

Thursday, January 24, 2008

The Board of County Commissioners met in regular session on **Thursday, January 24, 2008 at 1:00 PM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

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Absent: Commissioner Frederick ill

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It was moved by Charles W. Keiper II, seconded by Christopher Smeiles to approve the meeting minutes of the January 22, 2008 meeting. Commissioner Frederick absent, motion carries

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HUMAN RESOURCES

Present: Lynn Leslie

Public Session

1. Proposed contract for services with Willis of Ohio for 2008/08-086

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JOB & FAMILY SERVICES

Present: Anita Herington, Terri Burns

- I. Resolution to revise the Prevention, Retention and Contingency (PRC) Plan as recommended by the Community Plan Committee January 18, 2008 and reducing or canceling contracts as required by fiscal constraints. Director Herington detailed the changes for the Board of Commissioners. PRC Staff will work with clients to find alternate funding sources from social agencies/08-085
- II. CSEA Performance for December, 2007 – Director Herington noted that for the first time, Portage County was above average in four performance monitorings (paternity performance, current support collections, support order establishment, and arrears collection).
- III. The Portage County Federal Food Stamp error rate for FFY 2007 was 11.82% due to a client error, when the client’s boyfriend went back to work and the client did not report that to the County. The household was not eligible for food stamps due to this income.
- IV. Director Herington advised that JFS is planning a Hiring Fair on Thursday, March 6, 2008 at the American Legion in Kent.
- V. The final audit reported no questioned costs. The Board of Commissioners acknowledged the fine work of Terri Burns.

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MAINTENANCE

Present: Tim Miller

Director Miller advised that the Board of Elections is suffering with water coming into their offices due to a broken water line. The water will be turned off tomorrow to allow the repair.

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The door control systems at the Jail were installed during the first week of January in three areas, with several more areas to be installed. The installation went smoothly.

Commissioner Smeiles asked how things were going with one supervisor and one employee recently retired. Director Miller responded that things were going smoothly so far.

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2:37 PM Board of Commissioners recessed to the Solid Waste Management District meeting

3:02 PM Board of Commissioners reconvened

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REGIONAL AIRPORT BOARD

Present: Dr. Michael Pryce, Shirley Shuster, Audrey Tillis

Commissioner Keiper noted that staff is beginning the process to advertise for an RFP for a business plan for the Airport, which the Board of Commissioners intends to pay for.

Ms. Shuster advised that there are FAA funds available to acquire land (39.75 acres – the Brugmann property) for Runway 9 (east-west runway) approach protection. The property owner is a willing seller and there is a signed purchase agreement. The Airport has two options to propose today, one using County land in a land bank and the other a local match option only.

Commissioner Keiper noted that he wants to see an FAA guarantee in writing that any land donated by the county would be held for match. Ms. Shuster stated that she would facilitate getting that commitment in writing.

Airport President Michael Pryce noted that this acquiring of property is important to the Airport because the Brugmann property provides the required property for a clear runway, with the only problem being Infirmary Road.

The Board of Commissioners agreed to hold this decision for Tuesday, January 29th, but are leaning toward committing to the local share of \$34,800.

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RESOLUTION No. 08-0079 - 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 January 24, 2008 in the total payment amount of **\$ 512,611.91 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:

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

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RESOLUTION No. 08-0080 - RE: WIRE TRANSFER 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 January 24, 2008 in the total payment amount as follows:

1. \$78,128.38 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 25, 2008 \$ 78,128.38

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:

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

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RESOLUTION No. 08-0081 - 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:

01/24/08	511	\$ 297.90
Total		\$ 297.90

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:

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

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RESOLUTION No. 08-0082 - 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 **\$205,087.00** as set forth in Exhibit "A" dated **January 24, 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:

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

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RESOLUTION No. 08-0083 - RE: ACCEPT CONTRACT CHANGE ORDER NO. 1 TO THE CONTRACT BETWEEN LAKE ERIE CONSTRUCTION COMPANY AND PORTAGE COUNTY, FOR THE 2007 GUARDRAIL UPGRADING PROJECT.

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

WHEREAS, Resolution 07-1037, adopted by the Portage County Board of Commissioners on October 18, 2007, authorized the execution of a contract between Lake Erie Construction Company and Portage County for the 2007 Guardrail Upgrading Project, and

WHEREAS, modifications to the 2007 Guardrail Upgrading Project plans are required in order to satisfy minimum clearance requirements at various locations, and

WHEREAS, said changes will require an increase to the contract between Lake Erie Construction Company and Portage County in the amount of \$39,944.07; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept Contract Change Order No. 1 to the contract between Lake Erie Construction Company and Portage County for the 2007 Guardrail Upgrading Project, and be it further

RESOLVED, that said Contract Change Order will increase the amount of the 2007 Guardrail Upgrading Project contract between Lake Erie Construction Company and Portage County from \$181,220.00 to **\$221,164.07**; and be it further

RESOLVED, that the Board of Portage County Commissioners authorizes the execution of said Contract Change Order between Lake Erie Construction Company and Portage County; 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:

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

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RESOLUTION No. 08-0084 - RE: ACCEPT THE OHIO DEPARTMENT OF JUSTICE PROGRAM, VIOLENCE AGAINST WOMEN GRANT (VAWA), DOMESTIC VIOLENCE INTERVENTION PROJECT NUMBER 2007-WF-VA8-8222 FOR GRANT YEAR 2008 (RESUBMISSION OF 2006-WF-VA8-8222).

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

WHEREAS, at the request of Family & Community Services of Portage County the Board of Commissioners adopted Resolution 07-0624 authorizing the re-submittal of a grant application under the same subgrant number 2006-WF-VA8-8222; now therefore be it

RESOLVED, that the Board of Commissioners accepts the United States Department of Justice Office of Criminal Justice Services (OCJS) Violence Against Women Act (VAWA) for the Domestic Violence Intervention Project grant behalf of the Portage County Prosecutor's Office, implementing agency for the grant. and be it further

RESOLVED, that the Board of Commissioners notes that the grant is effective January 1, 2008 through December 31, 2008 with an Office of Criminal Justice Services total fund award amount of Forty Six Thousand Eight Hundred Dollars (\$46,800.00) with a required General Fund cash match of Fifteen Thousand Six Hundred Dollars (\$15,600) for a Total Budget of Sixty Two Thousand Four Hundred Dollars (\$62,400.00); and be it further

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

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

Voice Vote as follows:

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

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RESOLUTION No. 08-0085 - RE: APPROVE THE REVISED PREVENTION, RETENTION AND CONTINGENCY PLAN, EFFECTIVE FEBRUARY 15, 2008, FOR THE PORTAGE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES.

