

**Thursday, September 18, 2008**

The Board of County Commissioners met in regular session on **Thursday, September 18, 2008 at 10:40 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 Christopher Smeiles to approve the meeting minutes of the September 16, 2008 meeting. All in favor, motion carries

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

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### **INTERNAL SERVICES**

Present: JoAnn Townend

#### **Discussion:**

1. JoAnn Townend presented the Beck Energy Agency Division Order for the Miavitz Unit, which the Board of Commissioners agreed to sign/Journal Entry
2. City of Ravenna and Courthouse antenna tower – Portage County Consultant Rick Patterson recommends that a structural analysis be done on the tower due to its age and its current condition being unknown. He anticipates that the cost for such would be approx. \$3,000.00 and that the cost should be the responsibility of Ravenna City/Clerk to draft a letter to the Mayor.
3. Director Townend advised of the additional costs incurred for new water line installation on Prosecutor's project/Clerk draft a letter to the city requesting reimbursement of this payment, which has already been made.
4. JoAnn Townend presented the estimated construction cost for the Economic Development Offices of \$175,000.00, not including any fire suppression systems that we may have to install. The architect is meeting with a fire suppression contractor to get a budget number for the basement and first floor level. If fire suppression must be added the Board of Commissioners will have to either do an addendum or separate bid for it.

#### **Resolutions:**

1. Enter into an agreement with Maximus to develop a reimbursement rate for special patrol details/08-0949.
2. Enter into an agreement with Public Health Research, Inc. for a Health needs assessment coordinator/data warehouse coordinator for Child Health Services/08-0950.
3. Enter into an MOU with the Portage County Educational Service Center for early learning initiative services for JFS/08-0951.

4. Enter into amendment no. 1 with Marlene's Low Vision to provide Title XX special services for the visually impaired for JFS/08-0952.
5. Enter into amendment no. 1 with Family & Community Services to provide PRC Emergency Shelter Services for JFS/08-0953.
6. Enter into amendment no. 1 with the Boys & Girls Club of Western Reserve to provide Title XX youth development services for JFS/08-0954.
7. Enter into amendment no. 1 with Coleman Professional Services to provide Title XX adult day services for JFS/08-0955.
8. Enter into amendment no. 1 with Home Town Care Givers to provide title XX Home health services for JFS/08-0956.
9. Enter into amendment no. 2 with the Portage County Prosecuting Attorney to provide legal representation services for JFS/08-0957.
10. Enter into amendment no. 4 with Townhall II to provide PRC alcohol and drug screening services for JFS/08-0958.
11. Enter into amendment no. 1 with RPC for administration and implementation of the 2006 formula allocation CDBG grant/08-0959.
12. Enter into amendment no. 1 with RPC for administration and implementation of the 2007 formula allocation CDBG grant/08-0960.
13. Set proposal date to received request for qualifications for mental health consultation services for the help me grow program/08-09561.
14. Set the bid date for alterations for the Po. Co. Economic Development offices at Riddle Block One/08-0962.
15. Set the bid date for leasing nineteen copiers for JFS/08-0963.
16. Enter into a license agreement with Life Chain on October 5<sup>th</sup>. /08-0964
17. Enter into a license agreement with Ravenna Merchants on October 25<sup>th</sup>. /08-0965

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## HUMAN RESOURCES

Present: Jim Manion, Jon Barber

11:00 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 consider the discipline of a Commissioners' employee. **Also present: Directors Jim Manion and Jon Barber.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:05 AM Commissioner Smeiles left the Executive Session.

11:12 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, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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### NEIGHBORHOOD DEVELOPMENT SERVICES

Present: Dave Vaughan, Mike Bogo, Jim Shank, Jen King, Carol Kurtz, Dan Banks, Bill Steiner

1. The Board of Commissioners signed the two correspondences to the ODOD regarding the FY 2008 CHIP Conditional Award Letter/Journal Entry
2. The Board of Commissioners discussed the August 22, 2008 request from Campus Development Partners, Inc. for funding to remove the former Hiram Elementary School, which the company labels a "bio-health-safety hazard". The Board of Commissioners agreed that NDS should meet with Mr. Gilmartin to discuss options for the loan of the necessary funds and bring the options back to the Board of Commissioners.
3. Jim Shank noted that Mega Plastics is currently located in Ravenna and in the plastic recycling business. Bill Steiner noted that the company takes the Recycling Center's 2-7 plastics. The company wants to move to Garrettsville and has found a site with a \$550,000 purchase price; \$300,000 from Home Savings with a 3% rate for three or four years with a \$200,000 loan from NDS and a 10% from the company. NDS has found a plastics company with an equivalent number of jobs to come into the City of Ravenna/Journal Entry.

