

Thursday, July 10, 2008

The Board of County Commissioners met in regular session on **Thursday, July 10, 2008 at 9:30 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 July 8, 2008 meeting. All in favor, motion carries

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

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BUILDING DEPARTMENT

Present: Bob Wrentmore, Randy Roberts, Jon Barber, Harold Huff, Soil & Water representative.

This meeting today centers around continued discussion of how to control on-site drainage systems on private property. This problem should be addressed before construction begins, not after it's completed.

Regional Planning Commission does not provide a mechanism for the enforcement of the actual work. The Building Department would like to hire an engineer, (part-time or contract) to work with the Building Department to provide review and enforcement for sub division plans and to address drainage for each sub lot.

The Building Department has provided a revised resolution to make it more generic and the attachment more specific.

The CBO indicated that the resolution isn't something needed immediately but it's his responsibility to at least advise the Board that this is the way to prevent future drainage issues. It will be another expense but offset by the fees collected for the review and for the on-site inspection. It will be an expense to the County it's being funded and subsidized by the actual people using the program. This establishes the position and the requirement or the submission of the professional prepared and sealed topographic site plan.

In the revised resolution there is a separate RESOLVED which indicated that the rules, regulations and standards pertaining to this position shall be adopted by separate resolution.

Commissioner Smeiles is concerned about the 2nd RESOLVED where it references "sealed" topographical site plan. It will be expensive for the homeowner and cause additional delays.

The CBO added that when looking at this issue from the enforcement standpoint, if there's no professional seal, the argument is how could you require them to follow that in the first place when it wasn't done by an Ohio registered professional. It wouldn't stand in court if a homeowner had to sue a builder for improper drainage – the homeowner wouldn't have a leg to stand on as far as the topographic site plan review.

Commissioner Keiper noted that he has received numerous phone calls from homeowners downhill from a new home. He believes that this doesn't have a lot to do with the new home owner that's building but to their neighbors and the people downhill. He wouldn't mind a solution that gave the neighbors more input before

approval. The neighbors should have a voice. The proposed issue seems to be a reasonable middle ground. The expense isn't favorable but the design of the program is to protect those who have been hurt by new construction. If allowing the homeowner the chance to do it by hand then it should be suggested that the neighbors have an opportunity, as well.

Commissioner Smeiles responded that he is OK with the notion of a review but the months of delay and the cost to the homeowner is the concern.

Office of Homeland Security & Emergency Management Director Jon Barber indicated that if the Board would ask for Federal dollars (i.e. through the pre-disaster mitigation plan, for example), it would help us if the resolution was approved showing the State that Portage County is trying to address this issue.

Commissioner Smeiles stated that he is OK with voting on this today and moving forward knowing that future regulations will be worked on. This is a piece of the big puzzle of Stormwater management. The only suggestion is that we remove "sealed". That way, debate can continue with the rules.

Commissioner Frederick indicated that there is a valid need to have the plans sealed and she supports "sealed".

The CBO explained that professionally prepared would work but when it indicates "sealed", it makes it legitimate - a legal standing document. He can make that part of the rules later that it be signed.

Commissioner Keiper is in favor of having it sealed.

The Soil & Water District representative added that they continually go out on this type of drainage problems and having something like this in place would take care of the problem before it becomes a problem. Drainage laws aren't as cut and dry as taking it downstream – courts can use their discretion. If this is adopted, Soil & Water would support it. Commissioner Smeiles indicated that it could go to court either way.

The CBO indicated that a question might come regarding the fee for the service. Residents may say "why am I paying this? I should have a reduction instead". Fairness may come into question; most people will hire a surveyor or engineer.

Commissioner Smeiles suggested a compromise: if you have it done by a sealed professional it's a certain amount of money and if you don't it's a different amount of money. Commissioner Keiper asked why would anybody pay the extra amount of money if they didn't have to?

The CBO responded that affordable homes are no longer; houses are going for \$ 270- \$ 400,000. One thousand dollars for insurance on proper drainage and downstream water problems, is a small price to pay. It's expensive but not for the big picture.

Commissioner Frederick added that if a development is built in a bowl and every home in there is affected, you can't stop each home being built in there. The CBO added that in the future, it won't be passed. Once this person is in place, this will be the person reviewing all the applications to Regional Planning Commission, along with the County Engineer to verify that what's out in the field is actually there. Commissioner Smeiles noted that this doesn't fix this problem; the CBO believes that it does. Commissioner Smeiles stated that in five years the ditch is not being maintained where all the drainage is running into. That's the issue – the long term maintenance of the drainage ditch. Who cleans the ditch? The CBO responded that this resolution gets another engineer on the site for elevators before Regional Planning Commission approves the subdivision.

Commissioner Frederick asked who is going to go out and prevent a developer from building homes in a particular subdivision that is in an improper area to start with? Commissioner Smeiles responded that it's a separate issue. Why put the homeowner through the expense to have another inspection done and nobody is going to do anything about it? She believes that in the long run this will not be effective.

The CBO hopes this resolution will make sure that the Regional Planning Commission doesn't approve the subdivision in a bowl. They approve the subdivision and then the lots are individually approved and platted and there's not a lot the Building Department can do then, but the plan is that if falls to the individual homeowners to figure out a way to deal with the drainage. Hopefully there will be a bond or deposit by the developer warranty that this is not going to take place and will hold a developer responsible for drainage systems that are inappropriate.

