



County Update

County Administrator – Michelle Crombie

This year we remained focused on initiating positive change. Several changes included updating technology; modernizing the workplace atmosphere; upgrading the service delivery model; improving workplace culture; collaborating with elected officials; establishing best practice employment policies and procedures as well as developing strategic plans for the future.



Photo by Precious Pet Photography.
See P.6 for more information on adoption!

Special welcome to new team members:

- Jaclyn Petty – Director, Budget and Financial Management Department
- Tami Soltis – Director, Human Resources Department
- Robert Hartigan – Director of Airport Operations, Board of Commissioners
- Sarah Metts – Administrative Assistant, Board of Commissioners
- Kassidy Parbel – Commissioners Clerk, Board of Commissioners
- Daniel Blakely – Director, Water Resources Department

Special recognition to internal team member promotions:

- Shannon Kautzman – Director, Internal Services Department
- Joseph Bodnar – Director, Building Department

Featured Quote

“I LONG TO ACCOMPLISH A GREAT AND NOBLE TASK, BUT IT IS MY CHIEF DUTY TO ACCOMPLISH SMALL TASKS AS IF THEY WERE GREAT AND NOBLE.”

Helen Keller

Commissioners' Department Updates

Department of Budget and Finance Management – Director Jaclyn Petty

Special welcome to our new Grants Coordinator, Alicia Moyers, who started in August! She is rapidly learning all aspects of Federal ARPA funding, and the County’s grant processes.

The 2024 Tax Budget and Federal ARPA Report for the second quarter of 2023 are complete as of July, with the third quarter report for 2023 due in October. Contracts for all funding awards to food pantries and backpack programs that applied for ARPA funding are complete. Budget and Finance has commenced funding distribution to several of these programs, which is on a reimbursement basis.

Annual Special Assessments are being completed for county utility bills unpaid through June 30, 2023. Budget and Finance will be continuing to work with Water Resources to analyze their billing rates, and research more technologically advanced options for distribution and payment of utility bills. DBFM will also continue to work with departments to refine the Enterprise Fleet Program, for convenience, efficiency, and financial effectiveness.

Appropriations Budget time is upon us. A memo will be sent out to departments around October 1st with guidance and instructions on Next Year Budget Entry for their 2024 appropriations.



Water Resources Department - Director Daniel Blakely

Water Resources recently completed projects include a watermain and fire hydrant installation on Rosalind Drive in Rootstown, Bowlingbrook and Brimfield Sewer Maintenance programs which involved grouting pipe joints in the sanitary lines to limit the amount of infiltration and inflow of groundwater, and the Western Reserve Sludge Tank replacement at the Western Reserve Wastewater Treatment Plant.

Upcoming, is a project for the repair of Streetsboro Wastewater Treatment Plant Biosolids Dryer which is under contract and will include a complete rebuild of the current equipment.

Solid Waste District - Director Dawn Collins

Portage County Recycling is happy to announce the opening of our Center for Hard to Recycle Material (CHaRM) Facility. The CHaRM Facility will be open on Mondays and Thursdays from 10am-2pm. Additionally, it will be open 10am to 6pm the first Monday of the month excluding federal holidays.

The opening of this facility provides an outlet in Portage County for materials that had limited disposal options. A few examples of items accepted include appliances, electronics, passenger tires, and more. Please see brochure for full details.



Pictured are the Portage County Commissioners, Director Dawn Collins, and the Portage County Solid Waste Management District Policy Committee.

Left to Right: Tracy Wallach, Mike Tinlin, Anthony Badalamenti, Dawn Collins, Sabrina Christian-Bennett, John Kovacich, Judy Nelson, Melanie Knowles, Pat McCon. Not pictured Joseph Diorio.

Building Department – Director Joseph Bodnar

Through August, the Building Department issued a total of 1,533 Residential permits; these issuances include new homes, additions, decks, alterations, agricultural exemptions, electrical and HVAC permits. We have conducted 2,303 residential inspections from the above totals.

Through August, we have issued a total of 288 Commercial permits; issuances include building, electric HVAC and Fire Protection (suppression and/or fire alarm/detection). We have conducted 472 commercial inspections from the above totals.

We received approval on September 13th from the Data Processing Board for our cloud based plan review software; and have concluded our OpenGov cloud-based Permitting and Licensing software implementation. We are currently conducting internal testing of the system along with its various sub-components in anticipation of activating the portal to the public within the next thirty days.

