

**Thursday, March 6, 2008**

The Board of County Commissioners met in regular session on **Thursday, March 6, 2008 at 9:15 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 March 4, 2008 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier and KSU student Ben Ryan

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Commissioner Keiper attended the Kent City Streets, Sidewalks & Utility Committee Meeting last night and noticed that they are not displaying the Portage County Flag. It is not outside the City Hall or in the Council Chambers.

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## **INTERNAL SERVICES**

Present: JoAnn Townend

### **Discussion**

1. The City of Ravenna has asked for permission to place a police antenna on the Courthouse on the county antenna tower. Ms. Townend is concerned that the City may require access during hours that the building is not open. The Board of Commissioners agreed to determine a fee that might be charged. JoAnn Townend reminded the Board of Commissioners that Ravenna Township moved their antenna to the new Family & Community Services Tower/Board of Commissioners to send letter to Mayor Poland asking what access the City would need to the tower.
2. The Board of Commissioners must enter into a lease for the copiers leased from Joe DiBiase. There is language in the lease that the Prosecutor advises must be removed regarding finance and attorney fees. There was a compromise on the finance issue; the attorney fee is still an issue. The Board of Commissioners may sign the lease without it being approved to form by the Prosecutor, should the Board so desires. The Board of Commissioners agreed that the contract should move forward without changing the attorney fee verbiage. JoAnn Townend to process without the Prosecutor's Approved As To Form.
3. JoAnn Townend presented verbiage to be added to The Portage 100 Booklet, which the Board of Commissioners approved.
4. Commissioner Keiper noted that Robinson Memorial Hospital CEO Steve Colecchi plans to use the Brewer-Garrett Company for a walk-through and review of the hospital needs for products and services for energy conservation.

**Resolutions**

1. Award & enter into contract with All Excavating for Windham Community Road & Brook Court Demolition Project./08-221
2. Authorize payment of claims on release for Dean Zeman and William Gearhart III./08-222
3. Enter into amendment no. 4 with JFS & Family and Community Services for PRC budget counseling services./08-223
4. Enter into real estate lease agreement amendment no. 8 with the Columbiana County Board of Commissioners./08-224

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**NEIGHBORHOOD DEVELOPMENT SERVICES**

Present: Dave Vaughan, Mike Bogo

**Neighborhood Development Services, Inc. attending to discuss a county rehab project**

Mr. Vaughan advised that this project is complete and inspections are done; the client is refusing to sign the final paperwork, citing issues with the project. Without the client’s final sign-off, the contractor cannot be paid the \$12,000 he is owed. The project included a roof, furnace, and windows replacement.

Neighborhood Development Services, Inc. contacted OHCP who advises that Neighborhood Development Services, Inc. should pay the contractor without the final paperwork signed by the client. Neighborhood Development Services, Inc. is sending a certified letter to the client requiring the client to put her issues in writing within the next two weeks or payment will be made to the contractor.

Mr. Vaughan added that, in the past, OHCP recommended that the homeowner and contractor go to court to resolve these types of issues. The state is currently rethinking that policy.

Commissioner Smeiles recommended that the contractor be paid 90% of the amount due. Mr. Bogo noted that there is a retainage in place already.

The Board of Commissioners agreed that Neighborhood Development Services, Inc. should send the client a certified letter asking for a list of items to be completed or changed. Neighborhood Development Services, Inc. should freeze the contractor’s retainage but pay the contractor for the project.

**City of Aurora CHIP Grant**

Mr. Vaughan asked if the Board of Commissioners would consider a loan of \$65,000 to the city from the RLF for the city’s match money for the CHIP grant, which will be returned to the RLF, should the grant be approved. Neighborhood Development Services Inc. staff advised that the city does not have the type of funds to use as matching funds for this grant.

The Board of Commissioners agreed to make the loan; Neighborhood Development Services, Inc. will send a formal request to the Board of Commissioners.

