

**Tuesday, November 27, 2007**

The Board of County Commissioners met in regular session on **Tuesday, November 27, 2007 at 8:35 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the November 20, 2007 meeting. Commissioner Keiper absent, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier and James E. McIntyre. Streetsboro Planning and Zoning Board

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**PROBATE/JUVENILE COURT**

Present: Judge Carnes, Audrey Tillis, Jackie Petty

Discussion of the 2008 Juvenile Court and Probate Court Budgets

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9:20 AM Commissioner Keiper attending

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**PROSECUTOR**

Present: Denise Smith, Tommie Jo Marsilio, Carl Cormany

**Prosecutor's Correspondence**

November 27, 2007

1. November 19, 2007 correspondence from Tommie Jo Marsilio, including Invoice No. 133809 dated October 20, 2007 for professional services rendered during October 2007 for the case of Wilson, Isis vs. Portage County \$1,613.09 as presented by Mazanec, Raskin, Ryder & Keller Co., LPA./Journal Entry
2. November 16, 2007 correspondence from Denise Smith to Ben Sutton, Edward H. Sutton Insurance Agency Inc., regarding pre-litigation letter in the case of Brian Jones vs. Dennis Lager/Information only

10:00 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 conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. **Also present: Attorneys Denise Smith, Tommie Jo Marsilio, and Carl Cormany** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:50 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 no action.

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**MR/DD**

Present: Dr. Pat Macke, Director, Portage County Mental Retardation and Developmental Disabilities

Resolution accepting and approving the agreement between the Portage County Board of Mental Retardation and Developmental Disabilities and the Portage County Educators Association for the Mentally Retarded Unit A/07-1154

Dr. Macke presented the Board of Commissioners with a Proclamation of Appreciation for the Commissioners' participation in the 40<sup>th</sup> Anniversary celebration.

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**DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Audrey Tillis

Resolutions

1. General Fund Amendments to the Annual Appropriation Resolution:/07-1151
  - a. Commissioners – Internal Transfers for Jeter System
  - b. Commissioners Other – Supplemental Decrease from Contingency to Data Processing Board for Contracted Position and Clerk of Courts for Payout
  - c. Senior Center – Internal Transfer for Materials & Supplies
  - d. Clerk of Courts – Supplemental Increase from Contingency for Payout
  - e. Common Pleas Court – Internal Transfer for Personal Services
  - f. Sheriff – Internal Transfers for Personal Services
  - g. Board of Elections – Internal Transfer for Contractual Services
  - h. Data Processing Board – Supplemental Increase from Contingency for Contracted Position with Job & Family Services
  
2. Other Funds Amendments to the Annual Appropriation Resolution:/07-1152
  - a. Fund 1011, Comp Legal Research Juvenile Court – Supplemental Appropriation
  - b. Fund 1106, Local Law Enforcement Block Grant – Supplemental Appropriation
  - c. Fund 1166, EMPG Homeland Security Grant – Supplemental Appropriation
  - d. Fund 1201, Motor Vehicle And Gas Tax – Supplemental Appropriations and Internal Transfer
  - e. Fund 1390, Women Infants And Children – Internal Transfers
  - f. Fund 1410, Job And Family Services – Internal Transfers
  - g. Fund 1412, JFS Help Me Grow Allocation – Internal Transfers
  - h. Fund 1414, Child Support General Administration – Internal Transfers
  - i. Fund 1415, Child Welfare Special-Special Levy – Supplemental Appropriation
  - j. Fund 4008, Wireless 911 Upgrade – Supplemental Appropriation
  - k. Fund 5100, Nursing Home General Administration – Supplemental Appropriation
  - l. Fund 5200, PCS General Administration – Internal Transfers
  - m. Fund 5301, PCS Franklin Hills Upgrade – Supplemental Decrease
  - n. Fund 5400, PCW General Administration – Internal Transfers
  - o. Fund 5600, StS General Administration – Internal Transfers

- p. Fund 7000, Central Services (Purchasing) – Supplemental Appropriation
- q. Fund 7002, Central Vehicle Maintenance – Supplemental Appropriation
- r. Fund 7101, Health Benefits Program – Supplemental Appropriation
- s. Fund 7102, Cafeteria Benefits Program Package – Supplemental Appropriation

3. Other Resolutions

- a. Transfer – Fund 1340, MRDD General Administration to Fund 4100, MRDD Capital Projects/07-1153

Other

4. Journal entry approval:

- a. Processing Reimbursement from the Area Agency on Aging Grant to the General Fund/Journal Entry

5. Discussion:

- a. Tracking NOPEC Fund Receipts & Distributions – Audrey Tillis advised that the Auditor is setting up a revenue account to track expenditures of these funds.
- b. In response to the Board of Elections email regarding their 2008 budget, the Board of Commissioners agreed that the Department of Budget & Financial Management should set aside a contingency fund for costs associated with the Presidential election. Additional funds should be set aside for temporary onsite storage and possible overtime estimates.

