

**Thursday, December 20, 2007**

The Board of County Commissioners met in regular session on **Thursday, December 20, 2007 at 9:30 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

Charles W. Keiper II

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It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the meeting minutes of the December 18, 2007 meeting. All in favor, motion carries

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

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**INVESTMENT ADVISORY**

Present: Steve Shanafelt, Eileen Stanic

- I. Call to Order – 10:03 AM
- II. Approval of September 18, 2007 Quarterly Meeting Minutes
- III. Portfolio Update
- IV. Other Business
- V. Adjournment – 10:14 PM

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**RESOLUTION No. 07-1214 - 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 December 20, 2007 in the total payment amount of **\$ 486,126.40 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. 07-1215 - 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 December 20, 2007 in the total payment amount as follows:

**1. \$134,072.87 for Medical Mutual Claims-Fund 7101; 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, December 21, 2007	\$ 134,072.87
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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. 07-1216 - 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:

12/20/07	1860	\$ 13,380.52
12/19/07	1737	33,267.28
12/19/07	1722	12,968.46
12/19/07	1669	498.75
12/19/07	1668	4,789.64
12/19/07	1667	49,584.84
12/19/07	1666	41,039.32
Total		\$ 155,528.81

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. 07-1217 - 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 **\$79,284.01** as set forth in Exhibit “A” dated **December 20, 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. 07-1218

RE:

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

It was moved by Christopher Smeiles, second by Charles W. Keiper II 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</b>	<b>General Fund</b>		
	<b>010 Commissioners Other</b>		
00107	Commissioner Other OE	0	68,990
00109	Commissioner Other ME	15,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 15,000</u></u>	<u><u>\$ 68,990</u></u>

Note: Internal Transfer for Fund 1165 Contr Agrmt and Suppl to Data Processing Board for MUNIS Contr Agrmt, Human Resources for Supplies, and Public Defender for Vacation Payout

**018 Human Resources**

00185	Human Resources MS	732	0
	<b>MEMO TOTAL</b>	<u><u>\$ 732</u></u>	<u><u>\$ -</u></u>

Note: Supplement from Contingency for Supplies

**300 Prosecutor**

03003	Prosecutor General Fringes	0	1,072
03004	Procecutor General Admin CS	0	7,690
03005	Prosecutor General Admin MS	0	1,800
0300D	Prosecutor General Full Time	30,562	0
0300E	Prosecutor General Part Time	0	12,100
0300K	Prosecutor General Secret	0	7,900
	<b>MEMO TOTAL</b>	<u><u>\$ 30,562</u></u>	<u><u>\$ 30,562</u></u>

Note: Projected Need

		<u>Increase</u>	<u>Decrease</u>
<b>530 Common Pleas Court</b>			
05304	Common Pleas Court CS	0	1,487
05305	Common Pleas Court MS	1,487	0
	<b>MEMO TOTAL</b>	<b><u>\$ 1,487</u></b>	<b><u>\$ 1,487</u></b>

Note: Transfer to Supply Fund

<b>590 Adult Probation</b>			
05955	Adult Prob - Com Pleas MS	180	0
05965	Adult Prob - Muni Crt MS	0	180
	<b>MEMO TOTAL</b>	<b><u>\$ 180</u></b>	<b><u>\$ 180</u></b>

Note: End of Year Balancing

<b>700 Sheriff's Department</b>			
07004	Sheriff-General Admin CS	3,500	0
07005	Sheriff-General Admin MS	0	2,000
07104	Sheriff-Corrections CS	1,300	0
07105	Sheriff-Corrections MS	0	1,000
07303	Sheriff-Road Deputies Fringes	0	1,800
	<b>MEMO TOTAL</b>	<b><u>\$ 4,800</u></b>	<b><u>\$ 4,800</u></b>

Note: End of Year Balancing

<b>915 Data Processing Board</b>			
09153	Data Processing Bd Fringes	1,457	0
09154	Data Processing Bd CS	49,425	92
09155	Data Processing Bd MS	92	0
	<b>MEMO TOTAL</b>	<b><u>\$ 50,974</u></b>	<b><u>\$ 92</u></b>

Note: Transfer for End of Year Balancing, Suppl from Contingency for MUNIS Contr Agrmt

<b>920 Public Defender Commission</b>			
09200	Public Defender Retirem/Payoff	2,376	0
	<b>MEMO TOTAL</b>	<b><u>\$ 2,376</u></b>	<b><u>\$ -</u></b>

Note: Supplement from Contingency for Vacation Payout

	<b><u>\$ 106,111</u></b>	<b><u>\$ 106,111</u></b>
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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;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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RESOLUTION No. 07-1219