Commissioner Smeiles indicated that we need to implement a requirement that a developer shall provide an assessment per lot that the County Engineer can collect over the next 100 years to protect the homeowner. Until we create a requirement of an assessed ditch, they will not be maintained and we will get phone calls. Homeowners will not want to pay for this expense.

Commissioner Keiper stated that those issues are broader than our stormwater program. Today's issue is for the average homeowner to hire a surveyor with a seal or do it himself.

The CBO stated that the Building Department will not accept a drawing not properly done and the Board will receive many more phone calls about the Building Department.

Randy Roberts stated that this parallels the requirements for commercial buildings where the requirement is that you have to provide drawings by an Ohio design professional (engineer or architect) and anyone licensed to do that stamps and signs their drawings. This passes the liability back to the architect or the engineer and off the County.

Commissioner Keiper made the motion to approve the resolution as written, seconded by Maureen T. Frederick.

1. Resolution: A resolution of the County of Portage entitled "PERMIT INFORMATION AND DOCUMENTS" to require the submission of a professionally prepared and sealed topographic site plan, indicating existing and proposed topography and for Review Fees and Inspections included as Exhibit A./08-0644. Commissioner Smeiles opposed. Motion carries.

The CBO will return with rules, regulations and standards.

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HUMAN RESOURCES

Present: Lynn Leslie

Commissioner Smeiles brought up the fact that the Human Resources Department Director's last day is tomorrow. Does the Board want to appoint an interim director to fill his responsibilities until we can hire a permanent replacement? Does he think his staff can handle the responsibilities for several months? Director Leslie believes that there are several responsibilities that they can't address. He has provided a list which includes the following:

Labor negotiations
Grievance handling
Job description revisions/compensation/classification
Personnel policy issues/policy interpretation/discipline
Complaints/investigation
Payroll approval – Commissioners and Nursing Home
Purchase requisition approval
Budget preparation/administration

The Director also attached the functional areas and responsible staff for the Board's review.

Director Leslie indicated that under labor negotiations the only contract up for now is the Water Resources. Ron Habowski is the lead negotiator but the Human Resources Department Director usually sits in on that.

On grievance handling there are several contracts that the Human Resources Department director is the grievance respondent – Solid Waste, Building Department, Dog Warden.

As job description revisions and compensation issues come up, they will need to be addressed along with the personnel policy interpretation and advising on discipline action – Attorney Tommie Marsilio could pick up at the Prosecutor's Office.

Complaints/investigations don't come up often but you need to be aware they might.

Payroll approval – The Human Resources Department does payroll for Commissioners, 7th Floor, Human Resources Department, Economic Development and Senior Center. In MUNIS after Human Resources Department puts it in, it comes to the Director for approval. The Commissioners' Clerk has been the back up so she could approve it. The other payroll approval the Director has been doing since the beginning of the year has been the Nursing Home. When the Administrator left, the Director did it in the interim and he continues to do it because there was a question of whether a non-employee (Generations) be approving payroll. Commissioner Keiper indicated that the Board is authorized to sign payroll so they will have to do it.

Commissioner Frederick suggested that the Board may want to contact the service out temporarily as an alternative. Commissioner Smeiles suggested Jim Manion temporarily. Director Leslie indicated that he was the contact when he was hired. Jim Manion indicated he would be interested if that's what the Board wanted. Commissioner Keiper suggested the Board talk with Mr. Manion for his input.

1. Revised job specification – Administrative Assistant for Office of Homeland Security and Emergency Management.(1259)/Journal Entry
2. Revised job specification Clerk/Community Outreach Technician Children's Health Services(1293)/Journal Entry
3. Employee Appreciation Day Update – Picnic in the park (1460)
Cleveland Indians (1521) In order for Portage County to get tickets from them, they need payment immediately. The Director indicated that we can use the credit card, if applicable, or authorize a check today. Board of Commissioners agreed to include this in the bill run with The Rusty Nail./NOTE: It was discovered at the end of the day that the bill was already paid.

The Indians game is planned and ready to go with three 3 buses and 20 seats still open. 431 employees/families have registered.

Vicky Stiener would like Board authorization to rent a 30 x 40 tent (\$ 220), 10 tables (\$ 6.50/ea) and 60 (\$ 1.00/ea) chairs from A&B Tent Rental, Inc., 9100 S. Arlington St., Akron for a cost of \$ 345.00 in case of rain at the Streetsboro City park for the picnic in the park on August 16, 2008./Journal Entry.

Additionally, Board authorization is also requested for catering services from Special Moments Catering for the August 16, 2008 Employee Appreciation Day picnic free of cost for employee and one guest, \$ 5.00 per child and free to children 2 years and under./Journal Entry.

4. Interim Director

Jim Manion attending to discuss the Interim Director for Human Resources Department. Mr. Manion indicated that he would make the time required for the position. Commissioner Smeiles indicated that there is no need for a compensation adjustment as they are at the same pay rate./Journal Entry approval of Jim Manion as Interim Director. The Board further agreed that a Commissioner will sign payroll for the Commissioners' Office and Nursing Home and Jim Manion will be authorized in their absence.

