



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 26th, 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 Barb Tittle.

1. The Board of Commissioners approves the October 19th, 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

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Discussion:

1. ARPA Update

Director Petty started her update by stating that they have had 20 projects receive ARPA funds from 8 different departments. This includes the 12 food pantries that have received allocations and are actively submitting reimbursement. She states that it's going well. The quarterly reports being completed from the third quarter, being July through September. 31.5 million dollars was awarded and of the 20 projects that have been assigned, there has been \$25 million allocated. This leaves 6.5 million that can still be allocated to other projects. Her recommendation is that they start thinking about how they would like to prioritize awards, or how they will accept requests.

Commissioner Badalamenti asked if there were any current requests that were not fulfilled at the beginning. When the 20 projects were chosen, were there others that were on the list that that were held back on? Administrator Crombie stated that they would investigate.

Commissioner Tinlin would like to look at some things potentially involving the EMS plan and there is a legal opinion that approves these funds could be used if the Board decides to go that route. Director Kautzman will also be bringing an issue to the Board where there are added costs with the EOC.

Commissioner Christian-Bennett states that there are some things that were put on hold. She verifies that the amount not accounted for is around 6.5 million and mentions the Office of Veterans Services and their possible move to the Annex Building. Maybe some of the funds could be used there.

Commissioner Badalamenti stated that he is sure that Director Craven from the Veterans' Office is seeking out Federal funding for that project.

Director Petty states that they can start a list of priorities before a short discussion is had about a spread sheet that the past Grants Administrator, Allison Diehl, had made concerning the ARPA Funds.

Journal Entries:

1. The Board of Commissioners authorizes Commissioner Anthony Badalamenti, President of the Board, to sign the Agreement and Attachment B between the Ohio Department of Aging and Portage County for the Healthy Aging Grant, as prepared by the Ohio Department of Aging and reviewed by the Department of Budget & Financial Management, and Department of Job and Family Services 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

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:

2. Direct the Auditor's Office to pay/process the October 19, 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	\$1,757,954.65	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$252,097.94	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$2,834.27	
Journal Vouchers totaling:	\$41,280.71	
Then and Now list totaling:	\$258,961.12	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

3. Process the October 19, 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

Resolutions:

1. Acceptance of (2) Inherited IRA Beneficiary Donations for the Benefit of the Office of the Portage County Dog Warden to Include Authorization to Complete Paperwork, Transfer Ownership and Liquidate Both IRAs with Cash Proceeds to be Deposited in Fund 8109, Dog Warden Donations./Resolution No. 23-0623

Commissioner Tinlin asked after seconding the motion if the amount was known. Director Petty stated that it was originally \$80,000.

2. Transfer from Fund 1340, PCBDD General Fund to Fund 1345, PCBDD Reserve Fund./Resolution No. 23-0624

Commissioner Christian-Bennett clarified that they were transferring from the General Fund to the Reserve Fund. Two years in a row we were notated in the audit that they were over in their reserves, so now they are putting more money into that, or are they clearing it up and transferring the percentage of the budget that should be in there.

Director Petty states that the information she has concerns the Capital Improvement Fund, so she will investigate and provide an update on their reasoning.

3. Transfer from Fund 0001, General Fund to Fund 1414, Child Support General Administration./Resolution No. 23-0625
4. Cash Advance Repayment from Fund 1117, Motorcycle Grant to Fund 0001, General Fund./Resolution No. 23-0626
5. Accept the 2023-2024 Crime Victim's Assistance Office of the Attorney General of Ohio (Continuation Program) Grant for the Portage County Prosecutor./Resolution No. 23-0627
6. Acceptance of the State and Local Law Enforcement Assistance Byrne Justice Assistance Grant for The Common Pleas Court/ Adult Probation Department's Power Program (Probationers Offered Work Empowerment & Re-Direction)./Resolution No. 23-0628

Commissioner Christian-Bennett had one more question before Director Petty left. The amount that is left over from ARPA includes the 10 million that was set aside, so only 15 million has been spent on projects. Is that correct? Commissioner Badalamenti states that part of the 10 million was used. Director Petty agrees and states that part of it was used for the Juvenile Detention Center. And yes, that it is included in the 25 million.

INTERNAL SERVICES

Present: County Administrator Michelle Crombie

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement with Maximus, Inc. to prepare the indirect cost allocation plan for the Portage County Board of Commissioners./Resolution No. 23-0629
2. The Board of Commissioners authorizes first amendment to agreement between Portage County and CT Consultants, Inc. for design and construction assistance for the Chinn Regional Sewer Improvements Project in Ravenna Township, Portage County, Ohio./Resolution No. 23-0630
3. The Board of Commissioners approves the plans, specifications and estimate of cost, and setting the date and time for acceptance of bids for the construction of Project No. RA-3 (22-060), Spring Lakes Pump Station Improvements, in the Portage County Regional Sewer District, Portage County, Ohio./Resolution No. 23-0631
4. The Board of Commissioners agrees to accept the performance agreement for construction of water main installation improvements for the Highway View Drive Water Main Extension Project, Portage County Water Resources Project No. BR-W 23-040-P./Resolution No. 23-0632

5. The Board of Commissioners accepts and awards the bid for the Portage County Annex Renovation located at 466 South Meridian Street, Ravenna, Ohio./Resolution No. 23-0633

Commissioner Tinlin asks what was being decided on. A conversation is had about the HVAC and the basement being updated. This decision was made regardless of who will be occupying the space. It was stated that it was discussed last week, in which Commissioner Tinlin is aware. He states that other things were discussed the week prior involving the property, and he doesn't want to keep spending money on the project, especially when a final decision hasn't been made as to what is being done with it.

Administrator Crombie clarified that Commissioner Tinlin agreed with awarding the bid and clarified that the Board did not want to put the decision on hold.

Commissioner Badalamenti stated that the two issues are the basement and the HVAC. Commissioner Tinlin states that he doesn't know why the problems have not been resolved with the basement yet.

