



Portage County Board of Commissioners  
Meeting Minutes

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

Julie Gonzales, Acting Clerk  
330-297-3600

Thursday, January 28, 2021

9:02 AM

Commissioners' Board Room

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

The Portage County Board of Commissioners' meeting came to order with the following members present.

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

Also attending throughout the day Brian Ames, Bruce Smith, and Ed Dean

Recess: 9:03 AM into Solid Waste Management District Meeting

Reconvened: 9:14 AM

### **HUMAN RESOURCES**

Present: Director Janet Kovick

#### **A. Discussion:**

##### **1. Director Performance Evaluations**

- Director Kovick indicated that the Employee Performance policy only requires evaluations on probationary employees. It is up to each department to give additional evaluations or "in the moment" discussions. Commissioner Christian-Bennett indicated that we usually evaluated the directors every two years. The policy allows them to evaluate their employees if they choose. JFS is the only department that only evaluates their employees and possibly Water Resources Department yearly. Most departments only do "in the moment" discussion either positive or negative. Director Kovick indicated we do not offer merit pay for a positive review. There has not been any negative feedback from directors at this point. Director Kovick asked if the Board wishes to do evaluations with directors. The last one was done in 2018. Commissioner Badalamenti believes "in the moment" discussions if necessary and yearly evaluations should be done with directors. Commissioner Christian-Bennett said we are overdue with the director evaluations. The Board agreed to conduct evaluations though March 31<sup>st</sup> and for each director to complete a self-evaluation.

- Director Kovick indicated that as of yesterday afternoon there were no applicants that applied for the Water Resources Director position. It is due to expire tomorrow. There have been a couple people respond to the "Indeed" website but have not requested an application. Commissioner Christian-Bennett said to make sure they are qualified before they need to complete an application. Director Kovick asked if we should remove the engineering certification in the job description. Commissioner Badalamenti thinks it should be included. She wonders if someone from out of state would apply, would we give them a period for them to get their certification in Ohio. Commissioner Christian-Bennett said that could be included in the offer letter. The Board agreed to keep it posted on the website only and to take a week off and then re-post the following week. Mr. Vence agreed to be Interim Director for six-months beginning today.

## **B. Journal Entries:**

1. **JOURNAL ENTRY:** The Board of Commissioners agree to authorize the part time hire of Sheryl Kendrick as a Temporary Utility Billing Service Representative, new position, for the Department of Budget and Financial Management. Anticipated start date is February 1, 2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

2. **JOURNAL ENTRY:** The Board of Commissioners agree to authorize the part time hire of Cynthia Heffley as a Temporary Utility Billing Service Representative, new position, for the Department of Budget and Financial Management. Anticipated start date is February 2, 2021. The Board of Commissioners agree that this hire is contingent upon the applicant passing the required pre-employment testing.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

**Motion Carries**

3. **JOURNAL ENTRY:** The Board of Commissioners accepts the resignation of Michelle Witner, Clerical Specialist 3 for Portage County Job & Family Services, effective January 29, 2021.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

4. **JOURNAL ENTRY:** The Board of Commissioners agree to authorize the three-day internal posting of the full time Clerical Specialist 3, replacing Michelle Witner for Portage County Job & Family Services with external posting if no internal appointment is made. The vacant position will be posted once the hiring freeze is lifted.

**Motion: Commissioner Badalamenti**

**Seconded: Commissioner Kline**

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

## Motion Carries

## **JOB & FAMILY SERVICES**

Present: Sue Brannon

### A. Resolutions:

- Ms. Brannon indicated there was a slight error on the resolution adopted last week.

