



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, March 14<sup>th</sup>, 2024

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 County Administrator Michelle Crombie and Barb Tittle.

1. The Board of Commissioners approves the March 7<sup>th</sup>, 2024 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

### Journal Entries:

1. The Board of Commissioners signed the Satisfaction of Mortgage to Christine R. Webb for \$1,750.00 on property at 2155 Summers Avenue Streetsboro, Ohio 44241 (Instrument No. 201021994) as requested by Neighborhood Development Services. Documents 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**
2. The Board of Commissioners signed the Satisfaction of Mortgage to Madison and Elnora Edge for \$21,670.00 on property at 9971 Bright Drive Windham, Ohio 44288 (Instrument No. 200026346) as requested by Neighborhood Development Services. Documents 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**

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

3. Direct the Auditor's Office to pay/process the March 7, 2024 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	\$1,129,697.62	(Includes late fees of: \$15.45)
ACH/Neil Group of	\$199.60	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$49,567.80	
Medical Mutual Claims of	\$1,149,401.04	
Medical Mutual Flex Admin of	\$2,863.80	
Medical Mutual Flex Claims of	\$71,215.13	
Journal Vouchers totaling:	\$406,829.66	
Then and Now list totaling:	\$316,078.26	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

4. Process the March 7, 2024 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**

## **Resolutions:**

1. Accept Grant Award in the Amount of \$2,500.00 from the Ohio Pet Fund Grant Program on behalf of the Portage County Dog Warden./Resolution No. 24-0158
2. Transfer from Fund 0001, General Fund to Fund 1414, Child Support Administration./Resolution No. 24-0159
3. Authorize the Sponsorship Request to NOPEC Sponsorship Program for Dolly Parton's Imagination Library in Local Partnership with the United Way of Portage County./Resolution No. 24-0160
4. Authorize the Portage County Engineer to Execute Local Public Agency (LPA) Agreement No. 119915 with the Director of the Ohio Department of Transportation for Two Intersection/Corridor Safety Studies in Portage County./Resolution No. 24-0161
5. Cash Advance from Fund 0001, General Fund to Fund 1133, POWER Program./Resolution No. 24-0162

## **INTERNAL SERVICES**

Present: Director Shannon Kautzman

## **Discussion:**

### **1. Project Updates**

- Administration Building
  - The project meeting for the generator installation was scheduled for the 12<sup>th</sup> but had to be postponed to the week of the 18<sup>th</sup> due to illness.
  - Building lighting protection is still in purview. Director Kautzman and Ms. Philpot plan to meet with Western Reserve Lightning Rod the week of March 18<sup>th</sup> to discuss plans and determine a start date.
  - JFS breakroom is almost complete. The plumbers scheduled on March 19<sup>th</sup> to finish.
  - The work has begun on the Maintenance Garage Roof. It will be 3-4 weeks before completion.
  - Director Kautzman received another quote for work on the culvert drains, and it came in \$6,000 higher than the first quote received. She will move forward with the first quote.
  - Ms. Calcei has requested paint and new carpeting in her office on the 4<sup>th</sup> floor. Ms. Philpot will be overseeing the updates.
  - The doors have been widened at Veterans Services to be ADA compliant. The doors have not been delivered for installation, yet. Work is currently being completed on the ADA restroom.
- Juvenile Court
  - The furniture has been delayed 3 weeks. Judge Smith and her staff will temporarily hold court in a different location or set up some temporary furniture to get by. The judge is being adaptable so as not to hold up progress.
- Probate Court office in the Ravenna Courthouse

-Discussions still need to be had on the finalization of the project that is 95% complete. Unfortunately, the contractor passed away, and it must be determined who will complete the remaining drywall repair and grout.

-The quote for the Courthouse front doors came in at \$33,423. That includes all four doors with the ADA operators.

- Riddle Block

-The awnings were ordered on February 29<sup>th</sup> and are expected to be delivered in 4-6 weeks.

-Director Kautzman is working on getting quotes for paint for the halls and bathrooms. It's very dated with a forest green and burgundy color scheme. There is also a border that needs to be removed.

