



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, February 23, 2023

9:00 AM

Commissioners' Board Room

The following meeting minutes are summarized. Audio recordings and backup material are available in accordance with the Commissioners' Agenda and Audio Recording Retention Schedule.
Please contact the Commissioners' Office for specific details.

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

Attendee Name	Title	Status
Anthony J. Badalamenti	President	Absent
Sabrina Christian-Bennett	Vice President	Present
Mike Tinlin	Board Member	Present

Also attending throughout the day were County Administrator Michelle Crombie and Diane Smith.

1. Motion to approve the February 2nd and February 16th regular meeting minutes.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

Motion Carries

PROCLAMATION PRESENTATION

Present: Fire Chief Dave Barnes, City of Aurora

The Board presented a proclamation to Mr. Barnes recognizing his continuous dedication and invaluable service to the City of Aurora and Portage County residents over the past 45 years. The Board proudly proclaimed Thursday, February 23, 2023, as Dave Barnes Day in Portage County.

HUMAN RESOURCES

Present: Director Tami Soltis

The Board commended Director Soltis and the staff for a job well done during the Meet and Greet event that was held on February 22, 2023.

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

1. Authorize the hire of Kevin Perry, OMJ Case manager - Emancipation & Aftercare in Ohio Means Jobs, Portage County Job & Family Services with a tentative start date of Wednesday, March 1, 2023. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian Bennett
 All in Favor: Commissioner Tinlin, Yea; Commissioner Christian-Bennett, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries
2. Authorize the hire of Abby Fullerton, Social Service 3 On Call, Portage County Job & Family Service with a tentative start date of Wednesday, March 1, 2023. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian Bennett
 All in Favor: Commissioner Tinlin, Yea; Commissioner Christian-Bennett, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries
3. Authorize the hire of Dutchess Murray, OMJ Case Manager, Ohio Means Jobs, Portage County Job & Family Services with a tentative start date of Wednesday, March 6, 2023. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian Bennett
 All in Favor: Commissioner Tinlin, Yea; Commissioner Christian-Bennett, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries
4. Authorize the hire of Emily Bottinelli, Social Service Worker 3 Part-Time at the Group Home, Portage County Job & Family Services with a tentative start date of Wednesday, March 1, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian Bennett
 All in Favor: Commissioner Tinlin, Yea; Commissioner Christian-Bennett, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries
5. Accept the resignation of Michael Ambrose, Clerical Specialist for the Portage County Job & Family Services effective February 28, 2023.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian Bennett
 All in Favor: Commissioner Tinlin, Yea; Commissioner Christian-Bennett, Yea;
 Commissioner Badalamenti, Absent;

Motion Carries

6. Authorize the three-day internal posting of a bargaining position, for a Clerical Specialist, Business Services Division for the Portage County Job & Family Service, with an external posting if no internal appointment is made.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

Motion Carries

7. Authorize the transfer of Michael Ambrose, Clerical Specialist, Job & Family Services, to Clerical Specialist, Internal Services, a new position, effective March 1, 2023. Since Mr. Ambrose is a current Portage County employee, pre-employment screenings are not required. Mr. Ambrose will serve a 120-day probationary period.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

Motion Carries

8. Approve anniversary/probationary step increase for the following non-bargaining employees:

A. John Kalta ~ Water Resource

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

Motion Carries

Resolutions:

1. Adoption of the Amended Portage County Board of Commissioners' Personnel Policy Manual for Section 32 (Interpreter & Translation Services)./Resolution No. 23-0123

GRANTS ADMINISTRATOR

Present: Hope Bonos

Resolutions:

1. Authorize grant application in the amount of \$53,064.00 to the Office of Ohio Attorney General Dave Yost, State of Ohio Law Enforcement Body Armor Grant Program on behalf of the Portage County Sheriff's Office./Resolution No. 23-0124
2. Amend Resolution No. 22-0646, adopted November 3, 2022, to authorize a grant application and accept the award in the amount of \$34,236.00, to the BJA FY 2022 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation for the Portage County Sheriff's Office./Resolution No. 23-0125

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Commissioner Christian-Bennett asked why the Then and Now report was so high, and Director Petty will investigate and report back.

Journal Entries:

1. The Board of Commissioners authorized Commissioner Anthony J. Badalamenti to sign the Equitable Sharing Agreement, and Certification, FY ending 12/31/2022, as presented by the Portage County Sheriff's Office and reviewed by the Department of Budget and Financial Management with no exceptions noted.

Motion: Commissioner Tinlin**Seconded: Commissioner Christian Bennett**

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

Motion Carries

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

2. Direct the Auditor's Office to pay/process the February 17, 2023, bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Tinlin**Seconded: Commissioner Christian Bennett**

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,199,097.23	(Includes late fees of: \$43.38)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$662,811.10	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$38,285.79	
Then and Now list totaling:	\$698,786.00	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

3. Process the February 17, 2023, budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

Commissioner Badalamenti, Absent;

Motion Carries

Resolutions:

1. Amend Resolution 23-0122, adopted February 16, 2023 – Transfer from Fund 0001, General Fund to Fund 4002, Multipurpose CBU Acquisition & Rehab./Resolution No. 23-0126
2. Transfer from Fund 4101, MRDD Capital Projects to Fund 1340, MRDD General Administration./Resolution No. 23-0127

JOB & FAMILY SERVICES

Present: Director Kellijo Jeffries & Sue Brannon, Budget & Finance Administrator

Discussion:

1. December/January JFS Data Report

On page one, as far as transportation is concerned, our in-house drivers are very busy continuing to support employment initiatives. We started our manufacturing internship program two weeks ago and we often rely on our drivers to get people to and from work and to the training sites. Since we are down a driver, we continue to look for a part-timer due to the increase in the need from December to January.

Director Jeffries indicated I wanted to draw your attention to something that looks a little bit different for the Ohio Means Jobs data. On page four is our Benefit Bridge Program and just a reminder, that was a program where the state of Ohio invited Portage County to be 1 of 10 counties to do this pilot project. We were sitting at two participants for a long time, so we are now at three, but we have five applications pending. All the manufacturing internship participants are also eligible to apply, and we are excited to see the numbers increase. We will be using some of our funds for radio ads, billboards, and more advertising because we do not want to see this lost opportunity. It is our understanding the Governor has this continuous funding in his biennium budget, so we are ecstatic about that and want to maximize it and have the data reflect that we are utilizing it and that there's great need for it in Portage County.

