

Tuesday, February 5, 2008

The Board of County Commissioners met in regular session on **Tuesday, February 5, 2008 at 9:50 AM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

* * * * *

Absent: Commissioner Keiper

* * * * *

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the January 31, 2008 meeting. Commissioner Keiper, absent, motion carries

* * * * *

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

* * * * *

PROSECUTOR

Present: Denise Smith

Commissioner Frederick asked Denise Smith to let the Board of Commissioners know what the Ohio Revised Code requires the Commissioners to pay for Regional Planning Commission operations. If the Regional Planning Commission does not have adequate funding, does the Board of Commissioners have the responsibility to increase their funding? It appears that the Regional Planning Commission may have over-certified their budget and discussions are ongoing regarding a dues increase to offset the costs. Attorney Smith stated that there is no provision in the statute requiring the Board of Commissioners to provide additional funding for the Regional Planning Commission.

Prosecutor's Correspondence

1. January 28, 2008 confidential correspondence from Leigh Prugh, regarding Deer Crossing Estates LLC et al. (orig. to JoAnn Townend to process. Resolution 08-0107 was adopted January 31, 2008)/Information only.
2. January 31, 2008 e-mail from Denise Smith, in response to the Board's request for review and comment on the January 22, 2008 notice from inmate Ronald Dean Nicholas, Mansfield prison system/Information only. Ms. Smith advises the Board of Commissioners to not respond to Mr. Nicholas.
3. January 31, 2008 e-mail from Leigh Prugh, regarding Home Savings Bank lease agreement/Information only – lease to be routed by JoAnn Townend.

10:40 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the Board of Commissioners move into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of

pending or imminent court action. **Also present: Attorney Denise Smith.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

10:48 AM Upon conclusion of the above referenced discussion, it was moved by Maureen T. Frederick, 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, Absent; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners took no action.

* * * * *

WATER RESOURCES

Present: Harold Huff

- 1. RESOLUTION - Approving a request for installment payment of connection charges for connection to the sanitary sewer system in the Portage County Regional Sewer District and establishing the terms and conditions of the same./08-128
- 2. RESOLUTION - Authorizing the preparation of plans, specifications and estimate of cost for Project No. PC (08-030), O&M Facility Driveway Repaving and Drainage Improvements, Shalersville Township./08-129
- 3. RESOLUTION - Approving the plans, specifications and estimate of cost , and setting the date and time for acceptance of bids for the Project No. RV-0 (07-190), Timber Run Pump Station Upgrade, in the Portage County Regional Sewer District, Ravenna Township./08-127
- 4. DISCUSSION- Harold Huff recommended the settlement of a dispute with Dean Zimmer, Cecil Drive in Streetsboro for \$525.00 for the rental of a backhoe for one day to determine the problem with his sewer system/Harold Huff to work with the Prosecutor and bring back a Settlement Agreement.

* * * * *

DEPARTMENT OF BUDGET AND FINANCIAL MANAGEMENT

Present: Audrey Tillis

Discussion

- a. Audrey Tillis advised the Board of Commissioners that the Clerk had given her a copy of the Regional Planning Commission Request for Payment of Invoice #08-39 for a \$60,000 “Local Grant” payment. The Board of Commissioners agreed that an invoice is not necessary for this support from the General Fund. Hold the Journal Entry for additional information
- b. Sudsina & Associates Engagement Letter/Journal Entry
- c. Audrey Tillis advised the Board of Commissioners that the Muni Court did give compensation increases

* * * * *

11:30 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the Board of Commissioners move into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. **Also present: CORSA Attorney Jay Randall and Attorney Brenda Coey of Buckingham, Doolittle & Burroughs.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

12:30 PM Upon conclusion of the above referenced discussion, it was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners took no action.

* * * * *
OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT - cancelled

* * * * *
DISTRICT LIBRARY BOARD CANDIDATE
Present: Todd Puster

The Board of Commissioners met with Mr. Puster to discuss his interest in serving on the District Library Board.