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

- WHEREAS,** Chapter 5108 of the Ohio Revised Code and rules issued under the chapter require that the Department of Job & Family Services to adopt a written statement of policies governing the prevention, retention, and contingency program for Portage County; and,
- WHEREAS,** Revision No. 1 of the Prevention-Retention-Contingency Plan was entered into on February 22, 2007 through Resolution No. 07-0163 and became effective March 1, 2007; and
- WHEREAS,** Revision No. 2 of the Prevention-Retention-Contingency Plan was entered into on October 4, 2007 through Resolution No. 07-0996 and became effective November 1, 2007; and
- WHEREAS,** the Director of the Portage County Department of Job & Family Services presented the Board of Commissioners with the Revised Prevention-Retention-Contingency Plan for the Portage County Department of Job & Family Services Division of Family Employment & Support Services, advising the Board of Commissioners that the Plan was revised in accordance with Substitute House Bill 408 and Ohio Revised Code 5108; and,
- WHEREAS,** the Portage County Prosecutor’s Office reviewed the revised Plan and advised that the proposed changes are consistent with the requirements of the applicable statutes and related regulations; and,
- WHEREAS,** the following Prevention-Retention-Contingency (PRC) contracts will be reduced based on the projected availability of funds through June 30, 2008:

Provider Name	PRC Service	Current Contract Number	Current Contract Amount	Reduction in Contract Amount	Revised Contract Amount
Catholic Charities of Portage County	Safety Kits	20080119	\$50,000.00	\$5,000.00	\$45,000.00
Coleman Professional	Adult Employment	20080125	\$25,020.00	\$10,000.00	\$15,020.00

Services					
Coleman Professional Services	Youth Employment	20080126	\$25,003.00	\$5,000.00	\$20,003.00
Community Action Council	Home Repairs	20080128	\$257,289.00	\$54,000.00	\$203,289.00
Community Action Council	Positive Parenting	20080129	\$14,538.00	\$5,000.00	\$9,538.00
Provider Name	PRC Service	Current Contract Number	Current Contract Amount	Reduction in Contract Amount	Revised Contract Amount
Community Action Council	Utility Assistance	20080130	\$754,434.00	\$75,000.00	\$679,434.00
Community Action Council	Youth TRADE Services	20080131	\$37,440.00	\$15,000.00	\$22,440.00
Crestwood Local School District	Academic Support Services	20080135	\$60,000.00	\$50,000.00	\$10,000.00
Family & Community Services, Inc.	Domestic Violence Counseling	20080142	\$14,081.00	\$10,000.00	\$4,081.00
Family & Community Services, Inc.	Domestic Violence Shelter/Safer Futures	20080149	\$165,950.20	\$40,000.00	\$125,950.20
Family & Community Services, Inc.	Homeless Shelter	20080145	\$197,019.00	\$50,000.00	\$147,019.00
Kent City School District	Academic Support Services	20080163	\$45,000.00	\$35,000.00	\$10,000.00
Maplewood Career Center	Academic Support Services	20080165	\$83,768.00	\$65,000.00	\$18,768.00

and,

WHEREAS,

the following Prevention-Retention-Contingency (PRC) contracts will be canceled effective February 15, 2008 based on the projected availability of funds through June 30, 2008:

Provider Name	PRC Service	Current Contract Number
Community Action Council	Home Repairs	20080128
Community Action Council	Utility Assistance	20080130
Family & Community Services, Inc.	Fatherhood Initiative	20080144
Family & Community Services, Inc.	Kinship Care	20080146
Family & Community	Kinship Respite Care SED	20080147

Services, Inc.		
Family & Community Services, Inc.	Relocation Benefits	2008148

now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby certify that the Portage County Department of Job & Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies; 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:

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

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**PORTAGE COUNTY
DEPARTMENT OF JOB AND FAMILY SERVICES
PRC PLAN
Prevention, Retention and Contingency
Effective 02/15/08**

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PURPOSE

The Prevention, Retention, and Contingency (PRC) Program, created by Ohio House Bill 408, is designed to serve low-income families who may or may not currently be receiving Ohio Works First (OWF) cash assistance. OWF encourages family self-sufficiency through employment while it meets temporary needs through cash assistance. The common thread between these programs is *self-sufficiency*, which is defined as the ability to sustain and maintain one's family independently, without need for or reliance on governmental or community agencies.

The PRC Program is a tool to encourage families to attain and retain employment, prevent dependency, and promote family stability within the context of community priorities and needs. PRC makes it possible to meet the needs of low-income families through supportive services and/or short-term cash-related payments so that they do not need OWF cash assistance. Specifically, PRC is defined as:

Prevention:

Prevent families from having to apply for OWF cash assistance when crises arise.

Retention:

Help family members *retain* employment by enhancing job skills, overcoming barriers, and providing short-term assistance or wage supplementation if necessary.

Contingency:

Provide for *contingent* needs by helping families with one-time urgent problems that, if left unattended, could result in families' need of long-term public assistance.

In Portage County, this plan is a critical tool designed to provide assistance to needy families so that children may be cared for in their own home or in the homes of relatives to prevent dependency on governmental subsidies by promoting job preparation, work, and self-sufficiency, and to alleviate a family crisis that could lead to the removal of a child(ren) from their home.

POLICY STATEMENT

The PRC program, as created under House Bill 408, is designed to provide benefits and services to needy families and low-income working families who are in need of help with essential supports to move out of poverty and achieve self-sufficiency. This program provides the Portage County Department of Job and Family Services (PCDJFS) with the flexibility to encourage employment and promote self-sufficiency. The program utilizes Federal Temporary Assistance for Needy Families (TANF) funds for those who have specific and immediate needs. While PRC in Portage County is not on-going OWF assistance, it is designed to include:

1. Services to families to allow an employed adult member to maintain employment and, thereby, achieve or continue self-sufficiency.
2. Employment-related services to OWF families that are at risk of reaching their 36-month time limit.
3. Supportive services to enhance family functioning and promote self-sufficiency.
4. Supportive services to at-risk youth including, but not limited to, employment and training.
5. Services to families in crisis involved with child protective services that could affect the removal from or safe return of a child(ren) to the home.

6. Services to families, elderly, and disabled individuals in the event that the Governor declares a disaster or state of emergency and supplemental funding for disaster-related PRC assistance and services are available.
7. Services to families to meet an emergent need caused by circumstances beyond applicant control, which, if not satisfied, threatens the safety, health, or well being of one or more family members.
8. Services to families experiencing family violence.

In Portage County, these services are provided through PRC preventative services: regular PRC assistance (including contingency services), PRC diversion, PRC supportive services, and PRC disaster assistance. When appropriate, PCDJFS staff will provide applicants with referral information to access Medicaid, food stamps, child care assistance and other programs that could help them transition from welfare to work. The staff will also explain PRC eligibility factors, time constraints, and funds available for various supportive services. Portage County will continuously provide fair and equitable treatment to families applying for PRC in accordance with the policies outlined in this document. Procedural guidelines detailing the application of these policies are available through PCDJFS. The scope of services outlined in Appendix A cannot be reduced, limited or restricted unless the Plan is amended.

EXPLORING COMMUNITY RESOURCES

PCDJFS will use a portion of its PRC dollars to educate the community regarding program parameters, provide training, and establish interagency collaborations. Applicants, with the assistance of PCDJFS staff, must explore the availability of resources within the local community prior to the authorization of PRC. The application may be denied if the needed service is available through another resource.

The "local community", as it relates to PRC, may include areas beyond the County's boundaries. A PRC assistance group is required to utilize all other resources prior to applying and utilizing any PRC program, benefit, or support system that may reduce or eliminate the presenting need. Personnel determining eligibility for PRC should be aware of community resources that may be utilized to help meet the need. For PRC purposes, payment for Home Energy Assistance Program (HEAP)-eligible heating costs will not be authorized while HEAP is available. In the event that disconnection of service is imminent, a statement of approval/denial will be required from the HEAP administering agency prior to approval of utility expenses.

ASSISTANCE GROUP COMPOSITION

An assistance group, as defined by the Ohio Revised Code (ORC) 5108.01, is a "group of individuals treated as a unit for purposes of determining eligibility for the prevention, retention, and contingency program". In Portage County, an assistance group for PRC services includes all household members residing at the same address and:

- a minor child, as defined by ORC 5107.02:
- an individual who has not attained 18 years of age; **or**,
- an individual who has not attained 19 years of age and is a full-time student in a secondary school or in the equivalent level of vocational or technical training; **or**,
- an emancipated minor (needs to provide court verification)

- a pregnant individual with no other minor children **or**,
- a parent with shared custody of the minor child(ren) who lives in the county and who sometimes lives in the same household with the minor child(ren).
- Non-custodial parent of a minor child who lives in the county but does not live in the same household as the minor child may apply for specific services only.