On page five, we are trying to work with the state to extract data more accurately for Adult Protective Services. We know we are serving about 40 elderly persons within the community that came to us from a referral or through an abuse, neglect, or exploitation issues, but it shows an increase from 16 to 65, which I believe is inaccurate and I would like to report back to you on this issue. We are really working hard in the Adult Protective Services Unit and we have a very limited budget from the state and we received a small increase of \$30,000 and we moved a second Social Worker into the Adult Protective Services arena recently so there are two social workers and Kena Reese is the supervisor of this team. We are working in tandem

through the Prosecutor's Office about legal staffing to ensure that we are really doing the best advocacy work for elderly in our community. Sometimes, we need to involve the courts, through Probate and other venues to ensure that if individuals are not able to live at home, we are doing what is necessary to bring the Court piece into it. We will report more frequently on some of our initiatives with our residents that are 65 and older. I asked if we could have the state pull reports to give us an accurate reflection and I will report back.

Page six, Human Resources – we are steady at 191 employees, and we have six new staff in the month of January and at the end of January, we were at 185.

2. *MOU Updates*

a. Children's Advantage - Triple P Parenting

Shannon Kautzman will have several Memorandums of Understanding (MOU) to present to the Board on our behalf. We engaged Children's Advantage because our group home team really wanted to investigate parenting training. We continue to serve multi-system youths at our group home coming to us from Juvenile Corrections with mental health concerns, so being able to provide them with parenting techniques and training is important as they deal with kids with complex needs. It is a very small MOU (less than \$1,000), but they are going to have a couple of sessions with our team at the group home to train them on parenting techniques.

b. Insight Clinical Counseling and Wellness, LLC- Support for Child Protective Services

This is another MOU and as you may recall, we applied for the Workforce Incentive grant through the state of Ohio for Children's Services and all 88 counties had this available to them, and we received \$166,000 and we have been creative in that space. One of the things we submitted to you before the first of the year in our application was support services for staff. We recognize our staff deals with secondary trauma, lots of PTSD, and we saw workforce challenges, so in that space, we connected with Insight Clinical Counseling Services, and they have a whole menu of services, so we have narrowed it down to four that we think are important and one is to be available to staff voluntarily as another resource for counseling. The second item is training, we want to continue to do some training on secondary trauma and some things that can better support our social workers. Third was an out-of-the-box kind of request to provide supportive services to foster parents and the fourth is more triage services, so if we have a child fatality or high-risk types of cases, we would like to have clinical teams available to come in and work with our staff. So being able to have a provider that comes in and triage with our staff is important.

c. Catholic Charities – Parenting Support Services

The last one is Catholic Charities and Shannon does not have this one yet, but Catholic Charities Director Rick Squire has agreed to step in and take over the services that Coleman was providing in the space of pregnancy support services through our PRC grant. As you recall, last month they put in their 30-day notice which indicated they would no longer be providing those services for us. Mr. Squire

and I will be talking next week, and we will draft an MOU and present it back through the Board soon. We have an active Request for Proposal (RFP) out formally, but we do not want to see a gap in services for our family.

3. *Strategic Planning Update*

We put out the RFP and we did not receive any bids. Windham School District worked with Summit Educational Services Center and Ms. Brannon, and I were able to have a meeting with the gentleman who facilitated that, and they are willing to work with our agency. Since we did not get a bid through the RFP process, we might want to try to do an MOU so we do not have to put it out for bid again.

4. *Certainty Grant Update*

We lost the 11 or 12 counties that were Protect Ohio funded about three or four years ago. If you remember, we were in a waiver program and lost those funds because it was a federal program that went away, and it really put us in financial constraint a couple of years ago. They have tried to give back to the dozen counties some of what they lost in funding, and we received our first allocation last year after almost two years of promising what was a little less than a million dollars and we were told that we are going to get a second and final grant. It has been about a year on that one, too, and Sue Brannon continues to outreach monthly. The update is that the state is having a meeting with the federal government, and we hope to get an update thereafter. We are not dependent on this fund at this time, it would just be wonderful to get it based on what we lost in years past.

5. *Biennium Budget Updates and New State Office*

The County Commissioners Association had a meeting recently on the Governor's budget and I wanted to highlight that could potentially have an impact on us. Hats off to Governor DeWine, who is proposing about a \$30 million dollar increase to child welfare in his budget, and that would be huge for us if it would pass and get supported. We have been underfunded for a long time, and his recognition last budget and this one is huge.

He is also proposing a new state department called KIDS, which is unique to all programs surrounding children. The department would take the current Child Protective Services out from underneath the state Job and Family Services system and put them under a new state office called KIDS. He is also proposing the childcare programs that are currently under Job and Family Services be removed from the department and moved under KIDS.

He is also proposing he Federal Poverty Guidelines for childcare eligibility move from 142% of the Federal Poverty Guidelines to 160% so more families would be eligible for subsidy for childcare.

The last item in House Bill 1 could increase taxes and that could potentially increase property tax. I heard if that happens, millage could change in that space and with

millage, we have a Child Welfare levy, so we are watching that very carefully as it could impact not only the General Fund, but the Child Welfare Levy, as well.

Resolutions:

1. Transfer from Fund 1414, Child Support Administration, to 1410 Public Assistance Fund./Resolution No. 23-0128
 - This is the regular monthly shared costs for Child Support for January.
2. Transfer from Fund 1415, Child Welfare Special Levy Fund to Fund 1410 Public Assistance Fund./Resolution No. 23-0129

INTERNAL SERVICES

Present: Deputy Director Shannon Kautzman

Discussion:

1. *Project Updates*

Ms. Kautzman reported on the following:

ADMINISTRATION BUILDING:

1. 1st Floor – I added the removal of the wallpaper in the main hallway going towards the Treasurer's office and then we will paint the area, so it makes it look a little bit cleaner. The Maintenance Budget will cover the costs.

EMERGENCY OPERATIONS CENTER:

1. The soil boring came back, and we will need to add some fill as it is not as bad as expected. This will be included in the bid specs when they go out to bid.
2. Shelters for MARCs Radio Towers will go out to bid March 14, 2023.

