

Thursday, September 11, 2008

The Board of County Commissioners met in regular session on **Thursday, September 11, 2008 at 1:17 PM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

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Charles W. Keiper II presenting the Portage County JRS application in Columbus today.

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the September 9, 2008 meeting. Commissioner Keiper absent, motion carries

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

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HUMAN RESOURCES/GENERAL SERVICES

Present: Jim Manion, Steve Eva

The Director recommended an amendment to the Commissioners' Personnel Policy Manual regarding the providing of proof of insurance when using a personal car for county business/Resolution 08/0929

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1:30 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider a discipline issue and employee increases. **Also present: Interim Human Resources Department Director Jim Manion; Steve Eva, The Woodlands at Robinson.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

1:50 PM Steve Eva left the Executive Session

2:00 PM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners approved two WIC employee increases.

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DEPARTMENT OF JOB & FAMILY SERVICES

Present: Anita Herington, Linda Seeman

- I. The Director presented the CSEA Performance numbers for August 2008 noting that Portage County exceeds the statewide achievement numbers. The CSEA continues to improve.
- II. Linda Seeman updated the Board of Commissioners on families with employment on Medicaid. She noted that for those already on the Transitional Medicaid Program are allowed to stay on Medicaid for

six months after starting a new position to allow insurance to “kick-in”. This program provides a necessary safety net for those returning to work.

- III. The Director presented the Corrective Action Plan for the 2002 and 2006 Audits, as sent to the Ohio JFS.
- IV. The PRC Plan currently has an allowance for pregnant mothers who cannot work, which must be removed from the plan by October 1, 2008. There is no leeway for those cases in the federal regulations.

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PUBLIC HEARING

Proposed Amendment to the Portage County Building Department Regulations

Convened at 2:12 PM

Present: Commissioners Frederick and Smeiles; CBO Bob Wrentmore; Joe Ferrara; Mike Sever, Record-Courier; Carmine Torio, HBA Portage & Summit; Deborah Mazanec, Clerk

I. OPENING & INTRODUCTIONS - Commissioner Christopher Smeiles

II. PURPOSE OF THE HEARING – Deborah Mazanec, Clerk

In accordance with Ohio Revised Code § 307.37, the Portage County Board of Commissioners will hold two Public Hearings to hear comment on the proposed Amendment to the Portage County Building Department rules, regulations, and standards for the inclusion of a requirement for professionally prepared and sealed topographic site plan review. This is the second scheduled Public Hearing. The first public hearing was held on Thursday, September 4, 2008 at 11:00 AM in the Portage County Commissioners’ Board Room on the seventh floor of the County Administration Building, 449 South Meridian Street in Ravenna, Ohio.

Notice of this hearing was published in the Record Courier Newspaper on August 21, 2008, August 28, 2008 and September 4, 2008, as required by the Ohio Revised Code § 307.37.

III. SWEARING IN OF THOSE WHO ARE SPEAKING – Commissioner Smeiles

- Do you solemnly affirm under the penalties of the law of perjury of the State of Ohio that the testimony you are about to give shall be the truth, the whole truth and nothing but the truth?

Please respond: I do.

PRESENTATION OF PROPOSED AMENDMENT

Portage County Building Department CBO Bob Wrentmore explained the proposal of the inclusion of a requirement for professionally prepared and sealed topographic site plan review. With this plan inclusion of elevations and drainage, drainage issues can be addressed prior to building. The topographic plan will be submitted with the other plans and there will be no delay in obtaining a Portage County building permit.

CBO Wrentmore noted that Summit County approved this program in 2004 and recently advised that it has decreased drainage complaints. This new employee will “put another set of eyes” on site. The new engineer will travel to each building site and look at all abutting sites, as well as the site in question.

As Portage County moves from a rural to a more urban area, this requirement is a necessity to allow the county to address drainage issues before building begins, preventing problems for the site and neighboring sites in the future. The Building Department does have the authority to enforce this program. This program will require the builder to provide the topographical site plan, avoiding erosion and drainage issues. Rules and regulations are adopted for the engineer to use.