**RESOLUTION NO. 21-0063      -      RE:    RESCIND RESOLUTION No. 21-0052  
TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** resolution 21-0052 included a negative transfer entry; and

**WHEREAS,** the negative credit was to an expense account with no expenditure activity for this year, and:

**RESOLVED,** that the following transfer of funds will NOT be made in the amount of \$54,621.71 for September Adj#3, October Adj#2 and November Adj#1 2020 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

\$ 10,197.75

Project 3B278

\$ -0-

Project 3A259

\$ 41,380.95

Project 3B259  
Project 3B277

\$ 4,633.01  
(\$ 1,590.00)

**TO:**  
**FUND 1410, PUBLIC ASSISTANCE FUND**  
**ORGCODE - 14100512**  
**Revenue Account**  
**Object: 282000 – JFS Shared**  
**Project 5SHAR**

\$54,621.71

; and be it further

**RESOLVED,** that the County Auditor is hereby requested to NOT make said transfer, 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; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

- Ms. Brannon indicated this resolution is to replace the previous resolution.

**RESOLUTION NO. 21-0064      -      RE: TRANSFER FROM FUND 1413, WIA FUND  
TO FUND 1410 PUBLIC ASSISTANCE FUND**

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

**WHEREAS,** the 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 \$56,211.71 for September Adj#3, October Adj#2 and November Adj#1 2020 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 \$ 10,197.75

Project 3B278 \$ -0-

Project 3A259 \$ 41,380.95

Project 3B259 \$ 4,633.01

Project 3B277 \$ -0-

**TO:**

FUND 1410, PUBLIC ASSISTANCE FUND

ORGCODE - 14100512

Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$56,211.71

; 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; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**PUBLIC BIDS, CONTRACTS, PURCHASING & COUNTY FACILITIES**

Present: Director JoAnn Townend

**A. Resolutions:**

**RESOLUTION NO. 21-0065      -      RE:    ENTER INTO AN AGREEMENT WITH  
MEDICAL MUTUAL OF OHIO TO PROVIDE  
ADMINISTRATIVE SERVICES AND THE  
EMPLOYEE ELECTIONS FOR MEDICAL  
EXPENSES AND DEPENDENT CARE  
EXPENSES FOR THE PORTAGE COUNTY  
EMPLOYEE SECTION 125 FLEXIBLE**

**SPENDING ACCOUNT (FSA) PLAN FOR  
2021.**

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

- WHEREAS,** the Portage County Board of Commissioners is in need of third party administrative services in the processing of Section 125 Flexible Spending Account (FSA) Plan claims; and
- WHEREAS,** Medical Mutual of Ohio is able and can provide the needed services; and
- WHEREAS,** fees for 2021 have been determined to be \$18,000.00 for administrative services; \$275,000.00 for employee elections for medical expense reimbursements; and \$26,000.00 for employee elections for dependent care expense reimbursements for a total of Three hundred nineteen thousand and 00/100 dollars (\$319,000.00); now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an agreement between the Board of Commissioners and Medical Mutual of Ohio for the provision of FSA third party administrative services, employee elections for medical expense reimbursements; and employee elections for dependent care expense reimbursements at the annual fee of \$319,000.00 for 2021; 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 §121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

**RESOLUTION NO. 21-0066      -      RE:    ENTER INTO AN AMENDMENT NO. 7  
BETWEEN THE PORTAGE COUNTY BOARD  
OF COMMISSIONERS AND THE PORTAGE  
DEVELOPMENT BOARD.**

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

**WHEREAS,** an agreement between the parties was entered into on April 17, 2014 through resolution 14-0201 and known as Portage County Contract 20140251 to

implement programming for economic development by and through Portage Development; and

**WHEREAS,** an amendment no. 1 between the parties was entered into on March 31, 2015 through resolution 15-0190 and known as Portage County contract 20150227; and

**WHEREAS,** an amendment no. 2 between the parties was entered into on June 7, 2016 through resolution 16-0423 and known as Portage County contract 20160288; and

**WHEREAS,** an amendment no. 3 between the parties was entered into on April 25, 2017 through resolution 17-0273 and known as Portage County contract 20170274; and

**WHEREAS,** an amendment no. 4 between the parties was entered into on March 1, 2018 through resolution 18-0111 and known as Portage County contract 20180261; and

