



Portage County Board of Commissioners  
Meeting Minutes

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

Kassidy Parbel, Clerk  
330-297-3600

Thursday September 21<sup>st</sup>, 2023

9:00 AM

Commissioners' Board Room

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

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

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

Also attending throughout the day was Michelle Crombie, Daniel Blakely, Perry Alexandrides, Bryan Morgenstern, Sonny Jones, Ron Rost, Pat Blair, Cameron Singer, Daniel Young, and Ralph Spidalieri.

1. The Board of Commissioners approves the August 31<sup>st</sup>, September 7<sup>th</sup> and the September 14<sup>th</sup> regular meeting minutes.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

#### DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Director Jackie Petty

Director Petty wanted to mention that Resolution #'s 2 & 3 are regarding a two-step process to transfer money from the Capital Improvement Airport Fund to the Administrative Airport Fund. A transfer of half a million will happen initially with the remaining to be transferred after the first of the year when there is a greater Certification of Funds.

#### 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 September 14, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

<b>Expenditure Review</b>		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,118,017.03	(Includes late fees of: \$1.37)
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	\$137,368.79	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$3,088.38	
Journal Vouchers totaling:	\$132,480.38	
Then and Now list totaling:	\$53,025.54	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the September 14, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

3. The Board of Commissioners authorize Commissioner Anthony J. Badalamenti, President of the Board, to sign the representation letter from the Auditor of State, regarding the Federal testing portion of the Portage County 2022 Audit, as reviewed by the Department of Budget and Financial Management.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

**Resolutions:**

1. Authorize the Self-Certification of a \$25,000.00 Micro-Purchase Threshold for use of American Rescue Plan Act Funds in Accordance With 2 CFR Section 200.320(a) (iii) and (iv)./Resolution 23-0556
2. Transfer from Fund 4018, PC Airport to Fund 0001, General Fund./Resolution 23-0557

3. Transfer from Fund 0001, General Fund to Fund 6400, Portage County Airport./Resolution 23-0558
4. Transfer from Fund 0001, General Fund to Fund 1166, EMPG Homeland Security Grant./Resolution 23-0559

## **INTERNAL SERVICES**

Present: County Administrator Michelle Crombie

### **Discussion:**

#### *1. Project Updates*

County Administrator Crombie presented the Internal Services Project Updates on behalf of Director Kautzman.

- The Annex Building has a rebid date for HVAC repairs, the boiler and for waterproofing the basement. Bids due 10/18/23
- EMA/EOC updates consist of the footers being poured and setting block starting 9/20/23 – 9/21/23
- At the Justice Center the punch list items other than the glass should be completed by the end of September. The Sheriff's Department opted out of the glass, so it will not be installed due to the delay.
- Prosecutors Office updates include the price for the specialty scaffolding coming in under \$30,542.

Commissioner Tinlin still feels that the cost is excessive.

- At the Ravenna Courthouse phase 2 of paving starts today on 9/21/23. The lot will be ready by the end of September, but the surrounding sidewalk and landscaping will be a bit longer. The tentative start date for installation of the main elevator will be on 10/09/23. A confirmation should be given by Otis as the time gets closer.

### **Resolutions:**

1. The Board of Commissioners approves specifications and set date for the Volunteer Park Paving Project, Ravenna, Ohio./Resolution 23-0560
2. The Board of Commissioners agrees to enter into a general sewer agreement for sanitary sewer improvements to Rootstown Community Park Sewer Extension Portage County Water Resources Department Project No. RV-0 22-110-P./Resolution 23-0561
3. The Board of Commissioners agrees to amend Resolution No. 23-0422, adopted July 6, 2023 approving plans, specifications and set the bid date for the Portage County Annex Renovation Project./Resolution 23-0562

## **JOB AND FAMILY SERVICES**

Present: Budget and Finance Director Sue Brannon, and Vanessa Beard

**Resolution:**

1. Transfer from Fund 1413, WIA Fund to Fund 1410, Public Assistance Fund./Resolution 23-0563

**HUMAN RESOURCES**

Present: Director Tami Soltis

**Discussion:**

1. *Annual Sick Leave Incentive Payout. We have the annual sick leave pay-out every year around this time, and typically a memo is sent to the Directors and Elected Officials.*

Director Soltis stated that this time of year is when information is sent out to the departments regarding the annual sick leave cash-out incentive. Commissioner Badalamenti would like a briefing on the amounts that Director Soltis is speaking of.

