

**Thursday, August 28, 2008**

The Board of County Commissioners met in regular session on **Thursday, August 28, 2008 at 9:48 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the meeting minutes of the August 26, 2008 meeting. All in favor, motion carries

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

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### **MAINTENANCE**

Present: Tim Miller

Tim's here today to get Board permission to have the waterline replaced at the workshop located at the Portage County Administration Building. The quote to replace the line is from Bishop Brothers for \$ 5,235.00. Existing carpet and tile will need to be pulled up and re-laid at the Treasurer's Office to accommodate the repair./Journal Entry.

Commissioner Keiper inquired about the renovations for the Economic Development Department in the old restaurant. It was suppose to be done in conjunction with the bank and the bank will be open in a month. Tim said every once in awhile he let the engineers and architects in there. Tim indicated there's the issue with the fire protection system the Fire Department wants the Board to put in. Commissioner Keiper will contact Dave Sommers directly.

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### **INTERNAL SERVICES**

Present: JoAnn Townend

### **DISCUSSION:**

1. Purchase of approx. ½ acre parcel from the Vilks for water resources.  
The Board agreed to have Lou Dudek do the title search for the property.
2. Rules governing the purchasing of services or supplies by reverse auction.  
JoAnn indicated that the County has to come up with rules to govern the purchase of services or supplies by reverse auction and they are listed in a draft resolution presented as No. 8 on her agenda. 8 -Declare intent to set guidelines and adopt procedures for implementation of the reverse auction process./08-888.

### **RESOLUTIONS:**

1. Amend resolution 08-0837 to enter into an agreement between the Board of Commissioners on behalf of the Portage County Dept. of Job & Family Services and the Portage County Sheriff./08-881

2. Approve specifications and set the proposal date for inmate psychological services./008-882
3. Enter into a license agreement for the Ravenna Balloon-a-fair./08-883
4. Enter into a license agreement for the Ravenna Balloon-a-fair Children's Parade./08-884
5. Enter into an agreement with the Portage County Health Department for public health nurse services for Child Health Services./08-885
6. Enter into an agreement with the KSU School of Family & Consumer Studies for a nutrition outreach project for Child Health Services./08-886
7. Accept and award the bid for trash pickup services for Portage County offices./08-887
8. Declare intent to set guidelines and adopt procedures for implementation of the reverse auction process./08-888

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10:14 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider the to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. **Also present:** JoAnn Townend and Jim Manion. Roll call vote: Charles W. Keiper II, Yea; Maureen T. Frederick, Yea, Christopher Smeiles, Absent;

10:17 AM Commissioner Smeiles attending.

10:51 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 authorized the full time hire of Eric A. Dillon as Assistant Motor Pool Director beginning on or about September 15, 2008. Starting salary will be \$22.00 per hour with an increase to \$23.00 per hour upon the successful completion of six (6) months of employment as presented by Director JoAnn Townend, Internal Services. The Board of Commissioners notes that this position is fiduciary and contingent upon the applicant passing a pre-employment physical and drug screen.

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**HUMAN RESOURCES - CANCELLED**

Present: Jim Manion

Recessed: 10:58 AM

Reconvened: 11:04 AM

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**JOB & FAMILY SERVICES**

Present: Anita Herington

- I. CSEA Performance, July 2008
- II. Food Stamp Report
- III. September Workforce Services Month Activities
- IV. Youth Voter Registration Workshops
- V. Publicity (See attached)
- VI. Other – Resolution to authorize the Portage County Department of Job and Family Services to adopt the travel rules as dictated by the Ohio Department of Health for activities of Help Me Grow (Fund 1412) and Child Health Grant (Find 1364)./08-889

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**AIRPORT BOARD CANDIDATE**

Present: Josh Eyring

The Board of Commissioners met with Mr. Hartong to discuss his interest in serving on the Airport Board.

