FUND 5200, PORTAGE
COUNTY SEWER GENERAL
ADMINISTRATION**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, in Resolution 22-0556, the Board of Commissioners approved up to \$600,000.00 in ARPA Funds to be directed to Brimfield Sewer Rehabilitation (WTR06); and

WHEREAS, Fund 5200, Portage County Sewer General Administration will initially fund the project expenses and be reimbursed by Fund 1501, American Rescue Plan; and

WHEREAS, Fund 5200 has funded \$384,221.65 for Project WTR06; now therefore be it

RESOLVED, that the following transfer be made:

FROM:

FUND 1501, AMERICAN RESCUE PLAN

ORGCODE- 15014119

Debit Expense Account

Object 910000 Project 22100- Transfer Out

\$384,221.65

TO:

FUND 5200, PORTAGE COUNTY SEWER GENERAL ADMINISTRATION

ORGCODE - 52004002

Credit Revenue Account

Object 280000 Project 22100 - Transfer In

\$384,221.65

; and be it further

RESOLVED, that the County Auditor is hereby requested to make said cash transfer by Journal Entry, and that a certified copy of this resolution be filed with 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0618

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RE: RESOLUTION OF NECESSITY FOR A REPLACEMENT OF TWO LEVIES TO BE COMBINED INTO ONE REPLACEMENT LEVY FOR A TOTAL OF 1.24 MILLS FOR THE BENEFIT OF PORTAGE COUNTY AND FOR THE PURPOSE OF PROVIDING FUNDS FOR THE BENEFIT OF CHILDREN SERVICES FOR THE CARE, PLACEMENT AND TREATMENT OF ABUSED, NEGLECTED AND DEPENDENT CHILDREN.

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, the amount of taxes which may be raised within the ten mill limitation will be insufficient to provide an adequate amount for the necessary requirements of the Portage County Department of Job & Family Services

for the benefit of Children Services for the care, placement and treatment of abused, neglected and dependent children pursuant to R.C. 5705.24; and

WHEREAS,

the Board is currently levying a **.49 mill levy** for a period of five years for the purpose of providing for the benefit of Children Services for the care, placement and treatment of abused, neglected, and dependent children, and also currently levying a **.75 mill** for a period of five years for the purpose of providing for the benefit of Children Services for the care, placement and treatment of abused, neglected, and dependent children; and

WHEREAS,

a resolution declaring the necessity of levying a replacement tax under R.C. 5705.24, 5705.25 and R.C. 5705.192, in excess of the ten-mill limitation, for both existing levies, must be passed and certified to the County Auditor in order to permit the Board of County Commissioners to consider the levy of such tax and must request the County Auditor certify to the Board the current total taxable value of the County, the estimated property tax revenue that will be produced by such a combined replacement tax totaling 1.24 mills expressed in dollars for each \$100,000 of the county auditor's appraised value;

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Portage, Ohio, two-thirds of all the members elected there concurring, that:

Section 1. It is necessary to replace both existing levies as replacement levies, which is a tax in excess of the ten-mill limitation, and for the purpose of providing the necessary requirements of the Portage County Department of Job and Family Services for the benefit of Children Services for the care, placement and treatment of abused, neglected, and dependent children.

Section 2. The question of the replacement of both existing levies into one combined replacement levy for the combined total amount of 1.24 mills shall be submitted to the electors of the entire territory of the County at the election to be held therein on March 19, 2024.

Section 3. The replacement of the existing .49 mill levy and the replacement of the existing .75 mill levy into one combined replacement levy at an annual rate not exceeding the combined total millage of 1.24 mills for each \$ 1 of taxable value, which amounts to \$ ____ for each \$100,000 of the county auditor's appraised value (to be determined by the county auditor) and to be upon the entire territory of the County, for a period of five years.

Section 4. The replacement of the existing .49 mill levy and the existing

RESOLVED,

- (i) The total current taxable value of Portage County;
- (ii) The dollar amount of revenue, rounded to the nearest dollar, that would be generated by the replacement of the two existing levies into one combined replacement levy totaling 1.24 mills;
- (iii) The combined replacement levy totaling 1.24 mills rate, expressed in dollars, rounded to the nearest dollar, that would be generated by the combined total of 1.24 mills for each \$1 dollar of taxable value, for each one hundred thousand dollars of the county auditor's appraised value;
- (iv) An estimate of the combined replacement levy totaling 1.24 mills annual collections, rounded to the nearest one thousand dollars.