Director Soltis stated that there are several different tiers for an employee to qualify, and the quantity of hours does not equate to one for one. The employee would need close to 280 hours of sick time accumulated, and they are unable to go below 240 hours after the cash out. Used sick time is examined from a time frame of last October to October 16<sup>th</sup> of this year and if over 80 hours was used, the employee is ineligible. The program is in place to benefit those who do not take sick-time. Even if the employee takes zero sick time, they are only getting around 60% of their wage. Director Soltis states that last year there was around \$174,000 that was given out by 26 departments that participated and distributed to 136 employees. Each of the departments' budgets account for the sick leave cash out as the HR department encourages preparation for this incentive.

Commissioner Christian-Bennett stated that the incentive helps at the employee's retirement due to the 100% match, and the fact that employees are only allowed to take a quarter of the sick time that they have banked.

Director Soltis states that she will draft a memo to send to the departments with the information including the timeline. This payout will be on November 24<sup>th</sup>. She states that even though it is a little later in the year, that extra time is needed for employees to determine if they are eligible.

Director Soltis also wants to mention the revised job description listed in the third Journal Entry. The open SCADA technician job description has been open for a very long time, and it was determined that renaming the position as a Controls Technician could possibly have a positive outcome. She hopes that this opens the position as not being so niched and hopefully, it will attract the right kind of applicants.

**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. Approve a new HVAC Specialist job description for Internal Services, Maintenance Department.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea  
**Motion Carries**
2. Authorize a wage increase for Brian Walinski, due to job description revision, effective as of Tuesday, September 8, 2023.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea  
**Motion Carries**
3. Approve a revised SCADA Technician job description for Water Resource Department, to rename the job title to now reflect to Controls Technician.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea  
**Motion Carries**
4. Authorize to promote Theresa Hood, to Clerical Specialist 4, for Job & Family Services to be effective as of Monday, October 9, 2023.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea  
**Motion Carries**
5. Authorize the three-day internal posting of the full time JFS Custodial Worker for Portage County Job & family Services with external posting if no internal appointment is made.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea  
**Motion Carries**
6. Accept the resignation of Viktor Gravenstein, Treatment Plant Operator in Training, for Portage County Water Resources effective September 22, 2023.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**

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

7. Authorize the internal posting for 7 days and then an external posting of a bargaining position, for Wastewater Treatment Plant Operator in Training, for the Portage County Water Resources Department.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

8. Authorize the hire of Kyrstan McDonald, Social Service Worker 2, Portage County Job & Family Services. The tentative start date is Monday, September 18, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

9. Authorize the hire of Marguerite Ullman, Social Service Worker 4, Portage County Job & Family Services. The tentative start date is Monday, September 18, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

10. Authorize the hire of Larry Gooch, Part-Time JFS Driver, Portage County Job & Family Services. The tentative start date is Monday, September 18, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

11. Authorize the transfer of Nickalaus Corpe, to Social Service Worker 3, Portage County Job & family Services. The start date is Monday, September 18, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

12. Authorize the three-day internal posting of the full time Eligibility Specialist for Portage County Job & family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

13. Accept the resignation of George Slovinsky, JFS Fiscal Specialist, for Portage County Job & Family Services effective September 29, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

14. Authorize the three-day internal posting of the full time JFS Fiscal Specialist for Portage County Job & family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