JUVENILE COURT:

1. Juvenile Court will need furniture for new space, they would like to add furniture to the bid, architect estimate \$126,246.00 – corrected to \$126,746. The estimated amount was discussed with the Department of Budget and Financial Management, and we have the funding to cover the correction.

JUSTICE CENTER:

1. Roof replacement – We are meeting with the roofers to go over the plans on March 2, 2023.
2. Dispatch Renovation - Final Sheriff cost \$77,000, architect fee \$28,200 & construction with furniture \$500,000 - Total \$605,000. We budgeted \$700,000 for the project.

3. Sink hole – R2K will be investigating the area soon and Ms. Kautzman will let us know what they find.

RECORD CENTER:

1. Roof replacement - Meeting with roofers to go over plan on March 2, 2023, should be completed by May 2023.

RIDDLE BLOCK BUILDING:

1. HVAC replacement – This will need to be re-bid as the bidders did not meet the qualifications.

February 23rd, 2023 (Updates in RED)

ADMINISTRATION BUILDING:

1. PCAB elevator replacement. Covered under a purchasing consortium contract - getting a price quote. – Otis Estimates \$900,000-\$1,000,000. Came out to do a site survey 1/25/23 to get a true cost
2. Auditor request for painting of floor \$28,475.00; request for carpeting \$40,279.67; and new upgrade/renovation to all restroom's (public & employee) and kitchen \$36,418.00. On hold for BOC approval and funding. Total \$105,172.67. On Hold for new Auditor
3. Remodel of Commissioners board room. NTE \$50,000, what fund will be used. Maintenance will pay
4. Take off wallpaper in the main hallway of the 1st floor and paint. Maintenance will cover the cost.

ANNEX BUILDING:

1. Annex building proposed recommendations by architect: Architect cost \$25,850.00
 - a. Install new perimeter footer drains and area wells. - Architect working on bid specs.
 - b. Remove & replace existing front steps with ADA compliant ramp with steps. Architect preparing cost estimate. Architect working on specs
 - c. Remove & replace the existing pad-mounted HVAC unit with three furnaces with exterior condensers. Architect preparing cost estimate. Working with Architect

EMERGENCY OPERATIONS CENTER:

1. Construction cost estimate \$4,583,721.75. PO issued for site survey. PO needed for soil borings, \$8,700.00. Meeting with architects and EMA continues Water testing being done currently. Soil Boring came back, and we will need to add some fill. This will be included in the bid specs when they go out to bid.
2. Shelters for MARCs Radio Towers will go out to bid 3/14/23

JUVENILE COURT:

1. Renovations and Modernization - Architect fee \$24,500.00. Construction cost estimate \$809,451.00. Kick off meeting scheduled for 11/22/22. Ongoing meeting with Architects. Talked to architect to set bid dates and finalize plans. Juvenile court will need furniture for new space, they would like to add furniture to the bid, architect estimate \$126,246.00 Correction \$126,746. Talked to DBFM and we have the funding

OLD ENGINEER'S SITE:

1. BUSTR approved the Tier 1 for the site and the next step toward closure is to complete a Tier 2. - Environmental group's working on closure report. Contacted Emerald Environmental to get an update. Emerald is work with BUSTR on the Tier 2. Going back and forth for approval and sign off for closure report

JUSTICE CENTER:

1. Roof replacement -Architectural fee \$24,750.00. Project cost \$494,500. Awaiting return of signed contracts from contractor. To be done by May. Meeting with roofers to go over plan 3/2/23
2. Dispatch Renovation architect fees \$28,200. Should have cost of project next week 2/16/16. Internal Services has architect cost, pending Sheriff info to finalize estimate. Final Cost Sheriff Cost \$77,000, Architect fee \$28,200 & construction with furniture \$500,000. Total \$605,000. We budgeted \$700,000 with DBFM
3. Fencing around parking where cruisers park. Met with RT Fencing. \$46,049 for fence. \$31,120 for Electric gate arms.
4. Sinkhole in the sallyport. R2K to cut a 16 'x 16' to see what the problem is.
5. Columns in front of the Sheriff's entrance. Cost \$16,391. To come out of Maintenance Budget. To be installed in 2-4 weeks

PROSECUTOR'S WINDOWS/FACADE:

1. Architect's fee \$39,300.00. Construction cost estimate \$300,000.00. Bids will be due 3/29/23 tentatively

RAVENNA COURTHOUSE:

1. Parking - Approved by the City Planning Commission, Estimate \$688,632.00. Architect proceeding with final bid documents. Cost Estimate is now \$850,000. Bid date is 4/5/23 tentatively.
2. Main & jail elevators - Elevators now need to be evaluated by the State Inspectors. The estimated construction cost is \$654,722.00. meeting with Judge Pittman & Matt Skilton Friday 1/27/23. Met with Judge and Matt and have a gameplan set up. Contract is being reviewed by prosecutor and should be signed within the next 2 week.
3. Probate Court renovation. Request to move the clerks to Riddle Block Building. Contractor stated if they relocated it would take 2 months for renovation if not it would take 5 months. Architect's fee is \$33,800.00. Architect did a final walk through 2/7/23, waiting on cost and set bid dates. Meet with Judge and architect 3/2/23 for approval of drawings. Should know a cost after the meeting

RECORD CENTER:

1. Roof replacement- Architectural fee \$24,750.00. Project cost \$611,050. Awaiting return of signed contracts from contractor. To be done by May. Meeting with roofers to go over plan 3/2/23

RIDDLE BLOCK BUILDING:

1. Window replacement - estimated construction cost \$875,000.00, arch. fee \$84,200.00. On hold.
2. Masonry restoration - estimated construction cost \$850,000.00 arch. fee \$83,600.00. On hold.
3. HVAC replacement- estimated cost \$180,000.00 arch fee \$45,000.00. Approved by Ravenna Historical Review Committee 7/14/22, field measurements taken 9/12/22. Architect is working on the bid specs. Bid Date 2/22/23. Reevaluated project cost \$375,000.00. Will need to be re-bid as the bidders did not meet the qualifications.
4. Roof replacement- estimated construction cost \$800,000.00, arch. fee \$82,050.00. Approved by Ravenna Historical Review Committee 7/14/22, field measurements taken 9/12/22. Architect is working on the bid specs. Bid Date 2/22/23. Bid date moved to 3/7/23. Having a hard time with the slate bid on the time frame to be done. Project will move forward with the slate roof to be finished in the fall of 2024. Reevaluated the estimated cost with architect, came in at 1,250,000.00