RESOLVED,

Roll call vote as follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

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

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

RESOLVED, that the following transfer of funds be made in the amount of \$47,000 for September 2023 costs as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR \$47,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR \$47,000.00

; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0620

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RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin 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 \$55,000.00 SFY23 4th Qtr Pymt#3 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 \$55,000.00

TO:

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$55,000.00

; 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:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0621

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**RE: ACCEPTANCE OF DONATIONS TO THE
OFFICE OF THE PORTAGE COUNTY DOG
WARDEN**

It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

2. The Board of Commissioners authorize Commissioner Anthony Badalamenti, President of the Board, to sign the Eighth Quarter Cash Reimbursement Request in the amount of \$91,076.51 for the EMPG FY22 Q-8 Grant, as prepared by the Portage County Office of Homeland Security and Emergency Management and reviewed by the Department of Budget & Financial Management, with no exceptions noted. Copies of this request will be kept on file at the Homeland Security and Emergency Management Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

3. The Board of Commissioners hereby approves a loan of \$12,820 in CDBG Revolving Loan Funds for the Mantua ADA Accessibility Project for Sidewalk Improvements, as requested by Regional Planning Commission and reviewed by the Department of Budget and Financial Management. This will be a zero (0%) due on sale loan.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

In accordance with Section 305.30(K) of the Ohio Revised Code and this Board's Resolution 21-0396 and this Board's Resolution 21-0878, the Board of Commissioners acknowledges and approves the County Administrator's approval to:

4. Direct the Auditor's Office to pay/process the October 12, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$750,072.94	(Includes late fees of: \$7.62)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$151,817.31	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$2,736.52	
Journal Vouchers totaling:	\$160,908.78	
Then and Now list totaling:	\$84,034.15	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

5. Process the October 12, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

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

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

In accordance with Section 305.30 of the Ohio Revised Code and this Board's Resolution 21-0396, Part 9(I), the Board of Commissioners acknowledges and approves the County Administrator's approval to:

7. Authorize to hire Jason Carcelli to Superintendent WWTP, Portage County Water Resource to be effective as of Monday, October 16, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

8. Authorize the promotion of Harry Carpenter, Treatment Plant Operator I to Engineering Technician III, Portage County Water Resource to be effective as of Monday, October 30, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

9. Authorize the transfer of Don Van Metre Interim Wastewater Superintendent back to Asset Supervisor, due to the position has now been filled with a new hire for the Portage County Water Resource to be effective as of Monday, October 16, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

10. Approve anniversary/probationary step increase for the following non-bargaining employees:

- Jessica Thompson ~ BOC
- Wendy Knauer ~ JFS
- Keena Johnson ~ JFS
- Lanell Hudock ~ JFS
- John Vodila ~ JFS
- Tammy Hickman ~ JFS
- Jessica Plymale ~ JFS

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

11. The Board of Commissioners acknowledged the receipt of the Portage County Investment Portfolio Report for September 2023 as presented by the Portage County Treasurer.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

12. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for October 2, 2023 through October 8, 2023 as presented by Chief Dog Warden David McIntyre.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

13. The Board of Commissioners acknowledged the receipt of the October 10, 2023 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

14. The Board of Commissioners agrees to approve leave without pay for Jackie Sadler at Water Resources Department from October 23, 2023 through November 6, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

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Motion: by Commissioner Tinlin, seconded by Commissioner Christian-Bennett that the Board adjourns the Meeting of **October 19th, 2023 at 11:54 AM.**

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

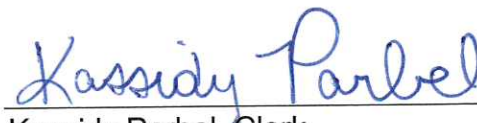
Motion Carries

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **October 19th, 2023.**


Anthony J. Badalamenti, President


Sabrina Christian-Bennett, Vice President


Mike Tinlin, Board Member


Kassidy Parbel, Clerk