



Portage County Board of Commissioners  
Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

Thursday, August 11, 2022

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
Sabrina Christian-Bennett	President	Present
Anthony J. Badalamenti	Vice President	Present
Vicki A. Kline	Board Member	Absent

Also attending throughout the day were County Administrator Michelle Crombie, Department of Budget and Financial Management Director Joe Harris, Diane Smith, Mike Tinlin, Frank Voss, Geraldine Nelson, and Cole Ray

Motion to suspend the approval of the July 28, 2022 and August 4, 2022 regular meeting minutes

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

### JOB AND FAMILY SERVICES

Present: Sue Brannon, Budget & Finance Administrator

#### Resolution:

1. Transfer from Fund 1410, Public Assistance Fund to Fund 1414, Child Support Administration. /Resolution No. 22-0494
  - This resolution is done once a year when we have extra income maintenance funds left over.
2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund. /Resolution No. 22-0495
  - This resolution is the regular monthly transfer.

**DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT**

Present: Director Joe Harris

**Journal Entries:**

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:

1. Direct the Auditor's Office to pay/process the August 4, 2022 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 Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

<b>Expenditure Review</b>		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$699,111.57	(Includes late fees of: \$4.93)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$0	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$0	
Then and Now list totaling:	\$32,344.56	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the August 4, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

**Resolutions:**

1. Transfer From Fund 0001, General Fund To Fund 1410, Public Assistance Fund.  
/Resolution No. 22-0496
2. Transfer From Fund 0001, General Fund To Fund 1414, Child Support Administration.  
/Resolution No. 22-0497
3. Create Fund 1502 - Opioid Settlement. /Resolution No. 22-0498
4. Create Fund 8109 - Dog Warden Donations. /Resolution No. 22-0499
5. Acceptance Of A Donation To The Office Of The Portage County Dog Warden.  
/Resolution No. 22-0500
6. Cash Advance From Fund 0001, General Fund To Fund 1130, Drug Court Hope Grant.  
/Resolution No. 22-0501
7. Cash Advance From Fund 0001, General Fund To Fund 1131, Drug Court Rise Grant.  
/Resolution No. 22-0502
8. Cash Advance From Fund 5600, Sts General Administration To Fund 5708, Streetsboro Treatment Plant Headwork Filter. /Resolution No. 22-0503

**GRANT ADMINISTRATOR**

Present: Administrator Michelle Crombie

Administrator Crombie noted we are accepting a grant online and acknowledging and allowing the ARPA funds for DocuSign.

**Resolutions:**

1. Accept grant award in the amount of \$30,608.00 to the Ohio State Emergency Response Commission's Chemical Emergency Planning and Community Right-to-Know fund grant program for the Portage County Homeland Security and Emergency Management Office.  
/Resolution No. 22-0504
2. Directing a portion of the County's Coronavirus Local Fiscal Recovery Fund payment to the County's COVID-19 response, authorizing American Rescue Plan Act Fund Expenditures for COM05. /Resolution No. 22-0505

**HUMAN RESOURCES**

Present: Director Janet Kovick

**Discussion:**

1. Clemans Nelson & Associates' Compensation Study Proposal

Back in 2018, the Board hired Clemans Nelson to do our compensation study and at that time, they recommended doing a new study every five years and five years is next year.

In 2018, we had 23 departments and 203 positions to be factored by Clemans Nelson, and this year the Sheriff's Office is participating so we have 24 departments and approximately 220 positions that will be included in the wage study at a proposed cost of \$26,523.75.

Commissioner Christian-Bennett asked what the cost was back in 2018 and Director Kovick explained the original quote was \$25,000 and we went over by \$5,000 because we had more meetings than anticipated.

The Sheriff's Office will be factored by Clemans Nelson so it's roughly about 17 positions (non-bargaining).

Commissioner Christian-Bennett asked if we do go over the established amount, they need to let us know and Director Kovick replied she will be the primary contact.

#### **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 promotion of Miranda Lewis, Social Services Worker 3, to Clinical Services Manager, replacing Kara Buente, in Portage County Job & Family Services effective August 29, 2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

2. Authorize the retirement of Judy Rice, Child Support Specialist, for Portage County Job & Family Services, effective August 2, 2022.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

3. Authorize the three-day internal posting of a bargaining position, Child Support Specialist, replacing Judy Rice, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

4. Approve revised job description for union position, JFS Jobs Counselor SNAP/TANF, including a title change to OMJ/PA Eligibility Specialist, for Portage County Job & Family Services.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

5. Authorize the hire of Thomas Cline for the position of Microfilm Clerk – Part-Time, replacing Steven Smith, in the Portage County Microfilm Department effective August 8, 2022. Since Mr. Cline is a current Portage County employee, pre-employment screenings are not required.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

6. Rescind journal entry #1 adopted on August 4, 2022, authorizing the hire of Zachery Cornell as an Engineer Technician in Portage County Water Resources. Applicant did not successfully pass the pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

## **MISCELLANEOUS**

### **Journal Entries:**

1. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet for June 2022, as presented by Neighborhood Development Services.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

2. The Board of Commissioners acknowledged receipt of the August 1, 2022 Official Certificate of Estimated Resources for the year beginning January 1, 2023 under the provisions Section 5705.34 & 5705.35 of the Ohio Revised Code as submitted by the

Portage County Budget Commission.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

3. The Board of Commissioners acknowledged receipt of the August 8, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

4. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt of the Portage County Sheriff's Transportation of Prisoners Report for July 2022 as presented by the Portage County Sheriff's Office.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Christian-Bennett

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

**Motion Carries**

## **INTERNAL SERVICES**

Present: JoAnn Townend, Director and Shannon Kautzman, Deputy Director

### **Resolutions:**

1. The Board of Commissioners approves a request from James D. Howe & Diana Howe for installment payments of connection charges for connections to the Sanitary Sewerage System in the Portage County Regional Sewer District and establishing the terms and conditions of the same. /Resolution No. 22-0506
2. The Board of Commissioners agrees to enter into an Amendment No. 12 with the Portage County Prosecuting Attorney for legal services for the Storm Water District. /Resolution No. 22-0507
3. The Board of Commissioners agrees to enter into a Septic Assistance Program agreement with Portage County Regional Planning Commission and Werab Enterprises, LLC for a septic system replacement. /Resolution No. 22-0508
4. The Board of Commissioners agrees to enter into an agreement with Job & Family Services and Family & Community Services, Inc. for financial literacy services for the Benefit Bridge Pilot Program. /Resolution No. 22-0509