6. The Board of Commissioners accepts the conditional acceptance of substantial completion of street, storm sewer and drainage improvements in the Cranberry Creek Phase IV Subdivision, Brimfield Township./Resolution No. 23-0634
7. The Board of Commissioners accepts the conditional acceptance of substantial completion of street, storm sewer and drainage improvements in the Germaine Reserve Phase II Subdivision, Franklin Township./Resolution No. 23-0635
8. The Board of Commissioners agree to accept the second surety bond decrease rider for construction of street, storm sewer and drainage improvements for the Germaine Reserve Phase II Subdivision in Franklin Township./Resolution No. 23-0636
9. The Board of Commissioners agrees to accept and enter into a Successor Collective Bargaining Agreement with Portage County Solid Waste Management District and Teamsters Local Union No. 24./Resolution No. 23-0637

HUMAN RESOURCES

Present: Director Tami Soltis

Discussion:

1. Vacation.

Director Soltis states that the HR Department is proposing to make some changes to the vacation leave, accrual. We are following the ORC code 124.134, which specifies the preferred accrual for county employees. This was approved through legislation in April. Director Soltis compares the current policy with the one that is being proposed. Instead of new employees waiting until their 7th year to get the extra week of vacation. The new legislation is allowing employees with under 4 years of service to have two weeks' vacation and after their 4th year, they will receive the extra week. She feels that it will help with employee retention. It is also

allowing the progression of longevity for employees that have stayed with the county to receive an additional week.

Commissioner Christian-Bennett asked if they are aware of the financial impact of the added vacation. Director Soltis wanted to mention that there is the Vacation Payout Option, which allows people to draw from it. Employees should be keeping their days at a mild level and the departments do keep the Payout as part of their budget. Director Petty stated that she will analyze the information.

Journal Entries:

1. Accept the revision of the Portage County Personnel Policy Manual Section 23 Paid Leave of Absence section (C)(1) vacation leave accrual schedule to be adopted per ORC 124.134.

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:

2. Accept the resignation of Lisa Walker, JFS Intensive Case Manager with Job & Family Service effective date January 31, 2024.

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 three-day internal posting of the full time JFS Intensive Case Manager for Portage County Job & Family Services with external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

4. Accept the resignation of Detra Tabor, Child Support Specialist with Job & Family Service effective date October 31, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

5. Authorize the three-day internal posting of the full time Child Support Specialist for Portage County Job & Family Services with external posting if no internal appointment is made.

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 establish the employer and employee bi-weekly contribution rates for the Portage County Employee Health Benefit Plan for the calendar year 2024./Resolution No. 23-0638

JUDGE DOHERTY AND JUDGE POLAND

Discussion:

1. *Funding for specialized dockets.*

Judge Doherty started by stating that the RISE Court and HOPE Court did not receive the grant they were expecting, and now they are struggling to figure out what to do. They are here to request funding for the current services that are in place for RISE and HOPE Court. Judge Doherty and Judge Pittman have the highest docket in the state by far. For a two-judge county they have 1,300-1,400 cases each this year. Last year they each had 1,300. The closest number of cases are contained in Summit County whose judges have around 400 each. She is only including this to show the importance of maintaining the specialized dockets. It is important to maintain the programs and she breaks the information down to show staffing, training, testing and supplies, etc. as well as the amounts that would be needed. She said that the grant was relied on so heavily that she doesn't know how they will go on without it. It has helped individuals with recovery, housing, and getting jobs. The funding was very limited this year.

Judge Poland stated that there were only 3 courts in the entire state that received this particular grant. Commissioner Badalamenti asked if there was any reason behind the decision. He was under the impression diversion is the route that was being pushed. Judge Doherty agreed and said that they received no justification. She states that prior to finding out that they did not receive the funding, the DOJ even encouraged them to spend the remaining money that they had to be in line for the new allocation.

Commissioner Tinlin asked if they had enough money to complete the year? Judge Poland stated that they do not. They were advised on October 5th that the funding ran out on October 1st.

Commissioner Christian-Bennett stated that the Director of Adult Probation came in and requested funds for a preliminary period and she wanted to know if this was related to that. The Judges said yes. The Probation Department is represented under the Staffing section of the breakdown of cost.

Judge Poland states that the amount being requested, \$46,000 will take them from October 10th to 12/31/2024. He states that the programs are an important function. They have an obligation to comply with the program that they submitted to the Supreme Court for the specialized docket. The program requires that you follow through with mandatory testing. There are people that call in every day and they are randomly tested. It is expensive. There are also requirements that employees attend a conference and unfortunately they have had to cut back on the number of employees who were going to go.

Commissioner Christian-Bennett states that the Commissioners are aware because additional requests for funds for the testing have been made in the past. Judge Poland states that the testing that they were doing, is much more extensive than what they are asking for, which is only positive or negative. Levels of the used substances are not provided with these tests.

The Judges say that this is frustrating. Judge Poland states for example that if an individual tests positive for marijuana at the beginning of the program, they can see that the levels are decreasing, and they can remain in the program instead of being expelled.

Commissioner Badalamenti asks what the cost difference is between the two tests. Judge Poland states that it's \$55. It's significant, especially when there are around 4,000 tests performed a year. They have asked the Probation Department how to reduce the request to the Commissioners, as well as trying to use MRDD and State money to reduce the cost. This was three years ago, before the grants were received. The County saved money during the last three years with the grant and now it is coming to a head.

Judge Doherty states that they are trying to minimize what they are requesting to their detriment. Clarification was made as to what tests would be used and when; with the more advanced tests only being used after there is a positive result.

Commissioner Badalamenti asked if Judge Doherty would like to state how long she has organized the HOPE Court. They were certified in 2017. Judge Poland has been a part of RISE Court since around 2020.

Commissioner Badalamenti has attended the graduations, and he says that they are inspiring. He doesn't think that people understand what they do and the impact it has. He also would like to know how many advanced tests on average are needed. Judge Doherty states that the grants expanded the ability not only with the recovery programs, but it was a way to provide housing and help in other areas. Judge Poland states that in the year 2022 there were 247 laboratory confirmation tests.

Commissioner Christian-Bennett used an earlier example by Judge Poland where people react differently to the tests, and an individual's tests kept giving false positives. Judge Doherty states that it is a rare case. She wants the individuals to come clean and use honesty. She states that the guidelines are very transparent. The court must keep up on their end and have the means to test the participants.

Commissioner Christian-Bennett asked how the holiday or afterhours tests are working out, as she remembered that it was a requirement of the recertification. Judge Doherty states that it's ok but there's some hiccups with that program. It's a work in progress. Testing in this capacity is not only for the Specialized Dockets but across the board. Yes, they must have the ability to test on weekends and holidays as per the Supreme Court Certification.

Commissioner Christian-Bennett gave a recap that the Judges are requesting \$46,600 that will cover them from October this year through the end of 2024.