**WHEREAS,** an amendment no. 5 between the parties was entered into on February 7, 2019 through resolution 19-0045 and known as Portage County contract 20190226; and

**WHEREAS,** an amendment no. 6 between the parties was entered into on February 27, 2020 through resolution 20-0124 and known as Portage County contract 20200287; and

**WHEREAS,** the parties wish to extend said agreement for an additional one year, to commence on January 1, 2021 and terminate on December 31, 2021; and

**WHEREAS,** in consideration of the services to be provided by Portage Development the County shall pay Portage Development the amount not to exceed Fifty thousand and 00/100 dollars (\$50,000.00) from the general fund; and

**WHEREAS,** all other terms and conditions remain the same as the previous amendment; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into amendment no. 7 with the Portage Development Board in the amount not to exceed Fifty thousand and 00/100 dollars (\$50,000.00) for the term of January 1, 2021 through December 31, 2021; and be it further

**RESOLVED,** that the Portage County 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 opened 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; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 21-0067 - RE: SET PROPOSAL DATE FOR  
TRANSPORTATION SERVICES FOR THE  
DEPARTMENT OF JOB & FAMILY  
SERVICES.**

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

**RESOLVED,** that the proposal specifications for the transportation for the Department of Job & Family Services hereby are approved; and be it further

**RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio via the United States Postal Service or by UPS or FedEx courier (no hand deliveries or drop-offs are accepted) until 2:00 p.m. on March 3, 2021; and be it further

**RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on February 3, 2021, a copy thereof be posted on the bulletin board of the Board forthwith and posted on the County website; 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; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 21-0068 - RE: SET PROPOSAL DATE FOR THE REQUEST  
FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING  
CONSULTING SERVICES FOR WATER  
DESIGN SERVICES FOR THE VILLAGE OF  
MANTUA PUBLIC WATER SYSTEM IN  
PORTAGE COUNTY FOR THE PORTAGE**



**COUNTY WATER RESOURCES  
DEPARTMENT.**

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

- RESOLVED,** that the specifications for receiving proposals for the request of professional engineering consulting services for water design services for the Village of Mantua Public Water System in Portage County for the Portage County Water Resources Department be and hereby are approved; and be it further
- RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio via the United States Postal Service or by UPS or FedEx courier (no hand deliveries or drop-offs are accepted) until 2:00 p.m. on February 26, 2021; and be it further
- RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on January 29, 2021 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 the 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;      Vicki A. Kline, Yea;      Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 21-0069      -      RE:    SET PROPOSAL DATE FOR THE REQUEST  
FOR QUALIFICATIONS FOR  
PROFESSIONAL ENGINEERING  
CONSULTING SERVICES FOR  
WASTEWATER DESIGN SERVICES FOR  
THE VILLAGE OF MANTUA PUBLIC  
SANITARY SEWER SYSTEM IN PORTAGE  
COUNTY FOR THE PORTAGE COUNTY  
WATER RESOURCES DEPARTMENT.**

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

- RESOLVED,** that the specifications for receiving proposals for the request of professional engineering consulting services for water design services for the Village of Mantua Public Sanitary Sewer System in Portage County for the Portage County Water Resources Department be and hereby are approved; and be it further
- RESOLVED,** that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 1st floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio via the United States Postal Service or by UPS or FedEx courier (no hand deliveries or drop-offs are accepted) until 2:30 p.m. on February 26, 2021; and be it further
- RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on January 29, 2021 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 the 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; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**RESOLUTION NO. 21-0070 - RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND JOHN VENCE AS INTERIM DIRECTOR FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.**

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

**WHEREAS,** the Director of the Portage County Water Resources is appointed by the Portage County Board of Commissioners; and

**WHEREAS,** the current Water Resources Director resigned on January 3, 2021 and the Board of Commissioners is in the process of hiring a new Director; and

