



Portage County Board of Commissioners  
Special Meeting Minutes

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

Amy Hutchinson, Clerk  
330-297-3600

Tuesday, November 22, 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' Special meeting came to order in the Commissioners' Boardroom located at 449 South Meridian Street, Ravenna, Ohio, with the following members present:

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

Also attending throughout the day were County Administrator Michelle Crombie and Commissioner-Elect Mike Tinlin.

1. The Board of Commissioners approves the November 17<sup>th</sup> regular meeting minutes.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

## HUMAN RESOURCES

Present: Director Soltis

### 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 hire of Lori Fieldings, Eligibility Specialist, replacing Maria Lauriano, in the Portage County Department of Job & Family Services. The tentative start date is Monday, December 12, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

2. Authorize the hire of Sandra Randulic, Eligibility Specialist, replacing Ashlee Siglow, in the Portage County Department of Job & Family Services. The tentative start date is Monday, December 12, 2022. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

## COUNTY ADMINISTRATOR

Present: Michelle Crombie

### Department of Budget and Financial Management

#### 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 November 17, 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 Kline**

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

**Motion Carries**

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$926,938.94	(Includes late fees of: \$18.22)
ACH/Neil Group of	\$0	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$274,190.87	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$6,006.06	
Journal Vouchers totaling:	\$361,838.16	
Then and Now list totaling:	\$122,751.47	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the November 17, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

#### **Resolutions:**

1. Transfer from Fund 1026 Kent Muni Court Projects to Fund 3012 GO Bonds Refinanced 2021./Resolution No. 22-0687
2. Cash Transfer from Water Resources General Administration Funds to Respective Debt Like Funds./Resolution No. 22-0688

#### **JOB AND FAMILY SERVICES**

#### **Resolutions:**

1. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 22-0689
2. Transfer from Fund 1415, Child Welfare Special Levy Fund Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 22-0690

#### **MISCELLANEOUS**

#### **Journal Entries:**

1. The Board of Commissioners acknowledged receipt of the November 17, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund **DOES 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 Kline

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

**Motion Carries**

2. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for November 7, 2022, through November 13, 2022, as presented by Chief Dog Warden Dave McIntyre.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

3. The Board of Commissioners signed the Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 9154 Maple Grove, Windham, Ohio 44288, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$217,378.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will receive \$9,451.22 from the proceeds of the sale.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

\* \* \* \* \*

**RESOLUTION NO. 22-0687      -      RE:    TRANSFER FROM FUND 1026 KENT MUNI  
COURT PROJECTS TO FUND 3012 GO  
BONDS REFINANCED 2021**

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

**WHEREAS,**      The Municipal courts have ordered the transfer of funds as outlined in 2022 JE 156; now therefore be it

**RESOLVED,**      that the transfer in the amount of \$514,201.39 be made as follows:

**FROM:**

FUND 1026, KENT MUNI COURT PROJECTS

ORGCODE: 10265209

Debit Expense Account

Object: 910000 – Transfer Out      \$514,201.39

**TO:**

FUND 3012, GO BONDS REFINANCED 2021

ORGCODE: 30120012

Credit Revenue Account

Object: 280000 – Transfer In      \$514,201.39

; and be it further

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

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



County Auditor, 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, Yea; Sabrina Christian-Bennett, Yea; Anthony J. Badalamenti, Yea;

\* \* \* \* \*

**RESOLUTION NO. 22-0689 - RE: TRANSFER FROM FUND 1414, CHILD  
SUPPORT ADMINISTRATION, TO 1410  
PUBLIC ASSISTANCE FUND**

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

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$40,881.35 for September 2022 costs as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140519

Debit Expense Account

Object: 912000 – JFS - Shared

Project 5SHAR \$40,881.35

**TO:**

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR \$40,881.35

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal

Entry, and that a certified copy of this resolution be filed with the Portage County Auditor, the Portage County Job & Family Services, and the Department of Budget and Financial Management; and be it further

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

Roll Call Vote as Follows:

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

\* \* \* \* \*

**RESOLUTION NO. 22-0690 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

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

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

**RESOLVED,** that the following transfer of funds be made in the amount of \$638.00, for SFY22 4<sup>th</sup> Qtr pymt#3 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 1415, CHILD WELFARE SPECIAL LEVY FUND

ORGCODE - 14150519

Debit Expense Account

Object: 912000 – JFS Shared

Project 5SHAR

\$638.00

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR

\$638.00

; and be it further

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

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

Roll Call Vote as Follows:

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

\* \* \* \* \*

**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 hire of Lori Fieldings, Eligibility Specialist, replacing Maria Lauriano, in Portage County Department of Job & Family Services. Tentative start date is Monday, December 12, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

2. Authorize the hire of Sandra Randulic, Eligibility Specialist, replacing Ashlee Siglow, in Portage County Department of Job & Family Services. Tentative start date is Monday, December 12, 2022. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

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



3. Direct the Auditor's Office to pay/process the November 17, 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 Kline

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

**Motion Carries**

Expenditure Review		
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Journal Vouchers totaling:	\$361,838.16	
Then and Now list totaling:	\$122,751.47	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

4. Process the November 17, 2022 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

5. The Board of Commissioners acknowledged receipt of the November 17, 2022 Certificate of the County Auditor that the Total Annual Appropriations from each fund **DOES 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 Kline

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

**Motion Carries**

6. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for November 7, 2022 through November 13, 2022 as presented by Chief Dog Warden Dave McIntyre.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

7. The Board of Commissioners signed the Release of Mortgage, releasing from the lien and operation of a certain mortgage from Portage Housing III Project for the property located at 9154 Maple Grove, Windham, Ohio 44288, as recorded on July 25, 2007, in the amount of \$100,000 in the original investment and with accrued interest totaling to \$217,378.00, in Portage County records as Instrument Number 200716587, as presented by Neighborhood Development Services. Portage County will rec \$9,451.22 from the proceeds of the sale.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

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Recessed: 9:06 AM

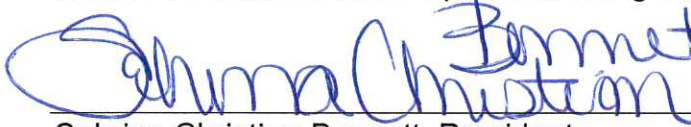
Reconvened: 9:30 AM

**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Kline that the Board adjourns the Special Meeting of **Tuesday, November 22, 2022, at 9:30 AM.**

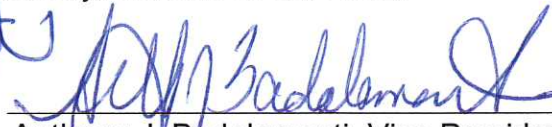
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Kline, Yea; Commissioner Badalamenti, Yea;

**Motion Carries**

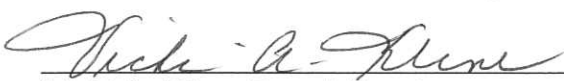
We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' Special Meeting on Tuesday, November 22, 2022.



Sabrina Christian-Bennett, President



Anthony J. Badalamenti, Vice President



Vicki A. Kline, Board Member



Amy Hutchinson, Clerk