### **Resolutions:**

1. The Board of Commissioners agrees to enter into an agreement with Job & Family Services and the Portage Area Regional Transportation Authority (PARTA) to provide transportation services./Resolution No. 24-0163
2. The Board of Commissioners agrees to enter into an agreement with Job & Family Services and AxxessPointe Community Health Centers to provide transportation services./Resolution No. 24-0164
3. The Board of Commissioners accepts the proposal of Quality Control Inspection, Inc. (QCI) and enter into agreement for providing professional services for the project known as 2024 Subdivision Construction Administration Contract./Resolution No. 24-0165
4. The Board of Commissioners agrees to enter into an equipment lease agreement between the Portage County Board of Commissioners and ComDoc, Inc. on behalf of the Portage County Regional Airport./Resolution No. 24-0166

### **JOB AND FAMILY SERVICES**

Due to being ahead of schedule, the below motion was read into record before Ms. Vanessa Beard from the JFS Department was present.

### **Resolution:**

1. Transfer from Fund 1413, WIA Fund, to Fund 1410 Public Assistance Fund./Resolution No. 24-0167

### **HUMAN RESOURCES**

Present: Director Tami Soltis

Director Soltis briefly mentions the recent talks on moving forward with additional staff members at the Public Defenders' Office. She is referring to the first 2 Journal Entries.

### **Journal Entries:**

1. The Board of Commissioners approves adding two additional Felony Public Defender positions to the Public Defender Department.

**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 approves adding one Legal Assistant position to the Public Defender Department.

**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:

3. Accept the resignation of Alicia Moyers for Grant Coordinator, Budget & Finance Department to be effective as of March 8, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

4. Approve anniversary and/or step increases for the following non-bargaining employees:

- Dawn Burgess
- Cody Ullman

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

### **EXECUTIVE SESSION**

9:13 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 compensation of a public employee. Also present: Director Tami Soltis and Administrator Michelle Crombie. Roll call vote: Sabrina Christian-Bennett, Yea; Mike Tinlin, Yea; Anthony J. Badalamenti, Yea;

9:15 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 following action was taken.

#### **Journal Entry:**

1. The Board of Commissioners agrees to approve leave without pay for Jackie Sadler at the Water Resources Department from March 27, 2024, through May 22, 2024.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

**Motion Carries**

#### **MISCELLANEOUS**

#### **Journal Entries:**

1. The Board of Commissioners acknowledge receipt of the March 4, 2024 Certificate of County Auditor that the total appropriations from each fund **do exceed** the official estimate of resources as presented by the County Auditor's office.

**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 acknowledge receipt of the March 11, 2024 Certificate of County Auditor that the total appropriations from each fund **do exceed** the official estimate of resources as presented by the County Auditor's office.

**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 Kennel Disposition Report and Intake Report for February 26, 2024 through Sunday March 3, 2024 as presented by Chief Dog Warden David McIntyre.

**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 acknowledged receipt of the Kennel Disposition Report and Intake Report for March 4, 2024 through Sunday March 10, 2024 as presented by Chief Dog Warden David McIntyre.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

5. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of February 2024, received on March 8, 2024 as presented by the County Auditor and County Treasurer.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

6. The Board of Commissioners acknowledged receipt of the March 4, 2024 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, requesting an extension of office hours for their post-election cure period for absentee and provisional ballots and are requesting building security be available for the following dates and times:

Wednesday, March 20	4:30 PM – 5:00 PM
Thursday, March 21	4:30 PM – 5:00 PM
Friday, March 22	4:30 PM – 5:00 PM

In addition, the Board of Elections has requested that a Sheriff Deputy be available for office security during the following date and time.

Saturday, March 23	8:00 AM – 5:00 PM
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**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

Commissioner Tinlin seconded the motion with a question: He inquired on the way the Journal Entry read. It was determined that there was a clerical error and that the Board of Election's request is that a Sheriff Deputy be available for the date of Saturday, March 23 from 8:00 AM – 5:00 PM instead of what was originally stated (that a Sheriff Deputy be available between 4:30-5:30 PM on Wednesday the 20<sup>th</sup> through Friday the 22<sup>nd</sup>). The Journal entry was re-read as such and roll call vote was taken.