Commissioner Tinlin would like to make a point about how he frequently hears that the Judges and their programs help people. He appreciates what they do.

Commissioner Christian-Bennett states that the Sales and Use Tax Money can be used due to it being a Diversion program.

Commissioner Badalamenti asks if the requested amount of \$46,600 eliminates the \$55 test that is performed randomly on around 200 individuals a year? The Judges confirm that the money requested will help pay for the \$55 test, and that it will continue the testing. Judge Poland appreciates the support. He says it really makes a difference when they receive the response from the participants, acknowledging that a difference was made in their life. The next joint ceremony will be held on November 16th, where Judge Poland should have 2 graduates from the RISE Program and Judge Doherty will have 4 from the HOPE Program.

Commissioner Badalamenti states that the ceremonies transcend just drug use, and he finds them to be inspirational. Judge Doherty briefly spoke about one of her graduates who now runs a landscaping business and is very successful. He thanks the program for where his life is today.

Commissioner Tinlin's recommendation is to provide more funding than was asked for. The original amount was \$46,600 and he proposes to make it an even \$50,000 to alleviate some of the stress of budgeting the program. Commissioner Christian-Bennett states that she would ask the requesters if there is a need for the additional \$3,400? Judge Doherty and Poland state that it would alleviate stress and provide a cushion. She states that they are not the ones figuring out the numbers. The Commissioners agree that they will provide the \$50,000.

MISCELLANEOUS

Journal Entries:

1. The Board of Commissioners acknowledged the receipt of the October 17, 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

2. The Board of Commissioners acknowledged the receipt of the October 23, 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

3. The Board of Commissioners received the October 17, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for September 2023, in accordance with Ohio Revised Code Section 325.07.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

4. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transporting Report for September 2023 as presented by the Portage County Sheriff's Office.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

5. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of September 2023 as presented by the County Treasurer and County Auditor.

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 acknowledged receipt of the Kennel Disposition Report and Intake Report for October 9, 2023 through October 15, 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

7. The Board of Commissioners acknowledged receipt of the letter from Charleston Township Trustees regarding their request to be removed from NOPEC.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

PROCLAMATION PRESENTATION

National Breast Cancer Awareness Month, October 2023 Presented to Portage County

This Proclamation is important to the Commissioners as Commissioner Tinlin has lost loved ones to the disease and Commissioner Christian-Bennett is a recent Breast Cancer survivor. She urges everyone to get their annual exams. She also wanted to mention that UH Medical just opened their Breast Health Center.

Recess: 9:46 AM

Reconvene: 11:00 AM

PUBLIC COMMENT

No public comment was given.

Before adjournment Commissioner Christian-Bennett asked if the meeting was to continue in Recess for the Public Informational Session that was scheduled to start at 2:00 PM. Clerk, Kassidy Parbel stated that it was recommended by Prosecutor Meduri that the informational session be a separate session from this current meeting.

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RESOLUTION NO. 23-0623	-	RE:	ACCEPTANCE OF (2) INHERITED IRA BENEFICIARY DONATIONS FOR THE BENEFIT OF THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN TO INCLUDE AUTHORIZATION TO COMPLETE PAPERWORK, TRANSFER OWNERSHIP AND LIQUIDATE BOTH IRAS WITH CASH PROCEEDS TO BE DEPOSITED IN FUND 8109, DOG WARDEN DONATIONS	

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

WHEREAS, the Portage County Dog Warden was named as a Beneficiary of 2 IRA Accounts originally held by TD Ameritrade, and now held by Charles Schwab, from Decedent Frederick E. Pfarr, and

WHEREAS, Employees from the Portage County Department of Budget & Financial Management with review by the Prosecutor's Office, request authority to

complete applicable paperwork and processes required by Charles Schwab to transfer Ownership of both IRA beneficiary accounts to the Portage County Board of Commissioners FBO The Portage County Dog Warden and

- WHEREAS,** immediately upon transfer of Ownership, Employees from the Portage County Department of Budget & Financial Management with review by the Prosecutor's Office, request authority to complete if applicable any additional paperwork and processes required by Charles Schwab to liquidate these IRA beneficiary accounts, and
- WHEREAS,** the cash proceeds from the liquidation will be deposited in fund 8109, Dog Warden Donations; now therefore, be it
- RESOLVED,** the Portage County Board of Commissioners authorizes Employees from the Portage County Department of Budget & Financial Management with review by the Prosecutor's Office, to complete the applicable paperwork and processes to accomplish the above; and be it further
- RESOLVED,** that the Board of Commissioners authorizes the President of the Board to sign any and all documents pertaining to this matter; and be it further
- RESOLVED,** the Board of Portage County Commissioners will accept these donations/inherited beneficiary funds in accordance with Resolution No. 13-1011, adopted on October 3, 2013, for the Benefit of the Office of the Portage County Dog Warden; and be it further
- RESOLVED,** a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, the Portage County Prosecutor's Office and the Portage County Dog Warden; 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. 23-0624

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**RE: TRANSFER FROM FUND 1340, PCBDD
GENERAL FUND TO FUND 1345, PCBDD
RESERVE FUND**

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

WHEREAS, the **1345 Reserve Fund** was established to set aside funds that are not needed to pay for current operating expenses and not deposited in the capital improvement fund, but that will be needed to pay for future operating expenses, and

WHEREAS, the Portage County Board of DD has requested a transfer out of Fund 1340, **PCBDD General Fund** and crediting Fund 1345, **PCBDD Reserve Fund**; and

WHEREAS, the Portage County Board of Commissioners approved the transfer of funds; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$300,000.00

FROM:

FUND 1340, PCBDD GENERAL FUND

ORGCODE – A0000099

Debit Expense Account

Object: 910000 – Transfers Out \$300,000.00

TO:

FUND 1345, PCBDD RESERVE FUND

ORGCODE- E0000092

Credit Revenue Account

Object: 280000 - Transfer In \$300,000.00

; 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 County Auditor, the Portage County Board of DD 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. 23-0625 - RE: TRANSFER FROM FUND 0001, GENERAL

**FUND TO FUND 1414, CHILD SUPPORT
GENERAL ADMINISTRATION**

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

- WHEREAS,** the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and
- WHEREAS,** it is necessary to do a transfer from the General Fund; now therefore be it
- RESOLVED,** that the following transfer of funds be made in the amount of \$2,112.75 for September 2023 IV-D contract payments local match for Domestic June 2023 payment as reviewed and recommended by the Department of Job & Family Services:

FROM:

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000- Transfer Out \$ 2,112.75

TO:

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Credit Revenue Account

Object: 280000 - Transfer In \$ 2,112.75

Project NONE

; 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. 23-0626

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RE: CASH ADVANCE REPAYMENT FROM FUND
1117, MOTORCYCLE GRANT TO FUND
0001, GENERAL FUND
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It was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the following resolution be adopted:

WHEREAS, Via resolution 22-0471 on July 28, 2022 a cash advance for \$60,000 was given to Fund 1117, Motorcycle Grant from Fund 0001, General Fund, and

WHEREAS, as of October 23, 2023, this advance remains outstanding, and

WHEREAS, this advance is in repayment; now therefore be it

RESOLVED, that the following cash advance repayment be made in the amount of \$60,000 as recommended by the Director of Budget & Financial Management:

FROM:

FUND 1117, MOTORCYCLE GRANT

ORGCODE - 11177009

Debit Expense Account

Object 921000 – Advance Out Returns \$ 60,000

TO:

FUND 0001, GENERAL FUND

ORGCODE - 00100002

Credit Revenue Account

Object 291000 – Advance In Repayment \$ 60,000

; and be it further

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

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

Roll call vote as follows:

Mike Tinlin, Yea;

*	*	*	*	*
RESOLUTION NO. 23-0627	-	RE:	ACCEPT THE 2023-2024 OFFICE OF THE ATTORNEY GENERAL OF OHIO CRIME VICTIM'S ASSISTANCE (CONTINUATION PROGRAM) VOCA GRANT FOR THE PORTAGE COUNTY PROSECUTOR.	

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

WHEREAS, the Portage County Board of Commissioners agrees to accept the Attorney General's VOCA grant which would fund seven (7) full-time positions:

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

WHEREAS, the Portage County Board of Commissioners fully supports the Portage County Prosecutor's Office in its efforts to support the Victims of crime in Portage County, and

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

RESOLVED, the Board of the Portage County Commissioners does hereby agree to accept the Office of the Attorney General of Ohio Crime Victim's Assistance (Continuation Program) **VOCA grant award on behalf of the Portage County Prosecutor's office**, for \$104,609 with a general fund match of \$20,921.80, and a one (1) time transfer from the General fund in the amount of \$437,179 to cover additional program costs, for a project total of \$562,709.80, and the SVAA grant award of \$10,156.68, with no local match, for the period of October 1, 2023 through September 30, 2024:

; and be it further

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

Roll call vote as follows:

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RESOLUTION NO. 23-0628	-	RE:	ACCEPTANCE OF THE STATE AND LOCAL LAW ENFORCEMENT BYRNE JUSTICE ASSISTANCE GRANT FOR THE COMMON PLEAS COURT/ ADULT PROBATION DEPARTMENT'S POWER PROGRAM (PROBATIONERS OFFERED WORK EMPOWERMENT & RE-DIRECTION)	

WHEREAS, the Portage County Board of Commissioners and the Common Pleas Court/ Portage County Department of Adult Probation have been notified through the Bureau of Justice Assistance that the Common Pleas Court/ Portage County Department of Adult Probation has been approved for BJA Funding and will receive \$250,000.00 for the period beginning July 01, 2023 and ending June 30, 2025; and

RESOLVED, that the Portage County Board of Commissioners accepts said grant in the amount of \$250,000.00 from the Bureau of Justice Assistance U.S. Department of Justice with no local cash match for the period beginning July 01, 2023 and ending on June 30, 2025 for the Portage County Adult Probation Department's POWER Program (Probationers Offered Work Empowerment & Re-Direction); and be it further,

RESOLVED, that a certified copy of this resolution be forwarded to the Portage County Auditor, the Department of Budget and Financial Management, and the Adult Probation Department; 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 and accordance 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. 23-0629

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RE: ENTER INTO AGREEMENT WITH MAXIMUS, INC. TO PREPARE THE INDIRECT COST ALLOCATION PLAN FOR THE PORTAGE COUNTY BOARD OF COMMISSIONERS.

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

WHEREAS, the County has programs which it operates with Federal funding; and

WHEREAS, the County supports these programs with support services paid from County appropriated funds, and

WHEREAS, the United States government will pay a fair share of these costs if supported by an approved cost allocation plan, and

WHEREAS, Maximus, Inc. is staffed with personnel knowledgeable and experienced in the requirements of developing and negotiating such governmental cost allocation plans, and

WHEREAS, the County desires to engage the Consultant to assist in developing a plan which conforms to Federal requirements, and will be approved by their representatives; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and Maximus, Consulting Services, Inc., 808 Morefield Park Dr., Suite 205, Richmond, VA 23236, to provide the necessary services to develop a cost allocation plan for fiscal years 2023, 2024 and 2025 at a cost not to exceed Sixteen thousand and 00/100 dollars (\$16,250.00) annually; 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;

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RESOLUTION NO. 23-0630

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RE: TO AUTHORIZE FIRST AMENDMENT TO AGREEMENT BETWEEN PORTAGE COUNTY AND CT CONSULTANTS, INC. FOR DESIGN AND CONSTRUCTION ASSISTANCE FOR THE CHINN REGIONAL SEWER IMPROVEMENTS PROJECT IN RAVENNA TOWNSHIP, PORTAGE COUNTY, OHIO.

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

- WHEREAS,** this Board by Resolution No. 18-0226, adopted March 29, 2018, approved and agreed to enter into an agreement with CT Consultants, Inc., 8150 Sterling Court, Mentor OH 44060, for engineering design and construction assistance, dated April 26, 2018; and
- WHEREAS,** the original agreement was in the amount of \$536,895.00, and due to the complexity of the project and projected cost of construction, it has become necessary to amend the Agreement for additional design requirements performed and to be performed, including analyses, design alternatives and related professional engineering services, for an additional amount of \$125,000.00, as outlined in an amendment to the Agreement; and
- WHEREAS,** the amended contract sum with CT Consultants shall be in the amended amount of \$661,895.00; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners hereby authorizes execution of a First Amendment to Agreement between Portage County and CT Consultants, Inc., in accordance with the above; and be it further
- RESOLVED,** 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; 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. 23-0631