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11:35 AM Board of Commissioners recessed to Solid Waste Management District

11:50 AM Board of Commissioners reconvened

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The County Auditor attending to advise that, for the first time in 100 years, there were no bids on the \$8,300,000 notes today. She has contacted Attorney Mike Sharb and he will meet with the Board of Commissioners on September 23, 2008 to amend the current note resolutions.

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11:50 AM Lunch Recess

1:35 PM Board of Commissioners reconvened

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### DEPARTMENT OF JOB AND FAMILY SERVICES

Present: Anita Herington, Brian Boykin, Teri Burns

1:35 PM 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 consider a reorganization in a Commissioners' department. **Also present: JFS Director Anita Herington, Brian**

**Boykin and Teri Burns.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

1:53 PM Upon conclusion of the above referenced discussion, it was moved by **Charles W. Keiper II** seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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**RESOLUTION No. 08-0945 - 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 September 18, 2008 in the total payment amount of **\$344,249.76 for Funds 0001-8300** 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. 08-0946 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on September 18, 2008 in the total payment amount as follows:

1. \$137,525.14 for Medical Mutual Claims-Fund 7101; and
2. \$5,438.37 MHM Resources, Inc for processing claims for Medical Mutual; and

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

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

Wire Transfer on Friday, September 19, 2008                      \$ 137,525.14  
Wire Transfer on Friday, September 19, 2008                      \$ 5,438.37

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. 08-0947                      -                      RE:                      APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

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

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

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

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

09/17/08	728	\$ 19,347.58
09/17/08	729	93,510.50
09/17/08	730	25,000.00
09/18/08	783	37.20
09/18/08	786	4,940.45
09/18/08	787	107.05
09/18/08	788	11,214.51
09/18/08	789	64.45

09/18/08	790	2,870.71
Total		\$ 157,092.45

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. 08-0948 - 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 **\$3,394.11** as set forth in Exhibit “A” dated **September 18, 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. 08-0949**

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**RE: ENTER INTO AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND MAXIMUS, INC. TO DEVELOP A REIMBURSEMENT RATE FOR SPECIAL PATROL DETAILS WITHIN THE PORTAGE COUNTY SHERIFF'S DEPARTMENT**

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

- WHEREAS,** the County has programs which it operates with General funding; and
- WHEREAS,** the County Sheriff's department's various divisions operate with County appropriated funds; and
- WHEREAS,** the County's Sheriff's department Law Enforcement Division provides various special patrol details, and
- WHEREAS,** Maximus, Inc. is staffed with personnel knowledgeable and experienced in the requirements of developing such governmental rates, and
- WHEREAS,** the County desires to engage the Consultant to assist in developing a reimbursement rate; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and Maximus, Inc., 7523 Fredle Dr., Concord Twp., OH 44077, to provide the necessary services to develop a special patrol details reimbursement rate; and be it further
- RESOLVED,** that the Board agrees to pay the Consultant a lump-sum amount of Seven thousand and 00/100 dollars (\$7,000.00); 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 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, Nay;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 08-0950**

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**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 PUBLIC HEALTH RESEARCH, INC. FOR A HEALTH NEEDS ASSESSMENT COORDINATOR/DATA WAREHOUSE COORDINATOR.**

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

**WHEREAS,** the Portage County Department of Job & Family Services, Child Health Services Division is in need of a Health Needs Assessment Coordinator/Data Warehouse Coordinator; and

**WHEREAS,** Dr. R. Scott Olds, individually and doing business as Public Health Research, Inc., is an independent contractor qualified and willing to provide such services as needed by Child Health Services; 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 Dr. R. Scott Olds dba Public Health Research, Inc. whose principal place of business is located at 5381 Pebble Creek Lane, Painesville, Ohio 44077, for the period July 1, 2008 through June 30, 2009; and be it further

**RESOLVED,** that the Board of Commissioners agrees to compensate Dr. R. Scott Olds dba Public Health Research, Inc. in an amount not to exceed Twenty thousand and 00/100 dollars (\$20,000.00) per fiscal year to be invoiced on a monthly basis at One thousand six hundred sixty-six and 66/100 dollars (\$1,666.66); 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. 08-0951 - RE: ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND PORTAGE COUNTY EDUCATIONAL SERVICE**

**CENTER FOR EARLY LEARNING INITIATIVE SERVICES.**

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

**WHEREAS,** the Early Learning Initiative is a collaboration between the Ohio Department of Education and Ohio Department of Job & Family Services to provide children often identified at-risk of school failure with education experiences that will help them enter kindergarten ready for success and meet the child care needs of working families; and

**WHEREAS,** the Early Learning Initiative will provide funding for services to children through full and part day early learning services in center-based programs; and