There may be other members in the household (who may or may not be related to the minor child/pregnant individual) who may significantly enhance the applicant's ability to achieve economic self-sufficiency and may affect the eligibility of the assistance group.

While a minor child in the assistance group is a requirement for PRC services, a child that is temporarily absent from the home in accordance with the timeframes established in OAC 5101:1-3-04 may be considered in the home for PRC eligibility purposes, if all of the following conditions are met:

1. The location of the absent child is known.
2. There is a definite plan set forth by Children Services for the return of the absent child to the home.
3. The absent child shared the home with the assistance group before the onset of the absence and receiving OWF (Ohio Works First) assistance prior to removal.
4. PRC benefits/services will assist with the return of the absent child(ren).

PRC RESIDENCY REQUIREMENTS

To be eligible for PRC services, assistance groups must reside in Portage County and meet the residency requirement as outlined in section 5101:1-3-03 of the Ohio Administrative Code (OAC).

Section 5101:1-3-03 of the Ohio Administrative Code (OAC)

A. Residency Requirement

(1) Residence in the state is a requirement for OWF. Residence is established by a person who is living in Ohio voluntarily with the intention of making his home in Ohio. Residence may also be established by a person who is living in Ohio, is not receiving assistance from another state, and entered Ohio with a job commitment or seeking employment in Ohio, whether or not currently employed. A child is a resident of the state in which the parent, legal guardian, custodian or specified relative caring for the child is a resident. (2) Absence from the state for more than thirty days constitutes evidence of intent to establish residence elsewhere, unless a written statement has been submitted to indicate intent to return to Ohio. The written statement must be retained in the case record. The County Department of Job and Family Services shall consider such written statement as acceptable proof of intent to return to Ohio. A statement is not considered acceptable proof of intent to return to Ohio when the applicant/recipient contradicts the statement by giving up Ohio living arrangements, applying for public assistance in another state, or securing long-term housing arrangements in another state.

Residency will be established by living in the county voluntarily with the intent to remain permanently or for an indefinite period of time. An applicant may also establish residency that is not receiving assistance in another state or county and who has entered the county with a job commitment, whether or not currently employed.

Individuals or families from areas affected by a national disaster as designated by the President of the United States must reside in Ohio voluntarily with the intention of making his/her home in Ohio. PCDJFS will presume

intent to remain if the applicant is from an affected area and is uncertain whether they intend to remain (as stated in Family Stability letter 36 for OWF residency).

ECONOMIC NEED

All household members must verify that for thirty (30) days prior to making application for the requested services, the actual total gross income was equal to or less than the Economic Need Standard established for each service/benefit.

All income that has been received by the household during the 30-day budget period is considered when determining financial need with the exception of the earned income of a minor child still in school. The only allowable deduction from the countable income is legally obligated children support payments paid via a wage withholding by a household member to or for a non-household member. This wage withholding must be verified. (OAC 5101:1-24-20)

Assistance groups are expected to use their own liquid resources and other available community resources to meet the presenting need before accessing PRC services. If PCDJFS determines that an applicant has available resources that will meet their presenting need, the existing resources must be utilized before accessing PRC benefits/services. Liquid resources are funds in excess of one thousand five hundred dollars (\$1,500) after monthly household expenses have been paid. There is no liquid resource limit for PRC Supportive Services.

If the dollar amount owed on a specific requested PRC cash-related service exceeds either the individual cap for that service or the overall PRC maximum benefit available, the applicant will be responsible for paying any overages. Documentation that the applicant has paid, or made arrangements to pay their portion of requested service will be required before PRC payment will be processed.

Applicants requesting PRC assistance with a security deposit and/or first month's rent that is in excess of the household's net monthly income will be referred to financial management training.

For PRC Supportive Services, the receipt of federal means-tested benefits provides adequate verification that the assistance group has an economic need. Applicant must verify how this need will be met in future months.

There will be no established economic need standard for pregnancy prevention services and/or information and referral.

TANF ASSISTANCE

In 1966 the Federal Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) authorized the TANF program in order to reduce the cyclical dependence on the welfare system. TANF encourages self-sufficiency for families through employment while meeting their basic needs through temporary cash assistance. Self-sufficiency is defined as being able to sustain and maintain one's family independently without need for, or reliance on, government or community agencies. Four (4) core goals comprise TANF:

1. Provide assistance to needy families so children may be cared for in their own home or in the homes of relatives.
2. End dependence of needy parents by promoting job preparation, work, and marriage.
3. Prevent and reduce out-of-wedlock pregnancies and establish goals for preventing and reducing the incidence of these pregnancies.
4. Encourage the formation and maintenance of two-parent families.

With the authorization of the TANF program each State in the union was charged with developing a plan for implementing this wide-sweeping reform of the welfare system. Ohio's TANF response created the Ohio Works First (OWF) program in 1997, through House Bill 408.

PRC services provided by PCDJFS are customized to fit the individual assistance group. Services must relate directly to the promotion and achievement of self-sufficiency in accordance with Federal Regulation 45 CFR 260.31. See Appendix B for specific guidance.

PCDJFS will serve both OWF participants and other needy families as specified in this PRC Plan. PCDJFS will not provide medical services under this program except for pre-pregnancy family planning services. When appropriate, the PRC applicant will be given the opportunity to select providers and/or vendors. Under no circumstances will an employee of the Portage County Department of Job and Family Services be an approved vendor.

PRC applicants discovered to have fraudulently received or improperly disposed of services and/or benefits will be required to reimburse Portage County Department of Job and Family Services for the full amount of the services and/or benefits and may be subject to prosecution. Applicants currently sanctioned for non-compliance with an OWF self-sufficiency contract are ineligible for PRC services with the exception of the PRC supportive services offered under child welfare or contracted services for noncustodial parents. Applicants currently having a client caused overpayment of any kind after October 1, 1997 are ineligible for PRC. Minor children of sanctioned adults shall remain eligible for PRC supportive services.

PRC APPLICATION AND ELIGIBILITY

Applicants are required to complete an application and provide all necessary verification. Applicants must have a clearly defined need and demonstrate that receipt of the service will promote their goal of self-sufficiency. Eligibility is dependent on the family unit's verified need and the determination that PRC assistance will satisfy the need. Eligibility for PRC benefits or services is not automatic. Any subsequent PRC applications for regular PRC or diversion received within thirty (30) days of the initial application shall be marked as duplicate and filed in the PRC file.

Regular PRC services/benefits are available to an eligible applicant once in a 12-month period per service and cannot be received within the same twelve (12) months as PRC diversion. Some services are only available once in 24-months, 36-months, 10 years, or once in a lifetime or are nonrecurring based on the application date.

PRC Application and Eligibility Points of Interest:

1. In order for the PRC applicant to be found eligible, the gross income of the complete household must be at or below 200% (except for Help Me Grow, which is 300%) of the current Federal Poverty Guidelines (FPG) which are updated and distributed by Ohio Department of Job and Family Services every February.
2. Properly submitted applications for PRC Program assistance shall be approved or denied within ten (10) working days after all necessary verifications are received by PCDJFS. Applications where the verifications are not received within thirty (30) days will be denied.
3. The applicant must provide: verification of household composition, age of each individual, driver's license or state ID, and school attendance (for children age 18-19).
4. All income received by all household members during the past thirty (30) days will be considered in determining eligibility.