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

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

		<i>Increase</i>	<i>Decrease</i>
		<hr/>	<hr/>
<b>Fund:</b>	<b>1330 Dog And Kennel</b>		
	<b>100 Auditor</b>		
93303	Dog Kennel - Auditor Fringes	40	307
93304	Dog Kennel - Auditor CS	207	0
93305	Dog Kennel - Auditor MS	1,008	0
9330D	Dog Kennel Auditor Full Time	309	0
	<b>MEMO TOTAL</b>	<u><u>\$ 1,564</u></u>	<u><u>\$ 307</u></u>

Note: 3% CMS Adjustment on Allocated Salary

<b>Fund:</b>	<b>8100 Law Library</b>		
	<b>100 Auditor</b>		
81009	Law Library ME	59,994	0
	<b>MEMO TOTAL</b>	<u><u>\$ 59,994</u></u>	<u><u>\$ -</u></u>

Note: Supplemental Appropriation, Pending Certification on 12/19/07

	<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<u><u>\$ 61,558</u></u>	<u><u>\$ 307</u></u>
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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;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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**RESOLUTION No. 07-1220 - RE: CASH ADVANCE - FROM FUND 0001, GENERAL FUND TO FUND 1165, HOMELAND SECURITY B (SHSP)**

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

**WHEREAS,** Fund 1165 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 \$ 26,936.00:

**FROM:**  
0001, GENERAL FUND  
ORGCODE - 00100009  
Debit Expense Account  
Object 920000 – Advance Out \$26,936.00

**TO:**  
HOMELAND SECURITY B (SHSP)  
ORGCODE - 11659302  
Credit Revenue Account  
Revenue Source 290000 – Advance In \$26,936.00

and be it further

**RESOLVED,** the cash advance will be repaid to the General Fund when grant revenue is 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, the Homeland Security and Emergency Management Agency 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:

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

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**RESOLUTION No. 07-1221 - RE: CASH ADVANCE - FROM FUND 5600, StS GENERAL ADMINISTRATION TO FUND 5704, StS GENERATOR**

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

**WHEREAS,** interim financing is needed until funds for the Streetsboro Generator Project are received from the Ohio Public Works Commission (OPWC); now therefore be it

**RESOLVED,** that the following cash advance be authorized in the amount of \$ 88,163.00:

**FROM:**

FUND 5600, StS GENERAL ADMINISTRATION,

ORGCODE - 560040J9

Project: 04190

Debit Expense Account

Object 920000 Advances Out \$ 88,163.00

**TO:**

FUND 5704, StS GENERATOR

ORGCODE - 57040602

Project: 04190

Credit Revenue Account

Revenue Source 290000 Advances In \$ 88,163.00.

and be it further

**RESOLVED,** that the cash advance will be repaid when funds are received from the Ohio Public Works Commission, no later than December 31, 2008, 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, the Department of Budget and Financial Management and the Water Resources Department, 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 was as follows:

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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**RESOLUTION No. 07-1222**

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**RE: CASH ADVANCE - FROM FUND 7201, WC RR P  
GENERAL ADMINISTRATION TO FUND 7216 WC  
RETRO RATING PLAN 2007**

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

**WHEREAS,** regular monthly charges are made to County Departments for Workers Compensation expenses, and

**WHEREAS,** obligations may occur before the crediting of these monthly charges into the Workers Compensation Retro Rating Plan Fund have occurred, now therefore be it

**RESOLVED,**

that the following cash advance be made in the amount of \$ 100,000.00 in order to finance initial Fund 7216 obligations for Fiscal Year 2008;

**FROM:**

7201 WC RR P GENERAL ADMINISTRATION

ORGCODE – 72010189

Debit Expense Account

Object 920000 - Advances-Out \$ 100,000.00

**TO:**

7216, WC RETRO RATING PLAN 2007

ORGCODE - 72160182

Credit Revenue Account

Revenue Source 290000 - Advances-In \$ 100,000.00

The advance will be repaid no later than December 31, 2017 with revenue received from internal charge backs.

and be it further

**RESOLVED,**

that the County Auditor is hereby requested to make said advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor and the Human Resources Department, 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, Yea;

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**RESOLUTIONS**

December 20, 2007

1. Approval of Meeting Minutes from the December 18, 2007 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./07-1214
3. Approve the wire transfer as presented by the County Auditor. /07-1215
4. Approve the Journal Vouchers as presented by the County Auditor./07-1216
5. Approve the Then & Now as presented by the Portage County Auditor./07-1217