**WHEREAS,** the Portage County Educational Service Center holds themselves capable of providing the services; now therefore be it resolved

**RESOLVED,** that the Board hereby agree to enter into an agreement with the Portage County Educational Service Center, for the time period of September 1, 2008 through June 30, 2009 at no cost; 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 adopting 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. 08-0952                      -                      RE:    ENTER INTO AMENDMENT NO. 1 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND MARLENE'S LOW VISION TO PROVIDE TITLE XX SPECIAL SERVICES FOR THE VISUALLY IMPAIRED.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20070417 (the "Original Contract") on November 2, 2007 by Resolution No. 07-1062 to provide Title XX Special Services for the Visually Impaired; 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 on behalf of the Department of Job & Family Services and Marlene's Low Vision to extend the agreement one (1) additional year from October 1, 2008 to September 30, 2009; and be it further

**RESOLVED,** that the parties agree to an increase for services rendered at a rate of no more than Two thousand four hundred nine and 00/100 dollars (\$2,409.00) per unit for a maximum of eight (8) units, and that the annual service amount shall not exceed Nineteen thousand two hundred seventy-two and 00/100 dollars (\$19,272.00); 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 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. 08-0953**

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**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 PRC EMERGENCY SHELTER SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20080328 (the "Original Contract") on July 3, 2008 by Resolution No. 08-0595 to provide Prevention, Retention & Contingency ("PRC") Emergency Shelter Services; and

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

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of the Department of Job & Family Services and Family & Community Services, Inc. for the period July 1, 2008 to June 30, 2009; and be if further

**RESOLVED,** that, pursuant to the PRC Plan, Emergency Shelter is limited to ten (10) nights in a local motel/hotel not to exceed Five hundred and 00/100 dollars (\$500.00) per family once in a twelve (12) month period; and be it further

**RESOLVED,** that in the event the hotel/motel room is not available at the proposed unit rate of Fifty-five and 00/100 dollars (\$55.00), Family & Community Services, Inc. shall obtain three (3) written quotes for an overnight stay and the Department of Job & Family Services agrees to pay for shelter in excess of Fifty-five and 00/100 dollars (\$55.00) per family unit rate for the lowest available documented overnight rate; and be it further

**RESOLVED,** that the parties agree services are to be rendered for emergency shelter services at a per occurrence unit rate of Fifty and 00/100 dollars (\$50.00) for a maximum of seventy (70) units, in an amount not to exceed Three thousand five hundred and 00/100 dollars (\$3,500.00) annually, for emergency shelter at a per night unit rate of Fifty-five and 00/100 dollars (\$55.00) for a maximum of seven hundred (700) units, not to exceed a total of Twenty-eight thousand and 00/100 dollars (\$28,000.00) annually, and that the combined annual service under this agreement shall not exceed Thirty-one thousand five hundred and 00/100 dollars (\$31,500.00); 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. 08-0954 - RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND BOYS & GIRLS CLUB OF PORTAGE COUNTY NKA BOYS & GIRLS CLUB OF THE WESTERN RESERVE TO PROVIDE TITLE XX YOUTH DEVELOPMENT SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20070401 (the "Original Contract") on July 26, 2007 by Resolution No. 07-0691 to provide Title XX Youth Development Services; and

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

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of the Department of Job & Family Services and Boys & Girls Club of Portage County now known as Boys & Girls Club of the Western Reserve to extend the agreement one (1) additional year from October 1, 2008 to September 30, 2009; and be it further

**RESOLVED,** Youth Development Services shall be rendered at a rate no more than Four and 90/100 dollars (\$4.90) per day/per child not to exceed eight thousand one hundred sixty (8,160) units, and that the total amount of this Agreement shall not exceed Thirty-nine thousand nine hundred eighty-four and 00/100 dollars (\$39,984.00); 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 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. 08-0955**

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**RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND COLEMAN PROFESSIONAL SERVICES DBA COLEMAN ADULT DAY SERVICES TO PROVIDE TITLE XX ADULT DAY SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20070403 (the "Original Contract") on October 23, 2007 by Resolution No. 07-1018 to provide Title XX Adult Day Services; and

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

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 1 between the Board of Commissioners on behalf of the Department of Job & Family Services and Coleman Professional Services dba Coleman Adult Day Services to extend the agreement one (1) additional year from October 1, 2008 to September 30, 2009; and be it further

**RESOLVED,** Adult Day Services shall be rendered at a rate no more than Seventy-five and 00/100 dollars (\$75.00) per service day, not to exceed two hundred sixty-five (265) units for Adult Protective Services referrals and one hundred thirty-five (135) units for disabled adults and senior citizens sixty (60) years of age or older; and be it further