#### **Resolution:**

1. Acceptance of donations to the office of the Portage County Dog Warden./Resolution No. 24-0168

**RECESS: 9:19 AM**

**RECONVENE: 9:40 AM**

**PUBLIC COMMENT – No public comment given.**

Clerk, Kassidy Parbel asked the Board to clarify whether they would like to proceed with having the Tuesday, March 26<sup>th</sup> meeting. It was determined that there was not a need, and steps could be taken to cancel the meeting.

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**RESOLUTION NO. 24-0158      -      RE:    ACCEPT GRANT AWARD IN THE AMOUNT  
OF \$2,500.00 FROM THE OHIO PET FUND  
GRANT PROGRAM ON BEHALF OF THE  
PORTAGE COUNTY DOG WARDEN.**

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

- WHEREAS,**      the Portage County Board of Commissioners adopted Resolution No. 24-0055 on January 16, 2024, authorizing the Portage County Dog Warden to apply for a grant to the Ohio Pet Fund Program which provides funds for spay/neuter projects to non-profits and government organizations; and
- WHEREAS,**      the Ohio Pet Fund has awarded \$2,500 to the Portage County Dog Warden; now therefore be it
- RESOLVED,**      that the Board of Commissioners accepts the grant award in the amount of \$2,500 on behalf of the Portage County Dog Warden from the Ohio Pet Fund Grant Program; and be it further
- RESOLVED,**      that the Portage County Board of Commissioners authorizes the Portage County Dog Warden to sign all documents related to this grant program; and be it further
- RESOLVED,**      that a certified copy of this resolution be filed with the Auditor's Office, the Department of Budget & Financial Management, and the Dog Warden's Office; and be it further
- RESOLVED,**      that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance and accordance with the law including Section 121.22 of the Ohio Revised Code.



Roll call vote as follows:

Anthony J. Badalamenti, Yea;

Sabrina Christian-Bennett, Yea;

Mike Tinlin, Yea;

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**RESOLUTION NO. 24-0159**

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**RE: TRANSFER FROM FUND 0001, GENERAL  
FUND TO FUND 1414, CHILD SUPPORT  
ADMINISTRATION**

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

**WHEREAS,** the Portage County Board of Commissioners has agreed to provide the local match for Child Support IV-D contract payments; and

**WHEREAS,** it is necessary to do a transfer from the General Fund; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$ 2,554.03 for February 2024 IV-D contract payments local match for Domestic September 2023 payment as reviewed and recommended by the Department of Job & Family Services:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object: 910000 – Transfer Out

\$ 2,554.03

**TO:**

FUND 1414, CHILD SUPPORT ADMINISTRATION

ORGCODE - 14140512

Credit Revenue Account

Object: 280000 – Transfer In

Project NONE

\$ 2,554.03

; 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. 24-0160**

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**RE: AUTHORIZE THE SPONSORSHIP REQUEST TO NOPEC SPONSORSHIP PROGRAM FOR DOLLY PARTON'S IMAGINATION LIBRARY IN LOCAL PARTNERSHIP WITH THE UNITED WAY OF PORTAGE COUNTY.**

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

- WHEREAS,** the Northeast Ohio Public Energy Council (NOPEC) has made funds available for member communities through their Community Event Sponsorship Program; and
- WHEREAS,** Portage County's 2024 sponsorship award is \$1,750; and
- WHEREAS,** the Portage County wishes to use these funds to sponsor Dolly Parton's Imagination Library Program in Portage County through the United Way of Portage County; now therefore it be
- RESOLVED,** that the Board of Commissioners authorizes the sponsorship request to be submitted to NOPEC to sponsor Dolly Parton's Imagination Library through the United Way of Portage County; and be it further
- RESOLVED,** that the total sponsorship award amount is \$1,750 with no required General Fund match for a total Budget of \$1,750; and be it further
- RESOLVED,** that a copy of this resolution will be filed with the Portage County Department of Budget & Financial Management and the Portage County Auditor's Office; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 24-0161**

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**RE: AUTHORIZE THE PORTAGE COUNTY  
ENGINEER TO EXECUTE LOCAL PUBLIC  
AGENCY (LPA) AGREEMENT NO. 119915  
WITH THE DIRECTOR OF THE OHIO  
DEPARTMENT OF TRANSPORTATION FOR  
TWO INTERSECTION/CORRIDOR SAFETY  
STUDIES IN PORTAGE COUNTY.**