IV. PUBLIC COMMENT

- Commissioner Frederick asked how the Building Department could enforce any issues other than issues on the site being inspected. The CBO responded that he plans to look at another program down the road that would address current drainage issues. This proposed program is for new building only but can be expanded in the future. The homeowner changing or grading their property would be required to obtain a Special Grading and Filling Permit allowing the elevation of their parcel to be changed. The Building Department would look at the site and hopefully, that would stop issues of filling and adding dirt. Commissioner Frederick wondered if the proposed program will enhance the community or just be another fee for homebuilders to pay.
- Mike Sever stated that he has knee deep water in his front yard during heavy rains. This program would prevent his neighbor from changing the elevation of his yard. The CBO disagreed, noting that the only recourse would be civil court.
- Joe Ferrara stated that he is against this program as it is an additional cost that is unnecessary; simply more regulations and hoops to jump through. By adding additional fees of \$1,000, more homeowners would be kept out of the market. He could see requiring developers to provide a topographical site plan for developments, but not a regular homeowner unless they are building on a ½ acre site. He does not believe that the program would be necessary in the country.
- Commissioner Smeiles asked if Mr. Ferrara would do his own topographic site plan as a builder, if permitted by this proposed requirement. Mr. Ferrara responded that he would if he was qualified, but he is not. He would have to hire it out.
- Carmine Torio noted that there are many issues here. Summit County and Cuyahoga Falls have the best regulation programs. The time delay and fee are the two biggest issues. In Summit County, when the plans are reviewed and issues are noted, an inspector goes to the site. If there are no concerns, the inspector does not go to the site. Cuyahoga Falls is very strict and checks each lot. The County Engineer is supposed to keep the original plat map to check the elevations. Mr. Torio noted that he could live with the program if the inspections were timely, but this will not solve all of our problems.
- Joe Ferrara stated that one issue that could be dealt with immediately is that homeowners run downspout drains to the property lines – a simple regulation that the drains must run to the road may alleviate issues with drainage. The proposed requirement and added expense may not be necessary with such a simple regulation in place.

- Mr. Torio noted that he is sensitive at this point because through June 2008 only 124 permits have been issued for new homes. 240 permits were issued countywide, down 70% from 2005 numbers. Margins for builders are “razor thin” and another \$1,000 for this program is a lot of money.
- Commissioner Smeiles noted that stormwater management is a newly required mandate by the Ohio EPA. The county is working on a countywide program to be in place by 2009, with the County Engineer managing the program. Stormwater management will involve many different aspects such as long term maintenance plans for retention basins.

Commissioner Smeiles added that this requirement for a topographic site plan may well be addressed by the storm water program. He is in favor of managing storm water but would like the option of allowing the homeowner to do their own topographic site plan.

- Mr. Torio asked if this proposed requirement is a BMP -best management practice. That is unknown

V. Commissioner Smeiles noted that the Board of Commissioners will consider the adopting of this program next week. The Public Hearing closed at 2:45 PM.

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3:04 PM Board of Commissioners recessed to the Solid Waste Management District Meeting

3:06 PM Board of Commissioners reconvened

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INTERNAL SERVICES

Present: JoAnn Townend

Discussion

1. Amendment to Administrative Agreements for 2006 & 2007 CDBG formula grants with the Regional Planning Commission. Amendment contingent upon the submittal of a balanced 2009 budget by 10/31/08/Board of Commissioners agreed to hold until they receive the balanced budget
2. JoAnn Townend advised that Rick Patterson manages the Courthouse roof and must be consulted in if the City of Ravenna is authorized to use the Ravenna Courthouse for an antenna tower/Journal Entry.

Resolutions

1. Enter into amendment no. 1 with RCC Consultants./08-926
2. Enter into amendment no. 1 with Family & Community Services for Title XX senior track case management services./08-927
3. Enter into amendment no. 1 with United Way of Portage County for Title XX information & referral services./08-928
4. Enter into amendment no. 2 with the Auditor of State for audit of the general purpose financial statements, year ended 12/31/07./08-913 was adopted on September 4th

- 5. Enter into amendment no. 1 with MS Consultants for storm water management./08-930
- 6. Approve specifications & set the bid date for leasing nineteen copiers for JFS./08-Hold

PROSECUTOR

Present: Tommie Jo Marsilio

The Board of Commissioners discussed the issue of allowing their employees to work as poll workers in the November 2008 election. Attorney Marsilio will prepare a resolution for Board of Commissioners review that will give the Board of Commissioners' Directors the authority to allow this to happen using an appropriate selection of employees that will not affect office operations; non-critical employees.

