

Thursday, February 7, 2008

The Board of County Commissioners met in regular session on **Thursday, February 7, 2008 at 9:42 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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

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It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the meeting minutes of the February 5, 2008 meeting. All in favor, motion carries

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INTERNAL SERVICES

Present: JoAnn Townend

Discussion

1. JoAnn Townend advised that the Water Resources Department is recommending the sale of property in Franklin Township/JoAnn Townend to bring back to the Board of Commissioners once the simple appraisal is completed.
2. DS Transport had leased the county owned property at 643 Cleveland Road for Premier Trailer Leasing Inc. Premier Trailer Leasing would like to continue leasing until they can remove the trucks stored there. JoAnn Townend to bring back a lease.
3. Prosecutor's Project/the Board of Commissioners agreed that they did not want to attend the Construction Management meetings but would appreciate updates.
4. Jones Day has asked that the Akron Water Diversion lawsuit records be removed from their Columbus offices and records center (169 boxes). Portage County has offered to maintain the records on behalf of the partners (Kent, Cuyahoga Falls, Munroe Falls, Silver Lake and Portage County)/Journal Entry.

Resolutions

1. Enter into Amendment No. 1 with Coleman Data Solutions for additional imaging & indexing services./08-1347
2. Enter into an Agreement for Ohio's location based response system (LBRS) with DDTI./08-135

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Commissioner Keiper noted that Dave Wiles of CT Construction has completed the Ohio Department of Development Job Ready Site Pre-Application for a project in Shalersville Township. Should the project, which must remain confidential at this time, be approved by the Ohio Department of Development, the application will be prepared by CT Consultants and brought to the Board of Commissioners for approval.

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HUMAN RESOURCES

Present: Lynn Leslie, Attorney Jeff Miller

1. New job specifications – Budget/Financial Analyst Intern in Department of Budget and Financial Management/Journal Entry
2. New job specification – Administrative Assistant in Department of Budget and Financial Management/Journal Entry.
3. Willis has advised of a change in the Medical Mutual claims processing/payment/Journal Entry
4. Lynn Leslie advised that he is still working on the Workers' Compensation Chargeback for Retro year 2007 & 2008. He had been in contact with the Portage County Auditor's Office.

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10:35 AM In accordance with the Ohio Rev. Code Ann. (121.22(G)(1), it was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the Board of Commissioners move into executive session to prepare for, conduct or review negotiations or bargaining issues with public employees concerning their compensation or other terms and conditions of their employment. **Also present: Human Resources Department Director Lynn Leslie and Attorney Jeff Miller.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:46 AM Upon conclusion of the above referenced discussion, it was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea, Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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10:46 AM Recessed to Solid Waste Management District
 11:30 AM Board of Commissioners reconvened

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NEIGHBORHOOD DEVELOPMENT - Cancelled

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RESOLUTION No. 08-0130 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick 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 7, 2008 in the total payment amount of **\$ 318,236.30 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$20,059.59** as set forth in Exhibit "A" dated **February 7, 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, Yea;

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RESOLUTION No. 08-0134 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, INC. AND COLEMAN DATA SOLUTIONS TO PROVIDE IMAGING AND INDEXING SERVICES TO THE CHILD SUPPORT ENFORCEMENT AGENCY

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 200700387 (the "Original Contract") on September 27, 2007 by Resolution No. 07-0937 to provide document imaging and indexing services for the records of the Child Support Enforcement Agency; and

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

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners, the Department of Job & Family Services and Coleman Data Solutions to extend the term of the Original Contract from October 31, 2007 to February 29, 2008; and be it further

RESOLVED, that the parties agree to increase the Original Contract by the amount of Twenty-eight thousand seven hundred twenty and 20/100 dollars (\$28,720.20) for an additional 300,000 documents at \$0.095734 for each document imaged, and that the total contract amount shall not exceed One hundred twenty-four thousand four hundred fifty-four and 07/100 dollars (\$124,454.07); and be it further

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

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

Voice vote as follows:

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

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RESOLUTION No. 08-0135 - RE: ENTER INTO AN AGREEMENT FOR OHIO'S LOCATION BASED RESPONSE SYSTEM (LBRS) BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND DDTI, INC.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, the Portage County has established the need for a Location Based Response System (LBRS) and the need to enhancing the Portage County's Geographical Information System, including the creation of a basemap, related field data collection and data reduction process, centerline creation and related reduction and displaying of centerline data and other services and data collection and reduction consistent with and in compliance with a certain Request for Proposals dated July 16, 2007, and Addenda thereto; and

WHEREAS, in response to said Proposal dated July 16, 2007, Digital Data Technologies, Inc. (DDTI) submitted a proposal dated August 10, 2007; and

WHEREAS, after careful evaluation Portage County has determined that, due to its background and expertise, DDTI is highly qualified to provide the aforesaid services, and the Portage County is desirous of entering into a contract with DDTI to provide same; and

WHEREAS, DDTI stands ready, willing and able to provide said products, enhancements and services as stipulated in DDTI's proposal, and in accordance with the terms, conditions and provisions of this Agreement; and

WHEREAS, the funding for this project will be funded from the following sources:

<u>Funding Source</u>	<u>Amount</u>
<u>State of Ohio OGRIP/ODOT Grant</u>	<u>\$133,006.78</u>
<u>Federal Grant Through CEAO/ODOT</u>	<u>\$37,500.00</u>
<u>Portage County REA Fund</u>	<u>\$231,993.22</u>
<u>Total Amount</u>	<u>\$402,500.00</u>

WHEREAS, the county will compensate DDTI for said services for a total amount not-to-exceed \$402,500; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an Agreement with Digital Data Technologies, Inc. (DDTI), an Ohio corporation, whose principal place of business is 956 King Avenue, Columbus, OH 43212; and be it further

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

Voice vote as follows:

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

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RESOLUTION No. 08-0136 - RE: ESTABLISHMENT OF AGRICULTURAL SECURITY AREA #1 IN HIRAM TOWNSHIP.

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick that the following resolution be adopted:

WHEREAS, the Ohio Revised Code (ORC) Section 931, permits one or more landowners to submit an application to the Board of County Commissioners and Board of Township Trustees requesting to enroll at least 500 acres of contiguous farmland into an Agricultural Security Area (ASA) for a period of 10 years; and

WHEREAS, John R. Groselle, Jean Mackenzie, Clarence Moore, Andrew Luckay, and Gerald and Mary Fields, landowners have submitted an application pursuant to ORC Section 931.02 to request that their property, as described in the application, be enrolled in an ASA; and

WHEREAS, ASAs provide certain benefits to farmers, including protection from non-farm development, a critical mass of land, to help keep farming economically viable and property tax benefits for investing in improvements to agricultural structures/facilities when approved by the Board of Commissioners and Township Trustees; and

WHEREAS, agriculture is important to Portage County's economy which has at least 940 farms, totaling 94,000 acres, with annual cash receipts of at least \$34 million, and protection of land that supports our agriculture industry is important; and

WHEREAS, ASAs are a partnership between the farmland owners and local elected officials; and

WHEREAS, the Portage County Board of Commissioners and the Hiram Township Trustees held a Joint Public Hearing on Thursday, December 27, 2007 at 9:00 AM to hear public comments on the proposed application; and

WHEREAS, the Hiram Township Board of Trustees adopted Resolution No. 08-5 on January 8, 2008 agreeing to the establishment of the Agricultural Security Area #1 in Hiram Township; now therefore be it

RESOLVED, that the Portage County Board of Commissioners commits not to initiate, approve, or finance any development for residential, commercial, or industrial purposes, including construction of new roads and water and sewer lines, within the ASA for a period of 10