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

**WHEREAS,** the Portage County Engineer has secured 90% federal funding from the County Engineer's Association of Ohio HSIP Program to perform two Intersection/Corridor Safety Studies in Portage County; and

**WHEREAS,** the Portage County Engineer has received LPA Agreement No. 119915 from the Director of the Ohio Department of Transportation for said Guardrail/Corridor Safety Studies; and

**WHEREAS,** the LPA Agreement provides federal funds for the said Guardrail/Corridor Safety Studies up to a maximum of \$23,400.00; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize the Portage County Engineer to enter into LPA Agreement No. 119915 with the Director of the Ohio Department of Transportation to access federal funds to reimburse the Portage County Engineer for a Guardrail Compliance and Inspection Study throughout Portage County; and be it further

**RESOLVED,** that a copy of this resolution will be filed with the Portage County Department of Budget & Financial Management and the Portage County Auditor's Office; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 24-0162      -      RE:    CASH ADVANCE FROM FUND 0001,  
GENERAL FUND TO FUND 1133, POWER  
PROGRAM**

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

**WHEREAS,**      Fund 1133, POWER Program is in need of interim cash until grant revenues are received; now therefore be it

**RESOLVED,**      that the following cash advance be made in the amount of \$ 35,000.00:

**FROM:**

FUND 0001, COUNTY GENERAL FUND

ORGCODE- 00100009

Debit Expense Account

Object: 920000 - Advances-Out

\$ 35,000.00

**TO:**

FUND 1133, POWER PROGRAM

ORGCODE -11335902

Credit Revenue Account

Object: 290000 - Advances-In

\$ 35,000.00

; and be it further

**RESOLVED,**      that the advance will be repaid to the General Fund when funds are received; 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 County Auditor, Adult Probation 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. 24-0163**

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**RE: ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND THE PORTAGE  
AREA REGIONAL TRANSPORTATION  
AUTHORITY (PARTA) TO PROVIDE  
TRANSPORTATION SERVICES.**

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

**WHEREAS,** Portage County Job & Family Services (PCJFS) is in need of shuttle/door-to-door Transportation Services of the following: Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCJFS CCMEP (WIOA and TANF eligible) Youth to and from their place of employment and/or training site; PCJFS WIOA Adult and Dislocated Workers to and from place of employment and/or training site; Transportation for Employment Related Program to and from designated employer and/or training sites; SNAP Employment and Training Transportation Services; and Transportation for children and/or adults involved with Children and Adult Protective Services Division to appointment for various reasons requested by PCJFS; and

**WHEREAS,** Requests for Proposals were sent to fifteen (15) potential service providers; and

**WHEREAS,** Three (3) proposals were received, opened, and tabulated on February 14, 2024; and

**WHEREAS,** Portage Area Regional Transportation Authority (PARTA), is willing and able to provide these services; and

**WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and Portage Area Regional Transportation Authority (PARTA); now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into

an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and Portage Area Regional Transportation Authority (PARTA), with its principal place of business located at 2000 Summit Road, Kent, Ohio 44240), for the period May 1, 2024 through April 30, 2025, with a two (2) year extension option; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed One Hundred Fifty Thousand and 00/100 dollars (\$150,000.00); and be it further

**RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410, 1413, and 1415; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION NO. 24-0164                      -                      RE:    ENTER INTO AN AGREEMENT BETWEEN  
THE PORTAGE COUNTY BOARD OF  
COMMISSIONERS ON BEHALF OF  
PORTAGE COUNTY JOB & FAMILY  
SERVICES ("PCJFS") AND AXESSPOINTE  
COMMUNITY HEALTH CENTERS TO  
PROVIDE TRANSPORTATION SERVICES.**

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

**WHEREAS,** Portage County Job & Family Services (PCJFS) is in need of shuttle/door-to-door Transportation Services of the following: Medicaid eligible consumers to and from medical appointments for ongoing treatment, including pregnancy related services; Temporary Assistance for Needy Families (TANF) eligible individuals to and from their place of employment and/or training site and/or child care provider; PCJFS CCMEP (WIOA and TANF eligible) Youth to and from their place of employment and/or training site; PCJFS WIOA Adult and Dislocated Workers to and from place of employment and/or training site; Transportation for Employment Related Program to and from designated employer and/or training sites; SNAP