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**HUMAN RESOURCES**

Present: Lynn Leslie

The Board of Commissioners approved the draft Job Description for the new Grants Administrator/Journal Entry

Lynn Leslie to work with JoAnn Townend to revise the Motor Pool Director’s Job Description as quickly as possible.

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**RESOLUTION No. 08-0217 - 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 March 6, 2008 in the total payment amount of **\$ 416,355.45 for Funds 0001-8105** 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. 08-0218 - 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 March 6, 2008 in the total payment amount as follows:

- 1. \$704,364.48 for Medical Mutual Claims-Fund 7101; and
- 2. \$221,643.63 for Medical Mutual Admin Fees-Fund 7101; and
- 3. \$5,336.49 for MHM Resources, Inc for processing claims; and



**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. 08-0220 - 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 **\$164,933.88** as set forth in Exhibit “A” dated **March 6, 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. 08-0221 - RE: AWARD AND ENTER INTO CONTRACT WITH ALL EXCAVATING FOR THE WINDHAM**



44241, in the amount of Five hundred twenty-five and 00/100 Dollars (\$525.00); and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning end 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 an 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. 08-0223 - RE: ENTER INTO AMENDMENT NO. 4 BETWEEN THE BOARD OF COMMISSIONERS, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. TO PROVIDE PRC BUDGET COUNSELING SERVICES**

It was moved by 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. 20060366 (the "Original Contract") on October 17, 2006 by Resolution No. 06-0868 to provide PRC Budget Counseling Services; and

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

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

**WHEREAS,** an Amendment No. 3 was entered into on January 29, 2008 through Resolution No. 08-0018; 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. 4 between the Board of Commissioners, the Department of Job & Family Services and Family & Community Services, Inc. for the period July 1, 2007 to June 30, 2008; and be if further

**RESOLVED,** that the parties agree to an increase the amount of units by one hundred forty (140) units for a maximum of five hundred ninety (590) units at a per unit rate of Eighty-five and 33/100

dollars (\$85.33), in an amount not to exceed Fifty thousand three hundred forty-five and 00/100 dollars (\$50,345.00) annually; and be it further

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

Voice vote as follows:

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

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**RESOLUTION No. 08-0224** - **RE: ENTER INTO REAL ESTATE LEASE AGREEMENT AMENDMENT NO. 8 WITH THE COLUMBIANA COUNTY BOARD OF COMMISSIONERS FOR THE WIC BUILDING LOWER LEVEL, 7876 LINCOLN PLACE, LISBON, COLUMBIANA COUNTY, OHIO (COOPERATIVE EXTENSION OFFICES).**

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 2, 1998 by Resolution No. 98-751 for real estate property described as the lower level of the building located at 7876 Lincoln Place, Lisbon, Columbiana County, Ohio (Cooperative Extension Offices) for the term of January 1, 1999 until December 31, 1999; and

**WHEREAS,** Amendment No. 1 between the parties was entered into on September 13, 2000 by Resolution No. 00-751 for the term of January 1, 2000 until December 31, 2000; and

**WHEREAS,** Amendment No. 2 between the parties was entered into on December 13, 2000 by Resolution No. 00-972 for the term of January 1, 2001 until December 31, 2001; and

**WHEREAS,** Amendment No. 3 between the parties was entered into on January 23, 2002 by Resolution No. 02-0039 for the term of January 1, 2002 until December 31, 2002; and

**WHEREAS,** Amendment No. 4 between the parties was entered into on February 25, 2003 by Resolution No. 02-0938 for the term of January 1, 2003 until December 31, 2003; and

**WHEREAS,** Amendment No. 5 between the parties was entered into on June 2, 2004 by Resolution 03-0996 for the term of January 1, 2004 until December 31, 2005; and

**WHEREAS,** Amendment No. 6 between the parties was entered into on January 25, 2006 by Resolution 06-0036 for the term of January 1, 2006 until December 31, 2006; and

