

**Thursday, November 15, 2007**

The Board of County Commissioners met in regular session on **Thursday, November 15, 2007 at 9:25 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

Charles W. Keiper II

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It was moved by Christopher Smeiles, seconded by Charles W. Keiper II to approve the meeting minutes of the November 13, 2007 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier

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### **ROBINSON MEMORIAL HOSPITAL**

Present: Steve Colecchi, President and CEO

Mr. Colecchi attending today for the annual Robinson Memorial Hospital update.

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### **INTERNAL SERVICES**

Present: JoAnn Townend

10:10 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider compensation issues in the Internal Services/Purchasing Department. **Also present:** Internal Services Director JoAnn Townend. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:47 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Charles W. Keiper II** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners took action by Journal Entry.

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### **HOMELAND SECURITY & EMERGENCY MANAGEMENT**

Present: Jon Barber

10:55 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider an Office of Homeland Security & Emergency Management Agency compensation issue. **Also present:** Office of Homeland Security & Emergency Management Agency Director Jon Barber and Human Resources Department Director Lynn Leslie. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:15 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Charles W. Keiper II** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners took action by Journal Entry.

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**HUMAN RESOURCES**

Present: Lynn Leslie

Public Session

- 1. Revised job specification for Administrative Assistant at Solid Waste/Journal Entry
- 2. Revised job specification for Office Manager in the Building Department/Journal Entry

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11:35 AM Recessed to Solid Waste Management District  
 11:47 AM Board of Commissioners Reconvened  
 11:50 AM Lunch Recess  
 2:15 PM Board of Commissioners reconvened

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**WATER RESOURCES**

Present: Harold Huff

Mr. Huff attending to discuss the hire of the Engineering Division Manager within the Water Resources Department/Journal Entry

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**RESOLUTION No. 07-1127 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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 Internal Auditor or other designee on November 15, 2007 in the total payment amount of **\$ 422,161.30 for Funds 0001-8391** 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:

Maureen T. Frederick, Yea; Christopher Smeiles, Yea; Charles W. Keiper II Yea;

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**RESOLUTION No. 07-1128 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR**

**PAYMENT.**

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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 Internal Auditor or other designee on November 15, 2007 in the total payment amount as follows:

1. \$129,397.54 for Medical Mutual Claims-Fund 7101; and
2. \$4,146.85 MHM Resources, Inc for processing FLEX claims for Medical Mutual for the year 2007 while Medical Mutual implements a new billing system; and
3. \$660.00 MHM Resources, Inc for processing FLEX claims for Medical Mutual for the year 2007 while Medical Mutual implements a new billing system in administration fees; and
4. \$3,106.99 for US Department of Housing & Urban Development (HUD) for interest earned on CHIP grants during the period of July-September 2007; and

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 authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, November 16, 2007	\$ 129,397.54
Wire Transfer on Friday, November 16, 2007	\$ 4,146.85
Wire Transfer on Friday, November 16, 2007	\$ 660.00
Wire Transfer on Friday, November 16, 2007	\$ 3,106.99

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:

Maureen T. Frederick, Yea; Christopher Smeiles, Yea; Charles W. Keiper II, Yea;

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**RESOLUTION No. 07-1129 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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:

11/15/07	715	\$ 353.96
Total		\$ 353.96

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:

Maureen T. Frederick, Yea; Christopher Smeiles, Yea; Charles W. Keiper II, Yea;

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**RESOLUTION No. 07-1130 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II 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, attached hereto as Exhibit “A” and incorporated herein by reference, 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 herein are properly certified by the County Auditor in the amount of **\$2,419.09** as set forth in Exhibit “A” dated **November 15, 2007** 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.

Voice Vote as Follows:

Maureen T. Frederick, Yea; Christopher Smeiles, Yea; Charles W. Keiper II, Yea;

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**RESOLUTION No. 07-1131 - RE: APPLICATION FOR THE RETROSPECTIVE RATING PLAN UNDER THE OHIO WORKER'S COMPENSATION SYSTEM FOR 2008.**

It was moved by Christopher Smeiles, seconded by Charles W. Keiper II that the following resolution be adopted:

**WHEREAS,** an additional plan under the Ohio Worker's Compensation System was offered to Ohio employers who meet eligibility standards, as provided by Amended Substitute Senate Bill 307; and