5. Applicant family must verify every effort was made to explore the availability of financial and/or services within the state of Ohio prior to approval of PRC program services.

Applicants for PRC are responsible for completing all necessary documents, furnishing all available forms and information, and cooperating in the eligibility determination process. Applicants must utilize available income and resources in meeting the presenting need, including ongoing assistance programs such as OWF, food stamps, Disability Financial Assistance (DFA), Supplemental Security Income (SSI), unemployment compensation, Social Security, child support and liquid resources that are in excess of one thousand five hundred dollars (\$1,500) (for cash-related benefits), after monthly household expenses.

The application can be denied for failure to meet the eligibility requirements, failure to cooperate, failure to demonstrate employment or participation in a work-related activity, or failure to provide information needed to determine eligibility within thirty (30) days of the application filing date. Final approval of the PRC request is based on established guidelines as included in the PRC plan, availability of PRC funds, and subject to the approval of the Director/Designee. The applicant's signature on the PRC application will serve to authorize the exchange of information between PCDJFS and the designated provider.

INELIGIBILITY

The following individuals are automatically ineligible for PRC assistance:

1. Fugitive felons and probation and/or parole violators.
2. An individual who is not a U.S. citizen or a qualified alien.
3. Individuals with any outstanding client caused overpayment balance until the member of the assistance group repays the cost of the claim.
4. Individuals ineligible for other programs due to deliberate noncompliance with the terms of their assistance.
5. An individual who is failing to cooperate with the Child Support Enforcement Agency in establishing paternity or securing support.
6. A parent under 18 not attending high school or equivalent, if they have not graduated from high school.
7. An unmarried parent under 18 not living in a supervised setting unless emancipated.
8. A person who fraudulently misrepresents residency in order to obtain assistance in two or more states.
9. Families who do not use their own resources to help meet their needs.
10. Families giving false or incorrect information.

PRC SCOPE OF SERVICES PROVIDED

The attached tables contain the scope of services provided under the PRC Program in Portage County (see Appendix A). The tables also contain the assistance groups served, the economic need standards, caps placed on

the services, and the targeted groups. The identification of the targeted groups is essential in customizing service delivery specific to the family's circumstances.

Portage County Department of Job and Family Services reserve the right to amend this Plan as needed. Portage County Department of Job and Family Services agree to implement the PRC Program as described above, amended January 18, 2008 and effective February 15, 2008.

Anita Herington, Ph.D., Director Date
Portage County Department of Job & Family Services

David Shea, Chairperson Date
Community Planning Committee

APPENDIX A: Federal Definition of Assistance

Section 260.31 of the Federal Regulations published on October 1, 2001 defines "assistance" as follows:

(a) (1) The term "assistance" includes cash, payments, vouchers, and other forms of benefits designed to meet a family's ongoing basic needs (i.e., for food, clothing, shelter, utilities, household goods, personal care items, and general incidental expenses).

(2) It includes such benefits even when they are:

(i) Provided in the form of payments by a TANF agency, or other agency on its behalf, to individual recipients; and

(ii) Conditioned on participation in work experience or community service (or any other work activity under Sec. 261.30 of this chapter).

(3) Except where excluded under paragraph (b) of this section, it also includes supportive services such as transportation and child care provided to families who are not employed.

(b) It excludes:

(1) Nonrecurring, short-term benefits that:

(i) Are designed to deal with a specific crisis situation or episode of need;

(ii) Are not intended to meet recurrent or ongoing needs; and

(iii) Will not extend beyond four months.

(2) Work subsidies (i.e., payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training);

(3) Supportive services such as child care and transportation provided to families who are employed;

(4) Refundable earned income tax credits;

(5) Contributions to, and distributions from, Individual Development Accounts;

(6) Services such as counseling, case management, peer support, child care information and referral, transitional services, job retention, job advancement, and other employment-related services that do not provide basic income support; and

(7) Transportation benefits provided under a Job Access or Reverse Commute project, pursuant to section 404(k) of the Act, to an individual who is not otherwise receiving assistance.

(c) The definition of the term assistance specified in paragraphs (a) and (b) of this section:

(1) Does not apply to the use of the term assistance at part 263, subpart A, or at part 264, subpart B, of this chapter; and

(2) Does not preclude a State from providing other types of benefits and services in support of the TANF goal at Sec. 260.02(a).

APPENDIX B: PRC Services and Benefits

The client is responsible for paying all amounts in excess of the maximum payments listed herein. **All services are limited to 200% of FPG except as noted.**

Employment-Related Expenses

- Limited to five hundred dollars (\$500) for job-support tools/equipment or supplies.

- Limited to five hundred dollars (\$500) for licenses required to obtain or maintain employment in a field.
- Limited to five (5) uniforms not to exceed five hundred dollars (\$500) for job-specific uniforms.

Requirements:

- Completed PRC Application
- Copy of dress code or statement from employer, or prospective employer, as to required uniforms.
- Must submit an invoice or other document from store provider listing each item separately and price for each item.
- Any other supportive evidence (e.g. diploma, certificate from vocational school, etc.).

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Transportation Services

- Limited to four (4) months of service.
- Verification of employment is to be verified monthly prior to continuing eligibility for this service.
- Bus Tokens/Passes for employment-related services in each month for a maximum of four (4) months.
- Limited up to a two hundred dollar (\$200) value in Gas Cards for employment-related services in each month for a maximum of three (3) months.

Requirements:

- Completed PRC Application.
- Verification of current employment or offer letter with start date.

Additional information needed if applying for Gas Card:

- Present valid Ohio State driver's license.
- Provide proof of current auto insurance coverage in the name of the applicant, spouse, or parent of child in the PRC assistance group.
- Provide registration or title in the name of the applicant, spouse, or parent of child in the PRC assistance group.

- Employment required at a minimum of thirty (30) hours weekly at minimum wage.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Emergency Shelter

- Limited to ten (10) nights in a local motel/hotel not to exceed a total of five hundred dollars (\$500).

Requirements:

- Completed PRC Application.
- Identify as homeless and with no alternative living arrangement.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Emergency Clothing

- Limited to urgently needed clothing for children not to exceed two hundred fifty dollars (\$250) per child.
- **Must be referred to the Clothing Center prior to approval of this service.**

Requirements:

- Completed PRC Application.
- Must submit an invoice or other document from store provider listing each item separately and price for each item.
- Verification of urgency.
- Must be due to a natural or residential disaster, reunification with parents or residents of a domestic violence shelter.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Child(ren) Cribs

- Crib per child not to exceed three hundred dollars (\$300).

Requirements:

- Completed PRC Application.

- Must submit an invoice or other document from store provider listing each item separately and price for each item.
- Verification of urgency.

Duration: Eligible for one per child.

Shelter Expenses*

- Limited to actual cost of past due rent/mortgage.
- Limited to two (2) months rent/mortgage not to exceed one thousand five hundred dollars (\$1,500).
- For past due rent, must provide documentation from landlord.
- Must offer Budget Counseling Service

Requirements:

- Completed PRC Application.
- Applicant to provide verification of attempt to make payments.
- For past due rent, must provide documentation from landlord.
- Furnish mortgage/rental amount documentation.
- Deed (for mortgage) or lease (for rent) in the name of the applicant, spouse, or parent of child in the PRC assistance group.
- Requested payment must be at least thirty (30) days past due (unless work relocation).
- Verification of how needs will be met in future months.