**WHEREAS,** Amendment No. 7 between the parties was entered into on March 21, 2007 by Resolution 07-0395 for the term of January 1, 2007 until December 31, 2007; and

**WHEREAS,** the Columbiana County Board of Commissioners has an interest in leasing said property; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Lease Agreement Amendment No. 8 for the property listed above with the Columbiana County Board of Commissioners for a term of one (1) year, beginning January 1, 2008 and ending on December 31, 2008; and be it further

**RESOLVED,** that the rent shall be One thousand three hundred eighty three dollars and eighty-six cents (\$1,383.86) per month payable on the first day of each month beginning January 1, 2008 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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**RESOLUTIONS**

March 6, 2008

1. Approval of Meeting Minutes from the March 4, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-217
3. Approve the wire transfer for Medical Mutual payments, as presented by the County Auditor./08-218
4. Approve the Journal Vouchers as presented by the County Auditor./08-219
5. Approve the Then & Now as presented by the Portage County Auditor./08-220

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**INVITATIONS/MEETING NOTICES**

March 6, 2008

1. Invitation from the Greater Akron Chamber for the 2008 Annual Meeting on Wednesday, March 19, 2008, 5:00 PM, John S. Knight Center, Akron.

2. Invitation from the Lorain County Board of Commissioners to the Prevailing wage for the public responsible public authority seminar (ORC Chapter 4115) on Friday, March 28, 2008, 10:00 AM-3:00 PM, Lorain County Administration Building Meeting Room B, Elyria.
3. Meeting notice for The Maplewood Breakfast Series 2007-2008 on Wednesday, March 12, 2008, 7:30 AM, Maple Leaf Restaurant. Seminar entitled Don't Be A Victim – Identity Theft.
4. Invitation from the Ravenna Memorial Day Association for the 2008 Memorial Day Parade on Monday, May 26, 2008, 8:30 AM sign in at the American Legion (corner of Main & Elm St.).

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

March 6, 2008

1. March 3, 2008 e-mail from Anita Herington, Job and Family Services, including correspondence from the Ohio Job and Family Services to Steve Eva, The Woodlands At Robinson, regarding the discontinuation of ban on payment for new admissions – rescission of termination of Medicaid Certification/Information only.
2. The Board of Commissioners received the undated correspondence (received March 3, 2008) from Tim Young, Ohio Public Defender, regarding County Direct Deposit information that was lost. Does the Board wish to resubmit its information in order to resume the deposits/The Board of Commissioners agreed to submit the info/Journal Entry
3. February 19, 2008 correspondence from the Citizens for Portage Park District and Portage Environmental Roundtable, regarding sponsorship opportunity for the 10<sup>th</sup> Annual Portage County Environmental Conservation Awards Dinner and Silent Auction on Saturday, April 12, 2008/Board of Commissioners intends to attend.
4. Undated correspondence (received March 4, 2008) from Sandy Klinger, regarding megafarms in Van Wert County/Each Commissioner to respond
5. February 24, 2008 correspondence from Friends of America/No action
6. Undated correspondence (received March 4, 2008) from NOPEC, regarding a natural gas supply offer. Note: All eligible customers will be automatically included in the NOPEC program unless you affirmatively opt out of the aggregation before 21 days after the postmark on this notice (February 29, 2008)/Forward to JoAnn Townend to determine if the County Commissioners' Association of Ohio Natural Gas Program has comparable rates.
7. February 14, 2008 correspondence from Bob Fankhauser, Adult Probation, regarding Maintenance Department employee Jeff Natcher/Forward to the Human Resources Department for Mr. Natcher's file