The posting for this position will end a week from tomorrow.

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10:30 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:** Lynn Leslie, Human Resources Director. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:50 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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Adult Probation Director Bob Fankhauser attending for Board signature on a letter of support of the Community Integration and Socialization Program (CISP) application. He's been waiting for paperwork to submit a grant application and it just came through last week. He was able to get an extension of 5 days and tomorrow is the last day. This is \$ 188,000 allocation through Tim Ryan's office. The Board of Commissioners agreed to sign letter and forwarded a copy to Grants Administrator.

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JOB & FAMILY SERVICES

Present: Anita Herington

I. CSEA Performance, June 2008

3rd Quarter of the Federal Fiscal Year – We are at 91.84% on paternity and the Federal benchmark is 80%. There is an excellent chance of making it to 80% by the end of the year even though the requirement by state is 76.2%. We are already at 77.59%. Current collections are a little bit below the target currently at 69.32% and we need to be at 70.2% for the State. We should make that target as well. Child support continues to go in right direction.

II. Child Health Services Proposed Clinic Fees

Last time for any documented changes in the fees was by the Board of Health on November 20, 1979. Anita Herington is asking that we change some of the fees to be the same as the Health Department on some and five we charge less for public to come in to get those services than Medicaid reimburses.

Resolution to revise the Child Health Services Clinic Fees effective August 1, 2008./ 08-646.

III. BCMH Update

There is a copy of the Letter but the Bureau of Children with Medical Handicaps wanted something in writing so the Board was copied on the letter.

IV. Other

When Governor Strickland signed the Executive Order creating the Ohio Anti Poverty Task Force, they also created five workgroups and Anita has been appointed to the Program Inventory and Interagency Coordination workgroup First meeting is next Wednesday in Columbus. The purpose of this group is to establish a comprehensive inventory or all existing anti poverty programs and make recommendation for stronger interagency coordination.

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GENERAL SERVICES

Present: Jim Manion, Jon Barber, Dan Banks

Parking Control Enforcement

Jim Manion noted that this morning at 6:50 AM, he noticed 22 vehicles parked in public spaces and approximately 20 were County employees. There has been discussion regarding ways to enforce the policy but employees know that currently we are not. We need a security guard downstairs at 7:00 AM.

Mr. Manion would like to utilize a part time security guard to observe employee in the C lot. In the past we have ticketed the vehicles but now Jim is suggesting e-mail notifications to the violator and the supervisor.

Before this is done, the Director wants to try to figure out who the violators are and why they feel they have to park in public spaces. Currently, we have 11 spaces for handicapped – the County employs more than 11 employees with handicapped stickers. Commissioner Frederick asked if they leave their handicapped stickers out for public viewing? Jon Barber responded that they have asked employees to leave their handicapped stickers in view so Security knows who they are. There are over 20 employees that need special parking and have a tag from the State. This doesn't include temporary doctor's excuses for temporary special accommodations. 11 spots are designated handicapped for employees and the others they have asked that they don't park in the public handicapped because they need spaces, too. We have 200 spaces in the F lot and 150 are assigned. Any day of the week, you can drive through the F lot and you won't find 100 cars in the lot. If you leave this building at 5:00 PM you will see 30 cars parked in public parking, mostly in front of the Prosecutor's Office.

Jim Manion is planning to use a part-time guard for observation who is familiar with current employees. He's planning on observing the first couple of days to see what's going on.

Now the Seniors aren't here anymore, there are spots in the bullpen against the Maintenance shop that are open for employees that need to park closer to the building.

Commissioner Smeiles asked why employees are parking in the bullpen? Jon Barber responded because there's no enforcement. Commissioner Smeiles indicated that he feels any parking inside the bullpen should be for elected officials and guests of elected officials.

The Board agreed today that they are OK with whatever Mr. Manion needs to do to get the parking lot under control.

Dog Warden

Jim Manion brought up the fact that Board signature is requested on the Payroll Change Authorization form for Portage County Dog Warden Dave McIntyre. This change is an increase of 3% effective July 1, 2008 as indicated in the March 20, 2008 correspondence to Dog Warden McIntyre/Journal Entry.

Jon Barber also indicated that the Dog Warden has completed his euthanasia certification as well./Journal Entry. Clerk to get a copy of the certification that is required for the position.

Jon Barber indicated there is a grant opportunity and the deadline to apply to the state is July 21st. This is an upgrade/bill for inoperable communications. By 2013 by law we will have to replace all radio equipment with something due to narrow banding. None of the equipment at the Sheriff's Department or any we share is narrow banding capable. We did get a grant and got approved for a 50% match grant to replace one base that we needed to get up to speed with the Fire Departments. This would be to replace all the base stations that are currently out there to get the EOC compatible with the narrow banding equipment needed by 2013. We've been trying to go in the direction of 700 mh but there's no money. It would cost \$ 20 million to replace the radio system to go to 700 mh and there's no grant to do that. We still have the deadline coming regardless. By applying for this grant, it would give us the opportunity for the EOC upgrade but the Sheriff can actually utilize the equipment as well. It's a \$ 300,000 upgrade but it's a 75/25 (Portage) match.