* * * * *
RESOLUTION No. 08-0124 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, 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 February 5, 2008 in the total payment amount of **\$ 583,260.15 for Funds 0001-7214** 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, Absent; Maureen T. Frederick, Yea;

* * * * *
RESOLUTION No. 08-0125 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Maureen T. Frederick, 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:

02/05/08	122	\$ 14.00
02/05/08	115	718.16
02/05/08	116	409,435.25
02/05/08	118	2,277.10
02/05/08	119	249.50
02/05/08	120	84,014.20
Total		\$ 496,708.21

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, Absent; Maureen T. Frederick, Yea;

* * * * *

RESOLUTION No. 08-0126 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Maureen T. Frederick, 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 **\$217,041.99** as set forth in Exhibit “A” dated **February 5, 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, Absent; Maureen T. Frederick, Yea;

* * * * *
RESOLUTION No. 08-0127 - RE: APPROVING THE PLANS, SPECIFICATIONS AND ESTIMATE OF COST, AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF BIDS FOR THE PROJECT NO. RV-0 (07-190), TIMBER RUN PUMP STATION UPGRADE, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT, RAVENNA TOWNSHIP.

It was moved by Maureen T. Frederick, and seconded by Christopher Smeiles that the following resolution be adopted:

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

WHEREAS, pursuant to authorization by the Board contained in Resolution 07-0511 adopted May 29, 2007, the County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. RV-0 (07-190), Timber Run Pump Station Upgrade, hereinafter referred to as the “PROJECT” and copies of said plans, specifications and estimate of cost on file in the office of the Clerk and County Water Resources and are available for examination therein; now therefore be it

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

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

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

Section 3. That sealed bids for the PROJECT will be accepted by the Portage County Commissioners until 3:00 PM on February 27, 2008, at their office on the seventh floor of the County Administration Building, 449 South Meridian Street, Ravenna, Ohio.

Section 4. That the Notice of receiving bids shall be posted in the Record Courier on February 11th and February 18, 2008 and the Clerk of this Board is directed to post said Notice on the official bulletin board in the office of the County Commissioners. This advertisement for bids can also be found on Portage County's website at: www.co.portageco.oh.us under county bid notices.

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

Voice vote was as follows:

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

* * * * *

RESOLUTION No. 08-0128 - RE: APPROVING A REQUEST FOR INSTALLMENT PAYMENTS OF CONNECTION CHARGES FOR CONNECTION TO THE SANITARY SEWERAGE SYSTEM IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT AND ESTABLISHING THE TERMS AND CONDITIONS OF THE SAME.

It was moved by Maureen T. Frederick, and seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, this Board by **Resolution No. 08-0052** adopted January 15, 2008, has established connection charges for connection to the sanitary sewerage system in Ravenna Township and has provided therein that the applicant in order to purchase a permit for such connection may submit a written request to the Board requesting that such connection charges be paid in installments; and

WHEREAS, the following named applicant, being the owner of the property hereafter described applied for a sanitary sewer permit in 2007 and has now requested in writing the option

of paying the connection charges, applicable to the following described property in installments;

Applicant:

Loyal Order of Moose 1234 of Ravenna (Owner)

by instrument number 200202585 of the Portage County Official Records of Deeds

Service Addresses: 5727 State Route 14
Ravenna, Ohio 44266

Parcel Numbers: 29-333-00-00-025-000

Property Description: Being a 50.01 acre parcel of land situated in Ravenna Township Original Lot 33S, Portage County, and State of Ohio;

WHEREAS,

this Board, on the basis of all relevant facts and circumstances, hereby determines that the granting of such request would be equitable pursuant to the following terms and conditions that are determined to be fair and appropriate now therefore be it

RESOLVED,

by the Board of County Commissioners, Portage County, Ohio
(COMMISSIONERS):

Section 1. That determinations set forth in the second preamble of this resolution are hereby incorporated herein.