Resolutions:

1. The Board of Commissioners agrees to enter into an agreement for the Administration of the 2022 CDBG Community Development Block Grant Program Funds with the Portage County Regional Planning Commission./Resolution No. 23-0130
2. The Board of Commissioners agrees to awards and enters into an agreement with Jeremiah Greathouse Services for the CDBG Streetsboro Senior Assistance Program, lawn mowing, leaf cleanup & snow removal services as presented by the Regional Planning Commission./Resolution No. 23-0131
3. The Board of Commissioners authorizes the execution of an agreement with Portage County Soil and Water Conservation District, for the purpose of cooperation and coordination as it relates to the execution of responsibilities of the Portage County Storm Water District./Resolution No. 23-0132
4. The Board of Commissioners accepts Cranberry Creek Road, Briar Hill Drive, Dewberry Circle, Goose Berry Knoll, Sweet Berry Circle, Tart Cherry Lane and Raspberry Circle in the Cranberry Creek Subdivision, Phase 1 and 2, in Brimfield Township, Portage County as presented by the County Engineer./Resolution No. 23-0133
5. The Board of Commissioners declares obsolete and agrees to dispose of Portage County personal property located at Portage County HAZMAT Station 30, as recommended by Director Shackelford, Office of Homeland Security and Emergency Management./Resolution No. 23-0134
6. The Board of Commissioners agrees to reject all bids received for the purchase of 911 Dispatch Workstations for the Portage County Sheriff's Office./Resolution No. 23-0135
7. The Board of Commissioners approves the agreement with Hope Town, Inc., and the Portage County Sheriff's Office for re-entry services./Resolution No. 23-0136
8. The Board of Commissioners approves the agreement with Hope Town, Inc and the Portage County Sheriff's Office for linkage and navigation services./Resolution No. 23-0137
9. The Board of Commissioners agrees to enter into a real estate lease agreement for the property located at 449 South Meridian Street, Ravenna, Ohio with Job & Family Services for offices located on floors two and three of the Portage County Administration Building./Resolution No. 23-0138
10. The Board of Commissioners agrees to enter into an agreement with Hasenstab Architects, Inc. for architectural services including basement, ramp, and HVAC renovations for the Portage County Annex Building, 466 S. Meridian St., Ravenna, Ohio./Resolution No. 23-0139

11. The Board of Commissioners agrees to enter into an agreement for professional accounting consulting services with Jullian & Grube, Inc. on behalf of the Board of Commissioners./Resolution No. 23-0140
12. The Board of Commissioners authorizes the preparation of plans, specifications and estimate of cost for Project No. ST-4 (23-020), Streetsboro WWTP Sludge Conveyor Improvements Project, in the Portage County Streetsboro Sanitary Sewer District No. 4, City of Streetsboro as presented by the Water Resources Department./Resolution No. 23-0141
13. The Board of Commissioners agrees to enter into a Memorandum of Understanding between Children's Advantage and the Board of Commissioners on behalf of the Portage County Job & Family Services./Resolution No. 23-0142
14. The Board of Commissioners agrees to enter into a Memorandum of Understanding between Insight Clinical Counseling and Wellness LLC and the Board of Commissioners, on behalf of Portage County Job & Family Services./Resolution No. 23-0143
15. The Board of Commissioners agrees to enter into a professional services agreement with James P. Wilkins, Attorney on behalf of Human Resources./Resolution No. 23-0144

MISCELLANEOUS

Discussion:

1. Vacant Land Purchase Request – The Board does not wish to sell the requested property.

Journal Entries:

1. The Board of Commissioners acknowledged receipt of the February 21, 2023, Certificate of the County Auditor that the Total Annual Appropriations from each fund **DO EXCEED** the Amended Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

Motion Carries

2. The Board of Commissioners signed the February 15, 2023, correspondence to Bullseye Trucking, Inc., releasing and terminating the Road Bond for the Special Hauling issued by Hartford Fire Insurance Company under Permit # SH22-006 Bond #45BSBIX2590 in the amount of \$170,000 as recommended by the County Engineer's Office.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

3. The Board of Commissioners signed the February 21, 2023, correspondence to Ohio Forrest Products LLC. releasing and terminating the Road Bond for the Special Hauling issued by The Cincinnati Insurance Company under Permit # SH23-002 Bond #CBE1024087 in the amount of \$180,000 as recommended by the County Engineer's Office.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

4. The Board authorized the Chief Dog Warden to sign the Terminal Distributor or Drug Distributor Application or Renewal Attestation Form for the State of Ohio Board of Pharmacy on behalf of the Portage County Dog Warden's Office.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

5. The Board of Commissioners approved the changes to the Portage County Community Development Response System, as submitted by the Portage County Steering Committee.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

6. The Board of Commissioners acknowledged receipt of the February 21, 2023, correspondence from the Engineers Office regarding the review of the Expedited Type 1 Annexation for 173.8452 Acres in Franklin Township to the City of Kent (Davey Tree).

Motion: Commissioner Tinlin

Seconded: Commissioner Christian Bennett

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

Recessed: 9:48 AM

Reconvened: 11:00 AM

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RESOLUTION NO. 23-0123

RE: **ADOPTION OF THE AMENDED PORTAGE
COUNTY BOARD OF COMMISSIONERS'
PERSONNEL POLICY MANUAL – SECTION
32 (INTERPRETER & TRANSLATION
SERVICES).**

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

WHEREAS, on February 23, 2023, the Portage County Board of Commissioners adopted Resolution 21-0924, amending the Board of Commissioner's Personnel Policy Manual in its entirety; and

WHEREAS, a new section was added, Section 32 – Interpreter & Translation Services, for a limited English Proficient (LEP) individual is a person who is unable to speak, read, write, or understand the English language at a level that permits the individual to effectively communicate with a county employee. Under the Civil Rights Act of 1964, LEP individuals are under a protected class and departments that receive federal funds are required to ensure meaningful access with language assistance that results in accurate and effective communication at no cost to the client;

RESOLVED, that the Board of Commissioners does hereby adopt said Section 32 – Interpreter & Translation Services within the Personnel Policy Manual as effective March 1, 2023. The updated policy shall be disseminated to all employees under the jurisdiction of the Board of Commissioners; and be it further