5. The Board of Commissioners agrees to enter into an agreement with Job & Family Services and Family & Community Services, Inc for mental health counseling & substance abuse services for the Benefit Bridge Pilot Program. /Resolution No. 22-0510
6. The Board of Commissioners agrees to enter into an agreement with Job & Family Services and Family & Community Services, Inc for Peer Recovery Supporter Services for the Benefit Bridge Pilot Program. /Resolution No. 22-0511
7. The Board of Commissioners agrees to enter into an Amendment No. 2 for Prevention, Retention, and Contingency (PRC) Home Repair Services with Job & Family Services and Community Action Council of Portage County. /Resolution No. 22-0512
8. The Board of Commissioners agrees to enter into an Amendment No. 1 for Prevention, Retention, and Contingency (PRC) Utility Assistance Services with Job & Family Services and Community Action Council of Portage County. /Resolution No. 22-0513
9. The Board of Commissioners agrees to enter into an Amendment No. 1 for Prevention, Retention, and Contingency (PRC) Family Support Services with Job & Family Services and Coleman Professional Services, Inc. /Resolution No. 22-0514
10. The Board of Commissioners agrees to enter into an Amendment No. 1 for Prevention, Retention, and Contingency (PRC) Legal Services with Job & Family Services and Community Legal Aid Services, Inc. /Resolution No. 22-0515
11. The Board of Commissioners agrees to enter into an Amendment No. 1 for Prevention, Retention, and Contingency (PRC) Domestic Violence Services entitled "Safer Futures" with Job & Family Services and Family & Community Services, Inc. /Resolution No. 22-0516
12. The Board of Commissioners agrees to enter into an Amendment No. 1 for Prevention, Retention, and Contingency (PRC) Housing Assistance Services with Job & Family Services and Family & Community Services, Inc. /Resolution No. 22-0517
13. The Board of Commissioners agrees to enter into an Amendment No. 2 for Title XX Adult Protective Case Management Services with Job & Family Services and Family & Community Services, Inc. /Resolution No. 22-0518
14. The Board of Commissioners agrees to enter into an Amendment No. 2 for Title XX Geriatric Mental Health Counseling Services with Job & Family Services and Family & Community Services, Inc. /Resolution No. 22-0519
15. The Board of Commissioners agrees to enter into an Amendment No. 2 for Title XX Senior Recreation Services with Job & Family Services and Family & Community Services, Inc. /Resolution No. 22-0520

16. The Board of Commissioners agrees to enter into Amendment No. 2 for Title XX Adult Day Services with Job & Family Services and Coleman Professional Services d.b.a. Coleman Adult Day Services. /Resolution No. 22-0521
17. The Board of Commissioners agrees to enter into Amendment No. 1 for Supplemental Transportation Services with Job & Family Services and Scenic View Transportation, Inc. /Resolution No. 22-0522
18. The Board of Commissioners agrees to enter into an Amendment No. 1 for Prevention, Retention, and Contingency (PRC) Information and Referral Services with Job & Family Services and United Way of Portage County. /Resolution No. 22-0523
19. The Board of Commissioners agrees to enter into an Amendment No. 2 for Title XX Home Based Chore Services with Job & Family Services and Vantage Aging. /Resolution No. 22-0524
20. The Board of Commissioners approves specifications and set the bid date for reroofing the Portage County Records Center. /Resolution No. 22-0525

#### **PLEASE ADD TO YOUR AGENDA**

August 11, 2022

Director Townend noted the consultant requested the dental portion to be separate from medical portion and that will require a special Request for Proposal in order for both to come in at the same time so they can be evaluated together.

21. Approve specifications and set the proposal date for employee dental insurance for the Portage County Board of Commissioners. /Resolution No. 22-0526

Recessed: 9:21 AM

Reconvened: 9:27 AM

9:27 AM In accordance with the Ohio Revised Code 121.22(G)(3), it was moved by Anthony J. Badalamenti, seconded by Sabrina Christian-Bennett that the Board of Commissioners moves into executive session to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending court action. Also Present: Attorney Chris Meduri, Administrator Michelle Crombie, and Clerk Amy Hutchinson. Roll call vote: Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Vicki A. Kline, Absent;

9:41 AM Upon conclusion of the above-referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Anthony J. Badalamenti that the Board of Commissioners moves out of the executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea; Vicki A. Kline, Absent;

After exiting the executive session, the Board took no action.



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

**WHEREAS,** OAC 5101:9-6-05 provides the authority for a CDJFS to transfer all or a portion of its IM allocation to CSEA to assist in meeting Title IV-D program match requirements, and

**WHEREAS,** it is necessary to do a transfer from the Public Assistance Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$140,443.46 for SFY22 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

**FUND 1410, PUBLIC ASSISTANCE FUND**

ORGCODE - 14100519

### Debit Expense Account

Object: 910000 – Transfers Out \$140,443.46

**TO:**

**FUND 1414, CHILD SUPPORT ADMINISTRATION**

ORGCODE - 14140512

### Credit Revenue Account

Object: 280000 – Transfer In \$140,443.46

; and be it further

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

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

meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0495      -      RE:      TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

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

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

**RESOLVED,**      that the following transfer of funds be made in the amount of \$330,000.00, for SFY22 3rd Qtr reconciliation (\$121,138.71) and 4<sup>th</sup> Qtr pymt#1 (\$208,861.29) 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      \$330,000.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR      \$330,000.00

; and be it further

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

Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0496 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1410, PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the 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 \$29,188.01 for the month of August 2022 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

\$29,188.01

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 280000 – Transfer In

Project: NONE

\$29,188.01

; and be it further

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

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0497      -      RE:    TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 1414, CHILD SUPPORT ADMINISTRATION**

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

**WHEREAS,** the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$9,530.17 for July 2022 IV-D contract payments local match for Clerk of Courts May 2022, Prosecutor May 2022, and Juvenile Court April-May 2022 payments as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000- Transfer Out

\$ 9,530.17

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Credit Revenue Account

Object: 280000 – Transfer In

Project NONE

\$ 9,530.17

; and be it further

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

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0498      -      RE:    CREATE FUND 1502 - OPIOID SETTLEMENT**

