

Thursday, January 10, 2008

The Board of County Commissioners met in regular session on **Thursday, January 10, 2008 at 9:37 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 January 8, 2008 meeting. All in favor, motion carries

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

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DISCUSSION: COUNTYWIDE TASK FORCE – FORECLOSURE PREVENTION

Present: Auditor Janet Esposito, Prosecutor Vic Vigluicci, Treasurer Steve Shanafelt, Neighborhood Development Services, Inc. President Dave Vaughan, Auditor's Staff Mary Paul

The Board of Commissioners invited the County Auditor, Prosecutor and Treasurer to meet with them and the Neighborhood Development Services, Inc. to discuss the possible creation of a countywide task force to develop a strategy for dealing with foreclosed properties.

Mr. Vaughan advised that the Neighborhood Development Services, Inc. typically works with the mortgage lender to lower the interest rate for the troubled loan and help with the catch-up of payments. Mr. Vaughan advised that there are 298 Portage County, owner occupied, single family residents that Neighborhood Development Services, Inc. has assisted.

Commissioner Smeiles noted that the proposal for a partnership today is the next step in assisting those heading toward foreclosure. Commissioner Frederick noted that the emphasis will remain on assisting the homeowner. Mr. Vaughan agreed that in most cases the homeowner will remain in the home although there are some cases where the homeowner cannot remain in the home. Some areas have been identified as those with property values between \$80,000 and \$150,000 that may be targeted by speculators. Owner occupied is always preferable to rentals. Mr. Vaughan stated that many of the clients have other social service issues that are referred to agencies that can assist them. The County Auditor suggested that the social service agencies in Portage County may need to be involved in the Task Force.

Commissioner Smeiles noted that the group is gathered today to discuss the proposal for a countywide Task Force. The Task Force would look for a pool of money, select targeted neighborhoods to assist and move forward.

Mr. Vaughan noted that the City of Cleveland is using DRETAC funds to assist with foreclosures. HB 359 would allow other counties to use those funds for foreclosures. Steve Shanafelt advised that the bill has been changed and will not allow the use of DRETAC funds. Mr. Shanafelt stated that the local governments are not stepping forward to assist with local foreclosures, leaving the county to do so. Stark County is working on the

creation of a model that appears to be working well. Perhaps Portage County should follow Stark County and move ahead that way.

Janet Esposito stated that she would like to see what the state is doing.

Vic Vigluicci added that other counties have Task Forces (Lucas County) that involves all public offices, that have created a brochure with the information necessary to handle the situation the client is in. He would also be leery of getting involved with a Neighborhood Development Services, Inc. program when he would be involved with representing the Treasurer in foreclosure situations.

Commissioner Frederick stated that the dissemination of information is important. Mr. Shanafelt noted that several residents have approached his office, at the direction of the Neighborhood Development Services, Inc., to get on a payment plan for taxes that are in arrears. There was discussion about adding verbiage to the delinquent tax bills noting that payment plans are available. Mr. Shanafelt noted that he would have to clear that through the Ohio Tax Department.

The group agreed that home ownership is of the highest priority. The group also agreed that the Task Force is necessary as the foreclosure issues continue. Commissioner Frederick stated that anything that the county can do to assist those in or near foreclosure should be done.

Steve Shanafelt is attending a Stark County seminar and will bring back information for the group – the Auditor may also attend. The Board of Commissioners agreed to schedule another meeting of this group after the Stark County seminar on January 18th.

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HUMAN RESOURCES

Present: Lynn Leslie, Steve Eva (The Woodlands at Robinson)

Public Session

1. Exempt Employee Health Benefit Plan from HIPAA for 2008/08-0024
2. Renew agreement with MHM Resources for 2008 Flex Plan TPA services/08-0025
3. Director Leslie provided information on the proposed merit rated chargeback for workers' compensation. /Lynn Leslie to bring back after Board of Commissioners considers the proposal

Executive Session

10:42 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 employee discipline issue at The Woodlands at Robinson. **Also present:** Human Resources Department Director Lynn Leslie and Nursing Home Administrator Steve Eva. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:05 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 agreed to terminate a Nursing Home Nursing Assistant.