**RESOLVED,** that the total amount of this Agreement shall not exceed Thirty thousand and 00/100 dollars (\$30,000.00); 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. 08-0956**

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**RE: ENTER INTO AMENDMENT NO. 2 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND HOME TOWN CARE GIVERS, INC. DBA HOME HELPERS TO PROVIDE TITLE XX HOME HEALTH SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20070392 (the "Original Contract") on October 25, 2007 by Resolution No. 07-0990 to provide Home Health Services to prevent and/or reduce neglect, abuse or exploitation of Disabled Adults and Senior Citizens who are residents of Portage County; and

**WHEREAS,** an Amendment No. 1 was entered into on August 28, 2008 through Resolution No. 08-0849; 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. 2 between the Board of Commissioners, the Department of Job & Family Services and Home Town Care Givers, Inc. dba Home Helpers to extend the agreement one (1) additional year from October 1, 2008 to September 30, 2009; and be it further

**RESOLVED,** Home Health Services shall be rendered at a rate no more than Seventeen and 49/100 dollars (\$17.49) per hour, not to exceed one thousand one hundred forty-three and one half

(1,143.5), and that the maximum number of units allowed per client during the contract period is seventy-five (75) units; and be it further

**RESOLVED,** that the total amount of this Agreement shall not exceed Nineteen thousand nine hundred ninety-nine and 82/100 dollars (\$19,999.82); 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. 08-0957 - RE: ENTER INTO AMENDMENT NO. 2 BETWEEN THE BOARD OF COMMISSIONERS, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY AND THE PORTAGE COUNTY PROSECUTING ATTORNEY TO PROVIDE LEGAL REPRESENTATION SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20070198 (the "Original Contract") on January 1, 2007 by Resolution No. 07-0072 to provide legal representation in the presentation of evidence in cases alleging the abuse, neglect or dependency of children pursuant to Ohio Revised Code 2151.40 and Juvenile Rule 29(E); and

**WHEREAS,** an Amendment No. 1 was entered into on February 19, 2008 through Resolution No. 08-0109; 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. 2 between the Board of Commissioners, the Department of Job & Family Services and the Portage County Prosecuting Attorney for the time period from January 1, 2008 to December 31, 2008; and be it further

**RESOLVED,** that the parties mutually agree to increase the amount of the agreement by Ten thousand and 00/100 dollars (\$10,000.00), and that the total service cost shall not exceed One hundred fifty-six thousand five hundred sixty-seven and 87/100 dollars (\$156,567.87); and be it further

**RESOLVED,** that the Portage County Prosecuting Attorney will employ up to two (2) full-time and one (1) part-time assistant prosecuting attorneys for the purpose of representing the Department of Job & Family Services in child abuse, neglect, and dependency matters, and that employment of one (1) part-time assistant prosecuting attorney will only be maintained until November 17, 2008 or until such time as one of the full-time assistant prosecuting attorneys returns from extended leave, whichever is sooner; and be it further

**RESOLVED,** that the parties mutually agree that the role of the part-time attorney is to attend administrative or planning meetings to advise the Department of Job & Family Services personnel on matters of abuse, neglect or dependency, and the full-time attorney will continue to cover agency court appearances; and be it further

**RESOLVED,** that the Portage County Prosecuting Attorney shall provide the Department of Job & Family Services with a monthly invoice reflecting the actual compensation of the assistant prosecuting attorneys assigned to represent the Department of Job & Family Services; 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. 08-0958**

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**RE:**

**ENTER INTO AMENDMENT NO. 4 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND TOWNHALL II TO PROVIDE PRC ALCOHOL AND DRUG SCREENING SERVICES.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20060278 (the "Original Contract") on July 27, 2006 by Resolution No. 06-0563 to provide Alcohol and Drug Screening Services; and

**WHEREAS,** an Amendment No. 1 was entered into on March 22, 2007 through Resolution No. 07-0255; and

**WHEREAS,** an Amendment No. 2 was entered into on July 26, 2007 through Resolution No. 07-0692; and

**WHEREAS,** an Amendment No. 3 was entered into on April 15, 2008 through Resolution No. 08-0308; and

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

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 4 between the Board of Commissioners on behalf of the Department of Job & Family Services and Townhall II to extend the Original Contract two (2) additional months from September 1, 2008 through October 31, 2008; and be it further

**RESOLVED,** that the parties agree to decrease the maximum number of units for screening services to two hundred thirty-one (231) units rendered for screening services at a per unit rate of Ninety-five and 00/100 dollars (\$95.00), in an amount not to exceed Twenty-one thousand nine hundred forty-five and 00/100 dollars (\$21,945.00) annually, and increase the maximum number of units for no-show costs to ninety-five (95) units at a per unit rate of Forty and 00/100 dollars (\$40.00), in an amount not to exceed Three thousand eight hundred and 00/100 dollars (\$3,800.00) annually, and that the combined annual service under this agreement shall not exceed Twenty-five thousand seven hundred forty-five and 00/100 dollars (\$25,745.00); 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. 08-0959**

