

**Thursday, February 14, 2008**

The Board of County Commissioners met in regular session on **Thursday, February 14, 2008 at 10:03 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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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 12, 2008 meeting. All in favor, motion carries

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

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### **THE WOODLANDS AT ROBINSON**

Present: Steve Eva, Michael Coury, Denise Smith, JoAnn Townend

10:05 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 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, JoAnn Townend, Steve Eva and Michael Coury.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:25 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 moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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### **INTERNAL SERVICES**

Present: JoAnn Townend

### **DISCUSSION**

1. The Board of Commissioners agreed that JoAnn Townend should complete the Federal surplus property application for countywide use.
2. JoAnn Townend advised the Board of Commissioners that there is not much office space left on the 6<sup>th</sup> & 7<sup>th</sup> floors in the Administration Building.
3. Commissioner Smeiles agreed to talk to Bob Fankhauser about the Adult Probation's new space

4. **Prosecutor's project**  
The Board of Commissioners agreed to purchase the granite panels for installation at the new Prosecutor's project at a cost of \$129,000. The Board of Commissioners noted that to purchase the granite at \$108,000 and store would not be an economical solution/Journal Entry.

There is one elevator company (Kone) who can put in the small size elevator needed at the project site. The company is hedging about the liquidated damages clause. Denise Smith advises that the clause must be in a county agreement, although the Board of Commissioners may set any amount. Would the company indemnify the County in case there is an issue? JoAnn Townend to investigate and bring back.

5. **Courthouse**  
Ashton Sound was onsite at the Courthouse in Judge Pittman's Courtroom and noticed that one of the VCRs in place was not working and taping was not ongoing. Ashton Sound put a temporary VCR in place so that the taping could continue. Since Tony Nagella was replaced by the Sheriff, who is in charge of security issues at the Courthouse. JoAnn Townend to draft a letter to all of the Judges regarding this and other security issue/Journal Entry to replace the VCR with a DVR.
6. Commissioner Frederick noted that Judge Plough has asked her to intervene in the taking down of a tree on county property on Chestnut Street in Ravenna. JoAnn Townend to check with Tim Miller to determine what is going on with that tree.

## **RESOLUTIONS**

1. Enter into an MOU with Mahoning County Education Services Center for JFS./08-152
2. Enter into an Amendment no. 1 with Family & Community Services for Inmate Anger Management & Domestic Violence Group Counseling Services./08-153
3. Enter into an Agreement for Title XX Mobile Meals services with Qualcare dba Home Instead Senior Care./08-154
4. Enter into Lease Agreement Amendment no. 4 with JFS for 209 South Chestnut St. floors 2 & 4./08-155
5. Enter into Lease Agreement Amendment no. 2 with JFS for 209 South Chestnut St. – suite 205./08-156
6. Enter into Lease Agreement Amendment no. 9 with JFS for 445 South Meridian St./08-157

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## **HUMAN RESOURCES**

Present: Lynn Leslie, Michelle Ripley, Vickie Steiner, Jim Hale, Ben Sutton, Jr.

1. **2008 CORSA Lightning/Surge Grant Program**  
Ben Sutton advised that Portage County has received a grant of up to \$30,000 for the installation of a Lightning/Surge protection system at the Justice Center/Journal Entry
2. Commissioner Smeiles asked if it would be beneficial for the county to have some sort of driver's education program required for employees to take before driving a county vehicle. Jim Hale advised that he teaches a 4-hour course for CORSA, which is available to Portage County.

3. Employee Appreciation Day Activity at an Indians game on July 25, 2008

Human Resources Department reviewed the information and discussed the participation in combination with the Portage County Bicentennial Committee at the July 25<sup>th</sup> Indians game this summer. If tickets are sold to employees, the funds collected for the Bicentennial Committee must be kept separate from county funds. Human Resources Department to contact the Indians and work out the details.