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**RESOLUTION No. 08-0877 - 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 August 28, 2008 in the total payment amount of **\$463,753.13 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. 08-0878 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO**



**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:

08/28/08	1346	\$ 4,340.00
08/28/08	1344	2,115.00
08/28/08	1365	28,459.00
08/28/08	1364	39,317.23
Total		\$ 74,231.23

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. 08-0880 - 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 **\$6,545.09** as set forth in Exhibit "A" dated **August 28, 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. 08-0881 - RE: AMEND RESOLUTION 08-0837 TO ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE PORTAGE COUNTY SHERIFF**

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

**WHEREAS,** Resolution 08-0837 was adopted August 14, 2008 to enter into an agreement between the Portage County Board of Commissioners on behalf of the Portage County Department of Job & Family Services and the Portage County Sheriff; and

**WHEREAS,** Resolution 08-0837 reads that Board resolved to enter into a Memorandum of Understanding instead of entering into an agreement; now therefore be it

**RESOLVED,** that the Board of County Commissioners does hereby enter into an agreement between the Board of Commissioner on behalf of the Portage County Department of Job & Family Services and the Portage County Sheriff, for the period of September 1, 2008 through December 31, 2008, with successive one (1) year automatic renewals contingent upon funding; and be it further

**RESOLVED,** that total compensation for the initial term of this agreement is not to exceed Fifty-five thousand and 00/100 dollars (\$55,000.00); 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. 08-0882 - RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR INMATE PSYCHOLOGICAL SERVICES**

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

**RESOLVED,** that the specifications for receiving proposals for inmate psychological services be and hereby are approved; and be it further

**RESOLVED,** that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 701, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m. on September 30, 2008; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on September 8, 2008, a copy posted on the bulletin board of the Board and the County's website forthwith; 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. 08-0883 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA BALLOON-A-FAIR**

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

**WHEREAS,** the County owns property located at 203 W. Main St., Ravenna, Ohio known as the Portage County Courthouse; and

**WHEREAS,** Ravenna Balloon-A-Fair wishes to use the Courthouse lawn and surrounding Courthouse grounds on Saturday, September 20<sup>th</sup>, 2008 from 6:00 a.m. to 8:00 p.m. for the 2008 Balloon-A-Fair Festival; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Ravenna Balloon-A-Fair, P.O. Box 454, Ravenna OH 44266 for use of the Courthouse lawn and surrounding Courthouse grounds on Saturday,

September 20<sup>th</sup>, 2008 from 6:00 a.m. to 8:00 p.m. for the 2008 Balloon-A-Fair Festival; 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. 08-0884 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA BALLOON-A-FAIR**

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

**WHEREAS,** the County owns property located at 203 W. Main St., Ravenna, Ohio known as the Portage County Courthouse and property at the corner of Spruce and Prospect Streets, Ravenna Ohio known as the Spruce Street Parking Lot; and

**WHEREAS,** Ravenna Balloon-A-Fair wishes to use the Courthouse lawn, surrounding Courthouse grounds, the Courthouse parking lot and the Spruce Street Parking lot on Thursday, September 18<sup>th</sup>, 2008 from 5:00 p.m. to 8:00 p.m. for the 2008 Balloon-A-Fair Children's Parade; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Ravenna Balloon-A-Fair, P.O. Box 454, Ravenna OH 44266 for use of the Courthouse lawn, surrounding Courthouse grounds, the Courthouse parking lot and the Spruce Street Parking lot on Thursday, September 18<sup>th</sup>, 2008 from 5:00 p.m. to 8:00 p.m. for the 2008 Balloon-A-Fair Children's Parade; 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. 08-0885 - RE: ENTER INTO AN AGREEMENT BETWEEN THE**

**BOARD OF COMMISSIONERS ON BEHALF OF THE  
PORTAGE COUNTY DEPARTMENT OF JOB &  
FAMILY SERVICES, CHILD HEALTH SERVICES  
DIVISION AND THE PORTAGE COUNTY  
COMBINED GENERAL HEALTH DISTRICT FOR  
PUBLIC HEALTH NURSE SERVICES.**

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

- WHEREAS,** the Portage County Department of Job & Family Services, Child Health Services Division is in need of a public health nurse to provide data collection of baseline preventative care visits from a pediatric primary care provider; and
- WHEREAS,** the Portage County Combined General Health District is capable of providing such services as needed by the Child Health Services Division; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services, Child Health Services Division and the Portage County General Health District whose principal place of business is located at 449 South Meridian Street, 3<sup>rd</sup> Floor, Ravenna, Ohio 44266, for the period July 1, 2008 through June 30, 2009; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Five thousand and 00/100 dollars (\$5,000.00); 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. 08-0886 - RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, CHILD HEALTH SERVICES DIVISION AND KENT STATE UNIVERSITY SCHOOL OF FAMILY & CONSUMER STUDIES FOR THE NUTRITION OUTREACH PROJECT**

