



Portage County Board of Commissioners  
Meeting Minutes

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

Sara Hoag, Acting Clerk  
330-297-3600

Thursday, December 2, 2021

9:00 AM

Commissioners' Board Room

*The Commissioners' meeting minutes are summarized; Audio recordings and backup material are available.  
Please contact the Commissioners' Office for specific details.*

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

Attendee Name	Title	Status
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Present

Also attending throughout the day County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, Ed Dean, Frank Voss, Diana Smith, Barb Tittle, and Brian Ames

Recess to Solid Waste Management District: 9:00 AM  
Reconvened: 9:06 AM

#### **HUMAN RESOURCES**

Present: Director Janet Kovick

- The Benefits Specialist Journal Entry is merely a title change because the job duties already include administering leave and ADA accommodations, and the title is now reflective of the change.
- The Building Department's workload has increased, and the department will also be implementing new technology and Director Roberts would like to move the current Permit Tech from part-time to full-time effective January 2022.

The Board agreed to move forward with both requests.

## Journal Entries:

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

1. Authorize the change in the title of the *Benefits Specialist* in the Human Resources Department to *Benefits and Leave Administrator*. This change is a result of the position's job duties also responsible for administering approved Leaves of Absences in addition to health benefits for the County employees. No other changes have been made to the job description including no change to the pay grade assigned to the position.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. Authorize the promotion of Jeanne Simyak from part-time Permit Technician I to full-time Permit Technician II in the Portage County Building Department effective January 1, 2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

## JOB & FAMILY SERVICES

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

### Resolutions:

1. Transfer from Fund 0001, General Fund to Fund 1410, Public Assistance Fund. /Resolution No. 21-0879
2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund. /Resolution No. 21-0880

## DEPARTMENT OF BUDGET & FINANCIAL

Present: Director Joe Harris

### Resolutions:

1. The Board of Commissioners agrees to approve the Thursday, December 2, 2021 bills/ACH payments, wires, journal vouchers and then & now's as applicable, as presented

by the County Auditor and reviewed by the Department of Budget and Financial Management. /Resolution No. 21-0883.

2. The Board of Commissioners agrees to amend the General Fund 2021 Annual Appropriation Resolution No. 20-0802, adopted December 17, 2020. /Resolution No. 21-0884
3. The Board of Commissioners agrees to amend the Non-General Fund 2021 Annual Appropriation Resolution No. 20-0803, adopted December 17, 2020. /Resolution No. 21-0885
  - The \$600,000 transfer for the sewer fund is necessary to cover the contract services and material/supply expenses they currently have open. All funding was originally placed into capital outlay and the department is supplementing expenses through a transfer.
  - Motor Vehicle and Gas Tax: \$50,000 is requested to cover contract expenses for the end of the year.
  - COVID Hazard Fund: Adult Probation received a grant to provide hazard pay for their employees and initially the grant was paid out of General Fund.
4. Transfer from Fund 1026, Kent Municipal Court Project to Fund 3013, GO 2001. /Resolution No. 21-0881.

## **2022 BUDGET DISCUSSION**

Present: Director Joe Harris

Budget Discussion

A second budget discussion meeting has been scheduled for next week in case the Board wanted to meet with departments regarding their budget requests.

Commissioner Christian-Bennett would like Director Townend to attend next week to discuss the Capital Improvement projects.

### **Commissioners-Other:**

- Capital Improvements are still on hold waiting to hear back from Internal Services.
  - Court Expansion will be investigated, and will further be elaborated on by Director JoAnn Townend, Internal Services next week.
  - Commissioner Badalamenti pointed out that the Records Building Roof is not listed under Capital Improvements and replacing the roof on the building will be costly.
  - Commissioner Christian-Bennett noted the Clerk of Courts Fankhauser asked for her own scanning equipment and that would also help Judge Smith at Probate/Juvenile. Clerk of Courts Fankhauser was to coordinate with Director Townend and Administrator Crombie will follow up with Director Townend.

- **Auditor:**

- Due to the increased workload, the Auditor would like to move Tax Settlement Administrator from part-time to full-time. Commissioner Christian-Bennett would like additional information and further explanation will be given Tuesday from Rebecca Ritterbeck, Director of Fiscal Operations for the Auditors Office.
- The Weights and Measure vehicle is at the end of its useful life and the Auditor would like to replace it. Director Harris will find out the age of the vehicle.