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**JOURNAL ENTRIES**

March 6, 2008

1. Board of Commissioners' signature requested on the Architect's Certification Compliance with Minimum Standards for Accessibility by the Physically Handicapped for King Kennedy Center Addition, Grant No. B-F-05-062-1 and the Prosecutor's Office Building ADA, Grant No. B-F-04-062-1 as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the rewording of the certification for David L. Sommers reveals "this statement applies only to that portion of the building covered by the project drawing and not the entire building".
2. Board of Commissioners' signature requested on the Architect's ~~Certification~~ "Recommendation" Compliance with Minimum Standards for Accessibility by the Physically Handicapped for Streetsboro Accessibility Project, Grant No. B-F-05-062-1 and 4155 St. Rte. 14 Edinburg-Coleman-Kitchen, Grant No. B-F-05-062-1 as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the rewording of the certification for Richard Hawksley reveals "I can state, that, to the best of my knowledge, the design project that I was in charge of complies with the Federal guidelines of the attached affidavits".
3. The Board of Commissioners received the February 28, 2008 correspondence from the Portage County Sheriff's Office including the Monthly Record of Proceedings and Transactions for February 2008, in accordance with Ohio Revised Code Section 325.07.
4. Board of Commissioners' authorization requested to allow use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, March 31, 2008 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.
5. The Board of Commissioners received the 2007 Transactions of the Eleventh District Court of Appeals and the 2008 budget as presented by Adrian Biviano, Trumbull County Auditor's office.
6. Board of Commissioners' authorization requested to allow use of the Courthouse lawn on Saturday, May 17, 2008 for live music on the courthouse lawn during the chalk fest as requested by the Ravenna Parks and Recreation. (Chalk fest approved by Journal Entry on 1-17-08).
7. Board of Commissioners' authorization requested to execute a purchase order for \$ 3,500.00 to pay for permanent easement appraisal services at Orchard Estates Mobile Home Park through Spalding/Emig Company as requested by the Water Resources Department. Funding for this expenditure is available in the Sanitary Revenue Fund in the Contract Projects Line Item.
8. Board of Commissioners' authorization requested to electronically submit the US Department of Justice Office of Justice Program (OJP) Financial Status Report for the period of October 1, 2007 through December 31, 2007 for the Arrest Grant No. 2007-WE-AX-0048 for the Advocate, Train & Respond Collaborative as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
9. The Board of Commissioners received the Transportation of Prisoners costs for the month of January 2008 as presented by the Portage County Sheriff's Department.

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**REFERRED**  
March 6, 2008

1. March 1, 2008 correspondence from Richard Lashley, Portage County Combined General Health District, including the 2008-2009 application for H.B. 110 registration for Solid Waste./Forwarded to Solid Waste for completion.
2. February 29, 2008 correspondence from Rick Bissler, PARTA, regarding a Board of Trustee appointment/Forwarded to Executive Assistant.

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**INFORMATION ONLY**

March 6, 2008

1. February 29, 2008 correspondence from Dominion East Ohio, regarding a pipeline replacement program.
2. The Board of Commissioners received the Streetsboro Area Chamber Hub newsletter for March 2008.
3. March 3, 2008 correspondence from Polly Germer, Children’s Advocacy Center, regarding Pinwheels for Prevention project.
4. March 1, 2008 correspondence from Robinson Memorial Hospital Hospice, regarding Hospice.
5. March 3, 2008 memo from Lynne Erickson, Regional Planning Commission to interested communities, agencies and organizations, regarding the 2008 small cities community development block grant formula allocation program.
6. The Board of Commissioners received the Topics newsletter as presented by President Thomas Chema, Hiram College.

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**Journal Entry**

March 6, 2008

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

1. The Board of Commissioners signed the *Architect’s Certification Compliance with Minimum Standards for Accessibility by the Physically Handicapped* for the King Kennedy Center Addition, Grant No. B-F-05-062-1 and the Prosecutor’s Office Building ADA, Grant No. B-F-04-062-1 as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the rewording of the certification for David L. Sommers reveals “this statement applies only to that portion of the building covered by the project drawing and not the entire building”.
2. The Board of Commissioners signed the *Architect’s ~~Certification~~ “Recommendation” Compliance with Minimum Standards for Accessibility by the Physically Handicapped* for Streetsboro Accessibility Project, Grant No. B-F-05-062-1 and 4155 State Route 14 - Edinburg-Coleman-Kitchen, Grant No. B-F-05-062-1, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the rewording of the certification for Richard Hawksley reveals “I can state, that, to the best of my knowledge, the design project that I was in charge of complies with the Federal guidelines of the attached affidavits”.