Section 2. That request of the above named applicant for the installment payment of the connection charges established pursuant to Resolution No. **08-0052**, adopted January 15, 2008, with respect to the property described in the preamble to this resolution is hereby approved subject to the following terms and conditions.

A. The total amount of such connection charges is \$6,492.00. (If actual flow exceeds two units additional tap fees will be due at the rate in effect at the time such flow increase).

B. The connection charges shall be payable in 20 quarterly Installments beginning with the first sanitary sewer billing after connection to the sanitary sewer, unless pursuant to Paragraph H of this section, if the applicant is delinquent twice in any calendar year on paying quarterly installments and carrying charge thereon, at which time the total unpaid balance of such connection charges shall be deemed an additional installment then due and owing in that quarter.

C. A carrying charge shall be paid equal to 6.49 percent per annum on the unpaid balance of the total connection charges due and owing computed from the date of the payment of the preceding quarterly installment.

D. The quarterly installment and the carrying charges thereon shall be included as a separate item on the quarterly bill for sewer service.

E. In the event any installment or the carrying charge thereon are not paid within 15 days after the quarterly billing date, a penalty of 10 percent of the amount then due and owing

shall be paid.

F. The applicant, prior to the issuance of the permit, may be required by the Board of County Commissioners to give security, which may include the requirement of a surety Bond sufficient to assure the payment of all such installments.

G. The applicant or his successor, in title to the property identified in the preamble (hereinafter referred to as "his successor"), at his option may, at any time, make payment of the unpaid balance of the connection charges and carrying charge provided for herein, provided that if such prepayment option is elected, the carrying charge provided for herein shall be computed and paid only to the date of payment of the unpaid balance.

H. In the event the applicant or his successor is delinquent twice in any calendar year on paying quarterly installments and carrying and the carrying charge thereon, the Board may by notice in writing to the applicant or his successor, declare the unpaid balance of the connection charge to be due and payable immediately as an additional installment then due and owing in that quarter and upon such declaration such installment shall become due and payable, provided that the applicant or his successor, may cure such default and acceleration of the additional installment by paying, within 15 days of such carrying charges thereon together with the penalty applicable thereto. Such written notice shall be given to the applicant or his successor, by registered or certified mail, postage prepaid at the address set forth in the following approval of terms and conditions. It shall be the obligation of the applicant or his successor to notify the County Sanitary Engineer of any difference of address to which such notice shall be sent. In the event such default is not cured by such payment within the specified period, the installments which are delinquent, together with any unpaid carrying charges and penalty and the balance of the connection charges, all of which are due and payable by reason of such declaration, shall be certified by this Board to the County Auditor who shall place the same upon the real property tax list and duplicate against the property served by such connection and such charge shall be a lien on such property from the date the same are placed on the real property tax list and duplicate by the Auditor and shall be collected in the same manner as other taxes.

Section 3. The Sanitary Engineer, acting on behalf of the Board, is hereby authorized and directed to certify to the County Auditor such information as will identify the parcel of property to be served by the connection to be paid in installments pursuant to this resolution, the total amount of the connection charges to be paid in installments, the amount of each installment and the total number of installments to be paid. The County Auditor shall record such information in the sewer improvement record provided for in Section 6117.33, Revised Code, for the Sewer District and maintain such record until the connection charges are paid in full.

Section 4. The County Sanitary Engineer shall present a certified copy of this resolution to the applicant referred to herein. The applicant shall execute thereon an endorsement that the terms and conditions set forth in the resolution are satisfactory to the applicant and that the resolution and the terms and conditions thereof, constitute an agreement between the applicant and the County. Upon the execution by the applicant of the approval of such terms and conditions, the applicant can execute an affidavit pursuant to Section 5301.252, Revised Code, for recording pursuant to Section 317.08, Revised Code, with respect to the

right of Portage County to acquire a lien against the above described property in the event of the failure of the applicant or his successor, to pay when due as provided herein. Such affidavit shall, among other things, identify the property to which such lien may attach and shall have attached to it a true and correct copy of this resolution, including the approval of the terms and conditions by the applicant and such County. Upon the receipt of the resolution with such endorsement executed by the applicant and the execution of such affidavit, the County Sanitary Engineer is authorized to issue to the applicant the permit provided for in Section 2 of Resolution No. **08-0052**.