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INTERNAL SERVICES

Present: JoAnn Townend, Christy Anderson

Discussion

Senior Center update

The Board of Commissioners adopted Resolution 07-0026 agreeing to enter into a lease agreement for the Senior Center with the Family & Community Services of Portage County. Ms. Anderson advised that the space will be ready for the move of the Senior Center on January 30/31/Journal Entry

Prosecutor’s Project

JoAnn Townend advised that the Prosecutor’s project is starting. The Board of Commissioners agreed that Chase Bank should be used for the external escrow accounts.

Resolutions

- 1. Enter into amendment no. 1 with Human Services Associates, Inc. for JFS./08-0017
- 2. Enter into an amendment no. 3 with Family & Community Services for PRC budget counseling services./08-0018
- 3. Enter into an amendment no. 1 with Group One Development LLC for succession planning & management team building services for JFS./08-0019
- 4. Enter into an agreement for back up plans examiner services with William Ross./08-0020
- 5. Enter into an agreement for back up plans examiner services with Oak Group Inc. (Charles Corcoran)./08-0021
- 6. Enter into an agreement for back up plans examiner services with Janet Rusanowsky./08-0022
- 7. Enter into amendment 1 with Dixie Benschhoff Ph.D. for professional services for Domestic Relations Court./08-0023

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11:25 AM The Board of Commissioners recessed to Solid Waste Management District meeting

11:28 AM Commissioner Smeiles left the meeting to attend the Aurora Chamber Luncheon.

11:45 AM The Board of Commissioners reconvened

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11:50 AM Lunch Recess

2:20 PM Board of Commissioners reconvened

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RESOLUTION No. 08-0013 - 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 January 10, 2008 in the total payment amount of \$ 369,783.02 for Funds 0001-8400 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. 08-0014 - 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 January 10, 2008 in the total payment amount as follows:

- 1. \$71,417.68 for Medical Mutual claims – Fund 7101; and
- 2. \$176,268.54 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, January 11, 2008	\$ 71,417.68
Wire Transfer on Friday, January 11, 2008	\$176,268.54

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. 08-0015 - 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:

01/10/08	96	\$ 5,069.78
01/10/08	97	83,816.80
01/10/08	98	1,380.00
Total		\$ 90,266.58

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. 08-0016 - 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 **\$119,337.23** as set forth in Exhibit "A" dated **January 10, 2008** 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. 08-0017 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE BOARD OF COMMISSIONERS OF PORTAGE COUNTY, OHIO AND HUMAN SERVICES ASSOCIATES, INC. TO PROVIDE FINANCIAL MANAGEMENT CONSULTING SERVICES TO THE DEPARTMENT OF JOB & FAMILY SERVICES

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20070175 (the "Original Contract") on January 25, 2007 by Resolution No. 06-1102 to provide financial management consulting services to the Portage County Department of Job and Family Services; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners, the Department of Job & Family Services and Human Services Associates, Inc. to extend the term of the Original Contract from January 1, 2008 to December 31, 2008, in an additional amount not to exceed Fifteen thousand and 00/100 dollars (\$15,000.00); and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open

meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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RESOLUTION No. 08-0018 - RE: ENTER INTO AMENDMENT NO. 3 BETWEEN THE BOARD OF COMMISSIONERS, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. TO PROVIDE PRC BUDGET COUNSELING SERVICES

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20060366 (the “Original Contract”) on October 17, 2006 by Resolution No. 06-0868 to provide PRC Budget Counseling Services; and

WHEREAS, an Amendment No. 1 was entered into on March 22, 2007 through Resolution No. 07-0260; and

WHEREAS, an Amendment No. 2 was entered into on July 26, 2007 through Resolution No. 07-0696; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 3 between the Board of Commissioners, the Department of Job & Family Services and Family & Community Services, Inc. for the period July 1, 2007 to June 30, 2008; and be it further