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

**WHEREAS,** the Portage County Department of Job & Family Services, Child Health Services Division is in need of supervisors for an elementary school child activity/nutrition education program; and

**WHEREAS,** the Kent State University School of Family & Consumer Studies is capable of providing such services as needed by the Child Health Services Division; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services, Child Health Services Division and Kent State University School of Family & Consumer Studies whose principal place of business is located at 100 Nixson Hall, Kent, Ohio 44242, for the period July 1, 2008 through June 30, 2009; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Two thousand five hundred and 00/100 dollars (\$2,500.00); 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. 08-0887 - RE: ACCEPT AND AWARD THE BID FOR TRASH PICK-UP SERVICES FOR PORTAGE COUNTY OFFICES**

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

**WHEREAS,** three (3) prospective bidders received bid packets for trash pick-up services for Portage County offices; and

**WHEREAS,** three (3) sealed bids for trash pick-up services for Portage County offices, were received, tabulated and recorded on July 18, 2008; and

**WHEREAS,** upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services that the Board of Commissioners accept the bid of Metro Disposal as the best and lowest bid received meeting all specifications and; now therefore be it

**RESOLVED,** that the Board of County Commissioners does hereby award the bid for trash pick-up services for Portage County offices to Metro Disposal, 10330 Brecksville Rd., Cleveland,

OH 44141, as the best and lowest bid received in the following amounts meeting all specifications as required:

	<u>9/1/08-8/31/09</u>	<u>9/1/09-8/31/10</u>	<u>9/1/10-8/31/11</u>
1-3 yard Administration Bldg. Pick-up days Mon. – Fri.	\$2,340.00/yr.	\$2,418.00/yr.	\$2,496.00/yr.
1-3 yard Courthouse Pick-up days Mon,Wed,Fri	\$1,404.00/yr.	\$1,450.80/yr.	\$1,497.60/yr.
1-8 yard Justice Center Pick-up days Mon,Wed,Fri.	\$3,120.00/yr.	\$3,213.60/yr.	\$3,260.40/yr.
1-2 yard Kent Municipal Ct. Pick-up day Thursday	\$416.00/yr.	\$429.00/yr.	\$442.00/yr.
1-2 yard Workforce Connection Pick-up day Wednesday	\$416.00/yr.	\$429.00/yr.	\$442.00/yr.
1-4 yard Riddle Block Pick-up day Wednesday	\$728.00/yr.	\$748.80/yr.	\$769.60/yr.
1-2 yard Motor Pool Pick-up day Wednesday	\$416.00/yr.	\$429.00/yr.	\$442.00/yr.
1-4 yard Juvenile Detention Pick-up days Mon,Wed, Fri.	\$1,794.00/yr.	\$1,856.40/yr.	\$1,918.80/yr.
1-3 yard Dog Warden Pick-up days Wed., Fri.	\$936.00/yr.	\$967.20/yr.	\$998.40/yr.
1-4 yard Water Res. Lab Pick-up day Wednesday	\$728.00/yr.	\$748.80/yr.	\$769.60/yr.
1-4 yard Franklin Hills WWTP Pick-up day Thursday	\$728.00/yr.	\$748.80/yr.	\$769.60/yr.
1-2 yard Franklin Hills WWTP Pick-up day Thursday	\$416.00/yr.	\$429.00/yr.	\$442.00/yr
1-2 yard Franklin Hills WWTP Pick-up day Every other week	\$130.00/yr.	\$273.00/yr.	\$286.00/yr
1-2 yard Franklin Hills WWTP Pick-up day On-call	\$40.00/ea.	\$40.00/ea.	\$40.00/ea.
1-4 yard Streetsboro WWTP Pick-up day Wednesday	\$728.00/yr.	\$748.80/yr.	\$769.60/yr.
1-10 yard Streetsboro WWTP Pick-up day On-call	\$275.00 plus \$49.00 per ton.	\$275.00 plus \$49.00 per ton	\$275.00 plus \$49.00 per ton
1-2 yard Randolph WWTP Pick-up day Monday	\$416.00/yr.	\$429.00/yr.	\$442.00/yr

2-2 yard Engineer Pick-up day Monday	\$832.00/yr.	\$858.00/yr.	\$884.00/yr.
1-40 yard Engineer Pick-up On-call 4 times pr yr	\$475.00 per pull	\$485.00 per pull	\$495.00 per pull
1-8 yard Woodlands Pick-up days Mon. – Sat.	\$6,240.00/yr.	\$6,427.20/yr.	\$6,520.80/yr.
1-2 yard Woodlands Pick-up On-call	\$40.00 per pull	\$40.00 per pull	\$40.00 per pull