- WHEREAS,** the Board of Commissioners intends to appoint an Interim Director immediately who may serve until a permanent Director is hired; now therefore be it
- RESOLVED,** that the Board of Commissioners agrees to enter into a Memorandum of Understanding between the Board of Commissioners and John Vence that includes the details of the temporary assignment; 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; Vicki A. Kline, Yea; Sabrina Christian-Bennett, Yea;

**Please add to your agenda**

1. The Board of Commissioners agrees to enter into an agreement between the Board of County Commissioners and Clemans, Nelson & Associates, Inc., for management and/or fiscal consulting services for the Portage County Sheriff./Resolution No. 21-0079
  - Director Townend indicated their union has now spoke up and members are going to start filing grievances. The Sheriff's Department will be using Clemans, Nelson & Associations for labor negotiations, SERB and ADA going forward. Mr. Meduri, Prosecutor's Office has approved the agreement.
  - Commissioner Christian-Bennett said most of the elected officials did not participate in the Clemans, Nelson wage study. Commissioner Badalamenti indicated the Sheriff's Department is not doing a wage study because they can get that information from the surrounding counties. Commissioner Kline said we all agree that they are underpaid at the Sheriff's Department. Commissioner Badalamenti would like to see them as a strong department. Director Townend said they are pretty much the only department in the State that does not have body or dash cams. There are grants available for these items; Ms. Crombie is contacting CORSA to get more information grants that are available.
  - Commissioner Badalamenti thinks that the way the Sheriff rearranged his administrative staff that will financially benefit their office.
  - Commissioner Christian-Bennett said the Sheriff requested twenty new vehicles. Commissioner Kline said that amount needs to be discussed. Commissioner Christian-Bennett said it would be better to spread the purchase over time. Director Bragg indicated that the Sheriff is changing their policy that each deputy has their own vehicle to take home. The Enterprise agreement began in 2019. If we have every deputy taking a vehicle home, it could prolong the life of the vehicle. You will still need to replace their vehicles because there is a lot of idle time, but there may not be a lot of mileage. We

are working with Enterprise to try to get in the market of selling these used vehicles. Commissioner Badalamenti asked for a printout of the repairs from Enterprise for the Sheriff's Department. Their office uses their vehicles the most.

**RESOLUTION NO. 21-0079      -      RE:    ENTER INTO AN AGREEMENT BETWEEN  
THE BOARD OF COUNTY  
COMMISSIONERS AND CLEMANS,  
NELSON & ASSOCIATES, INC., FOR  
MANAGEMENT AND/OR FISCAL  
CONSULTING SERVICES FOR THE  
PORTAGE COUNTY SHERIFF.**

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

**WHEREAS,**      the Board of Portage County Commissioners has determined that there is a need for management and/or fiscal consulting services in labor, employment, and other area; and

**WHEREAS,**      Clemans, Nelson & Associates, Inc. is experienced in such services and desires to provide such services; now therefore be it

**RESOLVED,**      that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **Clemans, Nelson & Associates, Inc.**, in the amount of Twenty Thousand and 00/100 dollars (\$20,000.00) per year for management and/or fiscal consulting services for the Portage County Sheriff; and be it further

**RESOLVED,**      that the term of the Agreement shall be for one year, effective beginning February 1, 2021 and ending January 31, 2022; and be it further

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

Roll call vote as follows:

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

**DEPARTMENT OF BUDGET & FINANCE**

Present: Director Todd Bragg

**A. Discussion:**

## 1. Facility Planning

- Director Bragg indicated that everyone says there is a large carryover; but what people do not realize is we have not repaired any of our county buildings for some time. We need to begin to have these discussions again. Commissioner Christian-Bennett suggested meeting on Tuesday's for the facility's needs.
- Commissioner Christian-Bennett indicated that the Airport budget is also financially in trouble; but we must prioritize. Commissioner Badalamenti agreed it would be a good idea to begin these discussions. Director Bragg received an email from Homer Lucas, President of the Airport Board who indicated they have approximately \$30,000 in cash and \$78,000 in invoices. They are in desperate need assistance from the Board of Commissioners. This would need to be discussed further during Tuesday's meeting. We can respond back to Mr. Homer indicating we are looking into it and get back to him within the next couple weeks. Commissioner Badalamenti asked how this all began. Director Bragg thought approximately 10 years ago a hanger was severely damaged by a storm as well as other issues along the way.
- Commissioner Christian-Bennett has heard it would be best to tear down the annex building. Director Bragg suggested the Records Center be moved to that location and sell the Infirmary Road site. The Board agreed to schedule a Special Meeting on Tuesday, February 2<sup>nd</sup> at 9AM. Commissioner Christian-Bennett suggested inviting Internal Services Director Townend and Facilities Manager Shannon Kautzman.

## B. Resolutions:

- Director Bragg indicated that the bills and then & now certifications are high but is typical for this time of the year and thinks it will get better in February.

**RESOLUTION NO. 21-0071      -      RE:    BILLS APPROVED AND ACH CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,**      that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on January 28, 2021 in the total payment amount of **\$973,185.56, including late fees finance charges, interest & penalties amounting to \$414.73 for Funds 0001-8299** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

**RESOLVED,**      that the ACH payment is approved as certified to the County Auditor for payment on or after Friday, January 29, 2021, contingent upon the review of

the Portage County Board of Commissioners, Department of Budget and Financial Management, Department of Internal Services or other designee on January 28, 2021 in the total payment amount of **\$20.00 to Neil Group** and the payment for charges to the Ohio Public Works Commissions Loan in the amount of **\$62,982.38** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 20-0072**

This resolution was omitted. No wires were submitted. This is for numbering purposes only.

**RESOLUTION NO. 21-0073 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

**WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance; and

**WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant; and

**WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries, as presented by the County Auditor's Office:

01/28/21	378	\$ 1,765.00
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01/28/21	379	1,330.00
01/28/21	381	1,365.00
01/28/21	388	4,998.00
01/28/21	398	47.25
01/28/21	399	26,858.57
01/28/21	429	4,444.36
01/28/21	542	10,432.11
Total		\$ 51,240.29

; and be it further

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

Roll call vote as follows:

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

**RESOLUTION NO. 21-0074 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

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

**WHEREAS,** Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification); and

**WHEREAS,** the Then and Now Certification is recommended by the State Auditor's Office, the Portage County Auditor's Office, and the Portage County Prosecutor's Office; and

**WHEREAS,** a listing of expenditures has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

**RESOLVED,** that the expenditures listed are properly certified by the County Auditor in the amount of **\$748,003.10** dated **January 28, 2021** shall be paid; and be it further

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

Roll call vote as follows:

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

- Director Bragg indicated that the following two "transfer" resolutions should be "cash advances" including the add on resolution. Director Bragg will resubmit the resolution for processing.

**RESOLUTION NO. 21-0075 - RE: CASH ADVANCE FROM FUND 0001, GENERAL FUND TO FUND 1131 Rise**

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

**WHEREAS,** The Portage County Probation department received a Rise grant, which is a reimbursable grant, and will need a cash advance until the final reimbursement is received; now therefore be it

**RESOLVED,** that the following cash advance be made:

**Debit:**

FUND 0001, GENERAL FUND  
ORGCODE- 00100009 920000

\$55,000.00

**Credit:**

FUND 1131 Rise  
ORGCODE - 11315902 290000

\$55,000.00

;and be it further

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



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

**RESOLUTION NO. 21-0076 - RE: CASH ADVANCE FROM FUND 0001,  
GENERAL FUND TO FUND 1130 Hope**

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

**WHEREAS,** The Portage County Probation department received a Hope grant, which is a reimbursable grant related to the Common Please drug court, which will need a cash advance until the final reimbursement is received; now therefore be it