Tim Miller attending to update the Board of Commissioners on the complaint this morning regarding a rodent concern at the Kent Court. Mr. Miller has contacted an exterminator and will report to the Board of Commissioners once the concerns are alleviated. The Board of Commissioners asked Attorney Marsilio to draft a resolution for Board consideration prohibiting service animals in county buildings.

RESOLUTION No. 08-0922 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 September 11, 2008 in the total payment amount of **\$329,243.79 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, Absent; Maureen T. Frederick, Yea;

RESOLUTION No. 08-0923 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor's Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries as presented by the County Auditor's Office:

09/11/08	464	\$ 54,986.00
09/11/08	465	1,848.00
09/11/08	356	2,214.50
09/11/08	355	94.93
09/11/08	350	491,278.32
Total		\$ 550,421.75

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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0924 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 **\$10,853.13** as set forth in Exhibit “A” dated **September 11, 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0925 - Re: Appointment to the Northeast Ohio Four County Regional Planning And Development Organization (NEFCO) Comprehensive Economic Development Strategy (CEDS) Committee.

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

WHEREAS, NEFCO was formed in 1974 as a council of governments by the elected officials within Portage, Stark, Summit and Wayne Counties and the organization is directed by a general Policy board which meets monthly, serves as the decision- making body, and is comprised of representatives from each of the four counties; and

WHEREAS, The Comprehensive Economic Development Strategy (CEDS) Committee of NEFCO determines a priority project list of the top economic development projects within our region and the CEDS Committee is comprised of representatives from each County; now therefore be it

RESOLVED, that the Portage County Board of Commissioners appoints the following to the Regional Comprehensive Economic Development Strategy Committee of NEFCO:

1. William Ulik, Portage County Economic Development Director
(Alternate: Charlene Badger, Executive Assistant)

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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0926 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND RCC CONSULTANTS.

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

WHEREAS, an agreement between the parties was entered into known as contract #20070216 (the original contract) by Resolution No. 07-0104; and

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

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners and RCC Consultants agreeing that there be no further payment to RCC Consultants as all work performed and expenses incurred to date have been submitted by RCC Consultants and paid by the County; and be it further

RESOLVED, that RCC Consultants has completed Task 1 and Task 2 of the original scope of services; and be it further

RESOLVED, that the County reserves the right to engage RCC Consultants should future funding become available for Tasks 3 through 9 as outlined in the original scope of services; and be it further

RESOLVED, that any funds remaining in the contract will be cancelled and reallocated for other EMA/Homeland Security projects; 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0927 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. TO PROVIDE TITLE XX SENIOR TRACK CASE MANAGEMENT SERVICES.

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

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20070419 (the "Original Contract") on November 6, 2007 by Resolution No. 07-1064 to provide Senior Track Case Management Services for Senior Citizens under Adult Protective Services, who are residents of Portage County; and

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

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners, the Department of Job & Family Services and Family & Community Services, Inc. for the time period October 1, 2007 to September 30, 2008; and be if further

RESOLVED, that the parties mutually agree to increase the amount of units by three hundred nine (309) units at a rate of Sixty-one and 51/100 dollars (\$61.51) for a total of Nineteen thousand six and 59/100 dollars (\$19,006.59); and be if further

RESOLVED, that the annual service under this agreement shall not exceed One hundred twenty-nine thousand seven hundred twenty-four and 59/100 dollars (\$129,724.59); 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0928 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND UNITED WAY OF PORTAGE COUNTY DBA UNITED WAY 211

WHEREAS, the Board of Commissioners adopted Resolution 05-0458 on May 26, 2005, amending Section 12 (Driver Eligibility Standards) approved Resolution 03-0340 as follows:
“the Commissioners’ Personnel Policy Manual adopted by the Board of Commissioners by Resolution 03-0340 effective July 1, 2003, is amended by adding Item F. Conditional Reinstatement of Driving Privileges”, and