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

**WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the settlement, and

**WHEREAS,** the County Auditor has assigned Fund Number 1502 to Opioid Settlement; now therefore be it

**RESOLVED,** that Fund 1502 be created, and be it further

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

**RESOLVED,** that the Board of Commissioners finds and determines that all formal

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

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

**RESOLVED,** that the 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.

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

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**RESOLUTION NO. 22-0500**

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

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

- WHEREAS,** the Portage County Dog Warden received a donation from the deceased Frederick Pfarr's estate for the benefit of the Portage County Dog Warden, and;
- WHEREAS,** the donation is in the form of an IRA/mutual funds and will be liquidated to generate cash proceeds for the benefit of the Portage County Dog Warden and;
- WHEREAS,** the Board of Commissioners authorizes Joe Harris, Director of Budget and Finance, to complete any paperwork that may be needed to transfer ownership into the County's name; now therefore, be it
- RESOLVED,** the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3, 2013, on behalf of the Office of 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:

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

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**RESOLUTION NO. 22-0501**

**RE: CASH ADVANCE FROM FUND 0001,  
GENERAL FUND TO FUND 1130, DRUG  
COURT HOPE GRANT**

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

- WHEREAS,** Fund 1130 is in need of interim cash until grant revenues are received; now therefore be it

**RESOLVED,** that the following cash advance be made in the amount of \$ 75,000.00:

**FROM:**

0001, COUNTY GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 920000 - Advances-Out \$ 75,000.00

**TO:**

1130, DRUG COURT HOPE GRANT

ORGCODE -11305902

Credit Revenue Account

Object: 290000 - Advances-In \$ 75,000.00

; and be it further

**RESOLVED,** that the advance will be repaid to the General Fund when funds are received, and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, Adult Probation and the Department of Budget & Financial Management, and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0502 - RE: CASH ADVANCE FROM FUND 0001,  
GENERAL FUND TO FUND 1131, DRUG  
COURT RISE GRANT**

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

**WHEREAS,** Fund 1131 is in need of interim cash until grant revenues are received; now therefore be it



**RESOLVED,** that the following cash advance be made in the amount of \$ 75,000.00:

**FROM:**

0001, COUNTY GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 920000 - Advances-Out \$ 75,000.00

**TO:**

1131, DRUG COURT RISE GRANT

ORGCODE -11315902

Credit Revenue Account

Object: 290000 - Advances-In \$ 75,000.00

; and be it further

**RESOLVED,** that the advance will be repaid to the General Fund when funds are received, and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, Adult Probation and the Department of Budget & Financial Management, and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0503 - RE: CASH ADVANCE FROM FUND 5600, STS  
GENERAL ADMINISTRATION TO FUND 5708,  
STREETSBO RO TREATMENT PLANT  
HEADWORK FILTER**

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

**WHEREAS,** Fund 5708 is in need of interim cash until revenues are received; now

therefore be it

**RESOLVED,** that the following cash advance be made in the amount of \$ 500,000.00:

**FROM:**

5600, StS GENERAL ADMINISTRATION

ORGCODE - 56004009

Debit Expense Account

Object: 920000 - Advances-Out \$ 500,000.00

**TO:**

5708, STREETSBORO TREATMENT PLANT HEADWORK FILTER

ORGCODE - 57080602

Credit Revenue Account

Object: 290000 - Advances-In \$ 500,000.00

; and be it further

**RESOLVED,** that the advance will be repaid to the STS General Administration when funds are received, and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Water Resources, and the Department of Budget & Financial Management, and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0504      -      RE:      ACCEPT GRANT AWARD IN THE AMOUNT OF \$30,608.00 TO THE OHIO STATE EMERGENCY RESPONSE COMMISSION'S CHEMICAL EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW FUND GRANT PROGRAM FOR THE PORTAGE COUNTY HOMELAND SECURITY AND**

## EMERGENCY MANAGEMENT.

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

- WHEREAS,** the Portage County Office of Homeland Security and Emergency Management supports the Portage County Local Emergency Planning Committee and its efforts; and
- WHEREAS,** the Board of Commissioners authorized the application to the Ohio State Emergency Response Commission's Chemical Emergency Plan and Community Right-to-Know fund grant program on April 5, 2022; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners authorizes the Portage County Office of Homeland Security and Emergency Management to accept the Chemical Emergency Planning and Community Right-to-Know Fund grant award in the amount of \$30,608.00 from the Ohio State Emergency Response Commission; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the Auditor's Office, the Department of Budget & Financial Management, the Grant Administrator, and the Portage County Office of Homeland Security and Emergency Management; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0505**

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**RE: DIRECTING A PORTION OF THE COUNTY'S  
CORONAVIRUS LOCAL FISCAL RECOVERY  
FUND PAYMENT TO THE COUNTY'S COVID-  
19 RESPONSE, AUTHORIZING AMERICAN  
RESCUE PLAN ACT FUND EXPENDITURES  
FOR COM05.**

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

- WHEREAS,** Title IX, Subtitle M, Section 9901 of the American Rescue Plan Act, Pub. L. 117-2 [H.R. 1319], signed into law March 11, 2021 ("**ARPA**"), appropriated Coronavirus Local Fiscal Recovery Fund (the "**Fund**") payments from the U.S. Treasury Secretary to metropolitan cities, nonentitlement units of local government, and counties; and
- WHEREAS,** pursuant to the ARPA's Fund methodology, Portage County was allocated approximately \$31,600,000 (the "**Fund Payment**") to "mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID-19)"; and
- WHEREAS,** in response to this economic crisis, the Department of the Treasury ("**Treasury Department**") is providing such relief to state and local governments to enable them to continue to support the public health response and lay the foundation for a strong and equitable economic recovery; and
- WHEREAS,** the ARPA and its supporting U.S. Treasury guidance provide that the Fund Payment may only be used by the County to finance costs that (a) respond to the COVID-19 public health emergency or its negative economic impacts; (b) respond to workers performing essential work; (c) provide government services to extent of reduction in revenue; and (d) make necessary investments in water, sewer, or broadband infrastructure (collectively, the "**Criteria**"); and
- WHEREAS,** the Board of Commissioners of the County of Portage, State of Ohio (the "**Board**") has identified a project which consists of the following: electronic signature software (the "**Project**"); and
- WHEREAS,** in the judgment of the Board the Project seeks to respond to the COVID-19 public health emergency or its negative economic impacts under the Criteria, which all determinations as to the eligible use of funds hereunder are at the sole discretion of the Board, pursuant to certain advice it has received from its legal counsel, which is attached hereto as EXHIBIT A; and
- WHEREAS,** so long as the County duly directs its Fund Payment to finance the Project costs in compliance with the Criteria, the County may use the Fund Payment to offset the County's various fiscal effects from COVID-19 during the period beginning March 3, 2021, and ending December 31, 2024 (the "**Covered Period**"); and