Dan Banks indicated the quote for the total phase of the project was \$ 316,000 with a local match of \$ 79,107 and Federal match of \$ 237,322.

Jon Barber noted that the County Engineer, Dog Warden and Water Resources will have to do this, too.

Dan Banks indicated this program is \$ 14.5 million and the state is solicitation one project per County. The deadline to the State is July 21 for review before it goes to the Federal Government.

Commissioner Smeiles noted that \$79,000 comes from General Fund and he suggests that it come from the '09 budget.

Commissioner Frederick suggested that the Board of Commissioners let the Department of Budget & Finance know; Jon Barber to talk with Audrey Tillis.

Dan Banks indicated that the Board would need to sign a letter indicating money is available as prepared by the Department of Budget & Finance. The Board agreed to sign the letter authorized use of their electronic signature./Journal Entry.

Jon Barber indicated the second floor renovation for JFS is going well. The 32 camera system will be put in today. This will allow us up to 32 cameras and we have 15 right now. The system was purchased with homeland security monies but now there's an 8 camera DVR system available so the Board may want to think of somewhere to put this. A suggestion was made for the Nursing Home because they currently have a 4 camera system. That four camera system could then be moved to the Dog Warden's office or the Motor pool.

Commissioner Smeiles asked if the Board received the memo from Internal Services regarding financial consultants to do the deferred compensation plan. We sent out eight quotes and received two back. Commissioner Keiper hasn't seen the information but is OK with JoAnn Townend's recommendation. The Board agreed to Journal Entry Financial Network of America Ltd.

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RESOLUTION No. 08-0638 - 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 July 10, 2008 in the total payment amount of **\$345,459.97 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 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. 08-0639 - 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:

07/10/08	591	209.49
07/10/08	592	229.89
07/10/08	593	120.00
07/10/08	590	150.00
Total		\$ 22,828.92

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. 08-0641 - 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 **\$13,174.06** as set forth in Exhibit “A” dated **July 10, 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. 08-0642 - RE: AUTHORIZING PROJECT NO. BR-2 (08-200), HOWE ROAD TRUNK SEWER REPAIR, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT.

It was moved by Charles W. Keiper II, and seconded by Maureen T. Frederick 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, it has become necessary for the Portage County Water Resources Department to request authorization for the Project No. BR-2 (08-200), Howe Road Trunk Sewer Repair, hereinafter referred to as the "PROJECT"; and

WHEREAS, the existing sewer has deteriorated from exposure to hydrogen sulfide in the wastewater; and

WHEREAS, this Board by Journal Entry on April, 15, 2008 recognized that damage to the Summit County owned Howe Road trunk sewer was caused by corrosive sewage from the Portage County System, and further agreed to participate in the PROJECT; now therefore be it

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

Section 1. That authorization for said PROJECT is hereby given.

Section 2. That it is hereby found and determined that all formal actions of this Board concerning and relation 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 as follows:

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

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RESOLUTION No. 08-0643 - RE: AUTHORIZE ELECTRONIC APPLICATION FOR THE OHIO DEPARTMENT OF HEALTH FY 2009 WOMEN, INFANTS AND CHILDREN (WIC) ADMINISTRATION GRANT.

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

adopted:

WHEREAS, the Women, Infants, and Children's Program of Portage and Columbiana Counties must submit an electronic request to continue to operate the Women, Infants, and Children (WIC) Program in the designated service area; therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby support the Women, Infants, and Children's Program of Portage and Columbiana Counties and authorizes the electronic application to the Ohio Department of Health for the FY 2009 WIC Grant (October 1, 2008 through September 30, 2009) under grant number 06710041WA0209; 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. 08-0644

- **RE: RESOLUTION OF THE COUNTY OF PORTAGE CREATING THE POSITION OF FIELD ENGINEER/SURVEYOR WITHIN THE DEPARTMENT OF BUILDING REGULATIONS; AND TO REQUIRE THE SUBMISSION OF A PROFESSIONALLY PREPARED AND SEALED TOPOGRAPHIC SITE PLAN.**

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

RESOLVED, that having received complaints from citizens regarding *private property* drainage systems and problems resulting from improper installations, and the changing of existing grades without a permit, that the current requirement for submission is only a basic site plan in order to obtain a building permit for new construction fails to address the drainage issues;

RESOLVED, that it is the intention of County of Portage, as recommended by the Chief Building Official, to require a professionally prepared and sealed topographical site plan be submitted with an application for a building permit for new construction;

RESOLVED, that topographic site plans shall be reviewed by the Department of Building Regulations to ensure that proper engineering practices and standards are used in their preparation; and that the Department will provide on-site inspections to insure that all site work is in compliance with the approved plans;

RESOLVED, *that to provide this service, the position of Field Engineer / Surveyor shall be created within the Department of Building Regulations, and that rules, regulations, and standards pertaining to this position shall be adopted by separate resolution.*

RESOLVED, that the Board of Commissioners have determined by reviewing all pertinent information that the creation of the new position of Field Engineer/Surveyor within the Department of Building Regulations, and the inclusion of a topographic site plan review is necessary and in the best interests of the County of Portage.