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

a. Doree Vodila ~ Job & Family Services

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

**Executive Session:**

9:17 AM In accordance with the Ohio Revised Code 121.22(G)(1), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to consider the employment or dismissal of a public employee. Also present: Director Tami Soltis, Director Daniel Blakely & County Administrator Michelle Crombie. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

9:28 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session,

16. The Board of Commissioners authorizes to remove and terminate Gwendell Bolen from employment with the Water Resources Department effective at the end of business day on September 22, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

## **ADULT PROBATION**

Present: Chief Probation Officer Hank Gibson

### **Discussion:**

1. *Continued funding for (3) Drug Court employees who were initially paid through a federal grant.*

Officer Gibson thanked the Board for all the support that has been provided to the Adult Probation Department. The federal grant which the department has had for three years for Felony Drug Court and Misdemeanor Drug Court expires at the end of this month, September, 2023. Other grants have been applied for and it is unknown if or when the funding will be received. When the grant was received over \$300,000 was given back to the BOC because the federal money would cover the salaries in question. Unfortunately, at the end of September the department will be faced with a shortfall, as the federal funds have been paying for three employees. The cost is about \$225,000.

Commissioner Christian-Bennett asked Officer Gibson to hold off on explaining any more until Director Petty from the Department of Budget and Financial Management entered the Board Room.

Officer Gibson continued by mentioning the amounts of the three salaries. He also mentions again that the Adult Probation Department has reapplied for Federal dollars. When the application was turned in three years prior, they received notice of approval sometime in October, and the funding was available in March. Officer Gibson states that he is here in front of the Board asking if there are any available funds, otherwise the department will be forced to lay off employees. He regrets that three years ago he did not mention to the employees that the positions they were being hired for were full-time, temporary positions that were grant funded. Mr. Gibson mentions how much the Adult Probation Department has helped with the reduction in the jail population during COVID and also when the jail was being remodeled. In turn it reduces the cost of staffing at the facility, which is an increase to the jail's budget. Mr. Gibson believes the population at the jail currently is 190 and that the judges are trying to keep



the jails empty as well. Officer Gibson would also like to thank County Administrator Crombie and Director Soltis of Human Resources for their help with the Wage Compensation Plan. He states that his department is finally fully staffed, and they are finally making \$23 an hour. The salaries are finally comparable to similar positions.

Commissioner Badalamenti asks if Administrator Crombie has anything to add regarding the presentation. She states that she was going to look into some programs for funding that would be available to this department specific to the alternative incarceration program. She states that she believes that the judges were not on board with joining in that compensation plan in years past, but the okay was received at the end of last year. She believes that Officer Gibson knows his staff and department and if he feels that this is in their best interest then she is supportive.

It was clarified by Commissioner Badalamenti that the Adult Probation Department was able to participate in the Wage Compensation Plan, even though the department reports to the courts.

Commissioner Christian-Bennett asked Director Petty if she had any additional information to add. Director Petty states that the Sales and Use Tax Fund has enough of a balance to cover the costs for the three positions that Mr. Gibson is requesting help with. This fund can carry the department over until the grant is confirmed or denied. Then it can be determined how to move forward, if needed.

Commissioner Tinlin commented that the department plays a very important role and losing staff shouldn't even be considered. Commissioner Christian-Bennett added that it is a cost savings for the county to keep the individuals out of the jail. She knows the caseload has increased significantly, so she can't imagine letting 3 members of the staff go when they are overwhelmed as it is.

The Board asks Director Petty what needs to be done and what the amount would be. She states that she thought that it was a little more than mentioned with the employees' benefits included and should be around \$280,000. She thinks the individuals need to be transferred to the fund, and that a computer budget amendment or a journal entry shouldn't be needed, but she will confirm.