Section 5. That the Clerk of this Board is hereby directed to file a certified copy of this resolution with the Auditor of this County for recording pursuant to Section 319.61, Ohio Revised Code. In the event the Board declares the unpaid balance to be due and payable pursuant to Subsection H of Section 2 and the default is not cured, a certified copy of the resolution providing for the acceleration of the unpaid balance shall so be certified to the County Auditor for recording pursuant to such section.

Section 6. 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:

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

* * * * *
RESOLUTION No. 08-0129 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. PC (08-030), O & M FACILITY DRIVEWAY REPAVING AND DRAINAGE IMPROVEMENTS, SHALERSVILLE TOWNSHIP.

It was moved by Maureen T. Frederick, and seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, it has become necessary for the Portage County Water Resources Department to request authorization to prepare plans, specifications and estimate of cost for the Project No. PC (08-030), O & M Facility Driveway Repaving and Drainage improvements, hereinafter referred to as the "PROJECT"; and

WHEREAS, the PROJECT is necessary to repair the existing pavement of the drive and parking lot, along with minor drainage improvements; now therefore be it

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

Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.

- (2) City of Streetsboro Family Days Ribbon Cutting/Board of Commissioners will attend.
- (3) Children's Advocacy Center's Thursday, April 1, 2008 Photo Opportunity/Board of Commissioners will attend.

- 2. January 31, 2008 e-mail from County Commissioners' Association of Ohio, regarding the Champaign County Commissioners possible sale of the County Nursing Home to a private buyer. CCAO Attorney is conducting a survey to determine if other Counties would support legislation that would facilitate such a sale/Board of Commissioners agreed that they would support such legislation.
- 3. January 29, 2008 correspondence from Gary Alger, Auditor of State Mary Taylor's Office, including the Schedule of Findings and the Management Letter for the 2006 Audit Report/Forwarded to Internal Auditor Carol Kurtz for investigation and follow-up.
- 4. January 29, 2008 e-mail from Dave Vaughan, Neighborhood Development Services Inc., regarding foreclosure prevention task force/Information only.
- 5. February 1, 2008 e-mail from the Commissioners' Clerk regarding Ohio Treasurer Richard Cordray's Save Our Homes Project/Board of Commissioners agreed that the Treasurer should proceed with this meeting.
- 6. February 1, 2008 e-mail from Brian Kelley, ITS, including quotes for the Board's computers/JoAnn Townend to be certain these prices are the lowest prices available.
- 7. February 1, 2008 correspondence from Robert Wrentmore, Building Department, regarding the former Senior Center craft room/Commissioners to discuss with CBO Wrentmore.
- 8. January 30, 2008 correspondence from Thomas Waltermire, Team NEO, including a nomination form to recognize organizations and companies who have made outstanding contributions in attracting, retaining and expanding businesses in Northeast Ohio. Deadline: Friday, March 14, 2008/Bring back on February 7th.

JOURNAL ENTRIES

February 5, 2008

- 1. Board of Commissioners' authorization requested to electronically submit a semi-annual progress report to the US Department of Justice Office on Violence Against Women for the Safe Havens Grant No. 2006-CW-AX-0020 for the Place of Peace Supervised Visitation and Safe Exchange Program as presented by Carole Beaty, Family & Community Services. This report covers the grant period of July 2007 through December 2007. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
- 2. Board of Commissioners' authorization requested to electronically submit a semi annual performance report to the Ohio Office of Criminal Justice Services for the Byrne/JAG Grant No. 2006-JG-D01-6473 for the Place of Peace Supervised Visitation and Safe Exchange Program as presented by Carole Beaty, Family & Community Services. The report covers the grant period of July 2007-December 2007. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
- 3. Board of Commissioners' authorization requested to electronically submit an annual performance report to the Ohio Office of Criminal Justice Services for the VAWA Grant No. 2006-WF-VA8-8222 for the