- **Data Processing Board:**

- Director Harris and CIO Alger were discussing the best way to complete chargebacks and Director Harris recommends Mr. Alger purchase all the software expenses for the Departments and handle the chargeback to any department that is outside of the General Fund. Administrator Crombie inquired about Director Townend's opinion on the issue and Commissioner Christian-Bennett is certain there's a specific reason why the process is being done as it is. Director Harris believes the current process is inefficient and he will talk with Director Townend and Rebecca Ritterbeck from the Auditor's Office about the situation.
- Director Harris explained he would like to see all technology-related expenses handled through Information Technology as opposed to Internal Services.

- **Tech Projects:**

- CIO Alger needs to upgrade Network Switches at a cost of \$244,070.
- A MUNIS upgrade is necessary and the first year will cost \$31,960.00 with reoccurring costs of \$30,580.00. The price includes an enhanced budget module.
- Director Harris pointed out that the amount it costs for the upgrade is equivalent to the same amount the Board pays annually. The Board approved the request to move forward with the upgrade.

- **Department of Budget & Financial Management**

- Director Harris would like to upgrade the utility billing software in his department, and he will gather additional information for Board consideration.

- **Public Defenders**

- The Public Defender is requesting 2 additional attorneys due to the increase in caseloads. The Board would like the Public Defender to come in with additional information regarding the request.

- **Sheriff:**

- The Sheriff is requesting 12 new vehicles for 2022. Commissioner Badalamenti noted the supervisors will receive F-150 trucks and their vehicles will be put into rotation. After 2022, the Tahoe will no longer be available. Commissioner Christian-Bennett reported the administration and supervisor vehicles are typically purchased instead of being leased as they seem to last longer with

lower wear and tear. Commissioner Badalamenti recommends buying the pickup trucks and have the other vehicles placed on the rotation through Enterprise. Commissioner Badalamenti would like a resolution on the agenda next week to move this action forward. Director Harris will follow up with Chief Spidaleri about outright purchase versus leasing.

- **Solid Waste**

- The District needs two additional trucks, but they currently don't have the money for the purchase. Commissioner Christian-Bennett noted there are 4 trucks sitting idle because it's not worth putting the money in them and there's debt attached to them, as well. Commissioner Badalamenti wondered if ARPA money could be used, and he'd like to get together with Administrator Crombie and Director Harris to meet with an advisor for recommendations. Commissioner Christian-Bennett already introduced staff to the State Auditor as he will be auditing the funding. Commissioner Christian-Bennett would like to move forward with the trucks. Administrator Crombie asked Director Harris to find out if Solid Waste can reimburse money for the purchase of 2 trucks.
- Advance Repayment of \$500,000: The County Auditor's Office is requesting the advance be repaid by the end of 2021 or it's going to be taken out of their cashflow and Commissioner Kline explained they do not have the funding. Commissioner Christian-Bennett would like to see a payment plan put into place like the Board provided to Job and Family Services. Commissioner Badalamenti would like to hold off on the repayment for additional information from the State Auditor's Office. Director Harris and Administrator Crombie will touch base with the County Auditor's Office as to why the funding would be removed if not paid back by year end.

- **Office of Homeland Security and Emergency Management**

- 2 MARCs Towers for radios- \$1.4 million total. Originally Director Shackelford was trying to obtain grant funding for this purchase, but a private entity must apply for the funding, not the County. The Board would like Director Shackelford to come in to present additional information next week.

- **Veterans**

- Board of Trustee raises \$6,000: The Veterans Board of Trustees is paid significantly less than other Trustees around the state and it's been quite a while since they've received any type of pay increase. Commissioner Christian-Bennett is in favor of the increase but would like the Director to present back-up documentation next week.

## **MISCELLANEOUS ITEMS**

1. The Board of Commissioners approves the November 23, 2021, regular meeting minutes.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

### **Journal Entries:**

1. In The Board of Commissioners signed the application and certificate for payment for the final payment of \$49,093.21 for Streetsboro State Route 14 Water Main Replacement Project SH-W (19-160) payment to Spano Brothers Construction Co. Inc. as presented by the Water Resources Department.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. The Board of Commissioners acknowledged receipt of the November 22, 2021 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimated Resources for the fiscal year beginning January 1, 2021 as determined by the Budget Commission of Portage County and presented by the County Auditor.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

3. The Board of Commissioners acknowledged receipt of the November 23, 2021 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimated Resources for the fiscal year beginning January 1, 2021 as determined by the Budget Commission of Portage County and presented by the County Auditor.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

4. The Board of Commissioners signed the November 12, 2021 correspondence to Westfield Insurance Company discharging and releasing the Permit Bond for Miller Logging, LLC, and Westfield Insurance Company from any and all past, present, and future liability under Bond # BND:176627M as presented by the County Engineer's Office.