Homeland Security and Emergency Management – Director Ryan Shackelford

EMA signed a Memorandum of Understanding with the Portage Foundation to formulate a disaster relief fund. While in the infant stages of build-out, the partnership with the Portage Foundation was envisioned out of lessons learned from the Dayton Tornadoes. This fund will be a streamlined process of receiving donations post-disaster as well as donor opportunities pre-disaster. The EMA is currently meeting with Executive Director Janice Simmons-Mortimer for the formation of the program.

The EMA kicked off its Disaster Recovery Training with municipal and township leadership in the City of Streetsboro in August and scheduled training with the City of Aurora in October. The training covers the below list. Portage County has been requested to participate in state-led trainings to provide a local perspective on the disaster recovery program we have developed.

- a. What is the pre-disaster recovery plan (PDRP)?
- b. Key principles of pre and post-disaster recovery
- c. Recovery management structures
- d. Disaster financial management policy & procurement
- e. FEMA Public (PA) and Individual Assistance (IA) Programs
- f. State Disaster Relief Program (SDRP)
- g. Damage Assessment
- h. Disaster Mitigation

Power outages from high wind events continue to be tiring events that stress the resiliency of the public. Numerous events in April and the end of August continue to prove the need for preparedness at all levels including the individual and family. Otherwise a consecutive drought induced Summer make us hope for a mild fall as previous Autumns have been a host of severe weather and tornadoes.

The EMA broke ground on its new offices including the County's Emergency Operations Center and renovation of Station 30 which houses specialty emergency response apparatus and equipment/supplies. We look forward to moving in September of 2024!



*Pictured: A barn that was destroyed and dispersed throughout the field in Mantua Township (top photo)
Large hail from late August storms (bottom photo).*



Human Resources – Director Tami Soltis

Our team consist of Tami Soltis, HR Director, Susan Lynn, Benefits and Leave Administrator and Heather Echelberry, HR Generalist. The HR Team continues to use new recruiting efforts to assist Portage County Departments to fill open vacancies, along with providing new processes to enhance our new hires experience. We strive to build positive working relationships with all county departments and are committed to be a reliable resource to county employees.

We have created social media platforms on Facebook and LinkedIn so that our followers can stay connected about our current vacancies along with learning exciting HR news that highlight county employees. Our goal is to continue to foster an organic growth on these platforms where we continue to reach, educate, and inspire the public by understanding the importance of county employees' roles and how they impact the portage county communities along with the general public.

Throughout this year, our team has hosted HR trainings to Department Director's, Elected Officials and Managers within our Portage County Departments. Our goal is to provide educational training sessions that provide best practices on employee related topics that are impacted within the workforce. Providing continued training opportunities to our departments offers the departments with the most updated employee related knowledge that impact policies and internal procedures within county departments. We plan to have FMLA & ADA Training on October 4, 2023, and Reasonable Suspicion & Drug Policy Review on November 1, 2023. Invites will be sent out soon, as you must pre-register for the classes.

Health Benefits Open Enrollment is just around the corner, more information to follow.

We are hiring! Connect with us:

 <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>

 <https://www.facebook.com/hrdportageco.com>

 <https://www.linkedin.com/company/human-resource-department-portage-county-ohio>



*Photo by Precious Pet Photography.
See P.6 for more information on adoption!*

Internal Services Department – Director Shannon Kautzman

The Internal Services Department is proud to highlight its performance over the past several months. Shannon Kautzman was promoted to Director of Internal Services on July 10th and is thankful for the opportunity. Other staff updates include adding Michael Ambrose and Kayleigh Shaffer to the team. Michael started with us on March 1st as a Clerical Specialist and is such a great addition to our team. Records Center Kayleigh Shaffer, who has complemented the team tremendously, joined us on February 21st as Microfilm Clerk. Kaleigh has surpassed all expectations.

Our team continues at a very energetic pace with thirteen large construction/renovation projects currently underway and many more on the horizon. Some of the current projects include renovation to Probate & Juvenile Courts, repairs to Prosecutor's building windows, Riddle Block's roof and HVAC replacement, and the Sheriff's Office Dispatch Center renovation.

We celebrate the Purchasing team as they manage to deliver at an increased speed and capacity. At the beginning of the year, the department implemented the innovative DocuSign for county contracts, making contract execution a lot smoother and timelier. Congratulations to our team as they continue to uphold an energetic pace and supportive workplace atmosphere that encourages efficiency and fuels the departments' optimism for achieving greater heights together.