Voice vote as follows:

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

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RESOLUTION No. 08-0645 - 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 July 10, 2008 in the total payment amount of **\$200,000.00 for Fund 1275** 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. 08-0646 - RE: REVISE THE CHILD HEALTH SERVICES CLINIC FEE SCHEDULE

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

WHEREAS, the Child Health Services within the Portage County Department of Job & Family Services wishes to bring its clinic fee schedule into alignment with the Portage County Health Department's Childhood Immunizations Clinic Fees and reimbursement rates for Medicaid services; and

WHEREAS, the last record found of amending the Child Health Services clinic fee schedule is November 20, 1979 when the Board of Health accepted a new fee schedule; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to revise the following Child Health Services Clinic Fee Schedule as recommended effective August 1, 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 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, Yea; Maureen T. Frederick, Yea;

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Child Health Services - Proposed Clinic Fees effective 08/01/08

	Current Fees	Proposed Fees	+ / -
ADDITIONAL PROCEDURES			
BRIEF EXAM - SHOTS &	\$ 45.00	\$ 45.00	\$ -
BRIEF EXAM - SHOTS &	\$ 45.00	\$ 45.00	\$ -
COUNSELING 15	\$ 30.00	\$ 30.00	\$ -
COUNSELING 30	\$ 40.00	\$ 50.00	\$ 10.00
COUNSELING 45	\$ 55.00	\$ 65.00	\$ 10.00
COUNSELING 60	\$ 75.00	\$ 80.00	\$ 5.00
DEMO/EVAL NEBULIZER	\$ 20.00	\$ 20.00	\$ -
FOLLOW-UP SHOTS &	\$ 20.00	\$ 20.00	\$ -
FOLLOW-UP EXAM	\$ 20.00	\$ 20.00	\$ -
INHALATION TREATMENT	\$ 35.00	\$ 35.00	\$ -
IRRIGATION CERUMEN	\$ 50.00	\$ 50.00	\$ -
CHS IMMUNIZATIONS			
DTAP	\$ 8.00	\$ 10.00	\$ 2.00
FLU 3 YR & UP	\$ 8.00	\$ 20.00	\$ 12.00
FLU 6 TO 36 MO.	\$ 8.00	\$ 20.00	\$ 12.00
HEP A	\$ 8.00	\$ 10.00	\$ 2.00
HEP B	\$ 8.00	\$ 10.00	\$ 2.00
HIB	\$ 8.00	\$ 10.00	\$ 2.00
HPV 11-18 YEARS	\$ 8.00	\$ 10.00	\$ 2.00
MENACTRA	\$ 8.00	\$ 10.00	\$ 2.00
MMR	\$ 8.00	\$ 10.00	\$ 2.00
PEDIARIX	\$ 8.00	\$ 10.00	\$ 2.00
PNEUMO	\$ 8.00	\$ 10.00	\$ 2.00
POLIO	\$ 8.00	\$ 10.00	\$ 2.00
ROTAVIRUS	\$ 8.00	\$ 10.00	\$ 2.00

	Current Fees	Proposed Fees	+ / -
NEW PATIENT PHYSICAL EXAMS			
NEW PATIENT 1-4 YR W	\$ 70.00	\$ 75.00	\$ 5.00
NEW PATIENT 1-4 YR W/	\$ 70.00	\$ 75.00	\$ 5.00
NEW PATIENT 12-17 YR	\$ 75.00	\$ 80.00	\$ 5.00
NEW PATIENT 12-17 YR	\$ 75.00	\$ 80.00	\$ 5.00
NEW PATIENT 18-20 YR	\$ 75.00	\$ 75.00	\$ -
NEW PATIENT 18-20 YR	\$ 75.00	\$ 75.00	\$ -
NEW PATIENT 5-11 YR W	\$ 70.00	\$ 75.00	\$ 5.00
NEW PATIENT 5-11 YR W	\$ 70.00	\$ 75.00	\$ 5.00
NEW PATIENT <1 WITH	\$ 65.00	\$ 65.00	\$ -
NEW PATIENT <1 YR	\$ 65.00	\$ 65.00	\$ -
REVISIT PHYSICAL EXAMS			
REVISIT <1 YR WITH	\$ 60.00	\$ 60.00	\$ -
REVISIT ACUTE CARE			
REV ACUTE 15 MIN	\$ 50.00	\$ 50.00	\$ -
REV ACUTE 15 MIN NO	\$ 50.00	\$ 50.00	\$ -
REV ACUTE 25 MIN NO	\$ 55.00	\$ 65.00	\$ 10.00
REV ACUTE 25 MIN W/	\$ 55.00	\$ 65.00	\$ 10.00
REV ACUTE 40 MIN NO	\$ 60.00	\$ 95.00	\$ 35.00
REV ACUTE 40 MIN	\$ 60.00	\$ 95.00	\$ 35.00
REVISIT PHYSICAL EXAMS			
REVISIT 1-4 YR WITH	\$ 65.00	\$ 65.00	\$ -
REVISIT 1-4 WITH	\$ 65.00	\$ 65.00	\$ -
REVISIT 12-17 YR WITH	\$ 70.00	\$ 75.00	\$ 5.00
REVISIT 12-17 YR WITH	\$ 70.00	\$ 75.00	\$ 5.00
REVISIT 18-20 YR WITH	\$ 70.00	\$ 70.00	\$ -