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RE: APPROVING THE PLANS, SPECIFICATIONS AND ESTIMATE OF COST, AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE CONSTRUCTION OF PROJECT NO. RA-3 (22-060), SPRING LAKES PUMP STATION IMPROVEMENTS, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, PORTAGE COUNTY, 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, pursuant to authorization by this Board contained in Resolution 22-0539 adopted, August 18, 2022, the Portage County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. RA-3 (22-060), "Spring Lakes Pump Station Improvements" referred to as the "PROJECT"; and

WHEREAS, Portage County Water Resources has the need to upgrade the existing pump station to improve functionality and dependability for the users tied into the contributory system; and

WHEREAS, the PROJECT will replace the existing pump station facility that is beyond the useful lifespan and provide continuous service to its customers; now therefore be it

RESOLVED, that said authorization to finalize plans, specifications and estimate of cost for said PROJECT is hereby given; and be it further

- RESOLVED,** that sealed bids, therefore will be accepted by the Portage County Director of Internal Services, South Chestnut Entrance, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio, until 2:00 p.m. (E.S.T) on Wednesday, December 06, 2023; and be it further
- RESOLVED,** that the Notice of receiving bids shall be posted in the Record Courier on November 07, 2023, and November 21, 2023. This advertisement for bids can also be found on Portage County's website at: www.co.portageco.oh.us under county bid notices; and be it further
- RESOLVED,** that that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the County Auditor, Internal Services and the Department of Budget and Financial Management; and be it further
- RESOLVED,** that the Clerk of this Board is hereby directed to certify a copy of this Resolution to the Department of Budget and Financial Management and the County Auditor within 15 days after its passage; and be it further
- RESOLVED,** 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;

*	*	*	*	*
RESOLUTION NO. 23-0632	-	RE:	AGREE TO ACCEPT THE PERFORMANCE AGREEMENT FOR CONSTRUCTION OF WATER MAIN INSTALLATION IMPROVEMENTS FOR THE HIGHWAY VIEW DRIVE WATER MAIN EXTENSION PROJECT, PORTAGE COUNTY WATER RESOURCES PROJECT NO. BR-W 23-040-P.	

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

- RESOLVED,** that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the Performance Guarantee and the Construction Account Agreement for the construction of water

facilities for the Highway View Drive Water Main Extension Project, No. BR-W 23-040-P (IMPROVEMENTS), and be it further

RESOLVED, that said Agreement is between J-RS Development, LLC (owner/developer) and Hometown Bank (Bank), in the full and just sum of EIGHTY NINE THOUSAND, THREE HUNDRED NINE DOLLARS AND ZERO CENTS (\$89,309.00) as security for the performance of the conditions of the Agreement and for the construction of said IMPROVEMENTS at no cost to the County; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 23-0633

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**RE: ACCEPT AND AWARD THE BID FOR THE
PORTAGE COUNTY ANNEX RENOVATION –
466 SOUTH MERIDIAN STREET, RAVENNA,
OHIO.**

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

WHEREAS, two (2) bids for the Portage County Annex Renovation – 466 South Meridian Street, Ravenna, OH were received, tabulated and recorded on October 18th 2023; and

WHEREAS, upon review of the bids received, it is the recommendation of Hasenstab Architects, Inc. and the Portage County Director of Internal Services that the Portage County Board of Commissioners accept the bid received from Hemminger Construction Co., Inc. be accepted; now therefore be it

RESOLVED, that the Board of County Commissioners agree to enter into a contract with Hemminger Construction Co., Inc., 1357 Home Avenue, Akron, OH 44310 in the amount not to exceed Four Hundred Ninety-Two Thousand Five Hundred Dollars and 00/100 (\$492,500.00); 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

begins the required one-year maintenance period, and which shall be the 26th day of October 2023, and be it further

RESOLVED, that until final acceptance of the aforementioned, as provided in Portage County Subdivision Rules and Regulations § 519, Owner/Developer shall be responsible for all Improvements in accordance with said Rules and Regulations, including but not limited to §§ 516 through 519; and be it further

RESOLVED, that Improvements which are to be Township Roads upon final acceptance shall not be the responsibility of the Township until the aforementioned procedure for final acceptance has been satisfactorily completed; 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. 23-0635 - RE: CONDITIONAL ACCEPTANCE OF
SUBSTANTIAL COMPLETION OF STREET,
STORM SEWER AND DRAINAGE
IMPROVEMENTS IN THE GERMAINE
RESERVE PHASE II SUBDIVISION,
FRANKLIN TOWNSHIP.**

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

WHEREAS, required street, storm sewer and drainage improvements in the Germaine Reserve Phase II Subdivision, Franklin Township, identified in plans on file with the Portage County Engineer dated February 20th, 2020, are indicated to have been substantially completed by Newcomer Partners LLC, (Owner/Developer), including the following roads depicted in said Subdivision plans:

Road No.	Road Name	<u>Length</u>	
		Feet	Miles
TH 1383	Wanda Court	1,275.12'	.242
TH 1384	Jenna Circle	657.42'	.125

(Improvements); and

- WHEREAS,** Portage County Subdivision Rules and Regulations § 516 provides a procedure for conditional acceptance of street, storm sewer and drainage improvements that have been substantially completed, and to set a date for the required one-year maintenance period; and
- WHEREAS,** the Portage County Engineer engaged with the aforementioned Township pursuant to Rule 516.1(B), and upon inspection of said Improvements, the same were found to be in compliance such procedure; now therefore be it
- RESOLVED,** that, upon the recommendation of the Portage County Engineer, the Board of Portage County Commissioners does hereby set the date of substantial completion for the above-referenced Improvements, which begins the required one-year maintenance period, and which shall be the 26th day of October 2023, and be it further
- RESOLVED,** that until final acceptance of the aforementioned, as provided in Portage County Subdivision Rules and Regulations § 519, Owner/Developer shall be responsible for all Improvements in accordance with said Rules and Regulations, including but not limited to §§ 516 through 519; and be it further
- RESOLVED,** that Improvements which are to be Township Roads upon final acceptance shall not be the responsibility of the Township until the aforementioned procedure for final acceptance has been satisfactorily completed; 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. 23-0636 - RE: AGREE TO ACCEPT THE SECOND SURETY
BOND DECREASE RIDER FOR
CONSTRUCTION OF STREET, STORM
SEWER AND DRAINAGE IMPROVEMENTS**