Updates

6. Pending/Upcoming Budget Adjustments

- a. Updated 2007 General Fund Contingency Tracker

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**RESOLUTION No. 07-1147 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles 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 27, 2007 in the total payment amount of **\$ 814,898.35 for Funds 0001-8101** 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;

\*                                 \*                                 \*                                 \*                                 \*

**RESOLUTION No. 07-1148 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

11-27-07	1250	\$ 15,662.90
11-27-07	1248	11,450.67
11-27-07	1247	2,120.09
11-27-07	1246	5,279.25
11-27-07	1244	6,496.00
11-27-07	1241	16,194.20
Total		\$ 57,203.11

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. 07-1149**

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**RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Charles W. Keiper II, seconded by Christopher Smeiles 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 **\$14,568.51** as set forth in Exhibit "A" dated **November 27, 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. 07-1150**

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**RE: APPROVING THE PLANS, SPECIFICATIONS AND ESTIMATE OF COST, AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE PROJECT NO. RV-0 (06-380), LONGFIELD/SANDY LAKE WET WELL REHABILITATION, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, RAVENNA AND ROOTSTOWN TOWNSHIPS.**

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

**WHEREAS,** this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

**WHEREAS,** pursuant to authorization by the Board contained in Resolution 06-1080 adopted December 7, 2006, the County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. RV-0 (06-380), Longfield/Sandy Lake Wet Well Rehabilitation, hereinafter referred to as the "PROJECT" and copies of said plans, specifications and estimate of cost on file in the office of the Clerk and County Water Resources and are available for examination therein; now therefore be it

**RESOLVED,** by the Board of Commissioners of Portage County, Ohio:

Section 1. That said plans, specifications and estimate of cost for said PROJECT hereto be and the same are hereby approved.

Section 2. That said plans, specifications and estimate of cost shall be filed in the office of the Clerk of this Board and in the office of the County Water Resources and kept continuously on file for inspection by all persons interested therein.

Section 3. That sealed bids for the PROJECT will be accepted by the Portage County Commissioners until 3:00 PM on December 19, 2007, at their office on the seventh floor of the County Administration Building, 449 South Meridian Street, Ravenna, Ohio.

Section 4. That the Notice of receiving bids shall be posted in the Record Courier on December 3 and December 10, 2007 and the Clerk of this Board is directed to post said Notice on the official bulletin board in the office of the County Commissioners. This advertisement for bids can also be found on Portage County's website at: [www.co.portageco.oh.us](http://www.co.portageco.oh.us) under county bid notices.

Section 5. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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**RESOLUTION No. 07-1151**

**RE: AMENDMENT TO THE GENERAL FUND 2007  
ANNUAL APPROPRIATION RESOLUTION NO. 06-1116  
ADOPTED DECEMBER 19, 2006**

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

**RESOLVED,** that it has become necessary to amend the General Fund 2007 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 0001 General Fund</b>			
<b>001 Commissioners</b>			
00014	Commissioners CS	0	20,000
00015	Commissioners MS	10,000	0
00016	Commissioners CO	10,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 20,000</u></u>	<u><u>\$ 20,000</u></u>

Note: Transfer for Jeter System

<b>010 Commissioners Other</b>			
00107	Commissioner Other OE	0	16,490
<b>MEMO TOTAL</b>		<u><u>\$ -</u></u>	<u><u>\$ 16,490</u></u>

Note: BOC Approved J/E#9, 11-20-07; Contracted Position between JFS and Data Processing Board

<b>055 Senior Center</b>			
00554	Senior Center CS	0	200
00555	Senior Center MS	200	0
<b>MEMO TOTAL</b>		<u><u>\$ 200</u></u>	<u><u>\$ 200</u></u>

Note: Need in Materials & Supplies

<b>500 Clerk of Courts</b>			
05003	Clerk Common Pleas Ct Fringes	17	0
05000	Clerk Common Pleas Ct Retirem	1,110	0
<b>MEMO TOTAL</b>		<u><u>\$ 1,127</u></u>	<u><u>\$ -</u></u>

Note: BOC Approved J/E#9, 11-20-07

**Increase      Decrease**

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**530 Common Pleas Court**

05303	Common Pleas Fringes	0	13,000
0530D	Common Pleas Full Time	13,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 13,000</u></u>	<u><u>\$ 13,000</u></u>