## **COUNTY ADMINISTRATOR**

Present: County Administrator Michelle Crombie

County Administrator Crombie states that the Procurement Card Program was previously talked about. She feels that it is a great program to make purchases more efficient. The County Auditor, Prosecutor and Treasurer have been consulted and they are all on board. This will not replace the purchasing department, but rather assist them, and all departments.

Commissioner Badalamenti asked about the checks and balances with the card.

County Administrator Crombie states that the policy is in accordance with the Ohio Revised Code and the Auditor's Department will oversee and hold accountability to the individuals

using the card. She states that there is a training process as to the proper way to use the card and there will also be restrictions.

Commissioner Tinlin states that he has talked to Auditor Kelly, and he is excited about the implementation. He says that it is a better way to keep track of spending.

County Administrator Crombie states that this process is a long time coming, and the current process stalls progress due to a purchase order going through many different levels of approval.

#### **Resolution:**

The Board of Commissioners adopt the Portage County Procurement Card Policy dated September 19, 2023.

Since the Board appointments were running a little early, the Board invited Mr. Perry Alexandrides to speak.

Mr. Alexandrides stated that he is formally with the State Auditor's Office. He is now the Associate Director of Government and External Affairs at NeoMed in Rootstown. He states that the staff, faculty, and students at NeoMed all live in the Communities of Portage County. The school is proud to be in Portage County and he is proud to be working there. A majority of the students are from Ohio; and choose to stay in Ohio after graduation. The school community would like to be good neighbors and Mr. Alexandrides states that with his new position he is going to do more local and regionally focused work. He encourages the Commissioners to reach out to him if there is anything he can help with since he still has connections with the state agencies. He encourages the Board to use him as a resource.

County Administrator Crombie gave an update on the penalties for the improper use of the procurement card. It can be considered a misappropriation of County Funds. The card holder is personally liable for payment of improper purchases and subject to criminal prosecution. She wanted the Commissioners to be aware that there is a section in the policy addressing the concerns.

#### **PROSECUTOR'S OFFICE**

#### **EXECUTIVE SESSION:**

9:50 AM In accordance with the Ohio Rev. Code 121.22(G)(3) it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Also present: Prosecutor Chris Meduri and County Administrator Michelle Crombie

9:54 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, the Board took no action.

## **MISCELLANEOUS**

### **Journal Entries:**

1. The Board of Commissioner acknowledged the receipt of the Portage County Prosecutor's Annual Report to the Fire Marshall's Office, in accordance with ORC Section 309.16.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea; Commissioner Badalamenti, Yea  
**Motion Carries**
2. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet dated August 31, 2023 as presented by Neighborhood Development Services.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea; Commissioner Badalamenti, Yea  
**Motion Carries**
3. The Board of Commissioners acknowledged receipt of the Portage County Investment Reconciliation for the month of August 2023 as presented by the County Treasurer and County Auditor.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea; Commissioner Badalamenti, Yea  
**Motion Carries**
4. The Board of Commissioners received the September 13, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for August 2023, in accordance with Ohio Revised Code Section 325.07.  
**Motion: Commissioner Christian-Bennett**  
**Seconded: Commissioner Tinlin**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea; Commissioner Badalamenti, Yea  
**Motion Carries**

County Administrator Crombie stated that she had one more update for the Board. She met with the owners of the Testa Group regarding the Hills Pond Dam. She stated that they were easy to work with and had no problem obtaining the easements. The project is moving ahead and on October 26<sup>th</sup> there should be an update for the Spring Valley residents and the general public.

Commissioner Christian-Bennett stated that she felt the residents would be pleased, and that it is a win-win for everyone involved.

**RECESS: 9:54 AM**  
**RECONVENE: 10:21 AM**

**SHERIFFS OFFICE**

**EXECUTIVE SESSION:**

10:22 AM In accordance with the Ohio Rev. Code 121.22(G)(6), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. Also present: Chief Deputy Ralph Spidalieri, Bryan Morgenstern, Sonny Jones, Ron Rost, Pat Blair, Cameron Singer, Daniel Young, and County Administrator Michelle. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

11:00 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, the Board took no action.