; 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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**RESOLUTION No. 08-0888 - RE: DECLARING INTENT TO SET GUIDELINES AND ADOPT PROCEDURES IN ACCORDANCE WITH SECTION 9.314 OF THE OHIO REVISED CODE AS IT APPLIES TO IMPLEMENTATION OF THE REVERSE AUCTION PROCESS**

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

**WHEREAS,** Section 9.314 of the Ohio Revised Code sets forth the parameters by which a political subdivision has the ability to conduct a Reverse Auction as a method of competitive bidding; and

**WHEREAS,** the County believes that value can be provided by having the ability to conduct Reverse Auctions where it deems appropriate, and not in conflict with any other legal requirements; and

**WHEREAS,** the attached procedure shall be added to the County’s Purchasing Manual under the heading of “Competitive Bidding”; now therefore be it

**RESOLVED,** that the County Internal Services Director is hereby appointed as the Board’s representative for purposes of administering the Reverse Auction Process and is hereby given the authority needed to effectuate the same; and be if 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;

\* \* \* \* \*  
**RESOLUTION No. 08-0889 - RE: AUTHORIZE THE PORTAGE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES TO ADOPT THE TRAVEL RULES AS DICTATED BY THE OHIO DEPARTMENT OF HEALTH FOR ACTIVITIES OF HELP ME GROW (Fund 1412) AND CHILD HEALTH GRANT (Fund 1364).**

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

**WHEREAS,** the Portage County Department of Job and Family Services is approved to depart from County Policy on Travel as dictated by the Ohio Department of Health for activities of Help Me Grow (Fund 1412) and Child Health Grant (Fund 1364) for the period of July 1, 2008 – June 30, 2009; and

**WHEREAS,** the changes to Travel Rules effective February 1, 2008 are as follows:

- **In-State & Out-of-State:** No distinction between in-state and out-of-state travel.
- **Mileage Reimbursement:** 50.5 cents/mile Privately Owned Automobile.
- **Meal Per Diem:**
  - Breakfast \$6.00
  - Lunch \$9.00
  - Dinner \$12.00
  - Incidentals \$4.00
- **Lodging Reimbursement:** \$80.00/night plus all taxes or the lowest government rate in the area.

**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 was as follows:

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

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**RESOLUTIONS**

August 28, 2008

1. Approval of Meeting Minutes from the August 26, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-877
3. Approve the wire transfer as presented by the County Auditor./08-878
4. Approve the Journal Vouchers as presented by the County Auditor./08-879
5. Approve the Then & Now as presented by the Portage County Auditor./08-880

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**INVITATIONS/MEETING NOTICES**

August 28, 2008

1. Invitation from Kent State University for the Groundbreaking of the Roe Green Center for the School of Theatre and Dance on Thursday, August 28, 2008, 7:00 PM, E. Turner Stump Theatre, Kent.
2. Invitation from Ravenswood for a benefit golf outing to welcome Metro Health Life Flight to their new base at the Portage County Regional Airport on Saturday, August 30, 2008.
3. Invitation from the Ohio Justice Alliance for Community Corrections seminar entitled Addressing Trends in Corrections: Maximizing the Effectiveness of Community Programming Thursday-Friday, October 9-10, 2008, Crowne Plaza Columbus.
4. Invitation from Labor Relations Information System for a two and a half day seminar entitled Grievances, Arbitration and Past Practices, Wednesday-Friday, October 8-10, 2008, Flamingo Hotel, Las Vegas, NV.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

August 28, 2008

1. August 24, 2008 correspondence from Chuck and Marcia Verardi, regarding parking at the Senior Center./Forward to Director Sally Kelly, Senior Center, for her next meeting with the Board./Refer to Executive Assistant for a letter to Mr. and Mrs. Verardi.

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**JOURNAL ENTRIES**

August 28, 2008

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending August 24, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$750.00 in Court Donations.

2. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Department of Youth Services Financial Report form for period ending June 30, 2008 for Kids In Treatment Subgrant No. 2006-JB-011-B050 as presented by Denise Tharp, Juvenile Court. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to correspond with the conditions and activities undertaken.
3. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification Request No. 7 for the OPWC Project ROO 10 CH18E Tallmadge Road Bridge Replacement No. CGS08 as requested by the Portage County Engineer.
4. The Board of Commissioners received the August 26, 2008 Amended Certificate of Estimated Resources for the year beginning January 1, 2008 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
5. Board of Commissioners' authorization requested to pay Invoice No. 000000007 dated August 8, 2008 for Professional Services rendered through August 2, 2008 for the expanded Storm Water Management Program for \$463.01, as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that Water Resources Department Director Harold Huff reviewed the invoice and recommends payment. (Water Resources Project No. 61-44004-00).

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**REFERRED**

August 28, 2008

1. September 29, 2008 (received August 25, 2008) correspondence from Janet Esposito, County Auditor, regarding a change to the Real Estate Appraisal value for parcel no. 31-313-00-00-004-991./Referred to the Executive Assistant.
2. August 22, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding the award of FY 2008 Community Housing Improvement Program (CHIP) grant agreement./Referred to Neighborhood Development Services Inc., Grants Administrator, Internal Auditor, and Department of Budget and Financial Management.

**PLEASE ADD TO YOUR AGENDA**

August 28, 2008

1. Board of Commissioners' signature requested on the payment authorization form for \$ 7,140.00 payable to Neighborhood Development Services Inc. for City of Streetsboro Home/Building Repair Implementation as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized./Journal Entry
2. Board of Commissioners' signature requested on the September 4, 2008 correspondence to the Portage County Auditor regarding final certification of delinquent account for time payment tap in fee for Stephanie Frantz, Shady Acres Part II, Sublot 37, Parcel No. 35-044-10-00-028-000 as requested by the Water Resources Department./Journal Entry

3. Board of Commissioners' signature requested on the September 4, 2008 correspondence to the Portage County Auditor regarding the sewer and water service billings final certification of Delinquent Account as requested by the Water Resources Department for the following:

Streetsboro Sanitary Sewer District No. 4 Resolution No. 08-0050, Section 7B  
Portage County Regional Sewer District Resolution No. 08-0048, Section 8B  
& Resolution No. 08-0049, Section 9B  
Portage County Regional Water District, Resolution No. 08-0051, Section 4B  
Time Payment Tap In Fees/Journal Entry

4. Discussion: Park District Pick Up Truck (Commissioner Keiper).  
Commissioner Keiper indicated he had a meeting yesterday with Dick Abbott (Park District member) and they had a pick up truck which no longer operates and the County had one for auction for \$ 8,500.00. Mr. Abbot asked if the Board would consider selling the vehicle to the Park District for \$1.00. JoAnn Townend indicated that she recently sold the Park District a vehicle for \$ 2,000.00. The County put \$ 5,500.00 into the vehicle, so she discounted the prices to \$ 2,000.00. JoAnn spoke with Chris Craycroft about the transaction so the Park District should be fine.

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**INFORMATION ONLY**

August 28, 2008

1. August 25, 2008 e-mail from Brian Kelley, ITS, indicating Portage County has been selected among the top three (3) winners of the MUNIS 2008 Public Sector Excellence Awards. The award will be presented at the MUNIS User Conference Wednesday, October 22, 2008-Saturday, October 25, 2008.

\*\* Additionally, August 28, 2008 correspondence from Brian Kelley, ITS, requesting Board of Commissioners' review and comments on the draft press release when completed by MUNIS./Forwarded to Executive Assistant for completion when information arrives.

2. Undated correspondence (received August 26, 2008) from the Area Agency on Aging, regarding 2008 Student Scholarship Awards. Application deadline Monday, October 6, 2008.
3. August 18, 2008 correspondence from Jonathan Downes, regarding training services.
4. August 22, 2008 e-mail from Harold Huff, Water Resources Department, regarding fixed assets inventory.
5. August 26, 2008 e-mail from Steve Eva, The Woodlands at Robinson, regarding a surveyor.
6. The Board of Commissioners received The Air You Breathe newsletter for August 2008.

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**PROSECUTOR'S CORRESPONDENCE**

August 28, 2008

1. August 25, 2008 e-mail from Tommie Marsilio, regarding court costs for Case No. 1992 CV 00349.
2. August 25, 2008 e-mail from Denise Smith, regarding court costs for Case No. 1992 CV 00349.