Note: Projected Need and New Bailiff

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**700 Sheriff's Department**

07004	Sheriff-General Admin CS	2,000	0
07005	Sheriff-General Admin MS	0	2,000
0700D	Sheriff-General Full Time	0	1,000
07103	Sheriff-Corrections Fringes	5,000	0
07104	Sheriff-Corrections CS	4,000	0
07105	Sheriff-Corrections MS	2,000	0
0710D	Sheriff-Corrections Full Time	10,000	0
0710E	Sheriff-Corrections Part Time	0	4,000
0710M	Sheriff-Corrections Overtime	2,000	0
07303	Sheriff-Road Deputies Fringes	0	4,000
0730D	Sheriff-Road Deputies Full Time	0	15,000
0730M	Sheriff-Road Deputies Overtime	3,000	0
07403	Sheriff-Dispatch Fringes	0	1,000
0740D	Sheriff-Dispatch Full Time	0	4,000
0740M	Sheriff-Dispatch Overtime	3,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 31,000</u></u>	<u><u>\$ 31,000</u></u>

Note: Projected Need

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**902 Board Of Elections**

09024	Board Of Elections CS	5,000	0
09027	Board Of Elections OE	0	5,000
<b>MEMO TOTAL</b>		<u><u>\$ 5,000</u></u>	<u><u>\$ 5,000</u></u>

Note: Projected Need

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Increase                          Decrease          

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**915 Data Processing Board**

09153	Data Processing Bd Fringes	2,056	0
0915D	Data Processing Bd Full Time	13,307	0
<b>MEMO TOTAL</b>		<u><u>\$ 15,363</u></u>	<u><u>\$ -</u></u>

Note: Contracted Position between JFS and Data Processing Board

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**TOTAL MEMO BALANCE ALL AMENDMENTS**      \$ 85,690      \$ 85,690

and be it further,

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

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

Roll call as Follows:

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

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**RESOLUTION No. 07-1152**

**RE: AMENDMENT TO THE NON GENERAL FUND  
2007 ANNUAL APPROPRIATION RESOLUTION NO 06-  
1117 ADOPTED DECEMBER 19, 2006**

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

**RESOLVED,** that it has become necessary to amend the Non General Fund 2007 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
<b>Fund:</b>	<b>1011 Comp Legal Research Juvenil Ct</b>		
	<b>570 Juvenile Court</b>		
	10114 Comp Lgl Research Juvenil CS	9,000	0
	10115 Comp Lgl Research Juvenil MS	22,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 31,000</u></u>	<u><u>\$ -</u></u>

Note: Probation Department Computers

<b>Fund:</b>	<b>1106 Local Law Enforcement Block Gr</b>		
	<b>700 Sheriff's Department</b>		
	1106M Sheriff Road Deputies OT	1	0
	<b>MEMO TOTAL</b>	<u><u>\$ 1</u></u>	<u><u>\$ -</u></u>

Note: Appropriation to Close Old Grant

<b>Fund:</b>	<b>1166 EMPG Homeland Security Grant</b>		
	<b>930 Emergency Management Agency</b>		
	11664 EMPG Homeland Security CS	3,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 3,000</u></u>	<u><u>\$ -</u></u>

Note: Appropriation for Contractual Services/Training

<b>Fund: 1201 Motor Vehicle And Gas Tax</b>		<i>Increase</i>	<i>Decrease</i>
<b>800 Engineer's Department</b>			
12013	Motor Vehicle/Gas Tax Fringes	32,163	0
12015	Motor Vehicle/Gas Tax MS	20,000	0
12016	Motor Vehicle/Gas Tax CO	0	20,000
1201D	Motor Vehicle/Gas Tx Full Time	71,000	0
1201E	Motor Vehicle/Gas Tx Part Time	17,580	0
<b>MEMO TOTAL</b>		<b>\$ 140,743</b>	<b>\$ 20,000</b>

Note: Needs in Personal Services and Fuel Expenses

<b>Fund: 1390 Women Infants And Children</b>			
<b>053 Women, Infants &amp; Children</b>			
13903	Women Infant Children Fringes	2,985	0
13904	Women Infants & Children CS	3,050	0
13905	Women Infants & Children MS	0	6,035
<b>MEMO TOTAL</b>		<b>\$ 6,035</b>	<b>\$ 6,035</b>

