

**Thursday, October 16, 2008**

The Board of County Commissioners met in regular session on **Thursday, October 16, 2008 at 9:24 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the meeting minutes of the October 14, 2008 meeting. All in favor, motion carries

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

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### **JOB & FAMILY SERVICES**

Present: Anita Herington, Jim Manion

Director Herington attending today to present for Board of Commissioners' consideration a Resolution to approve the merger of the Child Health Services clinic into the Portage County Community Health Center and the layoff of the Clinic staff effective January 1, 2009. The Director noted that four full time and two part-time work at the Child Health Services currently, none will be absorbed by the Medical Clinic.

Commissioner Keiper suggested that the County request official, written confirmation that the Medical Clinic agrees to accept the Child Health Services Clinic.

The Health Clinic is scheduled to open early in November with the merger taking place in January to allow the federally qualified health center (FQHC) to be up and running before the county's current clients/patients would be seen there.

The Clinic will provide the contagion exams for children taken into custody, foster children health check exams, genetic testing for Child Support, pregnancy testing for Healthy Start and direct services for clients on Medicaid.

Since the new health center is FQHC, the Medicaid reimbursement will be approximately three times what Child Health Services Clinic is able to charge. The new health center can provide expanded services and hours for children in county custody and Medicaid clients.

Resolution: Approve the merger of the Child Health Services clinic into the Portage County Community Health Center and the layoff of the Clinic staff effective January 1, 2009./08-1037

Jim Manion noted that the county must follow a process prescribed by the Department of Administrative Services (DAS) will also have to be involved.

Director Herington agreed to obtain written confirmation that the Medical Clinic intends to accept the merger with the Portage County Child Health Services Clinic, which will allow the county to continue to be a grantee with a contract with the Medical Clinic.

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9:55 AM Commissioner Smeiles left the meeting for a meeting in his office

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**HUMAN RESOURCES**

Present: Jim Manion, Dave McIntyre

10:00 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 an employment issue in the Dog Warden’s Office. **Also present:** Jim Manion. Roll call vote: Christopher Smeiles, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:20 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 approved a draft Job Description and authorized the posting of the position.

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**INTERNAL SERVICES**

Present: JoAnn Townend

**DISCUSSION**

**Riddle Block Building**

The Public Defender contacted Director Townend to ask that five windows on the west side of the Riddle Block Building housing his offices be replaced. Director of Maintenance Tim Miller has advised JoAnn Townend of the need to repoint the brick, replace all of the building windows, and the gutters at that site.

The Board of Commissioners agreed to place plastic on the windows/winterize as a temporary fix until a plan is in place to take care of the entire building. The Director noted that the Capital Project budget stands at about \$300,000. The Board of Commissioners agreed to meet with JoAnn Townend and Tim Miller to determine how to move forward with all projects.

**Prosecutor’s Building**

1. The Law Library asked the Board of Commissioners to enclose and soundproof the exposed sanitary pipe at a cost of \$3,630.03/Approved/JoAnn Townend to bring back the formal Change Order
2. The Board of Commissioners had asked JoAnn Townend to obtain quotes for an outside cleaning company to clean the new facility. The quote from the current Courthouse cleaning company is \$2,075/month or \$24,900/year. JoAnn Townend to obtain other quotes. The Board of Commissioners agreed that their general inclination is to move away from additional work for the Maintenance Team. The contractor will clean the area before the Prosecutor moves in; Maintenance will do on-spot cleaning.
3. Upgrade of wall finishes for Rooms 407 and 417 at a cost of \$7,009.22. These are two attorney offices that were planned to be storage rooms but will now be finished/Approved/JoAnn Townend to bring back the formal change order.

**Senior Center Project**

Eileen Stiffler, Regional Planning Commission, contacted Bochert Excavating to determine if the \$18,887 for the water line installation. Mr. Bochert has advised that the price seems appropriate. JoAnn Townend noted that there are additional sprinkler heads that must be serviced by this new water line. The Board of Commissioners agreed to pay the entire amount and then address a payback by Family & Community Services in the agreement/JoAnn

Townend to bring back the formal Change Order.

**Portage County Department of Economic Development Project**

The Director advised that the project bids have come in and are within budget. JoAnn Townend to bring back a recommendation.