Employment and Training Transportation Services; and Transportation for children and/or adults involved with Children and Adult Protective Services Division to appointment for various reasons requested by PCJFS; and

- WHEREAS,** Requests for Proposals were sent to fifteen (15) potential service providers; and
- WHEREAS,** Three (3) proposals were received, opened, and tabulated on February 14, 2024; and
- WHEREAS,** AxessPointe Community Health Centers, is willing and able to provide these services; and
- WHEREAS,** the Agreement will be used to detail the terms of the relationship between Portage County Job & Family Services and AxessPointe Community Health Centers; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of Portage County Job & Family Services and AxessPointe Community Health Centers, with its principal place of business located at 1400 S. Arlington Street, Suite 38, Akron, Ohio 44306, for the period May 1, 2024 through April 30, 2025, with a two (2) year extension option; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed One Hundred Eighty Thousand and 00/100 dollars (\$180,000.00); and be it further
- RESOLVED,** that funding for this agreement will come from Job & Family Services funds 1410, 1413, and 1415; and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

Anthony J. Badalamenti, Yea;	Sabrina Christian-Bennett, Yea;	Mike Tinlin, Yea;
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**RESOLUTION NO. 24-0165      -      RE:    ACCEPT PROPOSAL OF QUALITY CONTROL INSPECTION, INC. (QCI) AND ENTER INTO AGREEMENT FOR**

**PROVIDING PROFESSIONAL SERVICES  
FOR THE PROJECT KNOWN AS 2024  
SUBDIVISION CONSTRUCTION  
ADMINISTRATION CONTRACT.**

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

- WHEREAS,** Resolution 23-0751 authorized the announcement of the request for proposals for professional services for the project known as 2024 Subdivision Construction Administration Contract; and
- WHEREAS,** the Portage County Board of Commissioners authorized the Portage County Engineer, by Resolution No. 24-0102, to enter into contract negotiations between the Portage County Commissioners and Quality Control Inspection, Inc. (QCI) to provide professional services for said project; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners does hereby accept the proposal of Quality Control Inspection, Inc. (QCI) and authorizes the Portage County Engineer to enter into an engineering agreement for providing professional services for the project known as 2024 Subdivision Construction Administration Contract; and be it further
- RESOLVED,** that said professional services will be performed by Quality Control Inspection, Inc. (QCI), 9500 Midwest Ave, Garfield Heights, Ohio 44125 at a cost of \$50,000; 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 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. 24-0166                      -                      RE:    ENTER INTO AN EQUIPMENT LEASE  
AGREEMENT BETWEEN THE PORTAGE  
COUNTY BOARD OF COMMISSIONERS  
AND COMDOC, INC ON BEHALF OF THE  
PORTAGE COUNTY REGIONAL AIRPORT.**



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

- WHEREAS,** the Portage County Regional Airport is in need of replacing their copier/printer; and
- WHEREAS,** ComDoc, Inc. desires to lease a copier/printer to the Portage County Regional Airport to be paid by the Regional Airport directly; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an equipment lease agreement for sixty months between the Board of Commissioners and ComDoc, Inc., 8247 Pittsburg Ave NW, North Canton, OH 44685 to provide such equipment; 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;
*	*	*

**RESOLUTION NO. 24-0167      -      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 \$120,236.21 for October 2023 Adj #2, November 2023 Adj #1, December 2023 Adj #1, January 2024 and February 2024, 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 \$ 42,594.70

Project 3B278 \$ 22,898.93

Project 3A259 \$ 9,016.35

Project 3B259 \$ 20,006.30

Project 3B277 \$ 15,202.38

Project 3D278 \$ 4,359.60

Project 3A225 \$ 6,157.95

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

ORGCODE - 14100512

Credit Revenue Account

Object: 282000 – JFS Shared

Project 5SHAR \$120,236.21

; 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. 24-0168**

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**RE: ACCEPTANCE OF DONATIONS TO THE  
OFFICE OF THE PORTAGE COUNTY DOG  
WARDEN.**