Note: Pay Expenses through December 2007

<b>Fund: 1410 Job And Family Services</b>			
<b>051 Job And Family Services</b>			
14103	Job & Family Services Fringes	0	52,455
14104	Job & Family Services CS	40,000	0
1410E	Job & Family Service Part Time	0	4,000
1410M	Job & Family Service Overtime	16,455	0
<b>MEMO TOTAL</b>		<b>\$ 56,455</b>	<b>\$ 56,455</b>

Note: Projected Need

<b>Fund: 1412 JFS Help Me Grow Allocation</b>			
<b>051 Job And Family Services</b>			
14123	JFS Help Me Grow Fringes	0	600
14124	JFS Help Me Grow CS	5,000	0
14125	JFS Help Me Grow MS	0	5,000
1412E	JFS Help Me Grow Part Time	600	0
<b>MEMO TOTAL</b>		<b>\$ 5,600</b>	<b>\$ 5,600</b>

Note: Projected Need

*Increase*                      *Decrease*

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**Fund: 1414 Child Support General Admini**

***051 Job And Family Services***

14143	JFS Child Support Gen Fringes	150	150
14144	JFS Child Support General CS	11,600	18,700
14145	JFS Child Support General MS	7,100	0
14146	JFS Child Support General CO	100	100
	<b>MEMO TOTAL</b>	<u><u>\$ 18,950</u></u>	<u><u>\$ 18,950</u></u>

Note: Projected Need

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**Fund: 1415 Child Welfare - Special Levy**

***051 Job And Family Services***

14153	JFS Child Welfare Levy Fringes	43,000	0
14154	JFS Child Welfare Levy CS	307,000	0
1415D	JFS Child Welfare Le Full Time	150,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 500,000</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

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**Fund: 4008 Wireless 911 Upgrades**

***700 Sheriff's Department***

40084	Wireless 911 Upgrades CS	10,000	0
40086	Wireless 911 Upgrades CO	97,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 107,000</u></u>	<u><u>\$ -</u></u>

Note: Provide for Radio Equipment

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**Fund: 5100 Nursing Home General Administr**

***054 Nursing Home***

51004	Nursing Home General CS	100,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 100,000</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

*Increase*                      *Decrease*  
                    

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**Fund: 5200 PCS General Administration**

***060 Water Resources***

52003	Portage County Sewer Fringes	3,000	0
52004	Portage County Sewer CS	700	0
52005	Portage County Sewer MS	75,000	0
52006	Portage County Sewer CO	85,000	0
52007	Portage County Sewer OE	3,000	0
52009	Portage County Sewer ME	0	166,700
	<b>MEMO TOTAL</b>	<u><u>\$ 166,700</u></u>	<u><u>\$ 166,700</u></u>

Note: Projected Need

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**Fund: 5301 PCS Franklin Hills Upgrade**

***060 Water Resources***

53014	PCS Franklin Hills Upgrade CS	0	258
53018	PCS Franklin Hills Upgrade DS	0	9
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 267</u></u>

Note: Adjust to Actual

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**Fund: 5400 PCW General Administration**

***060 Water Resources***

54004	Portage County Water CS	64,400	0
54006	Portage County Water CO	0	53,519
54009	Portage County Water ME	0	10,881
	<b>MEMO TOTAL</b>	<u><u>\$ 64,400</u></u>	<u><u>\$ 64,400</u></u>

Note: Projected Need

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<b>Fund: 5600 StS General Administration</b>		<b>Increase</b>	<b>Decrease</b>
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<b>060 Water Resources</b>			
56004 Streetsboro Sewer CS		71,100	0
56005 Streetsboro Sewer MS		16,000	0
56009 Streetsboro Sewer ME		0	87,100
	<b>MEMO TOTAL</b>	<b>\$ 87,100</b>	<b>\$ 87,100</b>
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Note: Projected Need

<b>Fund: 7000 Central Services (Purchasing)</b>			
<b>012 Central Purchasing Services</b>			
70004 Central Services Purchasing CS		78,000	0
70009 Central Services Purchasing ME		25,000	0
	<b>MEMO TOTAL</b>	<b>\$ 103,000</b>	<b>\$ -</b>
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Note: Advance Out Returns

<b>Fund: 7002 Central Vehicle Maintenance</b>			
<b>014 Motor Pool</b>			
70025 Motor Pool MS		83,000	0
	<b>MEMO TOTAL</b>	<b>\$ 83,000</b>	<b>\$ -</b>
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Note: Need in Materials & Supplies

<b>Fund: 7101 Health Benefits Program</b>			
<b>018 Human Resources</b>			
71014 HR Health Benefits CS		13,000	0
71015 HR Health Benefits MS		1,000	0
	<b>MEMO TOTAL</b>	<b>\$ 14,000</b>	<b>\$ -</b>
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Note: Open Enrollment Printing Costs