The Board asked if anyone would like to deliver a public comment.

**EXECUTIVE SESSION:**

11:01 AM In accordance with the Ohio Rev. Code 121.22(G)(6), it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move into executive session to discuss details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. Also present: Chief Deputy Ralph Spidalieri, Bryan Morgenstern, Sonny Jones, Ron Rost, Pat Blair, Cameron Singer, Daniel Young, and County Administrator Michelle. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

11:06 AM Upon conclusion of the above referenced discussion, it was moved by Sabrina Christian-Bennett, seconded by Mike Tinlin that the Board of Commissioners move out of executive session. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

After exiting executive session, the Board took no action.

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<b>RESOLUTION NO. 23-0556</b>	-	<b>RE:</b>	<b>AUTHORIZE THE SELF-CERTIFICATION OF A \$25,000.00 MICRO-PURCHASE THRESHOLD FOR USE OF AMERICAN RESCUE PLAN ACT FUNDS IN</b>	

**ACCORDANCE WITH 2 CFR SECTION  
200.320(a) (iii) AND (iv)**

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

- WHEREAS,** Resolution 22-0157 was approved by the Board of Commissioners to authorize the self-certification of a \$50,000.00 micro-purchase threshold for use of American Rescue Plan Act (ARPA) funds in accordance with 2 CFR 200.320(a)(iii) and (iv); and
- WHEREAS,** this self-certification needs renewed annually; and
- WHEREAS,** the Auditor of State has noted that 2 CFR 180.200 requires vendor verification for suspension and debarment for any vendor receiving \$25,000.00 or more of ARPA funds, thereby requiring more thorough procedures at this level of funding; now therefore be it
- RESOLVED,** the Board of Commissioners hereby self-certify that \$25,000.00 will be the revised micro-purchase threshold for the County's ARPA expenditures; and be it further
- RESOLVED,** that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, Department of Internal Services; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.00 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0557          -          RE:    TRANSFER FROM FUND 4018, PC AIRPORT  
TO FUND 0001, GENERAL FUND**

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

- WHEREAS,** On June 23, 2022, the Board of Commissioners authorized a creation of fund 4018, PC Airport for capital improvements to the Portage County Airport; and

- WHEREAS,** Resolution 22-0458 transferred \$2,000,000.00 from Fund 0001, General Fund to Fund 4018 PC Airport; and
- WHEREAS,** the Portage County Airport now has administrative costs that need paid from an administrative fund; and
- WHEREAS,** Resolution 23-0510 created said administrative fund, Fund 6400, Portage County Airport, and this fund now requires a transfer via Fund 0001, General Fund; now therefore be it
- RESOLVED,** that the following transfer of funds be made:

**FROM:**FUND 4018, PC AIRPORT

ORGCODE-40180129

Debit Expense Account

Object: 910000 – Transfer Out \$ 500,000.00

**TO:**FUND 0001, GENERAL FUND

ORGCODE – 00100002

Credit Revenue Account

Object: 280000 – Transfer In \$ 500,000.00

; 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, Portage County Internal Services, and 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. 23-0558**

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**RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 6400, PORTAGE COUNTY  
AIRPORT**

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

**WHEREAS,** On June 23, 2022, the Board of Commissioners authorized a creation of fund 4018, PC Airport for capital improvements to the Portage County Airport; and

**WHEREAS,** Resolution 22-0458 transferred \$2,000,000.00 from Fund 0001, General Fund to Fund 4018 PC Airport; and

**WHEREAS,** the Portage County Airport now has administrative costs that need paid from an administrative fund; and

**WHEREAS,** Resolution 23-0510 created said administrative fund, Fund 6400, Portage County Airport, and this fund now requires a transfer via Fund 0001, General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made:

**FROM:**

FUND 0001, GENERAL FUND

ORGCODE-00100009

Debit Expense Account

Object: 910000 – Transfer Out \$ 500,000.00

**TO:**

FUND 6400, PORTAGE COUNTY AIRPORT

ORGCODE – 64000702

Credit Revenue Account

Object: 280000 – Transfer In \$ 500,000.00

; 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 and 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. 23-0559**

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**RE: TRANSFER FROM FUND 0001, GENERAL**

# FUND TO FUND 1166, EMPG HOMELAND SECURITY GRANT

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

- WHEREAS,** the Hazardous Material Emergency Preparedness Grant is funded on a reimbursement basis; and
- WHEREAS,** Fund 1166, EMPG Homeland Security Grant is pending a reimbursement payment and in need of funding; now therefore be it
- RESOLVED,** that the following transfer be made in the amount of \$ 120,000.00:
- FROM:**  
0001, GENERAL FUND  
 ORGCODE- 00100009  
 Debit Expense Account  
 Object 910000 – Transfers Out \$ 120,000.00
- TO:**  
1166, EMPG HOMELAND SECURITY GRANT  
 ORGCODE -11669302  
 Credit Revenue Account  
 Object 280000 – Transfer In \$ 120,000.00
- ; and be it further
- RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor 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:

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

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**RESOLUTION NO. 23-0560 - RE: APPROVE SPECIFICATIONS AND SET  
DATE FOR THE VOLUNTEER PARK  
PAVING PROJECT, RAVENNA, OHIO**



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

**RESOLVED,** that the bid specifications, as submitted for receiving bids for the labor and materials to grade the surface to smooth it out so asphalt can be placed in a uniform manner, 20 feet wide and 2,600 linear feet long, be approved; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Director of the Portage County Office of Internal Services in the lobby of the Office of Internal Services located at the back of the Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until 2:00 p.m., October 11, 2023 and will be publicly opened and read aloud; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on September 24, 2023 and the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; and be it further

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

Roll call vote as follows:

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

*	*	*	*	*
<b>RESOLUTION NO. 23-0561</b>	<b>-</b>	<b>RE:</b>	<b>GENERAL SEWER AGREEMENT FOR SANITARY SEWER IMPROVEMENTS TO ROOTSTOWN COMMUNITY PARK SEWER EXTENSION, PORTAGE COUNTY WATER RESOURCES DEPARTMENT PROJECT NO. RV-0 22-110-P.</b>	

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

**WHEREAS,** Rootstown Township Trustees (OWNER) will construct 1,542 linear feet of 8-inch sanitary sewer, 249 linear feet of 6-inch sanitary sewer, seven (7) sanitary manholes, and all necessary appurtenances to provide sanitary sewer service to the lots along Case Avenue and the Rootstown Community Park property, situated in the Township of Rootstown, Original Lot 15, Portage County, Ohio; and

- WHEREAS,** after construction, the OWNER will convey the sanitary sewer improvements as a gift to Portage County to own, operate, and maintain; and
- WHEREAS,** the OWNER has prepared plans and specifications for the Rootstown Community Park Sewer Extension (PROJECT), County Project Number RV-0 22-110-P, per the Portage County Water Resources Department (PCWR) standards and specifications; now therefore be it
- RESOLVED,** that this Board does hereby agree to enter into a General Sewer Agreement with the OWNER; and be it further
- RESOLVED,** the PROJECT will be constructed at the OWNER'S expense, for the sum of TWO HUNDRED NINETY-ONE THOUSAND THREE HUNDRED FIFTY-FIVE DOLLARS AND ZERO CENTS (\$291,355.00); and be it further
- RESOLVED,** this Board authorizes the OWNER to begin construction of the PROJECT to provide sanitary sewer service to the lots along Case Avenue and the Rootstown Community Park property, situated in the Township of Rootstown, Original Lot 15, Portage County, Ohio; and be it further
- RESOLVED,** that after construction, to the satisfaction of the Director of PCWR, the Board will accept the PROJECT as a gift to own, operate and maintain; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0562      -      RE:      AMEND RESOLUTION 23-0422, ADOPTED  
JULY 6, 2023 APPROVING PLANS,  
SPECIFICATIONS AND SET THE BID DATE  
FOR THE PORTAGE COUNTY ANNEX  
RENOVATION PROJECT**