*If the landlord of the PRC applicant is a relative (i.e. parent, sibling, uncle, aunt, grandparent) the applicant must provide verification of a rental agreement or history of rent payment before consideration can be determined under the shelter provisions of this PRC Plan.

Duration: Eligible for services once in a twenty-four (24) month period. The twenty-four (24) month period begins on the date of application.

Home Repairs

- Limited to three thousand five hundred dollars (\$3,500) in emergency repairs that directly effect the health and safety of the family and are limited to electric, plumbing, heat and accessibility problems.

Requirements:

- Completed PRC Application.
- Furnish deed/land contract, or other proof of home ownership in the name of the applicant, spouse, or parent of child in the PRC assistance group.
- Two repair estimates required.
- Repair need must be verified by contractor as necessary for the health and safety of the family.

Duration: Eligible for services once in a thirty-six (36) month period. The thirty-six (36) month period begins on the date of application.

Utility Assistance

- Limited to one thousand dollars (\$1,000), not including administrative fees.
- Limited to electric, gas, one (1) full tank of fuel oil, one (1) full tank of propane, and water.
- Must offer Budget Counseling Service.

Requirements:

- Completed PRC Application.
- Furnish original utility bill in the name of the applicant, spouse, or parent of child in the PRC assistance group.
- If utility is in the landlord's name, verification that the utility is the applicant's responsibility is required.
- During months of HEAP operation, provide verification that they applied for HEAP before applying for PRC.
- Requested service must have a disconnection notice, or be at least thirty (30) days past due.
- Verification of attempts to pay has been made.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Relocation Benefits

- Limited to applicants who are victims of domestic violence or have an emergent need caused by circumstances beyond applicant's control which, if not satisfied, threatens the safety or health of one or more family members.

- Limited to one thousand five hundred dollars (\$1,500) once in a lifetime per family.

Requirements:

- Completed PRC Application.
- Verification of a minimum of thirty (30) hours of employment a week; **or**,
- Verification of a protection order in place or some other means of verification.

Duration: Eligible for services once in a lifetime.

Budget Counseling

- Limited to PRC eligible individuals or OWF recipients attending Job Search Classes.
- Limited to three (3) sessions.

Requirements:

- Completed PRC Application or Self-Sufficiency Contract/Plan if OWF recipient; **or**,
- Referral from Legal Aide.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Child Safety Car Seats

- Limited to children in need of a car safety seat.
- Limited to two hundred fifty dollars (\$250).

Requirements:

- Completed PRC Application.
- All car seats will be issued by Portage County Child Health with instruction.

Child Welfare

- In-Home Based Services or respite services as determined necessary by Portage County Children Services worker.

- Other services that may be essential to the PRC AG to secure or maintain employment, insure the health and safety of children, prevent the removal of children from the household, or for the reunification of children with their family or relative as authorized by the Portage County JFS Director or her designee.

*** Access to Better Care Funds can be used to serve families with multi-need children who do not have substance abuse or mental health conditions. These funds can be used to pay for in-home case management services, therapies, activity participation, utility cost, equipment-technological cost, athletics or assistive cost, household furniture or other appropriate service that are deemed necessary by the Inter-Agency Clinical Assessment Team, a committee of Portage County Family and Children's First Council, to stabilize the family.**

Requirements:

- Completed PRC Application or a Common Application Form.

Homeless Shelter Services

- Limited to services for homeless families who are in need of housing, outreach, advocacy, case management, child advocacy, housing placement assistance, employment readiness training, skill development and service coordination assistance.

Requirements:

- Completed PRC Application.

Duration: Eligible for services on a daily basis for each family member not to exceed four (4) months in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Legal Services

- Limited to families in need of the legal services in the PRC plan.
- Limited to six (6) months of actual cost not to exceed two thousand five hundred dollars (\$2,500) per legal service.

Services are for:

- Driver's License Suspension removal
- Criminal Record Expungement
- Bankruptcy Filing
- Consumer Debt
- Help to obtain guardianship or custody for Kinship Care only
- Loss of housing issues

Requirements:

- Completed PRC Application for each service. The application is valid up to six (6) months from the application date.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Safety Kits

- Limited to PRC eligible families with young children or newborns.
- Limited to essential items to keep children safe in homes.
- Limited to total cost not to exceed five hundred dollars (\$500) per family.

Requirements:

- Completed PRC Application.

Duration: Eligible for services once in a lifetime.

Help Me Grow

- Limited to pregnant women and families with children under age three (3).
- Need standard is 300% of FPG.

Requirements:

- Completed Help Me Grow Application.

Duration: Eligible for services as needed.

Drug and Alcohol Screening

- Limited to an OWF cash recipient's self-sufficiency contract/plan or Portage County Children Services for TANF-eligible individuals.
- Limited to actual cost of screening not to exceed five hundred dollars (\$500).

Requirements:

- Completed PRC Application or Self-Sufficiency Contract/Plan; **or**,
- Completed ODJFS 7200 application.

Duration: Eligible for services as needed.

Domestic Violence Services

- Limited to individual or eligible families of domestic violence.
- Limited to two thousand dollars (\$2,000) per family for case management.

Requirements:

- Completed PRC Application; **or**,
- Referral from PCDJFS case manager within the Self-Sufficiency Plan that PRC assistance is needed for, or to maintain, reunification; **and/or**,
- Status of reunification plan and/or statement from Children Services worker; **and/or**,
- Statement/referral from Domestic Relations Court or Family Counselor.

Duration: Eligible for services as needed on a daily basis for each family member not to exceed four (4) months in a twelve (12) month period.

Fatherhood Initiative

- Limited to non-custodial father to help him meet his obligations as a parent.
- Limited to two thousand dollars (\$2,000) per family.
- Services may include individual and/or group sessions, monthly meetings, support group, referral, and case management.

Requirements:

- Completed PRC Application.

Duration: Not to exceed four (4) months in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Short-Term Training

- Limited to adults that are in need of education or training to become self sufficient.
- Limited to up to four (4) months of actual cost not to exceed two thousand dollars (\$2,000).
- Service will include Adult Basic Education, GED Preparation, Occupational Training and/or Short-Term Education Programs

Requirements:

- Completed PRC Application.

Duration: Eligible for services once in a lifetime.

Summer Youth Work Experience

- Limited to any Portage County youth, ages 14 – 21, that meets the 200% FPG.
- Transportation to be provided through the contracted provider.
- Limited to summer months not to exceed two thousand five hundred dollars (\$2,500).

Requirements:

- Completed PRC Application.
- Must be between the ages of 14 and 21 and seeking employment or job skills.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Youth TRADE Expansion Project

- Limited to any Portage County youth, ages 14 – 21, that meets the 200% FPG.
- Limited to youth in need of work experience and training.
- Limited to actual costs not to exceed two thousand five hundred dollars (\$2,500).

Requirements:

- Completed PRC Application.
- Must be between the ages of 14 and 21.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Job Mentoring/Coaching

- Limited to OWF applicants via PCDJFS referral.
- Limited to four (4) months of actual costs not to exceed two thousand dollars (\$2,000).

- Limited to providing job mentoring/coaching to individuals as assigned on self-sufficiency plan or designated by Children Services.

Requirements:

- Must be referred by PCDJFS or Portage County Children Services.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

School/Proficiency Academy

- Limited to youth, ages 14 – 21, in need of extra schooling/tutoring in order to graduate, advance to the next grade, or pass the Proficiency test.
- Limited to actual cost of schooling not to exceed five hundred dollars (\$500).

Requirements:

- Completed PRC Application.

Duration: Eligible for services once in a twelve (12) month period. The twelve (12) month period begins on the date of application.