**FOR THE GERMAINE RESERVE PHASE II
SUBDIVISION IN FRANKLIN TOWNSHIP.**

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

- WHEREAS,** Portage County Board of Commissioners Resolution 22-0058, agreed to accept the Surety Bond and Performance Agreement for the construction of street, storm sewer and drainage improvements for the Germaine Reserve Phase II Subdivision in Franklin Township, Portage County, Ohio, in the full and just sum of Nine Hundred Forty-One Thousand Eight Hundred and 81/100 Dollars (\$941,800.81) for the benefit of Portage County; and
- WHEREAS,** pursuant to Portage County Subdivision Regulations § 512.2, the amount of any surety bond may be reduced at times and in amounts deemed appropriate by the county engineer; and
- WHEREAS,** Resolution 22-0695, amended by Resolution 22-720, accepted a decrease of the aforementioned Surety Bond sum to Two Hundred Sixteen Thousand Two Hundred Thirty-Seven and 70/100 Dollars (\$216,237.70), now therefore be it
- RESOLVED,** that, upon the recommendation of the Portage County Engineer and the Portage County Prosecutor's Office, the Board of Portage County Commissioners does hereby agree to accept the second Surety Bond decrease rider for the construction of street, storm sewer and drainage improvements for the Germaine Reserve Phase II Subdivision in Franklin Township; and be it further
- RESOLVED,** accordingly said Surety Bond between Newcomer Partners, LLC (principal) and Ohio Farmers Insurance Company, is decreased by One Hundred Twenty-Nine Thousand Six Hundred Forty and 33/100 Dollars (\$129,640.33), to Eighty-Six Thousand Five Hundred Ninety-Seven and 37/100 Dollars (\$86,597.37) said sum being for the benefit of Portage County; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 23-0637

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- RE:

*
ACCEPT AND ENTER INTO A SUCCESSOR
COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE BOARD OF COUNTY
COMMISSIONERS OF THE PORTAGE
COUNTY SOLID WASTE MANAGEMENT
DISTRICT AND TEAMSTERS LOCAL UNION
NO. 24.
*

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

WHEREAS, the Collective Bargaining Agreement between the Board of County Commissioners of the Portage County Solid Waste Management District and Teamsters Local Union No. 24 will expire on October 31, 2023; now therefore be it

RESOLVED, the Board of County Commissioners of the Portage County Solid Waste District does hereby accept and agree to enter into a Successor Collective Bargaining Agreement between the Board of County Commissioners of the Portage County Solid Waste Management District and Teamsters Local Union No. 24 as negotiated and accepted by vote of the Bargaining unit; and be it further

RESOLVED, that this agreement shall be effective November 1, 2023, and shall continue in full force and effect through October 31, 2026; 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. 23-0638

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RE:

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ESTABLISHING EMPLOYER AND
EMPLOYEE BI-WEEKLY CONTRIBUTION
RATES FOR THE PORTAGE COUNTY
EMPLOYEE HEALTH BENEFIT PLAN FOR
CALENDAR YEAR 2024.
*

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

resolution be adopted:

- WHEREAS,** Ohio Revised Code ("R.C.") §§305.171 and 305.23 authorize the Portage County Board of Commissioners ("Board") to provide and manage group hospitalization, health and dental insurance plans for the employees of Portage County, on a contract or self-insured basis; and
- WHEREAS,** the Board has entered into contract with Medical Mutual Services, LLC and Delta Dental of Ohio to provide and administer group health care and dental plans for employees during calendar year 2024; and
- WHEREAS,** the Board has established the Employee Health Benefit Plan with the assumption that costs will be fairly apportioned between employer and employee for the purpose of ensuring a viable and properly funded plan; and
- WHEREAS,** Willis of Ohio, Inc., the county's Health Care Consultant, and the Human Resources Department staff have recommended revisions to the County's Employee Health Benefit Plan, as reflected herein and in the Plan Addendum attached hereto as Exhibit A and the Spousal Certification attached hereto as Exhibit B, incorporating certain changes to the Portage County Employee Health Benefit Plan (PPO Plus), now therefore be it
- RESOLVED,** that the Board has previously established and affirms as a matter of policy that total employee contributions toward the cost of the Employee Health Benefit Plan should meet or exceed ten percent (10%) of such costs, and any previous expressions of Board policy in this regard (e.g., Resolution #22-0604) are hereby superseded; and be it further
- RESOLVED,** that the Board approves the employee contribution rates established hereinafter with the understanding that the rates are designed to be applied as payroll deductions on the 26 pay periods of 2024; and be it further
- RESOLVED,** that the bi-weekly employee/employer contribution rates for the Portage County Employee Health Benefit Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay days in calendar year 2024, as follows:

Medical/ Rx

PPO Plus

<u>Coverage</u>	<u>Employee</u>	<u>Employer</u>
Employee	\$52.31	\$493.74
Employee + Spouse	\$136.91	\$1066.05
Employee + Child(ren)	\$93.62	\$887.66
Family = Spouse + children	\$186.67	\$1451.48

; and be it further

RESOLVED,

that the bi-weekly employee contribution rates for the Portage County Employee Vision/Hearing Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay dates in calendar year 2024, as follows:

Vision/Hearing

	<u>Employee Rate</u>
Employee Only	\$2.81
Employee + Spouse	\$6.18
Employee + Child(ren)	\$5.05
Family	\$8.43

; and be it further

RESOLVED,

that the bi-weekly employee contribution rates for the Portage County Employee Dental Plan set forth hereinafter are hereby approved and adopted for payroll deduction applicable to pay dates in calendar year 2024, as follows:

Dental

Delta Dental

	<u>Employee Rate</u>
Employee Only	\$10.57
Employee + Spouse	\$19.53
Employee + Child(ren)	\$26.32
Family	\$39.23

; 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;

PORTAGE COUNTY PLAN ADDENDUM, 2024

INTRODUCTION

This document is an addendum description of the Portage County Employee Health Benefit Plan. The Plan is designed to protect participants against certain catastrophic health expenses. This Addendum supersedes all previous written and unwritten Portage County Employee Health Benefit Plans that directly conflict with this 2024 Addendum.

Coverage under the Plan will take effect for an eligible Employee and eligible Dependents when the Employee and Dependents satisfy all the eligibility requirements of the Plan.

The Portage County Board of Commissioners reserves the right to terminate, suspend, discontinue, or amend the Plan at any time and for any reason.

The Portage County Board of Commissioners reserves the right to terminate, suspend or discontinue benefits of the employee or dependent when eligibility information supporting the employee's or dependent's application for coverage is materially false or erroneous.