**WHEREAS,** said plan is called "RETROSPECTIVE RATING PLAN" and is an alternative to the experience rating system previously in effect, and must be adopted annually; and

**WHEREAS,** The Board of County Commissioners has authority to choose the plan that is deemed to be the most beneficial to Portage County; now therefore, be it

**RESOLVED,** that the Board of Commissioners shall make application for the Retrospective Rating Plan for the calendar year 2008 and that there shall be \$200,000.00 and the maximum premium shall be 200% and said application for the Retrospective Rating Plan shall be filed in any office of the Ohio Bureau of Worker's Compensation or the Industrial Commission of Ohio no later than November 30, 2007, and be it further

**RESOLVED,** The Board of Commissioners authorized Commissioner Maureen T. Frederick to sign the 2008 Application for Retrospective Rating Plan on behalf of the Board, and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of the 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.

Voice Vote as Follows:

Maureen T. Frederick, Yea; Christopher Smeiles, Yea; Charles W. Keiper, Yea;

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**RESOLUTIONS**  
November 15, 2007

1. Approval of Meeting Minutes from the November 13, 2007 regular Board Meeting as presented.
2. Approve the bills as presented by the County Auditor and reviewed by the Internal Auditor./07-1127
3. Approve the wire transfer as presented by the County Auditor – Medical Mutual & US Dept of Housing & Urban Development (HUD)./07-1128
4. Approve the Journal Vouchers as presented by the County Auditor./07-1129
5. Approve the Then & Now as presented by the Portage County Auditor./07-1130

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**DISCUSSION/PENDING**

November 15, 2007

1. Discussion: Commissioners' Leadership Team Christmas party.

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**INVITATIONS/MEETING NOTICES**

November 15, 2007

1. Meeting notice from the Ashtabula County Engineer for the District 7 NRAC Council meeting on Wednesday, November 28, 2007, 9:00 AM at the Geauga County Soil & Water Office, 14269 Claridon-Troy Road, Burton, OH.
2. Meeting notice from the City of Ravenna for the Streets & Sidewalks Committee meeting on Monday, November 19, 2007, 6:00 PM, Ravenna City Council Chambers.
3. Meeting notice for the Regional Planning Commission meeting on Wednesday, November 14, 2007, 3:30 PM Executive Committee, 4:30 PM Commission meeting at the Regional Planning Commission office.

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**INCOMING CORRESPONDENCE**

November 15, 2007

1. November 7, 2007 correspondence from the Portage County Township Association, regarding 2008 membership./Each Commissioner to respond individually.
2. Board of Commissioners' authorization requested to reimburse Director Jon Barber, Office of Homeland Security and Emergency Management for the purchase of two dozen donuts from Deluxe Pastry Shop for the Terrorism Advisory Committee meeting held Wednesday, October 24, 2007 \$14.00./Journal Entry
3. November 8, 2007 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, 2007 as presented by the Portage County Auditor's Office./Journal Entry
4. The Board of Commissioners received a quote from Jeter System Corporation for additional JETER locking storage system for the Commissioners' office for \$8,568.00/Journal Entry

5. November 8, 2007 correspondence from Linda Fankhauser, Clerk of Courts, regarding the 2008 budget/Forward to the Department of Budget & Financial Management
6. The Board of Commissioners received Check No. 1341992 dated November 8, 2007 from the Ohio Department of Health for \$82,311.00 for the WIC Administration grant pass through/Forward the check to the WIC Coordinator.
7. November 8, 2007 correspondence from Michael Hiler, Ohio Department of Development, regarding a status report for Grant No. B-C-06-062-2. To date, the status report has not been received./Carol Kurtz to investigate and report to Board of Commissioners.
8. November 13, 2007 e-mail from Harold Huff, Water Resources Department, regarding sewer connections in Randolph/Journal Entry
9. November 8, 2007 e-mail from DuWayne Porter, Health Department, regarding SB192/Information only
10. The Board of Commissioners received the Weekly Report of Kennel Population, Impounding, Miscellaneous and Revenue for the week of November 5, 2007 as presented by the County Dog Warden./Journal Entry
11. Board of Commissioners' authorization requested to have Commissioner Frederick's signature on the status reports for the CHIP grants for B-C-05-062-1 (CDBG), C-05-062-1 (HOME Trust) and B-C-05-062-2 (HOME)./Journal Entry
12. Board of Commissioners' authorization requested to approve a purchase order to pay the November 7, 2007 Invoice from Sully's Rent All for 200 Samsonite white chairs plus delivery for the Veterans Memorial event on the Courthouse Lawn November 11, 2007 \$ 370.00./Journal Entry
13. November 9, 2007 correspondence from Judge Pittman, Common Pleas Court to Sheriff Kaley, regarding building security at the Kent Courthouse/Forward to the Human Resources Department and to JoAnn Townend.
14. November 13, 2007 memo from Carol Kurtz, Internal Auditor, in response to the Board's request for review and comment on the Townhall II confirmation of revenues from Portage County dated October 24, 2006 and June 21, 2007/Journal Entry