3. The Board of Commissioners acknowledged the receipt of the February 28, 2008 correspondence from the Portage County Sheriff including the Monthly Record of Proceedings and Transactions for February 2008, in accordance with Ohio Revised Code Section 325.07.
4. The Board of Commissioners authorized the use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, March 31, 2008 from 4:30-7:00 PM for a Commission Meeting, as requested by Robert Park, Veteran Services.
5. The Board of Commissioners authorized payment of the undated shared invoice for \$99,806.71 (pro rata share) for the 2007 Transactions of the Eleventh District Court of Appeals, as presented by the Trumbull County Auditor Adrian Biviano. Forwarded to the Department of Budget & Financial Management for budget action.
6. The Board of Commissioners authorized the City of Ravenna Parks & Recreation Department to use the Courthouse lawn on Saturday, May 17, 2008 (rain date May 18, 2008) for live music on the courthouse lawn during the chalk fest, as requested by Kathy Hammonds. The Board of Commissioners noted that on January 17, 2008, they authorized the City to use the Courthouse Lawn during the Chalk Festival to be held on Ravenna's downtown sidewalks on Saturday-Sunday, May 17-18, 2008 from 11:30 AM-4:00 PM.
7. The Board of Commissioners authorized the Portage County Water Resources Department to execute a purchase order for \$3,500.00 to the Spalding/Emig Company to pay for permanent easement appraisal services at the Orchard Estates Mobile Home Park, as presented by Director Harold Huff, Water Resources Department. Funding for this expenditure is available in the Sanitary Revenue Fund in the Contract Projects Line Item.
8. The Board of Commissioners authorized the electronic submission to the US Department of Justice Office of Justice Program (OJP) of the Financial Status Report for the period of October 1, 2007 through December 31, 2007 for the Arrest Grant No. 2007-WE-AX-0048 for the Advocate, Train & Respond Collaborative, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
9. The Board of Commissioners acknowledged the receipt of the Transportation of Prisoners costs for the month of January 2008, as presented by the Portage County Sheriff.
10. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Angela Robinson as a Social Service Worker 3 for the Portage County Department of Job and Family Services, effective March 14, 2008, as presented by the Human Resources Department Director Lynn Leslie and approved by the Department of Job and Family Services Director Anita Herington.
11. The Board of Commissioners approved 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	Social Service Worker 3 Replacement for Angela Robinson	J	Post Internally and Externally

12. The Board of Commissioners signed the Personnel Action Form authorizing the rate change, effective March 3, 2008, for Lori Tibensky, Social Service Worker 3, as Ms. Tibensky has successfully completed probation, CORE training and acquired six months experience within the Portage County Department of Job & Family Services, as presented by Human Resources Department Director Lynn Leslie and approved by Department of Job & Family Services Director Anita Herington.
13. The Board of Commissioners approved the draft Job Description for the new Grant Administrator position, as presented by the Human Resources Department Director Lynn Leslie.
14. The Board of Commissioners signed the Ohio Turnpike Commission Affidavit to allow the Portage County Water Resources Department to invoice the Turnpike Commission for services performed at the Brady's Leap site, as presented by Internal Services Director JoAnn Townend.
15. In response to the undated correspondence (received March 3, 2008) from Tim Young, Ohio Public Defender, regarding the County Direct Deposit information, which was lost by that office, the Board of Commissioners agreed to resubmit the Portage County information in order to resume the automatic deposits.

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 **March 6, 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 10:20 AM. All in favor, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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