Disaster Assistance

- As declared by the Federal Government, State Government, or County Commissioners.
- Limited to one (1) disaster assistance payment per dwelling per disaster.
- Limited to one thousand five hundred dollars (\$1,500) per disaster.

Family Disaster Assistance

- Limited to families sustaining disaster.
- Limited to one thousand five hundred dollars (\$1,500) or as limited by the state.
- Limited to Shelter Assistance, Home Repairs, and Replacement of essential Household Contents.

Requirements:

- Completed PRC Application or designated Disaster Application.
- Submit copy of Police/Fire Chief report indicating fire, flood, etc.; **or**,
- Submit copy of report/referral from local American Red Cross Chapter, FEMA, or local EMA; **or**,

- Submit copy of report from utility company indicating fire, explosion, etc.

Duration: Eligible for services as needed.

Academic Support Services

- Limited to school fees and/or required vocational uniforms for school age children in grades 9 through 12.

Requirements:

- Completed PRC Application.
- Letter from the school verifying that the student has fees incurred and amount of fees.

Duration: Eligible for services as needed.

Afterschool Programs and/or Student Readiness Enrichment Programs as administered by the Ohio Department of Education (ODE)

This program offers to students (kindergarten through grade 12) a broad array of additional services, programs and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music and recreation programs, technology education programs and character education programs that are designed to reinforce and complement, not replace, the regular academic program of participating school districts.

Positive Parenting

- Limited to four (4) months not to exceed two thousand dollars (\$2,000) per family.

Requirements:

- Completed PRC Application.

Duration: Eligible for services once in a twelve (12) month period.

Pregnancy-Related Diversion Program

This is a diversion program for women in their third (3rd) trimester pregnancy or postpartum

- Limited to four (4) months of cash payments equivalent to the OWF payment standard for appropriate household size.

Requirements:

- Completed PRC application.
- Verification of being in third (3rd) trimester for pregnancy diversion.

- Verification of child's birth for postpartum diversion.

Duration: Eligible for services as needed.

Information and Referral

Activities that identify and communicate available resources by public and private providers including a brief assessment of customer needs (not including diagnosis and evaluation) to facilitate appropriate referral to community resources.

APPENDIX C: FORMS

PRC Application (also used for disaster assistance)

Help Me Grow Enrollment Form

OWF 7200 Application Form

PRC/PRS Diversion Application

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Check List for TANF Verification

(Page 2 of 2)

I. Programs client is enrolled in:

Program	Yes	No
Ohio Works First (OWF) Cash Assistance		
Medical Card/Healthy Start		
WIC		
Head Start		
Food Stamps		
Foster Child		

If "yes" is checked for any program listed above, skip to signature section.
If all answers are "no" in section I., the next three sections **must be completed**.

II. Picture Identification

Type	Yes	No	Identify Other
Drivers License			
State ID			
Other			

III. Income

Frequency	Gross Amount of Most Recent Check	Number of People in Family Unit	Date on Pay Check
Weekly			
Every Two Weeks			
Monthly			

IV. Birth Certificates

Type	Mother	Father	Child 1	Child 2	Child 3	Child 4
Birth Certificate						
Crib Card						
If not available note the City & State where born						

V. Signatures

Parent/Guardian _____ Date _____

The above verifications were viewed by:

HMG Staff _____ Date _____

Program application-page #2, 2/02 revised 5/04

Help Me Grow of Portage County, an equal opportunity employer,
does not discriminate on the basis of race, religion, sex, or national origin in the administration of its policies, programs and services.

RESOLUTION No. 08-0086 - RE: ENTER INTO AN AGREEMENT WITH WILLIS OF OHIO, INC. FOR PROVISION OF HEALTH BENEFIT PLAN CONSULTING SERVICES FOR 2008

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

WHEREAS, the Portage County Board of Commissioners desires on-going consulting services regarding health benefit plan design services, review of provider services, evaluation of proposals submitted by vendors of voluntary benefit plans and development of wellness initiatives for the Portage County Employee Health Benefit Plan as required by the Ohio Revised Code, Section 307.86(F); now therefore be it

RESOLVED, that the Portage County Commissioners agree to enter into an agreement, with **Willis of Ohio, Inc., 200 Public Square, Suite 3760, Cleveland, Ohio 44114**, to provide Health Care Consulting Services in 2008 for the Portage County Employee Health Benefit Plan for a total cost not to exceed twenty-four thousand and 00/100 dollars (\$24,000.00), 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

* * * * *

RESOLUTION No. 08-0087 - RE: AMEND RESOLUTION 07-0947 TO CHANGE THE TERM OF THE AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND WAUGH CONSULTING.

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

WHEREAS, the Consultant serves as an Independent Contractor and provides professional services to Skilled Nursing Facilities, and

WHEREAS, the Client operates Woodlands at Robinson, a Skilled Nursing Facility, and desires purchase such services; and

WHEREAS, the term of current agreement allows an automatic renewal for additional 30 day periods until the termination of the contract; and

WHEREAS, the Nursing Home is in the process of interviewing Director of Nursing candidates and will require the services of Waugh Consulting until a hire is made; now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend the terms of the agreement, effective January 31, 2008, with Waugh Consulting, 21 Karis Street, Waterville, Ohio 43566 to move to a week-to-week basis beginning February 1, 2008 and continuing until a two week notice of termination of this agreement is provided in writing from either 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, Absent; Christopher Smeiles, Yea; Charles W. Keiper II, Yea;
* * * * *

RESOLUTIONS
January 24, 2008

1. Approval of Meeting Minutes from the January 22, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-079
3. Approve the wire transfer as presented by the County Auditor./08-080
4. Approve the Journal Vouchers as presented by the County Auditor./08-081
5. Approve the Then & Now as presented by the Portage County Auditor./08-082
6. Accept contract change order no. 1 to the contract between Lake Erie Construction Company and Portage County for the 2007 guardrail upgrade project. (County Engineer)./08-083
7. Accept the Ohio Department of Justice Program Violence Against Women Grant (VAWA), Domestic Violence Intervention Project NO. 2007-WF-VA8-8222 for the grant year 2008 (Resubmission of 2006-WF-VA8-8222) (Family & Community Services)./08-084
8. Amend Resolution 07-0947 for the agreement for Director of Nursing services at the Portage County Nursing Home/08-0087
* * * * *

INVITATIONS/MEETING NOTICES
January 24, 2008

1. Bricker & Eckler: County Construction and Finance Seminar, Wednesday, March 12, 2008, Confluence Park Restaurant, Columbus.

2. Kent State University: Elected Officials Academy (choose one or both) Personal Leadership Tuesday, February 12, 2008-Tuesday, March 11, 2008 and Policy Leadership, Tuesday, March 25, 2008-Tuesday, April 22, 2008, 7:00-9:30 PM, Kent Student Center.
3. Aurora Historical Society Inc: "Unlock the Mind-Food Connection: Eating to Enhance Mental Health", Saturday, February 9, 2008, 11:30-12:30 PM, Aurora Memorial Library Gallery.
4. Aurora Historical Society Inc: Wine, Cheese & Chocolate, the official kick off of Key Ingredients: America by Food on Sunday, February 10, 2008, 5:00-7:00 PM, Aurora Historical Society Museum.