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## Journal Entry

August 28, 2008

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

1. The Board of Commissioners acknowledged receipt of the Weekly Report of Kennel population for the week ending August 24, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$750.00 in Court Donations.
2. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Department of Youth Services Financial Report form for period ending June 30, 2008 for Kids In Treatment Subgrant No. 2006-JB-011-B050 as presented by Denise Tharp, Juvenile Court. Documents reviewed by Carol Kurtz, Internal Auditor noting the report appears to correspond with the conditions and activities undertaken.
3. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification Request No. 7 for the OPWC Project ROO 10 CH18E Tallmadge Road Bridge Replacement No. CGS08 as requested by the Portage County Engineer.
4. The Board of Commissioners acknowledged receipt of the August 26, 2008 Amended Certificate of Estimated Resources for the year beginning January 1, 2008 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
5. The Board of Commissioners authorized payment of Invoice No. 000000007 dated August 8, 2008 for Professional Services rendered through August 2, 2008 for the expanded Storm Water Management Program for \$463.01, as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that Water Resources Department Director Harold Huff reviewed the invoice and recommends payment. (Water Resources Project No. 61-44004-00).
6. The Board of Commissioners signed the payment authorization form for \$ 7,140.00 payable to Neighborhood Development Services Inc. for City of Streetsboro Home/Building Repair Implementation as requested by the Regional Planning Commission. The B-F-06 Formula Grant Activity #06 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
7. The Board of Commissioners signed the September 4, 2008 correspondence to the Portage County Auditor regarding final certification of delinquent account for time payment tap in fee for Stephanie Frantz, Shady Acres Part II, Sublot 37, Parcel No. 35-044-10-00-028-000 as requested by the Water Resources Department.
8. The Board of Commissioners signed the September 4, 2008 correspondence to the Portage County Auditor regarding the sewer and water service billings final certification of Delinquent Account as requested by the Water Resources Department for the following:

Streetsboro Sanitary Sewer District No. 4 Resolution No. 08-0050, Section 7B  
Portage County Regional Sewer District Resolution No. 08-0048, Section 8B  
& Resolution No. 08-0049, Section 9B  
Portage County Regional Water District, Resolution No. 08-0051, Section 4B  
Time Payment Tap In Fees

9. The Board of Commissioners authorized the broken waterline repair at the Portage County Administration Building's workshop to be performed by Bishop Brothers for \$ 5,235.00 as presented by Director Tim Miller, Maintenance Department.
10. The Board of Commissioners authorized the full time hire of Eric A. Dillon as Assistant Motor Pool Director beginning on or about September 15, 2008. Starting salary will be \$22.00 per hour with an increase to \$23.00 per hour upon the successful completion of six (6) months of employment as presented by Director JoAnn Townend, Internal Services. The Board of Commissioners notes that this position is fiduciary and contingent upon the applicant passing a pre-employment physical and drug screen

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 **August 28, 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 11:15 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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**PAYINS FOR THE MONTH OF AUGUST 2008**

07/30/08	3310	Reimbursement from Deb Mazanec for Copies/Faxes: \$1.25 Total: \$1.25
08/01/08	3348	Reimbursement from Garrettsville Village for NOPEC Light Bulbs: \$577.60 Total: \$577.60
08/01/08	3362	Reimbursement from Charles W. Keiper II for Cell Phone: \$20.00 Total: \$20.00
08/06/08	3428	Family and Community Services: 2006-CW-AX-0020 – Safe Havens Grant: \$36,077.79 Total: \$36,077.79
08/12/08	3519	Resource Energy – Oil Lease: \$157.89. Range Resources – Oil Lease: \$896.68 Total: \$1,054.57
08/12/08	3528	Moscarino and Treu – Public Records Request payment: \$1.10 Total: \$1.10
08/13/08	3556	Deb Mazanec – Copies/Faxes: \$2.35 Total: \$2.35
08/19/08	3640	Beck Energy – Oil Lease: \$36.04. Ohio Public Defender – Assigned Counsel Reimbursement: \$5,826.40. Ohio Public Defender – Public Defender Reimbursement: \$15,197.71. USA Mobility – Pager Return Refund: \$45.44 Total: \$21,105.59
08/20/08	3667	Place of Peace Grant – 2006-CW-AX-0020: \$25,392.37.