- WHEREAS,** the County received some or all of the Fund Payment directly from the U.S. Treasury, for the receipt of which this Board's adopted Resolution 22-100 on February 8, 2022, suffices to affirm said Fund Payment is to cover only those expenditures consistent with ARPA, including the Criteria, and applicable regulations, and such Fund Payment has been or will be deposited into an appropriate special revenue fund created and maintained by the County; and
- WHEREAS,** the Treasury Department has published an Interim Final Rule and a Final Rule with an effective date of April 1, 2022 (collectively, 31 CFR 35.1 *et seq.*), its regularly updated Coronavirus State and Local Fiscal Recovery Funds' Frequently Asked Questions, and its Coronavirus State and Local Fiscal Recovery Funds: Overview of the Final Rule (collectively, "**Guidance**"), further explaining the Criteria and the proper use of the Fund Payment during the Covered Period; and
- WHEREAS,** the County intends to take action and use the Fund Payment as described herein in a manner consistent with the Final Rule released by the Treasury Department on January 6, 2022, as authorized under said Department's Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule; now therefore be it
- RESOLVED,** The Project is hereby authorized and shall be paid for from the ARPA Funds in the amount of/an amount not to exceed: \$557.29 and be it further
- RESOLVED,** That this Board hereby declares the County's COVID-19 Response expenditures described in this resolution were incurred during the Covered Period under the Criteria and the Guidance; to wit: beginning June 2, 2021 and ending December 31, 2024; and be it further
- RESOLVED,** As time is of the essence, the duly authorized representatives of the County are directed to take action under this Resolution as soon as possible; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Department of Budget & Financial Management and the Grant Administrator; 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 121.00 of the Ohio Revised Code.

Roll call vote as follows:

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

## EXHIBIT A



Bricker & Eckler LLP  
100 South Third Street  
Columbus, OH 43215  
Office: 614.227.2300

Jeffrey D. Harris  
Direct Dial: 614.227.4860  
[jharris@bricker.com](mailto:jharris@bricker.com)

Art Schoulties  
Direct Dial: 937.535.3949  
[aschoulties@bricker.com](mailto:aschoulties@bricker.com)

### MEMORANDUM

TO: Allison Diehl, Grant Administrator, Portage County

DATE: August 5, 2022

RE: ARPA Use of Funds – Electronic Signature Software (DocuSign)

#### PROJECT DESCRIPTION:

Can the County use its Local Fiscal Recovery funds to purchase electronic signature software (DocuSign) to reduce the use of hardcopy documents within the building and to reduce the need for signatories of documents to come on-site in order to provide signatures?

#### BRICKER RESPONSE:

Eligible under the 1<sup>st</sup> bucket as a response to the public health emergency, as a function of improving public sector capacity and workforce. Alternatively, eligible under the 3<sup>rd</sup> bucket as a provision of government services, to the extent of the County's reduction in revenue.

#### ANALYSIS:

The ARPA Final Rule allows four buckets of eligible use, of which the first and third are relevant here: "(A) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; (B) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers; (C) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and (D) To make necessary investments in water, sewer, or broadband infrastructure" [emphasis added] (see U.S. Treasury, Final Rule, Supplementary Information, at pages 4-5).

#### *1<sup>st</sup> Bucket Eligibility*

To the extent the County deems this software as helping to increase public access and improve public delivery of government programs, the electronic signature software purchase is an

eligible use of funds under the 1<sup>st</sup> bucket as a County response to COVID-19; specifically, that of technology infrastructure resources to improve government information technology systems (see 31 CFR 35.6(b)(3)(ii)(E)(4); and see U.S. Treasury, Final Rule, Supplementary Information, at pages 188-189).

Under the Final Rule, technology infrastructure resources to improve access to and the user-experience of government information technology systems, including upgrades to hardware and software as well as improvements to public-facing websites or to data management systems, is an allowable use of ARPA funds (*Id.*). Here, to the extent the electronic signature software is being purchased as an administrative cost associated with the County's operations that are responding to the pandemic, including non-ARPA / non-federally funded activities, this technology upgrade is eligible under the 1<sup>st</sup> bucket of use (*Id.* at 185). And this is an eligible use to improve public delivery of government programs and services by Portage County (*Id.* at 189). Finally, this is an eligible use of funds under the 1<sup>st</sup> bucket as it addresses the County's administrative needs – receipt of signed documents – exacerbated by the pandemic (*Id.*).

#### *3<sup>rd</sup> Bucket Eligibility*

Alternatively, the electronic signature software can be acquired under the 3<sup>rd</sup> bucket as a provision of government services, to the extent of the County's reduction in revenue.

Recall that the 3<sup>rd</sup> bucket of eligible use does not need to have a direct connection to the County's COVID-19 response. This lack of connection to COVID-19 arises from the U.S. Treasury presuming "any diminution in actual revenue calculated using [Treasury's "standard allowance" or published formula] to have been 'due to' the COVID-19 public health emergency." (U.S. Treasury, Final Rule: FAQs as of April 27, 2022, Item 3.7).

Irrespective of the method of determining lost revenue, there are only a few restrictions on the use of ARPA funds up to such lost revenue amount: the County cannot service debt, replenish its rainy day fund, pay legal settlements not related to government services, or make (extraordinary) deposits to its pension fund(s).

Beyond those stated restrictions, the County has "broad latitude to use funds for the provision of government services" (see U.S. Treasury, Final Rule, Supplementary Information, at page 9).

We note here the federal procurement requirements apply under the Uniform Guidance.