RESOLVED, that this said policy and Personnel Policy Manual will supersede all prior versions; and be it further

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0124

RE: **AUTHORIZE GRANT APPLICATION IN THE
AMOUNT OF \$53,064.00 TO THE OFFICE OF
OHIO ATTORNEY GENERAL DAVE YOST**

**STATE OF OHIO LAW ENFORCEMENT
BODY ARMOR GRANT PROGRAM ON
BEHALF OF THE PORTAGE COUNTY
SHERIFF'S OFFICE.**

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

- WHEREAS,** the Office of Ohio Attorney General Dave Yost offers a reimbursement grant known as the State of Ohio Law Enforcement Body Armor Grant Program. Law enforcement agencies may use Body Armor Grant Program funds to purchase new Body Armor; and
- WHEREAS,** the Portage County Board of Commissioners supports the Portage County Sheriff's Office and their endeavors in purchasing body armor to enhance the safety and prevent injury of law enforcement officers in the line of duty; now therefore be it
- RESOLVED,** that the Board of Commissioners authorizes the application for the State of Ohio Law Enforcement Body Armor Grant Program for the period of March 1, 2023, through September 30, 2023, in the amount of \$53,064.00 **with a 25% local match requirement of \$13,266.00.** These grant funds will be used for the purchase of 67 body-armor vests to be worn by Sheriff's deputies while on duty. The recipient agency will have 100% ownership and control over the use of these vests. The total grant amount is \$53,064.00, with \$39,798.00 in grant funds; 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 Sheriff's Office; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 22-0125

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**RE: AMEND RESOLUTION 22-0646, ADOPTED
NOVEMBER 3, 2022- AUTHORIZE GRANT
APPLICATION TO THE BJA FY 2022
EDWARD BYRNE MEMORIAL JUSTICE
ASSISTANCE GRANT PROGRAM – LOCAL**

**SOLICITATION FOR THE PORTAGE
COUNTY SHERIFF'S OFFICE AND ACCEPT
THE AWARD IN THE AMOUNT OF
\$34,236.00.**

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

WHEREAS, it has been determined by the Board of Commissioners that the amount included in Resolution No. 22-0646 must be corrected from \$34,236.00 to \$35,137.00, to reflect the accurate award amount; now therefore be it

RESOLVED, that the amount in **Resolution No. 22-0646** is hereby amended to **\$35,137.00** as this is the award amount; 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 Sheriff's Office; and be it further

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0126	-	RE:	AMEND RESOLUTION 23-0122, ADOPTED FEBRUARY 16, 2023 – TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 4002, MULTIPURPOSE CBU ACQ & REHAB						

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

WHEREAS, it has been determined that the amount included in Resolution No. 23-0122 needs to be increased from \$5,086,056.00 to \$5,212,802.00, to reflect the Board of Commissioners approval of additional building improvements for Juvenile Court; now therefore be it

RESOLVED, that the transfer amount in **Resolution No. 23-0122** is hereby amended from **\$5,086,056.00** to **\$5,212,802.00**; 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:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea

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RESOLUTION NO. 23-0127 - RE: TRANSFER FROM FUND 4101, MRDD CAPITAL PROJECTS TO FUND 1340, MRDD GENERAL ADMINISTRATION

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

WHEREAS, the projects in Fund 4101, MRDD Capital Projects have been completed, all payments have been made on behalf of said projects, and all costs have been booked or encumbered; and

WHEREAS, the Portage County Board of DD has requested a transfer of residual equity for the purpose of closing Fund 4101, MRDD Capital Projects, due to project completion and crediting Fund 1340, MRDD General Administration; and

WHEREAS, the Portage County Board of Commissioners approved the transfer of residual equity for the purpose of closing Fund 4101 due to project completion; now therefore be it

RESOLVED, that the following transfer of funds be made in the amount of \$100,970.12

FROM:

FUND 4101, MRDD Capital Projects

ORGCODE – T0000099

Debit Expense Account

Object: 910000 – Transfers Out \$100,970.12

TO:

FUND 1340, MRDD General Administration

ORGCODE – A0000092

Credit Revenue Account

Object: 291000 – Transfer In \$100,970.12

; and be it further

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

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0128 - RE: TRANSFER FROM FUND 1414, CHILD SUPPORT ADMINISTRATION, TO 1410 PUBLIC ASSISTANCE FUND

It was moved by Sabrina Christian-Bennett seconded Mike Tinlin 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 \$20,503.64 for January 2023 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

\$20,503.64

TO:

FUND 1410, PUBLIC ASSISTANCE

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS - Shared

Project 5SHAR

\$20,503.64

; and be it further

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

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Yea; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0129 - RE: TRANSFER FROM FUND 1415, CHILD WELFARE SPECIAL LEVY FUND TO FUND 1410 PUBLIC ASSISTANCE FUND

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

WHEREAS, the PCSA has received the Workforce Grant from PCSAO to help with recruiting and retaining PCSA employees. The Child Welfare Special Levy Fund has received reimbursement for the costs of payroll bonuses for specific PCSA job titles that were paid out of the Public Assistance Fund on 1/20/23; and

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

RESOLVED, that the following transfer of funds be made in the amount of \$48,000.00, for bonuses paid on 1/20/23 for said employees 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: 910000 – Transfers Out

\$48,000.00

TO:**FUND 1410, PUBLIC ASSISTANCE FUND****ORGCODE - 14100512****Credit Revenue Account****Object: 280000 – Transfer In****\$48,000.00**

; 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:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0130

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RE:

**ENTERING INTO CONTRACT WITH THE
PORTAGE COUNTY REGIONAL PLANNING
COMMISSION FOR ADMINISTRATION OF
THE 2022 CDBG COMMUNITY
DEVELOPMENT GRANT PROGRAM FUNDS**

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

WHEREAS:

Portage County has received 2022 CDBG Community Development Grant Program Funds; and

WHEREAS:

Portage County desires to contract with the Portage County Regional Planning Commission to administer and implement this grant; now therefore be it

RESOLVED:

that the Portage County Board of Commissioners desires to enter into contract with Portage County Regional Planning Commission to provide such services in the amount of \$72,000.00 to provide grant application preparation, administration and \$10,000.00 to provide fair housing services to benefit LMI households, as allowed in the 2020 CDBG Community Development Grant Program; and be it further