WHEREAS, the Interim Human Resources Director has determined that Section 12, Driver Eligibility Standards, should be amended by changing Item H. (Minimum Insurance Requirements for Personal Vehicles, now therefore be it

RESOLVED, that the Board of Commissioners authorizes the amendment of Section 12, Item H, effective immediately:

FROM:

1. Any employee receiving mileage reimbursement for miles driven for work purposes with a personal vehicle must provide the County with proof of insurance that meets the minimum requirements of Ohio law. Ohio law currently requires:
 - a. \$12,500/25,000 Bodily Injury Liability
 - b. \$ 7,500 Property Damage

TO:

1. Any employee utilizing a personal vehicle for county purposes must provide the County with proof of insurance that meets the minimum requirements of Ohio law. Ohio law currently requires:
 - c. \$12,500/25,000 Bodily Injury Liability
 - d. \$ 7,500 Property Damage; 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:

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

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RESOLUTION No. 08-0930 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND MS CONSULTANTS, INC.

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

WHEREAS, an agreement between the parties was entered into known as contract #20070434 (the original contract) by Resolution No. 07-1213; and

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

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners and MS Consultants, Inc.; and be it further

RESOLVED, that the parties agree that due to the delay by the State of Ohio of the release of documentation required for the successful completion of the project that the completion date shall be moved to June 30, 2009 with no additional compensation; 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-0931 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 September 11, 2008 in the total payment amount as follows:

1. \$173,753.11 for Medical Mutual claims-Fund 7101; and
2. \$5,458.37 MHM Resources, Inc for processing claims for Medical Mutual; and
3. \$735.00 MHM Resources, Inc for administration fees for Medical Mutual; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, September 12, 2008	\$ 173,753.11
Wire Transfer on Friday, September 12, 2008	\$ 5,458.37
Wire Transfer on Friday, September 12, 2008	\$ 735.00

DISCUSSION

September 11, 2008

- 1. September 3, 2008 correspondence from Suzanne Lucas, Franklin Township, including Franklin Township’s Resolution No. 2008-22 regarding Sheriff’s Department vehicle and patrol service rate/The Internal Services Director noted that Maximus is working on determining an amount that takes into consideration all costs/Journal Entry.
- 2. September 8, 2008 memo from Charlene Badger, Executive Assistant, regarding Election poll workers/Information only.

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JOURNAL ENTRIES

September 11, 2008

- 1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending September 7, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$250.00 in Court Donations.
- 2. The Board of Commissioners received the September 5, 2008 letter of resignation from Les Cross, Superintendent – Water Treatment Plants, effective December 12, 2008 as presented by Director Harold Huff, Water Resources Department.
- 3. Board of Commissioners’ authorization requested to utilize Bochert Excavating Company to provide all services necessary to install two (2) new fiberglass downward Weir gates in the Randolph Waste Water Treatment Plant Return Activated Sludge Wet Well at a cost not to exceed \$ 2,500.00 as presented by the Water Resources Department. Funding for this expenditure is available in the 2008 Portage County Sewer Plant’s Operations and Maintenance budget.
- 4. Board of Commissioners’ signature requested on Application and Certificate for Payment (No. 8 Final) allowing payment of \$ 5,000.00 to Thompson Electric Inc., 49 Northmoreland Ave., Munroe Falls, OH 44262 for the Generator Replacement/Installation, Project No. ST-4 (04-190), Construction Fund No. 570 as requested by the Water Resources Department.

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REFERRED

September 11, 2008

- 1. September 5, 2008 correspondence from Ryan Gies, Ohio Department of Youth Services to Judge Carnes, Juvenile/Probate Court, regarding approval of the FY 2009 Subsidy Grant funding application update./Referred to Internal Auditor and Grants Administrator.
- 2. The Board of Commissioners received the Quarterly expense report and invoice for the OVW Grant to Encourage Arrest Policies, Subgrant No. 2007-WE-AX-0048 for April-June 2008 as presented by Carole Beaty, Family & Community Services./Referred to Internal Auditor, Grants Coordinator and Commissioners’ staff for payment.