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RESOLUTION NO. 22-0506      -      RE:    **APPROVING A REQUEST FOR  
INSTALLMENT PAYMENTS OF CONNECTION  
CHARGES FOR CONNECTIONS TO THE  
SANITARY SEWERAGE SYSTEM IN THE  
PORTAGE COUNTY REGIONAL SEWER  
DISTRICT AND ESTABLISHING THE TERMS  
AND CONDITIONS OF THE SAME.**

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

**WHEREAS,**      this Board by Resolution No. 12-1138, adopted December 18, 2012, has established connection charges for connection to the sanitary sewerage system in the Portage County Regional Sewer District and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

**WHEREAS,**      the following named applicant, being the (OWNERS) of the property hereafter described applied for a sanitary sewer permit and has now requested in writing the option of paying the sewer connection charges, applicable to the following described property, in installments; and

Applicant:      James D. Howe & Diana Howe (OWNERS)

Service Address:      7787 Ferguson Road  
Kent, OH 44240

Parcel Number:      12-078-00-00-018-000

Property Description:      Situated in the Township of Franklin, County of Portage, and State of Ohio: And known as being part of Lot 78 in Franklin Township, as bounded and more fully described in Book 469, Page 912, Instrument 9927716 of the Portage County Records, which description is hereby incorporated and made a part hereof as though fully rewritten.

**WHEREAS,**      this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate; now therefore be it



**RESOLVED,**

that this Board agrees to accept the request of the above named OWNERS for installment payments of the sewer connection charges with respect to the property described in this Resolution and is hereby approved subject to the following terms and conditions.

- A. The total amount of such connection charges to be financed is \$5,580.00.
- B. The connection charges shall be payable in 20 quarterly installments beginning with the first sanitary sewer billing after completion of this agreement, unless pursuant to Paragraph H of this section, the OWNERS are delinquent twice in consecutive quarters on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.
- C. A carrying charge shall be paid equal to 1.81% percent per annum (based on  $\frac{1}{2}$  of the Ohio Water Development Authority for the month of July 2022, for owner occupied homes), on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.
- D. The quarterly installment and the carrying charges thereon shall be included as a separate quarterly bill.
- E. In the event any installment or the carrying charge thereon are not paid within 21 days after the quarterly billing date, a penalty of ten (10) percent of the amount then due and owing shall be charged.
- F. The OWNERS, prior to the issuance of the permit, may be required by the Board to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.
- G. The OWNERS or successors, in title to the property (SUCCESSOR), at their option may, at any time, make payment of the unpaid balance of the connection charges and carrying charges provided for herein, provided that if such prepayment option is elected, the carrying charges provided for herein shall be computed and paid only to the date of payment of the unpaid balance.
- H. In the event the OWNERS or SUCCESSOR are delinquent twice in consecutive quarters on paying quarterly installments and the carrying charge thereon, the Board may by notice in writing to the OWNERS or SUCCESSOR, declare the unpaid balance of the connection charges to be due and payable immediately as an

additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the OWNERS or SUCCESSOR, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the OWNERS or SUCCESSOR, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the OWNERS or SUCCESSOR to notify the Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes; and be it further

**RESOLVED,**

the Sanitary Engineer acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Ohio Revised Code, for the Sewer District, and maintain such record until the connection charges are paid in full; and be it further

**RESOLVED,**

the Sanitary Engineer shall present a certified copy of this Resolution to the OWNERS referred to herein. The OWNERS shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the OWNERS and that the resolution and the terms and conditions thereof, constitute an agreement between the OWNERS and the County. Upon the execution by the OWNERS of the approval of such terms and conditions, the OWNERS can execute an affidavit pursuant to Section 5301.252, Ohio Revised Code, for recording pursuant to Section 317.08, Ohio Revised Code, with respect to the right of Portage County to acquire a lien against the above described property in the event of the failure of the OWNERS or SUCCESSOR, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this Resolution, including the approval of the terms and conditions

by the OWNERS and such County. Upon the receipt of the Resolution with such endorsement executed by the OWNERS and the execution of such affidavit, the Sanitary Engineer is authorized to issue to the OWNERS the permit provided for; and be it further

**RESOLVED,** that the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant Paragraph H of this Resolution and the default is not cured, a certified copy of the Resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section; and be it further

**RESOLVED,** Permits issued after this date shall be governed by the current rate resolution in effect at the time of purchase; and be it further

**RESOLVED,** it is hereby found and determined 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 and of any of its committees that resulted in those formal actions, were in meetings open to the public, in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0507      -      RE:    ENTER INTO AMENDMENT NO. 12  
BETWEEN THE BOARD OF  
COMMISSIONERS AND THE PORTAGE  
COUNTY PROSECUTING ATTORNEY FOR  
LEGAL SERVICES FOR THE STORM WATER  
DISTRICT.**

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

**WHEREAS,** the Board of Commissioners has engaged the Prosecutor to perform certain consultation and regulation enforcement services required by Portage County's Ohio environmental Agency National Pollution Discharge Elimination System (NPDES) Phase II permit; and

**WHEREAS,** an agreement between the Board of Commissioners and the Portage County Prosecutor was entered into and known as Portage County Contract

20100362; and

- WHEREAS,** there have been eleven (11) amendments to the Original Contract; and
- WHEREAS,** the parties desire to amend the Original Contract to continue such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Amendment Agreement 12 between the Board and the Portage County Prosecuting Attorney for a period of one (1) year commencing September 1, 2022 and ending August 31, 2023; and be it further
- RESOLVED,** that the total compensation under this Amendment No. 12 shall be Twenty Thousand Dollars (\$20,000.00); and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0508      -      RE:      ENTER INTO A SEPTIC ASSISTANCE PROGRAM AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION AND WERAB ENTERPRISES, LLC FOR A SEPTIC SYSTEM REPLACEMENT.**

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

- WHEREAS,** an agreement was entered into between the Portage County Board of Commissioners and the Portage County Regional Planning Commission for the purpose of administration and coordination as it relates to the execution of the responsibilities of the Storm Water Septic Assistance Program, and
- WHEREAS,** the Portage County Regional Planning Commission and the Portage County Health Department have determined that the septic system owned

by Michael J. and Megan A. Massoli, 5861 Laubert Road, Atwater, Ohio qualifies for replacement under this program, and