RESOLVED, that the parties agree to an increase of a maximum of four hundred fifty (450) units at a per unit rate of Eighty-five and 33/100 dollars (\$85.33), in an amount not to exceed Thirty-eight thousand three hundred ninety-nine and 00/100 dollars (\$38,399.00) annually; and be it further

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

Voice vote as follows:

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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RESOLUTION No. 08-0019

- **RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE BOARD OF COMMISSIONERS OF PORTAGE COUNTY, OHIO AND GROUP ONE DEVELOPMENT, LLC TO PROVIDE SUCCESSION PLANNING AND MANAGEMENT TEAM BUILDING SERVICES TO THE DEPARTMENT OF JOB & FAMILY SERVICES**

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20070270 (the "Original Contract") on April 19, 2007 by Resolution No. 07-0364 to provide succession planning and management team building services to the Portage County Department of Job and Family Services; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners, the Department of Job & Family Services and Group One Development, LLC to extend the term of the Original Contract from January 1, 2008 through March 31, 2008 at no additional cost; and be it further

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

Voice vote as follows:

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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RESOLUTION No. 08-0020

- **RE: ENTER INTO AGREEMENT FOR BACK-UP PLANS EXAMINER SERVICES FOR 2008 BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND WILLIAM ROSS.**

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

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for Back-Up Plans Examiner services; and

WHEREAS, William Ross is qualified to perform Back-Up Plans Examiner services as contained in the Agreement for Back-Up Plans Examiner Services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Back-Up Plans Examiner Services Agreement by and between the Board of Commissioners and William Ross, 2344 Elizabeth Dr., Stow, Ohio 44224, as an Independent Contractor, in the Amount of Seventy-five and 00/100 dollars (\$75.00) per hour in a total amount not to exceed Fifteen thousand and 00/100 dollars (\$15,000.00); and be it further

RESOLVED, that the term of the Agreement shall be from January 1, 2008 until December 31, 2008, but may terminate by either party upon not less than ten days written notice to the other party; 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, Yea;

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RESOLUTION No. 08-0021 - RE: ENTER INTO AGREEMENT FOR BACK-UP PLANS EXAMINER SERVICES FOR 2008 BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND OAK GROUP, INC.

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

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for Back-Up Plans Examiner services; and

WHEREAS, Oak Group, Inc. is qualified to perform Back-Up Plans Examiner services as contained in the Agreement for Back-Up Plans Examiner Services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Back-Up Plans Examiner Services Agreement by and between the Board of Commissioners and Oak Group Inc., P.O. Box 2183, Stow OH 44224, as an Independent Contractor, in the Amount of Seventy-five and 00/100 dollars (\$75.00) per hour in a total amount not to exceed Fifteen thousand and 00/100 dollars (\$15,000.00); and be it further

RESOLVED, that the term of the Agreement shall be from January 1, 2008 until December 31, 2008, but may terminate by either party upon not less than ten days written notice to the other party; 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, Yea;

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RESOLUTION No. 08-0022 - RE: ENTER INTO AGREEMENT FOR BACK-UP PLANS EXAMINER SERVICES FOR 2008 BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND JANET E. RUSANOWSKY

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

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for Back-Up Plans Examiner services; and

WHEREAS, Janet E. Rusanowsky is qualified to perform Back-Up Plans Examiner services as contained in the Agreement for Back-Up Plans Examiner Services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Back-Up Plans Examiner Services Agreement by and between the Board of Commissioners and Janet E. Rusanowsky, 1675 E. Main St., No. 205, Kent, Ohio 44240, as an Independent Contractor, in the Amount of Seventy-five and 00/100 dollars (\$75.00) per hour in a total amount not to exceed Five thousand and 00/100 dollars (\$5,000.00); and be it further

RESOLVED, that the term of the Agreement shall be from January 1, 2008 until December 31, 2008, but may terminate by either party upon not less than ten days written notice to the other party; 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, Yea;

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RESOLUTION No. 08-0023

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RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS, PORTAGE COUNTY COMMON PLEAS COURT DOMESTIC RELATIONIS DIVISION AND DIXIE L. BENSHOFF, Ph.D TO PROVIDE PROFESSIONAL SERVICES.