<b>Fund: 7102 Cafeteria Benefits Program Pkg</b>			
<b>018 Human Resources</b>			
71024 Cafeteria Benefits Program CS		20,200	0
	<b>MEMO TOTAL</b>	<b>\$ 20,200</b>	<b>\$ -</b>
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Note: Prepare for Year-End

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**TOTAL MEMO BALANCE FOR ALL FUNDS**

**\$ 1,507,184**

**\$ 425,507**

and be it further,

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

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

Roll call as Follows:

Maureen T. Frederick, Yea;

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 07-1153**

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**RE: TRANSFER FROM FUND 1340 MRDD GENERAL  
ADMINISTRATION TO FUND 4100 MRDD CAPITAL  
PROJECTS**

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

**WHEREAS,** the Portage County Board of Mental Retardation and Developmental Disabilities approved an operating transfer from the MRDD General Fund to Fund 4100, MRDD Capital Improvements Fund at their regular meeting held on November 14, 2007, and

**WHEREAS,** the transfer is needed to fund several projects in their three buildings, with one being the replacement of the pool at Happy Day School, now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$ 200,000.00:

**FROM:**

FUND 1340, MRDD GENERAL ADMINISTRATION

ORGCODE -A0000099

Debit Expense Account

Object 910000- TRANSFER OUT

\$ 200,000.00

**TO:**

FUND 4100, MRDD CAPITAL IMPROVEMENTS



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## RESOLUTIONS

November 27, 2007

1. Approval of Meeting Minutes from the November 20, 2007 regular Board Meeting as presented.
2. Approve the bills as presented by the County Auditor and reviewed by the Internal Auditor./07-1147
3. Approve the Journal Vouchers as presented by the County Auditor./07-1148
4. Approve the Then & Now as presented by the Portage County Auditor./07-1149
5. Approve the plans, specifications and estimate of cost, and setting the date and time for acceptance of bids for Project No. RV-0 (06-380), Longfield/Sandy Lake Wet Well Rehabilitation in the Portage County Regional Sewer District, Ravenna and Rootstown Townships./07-1150

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## DISCUSSION/PENDING

November 27, 2007

1. Discussion: Board of Elections 2008 budget/Department of Budget & Financial Management to bring back the recommendations for the 2008 budget

\* \* \* \* \*

## INVITATIONS/MEETING NOTICES

November 27, 2007

1. Invitation from the Ohio Economic Development Association for the 2008 Ohio Basic Economic Development Course on Wednesday-Thursday, March 12-13, 2007 and Wednesday-Friday, April 16-18, 2007 at Holiday Inn Worthington.
2. Invitation from The University of Akron for the 10<sup>th</sup> Anniversary Richard C. Sughrue Symposium on Intellectual Property Law and Policy on Monday, March 10, 2008, John S. Knight Center, 8:00 AM-5:00 PM.
3. Invitation from the Ravenna Area Chamber of Commerce to attend a Business After Hours at the Kent Credit Union on Thursday, November 29, 2007, 5:00-7:00 PM.
4. Invitation from the parish of St. Peter of the Fields to attend a program of music and tour on Saturday, November 24, 2007, 2:30 PM.
5. Meeting notice for the Portage County Park District's Parks, Trails and Greenways Plan meeting on Wednesday, November 28, 2007, 7:00 PM, in the Observation Building of the Hiram College J.H. Barrow Field Station, Garrettsville.
6. Meeting notice for the AMATS meetings as follows:  
Citizens Involvement Committee: Thursday, November 29, 2007, 7:00 PM, Silver Lake Village Hall  
Technical Advisory Committee: Thursday, November 29, 2007, 1:30 PM, Stow Safety Building  
Policy Committee: Wednesday, December 5, 2007, 1:30 PM, Martin Center South, Akron.

7. Invitation from the Tri County Building & Construction Trades Council for the Officers and Delegates Christmas Cocktail Party, on Thursday, December 13, 2007, 6:30-10:30 PM, Hilton Akron/Fairlawn.
8. Invitation from NEOUCOM for the Harry Meshel Hall Multidisciplinary Laboratories Dedication on Thursday, December 6, 2007, 5:30 PM, The Campbell Atrium, NEOUCOM.