Job and Family Services – Director Kellijo Jeffries

Portage County Job and Family Services has continued efforts to create and highlight programs and services to the Portage County Community. In August we hosted our annual Back to School Health and Wellness Fair where hundreds of family members gathered to secure school supplies and valuable resources for children and families. The agency issued 759 Back to School \$100 vouchers to support families with back-to-school needs.

The agency highlighted Child Support and Elder Abuse Awareness Months over the last quarter. Our JFS Protective Services team members participated in Wii Bowling with senior citizens at a local Senior Center.

The agency hosted Ohio Department of Job and Family Services Director Matt Damschroder where he toured our agency, met with the Board of Commissioners, and met with JFS Administrators to learn more about the successes of our programs and services as well as some of the challenges that hinder our team in supporting self-sufficiency opportunities for our residents.

JFS continues to realize that there is transportation insecurity in our community. Portage JFS assisted in coordinating a Community Transportation Forum to look at creative ways to identify and fill these gaps.



 <http://www.facebook.com/pcjfs>



Pictured are the Portage County Job and Family Services Department with Ohio Department of Job and Family Services Director Matt Damschroder.

Left to Right: Kaylyn Kane, Kellijo Jeffries, Rebecca Abbott, Audrey Riley, Mikell Riddle, Marie Minard, Jennifer Holt, Matt Damschroder, Denise Sheridan, Lisa Fay, Erica Smith, Deb Imler, Melissa Click, and Eric Agyare

Dog Warden - Chief Dog Warden David McIntyre

The Dog Warden's Office and Shelter has had an exciting and eventful 2023. Our office has been exceptionally full for the past 6 ½ months leaving minimal open kennels for incoming dogs. We have been fortunate enough to move the dogs to homes or redeem most of them helping to keep us afloat. We are still at capacity with many that have been here quite a while. These dogs need to find their forever homes.

The Deputies have been busy this summer answering 2,087 calls so far with 44 of those calls dealing with dog bites. Our dog intake so far this year has been 227 dogs - 108 being returned to their owners, 36 being adopted, and 33 going to rescues.

Thank you to all those who have and continue to support the animals!



Please look at the pet finder link below and see if your next best friend might just be sitting here at the shelter!



https://www.petfinder.com/search/dogs-for-adoption/us/oh/44266/?distance=Anywhere&shelter_id%5B0%5D=OH184



<https://www.facebook.com/Portagecountydogwarden>



Photos taken for Portage County Dog Warden by Precious Pet Photography.

Meet Your Portage County Board of Commissioners



**Commissioner
Anthony J. Badalamenti
President**



**Commissioner
Sabrina Christian-Bennett
Vice President**



**Commissioner
Mike Tinlin
Board Member**

Mission Statement: “As the principal executive organization of county government, the Board of Commissioners, along with its departments, is committed both to providing efficient government and to promoting the welfare and strategic development of the Portage County Community.”

The Board of County Commissioners consists of three members who serve four year terms. Two County Commissioners are elected in an even numbered year, and the third County Commissioner is elected two years later. The Board of Commissioners fiscally oversees the General Fund Budget of the County, and is the appropriating authority for all County tax dollars. Each County Elected Official is charged to perform the duties of their individual elected office, but the Board of County Commissioners performs administrative and fiscal duties that coordinate total County operations. There are ten departments that fall under the direct jurisdiction of the Board of Commissioners, including the newly added Airport, Budget and Finance, Building Department, Dog Warden, Emergency Management Agency, Human Resources, Internal Services, Job and Family Services, Solid Waste, and Water Resources.

 Monday-Friday 8:00am-4:30pm; Weekly meetings on Thursday with public comment at 11:00am.

 449 S. Meridian Street, Ravenna, OH 44266
7th Floor

 330-297-3600

 www.portagecounty-oh.gov/portage-county-board-commissioners

 <https://www.facebook.com/PortageCountyCommissioners>

 Watch live streams of the Board of Commissioners meetings:
<https://www.youtube.com/@portagecounty-oh>



**PORTAGE COUNTY SOLID WASTE
MANAGEMENT DISTRICT -
DISTRICT RECYCLING CENTER**



3588 Mogadore Road
Kent, OH 44240
330.678.8808
portagerecycles.com

CHaRM Hours:
Monday & Thursday 10-2
First Monday of the Month 10-6
(excluding federal holidays)



Portage County
CHaRM
Center for Hard to Recycle Materials

Programs provided by the
Portage County Board of
Commissioners and the Portage
County Solid Waste District