4. National County Government Week – April 6 – 12, 2008

The Board of Commissioners agreed that the Human Resources Department should begin to plan for this week of events

5. Resolution to agree to enter into an agreement between the Board of County Commissioners and CompManagement, Inc. for Workers’ Compensation TPA Services for 2008/08-0159

11:12 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 discuss an employee discipline issue in the Department of Job & Family Services. **Also present:** Lynn Leslie, Human Resources Department Director and JFS Director Anita Herington. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:27 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 moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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**JOB & FAMILY SERVICES**

Present: Anita Herington

- I. Director Herington provided a report on the Ohio Department of Job & Family Services Gubernatorial Cuts Report. The Ohio JFS Directors Association is making recommendations as to cuts at the state level.
- II. Results of the Benefit Bank at the Portage Workforce Connection – 36 clients attended this event. Staff was on hand for assistance in applying for \$26,500 of tax returns.
- III. Director Herington provided the CSEA Performance, January 2008
- IV. Director Herington provided the Children in Custody Report
- V. Director Herington noted that Paul Brown of DeLuxe Business Systems has resigned from the GAPP WIB Committee/08-0160 appoints Audrey Kessler as the GAPP WIB Executive Board

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**RESOLUTION No. 08-0147 - 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 14, 2008 in the total payment amount of **\$ 332,382.21 for Funds 0001-7101** 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, Yea;

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**RESOLUTION No. 08-0148 - RE: WIRE TRANSFER 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 14, 2008 in the total payment amount as follows:

1. \$1,470.00 for Medical Mutual admin fees paid to MHM Resources, Inc. that will be processing FLEX claims for Medical Mutual; and
2. \$ 15,788.99 for Medical Mutual admin fees paid to MHM Resources, Inc. that will be processing claims for Medical Mutual; 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, February 15, 2008	\$ 1,470.00
Wire Transfer on Friday, February 15, 2008	\$15,788.99

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, Yea;

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**RESOLUTION No. 08-0149 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick 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:

02/13/08	439	\$ 4,333.80
02/13/08	436	2,086.30
02/13/08	435	103,795.97
Total		\$ 110,216.07

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 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, Yea;

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**RESOLUTION No. 08-0150 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick 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 **\$62,686.73** as set forth in Exhibit “A” dated **February 14, 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. 08-0151 - RE: ENTER INTO FEE AGREEMENT WITH THE PORTAGE COUNTY PORT AUTHORITY BOARD OF DIRECTORS FOR ACCOUNTING SERVICES FOR 2008 OF PORTAGE COUNTY INTERNAL AUDITOR CAROL KURTZ FOR THE PORTAGE COUNTY PORT AUTHORITY.**

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

**WHEREAS,** the Portage County Board of Commissioners offered the accounting services of Internal Auditor Carol Kurtz to the Portage County Port Authority Board of Directors; and



Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 08-0153**

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**RE: ENTER INTO AMENDMENT NO. 1 OF THE AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS AND FAMILY & COMMUNITY SERVICES OF PORTAGE COUNTY FOR INMATE ANGER MANAGEMENT & DOMESTIC VIOLENCE GROUP COUNSELING SERVICES.**

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

**WHEREAS,** an agreement between the Board of Commissioners and Family & Community Services of Portage County known as Portage County Contract No. 20060205 to provide inmate anger management & domestic violence group counseling services; and

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

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Amendment no. 1 between the Board and Family & Community Services of Portage County, at the same amount of One hundred sixty-eight and 00/100 dollars (\$168.00) per session per week not to exceed Seventeen thousand four hundred seventy-two and 00/100 dollars (\$17,472.00) per year for the time period of January 1, 2008 until December 31, 2009; 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. 08-0154**

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**RE: AGREE TO ENTER INTO AN AGREEMENT FOR TITLE XX MOBILE MEALS SERVICES BETWEEN THE BOARD OF COMMISSIONERS, PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND QUALCARE, LLC DBA HOME INSTEAD SENIOR CARE.**

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

**WHEREAS,** the Portage County Department of Job & Family Services is in need of Mobile Meals Services for eligible Portage County Senior Citizens; and

**WHEREAS,** Requests for Proposals were sent to sixteen (16) potential service providers; and

**WHEREAS,** Twenty-five (25) proposals were received, opened and tabulated on August 29, 2007; and

**WHEREAS,** Mobile Meals, Inc. is willing and able to provide these services; and

**WHEREAS,** The Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and Mobile Meals, Inc.; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners, the Portage County Department of Job & Family Services and Mobile Meals, Inc. with its principal place of business located at 1063 S. Broadway, Akron, OH 44311, for the period December 1, 2007 through September 30, 2008, with a one (1) year extension option; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed One thousand nine hundred ninety-eight and 00/100 dollars (\$1,998.00); and be it further

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

Voice vote as follows:

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

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**RESOLUTION No. 08-0155 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT AMENDMENT NO. 4 WITH THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES FOR THE PROPERTY LOCATED AT 209 SOUTH CHESTNUT STREET, RAVENNA, OHIO (1,092 SQ. FT. ON FLOOR TWO AND 4,156 SQ. FT. ON FLOOR FOUR FOR A TOTAL OF 5,248 SQ. FT.).**

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

**WHEREAS,** a lease agreement between the parties was entered into on April 22, 2003 through Resolution No. 03-0274 for real estate property situated in the County of Portage, known for street numbering purposes as 209 South Chestnut Street, Ravenna, Ohio (1,092 sq. ft on floor two and 4,156 sq.ft. on floor four for a total of 5,248 sq. ft.); and

**WHEREAS,** Amendment No. 1 was entered into on April 1, 2004 through Resolution No. 04-0187 for the term of January 1, 2004 until December 31, 2004 and

**WHEREAS,** Amendment No. 2 was entered into on February 6, 2007 through Resolution No. 07-0077 continuing the lease until either the Lessor or Lessee terminates the agreement; and

**WHEREAS,** Amendment No. 3 was entered into on February 22, 2007 by Resolution 7-0189 which bans smoking in all public buildings and places of employment (issue 5); and

**WHEREAS,** the parties desire to amend the original Lease Agreement to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Lease Agreement Amendment No. 4 for the property listed above with Job and Family Services for a term of one (1) year, beginning January 1, 2008 and ending on December 31, 2008; and be it further

**RESOLVED,** Lessee shall pay rent in the amount of \$11.58 per sq. foot in equal monthly installments of Five thousand, six hundred sixty-nine dollars and thirty-eight cents (\$5,669.38) each payable on the 1<sup>st</sup> day of each month beginning January 1, 2008 and continuing until the expiration of this lease; 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. 08-0156**

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**RE: ENTER INTO REAL ESTATE LEASE AGREEMENT AMENDMENT NO. 2 WITH THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES FOR THE PROPERTY LOCATED AT 209 SOUTH CHESTNUT STREET – SUITE 205, RAVENNA, OHIO.**

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

**WHEREAS,** a lease agreement between the parties was entered into on February 6, 2007 through Resolution No. 07-0188 for real estate property situated in the County of Portage, known for street numbering purposes as 209 South Chestnut Street – Suite 205, Ravenna, Ohio (730 sq. ft.); and

**WHEREAS,** Amendment No. 1 was entered into on February 22, 2007 through Resolution No. 07-0189 which bans smoking in all public buildings and places of employment (issue 5); and

**WHEREAS,** the parties desire to amend the original Lease Agreement to continue such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Lease Agreement Amendment No. 2 for the property listed above with Job and Family Services for a term of one (1) year, beginning January 1, 2008 and ending on December 31, 2008; and be it further

**RESOLVED,** Lessee shall pay rent in the amount of \$11.58 per sq. foot in equal monthly installments of Seven hundred four dollars and 45/100 dollars (\$704.45) each payable on the 1<sup>st</sup> day of each month beginning January 1, 2008 and continuing until the expiration of this lease; 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. 08-0157 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT AMENDMENT NO. 9 WITH PORTAGE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES FOR 445 SOUTH MERIDIAN STREET, RAVENNA, OHIO.**

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

**WHEREAS,** a lease agreement between the parties was entered into on December 11, 1998 by Resolution No. 98-738 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of November 1, 1998 until December 31, 1999; and

**WHEREAS,** Amendment No. 1 between the parties was entered into on August 10, 2000 by Resolution No. 00-565 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of January 1, 2000 until December 31, 2000; and