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**INCOMING CORRESPONDENCE**

December 20, 2007

1. December 14, 2007 correspondence from Suzanne Murphy, Ohio Department of Health to Steve Eva, The Woodlands At Robinson, regarding Medicare, Medicaid Certification./Information Only.
2. December 14, 2007 e-mail from Commissioner Frederick, regarding the Board of Elections letter of intent. (Commissioner Smeiles drafting letter)/Information Only.
3. December 18, 2007 e-mail from Anita Herington, Job and Family Services, regarding GAPP WIB meeting schedule. Does the Board wish to appoint Jim Wyatt as the labor representative?/Clerk to prepare correspondence to Mr. Wyatt.
4. The Board of Commissioners received survey comments from an unknown citizen regarding Regional Planning Commission./Information Only.
5. Board of Commissioners' authorization requested to pay yearly bonuses to the Water Resources Department's field superintendents for their time on call back spent responding to emergencies as presented by the Water Resources Department as follows:/Journal Entry

	Call Back Hours	2007 Amount
John Clark	54.5	\$ 1,267.12
Les Cross	81.5	\$ 1,820.71
Don VanMetre	98.0	\$ 2,439.22
Don West	190.0	\$ 4,339.60

6. December 14, 2007 correspondence from Norm Poli, Cost Control Associates, Inc., regarding CCAO and NACO sponsored program to reduce your utility and telecom costs./Forward to JoAnn Townend, Internal Services for review and comment.
7. Board of Commissioners' authorization requested to allow use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, January 28, 2008 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services./Journal Entry.
8. December 18, 2007 e-mail from Charles W. Keiper II, regarding Portage 100./Journal Entry payment through Economic Development. Mark Cheplowitz to call in Thursday, December 27, 2007 for discussion with the Board. Mr. Cheplowitz to get quotes for additional pieces to put at local Chambers of Commerce, Libraries, etc.
9. December 17, 2007 correspondence from Michael Bogo, Neighborhood Development Services Inc., regarding the 2006 CHIP grant. (Forwarded to Carol Kurtz and Karen Garman for review)/Journal Entry.
10. December 17, 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, 2008 for the Portage County Solid Waste District Commission, as presented by the Portage County Budget Commission./Hold for next Solid Waste Management District meeting.
11. December 17, 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 for the Portage County Solid Waste District Commission, as presented by the Portage County Budget Commission./Hold for next Solid Waste Management District meeting.

12. December 18, 2007 e-mail from Patrick Carano, Summit County Port Authority, regarding the December 11, 2007 Journal Entry for the Cascades./Journal Entry reversal of the December 11, 2007 #10 Journal Entry.

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## **PLEASE ADD TO YOUR AGENDA**

December 20, 2007

1. The Board of Commissioners received the revised Job Description for the Director of Nursing at The Woodlands at Robinson as presented by Generations and reviewed by Human Resources Department./Journal Entry
2. The Department of Budget & Financial Management presents the following for Board consideration:

### RESOLUTIONS

1. General Fund Amendments to the Annual Appropriation Resolution:/07-1218
  - a. Commissioners Other – Internal Transfer for Fund 1165 Contr Agrmt and Supplements to Data Processing Board for MUNIS Contr Agrmt, Human Resources for Supplies, and Public Defender for Vacation Payout
  - b. Human Resources – Supplement from Contingency for Supplies
  - c. Common Pleas Court – Internal Transfer for Supplies
  - d. Adult Probation – Internal Transfer for End of Year Balancing
  - e. Sheriff – Internal Transfers for End of Year Balancing
  - f. Data Processing Board – Supplement from Contingency for MUNIS Contr Agrmt
  - g. Public Defender – Supplement from Contingency for Vacation Payout
2. Other Funds Amendments to the Annual Appropriation Resolution:/07-1219
  - a. Fund 1330, Dog And Kennel – Internal Transfer and Supplemental Appropriation
  - b. Fund 8100, Law Library – Supplemental Appropriation
3. Other Resolutions
  - a. Cash Advance – Fund 0001, General Fund to Fund 1165, Homeland Security B (SHSP)/07-1220
  - b. Cash Advance – Fund 5600, StS General Administration to Fund 5704, StS Generator/07-1221
  - c. Cash Advance – Fund 7201, WC RR P General Administration to Fund 7216, WC Retro Rating Plan 2007/07-1222

### OTHER

4. Journal entry approval:
  - a. Data Processing Board – MUNIS Contractual Agreement/Journal Entry

### UPDATES

5. Pending/Upcoming Budget Adjustments
  - a. Updated 2007 General Fund Contingency Tracker
  - b. Estimated Fiscal 2008 Beginning Unencumbered Cash Balance
3. Board of Commissioners' signature requested on the Portage County Commissioners' RLF Check No. 1104 dated December 19, 2007 to Treasurer, State of Ohio for \$ 4,320.00 for repayment of 2004 CHIP home rehab for Jane Miner's residence located at 12221 Prentiss, Garrettsville as

presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry.