- WHEREAS,** Werab Enterprises LLC, a licensed and certified contractor in the State of Ohio to install and remove home septic tank systems and related activities, has submitted an estimate to replace said septic system at a cost of \$25,460.00, now therefore be it
- RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Regional Planning Commission and Werab Enterprises LLC in the amount of \$25,460.00 to perform the agreed upon services; and be it further
- RESOLVED,** that payment for said services will be paid out of Fund 6800 Storm Water; and be it further
- RESOLVED,** that a certified copy of this resolution shall be forwarded to the Portage County Engineer, the Portage County Regional Planning Commission and the Portage County Health 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 with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0509      -      RE:      ENTER INTO AN AGREEMENT BETWEEN  
THE BOARD OF COMMISSIONERS ON  
BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES AND FAMILY &  
COMMUNITY SERVICES, INC. FOR  
FINANCIAL LITERACY SERVICES FOR THE  
BENEFIT BRIDGE PILOT PROGRAM**

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

**WHEREAS,** Portage County Job & Family Services is in need of Financial Literacy Services to support individuals moving from public assistance to self-

sufficiency; and

**WHEREAS,** Requests for Proposals were sent to thirty-four (34) potential service providers; and

**WHEREAS,** One (1) proposal was received, opened, and tabulated for Financial Literacy Services for the Benefit Bridge Pilot Program on July 13, 2022; and

**WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period July 1, 2022 through June 30, 2023, with the option to extend one (1) additional year; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Fourteen thousand nine hundred ninety-eight and 54/100 dollars (\$14,998.54); and be it further

**RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0510**

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**RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. FOR MENTAL HEALTH COUNSELING & SUBSTANCE ABUSE SERVICES FOR THE BENEFIT BRIDGE PILOT PROGRAM**

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

- WHEREAS,** Portage County Job & Family Services is in need of Mental Health Counseling & Substance Abuse Services to support individuals moving from public assistance to self-sufficiency, with or without minor child(ren); and
- WHEREAS,** Requests for Proposals were sent to thirty-four (34) potential service providers; and
- WHEREAS,** One (1) proposal was received, opened, and tabulated for Mental Health Counseling & Substance Abuse Services for the Benefit Bridge Pilot Program on July 13, 2022; and
- WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period July 1, 2022 through June 30, 2023, with the option to extend one (1) additional year; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Fourteen thousand nine hundred eighty-five and 72/100 dollars (\$14,985.72); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0511**

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**RE: ENTER INTO AN AGREEMENT BETWEEN  
THE BOARD OF COMMISSIONERS ON**

**BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES AND FAMILY &  
COMMUNITY SERVICES, INC. FOR PEER  
RECOVERY SUPPORTER SERVICES FOR  
THE BENEFIT BRIDGE PILOT PROGRAM**

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

- WHEREAS,** Portage County Job & Family Services is in need of Peer Recovery Supporter Services to support individuals moving from public assistance to self-sufficiency; and
- WHEREAS,** Requests for Proposals were sent to thirty-four (34) potential service providers; and
- WHEREAS,** One (1) proposal was received, opened, and tabulated for Peer Recovery Supporter Services for the Benefit Bridge Pilot Program on July 13, 2022; and
- WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period July 1, 2022 through June 30, 2023, with the option to extend one (1) additional year; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Fourteen thousand nine hundred fifty-one and 64/100 dollars (\$14,951.64); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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



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**RESOLUTION NO. 22-0512       -       RE:    ENTER INTO AN AMENDMENT NO. 2 FOR  
PREVENTION, RETENTION, AND  
CONTINGENCY (PRC) HOME REPAIR  
SERVICES BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS ON  
BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES ("PCJFS") AND  
COMMUNITY ACTION COUNCIL OF  
PORTAGE COUNTY**

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

- WHEREAS,**       an Agreement between the parties was entered into and known as Portage County Contract No. 20210500 (the "Original Contract") on August 26, 2021 by Resolution No. 21-0604 to provide PRC Home Repair Services for eligible Portage County residents; and
  
- WHEREAS,**       an Amendment No. 1 between the parties was entered into on July 14, 2022 by Resolution No. 22-0446 to increase the cap for Home Repairs up to Seven thousand five hundred and 00/100 dollars (\$7,500.00) per lifetime per individual as stated in the Portage County PRC Plan effective March 17, 2022; and
  
- WHEREAS,**       the parties desire to amend the Original Contract; now therefore be it
  
- RESOLVED,**       that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Action Council of Portage County to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further
  
- RESOLVED,**       that the total amount of this Agreement is not to exceed Twenty thousand and 00/100 dollars (\$20,000.00); and be it further
  
- RESOLVED,**       that funding for this agreement will come from Job & Family Services funds 1410; and be it further
  
- RESOLVED,**       that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0513      -      RE:    ENTER INTO AN AMENDMENT NO.1 FOR  
PREVENTION, RETENTION, AND  
CONTINGENCY (PRC) UTILITY ASSISTANCE  
SERVICES BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS ON  
BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES ("PCJFS") AND  
COMMUNITY ACTION COUNCIL OF  
PORTAGE COUNTY.**

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

**WHEREAS,**      an Agreement between the parties was entered into and known as Portage County Contract No. 20210498 (the "Original Contract") on August 26, 2021 by Resolution No. 21-0605 to provide PRC Utility Assistance Services for eligible Portage County residents; and

**WHEREAS,**      the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,**      that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Action Council of Portage County to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further

**RESOLVED,**      that the total amount of this Agreement is not to exceed Fifty-two thousand and 00/100 dollars (\$52,000.00); and be it further

**RESOLVED,**      that funding for this agreement will come from Job & Family Services fund 1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0514      -      RE:    ENTER INTO AN AMENDMENT NO.1 FOR  
PREVENTION, RETENTION, AND  
CONTINGENCY (PRC) FAMILY SUPPORT  
SERVICES BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS ON  
BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES ("PCJFS") AND  
COLEMAN PROFESSIONAL SERVICES, INC.**

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

**WHEREAS,**      an Agreement between the parties was entered into and known as Portage County Contract No. 20210499 (the "Original Contract") on August 26, 2021 by Resolution No. 21-0609 to provide PRC Family Support Services for eligible Portage County residents; and

**WHEREAS,**      the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,**      that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further

**RESOLVED,**      that the total amount of this Agreement is not to exceed Thirty-five thousand and 00/100 dollars (\$35,000.00); and be it further