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**INCOMING CORRESPONDENCE**

November 27, 2007

1. Undated correspondence (received November 20, 2007) from Judge Enlow and Judge Pittman, Common Pleas Court, regarding a 2008 Budget Amendment Request/Forward to the Department of Budget & Financial Management
2. The Board of Commissioners received the Weekly Report of Kennel Population, Impounding, Miscellaneous and Revenue for the week of November 12, 2007 as presented by the County Dog Warden./Journal Entry
3. The Board of Commissioners received the Owner/Tenant Statement of balance due for water usage at County owned properties for November 2007 as presented by the City of Ravenna./Forward to Internal Services.
4. Undated correspondence (received November 19, 2007) from County RX Card, regarding a discount prescription program/Forward to the Human Resources Department for investigation
5. The Board of Commissioners received a Contract Status Inquiry from Surety Company regarding the Munis contract/Forward to JoAnn Townend and Brian Kelley for investigation and report back to the Board of Commissioners.
6. Board of Commissioners' signature requested on the Ohio Department of Transportation Annual County Highway System Mileage Certification (2007), as presented by Mickey Marozzi, County Engineer, certifying that the total certified mileage at the end of December Calendar Year 2006 in Portage County was 369.38 miles. After consideration of all mileage adjustments during Calendar Year 2007, the County Engineer certifies a total of 369.38 County miles as of December 31, 2007./Journal Entry
7. November 16, 2007 correspondence from Edward Turner, SERB, regarding appointment of Jenifer Flesher as Federal Mediator and Conciliation Services as authorized by ORC Section 4117.02 (E) for the Teamsters Local 436 and the Portage County Building Department/Forward to the Human Resources Department to determine if this appointment is acceptable.
8. Undated confidential correspondence (received November 20, 2007) from Auditor of State Mary Taylor, regarding the 2006 Management Letter/Forward to the Internal Auditor to determine if there is any Board action required.
9. Board of Commissioners' signature requested on the payment authorization form for \$ 8,695.00 payable to Emerald Environmental Inc. for asbestos inspection services for Windham Village Project as requested by the Regional Planning Commission. Addresses include: 9531 Community Road, 9510 Community Road, 9631 Brook Court, and 9636 Brook Court. The 2006 Formula Grant Activity #09 Clearance is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry

10. November 21, 2007 memo from County Commissioners' Association of Ohio, regarding 9-1-1 Goes to Columbus Day on Wednesday, December 12, 2007/Office of Homeland Security and Emergency Management Director Jon Barber is attending.
11. The Board of Commissioners received the November 20, 2007 correspondence from Bev Kirkhart, resigning her position as Director of the Portage County Dog Warden's Office on December 31, 2007./Journal Entry
12. Board of Commissioners' signature requested on Application and Certificate for Payment (No. 3 Final) allowing payment of \$ 15,500 to Lake County Sewer Company, 32900 Lakeland Blvd., Willowick, OH 44095 for the County Wide Line Maintenance Program, Cleaning and Jet Flushing Zone 1, Atwater, Brimfield and Suffield, Project No. Portage County (07-010) as requested by the Water Resources Department. (FUND NO. 5200)/Journal Entry
13. Board of Commissioners' signature requested on Application and Certificate for Payment (No. 2 Final) allowing payment of \$ 500 to Atec Construction Inc., 29 Overhill Road, Boardman, Ohio 44512 for the Fairlane Waste Water Treatment Plant Building Improvements, Project No. SU-1 (06-250) as requested by the Water Resources Department. (FUND NO. 5200)/Journal Entry
14. The Board of Commissioners received a reminder from the US Census Bureau inviting Portage County to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) program/Regional Planning Commission has completed the documents, which Commissioner Frederick signed
15. Board of Commissioners' authorization requested to allow use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, December 17, 2007 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services./Journal Entry
16. Board of Commissioners' authorization requested to have Commissioner Frederick sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification, Disbursement Request No. 3 for the Center Street Bridge Replacement as requested by the County Engineer./Journal Entry
17. November 21, 2007 e-mail from Commissioner Frederick, regarding the Recorder's Office heat issue./Director Bonnie Howe contacted regarding paging access for the Maintenance Department.
18. November 21, 2007 memo from Carol Kurtz, Internal Auditor, in response to the Board's request for review and comment on the USDA Rural Development Acknowledgement of New Pre-Authorized Debit Authorization Agreement./Forward to Auditor's Office, Treasurer's Office, Water Resources, and Department of Budget and Financial Management
19. November 21, 2007 memo from Carol Kurtz, Internal Auditor requesting Board signature on the November 27, 2007 correspondence to Neighborhood Development Services Inc. in order for Neighborhood Development Services Inc. to apply for grant money for foreclosure prevention funding./Clerk to bring back resolution
20. November 21, 2007 memo from Dave Vaughan, Neighborhood Development Services Inc., regarding foreclosed property./Bring back as discussion item for Board of Commissioners regarding a meeting of the proposed task force.
21. November 21, 2007 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2007 as presented by the Portage County Budget Commission./Journal Entry