Parcel #	Location	Amount (Full Year)
29-325-20-00-057-000	EPH Div 12 Lot 6 F 50, Ravenna Twp.	\$ 1.90
28-056-00-00-014-002	Lot 56, Randolph Twp.	\$ 5.48
28-055-00-00-028-001	Lot 55, Randolph Twp.	\$ 261.98
12-075-30-00-035-000	Lake Royale Block A, Franklin Twp.	\$2.14
12-001-00-00-021-001	Lot 1, Franklin Twp.	\$ 71.64
29-312-11-00-069-000	Mc E P Ext Lot 270 F 25.00, Ravenna Twp	\$ 5.42
35-018-10-00-044-000	Saunders Creek 1 Blk A, Streetsboro	\$ 16.71
16-038-70-00-004-002	Brady Lake Park Lot 160, Brady Lake Village	\$ 9.88
12-078-00-00-004-001	Lot 78 M & 67 N E Cor, Franklin Twp.	\$ 6,710.29
28-076-00-00-007-990	Lot 76, Randolph Twp.	22,152.98
16-038-70-00-004-003	Brady Lake Park Lot 161 Brady Lake Village	\$ 55.94
17-025-40-00-027-000	Orig Div 2 Lot 6 F Kent City	\$ 293.13
17-025-40-00-028-000	Orig Div 2 Lot 5 F Kent City	\$ 640.61
29-308-20-00-228-000	B&M Lot 170 F 65 Ravenna Twp.	\$ 12.88
29-308-20-00-227-000	B&M Lot 169 F 64 Ravenna Twp.	\$ 13.08
29-209-00-00-002-000	Div M Lot 9 NW Ravenna Twp.	\$ 134.03
17-025-40-00-031-000	Orig 2 Lot 1&2 F 60 Kent City	\$ 257.21
17-025-40-00-030-000	Orig Div 2 Lot 3 F 20 Kent City	\$ 2,134.34
17-025-40-00-029-000	Orig Div 2 Lot 4 F 31.5 Kent City	\$ 429.46
29-700-00-00-001-000	East Park Ditch Specials Only, Ravenna Twp.	\$ 11.50
29-354-00-00-002-000	Div S Lot 54 N	

	Ravenna Twp.	\$ 8,199.25
29-342-00-00-024-001	Div S Lot 42 NW Ravenna Twp.	\$ 302.64
31-366-10-00-001-001	Orig Lot 28-R (See 31-366- 10-00-001-004) Ravenna City	\$ 6,304.39
31-361-23-00-198-000	Div S Lot 61 SD-20 NE 52.50 Ravenna City	\$ 1,762.42
31-361-13-00-112-000	Orig 58-59-60 S 45 Ft of 55- 56-57 30 ft Vac Maple Ravenna City	\$ 5,077.92
29-700-00-00-050-000	Wahoo Ditch Maintenance Ravenna Twp.	\$ 11.68

5. Crain Communications: WasteNews National Conference on Environmental Legislation and Regulation, Tues-Wed, February 12-13, 2008, Omni Shoreham Hotel, Washington, DC.

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**INCOMING CORRESPONDENCE
DISCUSSION**

January 24, 2008

1. On January 22, 2008, the Commissioners' Office referred Invoice No. 1691 dated January 16, 2008 from Art Armory for the design and layout at a cost of \$3,240.00 for "The Portage 100 – The Unofficial Guide to Everything" to the Portage County Department of Economic Development for payment. Economic Development is asking which line item should pay for this invoice? (Contract Services or Materials/Supplies)/The Board of Commissioners agreed that the PCDED should pay this invoice using funds available. JoAnn Townend to bring back three quotes for printing of 5,000, 10,000 and 15,000 copies of the Portage 100.
2. January 18, 2008 e-mail from Sally Kelly, Senior Center, regarding funding source for the Senior Center move/Journal Entry
3. Undated correspondence (received January 22, 2008) from Tom Allio, Ohio Coalition for Responsible Lending, requesting support of House Bill 333./Forward to the County Commissioners' Association of Ohio for comment
4. January 23, 2008 e-mail from Dave Vaughan, Neighborhood Development Services Inc., regarding OHCP and Fair Housing Issue/information only

JOURNAL ENTRIES

January 24, 2008

1. The Board of Commissioners received the 2007 Annual Report as presented by the Portage County Prosecutor's Office/Forwarded to Kerry Macomber for use in the 2007 Annual Report.
2. Board of Commissioners' authorization requested to pay real estate taxes for county owned property for the first and second half of 2007 as follows:

3. The Board of Commissioners received the Weekly Report for weeks ending January 6, 13 and 20, 2008 as presented by Jon Barber, County Dog Warden./Journal Entry
4. Board of Commissioners' authorization requested to pay Invoice No. 01328 dated January 18, 2008 to Communications Factory, 4103 State Route 82, Mantua, Ohio 44255 for the 2007 Portage County Annual Report \$ 6,692.00./Journal Entry
5. Board of Commissioners' authorization requested to pay Habitat for Humanity new construction work from the Section 17 RLF. Board of Commissioners' authorization also requested to have Commissioner Smeiles sign the FY2006 Home Program Funds – Amendment as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the amendment appears to be appropriate and authorized as requested./Journal Entry
6. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Community Development Block Grant Program Final Performance Report for the period covering October 1, 2003 to December 31, 2007 for Grant No. B-W-03-062-1 as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry
7. Board of Commissioners' signature requested on the payment authorization form for \$ 25,314.00 payable to The Brewer-Garrett Company for the HVAC upgrades at the Townhall II Building as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #02 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

REFERRED

January 24, 2008

1. January 7, 2008 memo from the Ohio Department of Development, regarding FY2008 CHIP./Forwarded to Internal Auditor, Neighborhood Development Services Inc. and Regional Planning Commission.
2. January 9, 2008 Public Notice from the Ohio EPA, regarding the Final Issuance of Certification for Ravenna City Schools./Forwarded to Harold Huff, Water Resources Department for review and comment.
3. January 17, 2008 memo from Michael Hiler, Ohio Department of Development, regarding the Annual Program Income Report./Forwarded to Neighborhood Development Services Inc. and Regional Planning Commission for completion and to the Internal Auditor for follow up.
4. January 16, 2008 Invoice No. 132 from Ravenna Area Chamber of Commerce for 2008 Membership Dues./Forwarded to Economic Development for payment.
5. The Board of Commissioners received the US Department of Agriculture Rural Development Annual Statement of Loan Accounts./Forwarded to the Internal Auditor, Department of Budget and Financial Management and Water Resources Department.
6. January 22, 2008 e-mail from Carolyn Vavala, regarding the Portage County on-line survey./Forwarded to the Ohio State Highway Patrol.

7. January 22, 2008 correspondence from Sue Spender, Warren County Commissioners, regarding a survey of wages for carpenter, electricians, electronic technicians, HVAC technicians and plumbers./Forwarded to Human Resources Department for completion.
8. January 16, 2008 correspondence from county employees, regarding outside employment./Forwarded to Human Resources Department.

Please Add To The Agenda

January 24, 2008

1. Board of Commissioners' signature requested on the Satisfaction of Mortgage for JJH Enterprises (\$320,000) 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
2. Board of Commissioners' signature requested on the Satisfaction of Mortgage for JJH Enterprises (\$50,000) 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

INFORMATION ONLY

January 24, 2008

1. The Board of Commissioners received the January 21, 2008 correspondence from Wayne Enders, Portage County Bicentennial Committee, including the Connecticut Western Reserve, State of Ohio, County of Portage Timeline 1669-2007. (Entire document in share).
2. The Board of Commissioners received notice that the Portage County Building Department does not have any comments or objection on the petition to vacate Reiger Drive, Deerfield Township, Portage County.
3. January 10, 2008 correspondence from Darlene Mongelli, US Department of Justice, regarding the closeout of Grant No. 2003-CW-BX-0035 Supervised Visitation and Safe Havens Exchange Program.
4. The Board of Commissioners received the Portage County District Library Board of Trustee meeting minutes from December 13, 2007.
5. The Board of Commissioners received the Board of Revision meeting minutes from January 14, 2008 as presented by Secretary Janet Esposito, County Auditor.
6. The Board of Commissioners received the Portage County Dog Warden Statistics for 2007 as presented by Jon Barber.
7. January 14, 2008 thank you letter from Jason Abbott, regarding the Executive Assistant position.
8. January 17, 2008 e-mail from Scott Frantz, property owner, regarding no objections to the proposed partial vacation of Reiger Drive, Deerfield Township.
9. January 18, 2008 e-mail from a concerned citizen, regarding the Portage County on-line survey regarding County officials.