February 7, 2008

1. Public Records policy/Bring back Tuesday, February 12th.
2. February 1, 2008 correspondence from Lt. Governor Lee Fisher, Ohio Department of Development, regarding Preserve America. Please note: Portage County is not a "designated" community/Executive Assistant to investigate and bring back.
3. February 1, 2008 e-mail from the Commissioners' Clerk regarding Ohio Treasurer Richard Cordray's Save Our Homes Project/The Board of Commissioners agreed to ask Treasurer Steve Shanafelt to facilitate this meeting.
4. February 4, 2008 e-mail from Dave Vaughan, Neighborhood Development Services Inc., regarding RLF transfer/Information only/The Board of Commissioners agreed by Journal Entry that Internal Auditor Carol Kurtz will be involved with this process of bring the RLF into the county treasury.
5. February 1, 2008 correspondence from Robert Wrentmore, Building Department regarding the former Senior Center Craft Room/Journal Entry.
6. 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.
7. The Board of Commissioners received the Confidential Corrective Action Plan/Improvement Plan as presented by Jon Barber, Office of Homeland Security and Emergency Management. (Entire document in share file).
8. Is the Board interested in completing the application for Federal Surplus Property Program?
9. January 31, 2008 correspondence from Sheila Vandergriff, Portage Animal Protective League, requesting the Board consider increasing the Humane Officer's monthly compensation in an amount of \$ 14,500.00.

JOURNAL ENTRIES:

February 7, 2008

1. The Board of Commissioners received the January 31, 2008 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for June 2006, in accordance with Ohio Revised Code Section 13.2.4. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
2. Board of Commissioners' signature requested on the payment authorization form for \$ 14,239.13 payable to Hummel Construction Company for the renovations to the Riddle Block #9 Catholic Charities Building as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #05 Public Rehabilitation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners received the Portage County Dog Warden Weekly Report for the week ending February 3, 2008 as presented by the Acting County Dog Warden, Jon Barber.
4. The Board of Commissioners received the Portfolio Report for January 2008 as presented by the Portage County Treasurer's Office.

REFERRED:

February 7, 2008

1. February 1, 2008 correspondence from Annie Jones, Ohio Division Image Committee, requesting a proclamation for Administrative Professionals Week (April 20-26, 2008) and Administrative Professionals Day (April 23, 2008). Proclamation requested by Monday, March 31, 2008/Forwarded to the Commissioners' staff for completion.
2. January 29, 2008 correspondence from the Ohio Department of Development, regarding reimbursement of allowable costs and revolving loan fund administration./Forwarded to County Auditor's office, Internal Auditor and Neighborhood Development Services Inc.
3. February 4, 2008 correspondence from Rosemary Rhodes, requesting reappointment to the Robinson Memorial Hospital Board of Trustees./Hold for the March 3, 2008 meeting.

PLEASE ADD TO YOUR AGENDA

February 7, 2008

1. DRAFT RESOLUTION:Appointment to the Portage County District Library Board of Trustees – Todd Puster to complete the term of Gary Harrison./08-136

INFORMATION ONLY:

February 7, 2008

1. February 1, 2008 e-mail from Anita Herington, Job and Family Services, regarding unionization of child care providers. (cc: Internal Services).
2. February 1, 2008 correspondence from Ron Habowski, Christley, Herington & Pierce, to Louis Maholic, AFSCME Ohio Council 8, regarding a mediator for the Portage County Nursing Home negotiations.
3. January 31, 2008 correspondence from Kori Brady, Streetsboro Area Chamber of Commerce, requesting donations for a scholarship for a graduating senior from Streetsboro High School.

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PROSECUTOR'S CORRESPONDENCE

February 7, 2008

1. January 31, 2008 e-mail from Denise Smith, regarding Ronald Dean Nicholas.

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Journal Entry

February 7, 2008

Motion by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the January 31, 2008 correspondence from the Portage County Sheriff including the Monthly Record of Proceedings and Transactions for June 2006, in accordance with Ohio Revised Code Section 13.2.4. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.