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

WHEREAS, an agreement between the parties was entered into known as contract #20060167 (the original contract) by Resolutions No. 06-0050 and 06-0091; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners. Portage County Common Pleas Court Domestic Relations Division and Dixie L. Benshoff, Ph.D. to provide professional services from January 1, 2008 thru December 31, 2009 and shall thereafter be renewable for two year terms at the cost of Twenty thousand and 04/100 dollars (\$20,000.04) per year; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in a meeting open to the public in compliance 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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RESOLUTION No. 08-0024

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RE: DECLARE THE PORTAGE COUNTY SELF-INSURED EMPLOYEE HEALTH BENEFIT PLAN EXEMPT FROM THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) FOR PLAN YEAR 2008.

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

WHEREAS, the Health Insurance Portability and Accountability Act (HIPAA) regulates employer health care plans in a manner designed to ensure health care access, portability and renewability; and

WHEREAS, a state or local governmental employer that sponsors a self-insured health care plan may elect to exempt its self-insured plan from all or some of the requirements of the HIPAA law by filing an exemption document with the Health Care Financing Administration (HCFA) prior to the start of the plan year to be effective for that plan year; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby elect to exempt the Portage County Self-Insured Employee Health Benefit Plan from all of the requirements of the HIPAA law, other than the requirement that a certificate of coverage be issued to individuals who lose coverage under the Plan; and be it further

RESOLVED, that the Board of Commissioners hereby agrees to file with HCFA, the appropriate exemption document to include all specifications in HCFA regulations prior to the start of the plan year effective January 1, 2008; and be it further

RESOLVED, that the Board of Commissioners agrees to sign the election document; 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, Yea;

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RESOLUTION No. 08-0025 - RE: ALLOW AUTOMATIC RENEWAL OF CONTRACT WITH MHM RESOURCES, INC. TO PROVIDE ADMINISTRATIVE SERVICES FOR THE PORTAGE COUNTY EMPLOYEE SECTION 125 FLEXIBLE SPENDING ACCOUNT (FSA) PLAN FOR 2008.

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

WHEREAS, an agreement between the parties was entered into by Resolution No. 07-0010 on January 4, 2007, and known as Portage County Contract No. 20070184 to provide third party administrative services in the processing of Section 125 Flexible Spending Account (FSA) Plan claims; and

WHEREAS, the Original Contract automatically renews every twelve months if it has not been terminated, and

WHEREAS, renewal fees for 2008 have been determined to be \$8,800 for administrative services, \$123,910 for employee elections for medical expense reimbursements and \$12,760 for employee elections for dependent care expense reimbursements; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to allow the agreement between the Board of Commissioners and MHM Resources, Inc. for the provision of FSA third party administrative services to automatically renew at an annual fee of \$145,470 for 2008; 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 §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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RESOLUTION No. 08-0026 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY SENIOR CENTER AND FAMILY AND COMMUNITY SERVICES OF PORTAGE COUNTY.

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

WHEREAS, the Board of Commissioners wishes to lease real estate property situated in the City of Ravenna, County of Portage, for the Portage County Senior Center; and

WHEREAS, Family and Community Services of Portage County has property located at 703 Oakwood St., Ravenna, Ohio available for lease by the Portage County Commissioners; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a month to month Lease Agreement for approximately Three thousand one hundred sixteen (3,116) square feet beginning on February 1, 2008 until the renovation of the permanent location is completed, accepted and a certificate of occupancy is issued.; and be it further

RESOLVED, that the monthly lease amount shall be eight hundred seventy-five and 00/100 dollars (\$875.00) for the term of this agreement; 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, Yea;

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INVITATIONS/MEETING NOTICES

January 10, 2008

1. Invitation from MR/DD and Portage County Knights of Columbus for the 31st Annual Special Population Basketball Free Throw contest on Saturday, January 12, 2008, 11:30 AM-3:00 PM at Happy Day School.