**RESOLVED,**      that funding for this agreement will come from Job & Family Services funds 1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0515      -      RE:    ENTER INTO AN AMENDMENT NO.1 FOR  
PREVENTION, RETENTION, AND  
CONTINGENCY (PRC) LEGAL SERVICES  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND COMMUNITY  
LEGAL AID SERVICES, INC.**

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

**WHEREAS,**      an Agreement between the parties was entered into and known as Portage County Contract No. 20210497 (the "Original Contract") on August 26, 2021 by Resolution No. 21-0606 to provide PRC Legal Services for eligible Portage County residents; and

**WHEREAS,**      the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,**      that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Community Legal Aid, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further

**RESOLVED,**      that the total amount of this Agreement is not to exceed Forty-five thousand and 00/100 dollars (\$45,000.00); and be it further

**RESOLVED,**      that funding for this agreement will come from Job & Family Services fund 1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0516          -          RE:    ENTER INTO AN AMENDMENT NO.1 FOR  
PREVENTION, RETENTION, AND  
CONTINGENCY (PRC) DOMESTIC  
VIOLENCE SERVICES ENTITLED "SAFER  
FUTURES" BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS ON  
BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES ("PCJFS") AND FAMILY  
& COMMUNITY SERVICES, INC.**

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

**WHEREAS,**          an Agreement between the parties was entered into and known as Portage County Contract No. 20210504 (the "Original Contract") on August 26, 2021 by Resolution No. 21-0607 to provide PRC Domestic Violence Services for eligible Portage County residents; and

**WHEREAS,**          the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,**          that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further

**RESOLVED,**          that the total amount of this Agreement is not to exceed One hundred fifty-two thousand seventy-one and 65/100 dollars (\$152,071.65); and be it further

**RESOLVED,**          that funding for this agreement will come from Job & Family Services funds 1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0517      -      RE:    ENTER INTO AN AMENDMENT NO.1 FOR  
PREVENTION, RETENTION, AND  
CONTINGENCY (PRC) HOUSING  
ASSISTANCE SERVICES BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND FAMILY &  
COMMUNITY SERVICES, INC.**

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

- WHEREAS,**      an Agreement between the parties was entered into and known as Portage County Contract No. 20210505 (the "Original Contract") on August 26, 2021 by Resolution No. 21-0608 to provide PRC Housing Assistance Services for eligible Portage County residents; and
- WHEREAS,**      the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,**      that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further
- RESOLVED,**      that the total amount of this Agreement is not to exceed Eighty-six thousand and 00/100 dollars (\$86,000.00); and be it further
- RESOLVED,**      that funding for this agreement will come from Job & Family Services funds 1410; and be it further
- RESOLVED,**      that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0518      -      RE:    ENTER INTO AN AMENDMENT NO. 2 FOR  
TITLE XX ADULT PROTECTIVE CASE  
MANAGEMENT SERVICES BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND FAMILY &  
COMMUNITY SERVICES, INC.**

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

**WHEREAS,**      an Agreement between the parties was entered into and known as Portage County Contract No. 20200452 (the "Original Contract") on September 17, 2020 by Resolution No. 20-0569 to provide Title XX Adult Protective Case Management Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive, and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social, or work-related activities knowing their loved one is in a safe and supportive environment; and

**WHEREAS,**      an Amendment No. 1 between the parties was entered into on September 23, 2021 through Resolution No. 21-0728 to amend the Original Contract to extend the agreement one (1) additional year from October 1, 2021 through September 30, 2022; and

**WHEREAS,**      the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,**      that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further

**RESOLVED,**      that the total amount of this Agreement is not to exceed Twenty-five thousand and 00/100 dollars (\$25,000.00); and be it further

**RESOLVED,**      that funding for this agreement will come from Job & Family Services funds

1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0519      -      RE:      ENTER INTO AN AMENDMENT NO. 2 FOR  
TITLE XX GERIATRIC MENTAL HEALTH  
COUNSELING SERVICES BETWEEN THE  
PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND FAMILY &  
COMMUNITY SERVICES, INC.**

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

**WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20200450 (the "Original Contract") on September 17, 2020 by Resolution No. 20-0570 to provide Title XX Geriatric Mental Health Counseling Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive, and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social, or work-related activities knowing their loved one is in a safe and supportive environment; and

**WHEREAS,** an Amendment No. 1 between the parties was entered into on September 23, 2021 through Resolution No. 21-0730 to amend the Original Contract to extend the agreement one (1) additional year from October 1, 2021 through September 30, 2022; and

**WHEREAS,** the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into



Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Five thousand and 00/100 dollars (\$5,000.00); and be it further

**RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0520      -      RE:    ENTER INTO AN AMENDMENT NO. 2 FOR  
TITLE XX SENIOR RECREATION SERVICES  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND FAMILY &  
COMMUNITY SERVICES, INC.**

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

**WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20200454 (the "Original Contract") on August 13, 2020 by Resolution No. 20-0493 to provide Title XX Senior Recreation Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive, and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social, or work-related activities knowing their loved one is in a safe and supportive environment; and

- WHEREAS,** an Amendment No. 1 between the parties was entered into on September 23, 2021 through Resolution No. 21-0729 to amend the Original Contract to extend the agreement one (1) additional year from October 1, 2021 through September 30, 2022; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Family & Community Services, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Seventy thousand and 00/100 dollars (\$70,000.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0521      -      RE:    ENTER INTO AN AMENDMENT NO. 2 FOR  
TITLE XX ADULT DAY SERVICES BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND COLEMAN  
PROFESSIONAL SERVICES d.b.a.  
COLEMAN ADULT DAY SERVICES.**

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

**WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20200451 (the "Original Contract") on September 17,

2020 by Resolution No. 20-0568 to provide Title XX Adult Day Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive, and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social, or work-related activities knowing their loved one is in a safe and supportive environment; and

**WHEREAS,** an Amendment No. 1 between the parties was entered into on September 16, 2021 through Resolution No. 21-0685 to amend the Original Contract to extend the agreement one (1) additional year from October 1, 2021 through September 30, 2022; and

**WHEREAS,** the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Coleman Professional Services d.b.a. Coleman Adult Day Services to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Forty-five thousand and 00/100 dollars (\$45,000.00); and be it further

**RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0522      -      RE:    ENTER INTO AN AMENDMENT NO.1 FOR  
SUPPLEMENTAL TRANSPORTATION  
SERVICES BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS ON**

**BEHALF OF PORTAGE COUNTY JOB &  
FAMILY SERVICES ("PCJFS") AND SCENIC  
VIEW TRANSPORTATION, INC.**

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

- WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20210522 (the "Original Contract") on September 23, 2021 by Resolution No. 21-0732 to provide Supplemental Transportation Services for eligible clients to and from appointments or employment/training sites; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and Scenic View Transportation, Inc. to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Sixty thousand and 00/100 dollars (\$60,000.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410 and 1413; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0523**

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**RE: ENTER INTO AN AMENDMENT NO. 1 FOR  
PREVENTION, RETENTION AND  
CONTINGENCY (PRC) INFORMATION AND  
REFERRAL SERVICES BETWEEN THE  
BOARD OF COMMISSIONERS ON BEHALF**

**OF PORTAGE COUNTY JOB & FAMILY  
SERVICES AND UNITED WAY OF PORTAGE  
COUNTY.**

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

- WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20210537 on August 26, 2021 by Resolution No. 21-0611 to provide PRC Information and Referral Services for eligible PCJFS clients; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of Portage County Job & Family Services and United Way of Portage County to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Ten thousand and 00/100 dollars (\$10,000.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services fund 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0524      -      RE:    ENTER INTO AN AMENDMENT NO. 2 FOR  
TITLE XX HOME BASED CHORE SERVICES  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND VANTAGE  
AGING**

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

- WHEREAS,** an Agreement between the parties was entered into and known as Portage County Contract No. 20200453 (the "Original Contract") on August 13, 2020 by Resolution No. 20-0491 to provide Title XX Home Based Chore Services for eligible Portage County adults (age 60 and over) who have moderate to severe disabilities in order to increase their opportunities to participate in physical, cultural, creative, cognitive, and social development activities to help improve or maintain functioning as well as support increased opportunities for caregivers to engage in physical, social, or work-related activities knowing their loved one is in a safe and supportive environment; and
- WHEREAS,** an Amendment No. 1 between the parties was entered into on September 23, 2021 through Resolution No. 21-0731 to amend the Original Contract to extend the agreement one (1) additional year from October 1, 2021 through September 30, 2022; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of Portage County Job & Family Services and Vantage Aging to extend the agreement by one (1) additional year from October 1, 2022 through September 30, 2023; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Seven thousand five hundred and 00/100 dollars (\$7,500.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0525**

**- RE: APPROVE SPECIFICATIONS AND SET THE  
BID DATE FOR REROOFING OF THE  
PORTAGE COUNTY RECORD CENTER.**

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

**RESOLVED,** that the bid specifications for receiving bids for reroofing of the Portage County Record Center, be approved; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services, 1st floor, Room 114, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 3:00 p.m., E.S.T. on August 31, 2022 and publicly opened and read; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on August 16 and 21, 2022 and a copy thereof be posted on the County's website and on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 22-0526**

**- RE: APPROVE SPECIFICATIONS AND SET THE  
PROPOSAL DATE FOR EMPLOYEE DENTAL  
INSURANCE FOR THE PORTAGE COUNTY  
BOARD OF COMMISSIONERS.**

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

**RESOLVED,** that the specifications for receiving proposals for dental insurance for the Portage County Board of Commissioners be and hereby are approved; and be it further

**RESOLVED,** that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor - room 114, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:30 p.m., E. S.T. on August 31, 2022; and be it further

**RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on August 15, 2022 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

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#### **Journal Entries**

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:

1. Direct the Auditor's Office to pay/process the August 4, 2022 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 Badalamenti**

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

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

**Motion Carries**



<b>Expenditure Review</b>		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$699,111.57	(Includes late fees of: \$4.93)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$0	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$0	
Then and Now list totaling:	\$32,344.56	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the August 4, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

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:

3. Authorize the promotion of Miranda Lewis, Social Services Worker 3, to Clinical Services Manager, replacing Kara Buente, in Portage County Job & Family Services effective August 29, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

4. Authorize the retirement of Judy Rice, Child Support Specialist, for Portage County Job & Family Services, effective August 2, 2022.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

5. Authorize the three-day internal posting of a bargaining position, Child Support Specialist, replacing Judy Rice, for Portage County Job & Family Services, with external posting if no internal appointment is made.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

6. Approve revised job description for union position, JFS Jobs Counselor SNAP/TANF, including a title change to OMJ/PA Eligibility Specialist, for Portage County Job & Family Services.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

7. Authorize the hire of Thomas Cline for the position of Microfilm Clerk – Part-Time, replacing Steven Smith, in the Portage County Microfilm Department effective August 8, 2022. Since Mr. Cline is a current Portage County employee, pre-employment screenings are not required.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

8. Rescind journal entry #1 adopted on August 4, 2022, authorizing the hire of Zachery Cornell as an Engineer Technician in Portage County Water Resources. Applicant did not successfully pass the pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

9. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet for June 2022, as presented by Neighborhood Development Services.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

10. The Board of Commissioners acknowledge receipt of the August 1, 2022 Official Certificate of Estimated Resources for the year beginning January 1, 2023 under the provision Section 5705.34 & 5705.35 of the Ohio Revised Code as submitted by the Portage County Budget Commission.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

11. The Board of Commissioners acknowledged receipt of the August 8, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund do not exceed the Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2022, as presented by the Portage County Auditor's Office.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

12. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged the receipt the Portage County Sheriff's Transportation of Prisoners Report for July 2022 as presented by the Portage County Sheriff's Department.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Christian-Bennett**

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

**Motion Carries**

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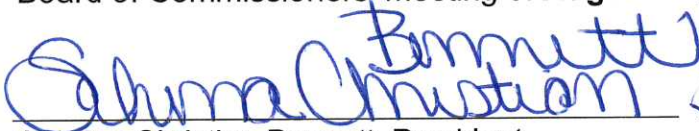
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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Badalamenti that the Board adjourns the Meeting of **August 11, 2022, at 11:01 AM**

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

**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **August 11, 2022.**



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President

ABSENT

Vicki A. Kline, Board Member



Amy Hutchinson, Clerk