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**RE: ENTERING INTO AN AMENDMENT NO. 1 WITH THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION FOR ADMINISTRATION AND IMPLEMENTATION OF THE 2006 FORMULA ALLOCATION CDBG GRANT**

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

**WHEREAS:** Portage County has received 2006 Community Development Block Grant Formula Allocation Grant Funds; and

**WHEREAS:** Portage County Board of Commissioners and the Portage County Regional Planning Commission entered into an agreement on December 5, 2006 through Resolution 06-1073 to administer and implement this grant; and

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

**RESOLVED:** That the Portage County Board of Commissioners desires to enter into an amendment 1 with Portage County Regional Planning Commission to provide additional services in the amount of Twenty six thousand three hundred ten and 00/100 dollars (\$26,310.00) to provide the additional services; 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. 08-0960 - RE: ENTERING INTO AN AMENDMENT NO. 1 WITH THE PORTAGE COUNTY REGIONAL PLANNING COMMISSION FOR ADMINISTRATION AND IMPLEMENTATION OF THE 2007 FORMULA ALLOCATION CDBG GRANT**

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

**WHEREAS,** Portage County has received 2007 Community Development Block Grant Formula Allocation Grant Funds; and

**WHEREAS,** Portage County Board of Commissioners and the Portage County Regional Planning Commission entered into an agreement on November 29, 2007 through Resolution 07-1160 to administer and implement this grant; and

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

**RESOLVED,** That the Portage County Board of Commissioners desires to enter into an amendment 1 with Portage County Regional Planning Commission to provide additional services in the amount of Twenty eight thousand eight hundred and 00/100 dollars (\$28,800.00) to provide the additional services; 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;

\* \* \* \* \*  
**RESOLUTION No. 08-0961 - RE: SET PROPOSAL DATE FOR QUALIFICATIONS FOR MENTAL HEALTH CONSULTATION SERVICES FOR THE HELP ME GROW PROGRAM**

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

**WHEREAS,** the Portage County Board of Commissioners and the Child Health Services Department have a need for mental health consultation services for the Help Me Grow program; now therefore be it

**RESOLVED,** that the proposal specifications for mental health consultation services for the Help Me Grow Program for the Portage County Commissioners, Child Health Department 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., E.S.T. on October 16, 2008; and be it further

**RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on September 24, 2008, a copy thereof be posted on the bulletin board of the Board forthwith and the County’s website; 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;

\* \* \* \* \*  
**RESOLUTION No. 08-0962 - RE: APPROVE SPECIFICATIONS AND SET BID DATES FOR ALTERATIONS FOR PORTAGE COUNTY ECONOMIC DEVELOPMENT OFFICES AT RIDDLE BLOCK ONE**

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





**WHEREAS,** The Ravenna Merchants wishes to use the Courthouse Lawn, on Saturday, October 25, 2008 between the hours of 11:00 AM to 3:00 PM for a Halloween Contest for Children; 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 Merchants 131 E. Main St., Ravenna, Ohio 44266 for use of the Courthouse lawn on Saturday, October 25, 2008 between the hours of 11:00 AM and 3:00 PM for a Halloween Contest for Children; 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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**B-F-08-062-1**

**RESOLUTION No. 08-0966 - RE: ACCEPT THE OHIO DEPARTMENT OF DEVELOPMENT, OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS FOR THE 2008 CDBG SMALL CITIES FORMULA ALLOCATION COMMUNITY DEVELOPMENT FUNDS**

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

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution 08-0538 on June 12, 2008 and approved the filing of an application for the 2008 Community Development-Formula Allocation monies in the amount of \$381,000; and

**WHEREAS,** Portage County desires to utilize these monies for projects including: acquisition of 2 lots, Streetsboro Home Repair, Rehabilitation of a building owned by Townhall II, Rehabilitation of a 4-Unit apartment building owned by Coleman Professional Services, Installation of HVAC system benefiting four (4) developmentally challenged individuals, Phase II rehab of a building for the Portage County Senior Center, fair housing services and eligible administration and implementation to serve low and moderate income households; now therefore be it

**RESOLVED,** the Board of Portage County Commissioners accepts the 2008 CDBG Small Cities Formula Allocation in the total amount of Three Hundred Eighty One Thousand Dollars (\$381,000); and be it further

**RESOLVED,** that the grant period begins September 1, 2008 and ends February 28, 2010; and be it further

**RESOLVED,** Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners, or his/her designee, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further