Total: \$25,392.37  
 08/20/08 3665 Children's Advocacy Grant – 2007-JG-D01-6467: \$12,502.00  
 Total: \$12,502.00  
 08/22/08 3714 VAWA Grant – 2007-WE-AX-0048: \$38,017.07  
 Total: \$38,017.07  
 08/22/08 3713 Enervest Operating – Oil Lease: \$53.97  
 Total: \$53.97

**AUTHORIZATION OF EXPENSES FOR THE MONTH OF AUGUST 2008**

07/08/08 Bill Steiner/Wastecon/Tampa, FL/October 18, 2008 to October 24, 2008/\$2,750.00  
 07/30/08 Charles W. Keiper II/Northern Ohio Energy Conference/Akron, Ohio/September 30/\$0.00  
 07/31/08 Michelle Ripley/OPRIMA/Dublin, Ohio/August 12/\$0.00  
 07/30/08 Charles W. Keiper II/Logistics Conference and Golf Open – NEOTEC/Akron, Ohio/August 18/\$35.00  
 07/30/08 Charles W. Keiper II and Dan Banks/Ohio Job Ready Site Presentation/Columbus, Ohio/September 11/\$180.00  
 07/09/08 Bonnie Hager and Debbie Smith/Concepts of Casework CRISE/Akron, Ohio/July 21-25/\$152.50  
 07/18/08 Anita Herington/Anti-Poverty Task Force Work Group/Columbus, Ohio/July 31/\$76.75  
 07/28/08 Bonnie Howe/Ohio Recorder's Association – Fall Continuing Education Seminar/Dublin, Ohio/September 3-4/\$282.30  
 07/24/08 Faith Griffith/Security and Structure CRISE/Columbus, Ohio/August 19/\$249.00  
 07/28/08 JFS Employees/Goodwill Employee of Distinction Luncheon/Ravenna, Ohio/September 5/\$400.00  
 08/05/08 Charles W. Keiper II/GAPP LEO Committee Meetings/Chardon, Ohio/Once a month August – December 2008/\$100.00  
 08/05/08 Joe Reichlin/ESRI Seminar Public Works/Akron, Ohio/August 21/\$0.00  
 07/30/08 Craig Peeps and John Mason/HazMat Verification Review/Lime, Ohio/July 31/\$160.00  
 07/21/08 Cindy Hazelett/Management Skills and Walters Environmental Consulting/Streetsboro, Ohio/October 5/\$195.00  
 08/01/08 Shawn Shaulis, Laura Esposito, Charlene Morgan, Penny Ray, Kimberly MacPhil, and Cathi Rufener/Butler County DI Visit/Hamilton, Ohio/August 4/\$394.00  
 08/04/08 Nick Anderson and Lucille Reedy/Work Activities in CRISE/Akron, Ohio/August 26-27/\$59.00  
 08/05/08 Charles W. Keiper II/OEDA Annual Summit/Columbus, Ohio/September 23-25/\$560.00  
 08/06/08 Robyn Godfrey/2008 Maximus Justice User Conference/Columbus, Ohio/August 18-20/\$533.00  
 08/06/08 Mike Wright/OCCA/Columbus, Ohio/August 19/\$35.00  
 08/06/08 Linda Fankhauser, Kathy Postlethwait, Barb Slattery and Staci Dobosh/OCCA Monthly Meeting/Columbus, Ohio/August 20/\$110.00  
 08/07/08 Rebecca Ritterbeck/21<sup>st</sup> Annual Fall Conference/Aurora, Ohio/September 17-19/\$350.00  
 08/07/08 Anita Herington/OJFSDA Executive Committee and General Session/Columbus, Ohio/October 7-8/\$243.00  
 08/07/08 Bill Ulik/2008 OEDA Annual Summit: Celebrating Success Embracing Change/Columbus, Ohio/September 24-25/\$466.42  
 08/07/08 Laurie Pittman/2008 Annual Meeting/Dublin, Ohio/September 10-12/\$496.00  
 08/11/08 Richard Badger/New Americans Series: China/Cincinnati, Ohio/August 22/\$365.00  
 08/11/08 Tim Ludick/New American Series: China/Cincinnati, Ohio/August 22/\$365.00  
 08/05/08 Thomas Carnes/Ohio Judicial Conference 2008 Annual Meeting/Dublin, Ohio/September 11-12/\$671.00  
 08/08/08 Mariellen Timmer/18<sup>th</sup> Annual Probate Clerks Training Seminar/Columbus, Ohio/September