Domestic Violence Intervention Program as presented by Carole Beaty, Family & Community Services. The report covers the grant period of July 2007-December 2007. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

4. Board of Commissioners' signature requested on the January 29, 2008 correspondence to the Portage County Auditor's office requesting reimbursement to the Activity Fund for \$ 97.75 as requested by Steve Eva, The Woodlands At Robinson/Referred to the Internal Auditor.
5. February 1, 2008 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2008 as presented by the Portage County Auditor's Office.
6. Board of Commissioners' authorization requested to pay Invoice No. 233, dated January 31, 2008 for nine flu shots given on various dates to County employees at a cost of \$ 20.00/each \$ 180 as presented by the Portage County Health Department.
7. The Board of Commissioners authorized the following items as presented by the Kent Regional Business Alliance:
 - a. The Board of Commissioners signed the January 30, 2008 correspondence to Anthony Britford, Ohio Department of Development for the Microenterprise Grant No. B-M-05-062-1 status report.
 - b. The Board of Commissioners authorized Commissioner Smeiles and Commissioner Keiper to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report for Grant No. B-M-05-062-1 for \$ 6,000.00 (Draw No. 400)
 - c. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Community Development Block Grant Program Status Report on Grant Activity to Date for Grant No. B-M-05-062-1.

Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

REFERRED:

February 5, 2008

1. The Board of Commissioners received the January 28, 2008 on-line survey comments from Doron Kutash, regarding voting material./Forwarded to Board of Elections.
2. The Board of Commissioners received the January 30, 2008 on-line survey comments from an unknown citizen regarding the County website./Forwarded to Information Technology Services.
3. The Board of Commissioners received the January 29, 2008 on-line survey comments from Clifford Carver regarding HEAP./Forwarded to Community Action Council.
4. January 26, 2008 correspondence from Peter Orlando, Boy Scouts of America Troop 257 requesting a Certificate of Recognition for Eagle Scout Patrick Feeley./Referred to the Commissioners' staff for preparation.

INFORMATION ONLY

February 5, 2008

1. January 30, 2008 memo from Jon Barber, Office of Homeland Security and Emergency Management, regarding the FY07 Regional Grants.
2. January 25, 2008 memo from Jon Barber, Office of Homeland Security and Emergency Management, regarding 2008 BISR Reports/Bring back after Carol Kurtz and the Department of Budget & Financial Management reviews.
3. January 29, 2008 e-mail from Dave Sommers, David L. Sommers Architects, including revised area projections for the Kent Municipal Court.
4. January 30, 2008 e-mail from Lynne Erickson, Regional Planning Commission, regarding the front door issue, which has been resolved.
5. January 2, 2008 correspondence from Kori Brady, Streetsboro Area Chamber of Commerce, regarding renewed 2008 membership.
6. The Board of Commissioners received the Garrettsville Area Chamber of Commerce News for February 2008.
7. January 30, 2008 correspondence from Daniel Sheehy, EPC, regarding early retirement incentive plans.
8. January 30, 2008 correspondence from Joseph Hadley Jr., NEFCO to Mayor Healy, City of Canton, regarding NEFCO's February Board meeting.
9. February 1, 2008 e-mail from Anita Herington, Job and Family Services, regarding the FFY07 Program Performance Report.
10. January 31, 2008 e-mail from Anita Herington, Job and Family Services, regarding the Community Planning Committee.
11. The Board of Commissioners received the Civilian Labor Force Estimates for December 2007 as presented by the Ohio Job and Family Services.
12. January 31, 2008 memo from Brad Cole, County Commissioners' Association of Ohio, regarding SB 241.