**RESOLVED,** 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;

\* \* \* \* \*  
**RESOLUTION No. 08-0967 - RE: RESOLUTION OF THE PORTAGE COUNTY BOARD OF COMMISSIONERS TO REQUIRE THE SUBMISSION OF A PROFESSIONALLY PREPARED AND SEALED TOPOGRAPHIC SITE PLAN TO THE PORTAGE COUNTY BUILDING DEPARTMENT AS PART OF THE PROCESS WHEN APPLYING FOR A PERMIT TO BUILD.**

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

**RESOLVED,** that having received numerous 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; and

**WHEREAS,** in accordance with Ohio Revised Code § 307.37, the Portage County Board of Commissioners held two Public Hearings (one on Thursday, September 4, 2008 at 11:00 AM and a second on Thursday, September 11, 2008 at 2:00 PM) to hear comment on the proposed requirement for the submission of a professionally prepared and sealed topographic site plan to the Portage County Building Department as part of the process when applying for a permit to build; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners accepts the recommendation of 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; and be it further

**RESOLVED,** that topographic site plans shall be reviewed by the Portage County Building Department 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; and be it further

**RESOLVED,** that to provide this service, rules, regulations, and engineering standards shall be adopted and follow herein as Exhibit "A" and Exhibit "B" The Portage County Building Department shall review the topographic site plan and provide an elevation-inspection prior to the placement of footings for new construction; and be it further

**RESOLVED,** that the Board of Commissioners has determined by reviewing Exhibit "A", and Exhibit "B", and all pertinent information that the inclusion of a topographic site plan review is necessary and in the best interests of the County of Portage; and be it further

**RESOLVED,** that the Board of Commissioners approves Exhibit "C" Application for Certificate of Plan Approval & Permit, and Exhibit "D" Portage County Residential Building Permit Application; 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, Nay;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Nay;

## **MOTION FAILS**

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### **RESOLUTIONS**

September 18, 2008

1. Approval of Meeting Minutes from the September 16, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-945
3. Approve the wire transfer as presented by the County Auditor./08-946
4. Approve the Journal Vouchers as presented by the County Auditor./08-947
5. Approve the Then & Now as presented by the Portage County Auditor./08-948
6. Accept the Ohio Department of Development, Office of Housing and Community Partnerships for the 2008 CDBG Small Cities Formula Allocation Community Development Funds (Regional Planning Commission). Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate for the grant and for the conditions of the grant/08-0966.

7. Resolution to require the submission of a professionally prepared and sealed topographic site plan to the Portage County Building Department as part of the process when applying for a permit to build/08-0967 - Two Commissioners voted no; motion fails.
8. Appointment to the Portage County Regional Airport Authority Board of Trustees/Hold.
9. Appointment to the PARTA Board of Trustees – Pat McCon/Hold.

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**INVITATIONS/MEETING NOTICES**

September 18, 2008

1. Invitation from the Aurora Community Theatre for the 49<sup>th</sup> Season Celebration on Sunday, September 28, 2008, 4:30-7:00 PM, 380 Club Drive West, Aurora.
2. Invitation from Summa Health Systems for a Health Policy Summit on Monday, October 6, 2008, 10:00 AM-12:00 Noon in the auditorium at the Akron-Summit County Public Library.
3. Invitation from Bricker & Eckler for the 2008 Top Gun Construction Claims Seminar on Monday, November 17, 2008 at the Dublin Ohio Embassy Suites.
4. Invitation from County Commissioners' Association of Ohio County Risk Sharing Authority for a regional CORSA Training Program for Peace Officers/Corrections Officers on Wednesday, October 15<sup>th</sup>, Damon's Restaurant, Wilmington, Ohio; Thursday, October 16, 2008, Muskingum County Welcome Center; Wednesday, October 22, 2008, The Galaxy Restaurant, Wadsworth and Thursday, October 23, 2008 at Allen Co. Sanitary Engineer's Office.
5. Invitation from Advance Northeast Ohio for the Local Governments' Role in Growing Our Region Dialogues for Action on Tuesday, October 7<sup>th</sup> in Elyria, Tuesday, October 14<sup>th</sup> in Warrensville Hts., or on Tuesday, October 21, 2008, The University of Akron, 8:30 AM.

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**INCOMING CORRESPONDENCE`**

**DISCUSSION**

September 18, 2008

1. September 11, 2008 correspondence from the Ravenna Township Trustees, regarding FireCom/Information only
2. September 16, 2008 e-mail from NOPEC, regarding the notice to Opt-Out/Information only.

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**JOURNAL ENTRIES**

September 18, 2008

1. The Board of Commissioners received the September 15, 2008 notice from Glenda Enders and Lois Enlow, Portage County Board of Elections, indicating that the Board of Elections will be open to the public from 8:00 AM-5:30 PM Monday through Friday and on Saturday, October 11, 2008 from 8:00 AM-12:00 Noon.