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INCOMING CORRESPONDENCE

January 10, 2008

1. Board of Commissioners' signature requested on the payment authorization form for \$ 5,631.54 payable to Kozma Electric for the renovations to the Riddle Block #9 Catholic Charities Building (206 W. Main St., Ravenna) as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #05 Public Rehabilitation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry
2. The Commissioners received the January 8, 2008 Amended Certificate of Estimated Resources for the year beginning January 1, 2008 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management)./Journal Entry
3. 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. 1 for ROO 10 CH18E Tallmadge Road Bridge Replacement Project, CGS08 to F.J. Schirack Inc. for \$ 25,376.30 as requested by the County Engineer./Journal Entry
4. January 7, 2008 correspondence from Darbie Ferrara-Mathys, Portage Physical Therapists, Inc., regarding The Woodlands At Robinson/Information only
5. Board of Commissioners' authorization requested to have Commissioner Frederick sign the Certificate of Project Completion and the Grant Close-Out Agreement for the 2005 Economic Development Initiative (EDI) Special Project Grant No. B-05-SP-OH-0922 as requested by the US Department of Housing and Urban Development. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry
6. January 4, 2008 correspondence from Andrew Krembs, Andrew P. Kembs Co., LPA, to Denise Smith, Prosecutor's Office, regarding William Walker/Information only
7. January 7, 2008 correspondence from Robert Fankhauser, Adult Probation, regarding additional space on the 2nd Floor at 209 South Chestnut St., Ravenna/Journal Entry
8. Board of Commissioners' authorization requested to pay Invoice No. AR28575 dated December 31, 2007 to COPECO for the Commissioners' Sharp copier contract base rate charge for the December 30, 2007 to

December 29, 2008 billing period \$ 2,350.00 plus contract overage charge for the December 30, 2006 to December 29, 2007 overage period \$ 153.11; Total \$ 2,503.11./Journal Entry

9. The Board of Commissioners received the Portfolio Report for December 2007 as presented by the Portage County Treasurer's Office./Journal Entry
10. January 4, 2008 correspondence from Mayor Thomas Wagner, City of Streetsboro, recommending Nick Funari for the Tax Incentive Review Council/Bring back the necessary resolution
11. January 3, 2008 correspondence from Bryan Smith, PARTA, regarding the United We Ride Transportation Coordination Grant. (Booklet in share)/Add to the Board of Commissioners calendar
12. January 3, 2008 memo from Michael Hiler, Ohio Department of Development, including the signed grant extension for B-M-05-062-1./Forwarded to Kerry Macomber, Kent Regional Business Alliance.
13. On January 7, 2008, The Board of Commissioners received a City/County government Retiree Health Care Survey from the Center for State and Local Government Excellence/Information only
14. January 8, 2008 memo from Beth Tsvetkoff, County Commissioners' Association of Ohio, regarding the Ohio Department of Job and Family Services draft Subgrant agreement/Information only

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Please Add To The Agenda
January 10, 2008

1. Does the Board wish to nominate Richard Poots for the Ravenna Army Ammunition Plant Restoration Advisory Board?/Journal Entry
2. Discussion: 2007 Annual Report/Journal Entry

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INFORMATION ONLY
January 10, 2008

15. January 1, 2008 correspondence from Rick Archer, Brott Mardis & Company, regarding a merge with the CPA and business advisory firm of Apple Growth Partners.
16. The Board of Commissioners received the Job Training Assistance brochure from the National Association of Job Training Assistance (NAJA).
17. January 4, 2008 memo from Lynn Leslie, Human Resources Department, including revised Section 13 of the Commissioners' Personnel policy manual regarding mileage reimbursement from \$ 0.485 to \$.505 effective January 1, 2008.