**Motion:** Commissioner Badalamenti

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

5. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for November 15, 2021 through November 21, 2021 as presented by Chief Dog Warden Dave McIntyre

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

### Resolutions:

1. County Holiday Observation Schedule for the Year 2022. /Resolution No. 21-0882
  - Commissioner Christian-Bennett noted the County is up to 12 holidays per year, including the newest addition of Juneteenth.

Recessed: 9:55 AM  
Reconvened: 11:00 AM

Commissioner Christian-Bennett noted the Board will meet next week on Tuesday, December 7<sup>th</sup> as the Board will be attending the County Commissioners' Association of Ohio Winter Conference on Thursday, December 9<sup>th</sup> in Columbus.

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**RESOLUTION NO. 21-0879      -      RE:    TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1410, PUBLIC  
ASSISTANCE FUND**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners are mandated to provide payment of the county share of public assistance expenditures in accordance with section 5101.161 of the Ohio Revised code; and

**WHEREAS,** it is necessary to do a transfer of the mandated share funds from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$31,425.41 for the month of December 2021 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 \$31,425.41

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 280000 – Transfer In

Project: NONE \$31,425.41

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0880 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** the Child Welfare Special Levy Fund owes the Public Assistance Fund for Shared Costs and Social Services cost pool costs paid out of the Public Assistance Fund; and



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

**RESOLVED,** that the following transfer of funds be made in the amount of \$141,000.00 for SFY21 3<sup>rd</sup> Qtr payment #3 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR \$141,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$141,000.00

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0881 - RE: TRANSFER FROM FUND 1026 KENT MUNI COURT PROJECT TO FUND 3013 GO 2001**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**WHEREAS,** The Municipal courts have ordered the transfer of funds as outlined in 2021 JE 153; now therefore be it

**RESOLVED,** that the transfer in the amount of \$566,582.50 be made as follows:

FROM (Debit):

ORGCODE: 10265209 910000 \$566,582.50

To (Credit):

ORGCODE: 30130012 280000 \$566,582.50

; 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; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0882 - RE: COUNTY HOLIDAY OBSERVATION SCHEDULE FOR THE YEAR 2022.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following Resolution be adopted:

**RESOLVED,** that the following holiday schedule be and hereby is adopted for the 2022 calendar year:

HOLIDAY	DATE OBSERVED
New Year's Day	Friday, December 31, 2021
Martin Luther King Day	Monday, January 17, 2022
Presidents Day	Monday, February 21, 2022

Memorial Day	Monday, May 30, 2022
Juneteenth	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus Day	Monday, October 10, 2022
Veterans Day	Friday, November 11, 2022
Thanksgiving Day	Thursday & Friday - November 24 & 25, 2022
Christmas	Monday, December 26, 2022
New Year's Day	Monday, January 2, 2023

; and be it further

**RESOLVED,**

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

Roll call vote as follows:

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

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**RESOLUTION NO. 21-0883**

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**RE: BILLS, JOURNAL VOUCHERS, THEN AND NOWS, AND WIRE TRANSFERS, AS APPLICABLE, APPROVED FOR PAYMENT BY THE PORTAGE COUNTY AUDITOR.**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,**

that the County Auditor has been approved to pay the following payments, as applicable, contingent upon the verification of the reports as presented by the County Auditor to the Department of Budget and Financial Management and/or County Administrator as follows:

**Bills/ACH for Funds 0001-8299**  
**(includes late fees in the amount**  
**of \$90.51)**

**Date: 12/2/2021 Total \$452,116.61**

**Journal Vouchers**

**Date: 12/2/2021 Total \$37,423.68**

**Then and Nows Certifications**

**Date: 12/2/2021 Total \$99,732.59**

**Wire Transfers**

**Date: 12/2/2021 Total \$363,368.47**

; 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 as Follows:

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

Anthony J. Badalamenti, Yea

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**RESOLUTION NO. 21-0884**

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

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,**

that it has become necessary to amend the General Fund 2021 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

						<u>Increase</u>	<u>Decrease</u>
0200	Treasury	and be it further					
02004	Contract Services						\$ 1,000
02005	Materials & Supplies					\$ 1,000	
						\$ 1,000	\$ 1,000
<i>Memo: Transfer to cover expense</i>							
<b>Total:</b>						<b>\$ 1,000</b>	<b>\$ 1,000</b>

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor; and be it further

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

Roll call as Follows:

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

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**RESOLUTION NO. 21-0885            -            RE:    AMENDMENT TO THE NON-GENERAL  
FUND 2021 ANNUAL APPROPRIATION  
RESOLUTION NO. 20-0803 ADOPTED  
DECEMBER 17, 2020**

It was moved by Anthony J. Badalamenti, seconded by Vicki A. Kline that the following resolution be adopted:

**RESOLVED,** that it has become necessary to amend the Non-General Fund 2021 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below as reviewed and recommended by the Director of Budget & Financial Management:

					<u>Increase</u>	<u>Decrease</u>
1102	Marine Patrol Grant					
11023	Personal Services					\$ 7,496
11024	Contract Services			\$ 9,742		
11025	Materials and Supplies					\$ 2,246
				\$ 9,742	\$ 9,742	
<i>Memo: Transfer per grant for Equipment, Repair</i>						
1132	Adult Probation					
11323	Personal Services			\$ 25,181		
11325	Materials & Supplies			\$ 6,149		
				\$ 31,330	\$ -	
<i>Memo: COVID Hazard Pay</i>						
1149	Felony Delinquent Care & Custody					
11493	Personal Services			\$ 975		
				\$ 975	\$ -	
<i>Memo: To cover expense</i>						
1166	EMPG Homeland Security Grant					
11666	Capital Outlay			\$ 3,000		
				\$ 3,000	\$ -	
<i>Memo: Increase Budget</i>						
1201	Motor Vehicle and Gas Tax					
12014	Contract Services			\$ 50,000		
12015	Materials & Supplies					\$ 50,000
				\$ 50,000	\$ 50,000	
<i>Memo: Transfer to cover expense</i>						
5200	PCS General Administration					
52004	Contract Services			\$ 300,000		
52005	Materials & Supplies			\$ 300,000		
52006	Capital Outlay					\$ 600,000
				\$ 600,000	\$ 600,000	
<i>Memo: To cover Expenses</i>						
<b>TOTAL MEMO BALANCE ALL AMENDMENTS:</b>				<b>\$ 695,047</b>	<b>\$ 659,742</b>	

; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor; and

be it further

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

Roll call as Follows:

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

### Journal Entries

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

1. Authorize the change in the title of the *Benefits Specialist* in the Human Resources Department to *Benefits and Leave Administrator*. This change is a result of the position's job duties also responsible for administering approved Leaves of Absences in addition to health benefits for the County employees. No other changes have been made to the job description including no change to the pay grade assigned to the position.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. Authorize the promotion of Jeanne Simyak from part-time Permit Technician I to full-time Permit Technician II in the Portage County Building Department effective January 1, 2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

3. In The Board of Commissioners signed the application and certificate for payment for the final payment of \$49,093.21 for Streetsboro State Route 14 Water Main Replacement Project SH-W (19-160) payment to Spano Brothers Construction Co. Inc. as presented by the Water Resources Department.

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

4. The Board of Commissioners acknowledged receipt of the November 22, 2021 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimated Resources for the fiscal year beginning January 1, 2021 as determined by the Budget Commission of Portage County and presented by the County Auditor.

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

5. The Board of Commissioners acknowledged receipt of the November 23, 2021 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimated Resources for the fiscal year beginning January 1, 2021 as determined by the Budget Commission of Portage County and presented by the County Auditor.

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

6. The Board of Commissioners signed the November 12, 2021 correspondence to Westfield Insurance Company discharging and releasing the Permit Bond for Miller Logging, LLC, and Westfield Insurance Company from any and all past, present, and future liability under Bond # BND:176627M as presented by the County Engineer's Office.

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

7. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for November 15, 2021 through November 21, 2021 as presented by Chief Dog Warden Dave McIntyre

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

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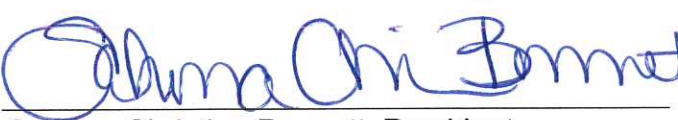
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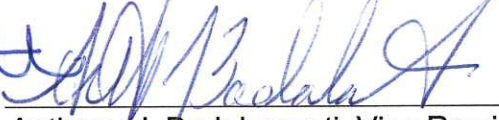
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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Meeting of December 2, 2021, at 11:17 AM.  
**All in Favor:** Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, 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 December 2, 2021.

  
Sabrina Christian-Bennett, President

  
Anthony J. Badalamenti, Vice President

  
Vicki A. Kline, Board Member

  
Sara Hoag, Acting Clerk