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO 23-0131 - RE: AWARD AND ENTER INTO CONTRACT WITH JERIMIAH GREATHOUSE SERVICES FOR THE CDBG STREETSBORO SENIOR ASSISTANCE PROGRAM, LAWN MOWING, LEAF CLEANUP & SNOW REMOVAL SERVICES

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

WHEREAS, official bid forms and specifications were requested from six (6) contractors and two (2) plan houses for the Streetsboro Senior Assistance Program, Lawn Mowing, Leaf Cleanup & Snow Removal Services; and

WHEREAS, two (2) bids were received for the Streetsboro Senior Assistance Program, Lawn Mowing, Leaf Cleanup & Snow Removal Services, opened and tabulated by the Department of Internal Services on February 15, 2023; and

WHEREAS, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the Community Development Block Grant Specialist that the bid received from Jeremiah Greathouse Services be accepted; now therefore be it

RESOLVED, that the Portage County Board of Commissioners enter into a contract with Jeremiah Greathouse Services, 1298 Edgewood Lane, Streetsboro, Ohio 44241 in the amount of Seventy-Four Thousand Five Hundred Dollars and 00/100 (\$74,500.00); and be it further

RESOLVED, that 2022 CDBG Community Development Program grant funds will be utilized for this project; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0132	-	RE:	<u>AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR THE PURPOSE OF COOPERATION AND COORDINATION AS IT RELATES TO THE EXECUTION OF RESPONSIBILITIES OF THE PORTAGE COUNTY STORM WATER DISTRICT</u>	

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

WHEREAS, the Portage County Board of Commissioners intends to engage the Portage County Soil and Water Conservation District to perform certain monitoring, investigating, inspection and testing services required by Portage County's Ohio Environmental Protection Agency (OPEA) National Pollution Discharge Elimination System (NPDES) Phase II permit at a cost not to exceed \$435,890.00 for the period of January 1, 2023 through December 31, 2023; now therefore be it

RESOLVED, that the Portage County Board of Commissioners hereby authorize the execution of an agreement with the Portage County Soil and Water Conservation District for the purpose of cooperation and coordination as it relates to the execution of the responsibilities of the Portage County Storm Water District; and be it further

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0133

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RE: ACCEPT CRANBERRY CREEK ROAD,
BRIAR HILL DRIVE, DEWBERRY CIRCLE,
GOOSE BERRY KNOLL, SWEET BERRY
CIRCLE, TART CHERRY LANE AND
RASPBERRY CIRCLE IN THE CRANBERRY
CREEK SUBDIVISION, PHASE 1 AND 2, IN
BRIMFIELD TOWNSHIP, PORTAGE
COUNTY.

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

WHEREAS,

the following roads in **BRIMFIELD TOWNSHIP** have been built in accordance with the specifications for allotment roads of Portage County, and have gone through a one year maintenance period:

T.H. 1208	Cranberry Creek Road
T.H. 1207	Briar Hill Drive
T.H. 1209	Dewberry Circle
T.H. 1210	Goose Berry Knoll
T.H. 1212	Sweet Berry Circle
T.H. 1193	Tart Cherry Lane
T.H. 1211	Raspberry Circle

; and

WHEREAS,

the Portage County Engineer has agreed to accept these roads as identified above, and

WHEREAS,

the Brimfield Township trustees were notified, via a January 20, 2023 correspondence from the Portage County Engineer, that the Portage County Engineer was preparing to recommend the Board of Portage County Commissioners accept these newly constructed roads in Brimfield Township; now therefore be it

RESOLVED,

that the Board of Portage County Commissioners accept these newly constructed roads in Brimfield Township as identified above; and be it further

RESOLVED,

that the acceptance of these roads makes **BRIMFIELD TOWNSHIP** responsible for their maintenance effecting February 23, 2023, and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file a certified copy of the above Resolution with the Portage County Engineer, and be it further

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0134

**RE: DECLARE OBSOLETE AND DISPOSE OF
PORTAGE COUNTY PERSONAL
PROPERTY LOCATED AT THE PORTAGE
COUNTY HAZMAT STATION 30**

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

WHEREAS, the Portage County personal property located at the Portage County Hazmat Station 30, which is not needed for public use, or is obsolete or unfit for the use for which it was acquired, declared as such and is ready for disposal; and

WHEREAS, the estimated fair market value of this personal property is valued below \$2,500.00; now therefore be it

RESOLVED, that in accordance with the Ohio Revised Code Section 307.12, the Board of County Commissioners authorizes the request to dispose of the following inventory:

<u>Description</u>	<u>Value</u>
Hazmat I.D. Extended Library	\$0
Hazmat CAD Plus	\$499
Motorola XTL 5000	\$0
Motorola MTR 2000	\$0
Motorola MTR 2000	\$0
12X 24Volt DeWalt Batteries	\$0
2X 24Volt DW0246	\$0
HP Photosmart 2710	\$0
Dell Laptop	\$0
6X HazMat Coveralls	\$0
TOSHIBA Laptop	\$0

; and be it further

Anthony J. Badalamenti, Absent;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0136

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**RE: A RESOLUTION APPROVING THE
AGREEMENT BETWEEN HOPE TOWN, INC.
AND THE PORTAGE COUNTY SHERIFF'S
OFFICE FOR RE-ENTRY SERVICES**

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

- WHEREAS,** the Portage County Sheriff's Office ("Sheriff") and the Portage County Board of Commissioners ("Board") desire to contract with Hope Town, Inc., which is an Ohio nonprofit corporation, to provide services to assist those being released from the Portage County Jail who may have a substance use disorder and, in an effort, to seek to reduce recidivism;
- RESOLVED,** the Board hereby approves the Agreement between the Sheriff and Hope Town, Inc. for "Re-entry Services"; and be it further
- RESOLVED,** the Board hereby authorizes the Board's signing of the Agreement with Hope Town, Inc., and the Sheriff for "Re-entry Services" to be provided by Hope Town, Inc.; and
- RESOLVED,** that the Board 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 the Board and that all deliberation of this Board that resulted in formal action were in open meetings open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0137

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**RE: A RESOLUTION APPROVING THE
AGREEMENT BETWEEN HOPE TOWN, INC.
AND THE PORTAGE COUNTY SHERIFF'S
OFFICE FOR LINKAGE AND NAVIGATION
SERVICES**

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

- WHEREAS,** the Portage County Sheriff's Office ("Sheriff") and the Portage County Board of Commissioners ("Board") desire to contract with Hope Town, Inc., which is an Ohio nonprofit corporation, to provide services to assist those being released from the Portage County Jail who may have a substance use disorder and, in an effort, to seek to reduce recidivism;
- RESOLVED,** the Board hereby approves the Agreement for "linkage and navigation services" between the Sheriff and Hope Town, Inc.; and be it further
- RESOLVED,** the Board hereby authorizes the Board's signing of said Agreement for "re-entry" services" between the Sheriff and Hope Town, Inc.; and
- RESOLVED,** that the Board 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 the Board and that all deliberation of this Board that resulted in formal action were in open meetings open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0138 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 449 SOUTH MERIDIAN STREET, RAVENNA, OH WITH JOB AND FAMILY SERVICES FOR OFFICES ON FLOORS TWO AND THREE.