22. Board of Commissioners' authorization requested to have Commissioner Frederick sign the Portage County Commissioners RLF Check No. 1095 dated November 21, 2007 to Neighborhood Development Services Inc. for \$ 500.00 for foreclosure counseling and Check No. 1096 dated November 21, 2007 to Option One for \$ 3,000.00 for mortgage catch up for Client Couple 2007-007C and 2007-007P as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be agree and be properly prepared for the purposes of this activity./Journal Entry

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**PLEASE ADD TO THE AGENDA**

November 27, 2007

1. November 26, 2007 e-mail from Carol Kurtz, Internal Auditor, regarding Port Authority service for 2008/Journal Entry
2. November 26, 2007 e-mail from Commissioner Frederick regarding additional space for Board of Elections/The Board of Commissioners discussed the possibility of moving the Seniors into a temporary space to allow the Board of Elections to access the seniors' current space. Commissioner Keiper agreed to meet with the Board of Elections to determine if they would object to secure on-site storage areas to eliminate the temporary move of the seniors. Mike Sever advised that he attended the Board of Elections' meeting this morning. The Board of Elections believes that they would need the entire area housing the printing department currently.
3. November 26, 2007 e-mail from Commissioner Frederick regarding the Executive Assistant position/Information only
4. November 26, 2007 e-mail from Commissioner Frederick regarding the Veterans' Memorial dedication thank you/The Board of Commissioners agreed that JoAnn Townend should contact the architects to determine if they have taken any photos of the project.
5. November 26, 2007 e-mail from Brian Kelley, regarding the Commissioners' computers in the Boardroom/Journal Entry

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**INFORMATION ONLY**

November 27, 2007

23. The Board of Commissioners received the Portage County District Library meeting minutes from October 18, 2007.
24. November 14, 2007 correspondence from Diana Fierle, Economic Development, thanking the Board for the one time lump sum payment.
25. The Board of Commissioners received a notice from ARCADIS indicating that in the spirit of the season, it has made a \$ 25,000 donation to Water For People and ARCADIS thanks the Board for its support.
26. The Board of Commissioners received the Outlook to Safer Futures newsletter for October 2007.
27. The Board of Commissioners received the Mental Health & Recovery Board of Portage County newsletter for Fall 2007.

28. The Board of Commissioners received the Portage County Regional Airport Authority meeting minutes from October 10, 2007.
29. November 16, 2007 correspondence from Michael Hiler, Ohio Department of Development, reminding Portage County that Grant No. B-F-06-062-1 is due on or about Sunday, December 30, 2007.
30. November 16, 2007 correspondence from Michael Hiler, Ohio Department of Development reminding Portage County that Grant No. B-M-05-062-1 is due on or about Monday, December 31, 2007.
31. November 20, 2007 fax from Anita Herington, Job and Family Services to John Drew, PARTA, including relevant pages from the draft audit report for the audit period April 1, 2005 to March 31, 2006.
32. November 16, 2007 correspondence from Woodrow Whitlow, NASA, including a report entitled "The NASA Glenn Research Center: An Economic Impact Study Fiscal Year 2006".
33. The Board of Commissioners received the "About Our Family" newsletter of November 2007 as presented by Family & Community Services.
34. The Board of Commissioners received the Garrettsville Area Chamber of Commerce News for December 2007.
35. The Board of Commissioners received the County Commissioners Association of Ohio's Newsletter article entitled "ODJFS Changes Position on Food Expenditures" dated November 9, 2007.

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**Journal Entry**

November 27, 2007

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

1. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel Population, Impounding, Miscellaneous and Revenue for the week of November 12, 2007, as presented by the County Dog Warden.
2. The Board of Commissioners signed the Ohio Department of Transportation Annual County Highway System Mileage Certification (2007), as presented by Mickey Marozzi, County Engineer, certifying that the total certified mileage at the end of December Calendar Year 2006 in Portage County was 369.38 miles. After consideration of all mileage adjustments during Calendar Year 2007, the County Engineer certifies a total of 369.38 County miles as of December 31, 2007.
3. The Board of Commissioners signed the payment authorization form for \$8,695.00 payable to Emerald Environmental Inc. of Kent for asbestos inspection services for Windham Village Project, as presented by the Regional Planning Commission. Addresses include: 9531 Community Road, 9510 Community Road, 9631 Brook Court, and 9636 Brook Court. The 2006 Formula Grant Activity #09 Clearance is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
4. The Board of Commissioners acknowledged the receipt of the November 20, 2007 correspondence from Beverly Kirkhart, resigning her position as Portage County Dog Warden, effective December 31, 2007.