TDAP	\$ 8.00	\$ 10.00	\$ 2.00
VARICELLA	\$ 8.00	\$ 10.00	\$ 2.00
EVALUATION PROCEDURES			
PRE-DENVER (PDQ)	\$ 18.00	\$ 18.00	\$ -
TYMPANOGRAM	\$ 20.00	\$ 25.00	\$ 5.00
LAB PROCEDURES			
BLOOD GLUCOSE	\$ 25.00	\$ 25.00	\$ -
HEMOGLOBIN	\$ 10.00	\$ 15.00	\$ 5.00
LEAD SPECIMEN	\$ 16.00	\$ 16.00	\$ -
PREGNANCY TEST	\$ 15.00	\$ 20.00	\$ 5.00
STREP CULTURE	\$ 20.00	\$ 30.00	\$ 10.00
URINALYSIS	\$ 10.00	\$ 15.00	\$ 5.00
NEW ACUTE CARE			
FOLLOW-UP EXAM	\$ 20.00	\$ 25.00	\$ 5.00
NEW ACUTE +45 MIN NO	\$ 75.00	\$ 100.00	\$ 25.00
NEW ACUTE +45	\$ 75.00	\$ 100.00	\$ 25.00
NEW ACUTE 30 MIN	\$ 60.00	\$ 65.00	\$ 5.00
NEW ACUTE 30 MIN NO	\$ 60.00	\$ 65.00	\$ 5.00
NEW ACUTE 45 MIN NO	\$ 65.00	\$ 85.00	\$ 20.00
NEW ACUTE 45 MIN W/	\$ 65.00	\$ 85.00	\$ 20.00

REVISIT 18-20 YR WITH	\$ 70.00	\$ 70.00	\$ -
REVISIT 5-11 YR WITH	\$ 65.00	\$ 65.00	\$ -
REVISIT 5-11 YR WITH	\$ 65.00	\$ 65.00	\$ -
REVISIT <1 YR WITH	\$ 60.00	\$ 60.00	\$ -
GENERAL			
DIAGNOSIS			
FOSTER CARE			
NEXT VISIT			
REFERRALS			
\INSURANCE			
BUCKEYE			
CARESOURCE			
INSURANCE			
MEDICAID			
UNISON			

RESOLUTIONS

July 10, 2008

- 1. Approval of Meeting Minutes from the July 8, 2008 regular Board Meeting as presented.
- 2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-638
- 3. Approve the wire transfer as presented by the County Auditor./08-639
- 4. Approve the Journal Vouchers as presented by the County Auditor./08-640
- 5. Approve the Then & Now as presented by the Portage County Auditor./08-641
- 6. Authorizing Project No. BR-2 (08—200) Howe Road Trunk Sewer Repair in the Portage County Regional Sewer District (Water Resources Department)./08-642

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INVITATIONS/MEETING NOTICES

July 10, 2008

- 1. Invitation from Family & Community Services for a Senior Conference on Friday, August 15, 2008, 8:00 AM-12:00 PM and 1:00 PM-4:30 PM.
- 2. The Board of Commissioners received an invitation for the Self Insurance Institute of America, Inc. for the 28th Annual National Educational Conference & Expo on October 5-8, 2008, Phoenix, AZ.
- 3. Invitation from NOPEC for the Open House at their new office on Wednesday, July 23, 2008, 11:30 AM-1:00 PM, Solon.
- 4. Invitation from Family & Community Services for the Portage County Conference on Aging on Friday, August 15, 2008, NEOUCOM, 1:00-4:30 PM.
- 5. Invitation for the Streetsboro Community Showcase & Business Expo 2008 on Saturday, September 27, 2008, Streetsboro High School.

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INCOMING CORRESPONDENCE

DISCUSSION

July 10, 2008

- 1. Board of Commissioners' authorization requested to authorize the Water Resources Department to contact, schedule and interview four firms for Project Engineering and surveying services for the Ravenna Training and Logistics Site (RTL) potable water system and facilities, Project No. Portage County-W (08-120) and Ravenna Training and Logistics Site (RTL) sanitary sewer system and facilities, Project No. PC (08-130) as requested by the Water Resources Department./Hold.
- 2. Does the Board of Commissioners wish to pay Renewal Notice No. 17252110-R12 dated June 27, 2008 for \$ 139.00 for the current subscription to Communications Solutions which is due to expire March 2008?/No.
- 3. July 3, 2008 correspondence from Jennifer Barone, City of Kent, regarding 121 West College Street, Kent./ Issue tabled until August.

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JOURNAL ENTRIES

July 10, 2008

1. Board of Commissioners' authorization requested to have Commissioner Keiper sign the State of Ohio Department of Development Office of Housing and Community Partnerships (OHCP) Request for Release of Funds and Certification for Federally Funded State Projects for the Economic Development Revolving Loan Funds for Caporaletti's Acquisition as presented by Neighborhood Development Services. Document reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
2. Board of Commissioners' authorization requested to pay the July 2, 2008 Invoice #29934 for \$759.13 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of June 2008 for General Labor Matters.
3. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending July 6, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$675 in Court Donations.
4. Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Tiger Tech of 11767 Timber Ponte Trail, Mantua for \$ 10,106.91 as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
5. Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Lisa Markham of 9285 Dorothy Drive, Streetsboro for \$ 1,750.00 as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
6. Board of Commissioners' signature requested on the Satisfaction of Mortgage form for Ethel Minckens of 9111 Wil-Verne Drive, Windham for \$ 23,150.00 as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
7. The Board of Commissioners received the Monthly Portfolio Report for June 2008 as presented by the Portage County Treasurer.