2. The Board of Commissioners received the Weekly Report of Kennel population for the week ending September 14, 2008 as presented by Dave McIntyre, Portage County Dog Warden. The Board of Commissioners acknowledged the receipt of \$ 350.00 in Court Donations.
3. Board of Commissioners' authorization requested to have Director Jon Barber sign the Fiscal Year 2008 Emergency Management Performance Grant (EMPG) Financial Reimbursement Report for the period January 1-March 31, 2008 as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and accurate.
4. Board of Commissioners' authorization requested to have Director Jon Barber sign the Fiscal Year 2008 Emergency Management Performance Grant (EMPG) Financial Reimbursement Report for the period April 1-June 30, 2008 as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and accurate.
5. Board of Commissioners' authorization requested to have Director Jon Barber sign the SHSP FY07 Planning, Training, Exercise & Admin Funds Cash Request (Agreement No. 6984) form for reimbursement of Planning costs for contractor services for \$31,620.00 as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate and documented.
6. Board of Commissioners' authorization requested to have Director Jon Barber sign the Summit County Domestic Preparedness Task Force 2007 Regional HazMat Grant Request for Cash (Agreement No. 07-003) for materials and supplies purchased by Portage County Office of Homeland Security and Emergency Management from funding in the amount of \$4,867.64 provided on Fund 1160 as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate, documented on the records of the accounting system and copies of invoices and bills from the cited vendors.
7. Board of Commissioners' authorization requested to have (A) the Board of Commissioners sign the completed Finding of No Significant Impact on the Environment statement, (B) Commissioner Smeiles to sign the Statutory Checklist and (C) Commissioner Smeiles to sign the Environmental Assessment Checklist for the Windham Demolition Project as funded by the Revolving Loan Fund as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to be in compliance with the environmental review requirements for this project.
8. Board of Commissioners' signature requested on the purchase requisition for Record Publishing Company for bid advertisement for the sidewalk replacement in Windham Village for \$58.20 as requested by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #02 Sidewalk Replacement is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
9. Board of Commissioners' authorization requested to pay Invoice No. 08-166 dated September 8, 2008 for B-F-08-062-1 Formula Grant Application Preparation for \$5,331.97 as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and accurate.

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**REFERRED**

September 18, 2008

1. September 10, 2008 correspondence from Kent State University, requesting completion of the prior state service notification on behalf of John Lehman, Director of Department of Budget and Financial Management from April 1999-February 2007./Referred to Human Resources Department.

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**INFORMATION ONLY**

September 18, 2008

1. September 15, 2008 e-mail from Steve Eva, The Woodlands At Robinson, regarding the annual survey and potable water/Information only – the City of Ravenna had provided an updated letter regarding the supply of potable water.
2. September 11, 2008 correspondence from Mark McIntyre, Russ Reid, regarding services which secure federal funding for transportation projects/Forwarded to the Grants Coordinator.
3. The Board of Commissioners received the Healthcare Horizons newsletter, Volume 2, 2008 as presented by Akron General Health Systems.

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**PROSECUTOR'S CORRESPONDENCE**

September 18, 2008

1. September 16, 2008 correspondence from David Brode, regarding RCC Consultants amendment/Information only

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**Journal Entry**

September 18, 2008

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

- 1) The Board of Commissioners acknowledged the receipt of the September 15, 2008 notice from Glenda Enders and Lois Enlow, Portage County Board of Elections, indicating that, beginning October 1, 2008, the Board of Elections will be open to the public from 8:00 AM-5:30 PM Monday through Friday and on Saturday, October 11, 2008 from 8:00 AM-12:00 Noon. Forwarded to the Security Department and the Department of Budget & Finance.
- 2) The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending September 14, 2008, as presented by Dave McIntyre, Portage County Dog Warden. The Board of Commissioners also acknowledged the receipt of \$ 350.00 in Court Donations.
- 3) The Board of Commissioners authorized Office of Homeland Security & Emergency Management Director Jon Barber to sign the Fiscal Year 2008 Emergency Management Performance Grant (EMPG) Financial Reimbursement Report for the period January 1-March 31, 2008, as presented by the Office of Homeland

Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and accurate.