4. December 19, 2007 e-mail from Carol Kurtz, Internal Auditor, regarding the following:
  - (A) Time sheets for Jon Barber, Office of Homeland Security and Emergency Management/Forward to the Internal Auditor to provide percentage breakdown.
  - (B) RLJ Management Company confirmation of balance on loans to Portage Housing II Limited Partnership.
5. December 19, 2007 e-mail from Jen King, Neighborhood Development Services Inc., including a draft letter to the State requesting an amendment to the 2006 Portage County CHIP./Journal Entry
6. December 19, 2007 e-mail from Chris Craycroft, Park District, regarding the Park District Loan payment./Journal Entry
7. December 19, 2007 e-mail from Commissioner Frederick to Tim Miller, Maintenance regarding the following:
  - (A) Parking lot snow obstruction – Have Tim Miller advise his employees.
  - (B) Maintenance Christmas Hours – Board of Commissioners approved but must work 8 hour shift. Tim Miller advised.

**INFORMATION ONLY**

December 20, 2007

13. December 18, 2007 fax from Steve Eva, The Woodlands At Robinson, including the current Portage County physical therapy contract.

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**PROSECUTOR'S CORRESPONDENCE**

December 20, 2007

1. December 13, 2007 e-mail from Denise Smith regarding MUNIS Western Surety Bond Company Release of Bond. (Original to Internal Services)./Clerk to draft e-mail to Treasurer, Auditor, Internal Services, Information Technology Department and Department of Budget and Financial Management asking if all modules have been implemented, has MUNIS lived up to its obligation, and advise it's the Board's intent to release the bond in early 2008.

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**Journal Entry**

December 20, 2007

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

1. The Board of Commissioners authorized payment of yearly bonuses to the Water Resources Department's field superintendents for their time on call back spent responding to emergencies as presented by the Water Resources Department as follows:

Call Back Hours	2007 Amount
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John Clark	54.5	\$ 1,267.12
Les Cross	81.5	\$ 1,820.71
Don VanMetre	98.0	\$ 2,439.22
Don West	190.0	\$ 4,339.60

2. The Board of Commissioners authorized the use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, January 28, 2008 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.
3. The Board of Commissioners approved the Economic Development Department to develop and publish the "Portage 100 – The Essential Guide to Everything" for Portage County landmarks and activities.
4. The Board of Commissioners signed the December 20, 2007 correspondence to Michael Hiler, Office of Housing and Community Partnership, requesting to amend the 2006 Portage County CHIP Grant No. B-C-06-062-2 New Construction and Habitat for Humanity Funds be reprogrammed into the following activities:
  - \$ 20,000 from Habitat for Humanity to Private Rehabilitation
  - \$ 70,000 from New Construction to Private Rehabilitation
  - \$ 40,000 from New Construction to Down Payment Assistance/Rehab

Both activities have been delayed due to the Environmental Review process and will be unable to complete by the August 31, 2008 deadline. Documents reviewed by Carol Kurtz, Internal Auditor noting there appears to be no impediments to this transaction, which essentially is a "paper transaction" as shown on the Portage County RLF Balance sheet.
5. The Board of Commissioners agreed to rescind Journal Entry #10, adopted on December 11, 2007 agreeing to apply \$57,000 in interest earnings left in the Project Fund Account for The Cascades of Brimfield Project toward the special redemption of bonds. The decision was based on conversations with Summit County Port Authority and the Developer, whereas monies could be reprogrammed back to the developer for use in the hope of making a significant deal with another nationally known tenant which will have a positive impact on sales tax for Portage County, the Board of Commissioners.
6. The Board of Commissioners received the revised Job Description for the Director of Nursing at The Woodlands at Robinson as presented by Generations and reviewed by Human Resources Department.
7. The Board of Commissioners signed the December 20, 2007 correspondence to Janet Esposito, County Auditor, requesting revenues be recorded in a revenue account for an accurate picture of the expenses charges to the Data Processing Board. Additionally, the Board of Commissioners approved an additional \$49,425 to the software maintenance line to allow for the correction of revenue which will allow for proper accounting of revenue and expenses as presented by the Department of Budget and Financial Management.
8. The Board of Commissioners authorized Commissioner Frederick to sign the Portage County Commissioners' RLF Check No. 1104 dated December 19, 2007 to Treasurer, State of Ohio for \$4,320.00 for repayment of 2004 CHIP home rehab for Jane Miner's residence located at 12221 Prentiss, Garrettsville as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to support the series of events presented.

9. The Board of Commissioners approved the December 19, 2007 request to defer the final loan payment of \$ 40,000 due to Portage County on December 31, 2007 until December 31, 2008 as presented by the Portage County Park District. Chris Craycroft will forward an amended agreement.

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 **December 20, 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 10:20 AM. All in favor, motion carries.

Maureen T. Frederick, President

Christopher Smeiles, Vice President

Charles W. Keiper II, Board Member

Amy Hutchinson, Acting Clerk

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