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REFERRED

July 10, 2008

1. June 25, 2008 correspondence from Matthew Roberts, DLZ, regarding Aurora Meadows Subdivision Sanitary Improvements, Project No. M-1 (06-190)./Referred to Water Resources Department.
2. July 2, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding Grant Close Out No. B-F-03-062-1./Referred to Regional Planning Commission, Internal Auditor and Grants Administrator.
3. July 2, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding Grant Close Out for B-W-03-062-1. /Referred to Regional Planning Commission, Internal Auditor and Grants Administrator.
4. July 2, 2008 correspondence from Matthew Dietrich, Ohio Rail Development Commission, regarding an invitation to be considered for grant and loan funding under the rail line rehabilitation program./Referred to Grants Administrator.

5. July 3, 2008 correspondence from Chris Korleski, Ohio EPA, regarding Brimfield Crossing East proposed waterline extension./Referred to Water Resources and Health Department.
6. The Board of Commissioners received a copy of the Ohio Fire Academy Certificate of Training for John Mason, Office of Homeland Security & Emergency Management./Referred to Human Resources.

PLEASE ADD TO YOUR AGENDA

July 10, 2008

1. Board of Commissioners' authorization requested to allow the Water Resources Department to pay the July 1, 2008 Invoice from C&D Plumbing for \$ 550.00 for plumbing services to repair a sewer lateral for Dale Allen at 3996 Sapwood Drive, Muzzy Lake, Ravenna, upon execution of a waiver prepared by the Portage County Prosecutor's Office as requested by the Water Resources Department./Journal Entry.
2. Board of Commissioners' authorization requested to accept the recommendation of the Water Resources Department Director and authorized the part-time temporary (six week) hire of Timothy Wechter as an Accounting Intern for the Water Resources Department. The Board of Commissioners noted that this hire is contingent upon the applicant passing a pre-employment drug screen./Journal Entry.
3. DRAFT RESOLUTION: Authorize the electronic application for the Ohio Department of Health FY 2009 Women, Infants and Children (WIC) administration grant./08-643
4. June 17, 2008 Notice from Ohio Division of Liquor Control of a request for a new liquor license for Janice Ann Taylor dba Trading Post, 166 Watson Rd. 1st Floor, Deerfield Township, North Benton, OH 44449. Does Board of Commissioners wish to request a hearing? Chris Meduri, Portage County Prosecutor's Office indicates the Deerfield Township Trustees have an objection and request a hearing because it appears that the locations is in a zoning district that does not allow store or restaurant uses./Journal Entry requesting public hearing. Clerk to forward letter to the State to schedule hearing.

PLEASE ADD TO YOUR AGENDA II

1. RESOLUTION: Authorize the payment to Kent Title Agency, Inc. for the Economic Development Loan CDBG ED RLF for Rusty Nail III Corporation for \$ 200,000 as requested by Neighborhood Development Services Inc. This item was walked in this morning by William Hale for Board payment in order to close by Wednesday. Since the Board is not meeting next week, it would like to have payment made on its own bill run./08-645.

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INFORMATION ONLY

July 10, 2008

1. The Board of Commissioners received a Press Release from Ohio Manufactured Homes Association indicating Clayton Homes to display home at the Ohio State Fair.
2. The Board of Commissioners received the GFOA Newsletter dated June 27, 2008.
3. July 7, 2008 correspondence from Anita Herington, Job and Family Services to Sam Chapman, Bureau for Children with Medical Handicaps, regarding the Bureau for Children with Medical Handicaps transfer to the Portage County Health Department.

4. July 8, 2008 e-mail from Becky Newell, regarding scheduling an appointment with the Board of Commissioners regarding Mantua revitalization./Referred to Dan Banks, Grants Administrator for follow-up.
5. July 1, 2008 correspondence from Kevin Toshok, TechDisposal, including an Executive Summary of the new county computer disposal program being endorsed by the County Commissioners' Association of Ohio and the State of Ohio.