3. September 8, 2008 correspondence from Jon Barber, Office of Homeland Security and Emergency Management, regarding the City of Ravenna's request to place the Ravenna Police Department's antenna on the tower at the Courthouse./Referred to Internal Services and Maintenance.

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INFORMATION ONLY

September 11, 2008

1. September 9, 2008 correspondence from Brian Kelley, ITS, regarding Portage Workforce domain addresses.
2. August 29, 2008 correspondence from Richard Abbott, Portage Park District, regarding the 0.5 mill tax levy which is on the November 4th ballot.
3. September 3, 2008 correspondence from Jack Rosati Jr., Bricker & Eckler, including an article entitled "What Every Owner Needs to Know About Selecting a Construction Manager".
4. The Board of Commissioners received the September 5, 2008 Newsletter as presented by the League of Women Voters.
5. The Board of Commissioners received the Expressions newsletter for August 2008.
6. The Board of Commissioners received the 2008 Ohio Municipal Guide as presented by Municipal Publishing LLC. (Entire booklet in share).
7. The Board of Commissioners received an advertisement from Green Flag Profit Recovery information as presented by Transworld Systems.
8. The Board of Commissioners received the About Our Family newsletter for August 2008 as presented by Family & Community Services.
9. September 8, 2008 correspondence from Wendelin Taylor, Solid Waste Management District, to Janet Esposito, County Auditor, regarding recycling assessments.

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PROSECUTOR'S CORRESPONDENCE

September 11, 2008

1. September 8, 2008 e-mail from Denise Smith, regarding a public records request by Beverly Huth/Clerk to draft a response.

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Journal Entry

September 11, 2008

Motion by Maureen T. Frederick, seconded by Christopher Smeiles to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending September 7, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$250.00 in Court Donations.

2. The Board of Commissioners acknowledged the receipt of the September 5, 2008 letter of resignation from Lawrence L. Cross, Superintendent of the Portage County Water Treatment Plants, effective December 12, 2008, as presented by Director Harold Huff, Water Resources Department.
3. The Board of Commissioners authorized the hire of Bochert Excavating Company of Kent to provide all services necessary to install two (2) new fiberglass downward Weir gates in the Randolph Waste Water Treatment Plant Return Activated Sludge Wet Well at a cost not to exceed \$ 2,500.00, as recommended by Director Harold Huff, Portage County Water Resources Department. Funding for this expenditure is available in the 2008 Portage County Sewer Plant's Operations and Maintenance budget.
4. The Board of Commissioners signed the Application and Certificate for Payment (No. 8 Final) allowing payment of \$5,000.00 to Thompson Electric Inc., 49 Northmoreland Ave., Munroe Falls, Ohio, for the Generator Replacement/Installation, Project No. ST-4 (04-190), Construction Fund No. 570, as presented by the Portage County Water Resources Department.
5. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Mary Jo Wood from Income Maintenance Aide 2 to Income Maintenance Worker 3 (replacing Jodi Strausser), effective September 29, 2008 for the Portage County Department of Job & Family Services, as presented by the Human Resources Department and approved by Department of Job & Family Services Director Anita Herington.
6. The Board of Commissioners signed the Personnel Action Form authorizing the transfer within agency for Kelly Ristity, Social Service Worker 3, for the Portage County Department of Job & Family Services, effective October 1, 2007, as presented by the Human Resources Department and approved by Department of Job & Family Services Director Anita Herington.
7. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Karen Osborne from Clerical Specialist 2 to CSEA Case Manager (replacing LaChelle Earl), effective September 22, 2008 for the Portage County Department of Job & Family Services, as presented by the Human Resources Department and approved by Department of Job & Family Services Director Anita Herington.
8. The Board of Commissioners approved the following Personnel Requisitions, as presented by 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 Aide 2 (Replacing Marilyn Bowling)	JFS B	Post Internally and Externally

9. The Board of Commissioners approved the following Personnel Requisitions, as presented by 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	Lead Custodial Worker (New Position)	JFS E	Post Internally and Externally