**PLEASE ADD TO THE AGENDA**

November 15, 2007

1. Undated fax (received November 14, 2007) from Leigh Prugh, Prosecutor's Office to Ron Ickes, regarding the Time Warner agreement for an additional IP address on behalf of the Water Resources Department/Information only.
2. The Regional Planning Commission presents the completed Registration Form for the Local Update of Census Addresses (LUCA) Program 2010 Decennial Census for Commissioner Frederick's signature./Journal Entry
3. November 13, 2007 correspondence from Chuck Keiper, NOPEC, including Check No. 1581, dated November 13, 2007 to Portage County for \$ 5,682.00./Journal Entry. Commissioner Keiper noted that this check must be used for energy conservation or for energy assistance in the Portage County Townships.

Deposit into the General Fund and track this – Department of Budget & Financial Management – do we need a separate fund to track this money? Make available through HEAP, through the JFS

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**INFORMATION ONLY**

November 15, 2007

15. October 29, 2007 e-mail from Anita Herington, Job and Family Services, regarding the Portage County CSEA FTI safeguarding visit.
16. The Board of Commissioners received Resolution No. 2007-39 dated October 11, 2007 from the Village of Garrettsville accepting the Portage County Pre-Disaster Mitigation Plan for natural disasters.
17. The Commissioners received The Tinkers Creek Tributary newsletter for Fall 2007.
18. September 25, 2007 memo from Michael Hiler, Ohio Department of Development, including a copy of the signed grant agreement for Grant No. B-F-07-062-1. (Original document to Regional Planning Commission).
19. The Board of Commissioners received the Civilian Labor Force Estimates for September 2007 as presented by the Ohio Job and Family Services.

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**PROSECUTOR'S CORRESPONDENCE**

November 15, 2007

1. November 9, 2007 confidential correspondence from Tommie Jo Marsilio, regarding the Tri-County Independent Living Center Inquiry – ADA concerns/Add to the next Leadership Meeting agenda as a discussion item

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**Journal Entry**

November 15, 2007

Motion by Christopher Smeiles, seconded by Charles W. Keiper II to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the November 8, 2007 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, 2007, as presented by the Portage County Auditor.
2. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel Population, Impounding, Miscellaneous and Revenue for the week of November 5, 2007, as presented by the County Dog Warden.
3. The Board of Commissioners authorized Commissioner Frederick to sign the status reports for the CHIP grants for B-C-05-062-1 (CDBG), C-05-062-1 (HOME Trust) and B-C-05-062-2 (HOME), as presented by Neighborhood Development Services Inc.
4. The Board of Commissioners authorized the purchase order to pay the November 7, 2007 Invoice from Sully's Rent All, Akron, Ohio, for the rental of 200 white Samsonite chairs for the Veterans Memorial

Dedication on the Courthouse Lawn November 11, 2007 at a cost of \$370.00, which includes delivery and pickup, as presented by the Executive Assistant.

5. The Board of Commissioners accepted the November 13, 2007 recommendation of Water Resources Department Director Harold Huff and authorized the promotion of Jeff Lonzrick from Design Engineer to Engineering Division Manager within the Water Resources Department, effective January 7, 2008.
6. The Board of Commissioners acknowledged the receipt of the November 13, 2007 correspondence from NOPEC including Check No. 1581, dated November 13, 2007 to Portage County for \$5,682.00. The Commissioners' staff to deposit the funds and work with the Department of Budget & Financial Management to track the spending to allow the reporting to NOPEC as to how the funds were spent (either to promote energy conservation or energy assistance).
7. The Board of Commissioners accepted the November 13, 2007 recommendation of Water Resources Department Director Harold Huff and authorized the hire of Steven R. Wolfe as a Treatment Plant Operator II for the Portage County Water Resources Department, with a start date of December 3, 2007 at \$19.08/per hour with a 120 probationary period. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.
8. The Board of Commissioners approved the following Personnel Requisition, as presented by Lynn Leslie, Director of the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Income Maintenance Worker 3 (two positions created by PA restructuring)	JFS H	Post Internally and Externally

9. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Robert Tully as an Employment Service Counselor for the Portage County Department of Job and Family Services, effective November 30, 2007 as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
10. The Board of Commissioners approved the following Personnel Requisition, as presented by Lynn Leslie, Director of the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Employment Services Counselor (Replacement for Rob Tully)	JFS H	Post Internally and Externally

11. The Board of Commissioners approved the following Personnel Requisitions, as presented by Lynn Leslie, Director of the Portage County Human Resources Department and approved by Department of Water Resources Director Harold Huff

DEPARTMENT	JOB TITLE	GRADE	ACTION
Water Resources Department	Design Engineer (replacement for Jeff Lonzrick)	MG 06	Post Externally

12. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Bonnie Hager as an Income Maintenance Worker 2 for the Portage County Department of Job & Family Services, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.
13. The Board of Commissioners accepted with regret the resignation of their Executive Assistant Kerry Macomber, effective close of business on Friday, November 30, 2007.
14. The Board of Commissioners authorized the Human Resources Department to advertise for candidates for the Executive Assistant position.
15. The Board of Commissioners authorized the purchase of a locking storage system from the JETER System Corporation of Akron for additional files for the Commissioners' office at a cost of \$8,568.00. Forwarded to the Department of Budget & Financial Management for budget action.
16. The Board of Commissioners accepted the November 13, 2007 recommendation from Director Harold Huff, Portage County Water Resources Department, and agreed to extend the time/exception, established by Resolution No. 06-0969 as November 1, 2007 as the deadline for residents who tie into the sewer system to not pay the normal front foot, trunk, and plant charges, to December 31, 2007 for sewer connection in the Randolph Sewer Service Area for the following two customers. The Board of Commissioners notes that this extension is contingent upon the receipt of a Letter of Intent from each customer affirming the commitment to tie in by December 31, 2007.
  - a. Chase Bank, 4000 Waterloo Road
  - b. Residence located at 3779 Waterloo Road
17. As requested in a November 5, 2007 correspondence from Townhall II, the Board of Commissioners authorized Commissioner Frederick to sign the Townhall II confirmation of revenues from Portage County dated October 24, 2006 and June 21, 2007. Internal Auditor Carol Kurtz reviewed the MUNIS documents associated with this request and advised that it would be correct to sign and return the request.
18. The Board of Commissioners authorized Commissioner Frederick to sign the completed Registration Form for the Local Update of Census Addresses (LUCA) Program 2010 Decennial Census, as prepared and presented by the Regional Planning Commission.
19. The Board of Commissioners authorized the hire of Hasenstab Architects for the design of the current Senior Center located in the Portage County Administration Building for use by the Portage County Board of Elections. Internal Services Director JoAnn Townend to coordinate the hire.
20. The Board of Commissioners accepted the recommendation of Internal Services Director JoAnn Townend and authorized the move from part-time to full-time for Barbara Skrajner, effective December 3, 2007, with health benefits, if needed.
21. The Board of Commissioners accepted the recommendation of Internal Services Director JoAnn Townend and authorized a salary increase for Printer Glenn Cooper from a M6 at \$13.75/hour to an M4 at \$14.43/hour, effective November 5, 2007.

22. The Board of Commissioners approved the revised job specification for the Administrative Assistant position at the Portage County Solid Waste Management District, as presented by Human Resources Department Director Lynn Leslie.
23. The Board of Commissioners approved the revised job specification for the Office Manager in the Portage County Building Department, as presented by Human Resources Department Director Lynn Leslie.
24. After meeting today in an Executive Session with Office of Homeland Security & Emergency Management Director Jon Barber and Human Resources Department Director Lynn Leslie, the Board of Commissioners authorized a salary increase for Assistant Office of Homeland Security & Emergency Management Director John Mason, effective November 5, 2007, from Range C at \$15.87 to Range B at \$16.66.

All in favor, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **November 15, 2007**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Charles W. Keiper II to adjourn the official meeting at 3:00 PM. All in favor, motion carries.

Maureen T. Frederick, President

Christopher Smeiles, Vice President

Charles W. Keiper II, Board Member

Deborah Mazanec, Clerk

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