* * * * *

Journal Entry

February 5, 2008

Motion by Maureen T. Frederick, seconded by Christopher Smeiles to approve the following actions:

1. The Board of Commissioners signed the Personnel Action Form authorizing a Rate Increase for Dawn M. Skrapics, part-time Clerk/Technician for the Child Health Services from \$10.61/hour to \$10.82/hour within the Portage County Department of Job & Family Services, effective February 11, 2008, as presented by

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

2. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Gladys S. Tasker as a CSEA Case Manager for the Portage County Department of Job and Family Services, effective March 31, 2008, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
3. The Board of Commissioners authorized the electronic submission of a semi-annual progress report to the U.S. Department of Justice Office on Violence Against Women for the Safe Havens Grant No. 2006-CW-AX-0020 for the Place of Peace Supervised Visitation and Safe Exchange Program, as presented by Carole Beaty, Family & Community Services. This report covers the grant period of July 2007 through December 2007. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized. Ms. Kurtz noted that Ms. Beaty has been asked to correct the city name on the report from Kent to Ravenna.
4. The Board of Commissioners authorized the electronic submission of a semi annual performance report to the Ohio Office of Criminal Justice Services for the Byrne/JAG Grant No. 2006-JG-D01-6473 for the Place of Peace Supervised Visitation and Safe Exchange Program, as presented by Carole Beaty, Family & Community Services. The report covers the grant period of July 2007-December 2007. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
5. The Board of Commissioners authorized the electronic submission of an annual performance report to the Ohio Office of Criminal Justice Services for the VAWA Grant No. 2006-WF-VA8-8222 for the Domestic Violence Intervention Program, as presented by Carole Beaty, Family & Community Services. The report covers the grant period of July 2007-December 2007. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized. Ms. Kurtz noted that Ms. Beaty has been asked to correct the city name and zip code on the report from Kent to Ravenna.
6. The Board of Commissioners acknowledged the receipt of the February 1, 2008 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2008 as presented by the Portage County Auditor.
7. The Board of Commissioners authorized payment of Invoice No. 233, dated January 31, 2008 for nine flu shots given on various dates to County employees at a cost of \$ 20.00/each at a total cost of \$180, as presented by the Portage County Health Department. Forwarded to the Human Resources Department for payment.
8. The Board of Commissioners authorized the following items as presented by the Kent Regional Business Alliance:
 - a. The Board of Commissioners signed the January 30, 2008 correspondence to Anthony Britford, Ohio Department of Development for the Microenterprise Grant No. B-M-05-062-1 status report.
 - b. The Board of Commissioners authorized Commissioner Smeiles and Commissioner Keiper to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report for Grant No. B-M-05-062-1 for \$ 6,000.00 (Draw No. 400)

- c. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Community Development Block Grant Program Status Report on Grant Activity to Date for Grant No. B-M-05-062-1.

Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

- 9. The Board of Commissioners approved the December 20, 2007 Scope of Services to be provided by the Financial Advisor to Portage County during 2008, as presented by Michael G. Sudsina of Sudsina & Associates, Inc. of Aurora, Ohio, and recommended by Director Audrey Tillis of the Portage County Department of Budget and Financial Management. The Board of Commissioners approved fees not to exceed \$36,000 plus any out-of-pocket expenses.
- 10. In accordance with the Portage County Commissioners' Personnel Policy Manual Section 22: Paid Leave of Absence, full-time non-probationary employees are entitled to use three days of personal time (24 hours) each fiscal year, charged against the employee's sick leave.

In accordance with the policy, Commissioners' Administrative Assistant Amy Hutchinson used her final 2007 personal day on Monday, December 31, 2007. However, the Portage County Auditor charged the personal day to the 2008 accrual and not the 2007 accrual. Auditor's staff noted that the personal leave should be used by the last payroll period end date in December or December 30, 2007.

Today, the Board of Commissioners authorized the restoration in 2008 of that one personal day used by Amy Hutchinson on December 31, 2007.

Commissioner Keiper absent, motion carries.

* * * * *

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **February 5, 2008**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Christopher Smeiles to adjourn the official meeting at 12:40 PM. Commissioner Keiper absent, motion carries.

Christopher Smeiles, President

ABSENT
Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

* * * * *