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

- WHEREAS,** Resolution 23-0422 accepted the plans and specifications and set date for accepting bids for the Portage County Annex Renovation Project, be approved, and

- WHEREAS,** there were two (2) bids received for the Portage County Annex Renovation Project for the Board of Commissioners. Upon review of the bids submitted they were more than 10% over the architect's estimate. Resolution No. 0543, adopted September 7<sup>th</sup>, 2023, rejected bids for the Portage County Annex Renovation Project; and be it further
- RESOLVED,** that plans and specifications, as submitted, are approved for the Portage County Annex Renovation and will be re-bid, and be it further
- RESOLVED,** that sealed bids will be accepted by the Portage County Director of Internal Services, Portage County Administration Building (Chestnut Street Entrance), 449 South Meridian Street, Ravenna, Ohio 44266 until **2:00 P.M., Local Time, October 18<sup>th</sup>, 2023;** and be it further
- RESOLVED,** that Notice of Receiving Bids shall be published in the Record Courier on **September 27<sup>th</sup>, 2023** and a copy thereof be posted on the Official Bulletin Board of the Board of Portage County Commissioners forthwith, and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION NO. 23-0563                      -                      RE:      TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

- WHEREAS,** the JFS WIA Fund owes the Public Assistance Fund for the WIOA RMS staff 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 \$88,679.03 for April Recon, May Recon, June Adj#2&3 and July Adj#1&2 2023 as reviewed and recommended by the Department of Job & Family Services:

**FROM:**FUND 1413, JFS WIA FUND

ORGCODE - 14130519

Debit Expense Account

Object: 912000 – JFS Shared

Project 3A258 \$ 12,258.84

Project 3B278 \$ 12,624.50

Project 3A259 \$ -0-

Project 3B259 \$ 47,519.93

Project 3B277 \$ 3,473.68

Project 3D278 \$ -0-

Project 3A225 \$ 12,802.08

**TO:**FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$ 88,679.03

; 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. 23-0564**

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**RE:**

**ADOPTION OF THE PORTAGE COUNTY  
PROCUREMENT CARD POLICY DATED  
SEPTEMBER 19, 2023**

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

**WHEREAS,**

Section 301.29 of the Ohio Revising Code authorizes the use of a

procurement card by a county appointing authority to be used for the payment of work-related expenses; and

**WHEREAS,** the Portage County Procurement Card Policy shall be used to make small-dollar purchases in a manner that reduced paperwork and processing time for the use and service of elected officials, Board of the County Agency; and

**WHEREAS,** the policy shall establish that individual procurement cards are subject to the following maximum limits:

- |   |             |
|---|-------------|
| 1. Daily spending per card:                 | \$5,000.00  |
| 2. Monthly spending per card:               | \$10,000.00 |
| 3. Single transaction limit:                | \$5,000.00  |
| 4. Daily number of transactions per card:   | 10          |
| 5. Monthly number of transactions per card: | 50          |

**WHEREAS,** an exception is made only with prior approval by the Board of Commissioners, or the County Administrator, for any purchase or use in the excess of an established limit. The limits exist for these special purpose individual procurement cards are subject to the following maximum limits:

- |   |             |
|---|-------------|
| 1. Daily spending per card:                 | \$24,999.00 |
| 2. Monthly spending per card:               | \$50,000.00 |
| 3. Single transaction limit:                | \$24,999.00 |
| 4. Daily number of transactions per card:   | 20          |
| 5. Monthly number of transactions per card: | 100         |

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

Roll call vote as follows:

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

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**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 September 14, 2023 bills/ACH payments, wires, journal vouchers and then & now's, as applicable, contingent upon the verification of the reports as presented by the County Auditor and reviewed by the Department of Budget and Financial Management.