- WHEREAS,** Amendment No. 2 between the parties was entered into on December 26, 2000 by Resolution No. 00-955 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of January 1, 2001 until December 31, 2001; and
- WHEREAS,** Amendment No. 3 between the parties was entered into on October 4, 2001 by Resolution No. 01-708 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of January 1, 2002 until December 31, 2002; and
- WHEREAS,** Amendment No. 4 between the parties was entered into on November 14, 2002 by Resolution No. 02-0939 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of January 1, 2003 until December 31, 2003; and
- WHEREAS,** Amendment No. 5 between the parties was entered into on April 20, 2004 by Resolution No. 03-0995 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of January 1, 2004 until December 31, 2004; and
- WHEREAS,** Amendment No. 6 between the parties was entered into on February 7, 2005 by Resolution No. 05-0056 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of January 1, 2005 until December 31, 2005; and
- WHEREAS,** Amendment No. 7 between the parties was entered into on February 6, 2007 by Resolution No. 07-0070 for the real estate property located at 445 S. Meridian Street, Ravenna, Ohio for the term of January 1, 2006 until December 31, 2007; and
- WHEREAS,** Amendment No. 8 was entered into on February 22, 2007 by Resolution 07-0191 which bans smoking in all public buildings and places of employment (issue 5); and
- WHEREAS,** the parties desire to amend the original Lease Agreement to continue such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Lease Agreement Amendment No. 9 for the property listed above with the Portage County Department of Job and Family Services for a term of twelve (12) months, beginning January 1, 2008 and ending on December 31, 2008; and be it further
- RESOLVED,** that the rent shall be paid in equal monthly installments of Nine hundred fifty eight dollars and fifty-one cents (\$958.51) each payable on the first day of each month and continuing until the expiration of the lease; 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. 08-0158 - RE: AGREE TO ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND COMPANAGEMENT, INC. FOR WORKERS' COMPENSATION TPA SERVICES FOR 2008**

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

**WHEREAS,** the Board of Portage County Commissioners has determined that there is a need for provision of workers' compensation third party administration services; and

**WHEREAS,** Portage County has insured its employees for Workers' Compensation coverage as demanded by any and all federal or state statutes; and

**WHEREAS,** Portage County requires the services of an organization to process and analyze the claims filed on behalf of its employees; and

**WHEREAS,** CompManagement, Inc. administers and processes claims on behalf of employers subject to Workers' Compensation requirements within the Ohio statutes; and

**WHEREAS,** Portage County desires to have CompManagement, Inc. administer, process and analyze the claims submitted against its Workers' Compensation risk, and CompManagement, Inc. is agreeable to providing such services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **CompManagement, Inc., P.O. Box 884, Dublin, Ohio 43017**, in the Amount of Twenty-Four Thousand Six Hundred Forty-Two Dollars (\$ 24,642) per year; and be it further

**RESOLVED,** that the term of the Agreement shall be for one year, effective from the 1<sup>st</sup> day of January, 2008 to the 31<sup>st</sup> of December, 2008; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including 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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**INVITATIONS/MEETING NOTICES**

February 14, 2008

1. Regional Planning Commission meeting Wednesday, February 13, 2008, 3:30 & 4:30 PM at the Regional Planning Commission Office.

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**INCOMING CORRESPONDENCE**

**JOURNAL ENTRIES**

February 14, 2008

1. The Board of Commissioners acknowledged the receipt of the monthly operating expenses and caseload report for the County Public Defender's Office for November and December 2007.
2. Board of Commissioners' signature requested on the Ohio Department of Agriculture Easement Program Present Condition Report for the Groselle Farm as presented by the Portage Soil & Water Conservation District.
3. The Board of Commissioners received a copy of Resolution No. 2008-13 dated January 28, 2008 accepting the "pre-disaster mitigation plan for National Disasters in Portage County" as presented by the City of Streetsboro.
4. As required by the Ohio Revised Code Section 5101.97 (House Bill 117), the Board of Commissioners acknowledged the receipt of the Four Reports Summary for reporting period January 1, 2007-June 30, 2007, as presented by the Ohio Department of Job and Family Services.
5. Board of Commissioners' authorization requested to pay Invoice No. 000000000001 dated January 25, 2008 for professional services rendered for the expanded storm water management program \$2,862.89, as presented by MS Consultants, Inc.
6. Board of Commissioners' authorization requested to have Commissioner Smeiles sign and submit electronically the financial status report to the US Department of Justice, Office of Justice Program for the Arrest Grant No. 2007-WE-AX-0048 for the period of August 1, 2007-September 30, 2007 as presented by Carole Beaty, Safer Futures. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
7. Board of Commissioners' authorization requested to have Commissioner Smeiles sign and submit electronically the financial status report to the US Department of Justice, Office of Justice Program for the Place of Peace Grant No. 2006-CW-AX-0020 for the Safe Havens Grant for the period of October 1, 2007-December 31, 2007 as presented by Carole Beaty, Safer Futures. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
8. The Board of Commissioners received the Portage County Investment Reconciliation for the month of January 2008 as presented by the County Auditor and County Treasurer.