Changes in the Plan may occur in any or all parts of the Plan including benefit coverage, deductibles, maximums, co-payments, exclusions, limitations, definitions, eligibility, or other factors at any time as determined by the Portage County Board of Commissioners.

Failure to follow the eligibility or enrollment requirements of this Plan may result in delay of coverage or no coverage. Reimbursement from the Plan can be reduced or denied because of certain provisions in the Plan, such as coordination of benefits, subrogation, exclusions, the timeliness of elections as well as COBRA elections, utilization review or other cost management requirements, lack of medical necessity, lack of timely filing of claims or lack of coverage.

The Plan will pay benefits only for the expenses incurred while this coverage is in force. No benefits are payable for expenses incurred before coverage began or after coverage is terminated, even if the expenses were incurred because of an accident, injury or disease that occurred, began, or existed while coverage was in force. An expense for a service or supply is incurred on the date the service or supply is furnished.

If the Plan is terminated, amended, or benefits are eliminated, the rights of the Covered Persons are limited to covered charges incurred before termination, amendment, or elimination.

A Plan Participant should contact Medical Mutual, the Third-Party Plan Administrator, to obtain additional information about the Plan coverage of a specific benefit, particular drug, treatment, test, or any other aspect of the Plan benefits or requirements.

Any clarification is available from the Plan Administrator and or Medical Mutual free of charge.

ENROLLMENT

An eligible employee must complete the enrollment process by signature or electronic signature confirming benefits elected, waiver of benefits and upon new hire selection of benefits. Signatures

proving elections and receipt of important medical documentation must be completed upon eligibility. If the employee fails to provide a completed application or electronic signature within the first 31 days of hire or qualifying event, no enrollment of the employee or dependents, if any, will occur until the next Open Enrollment period.

ELIGIBILITY

Eligible Employee: A person is eligible for employee coverage on their date of hire if he or she meets the following eligibility requirements:

The employee is a permanent full-time employee working 40 hours per week and in active pay status or a benefit-eligible part-time employee. An eligible part-time employee is considered benefits-eligible if he or she has a regular schedule of at least 30 but less than 40 hours of work per week, or variable hours that average at least 30 hours of service per week or 130 hours of service per month during the applicable measurement period chosen by the County pursuant to 26 CFR §54.4980H-3. An employee is considered in active pay status on any day in which the employee accrues paid sick leave and paid vacation leave. An eligible employee who uses authorized leave under the Family and Medical Leave Act remains benefit eligible during such leave, regardless of active pay status. Elected officials are considered full-time employees. Seasonal or temporary employees are not eligible.

Eligible Dependents: An eligible employee's Spouse and Children who meet the following eligibility requirements can be enrolled in the plan:

(1) A covered employee's spouse will only be eligible if insurance through the spouse's active employer is not required to offer coverage, regardless of quality of coverage. Proof by certification will be required to establish that the employee's spouse does not have access to other insurance. Falsification of information may result in discipline of the employee up to and including dismissal, and/or loss of coverage for employee and spouse.

(2) "Spouse" means a person to whom the employee is lawfully married under the laws of the State of Ohio, or another state or country if the marriage is recognized by the State of Ohio. Eligibility for any benefit described in this plan is subject to the submission of satisfactory evidence, such as certificate of marriage, submitted to the Human Resources Department as documentation of spousal status.

(3) "Children" means the employee's natural or adopted children, or the spouse's children, such as stepchildren, children placed in "anticipation of adoption", legally adopted children, children for whom either the employee or employee's spouse is the legal guardian or custodian or any children who, by court order, must be provided health care coverage by the employee or the employee's spouse. Coverage of child dependents is subject to the submission of proper legal documentation. To be considered eligible dependents, children's ages must fall within the age limit specified below.

Dependent Children: A dependent child may be covered until the last day of the month of the child's 26th birthday. See eligible dependents (3)

Adult Dependent Children: An adult dependent child may be covered until the last day of the month of the child's 28th birthday. To be eligible for coverage after age 26, the child must be the natural child, stepchild or adopted child of the employee or the employee's spouse and must not be eligible for coverage through their employer or Medicaid or Medicare. To be eligible for coverage between the

child's 26th and 28th birthdays, the child must be 1) unmarried, 2) a resident of this state OR a full-time student at an accredited public or private institution of higher education, 4) not employed by an employer offering a health insurance plan under which the child would be eligible for coverage, 5) not eligible for coverage under Medicaid or Medicare. A surcharge for coverage of adult children between the ages of 26 and 28 will be established from time to time by the Board of Commissioners.

Child Support Orders: A dependent child under the age of 18 may be eligible under the terms of a court order that requires an eligible employee to provide medical coverage for his or her children in situations involving divorce, legal separation, or paternity dispute. The Human Resources Department will notify an employee who becomes subject to a medical child support order received by the Department. The Department will notify each affected employee, custodial parent, or guardian of its procedures for determining whether medical child support orders are consistent with the requirements of the Plan. Once the dependent child is enrolled under a medical child support order, the child's custodial parent or guardian will receive a copy of all pertinent information provided to the eligible employee. In addition, should the eligible employee lose eligibility status, the custodial parent or guardian will receive the necessary information regarding the dependent child's rights for continuation of coverage under COBRA.

Dependent Disability: Eligibility will continue beyond the termination age limit for eligible dependents that are 1) unmarried and 2) primarily dependent upon the employee for support due to a physical handicap or mental retardation that renders the dependent unable to work. This incapacity must have started before the age limit was reached and must be medically certified by a Physician. After two (2) years following the date the eligible dependent meets the termination age limit, the County may annually require further proof that the dependence and incapacity continue. The County reserves the right to have such dependent examined by a Physician of the County's choice, at the County's expense, to determine the existence of such incapacity.

Married Employees: Where two eligible employees are married to each other, each employee is required to enroll in a single plan for payroll purposes only. If children are to be covered, one of the employees must enroll under "employee plus children" coverage.

ENROLLMENT ELECTION CHANGES OR QUALIFYING EVENT

An eligible employee experiencing a qualifying event is permitted to change tiers. A qualifying event is a change in marital status, a spouse or dependent losing or gaining access to coverage, birth of a child or death of a covered individual or dependent. Proof of this qualifying event is required. The employee must notify the Human Resources Department within 31 days of the qualifying event to make the eligible change in coverage. If notification is not received within 31 days, the effective date of the change in coverage will not occur until the next Open Enrollment. Qualifying changes in tiers will be effective on the date of the qualifying event, not on the date of notification.