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PROSECUTOR'S CORRESPONDENCE
January 10, 2008

1. January 7, 2008 correspondence from Denise Smith to Norm Sandvoss, Attorney At Law, regarding a proposed amendment to the land use agreement between the Board of Commissioners and Portage County Animal Protective League (PAPL)/Information only.

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Journal Entry

January 10, 2008

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

1. The Board of Commissioners signed the payment authorization form for \$5,631.54 payable to Kozma Electric of Rootstown for the renovations to the Riddle Block #9 Catholic Charities Building (206 West Main Street, Ravenna), s presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #05 Public Rehabilitation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners acknowledged the receipt of the January 8, 2008 Amended Certificate of Estimated Resources for the year beginning January 1, 2008, as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
3. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification – Disbursement Request No. 1 for ROO 10 CH18E Tallmadge Road Bridge Replacement Project, CGS08 to F.J. Schirack Inc. of Canton for \$25,376.30, as presented by the County Engineer.
4. The Board of Commissioners authorized Commissioner Frederick to sign the Certificate of Project Completion and the Grant Close-Out Agreement for the 2005 Economic Development Initiative (EDI) Special Project Grant No. B-05-SP-OH-0922, as presented by the US Department of Housing and Urban Development. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
5. The Board of Commissioners authorized payment of Invoice No. AR28575 dated December 31, 2007 to COPECO for the Commissioners' Sharp copier contract base rate charge for the December 30, 2007 to December 29, 2008 billing period for \$2,350.00 plus contract overage charge for the December 30, 2006 to December 29, 2007 overage period for \$153.11 for a total payment of \$2,503.11.
6. The Board of Commissioners acknowledged the receipt of the Portfolio Report for December 2007, as presented by the Portage County Treasurer.
7. The Board of Commissioners agreed to nominate Richard Poots for the Ravenna Army Ammunition Plant Restoration Advisory Board for consideration for appointment to one vacant position.
8. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Nicholas Anderson as an Employment Service Counselor 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.

9. After meeting today in an Executive Session with Human Resources Department Director Lynn Leslie and Nursing Home Administrator Steve Eva, the Board of Commissioners agreed to terminate a Nursing Home Nursing Assistant.
10. The Board of Commissioners approved the January 7, 2008 request from Chief Probation Officer Robert Fankhauser and authorized the interim use of the second floor of the Riddle Block One Building (previously occupied by Courtesy) by the entire Municipal Probation Department, freeing up office space for Felony Officers. The Board of Commissioners noted that the Municipal Court Clerks' IT Fund will pay for telephones and the necessary wiring.
11. Noting that they have authorized the Portage County Municipal Probation Department to temporarily use the second floor space located in Riddle Block Building One, the Board of Commissioners agreed to engage an architect to explore the possible renovation of the second and third floors above the Bar 10 Restaurant for use by the Portage County Adult Probation Department. The Board of Commissioners will consider the hire of an architect for this project. The Board of Commissioners further noted that their intent is to allow the Municipal Probation Department to use the second floor space in Riddle Building One until the area above Bar 10 can be renovated.
12. Today, the Board of Commissioners adopted Resolution 07-0026 agreeing to enter into a lease agreement with the Family & Community Services of Portage County for the new Portage County Senior Center temporary space in the Family & Community Services facility on Oakwood Street in Ravenna. JoAnn Townend to work with the Department of Budget & Financial Management to appropriate funds for the lease in the Senior Center budget.

The Board of Commissioners also approved the cost estimate of \$18,790 for the renovation of temporary space in the Oakwood Facility, noting that the F & C S will contribute \$2,050 toward the temporary renovation.
13. The Board of Commissioners agreed to publish the 2007 Annual Report.
14. The Board of Commissioners signed the Sewer Tap-In Fee Form for the Commerce Ind Park, Project BR-2 99-180, 235 Progress Blvd., Brimfield Township, for \$10,356.50, as presented by the Portage County Water Resources Department.

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 **January 10, 2008**. 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 **2:25 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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