Shelter Dedication

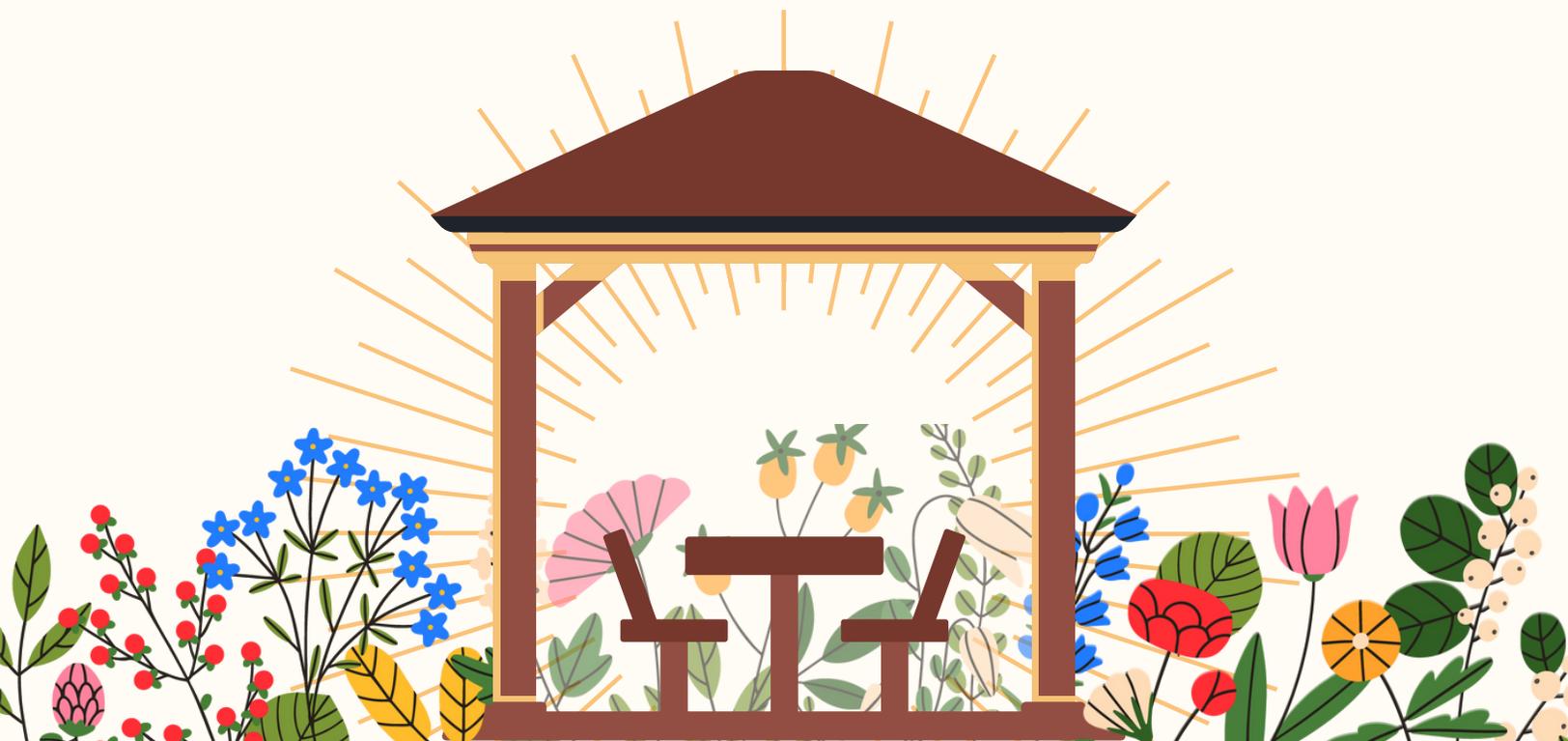
— SUN OCT —
— 7th —

10:30AM

4378 Skeels Street, Ravenna

Skeels will dedicate the shelter in Memory of the
Late Sara Jackson (a community icon) on Saturday,
October 7th @ 10:30am.

For Info contact: Sharon Sanders 330-297-0192 or email:
skeels@fcsOhio.org



PORTAGE COUNTY VETERANS DAY REMEMBRANCE CEREMONY



Please Join Us On
Saturday, November 11, 2023, at 11:00 AM
Ravenna Courthouse Lawn



Board of Commissioners