- 15/\$314.00
- 08/08/08 Norma Thomas/2008 Annual Court Investigators Continuing Education Course/Columbus, Ohio/October 6/\$419.00
- 08/04/08 Christine Woodson, Angella Vaughn, Jodie Strausser, Alice Moore, Mary Boston/Child Care Networking Session/Wayne County Job & Family Services, Ohio/August 21/\$177.50
- 08/04/08 Lacey McLaughlin/Child Care Networking Session/Guernsey County Job & Family Services, Ohio/August 14/\$69.50
- 08/04/08 Bill Ulik/NEOTEC Logistics Conference/Akron, Ohio/August 18/\$75.00
- 08/08/08 Kevin Gowan, Cyndy Hostler, Lisa Fay, Judy Rice/OCDA Fall Conference/September 18-19/\$1,670.00
- 08/12/08 Ross Rizzo, Tris Crisp, Brandon Fitzpatrick, Sam Keehn, Don Van Metre/Streetsboro, Ohio/September 17-November 7/\$2,100.00
- 08/07/08 John Plough/Small Claims in Municipal Court/Strongsville, Ohio/November 6/\$50.00
- 08/07/08 John Plough/Traffic Law for Judges/Cleveland, Ohio/November 7/\$50.00
- 08/13/08 Barbara Oswick/Traffic Law for Judges/Cleveland, Ohio/November 7/\$50.00
- 08/12/08 Brian Kelley and R. Godfrey/OCN Training/Columbus, Ohio/August 18/\$30.00
- 08/12/08 Brian Kelley and R. Godfrey/ Maximus User Conference/Columbus, Ohio/August 19-20/\$555.00
- 08/06/08 Mary Boston, Angella Vaughn, or Becky Porcase/Quarterly Round Table/Akron, Ohio/September 15/\$79.00
- 08/11/08 Suzanne Dougherty/OCOWF/Columbus, Ohio/November 14/\$89.00
- 08/11/08 Kellie Kepple, Craig Peeps, Jim DiPaola/ LEPC Conference/ Columbus, OH/ August 13 & 14, 2008/\$300.00
- 08/18/08 Anthony Stankiewicz/New American Series: China/Columbus, OH/October 17, 2008/\$350.00
- 08/18/08 Judge Joseph Giulitto/Ohio CSEA Directors' Assoc. Fall Conference/Dublin, OH/September 18-19, 2008/\$565.00
- 08/19/08 Judge Joseph Giulitto/Ohio Judicial Conference 2008 Annual Meeting/Dublin, OH/September 11-12, 2008/\$700.00
- 08/19/08 Richard Badger, Timothy Ludick/Ohio CSEA Directors' Assoc. Fall Conference/Dublin, OH/September 18-19, 2008/\$815.00
- 08/19/08 Tammy Dolin, Mary Anne/Ohio CSEA Directors' Assoc. Fall Conference/Dublin, OH/September 18-19, 2008/\$815.00
- 08/21/08 WIC Staff/WIC Staff Travel/Portage & Columbiana Counties/September 2008/\$500.00
- 08/21/08 Kathy Cutting, Deebra Warmer, Carolyn Penix, Elaine Long/Maintain User Group Conference/Sandusky, OH/September 15, 2008/\$250.00
- 08/07/08 Mary Boston and Tim Beckner/Regional Training Group Meeting/Akron, Ohio/August 20/\$90.06
- 08/14/08 Denise Miller/Positive Psychology The Next Step in Health Promotion/Beachwood, Ohio/September 11/\$197.60
- 08/14/08 Cheri Michael/FSS Regional Meeting/Tallmadge, Ohio/September 9/\$25.12
- 08/14/08 V. Fehrman, K. Lennon, S. Cimino, A. Currey, B. Walter, K. Sansone, J. Nelson, J. Smith, J. Espinoza/Transition Hospital to Home – Infant Massage/Akron, Ohio/September 12/\$30.98
- 08/18/08 Shawn Shaulis and Faith Griffith/OCATS Meeting/Columbus, Ohio/August 29 and October 31/\$502.00
- 08/18/08 Faith Griffith/CRISE Security Overview Training/Columbus, Ohio/August 19/\$229.50
- 08/12/08 V. Fehrman and J. Harper/Early Track 3.0 Computer Training for ET System Admin./Canton, Ohio/September 17/\$47.04
- 08/13/08 Lacey McLaughlin/How to Supervise People/Akron, Ohio/September 18/\$169.77

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