



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

Tuesday, October 24<sup>th</sup>, 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, and Larry Limbert.

**DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT:**

Present: Director of the Department of Budget and Financial Management Jackie Petty

**Discussion:**

1. *To consider and establish the Portage County employee wage scale for the year 2024.*

Director Petty stated that there are two things that she would like to discuss and have the Board make decisions on: Possibly revising the wage scale and discussing what to do with those employees who are not on the scale. She gave copies of a revised wage scale and explained that they started with the people that are above mid-point in the range, which used to be 6 and is now at level 9. These individuals waited every other year for an increase, resulting in a lot of people not receiving one in 2023. Commissioner Christian-Bennett agreed that this could be challenging with the current economy and insurance costs now going up.

Director Petty suggests that a possible solution is to expand the numbers from the midpoint to the top of the scale without changing them dramatically. Every step would then be two steps and instead of waiting two years to receive a larger increase, each employee would receive a smaller increase annually. The new scale is revised to reflect 18 steps rather than 12 and employees will have more years before red lining.

Commissioner Badalamenti asked if employees would therein receive this increase plus a cost-of-living increase. No, just this percentage.

Commissioner Tinlin says that it is nice that they can view the increases on the scale and know what to expect.

Director Petty states that she feels that this will simplify things once everyone is calibrated to the new scale. It is easier to follow, and less challenging for budget purposes. Anyone who is over the mid-point will be recalibrated to where they are on the grade based on what their current wage is and the new step. Next year if the employee received a raise in 2023 then they will get one step increase, and if they did not then they will be reconfigured to where they should be.

Commissioner Badalamenti confirmed that the COLA will not be added. No, this will take the place of the COLA. He also asked if the only group not included in this would be those who work under the Courts. Or are they receiving increases like everyone else?

Commissioner Christian-Bennett stated that the only people that are viewed when referencing COLA are those not a part of the wage scale or a collective bargaining unit. The wage scale is reviewed every three years and every five years adoptions are typically made.

Director Petty states that there are a few departments that do not fall under this wage scale. Her recommendation to be fair for the people on the scale is that an increase of 1.25% be given to the individuals that do not fall under the scale. This percentage is equivalent to the last 2 steps of the scale and will be given as a budget increase to those departments to disburse in the salary budget. Commissioner Badalamenti asked how many departments are not on the scale? There are 8 including all the courts. He wants the equity of doing the same thing and doesn't want the judges to feel that it is necessary to court order increases.

Commissioner Christian-Bennett mentioned that the courts are able to court order and potentially receive a lot more. She also mentions that COLA is around 3%. Administrator Crombie states that to be fair it would depend on where you fall on the scale. For recruitment purposes the increases were a lot higher. That is why the positions 0 through 6 are a higher percentage. She confirmed that the groups that are not a part of the wage scale will be at 1.25%. Commissioner Badalamenti is concerned about that group. He also asked if Clemans Nelson finished with their study to assist in revising the Compensation Plan, which they have.

#### **Journal Entry:**

1. The Board of Commissioners approved a 1.25% wage adjustment for all non-participants of the Board of Commissioners' Wage Scale effective on January 1, 2024, as recommended by the County Administrator and the Director 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. The Board of Commissioners amend Resolution 21-0853 authorizing a revised wage scale and step rate system for full time and part time non-bargaining employees of those county departments for which the Board of Commissioners is the appointing authority or co-appointing authority./Resolution No. 23-0622