- 4) The Board of Commissioners authorized Office of Homeland Security & Emergency Management Director Jon Barber to sign the Fiscal Year 2008 Emergency Management Performance Grant (EMPG) Financial Reimbursement Report for the period April 1-June 30, 2008, as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and accurate.
- 5) The Board of Commissioners authorized Office of Homeland Security & Emergency Management Director Jon Barber to sign the SHSP FY07 Planning, Training, Exercise & Admin Funds Cash Request (Agreement No. 6984) form for reimbursement of planning costs for contractor services for \$31,620.00, as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate and documented.
- 6) The Board of Commissioners authorized Office of Homeland Security & Emergency Management Director Jon Barber to sign the Summit County Domestic Preparedness Task Force 2007 Regional HazMat Grant Request for cash (Summit County Emergency Management Office Agreement No. 07-003) for materials and supplies purchased by Portage County Office of Homeland Security and Emergency Management from funding in the amount of \$4,867.64 provided on Fund 1160, as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate, documented on the records of the accounting system and copies of invoices and bills from the cited vendors.
- 7) The Board of Commissioners signed the completed Finding of No Significant Impact on the Environment statement, and authorized Commissioner Smeiles to sign the Statutory Checklist and Environmental Assessment Checklist for the Windham Demolition Project, as funded by the Revolving Loan Fund as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to be in compliance with the environmental review requirements for this project.
- 8) The Board of Commissioners signed the purchase requisition for the Record Publishing Company for the bid advertisement for the sidewalk replacement in Windham Village for \$58.20, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #02 Sidewalk Replacement is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
- 9) The Board of Commissioners authorized payment of Invoice No. 08-166 dated September 8, 2008 for B-F-08-062-1 Formula Grant Application Preparation for \$5,331.97, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and accurate.
- 10) The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Brandon Cajuste as a Social Services Worker 3 (replacing Angela Wooley) 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. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.

11) The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Cheri Michael as a Family Support Specialist for the Portage County Department of Job and Family Services effective October 1, 2008, as presented by the Human Resources Department and approved by the Department of Job and Family Services Director Anita Herington.

12) 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	Social Service Worker 3 (replacing Kelly Ristity)	JFS J	Post Internally and Externally

13) 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	IM Aide 2 (Replacing Mary Jo Wood)	JFS B	Post Internally and Externally

14) 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	Family Support Specialist (New Part Time Position)	N/A	Post Internally and Externally

15) 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	Family Support Specialist (Replacement for Cheri Michael)	N/A	Post Internally and Externally

16) On April 15, 2008, the Board of Commissioners adopted Resolution No. 08-0338 authorizing the Neighborhood Development Services to file an application for the FY 2008 Community Housing Improvement Program (CHIP) HOME Grant Funds. The Board of Commissioners received the Ohio Department of Development (ODOD) FY 2008 CHIP Conditional Award Letter dated August 22, 2008 requesting responses to conditions addressed in the correspondence.

Today, after meeting with Neighborhood Development Services staff, the Board of Commissioners signed the Portage County Conditional Award Response to Office Chief Michael Hiler addressing each condition. The Board of Commissioners also signed the correspondence to Karen Fabiano, Office of Housing and

Community Partnerships, requesting permission to use \$100,000 of the CDBG Economic Development loan funds in conjunction with the 2008 CHIP, as requested in the conditional award letter.

- 17) While meeting today with Neighborhood Development Services, the Board of Commissioners approved a loan commitment of \$200,000 to Ronald and Wendi Porter, Mega Plastics, to purchase real estate located in Garrettsville, contingent upon the receipt of an appraisal satisfactory to Neighborhood Development Services. Neighborhood Development Services staff noted that Mega Plastics is currently located in Ravenna and in the plastic recycling business. Solid Waste Management District Director Bill Steiner noted that the company takes the Portage County Recycling Center's #2 - #7 plastics. The company wants to move to Garrettsville and has found a site to purchase. The Board of Commissioners noted that Neighborhood Development Services has found a plastics company with an equivalent number of jobs to come into the City of Ravenna.
- 18) The Board of Commissioners accepted the recommendation of Department of Budget & Finance Director Audrey Tillis and authorized the Portage County Office of Homeland Security & Emergency Management to incur emergency expenses associated with the wind storms, remnants of Hurricane Ike, which occurred on Sunday, September 14, 2008. The Board of Commissioners agreed to approve an operating transfer to the Office of Homeland Security & Emergency Management from the General Fund once the actual expense amount is determined, estimated to be \$5,000. The Board of Commissioners noted that Ohio Governor Strickland has issued a state declaration of emergency.
- 19) The Board of Commissioners agreed to sign the Agency Division Order a division of interest for gas and oil produced by the "Miavitz Unit", as presented by the Beck Energy Corporation of Ravenna. (Authorizing Board of Commissioners' Resolutions 07-3642 and 07-0643)
- 20) The Board of Commissioners authorized Administrative Assistant Amy Hutchinson to work overtime as needed while the Clerk is on vacation from September 22, 2008 through September 26, 2008.

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 **September 18, 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 1:54 PM. All in favor, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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