**RESOLVED,** that the following cash advance be made:

**Debit:**

FUND 0001, GENERAL FUND

ORGCODE- 00100009 920000 \$60,000.00

**Credit:**

FUND 1130 Hope

ORGCODE - 11305902 290000 \$60,000.00

;and be it further

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

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

RESOLUTION NO. 21-0077

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

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

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

		<i>Increase</i>	<i>Decrease</i>
	JFS WIA Allocation		
<b>Fund:</b> 1413			
<b>051</b>	<b>Job And Family Services</b>		
	JFS WIA Allocation CS		
14134		-	20,000
	JFS WIA Allocation MS		
14135		20,000	-
	<b>MEMO TOTAL</b>	\$ 20,000	\$ 20,000

Note: PROJECTED NEED

	Violence Against Women		
<b>Fund:</b> 1480			
<b>300</b>	<b>Prosecutor</b>		
	Pros VAWA Grant Salary&Fringes		
14803		53,333	55,403
	<b>MEMO TOTAL</b>	\$ 53,333	\$ 55,403

Fund 1130 590	
11303	\$79,144
11304	\$66,768
11305	\$10,000

Fund 1131 590	
11313	\$84,136
11314	\$62,614
11315	\$10,000

Note:

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<b>\$ 385,995</b>	<b>\$ 75,403</b>
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; and be it further

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

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

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

Roll call as Follows:

Anthony J. Badalamenti, Yea;

Vicki A. Kline, Yea;

Sabrina Christian-Bennett, Yea;

**Journal Entries:**

1. The Board of Commissioners authorized Commissioner Christian-Bennett, President of the Board, to sign the Economic Development Revolving Loan Fund Administrative Agreement beginning January 1, 2021 through December 31, 2023, as presented by the Neighborhood Development Services. ***Director Bragg requests this journal entry be pulled for review by the Prosecutor's Office.***
2. **JOURNAL ENTRY:** The Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Nancy A. Smith of 252 East Hale Street, Streetsboro, OH 44241 to secure payment of \$1,585.00. The original document will be recorded by Neighborhood Development Services, Inc.

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

**Add on to your Agenda****BUDGET & FINANCE****Resolutions:**

1. The Board of Commissioners agrees for a cash advance transfer \$127,500.00 from Fund 0001, General Fund to Fund 1415 CW SP Levy./Resolution No. 21-0078
  - Director Bragg indicated that JFS Director Jeffries requests this cash advance because they have not received confirmation from the State as this point on their grant.

**RESOLUTION NO. 21-0078      -      RE: CASH ADVANCE FROM FUND 0001,  
GENERAL FUND TO FUND 1415 CW SP  
LEVY**

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

**WHEREAS,** The Portage County JFS department is in need of a cash advance until expected revenues come in mid year; now therefore be it;

**RESOLVED,** that the following cash advance be made,

**Debit:**

FUND 0001, GENERAL FUND  
ORGCODE- 00100009 920000

\$127,500.00

**Credit:**

FUND 1415 CW SP Levy

ORGCODE – 14150512 290000

\$127,500.00

;and be it further

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

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

- Commissioner Christian-Bennett asked the status of the King Kennedy Project. Director Bragg indicated it is the Board of Commissioners decision at this point. The only work that has been completed for this project is grading. They are still unsure as to whether the Board of Commissioners is giving them the money and if it has been officially approved. The revolver projects were always every other year. Commissioner Christian-Bennet spoke to Stacy Brown of NDS and the process that the Board of Commissioners spent a year to put in place has not been followed. Commissioner Clyde stopped the process we approved. There should be no exceptions and the process should be followed. Commissioner Badalamenti confirmed that the process was for them to pay back the loan and the paperwork process was not followed. Director Bragg said the Board of Commissioners always had a process to follow with these sorts of grants. Commissioner Badalamenti said the process should be followed or it should not be funded. Commissioner Christian-Bennett one Commissioner shut down the whole process. This is not a fair opportunity for other entities. Director Bragg suggested they submit a normal application request for this project. We could present the new application to the Board by April. Commissioner Christian-Bennett spoke to one of the board members and they would be fine with the delay. The Board agreed for NDS to resubmit the application and re-start the process. Director Bragg will contact NDS.