**Motion:          Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

<b>Expenditure Review</b>		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,118,017.03	(Includes late fees of: \$1.37)
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	\$137,368.79	
Medical Mutual Flex Admin of	\$0	
Medical Mutual Flex Claims of	\$3,088.38	
Journal Vouchers totaling:	\$132,480.38	
Then and Now list totaling:	\$53,025.54	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

2. Process the September 14, 2023 budget amendments as reviewed and recommended by the Department of Budget and Financial Management.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

3. The Board of Commissioners authorize Commissioner Anthony Badalamenti, President of the Board, to sign the representation letter from the Auditor of State, regarding the Federal testing portion the Portage County 2022 Audit, as reviewed by the Department of Budget & Financial Management.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

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

4. Approve a new HVAC Specialist job description for Internal Service, Maintenance Department.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

5. Authorize a wage increase for Brian Walinski, due to job description revision, effective as of Tuesday, September 8, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

6. Approve a revised SCADA Technician job description for Water Resource Department, to rename the job title to now reflect to Controls Technician.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

7. Authorize to promote Theresa Hood, to Clerical Specialist 4, for Job & Family Services to be effective as of Monday, October 9, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

8. Authorize the three-day internal posting of the full time JFS Custodial Worker for Portage County Job & family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

9. Accept the resignation of Viktor Gravenstein, Treatment Plant Operator in Training, for Portage County Water Resource effective September 22, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

10. Authorize the internal posting for 7 days and then an external posting of a bargaining position, for Wastewater Treatment Plant Operator in Training, for the Portage County Water Resources Department.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

11. Authorize the hire of Kyrstan McDonald, Social Service Worker 2, Portage County Job & Family Services. The tentative start date is Monday, September 18, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

12. Authorize the hire of Marguerite Ullman, Social Service Worker 4, Portage County Job & Family Services. The tentative start date is Monday, September 18, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

13. Authorize the hire of Larry Gooch, Part-Time JFS Driver, Portage County Job & Family Services. The tentative start date is Monday, September 18, 2023. The Board of Commissioners agrees that this hire is contingent upon the applicant passing the required pre-employment screenings.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

14. Authorize the transfer of Nickalaus Corpe, to Social Service Worker 3, Portage County Job & family Services. The start date is Monday, September 18, 2023.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**



15. Authorize the three-day internal posting of the full time Eligibility Specialist for Portage County Job & family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

16. Accept the resignation of George Slovinsky, JFS Fiscal Specialist, for Portage County Job & Family Services effective September 29, 2023.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

17. Authorize the three-day internal posting of the full time JFS Fiscal Specialist for Portage County Job & family Services with external posting if no internal appointment is made.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

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

a. Doree Vodila ~ Job & Family Services

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

19. The Board of Commissioner acknowledged the receipt of the Portage County Prosecutor's Annual Report to the Fire Marshall's Office, in accordance with ORC Section 309.16.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

20. The Board of Commissioners acknowledged receipt of the Portage County RLF Balance Sheet dated August 31, 2023 as presented by Neighborhood Development Services.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

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

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

22. The Board of Commissioners received the September 13, 2023 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for August 2023, in accordance with Ohio Revised Code Section 325.07.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

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**Motion:** by Commissioner Badalamenti, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **September 21<sup>st</sup>, 2023 at 11:07 AM.**


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


**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **September 21<sup>st</sup>, 2023.**

  
Anthony J. Badalamenti, President

  
Sabrina Christian-Bennett, Vice President

  
Mike Tinlin, Board Member

  
Cassidy Parbel, Clerk