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

**WHEREAS,**

the Portage County Dog Warden received a donation from the following for the Spay/ Neuter / Medical fund program:

Sandy Kreisman	8408 Center St Garrettsville Oh 44231	\$50
Janet Fox	3996 Selnik Rd Kent Oh 44240	\$15
Carol Hughes	3077 St Rt 225 Diamond Oh 44412	\$80
Melisa Anthony	11835 Mantua Center Rd Mantua Oh 44255	\$5
Tammy Johnson	7369 Clark Rd Atwater Oh 44201	\$10
Cindy Banul	3540 Randolph Rd Mogadore Oh 44260	\$25
Beth James	3820 Ranfield Rd Kent Oh 44240	\$20
Georgia Vincent	1787 Honeychuck La Kent Oh 44240	\$30
Richard & Jennifer Salzer	3277 Cook rd Atwater Oh 44201	\$25
Federick Pfarr	Trust	\$83,517
Marie Rogers	5476 Beechwood Rd Ravenna Oh 44266	\$20
Constantin Ogoblin	4939 Ridgewood Ce #E Stow Oh 44224	\$50
Kristen Crabtree	2013 Brookview Dr Kent Oh 44240	\$5
Nancy & Dean Gerbick	5056 Wayne rd Mantua Oh 44255	\$5
Carol Robinson	2942 Denny Rd Ravenna Oh 44266	\$5
Gerald Platt	3712 Lynn Rd Ravenna Oh 44266	\$25
Kyle Horner	727 Woodgate Blvd #101 Ravenna Oh 44266	\$5
Chris Shell	4963 St Rt 43 Kent Oh 44240	\$15
Meredith Hawk	250 Hedgecliff Dr Aurora Oh 44202	\$30
Anonymous		\$100
Nick Niro	7699 Peck Rd Ravenna Oh 44266	\$20
JoAnne Dobies	12806 Vincent Dr Mantua Oh 44255	\$5
Tyler James Metts	5100 Misty Glen La Ravenna Oh 44266	\$5
Sue Reese	1025 Orchard Ave Aurora Oh 44202	\$35.00
Marjorie O'Connor	1349 Brookwood Dr Mogadore Oh 44260	\$20
Mary Kay Darling	4156 Sherman Rd Kent Oh 44240	\$5
Gordan & Ivy Sprague	930 Bank St Aurora Oh 44202	\$1
Louann Howell	566 Sherwood Dr Aurora Oh 44202	\$10
Mikenna Stephenson	253 Jade Blvd Streetsboro Oh 44241	\$50
Edward & Georgina Aberegg	7356 Westview Rd Kent Oh 44240	\$10
Barbara & Donald Ochinsky	P.O. Box 76 Garrettsville Oh 44231	\$30
Sandra Ulbricht	8819 Henderson Rd Diamond Oh 44412	\$50
Kelly Chaloupka	1662 Duncan Way Streetsboro Oh 44241	\$20
Patricia Bailey	5382 Cline Rd Kent Oh 44240	\$300
Nicholas Derrit	10039 St Rt 700 # 75 Mantua Oh 44255	\$25
Charles & Loretta Stone	360 Griggy Rd NE Hartville Oh 44632	\$25
Bonnie Cole	5015 Cline rd Kent Oh 44240	\$20
Mary Beth Condos	3240 Brady Lake rd Ravenna Oh 44266	\$25

; now therefore, be it

**RESOLVED,**

the Board of Portage County Commissioners does hereby accept this donation in accordance with Resolution No. 13-1011, adopted on October 3,

2013, on behalf of the Office of the Portage County Dog Warden; 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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**JOURNAL ENTRIES:**

1. The Board of Commissioners signed the Satisfaction of Mortgage to Christine R. Webb for \$1,750.00 on property at 2155 Summers Avenue Streetsboro, Ohio 44241 (Instrument No. 201021994) as requested by Neighborhood Development Services. Documents 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**

2. The Board of Commissioners signed the Satisfaction of Mortgage to Madison and Elnora Edge for \$21,670.00 on property at 9971 Bright Drive Windham, Ohio 44288 (Instrument No. 200026346) as requested by Neighborhood Development Services. Documents 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**