### **MISCELLANEOUS ITEMS**

**The Board of Commissioners approves the January 21, 2021 regular meeting minutes.**

**Motion:** Commissioner Badalamenti

**Seconded:** Commissioner Kline

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

**Motion Carries**

## Commissioners

### A. Journal Entries:

1. **JOURNAL ENTRY:** The Board of Commissioners approves the Ohio Department of Transportation 2020 County Highway System Mileage Certification that the total length of Portage County maintained public roads was 368.276 miles as of December 31, 2020, as presented by County Engineer Mickey Marozzi.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
**Motion Carries**
  
2. **JOURNAL ENTRY:** In accordance with ORC Section 5126.038, the Board of Commissioners acknowledges receipt of the 2021 Estimated Payments for Developmental Disabilities Board Membership Dues, Professional Services, and Training as presented by the Portage County Board of Development Disabilities.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
**Motion Carries**
  
3. **JOURNAL ENTRY:** The Board of Commissioners agrees to re-appoint Nicholas Lindsay as an Apiary Inspector and shall serve for the 2021 apiary season beginning March 15, 2021 through October 31, 2021 weather permitting. The Board of Commissioners agrees to sign and submit the 2021 Appointment for County Apiary Inspector form as presented by Ohio Department of Agriculture.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea; Commissioner Kline, Yea;  
**Motion Carries**
  - Commissioner Christian-Bennett indicated that the Apiary Inspector was under Director Bragg then the County Administrator. At this point she suggests that he be under the Commissioners' until a county administrator is in place. The Board agreed.
  
4. **JOURNAL ENTRY:** The Board of Commissioners acknowledged receipt of the January 22, 2021 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2021, as presented by the Portage County Auditor's Office.  
**Motion:** Commissioner Badalamenti  
**Seconded:** Commissioner Kline

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

**11:00 AM PUBLIC COMMENT**

Bruce Smith, Portage County resident was present and asked if the recycling facility is making money for recycling. He has heard they move it to a disposal site. Commissioner Christian-Bennett indicated that the recycling still gets processed and not disposed; but the glass is transported to Cleveland to Pennsylvania. We do not make the money anymore on recycling; there is no demand on it now. A lot of our commercial accounts are not maintaining; as a courtesy we picked up the recycling for free, but we can no longer do that. There is always going to be a need for recycling. We are about the only county that still has recycling services in the state.

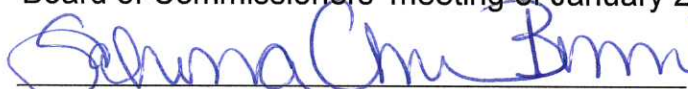
- Commissioner Kline said she contacted Stacy of NDS during the Commissioners' recess and she did not realize there was a meeting regarding the King Kennedy project or that the process the Board of Commissioners approved was not being followed. She apologies for the confusion. Commissioner Christian-Bennett also was not aware of the meeting. There were entities that were donating money that were never brought to the board. Commissioner Kline said Stacy thinks this project has not officially been approved by the Board of Commissioners. Commissioner Christian-Bennett said a resolution was adopted by Commissioner Clyde and Commissioner Kline when she was absent. Director Bragg indicated that a Journal Entry was approved to use the CDBG Housing Revolving Loan Funds for \$123,942. It did not specify anything more about the project and nothing was submitted to the State. It did not follow the proper procedures. Director Bragg will work with Stacy Brown and Mike Bogo of NDS to resubmit the application.

**Motion:** by Commissioner Badalamenti, seconded by Commissioner Kline that the Board adjourn the Meeting of **January 28, 2021 at 11:14 AM.**

All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Badalamenti, Yea;  
Commissioner Kline, 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 January 28, 2021.

  
Sabrina Christian-Bennett, President

  
Anthony J. Badalamenti, Vice President

  
Vicki A. Kline, Board Member

  
Julie Gonzales, Acting Clerk