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

- WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian St. Ravenna, Ohio; and
- WHEREAS,** the Portage County Department of Job & Family Services have an interest in leasing said property on floors two and three; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of (1) year, beginning January 1, 2023 and ending December 31, 2023; and be it further

RESOLVED, that the amount of rent shall be \$10.76 per sq. ft. for floors two and three (total of 35,049 sq. ft.) based on the Portage County cost allocation plan, in equal monthly installments of thirty one thousand four hundred twenty seven dollars and twenty seven cents (\$31,427.27) each payable on the 1st day of each month; and be it further

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0139

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RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND HASENSTAB ARCHITECTS, INC. FOR ARCHITECTURAL SERVICES INCLUDING BASEMENT, RAMP, AND HVAC RENOVATIONS FOR THE PORTAGE COUNTY ANNEX BUILDING, 466 S. MERIDIAN ST., RAVENNA, OH.

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

WHEREAS, the Portage County Board of Commissioners has the need to renovate the basement, ramp, and HVAC to the Portage County Annex Building; and

WHEREAS, Hasenstab Architects provided conceptual design that was approved by the Portage County Board of Commissioners, is experienced and professionally capable to perform the renovation services for such; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby approve the Agreement with **Hasenstab Architects, 190 N. Union St., Suite 400, Akron OH 44304**, to provide services as stipulated in the agreement at the rate not to exceed Twenty-five thousand eight hundred fifty dollars (\$25,850.00); 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:

Anthony J. Badalamenti, Absent;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0140 - RE: ENTER INTO AGREEMENT FOR PROFESSIONAL ACCOUNTING CONSULTING SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND JULIAN & GRUBE, INC.

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

- WHEREAS,** the Board of Portage County Commissioners has determined that there is a need for accounting consulting services as to the County's receipt and eligible use of the American Rescue Plan Act – Local Fiscal Recovery Fund allocation; and
- WHEREAS,** Julian & Grube Inc. are licensed as Certified Public Accountants (CPAs) in the State of Ohio and desires to provide such services; and now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a professional services Agreement by and between the Board of Commissioners and Julian & Grube, Ins., and that the actual time required to perform professional services at the hourly rates based on the experience levels of the professionals providing the services, plus all reasonable out of pocket expenses in the amount not to exceed Fifty thousand and 00/100 dollars (\$50,000.00) for services performed; and be it further
- RESOLVED,** that the initial term of the agreement shall continue until December 31, 2024; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0141

**- RE: AUTHORIZING THE PREPARATION OF
PLANS, SPECIFICATIONS AND ESTIMATE
OF COST FOR PROJECT NO. ST-4 (23-020),
STREETSBORO WWTP SLUDGE
CONVEYORS IMPROVEMENTS PROJECT,
IN THE PORTAGE COUNTY STREETSBORO
SANITARY SEWER DISTRICT NO. 4, CITY
OF STREETSBORO.**

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

- WHEREAS,** this Board by Resolution No. 67-17, adopted February 2, 1967, established Portage County Streetsboro Sanitary Sewer District No. 4, hereinafter called the "SEWER DISTRICT"; and
- WHEREAS,** the Portage County Water Resources Department requests authorization to prepare plans, specifications and estimate of cost for the Project No. ST-4 (23-020), "Streetsboro WWTP Sludge Conveyors Improvements Project" referred to as the "PROJECT"; and
- WHEREAS,** the PROJECT is necessary because the currently installed belt conveyors are not adequate for the plant's sludge transport, requires frequent cleanup from sludge discharging onto the floor below, and requires extensive routine maintenance; and
- WHEREAS,** the existing belt conveyors will be replaced with screw type conveyors which are better suited for the plant's sludge transport and easier to maintain. The PROJECT is located at Streetsboro Wastewater Treatment Plant, 9501 Jefferson Street, Streetsboro, Ohio; and
- WHEREAS,** the PROJECT will design, construct, and provide improvements to the Streetsboro Wastewater Treatment Plant; now therefore be it
- RESOLVED,** that this Board hereby ratifies and approves to authorize the preparations of plans, specification, and estimate of cost for said PROJECT; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Water Resources Department and the Department of Budget & Financial Management; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all the formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0142

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RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN CHILDREN'S ADVANTAGE AND THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES.

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

WHEREAS, the Portage County Department of Job & Family Services desires to utilize the services of Children's Advantage to provide Triple P Parenting Training to the employees of the Portage County Job and Family Services Group Home; and

WHEREAS, the Memorandum of Understanding will be used to detail the terms of the relationship between Portage County of Job & Family Services and Children's Advantage; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into a Memorandum of Understanding between the Board of Commissioners on behalf of Portage County Job & Family Services and Children's Advantage for the period of February 1, 2023 through June 30, 2023; and be it further

RESOLVED, that the total amount of this Memorandum of Understanding will not exceed six hundred thirty 00/100 dollars (\$630.00); and be it further

RESOLVED, that funding for this MOU will be from fund 1415; and be it further

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

121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent; Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea;

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RESOLUTION NO. 23-0143 - RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN INSIGHT CLINICAL COUNSELING AND WELLNESS LLC. AND THE BOARD OF COMMISSIONERS ON BEHALF OF PORTAGE COUNTY JOB & FAMILY SERVICES.