**REFERRED**

February 14, 2008

1. The Board of Commissioners received the February 11, 2008 on-line survey comments from Suzanne Bloniarz, regarding mosquito spraying in Brimfield Township./Forwarded to Brimfield Township Trustees with a request that they contact Ms. Bloniarz.
2. The Board of Commissioners received the February 11, 2008 on-line survey comments from Dannie Wade, regarding the Treasurer's office./Forwarded to the County Treasurer to respond.
3. February 1, 2008 correspondence from Jim Baker, Campaign for Quality Services, regarding inmate food services./Forwarded to Internal Services and the Sheriff.
4. February 9, 2008 correspondence from Boy Scout Troop 575, requesting certificates for two (2) Eagle Scouts./Forward to the Commissioners' staff to prepare.

**INFORMATION ONLY**

February 14, 2008

1. February 11, 2008 memo from Carol Kurtz, Internal Auditor, regarding review of Family & Community Services accounting records, controls and procedures for County grants.
2. The Board of Commissioners received the Streetsboro Chamber Hub newsletter for February 2008.
3. February 7, 2008 memo from John Grafton, Ohio Department of Agriculture to County Apiary Inspectors regarding the regional Apiary Inspector Meeting.
4. February 11, 2008 e-mail from Anita Herington, Job and Family Services, in response to Robert Bryant's on-line survey comments.
5. February 11, 2008 e-mail from Robert Labes, Squires, Sanders & Dempsey LLP, regarding Hillel at Kent State Project.
6. The Board of Commissioners received a copy of Resolution No. 2008-03 dated February 11, 2008 declaring a disaster in the Village of Mantua and Declaring an Emergency.
7. The Board of Commissioners received the Lake Erie Shore Lines newsletter for February/March 2008.
8. February 6, 2008 correspondence from Robert Boggs, Ohio Department of Agriculture, approving the appointment of Brian Neuman as Apiarist for 2008.  
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**PLEASE ADD TO YOUR AGENDA**

February 14, 2008

1. Undated correspondence (received February 12, 2008) from Richard Szczepinski, requesting appointment to the Robinson Memorial Hospital Board of Trustees./Hold for the March 3, 2008 meeting.

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**Journal Entry**

February 14, 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 monthly operating expenses and caseload report for the County Public Defender's Office for November and December 2007.
2. The Board of Commissioners signed the Ohio Department of Agriculture Easement Program Present Condition Report for the Groselle Farm in Hiram Township, as presented by the Portage Soil & Water Conservation District.
3. The Board of Commissioners acknowledged the receipt of Resolution No. 2008-13 dated January 28, 2008 accepting the "pre-disaster mitigation plan for National Disasters in Portage County", as presented by the City of Streetsboro.
4. As required by ORC 5101.97 (House Bill 117), the Board of Commissioners acknowledged the receipt of the Four Reports Summary for reporting period January 1, 2007-June 30, 2007, as presented by the Ohio Department of Job and Family Services.
5. The Board of Commissioners agreed to purchase granite panels for installation at the new Prosecutor's project at a cost of \$129,000.
6. The Board of Commissioners authorized Commissioner Smeiles to sign and submit electronically the financial status report to the US Department of Justice, Office of Justice Program for the Arrest Grant No. 2007-WE-AX-0048 for the period of August 1, 2007-September 30, 2007, as presented by Carole Beaty, Safer Futures. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
7. The Board of Commissioners authorized Commissioner Smeiles sign and submit electronically the financial status report to the US Department of Justice, Office of Justice Program for the Place of Peace Grant No. 2006-CW-AX-0020 for the Safe Havens Grant for the period of October 1, 2007-December 31, 2007, as presented by Carole Beaty, Safer Futures. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
8. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of January 2008, as presented by the County Auditor and County Treasurer.
9. The Board of Commissioners authorized the purchase of a DVR from Ashton Sound and Communications Inc. to replace the non-operational VCR in the Ravenna Courthouse, Judge Pittman's Courtroom, as recommended by Internal Services Director JoAnn Townend.
10. The Board of Commissioners accepted a grant of up to \$30,000 from the 2008 CORSA Lightning/Surge Grant Program for the installation of necessary lightning and surge protection equipment to protect the Portage County Jail/911/tower facility, as proposed by Ben Sutton, Jr. and Jim Hale of CORSA. The Commissioners noted that there is no local match requirement and no cost to the county for this installation. CC: Carol Kurtz, Karen Garman and the Auditor?