10. January 17, 2008 e-mail from Linda Carlisle, Big Brothers & Sisters of Portage County, (1) thanking the Board for presenting the proclamation, (2) a current press release and (3) bowling packets & sponsorships available for the Bowl for Kids' Sake day on Saturday, February 23, 2008.
11. January 14, 2008 correspondence from Tina Hutchinson, County Engineer, including a copy of the Bargaining Unit Agreement effective November 12, 2007 between the Portage County Engineer and Teamsters Local Union No. 436. (Document in share file).

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Journal Entry

January 24, 2008

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

1. The Board of Commissioners authorized the purchase of a vacuum and attachments, a utility cart, four 8-foot tables, and two 48" round tables at a cost not to exceed \$1,000 for the Portage County Senior Center, as requested by Director Sally Kelly. Forward to the Department of Budget & Financial Management for budget action.
2. The Board of Commissioners authorized payment of real estate taxes for county owned property for the first and second half of 2007 as follows:

Parcel #	Location	Amount (Full Year)
29-325-20-00-057-000	EPH Div 12 Lot 6 F 50, Ravenna Twp.	\$ 1.90
28-056-00-00-014-002	Lot 56, Randolph Twp.	\$ 5.48
28-055-00-00-028-001	Lot 55, Randolph Twp.	\$ 261.98
12-075-30-00-035-000	Lake Royale Block A, Franklin Twp.	\$2.14
12-001-00-00-021-001	Lot 1, Franklin Twp.	\$ 71.64
29-312-11-00-069-000	Mc E P Ext Lot 270 F 25.00, Ravenna Twp	\$ 5.42
35-018-10-00-044-000	Saunders Creek 1 Blk A, Streetsboro	\$ 16.71
16-038-70-00-004-002	Brady Lake Park Lot 160, Brady Lake Village	\$ 9.88
12-078-00-00-004-001	Lot 78 M & 67 N E Cor, Franklin Twp.	\$ 6,710.29
28-076-00-00-007-990	Lot 76, Randolph Twp.	22,152.98
16-038-70-00-004-003	Brady Lake Park Lot 161 Brady Lake Village	\$ 55.94
17-025-40-00-027-000	Orig Div 2 Lot 6 F Kent City	\$ 293.13
17-025-40-00-028-000	Orig Div 2 Lot 5 F Kent City	\$ 640.61
29-308-20-00-228-000	B&M Lot 170 F 65 Ravenna Twp.	\$ 12.88
29-308-20-00-227-000	B&M Lot 169 F 64 Ravenna Twp.	\$ 13.08

29-209-00-00-002-000	Div M Lot 9 NW Ravenna Twp.	\$ 134.03
17-025-40-00-031-000	Orig 2 Lot 1&2 F 60 Kent City	\$ 257.21
17-025-40-00-030-000	Orig Div 2 Lot 3 F 20 Kent City	\$ 2,134.34
17-025-40-00-029-000	Orig Div 2 Lot 4 F 31.5 Kent City	\$ 429.46
29-700-00-00-001-000	East Park Ditch Specials Only, Ravenna Twp.	\$ 11.50
29-354-00-00-002-000	Div S Lot 54 N Ravenna Twp.	\$ 8,199.25
29-342-00-00-024-001	Div S Lot 42 NW Ravenna Twp.	\$ 302.64
31-366-10-00-001-001	Orig Lot 28-R (See 31-366- 10-00-001-004) Ravenna City	\$ 6,304.39
31-361-23-00-198-000	Div S Lot 61 SD-20 NE 52.50 Ravenna City	\$ 1,762.42
31-361-13-00-112-000	Orig 58-59-60 S 45 Ft of 55- 56-57 30 ft Vac Maple Ravenna City	\$ 5,077.92
29-700-00-00-050-000	Wahoo Ditch Maintenance Ravenna Twp.	\$ 11.68

3. The Board of Commissioners acknowledged the receipt of the Weekly Report for weeks ending January 6, 13 and 20, 2008, as presented by Jon Barber, Interim County Dog Warden.
4. The Board of Commissioners authorized payment of Invoice No. 01328 dated January 18, 2008 to Communications Factory, 4103 State Route 82, Mantua, Ohio for the design, layout, photography, and supervision of the 2007 Portage County Annual Report for \$6,692.00.
5. On January 17, 2008 the Board of Commissioners accepted the recommendation from Deputy Director Michael Bogo, Neighborhood Development Services Inc., and authorized the use of Section 17 funds to replace CHIP funds reallocated to projects other than the designated Habitat for Humanity project due to the extraordinary time it has taken to process the required Environmental Review for New Construction Activity. The New Construction funds are to be re-programmed to Private Rehab (\$70,000) and Down Payment Assistance(DPA)/Rehab (\$40,000). The Board of Commissioners noted that they sent a December 20, 2007 request to the Ohio Department of Development, OHCP, requesting the reprogramming of funds in the 2006 Portage County CHIP (B-C-06-062-2).

Today, the Board of Commissioners authorized Commissioner Smeiles to sign the FY2006 Home Program Funds – Amendment for the B-C-06-062-2 Grant, as requested by the Ohio Department of Development and presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the amendment appears to be appropriate and authorized as requested.

6. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Community Development Block Grant Program Final Performance Report for the period covering October 1, 2003 to

December 31, 2007 for Grant No. B-W-03-062-1, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

7. The Board of Commissioners signed the payment authorization form for \$25,314.00 payable to The Brewer-Garrett Company of Cincinnati, Ohio for the HVAC upgrades at the Townhall II Building, 155 South Water Street in Kent, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #02 Public Rehabilitation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
8. The Board of Commissioners signed the Satisfaction of Mortgage for JJH Enterprises (\$320,000), as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
9. The Board of Commissioners signed the Satisfaction of Mortgage for JJH Enterprises (\$50,000), as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
10. The Board of Commissioners authorized Commissioner Smeiles to sign the Portage County Commissioners RLF Check No. 1108 dated January 14, 2008 to McLean Home Improvements of Ravenna for \$8,550.00 for the rehab at the residence of Carol Reddick, 4865 Streeter Road, Streetsboro as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized.
11. The Board of Commissioners authorized payment of the October 22, 2007 NEFCO invoice for \$12,415.50 for the first half local dues for Fiscal Year 2008 covering the period January 1, 2008 through June 30, 2008. The Board of Commissioners noted that the Solid Waste Management District and the Water Resources Department share this invoice equally.
12. The Board of Commissioners authorized the lease/purchase of two Sharp color printers for use by the Portage County Print Shop and the Purchasing Department from Advanced Copier Equipment of Hudson.
13. The Board of Commissioners authorized the Human Resources Department to advertise the Budget/Financial Analyst position in the Department of Budget & Financial Management.

Commissioner Frederick absent, 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 24, 2008**. 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 4:15 PM. All in favor, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

ABSENT

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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