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

- WHEREAS,** the Portage County Department of Job & Family Services desires to utilize the services of Insight Clinical Counseling and Wellness to provide training and clinical support to Child and Adult Protective Services employees and licensed foster parents ; and
- WHEREAS,** the Memorandum of Understanding will be used to detail the terms of the relationship between Portage County of Job & Family Services and Insight Counseling and Wellness LLC; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Memorandum of Understanding between the Board of Commissioners on behalf of Portage County Job & Family Services and Insight Clinical Counseling and Wellness LLC for the period of February 23, 2023 through February 23, 2024; and be it further
- RESOLVED,** that the total amount of this Memorandum of Understanding will not exceed Ten thousand and 00/100 dollars (\$10,000.00); and be it further
- RESOLVED,** that funding for this MOU will be from fund 1415; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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RESOLUTION NO. 23-0144

**RE: ENTER INTO AGREEMENT FOR
PROFESSIONAL SERVICES BETWEEN THE
PORTAGE COUNTY BOARD OF
COMMISSIONERS AND JAMES P. WILKINS,
ATTORNEY.**

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

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for various public sector labor relations legal advice; and

WHEREAS, James P. Wilkins is an attorney licensed to practice law in the State of Ohio and desires to provide such services; and now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a professional services Agreement by and between the Board of Commissioners and James P. Wilkins as an Independent Contractor, in the amount of Two Hundred Sixty and 00/100 Dollars (\$260.00) per hour for services performed; and be it further

RESOLVED, that the Board of Portage County Commissioners shall reimburse James P. Wilkins for mandatory expenses incurred during the performance of the duties outlined in the agreement; and be it further

RESOLVED, that the term of the agreement shall be for two (2) years, beginning April 1, 2022 through March 31, 2024; and be it further

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

Roll Call Vote as Follows:

Anthony J. Badalamenti, Absent;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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Journal Entries:

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

1. Authorize the hire of Kevin Perry, OMJ Case manager -Emancipation & Aftercare in Ohio Means Jobs, Portage County Job & Family Services with a tentative start date of Wednesday, March 1, 2023. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian-Bennett
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries

2. Authorize the hire of Abby Fullerton, Social Service 3 On Call, Portage County Job & Family Service with a tentative start date of Wednesday, March 1, 2023. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian-Bennett
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries

3. Authorize the hire of Dutchess Murray, OMJ Case Manager, Ohio Means Jobs, Portage County Job & Family Services with a tentative start date of Wednesday, March 6, 2023. The Board of Commissioners agrees this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian-Bennett
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries

4. Authorize the hire of Emily Bottinelli, Social Service Worker 3 Part-Time at the Group Home, Portage County Job & Family Services with a tentative start date of Wednesday, March 1, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.
Motion: Commissioner Tinlin
Seconded: Commissioner Christian-Bennett
 All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
 Commissioner Badalamenti, Absent;
Motion Carries

5. Accept the resignation of Michael Ambrose, Clerical Specialist for the Portage County Job & Family Services effective February 28, 2023.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

Motion Carries

6. Authorize the three-day internal posting of a bargaining position, for a Clerical Specialist, Business Services Division for the Portage County Job & Family Service, with an external posting if no internal appointment is made.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

Motion Carries

7. Authorize the transfer of Michael Ambrose, Clerical Specialist, Job & Family Services, to Clerical Specialist, Internal Services, a new position, effective March 1, 2023. Since Mr. Ambrose is a current Portage County employee, pre-employment screenings are not required. Mr. Ambrose will serve a 120-day probationary period.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

Motion Carries

8. Approve anniversary/probationary step increase for the following non-bargaining employees:

a. John Kalta ~ Water Resource

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

Motion Carries

9. The Board of Commissioners authorizes Commissioner Anthony J. Badalamenti to sign the Equitable Sharing Agreement, and Certification, FY ending 12/31/2022, as presented by the Portage County Sheriff's Office and reviewed by Department of Budget and Financial Management with no exceptions noted.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

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:

10. Direct the Auditor's Office to pay/process the February 17, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

Motion Carries

Expenditure Review		
County Funds: (0001 – 8399)		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,199,097.23	(Includes late fees of: \$43.38)
ACH/Neil Group of	\$20.00	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$0	
Medical Mutual Claims of	\$662,811.10	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$0	
Journal Vouchers totaling:	\$38,285.79	
Then and Now list totaling:	\$698,786.00	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

11. Process the February 17, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

Motion Carries

12. The Board of Commissioners acknowledged receipt of the February 21, 2023 Certificate of the County Auditor that the Total Annual Appropriations from each fund **DO EXCEED** the Amended Official Estimate of Resources for the fiscal year beginning January 1, 2023, as presented by the Portage County Auditor's Office.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

13. The Board of Commissioners signed the February 15, 2023 correspondence to Bullseye Trucking, Inc., releasing and terminating the Road Bond for the Special Hauling issued by Hartford Fire Insurance Company under Permit # SH22-006 Bond #45BSBIX2590 in the amount of \$170,000 as recommended by the County Engineer's Office.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

14. The Board of Commissioners signed the February 21, 2023 correspondence to Ohio Forrest Products LLC. releasing and terminating the Road Bond for the Special Hauling issued by The Cincinnati Insurance Company under Permit # SH23-002 Bond #CBE1024087 in the amount of \$180,000 as recommended by the County Engineer's Office.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

15. The Board authorizes the Chief Dog Warden to sign the Terminal Distributor or Drug Distributor Application or Renewal Attestation Form for the State of Ohio Board of Pharmacy on behalf of the Portage County Dog Warden's Office and the Board of Commissioners

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

16. The Portage County Board of Commissioners approves the changes to the Portage County Community Development Response System, as submitted by the Portage County Steering Committee.

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

17. The Board acknowledge receipt of the February 21, 2023 correspondence from the Engineers Office regarding the review of the Expedited Type 1 Annexation for 173.8452 Acres in Franklin Township to the City of Kent (Davey Tree).

Motion: Commissioner Tinlin

Seconded: Commissioner Christian-Bennett

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

Motion Carries

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Motion: by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **February 23, 2023, at 11:01 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;
Commissioner Badalamenti, 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 **February 23, 2023.**

ABSENT

Anthony J. Badalamenti, President

Bennett
Sabrina Christian-Bennett

Sabrina Christian-Bennett, Vice President

Mike Tinlin

Mike Tinlin, Board Member

Amy Hutchinson

Amy Hutchinson, Clerk