2. The Board of Commissioners signed the payment authorization form for \$14,239.13 payable to Hummel Construction Company of Ravenna for the renovations to the Riddle Block #9 Catholic Charities Building, as presented by the Regional Planning Commission. The B-F-06 Formula Grant Activity #05 Public Rehabilitation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners acknowledged the receipt of the Portage County Dog Warden Weekly Report for the week ending February 3, 2008, as presented by the Acting County Dog Warden Jon Barber.
4. The Board of Commissioners acknowledged the receipt of the Portfolio Report for January 2008, as presented by the Portage County Treasurer.
5. The Board of Commissioners authorized the hire of Debbie Bouslough as the Director of Nursing at The Woodlands At Robinson, as presented by Human Resources Department Director Lynn Leslie and approved by The Woodlands At Robinson Nursing Home Administrator Steve Eva. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.
6. The Board of Commissioners accepted the recommendation of WIC Program Manager Nancy Dailey and authorized a probationary wage increases for Lindy Goist, WIC Dietetic Technician, and Erika Benedict, part-time WIC Peer Helper, effective in the next payroll period with the increase to be retro-active from December 31, 2007, as presented by Human Resources Department Director Lynn Leslie. Ms. Dailey noted that the WIC grant has the needed funds to support both increases.
7. The Board of Commissioners signed the following Personnel Requisitions, as presented by Lynn Leslie, Director of the Portage County Human Resources Department, and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Clerical Specialist 4 Temporary Position	JFS F	No posting use temporary Agency.

8. The Board of Commissioners accepted the recommendation from Human Resources Department Director Lynn Leslie and authorized Medical Mutual of Ohio to convert Portage County to a Prepaid method of funding. Director Leslie noted that this means that Medical Mutual of Ohio will adjudicate and release payment of claims so that the weekly invoice will reflect paid claims instead of adjudicated claims. MMO will be funding the claims and then collecting, as opposed to processing the claims and not releasing them until payment is received.
9. The Board of Commissioners approved the job description for the Budget/Financial Analyst Intern in Department of Budget and Financial Management, as presented by the Human Resources Department Director.
10. The Board of Commissioners approved the job description for the Administrative Assistant in Department of Budget and Financial Management, as presented by the Human Resources Department Director.

11. The Board of Commissioners agreed that Internal Auditor Carol Kurtz will continue to facilitate the transition of the Portage County RLF accounts, currently administered by the Neighborhood Development Services Inc., into the County treasury.
12. The Board of Commissioners authorized the Portage County Building Department to use the former Senior Center Craft Room, located on the first floor of the Portage County Administration Building across from the Board of Elections, to house Building Department plans that must be kept on-site.
13. The Board of Commissioners authorized the transfer of sick and vacation hour balances of Jackie Petty, Department of Budget & Financial Management Budget/Financial Analyst, to the Solid Waste Management District.
14. The Board of Commissioners authorized the hire of a trucking company to move approximately 170 boxes of records for the Akron Water Diversion lawsuit from the Jones Day offices in Columbus, where they have been stored, to the Portage County Records Center. Portage County has offered to maintain the records in accordance with the Portage County retention schedule on behalf of the partners: the cities of Kent, Cuyahoga Falls and Munroe Falls, and the Village of Silver Lake. JoAnn Townend to coordinate the records retrieval once permission is received from all lawsuit partners.

All in favor, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **February 7, 2008**. There being no further business to come before the Board, it was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to adjourn the official meeting at **11:35 AM**. All in favor, motion carries.

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The Board of County Commissioners reconvened their regular session on **Thursday, February 7, 2008 at 4:10 PM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

Absent: Commissioner Keiper

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RESOLUTION No. 08-0137 - RE: EMERGENCY/DISASTER DECLARATION IN PORTAGE COUNTY, OHIO

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

WHEREAS, Portage County has suffered severe damage caused by flooding and heavy rains, beginning on February 5, 2008, and continuing as of today; and

WHEREAS, the National Weather Service predicts that we may have continuing weather with storms this week. Because the ground is at 100% saturation, any further rainfall will complicate the situation; and