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Journal Entry

July 10, 2008

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

1. The Board of Commissioners authorized Commissioner Keiper to sign the State of Ohio Department of Development Office of Housing and Community Partnerships (OHCP) Request for Release of Funds and Certification for Federally Funded State Projects for the Economic Development Revolving Loan Funds for Caporaletti's Acquisition as presented by Neighborhood Development Services. Document reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
2. The Board of Commissioners authorized payment of the July 2, 2008 Invoice #29934 for 759.13 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of June 2008 for General Labor Matters.
3. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending July 6, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$675 in Court Donations.
4. The Board of Commissioners signed the Satisfaction of Mortgage form for Tiger Tech of 11767 Timber Ponte Trail, Mantua for \$10,106.91, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
5. The Board of Commissioners signed the Satisfaction of Mortgage form for Lisa Markham of 9285 Dorothy Drive, Streetsboro for \$1,750.00, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
6. The Board of Commissioners signed the Satisfaction of Mortgage form for Ethel Minckens of 9111 Wil-Verne Drive, Windham for \$23,150.00, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
7. The Board of Commissioners acknowledged the receipt of the Monthly Portfolio Report for June 2008, as presented by the Portage County Treasurer.
8. The Board of Commissioners authorized the Water Resources Department to pay the July 1, 2008 Invoice from C&D Plumbing for \$ 550.00 for plumbing services to repair a sewer lateral for Dale Allen at 3996 Sapwood Drive, Muzzy Lake, Ravenna, upon execution of a waiver prepared by the Portage County Prosecutor's Office, as presented by the Water Resources Department.
9. The Board of Commissioners accepted the recommendation of the Water Resources Department Director and authorized the part-time hire of Timothy Wechter as an Accounting Intern for the Water Resources

Department for approximately six weeks. The Board of Commissioners noted that this hire is contingent upon the applicant passing a pre-employment drug screen.

10. 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	Income Maintenance Worker 3	JFS H	Post Internally and Externally

11. In response to the June 17, 2008 Notice from Ohio Division of Liquor Control of a request for a new liquor license for Janice Ann Taylor dba Trading Post, 166 Watson Rd. 1st Floor, Deerfield Township, North Benton, OH 44449, the Board of Commissioners agreed to request a hearing. Attorney Christopher Meduri, Portage County Prosecutor’s Office indicates that the Deerfield Township Trustees have an objection and are requesting a hearing because it appears that the location is in a zoning district that does not allow store or restaurant uses. The Board further authorized the Clerk to sign and return the notice indicating the Board would like to schedule a hearing.
12. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Cody LaRusso as a Social Services Worker 3 (replacing Brenda Toth) for 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. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.
13. The Board of Commissioners approved the revised job description for the Children’s Health Services Clerk Community Outreach Technician, as presented by Director Lynn Leslie, Human Resources Department.
14. The Board of Commissioners approved the revised job description for Homeland Security & Emergency Management Administrative Assistant, as presented by Director Lynn Leslie, Human Resources Department.
15. The Board of Commissioners agreed to appoint current General Services Director James Manion as the Interim Director of the Portage County Human Resources Department, with a start date of Monday, July 14, 2008. The following issues will be handled by Interim Director Manion:

- Grievances
- Job description revisions/compensation/classification
- Personnel policy issues/policy interpretation/discipline
- Complaints/investigation
- Purchase requisition approval
- Budget preparation/administration

The Board of Commissioners agreed that all Labor Negotiations will be handled by Legal Counsel and Payroll approval for the Commissioners’ Office and Nursing Home will be signed by a Commissioner. The Interim Director is authorized to sign in their absence.

16. The Board of Commissioners authorized the rental of one (1) 20 x 40 pole tent with sides for \$ 220.00, six (6) eight foot banquet tables at \$ 6.50/ea. and sixty (60) folding chairs at \$ 1.00/ea. from A&B Tent Rental, Inc., 910 S. Arlington St., Akron, for a total cost including a \$ 35.00 delivery fuel charge of \$ 354.00 for use

at Streetsboro City park during the Picnic in the Park Event for County Employees Appreciation Day to be held on August 16, 2008, as presented by the Human Resources Department.

17. The Board of Commissioners authorized catering services from Special Moments Catering for the August 16, 2008 Employee Appreciation Day picnic free of cost for employee and one guest, \$ 5.00 per child and free to children 2 years and under, as presented by the Human Resources Department.
18. The Board of Commissioners authorized and signed the Payroll Change Authorization form for Portage County Dog Warden Dave McIntyre effective July 1, 2008, as indicated in the March 20, 2008 offer letter to Dog Warden McIntyre.
19. The Board of Commissioners acknowledged the receipt of the Certificate presented by Portage County Dog Warden Dave McIntyre for his successful completion of the American Human Association's Euthanasia By Injection Certification in Columbus, Ohio on April 17-18, 2008.
20. The Board of Commissioners authorized the Grants Administrator Dan Banks to apply for funding through the US Department of Homeland Security Emergency Operations Center Grant Program for the construction or upgrade of state and local Emergency Operations Centers (EOC). The Board further authorized use of its electronic signature on correspondence to the US Department of Homeland Security indicating local match funding is available as prepared by the Department of Budget and Financial Management. The Board noted that funding should come from the 2009 budget.
21. The Board of Commissioners accepted the recommendation of Director JoAnn Townend, Internal Services, the Board of Commissioners and approved the proposal for Deferred Compensation Plan Services from Financial Network of America, Ltd. The Internal Services Director will bring back the required resolution.
22. The Board of Commissioners authorized payment to Kent Title Agency Inc. for Economic Development Loan CDBG ED RLF for The Rusty Nail III Corporation for \$ 200,000 as requested by Neighborhood Development Services Inc. The Board of Commissioners also adopted Resolution No. 08-645 this date, authorizing the Portage County Auditor's Office to process a special bill run in order to accommodate this payment. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.

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 **July 10, 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 11:27 AM. All in favor, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Amy Hutchinson, Acting Clerk

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