**HUMAN RESOURCES**

Present: Director of Human Resources Tami Soltis

**Discussion:****1. Compensation Policy**

Director Soltis stated that with the revised wage scale the compensation structure also changed a bit. In the plan structure on page 2: Munis definitions were added and confirmed by the Payroll Department, for clarification purposes. On page 3 the eligibility of an employee is referenced for the annual step increases as just explained by Director Petty. Performance evaluations were also redesigned within the manual to include Smart Goals such as the ability to give department heads measurable objectives and consistency when handling evaluations. Page 5 mentions refactoring with the addition of a questionnaire that needs to be completed for any position that a department head requests to be re-evaluated. This will help the HR Department determine if there is a justifiable or significant change in the position that warrants re-factoring. Pages 8 and 9 contain the actual questionnaire, which is a PDF. Some of the questions include: If the essential job functions have changed: Has education or licensure requirements changed, or if experience changed or supervisory duties are now incorporated. Director Soltis also mentions that it is asked if the department's current budget will be able to support any type of increase for the position. This will lead department heads to view projections and to pay attention to the positions that are fully funded by grants. These positions need to be identified due to the grant terms that could impact funding.

Commissioner Badalamenti asked if Director Soltis would communicate these things with the department heads. She has talked to a few but hasn't officially rolled the plan out. She states that it is a great plan for succession of employees and for offering guidelines to the departments.

Commissioner Tinlin feels that the updates were well done.

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RESOLUTION NO. 23-0622	-	RE:	AMENDING RESOLUTION 21-0853	
			AUTHORIZING A REVISED WAGE SCALE	
			AND STEP RATE SYSTEM FOR FULL TIME	
			AND PART TIME NON-BARGAINING	
			EMPLOYEES OF THOSE COUNTY	
			DEPARTMENTS FOR WHICH THE BOARD	
			OF COMMISSIONERS IS THE APPOINTING	
			AUTHORITY OR CO-APPOINTING	
			AUTHORITY.	

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

- WHEREAS,** the Board of Commissioners adopted Resolution 21-0853 on November 9, 2021, authorizing a new wage scale and step rate system for full-time and part-time non-bargaining employees of those county departments under the authority of the Board of Commissioners effective November 1, 2021; and
- WHEREAS,** the Board of Commissioners recognizes the need to update the wage scale to reflect the revised wage scale and to create a step system for employees as a means to progress through the wage scale; and
- WHEREAS,** effective October 24, 2023, full-time and part-time non-bargaining employees covered under this Resolution will be placed on the revised wage scale to the nearest step of their current hourly wage, but not less than their current wage. Employees will then move to the next step in the assigned pay grade on the anniversary of the employee's permanent date according to the Compensation Plan Manual beginning in 2024. If an employee did not receive a raise in 2023 due to being a step above Midpoint on the wage scale, the employee will advance to the next two steps on the anniversary of the employee's permanent date in 2024. Each employee will then proceed to progress through the steps on an annually basis of their assigned pay grade according to Compensation Plan Manual until they reach the Maximum of their pay grade; now therefore be it;
- WHEREAS,** the Compensation Plan Structure Manual has been adopted by the following departments: Auditor, Adult Probation, Information Technology Services, Prosecutor, Public Defender, Recorder, Tax Map, and Treasurer. In order to participate, the departments must follow the Compensation Plan Structure as designed;
- RESOLVED,** that the Board hereby directs its Department Directors to submit Payroll Change Authorization Forms (PCAs) authorizing each full-time and part-time non-bargaining employee in their respective departments to the appropriate step rate on the revised adopted wage scale effective for the pay period starting December 11, 2023 and be it further
- RESOLVED,** that a revised wage scale shall be adopted and used by the Commissioners' Departments beginning on December 11, 2023, attached hereto 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Mike Tinlin, Yea;

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**Journal Entry:**

1. The Board of Commissioners approved a 1.25% wage adjustment for all non-participants of the Board of Commissioners' Wage Scale effective on January 1, 2024, as recommended by the County Administrator and the Director 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**

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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **October 24<sup>th</sup>, 2023 at 9:16 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, 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 24<sup>th</sup>, 2023.**



Anthony J. Badalamenti, President



Sabrina Christian-Bennett, Vice President



Mike Tinlin, Board Member



Kassidy Parbel, Clerk