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

3. Direct the Auditor's Office to pay/process the March 7, 2024 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**

Expenditure Review		
<b>County Funds: (0001 – 8399)</b>		
Bill Payment and ACH list totaling:		
Bill Payment list	\$1,129,697.62	(Includes late fees of: \$15.45)
ACH/Neil Group of	\$199.60	
ACH Payment list totaling:	\$0	
Health Benefit Wire transfers totaling:		
Medical Mutual Admin of	\$49,567.80	
Medical Mutual Claims of	\$1,149,401.04	
Medical Mutual Flex Admin of	\$2,863.80	
Medical Mutual Flex Claims of	\$71,215.13	
Journal Vouchers totaling:	\$406,829.66	
Then and Now list totaling:	\$316,078.26	
Debt Service wire list:	\$0	
BWC Wires:	\$0	

4. Process the March 7, 2024 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**

5. The Board of Commissioners approves adding two additional Felony Public Defender positions to the Public Defender Department.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

6. The Board of Commissioners approves adding one Legal Assistant position to the Public Defender Department.

**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:

7. Accept the resignation of Alicia Moyers for Grant Coordinator, Budget & Finance Department to be effective as of March 8, 2024.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

8. Approve anniversary and/or step increases for the following non-bargaining employees:

- Dawn Burgess
- Cody Ullman

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

9. The Board of Commissioners acknowledge receipt of the March 4, 2024 Certificate of County Auditor that the total appropriations from each fund **do exceed** the official estimate of resources as presented by the County Auditor's office.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

10. The Board of Commissioners acknowledge receipt of the March 11, 2024 Certificate of County Auditor that the total appropriations from each fund **do exceed** the official estimate of resources as presented by the County Auditor's office.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

**Motion Carries**

11. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for Monday, February 26, 2024 through Sunday, March 3, 2024 as presented by Chief Dog Warden David McIntyre.

**Motion: Commissioner Christian-Bennett**

**Seconded: Commissioner Tinlin**

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

12. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report and Intake Report for Monday, March 4, 2024 through Sunday, March 10, 2024 as presented by Chief Dog Warden David McIntyre.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

13. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the Month of February 2024, received on March 8, 2024 as presented by the County Auditor and County Treasurer.

**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

14. The Board of Commissioners acknowledged receipt of the March 4, 2024 notice from Faith Lyon and Theresa Nielsen, Portage County Board of Elections, requesting an extension of office hours for their post-election cure period for absentee and provisional ballots and are requesting building security be available for the following dates and times:

Wednesday, March 20	4:30 PM – 5:00 PM
Thursday, March 21	4:30 PM – 5:00 PM
Friday, March 22	4:30 PM – 5:00 PM

In addition, the Board of Elections has requested that a Sheriff Deputy be available for office security during the time listed below:

Saturday, March 23	8:00 AM – 5:00 PM
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**Motion:** Commissioner Christian-Bennett

**Seconded:** Commissioner Tinlin

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

15. The Board of Commissioners agrees to approve the leave without pay for Jackie Sadler at Water Resource Department from March 27, 2024, through May 22, 2024.

**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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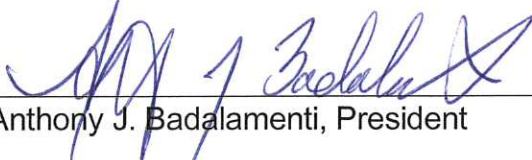
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**Motion:** by Commissioner Christian-Bennett, seconded by Commissioner Tinlin that the Board adjourns the Meeting of **March 14<sup>th</sup>, 2024 at 9:41 AM.**  
All in Favor: Commissioner Christian-Bennett, Yea; Commissioner Tinlin, Yea;  
Commissioner Badalamenti, Yea;  
**Motion Carries**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting of **March 14<sup>th</sup>, 2024.**

  
\_\_\_\_\_  
Anthony J. Badalamenti, President  
\_\_\_\_\_  
Sabrina Christian-Bennett, Vice President  
\_\_\_\_\_  
Mike Tinlin, Board Member  
\_\_\_\_\_  
Kassidy Parbel, Clerk