5. The Board of Commissioners signed the Application and Certificate for Payment (No. 3 Final) allowing payment of \$15,500 to Lake County Sewer Company, 32900 Lakeland Blvd., Willowick, OH 44095 for the County Wide Line Maintenance Program, Cleaning and Jet Flushing Zone 1, Atwater, Brimfield and Suffield, Project No. Portage County (07-010), as presented by the Portage County Water Resources Department. (Fund No. 5200).
6. The Board of Commissioners signed the Application and Certificate for Payment (No. 2 Final) allowing payment of \$500 to Atec Construction Inc., 29 Overhill Road, Boardman, Ohio 44512 for the Fairlane Waste Water Treatment Plant Building Improvements, Project No. SU-1 (06-250), as presented by the Water Resources Department. (Fund No. 5200).
7. The Board of Commissioners authorized use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, December 17, 2007 from 4:30-7:00 PM for a Commission Meeting, as requested by Robert Park, Portage County Veteran Services.
8. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification, Disbursement Request No. 3 for the Center Street Bridge Replacement, as presented by the County Engineer.
9. The Board of Commissioners authorized the Human Resources Department to advertise the Dog Warden vacancy after the Board of Commissioners reviews the current job description.
10. The Board of Commissioners acknowledged the receipt of the November 21, 2007 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2007, as presented by the Portage County Budget Commission.
11. The Board of Commissioners authorized Commissioner Frederick to sign the Portage County Commissioners RLF Check No. 1095 dated November 21, 2007 to Neighborhood Development Services Inc. for \$ 500.00 for foreclosure counseling and Check No. 1096 dated November 21, 2007 to Option One for \$ 3,000.00 for mortgage catch up for Client Couple 2007-007C and 2007-007P, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be agree and be properly prepared for the purposes of this activity.
12. The Board of Commissioners authorized the Human Resources Department to pay Invoice No. 133809 dated October 20, 2007 for professional services rendered during October 2007 for the case of Isis Wilson vs. Portage County for \$1,613.09, as presented by Mazanec, Raskin, Ryder & Keller Co., LPA.
13. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Shannell Blanton as Social Service Worker 3 for the Portage County Department of Job and Family Services effective December 14, 2007, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
14. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Chereen Gamal as Social Service Worker 3 for the Portage County Department of Job and Family Services effective December 3, 2007, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
15. The Board of Commissioners signed the Personnel Action Form authorizing the lateral class change for Eileen Billings as Income Maintenance Aide 2 (replacing Linda Forshey) from PA PRC Unit to MIS Unit for the Portage County Department of Job & Family Services effective January 2, 2008, as presented by

Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington.

16. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Melissa Basham as Income Maintenance Aide 2 (replacing Denise Crouse) 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.
17. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Noreen Siegner as Income Maintenance Aide 2 (replacing Kathy Ehasz) 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.
18. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Vicki Komara as Custodial Worker (replacing Cheryl Caddiell) 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.
19. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Cynthia Pickens as Income Maintenance Aide 2 (new position) 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.
20. 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 Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Income Maintenance Aide 2 (replacement for Eileen Billings – Transfer)	JFS B	Post Internally and Externally

21. 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 Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Social Service Worker 3 (replacement for Shannell Blanton)	JFS J	Post Internally and Externally

22. 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 Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Social Service Worker 3 (replacement for Chereen Gama)	JFS J	Post Internally and Externally

23. The Board of Commissioners signed the November 27, 2007 correspondence to Janet Esposito, County Auditor requesting that the Auditor debit Fund 1470 for \$5,000 and credit the General Fund as follows:

Org	Object	Project	Amount	Description
Credit: 00550001	180000		\$ 5,000.00	Area Aging Grant
Debit: 14700557	710000	6A044	\$ 5,000.00	FY 07 Area Aging

24. The Board of Commissioners agreed that Internal Auditor Carol Kurtz may continue to provide accounting services for the Portage County Port Authority for 2008.

25. The Board of Commissioners authorized the purchase of two UPS units from CDWG Government, Inc. for Commissioners Frederick and Keiper's computers in the Board Room at a cost of \$69.82 each.

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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 27, 2007**. There being no further business to come before the Board, it was moved by Charles W. Keiper II, seconded by Christopher Smeiles to adjourn the official meeting at 11:25 AM. 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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