A newborn child of a covered employee is not automatically enrolled in the plan. A newborn child or newly adopted child will be enrolled as of the date of birth or adoptive placement, provided that the employee requests enrollment from the Human Resources Department within 31 days of the date of birth or adoptive placement. If the enrollment of a newborn child is not received within the 31 days of the newborn's birth or adopted child's placement, coverage for the newborn or adopted child will not be available until the next Open Enrollment.

Coverage will continue for an adopted child unless the placement is disrupted prior to legal adoption

and the child is removed from placement.

CONTRIBUTIONS

Portage County shares the cost of employee and dependent coverage under this Plan. Portage County sets and reserves the right to change the level of the employee contribution.

TERMINATION OF COVERAGE

When coverage under this Plan stops, Plan participants will receive a certificate of coverage that will show the period of coverage under this Plan. Employees should contact the Human Resources Department for further details.

Termination of Employee Coverage: Employee coverage will terminate on the last day of the pay period that the employee ceases to be an eligible employee as result of termination, lay-off, reduction of full-time status, or if the employee fails to pay his or her share of the required health care contribution. A covered employee will be eligible for COBRA continuation coverage. Employees should contact the Human Resources Department for a complete explanation of when COBRA continuation coverage is available, what conditions apply, and how to select coverage and cost.

Termination of Dependent Coverage: A dependent's coverage will terminate on the date that the eligible employee's coverage under the Plan terminates for any reason including death, disqualified adult children, or having exceeded age limitations. Voluntary termination of any dependent coverage by an eligible employee may occur with proof of qualifying event.

OPEN ENROLLMENT

Employees and their eligible dependents who are not currently covered under this Plan may choose to be covered under this Plan during the annual open enrollment period or as of the date of a qualifying event. Changes cannot be made during the plan year without a qualifying event.

Portage County reserves the right to require proof of all qualifying events as well as proof of dependent eligibility at any time. Audits of dependent coverage eligibility will be completed periodically.

Benefit choices made during the open enrollment period will become effective January 1 of the following year.

EXHIBIT "B"



SPOUSAL COVERAGE CERTIFICATION 2024

Employee Name

Name of Spouse

An employee's spouse is not eligible to participate in Portage County's 2024 medical plan if the spouse has access to medical coverage through his or her employer. This rule applies regardless of cost differences and/or network access between Portage County's medical plans and the plan(s) available to the spouse. If a spouse does not have access to coverage through his or her active employer, he/she is permitted to participate in Portage County's medical plan with proper proof/documentation.

☐ My spouse is **NOT** employed as of DATE: _____.

☐ My spouse **IS** employed but does **NOT** have access to medical coverage through his or her employer.

Name of Current Employer: _____

Address: _____

Telephone: _____

I understand that I am required to notify Human Resources within thirty (30) days if my covered spouse acquires access to employer-provided medical coverage from the date of this certification throughout the Plan year.

I hereby certify that the information provided above is correct. By completing this form, I attest the information on this form is accurate to the best of my knowledge. I understand if any false statement is made in this certification or information is withheld, I will be subject to appropriate discipline, up to termination and the medical coverage of my spouse and/or dependents will be terminated.

Employee Signature: _____

Spouse Signature: _____

Date: _____

Any person who, with intent to defraud or knowing that he/she is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

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Journal Entries:

1. The Board of Commissioners authorizes Commissioner Anthony Badalamenti, President of the Board, to sign the Agreement and Attachment B between the Ohio Department of Aging and

Portage County for the Healthy Aging Grant, as prepared by the Ohio Department of Aging and reviewed by the Department of Budget & Financial Management, and Department of Job and Family Services 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

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:

2. Direct the Auditor's Office to pay/process the October 19, 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	\$1,757,954.65	(Includes late fees of: \$0)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$252,097.94	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$2,834.27	
Journal Vouchers totaling:	\$41,280.71	
Then and Now list totaling:	\$258,961.12	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

3. Process the October 19, 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

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

4. Accept the resignation of Lisa Walker, JFS Intensive Case Manager with Job & Family Service effective date January 31, 2024.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

5. Authorize the three-day internal posting of the full time JFS Intensive Case Manager for Portage County Job & Family Services with external posting if no internal appointment is made:

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

6. Accept the resignation of Detra Tabor, Child Support Specialist with Job & Family Service effective date October 31, 2023.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

7. Authorize the three-day internal posting of the full time Child Support Specialist for Portage County Job & Family Services with external posting if no internal appointment is made.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

8. The Board of Commissioners acknowledged the receipt of the October 17, 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

9. The Board of Commissioners acknowledged the receipt of the October 23, 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

10. The Board of Commissioners received the October 17, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for September 2023, in accordance with Ohio Revised Code Section 325.07.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

11. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transporting Report for September 2023 as presented by the Portage County Sheriff's Office.

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 Portage County Investment Reconciliation for the month of September 2023 as presented by the County Treasurer and County Auditor.

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 receipt of the Kennel Disposition Report and Intake Report for October 9, 2023 through October 15, 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

14. The Board of Commissioners acknowledged receipt of the letter from Charleston Township Trustees regarding their request to be removed from NOPEC.

Motion: Commissioner Christian-Bennett

Seconded: Commissioner Tinlin

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

Motion Carries

15. Accept the revision of the Portage County Personnel Policy Manual Section 23 Paid Leave of Absence section (C)(1) vacation leave accrual schedule to be adopted per ORC 124.134.

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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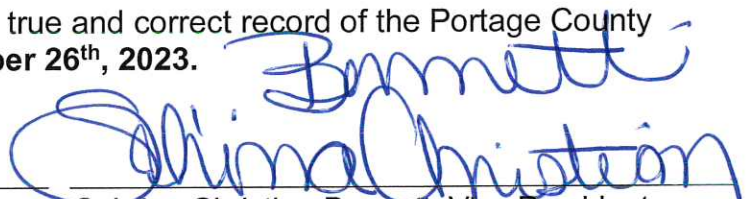
Motion: by Commissioner Tinlin, seconded by Commissioner Badalamenti that the Board adjourns the Meeting of **October 26th, 2023** at **11:01 AM**.

All in Favor: Commissioner Tinlin, Yea; Commissioner Badalamenti, Yea;
Commissioner Christian-Bennett, 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 26th, 2023**.


Anthony J. Badalamenti, President


Sabrina Christian-Bennett, Vice President


Mike Tinlin, Board Member


Cassidy Parbel, Clerk