**RESOLUTIONS**

1. Enter into amendment #1 with Family & Community Services for independent living services “Steps to Independence” for JFS./08-1038
2. Enter into amendment #2 with Family & Community Services for the parenting services parent project for JFS./08-1039
3. Enter into a license agreement with the Ravenna Chamber of Commerce for Halloween Family Night on October 31<sup>st</sup>./08-1040
4. Enter into amendment #3 with Aramark for inmate food services./08-1041
5. Enter into an agreement with Maximus to document the contract value of the Attorney Services of the Prosecutor’s office for JFS./08-1042

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11:20 AM Board of Commissioners recessed to the Solid Waste Management District meeting

11:45 AM Board of Commissioners reconvened

Commissioner Smeiles attending

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**RESOLUTION No. 08-1030 - 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 October 16, 2008 in the total payment amount of **\$443,765.41 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION No. 08-1031 - 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 October 16, 2008 in the total payment amount as follows:

1. \$102,257.85 for Medical Mutual Claims-Fund 7101; and
2. \$5,498.37 to 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, October 17, 2008	\$ 102,257.85
Wire Transfer on Friday, October 17, 2008	\$ 5,498.37

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. 08-1032 - 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:

10/15/08	858	\$ 746,627.05
10/07/08	400	832.00
10/16/08	887	453,550.51
Total		\$ 1,201,009.56

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. 08-1033 - 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 **\$10,000.73** as set forth in Exhibit "A" dated **October 16, 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. 08-1034 - RE: APPOINTMENT TO THE PORTAGE COUNTY BOARD OF BUILDING APPEALS**

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 Resolution No. 02-0865 created the by-laws of the Portage County Board of Building Appeals specifying the make-up of membership, terms of office for each member, determination of quorum, etc.; now, therefore, be it

**RESOLVED,** The Portage County Board of Commissioners hereby appoints the following member:

<u>Name and Representation</u>	<u>Term</u>	<u>Expiration</u>
Craig James 3816 Ranfield Rd. Kent, OH 44240	Organized Labor /Carpenter	12/31/2011

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. 08-1035 - RE: ACCEPT AMENDMENT TO THE ALLOWABLE COST AGREEMENT FOR SERVICES FUNDED BY AREA AGENCY ON AGING, 10B, INC. FOR PORTAGE COUNTY SENIOR CENTER. (FARMER'S MARKET)**

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

**WHEREAS,** the Area Agency on Aging, 10B, Inc. modified the allocation due to Portage County (accepted by the Board of Commissioners with Resolution 08-0539) at its June 12, 2008 meeting; and

**WHEREAS,** the Area Agency on Aging, 10B, Inc. increased the maximum number of \$5.00 vouchers to 6,279 and the funds available (Total IIIC-1 allocation) from \$14,897 to \$31,397; and

**WHEREAS,** the contract period is May 15, 2008 to November 30, 2008, effective immediately; now therefore be it

**RESOLVED** that the Board of Portage County Commissioners does hereby agree to enter into an amendment by and between the Board of Commissioners and the Area Agency on Aging, 10B, Inc. to the Allowable Cost Agreement for Title III/SBG Services to provide the Senior Farmer's Market Nutrition Program (SFMNP) for a term commencing May 15, 2008 through November 30, 2008 in the total grant amount of Thirty One Thousand Three Hundred Ninety Seven and 00/100 dollars (\$31,397.00); and be it further

**RESOLVED,** that on its behalf, the Board of Commissioners does hereby authorize Christopher Smeiles, President, to sign the Amendment; 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. 08-1036**

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**RE: AUTHORIZE THE APPROVAL OF THE BUDGET MODIFICATION TO BYRNE/JAG SUBGRANT #2007-JG-D01-6467 FOR THE CHILDREN'S ADVOCACY CENTER OF PORTAGE COUNTY**

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

**WHEREAS,** the Board of Commissioners adopted Resolution No. 08-0064 accepting for The Children's Advocacy Center of Portage County, Inc., funding under the JAG/Edward G. Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program for the project period of January 1, 2008 to December 31, 2008 **in a total amount of \$66,675**, that includes a **local match in the amount of \$16669**, **Grant #2007-JG-D01-6467** be it

**RESOLVED,** that the Board of Portage County Commissioners hereby authorizes the submission by The Children's Advocacy Center of Portage County, Inc., a Budget Modification Request to the Ohio Office of Criminal Justice Services, for the above-mentioned grant as follows:

<b>CURRENT BUDGET DETAIL FROM original application submitted 6/25/07*</b>							
		Amount	Percentage %				
OCJS Funds Requested:		50,006.00	75.00%				
Cash Match:		16,669.00	25.00%				
In-Kind Match:		0.00	0.00%				
Total Project Budget:		66,675.00	100.00%				
<b><i>Salaries and Personnel</i></b>							
<b>Name</b>	<b>Title</b>	<b>No. Hrs.</b>	<b>Hrly Rate</b>	<b>Total</b>			
Lucy Wagener	Executive Director	1,363.00	\$24.76	33,747.88			
Polly Germer	Victim Support Liaison	1,600.00	\$14.33	22,928.00			
Various	P-SANE RN	400.00	\$25	10,000.00			
		Salary Subtotal:		66,675.88			
<b><i>Employer's Share of Fringe Benefits</i></b>							
	<b>Fringe Benefits</b>	<b>Rate (%)</b>	<b>Total Yearly Wages</b>	<b>Total Cost</b>			
	PERS			0.00			
	FICA			0.00			
	Retirement			0.00			
	Worker's Compensation			0.00			
	Unemployment Comp.			0.00			
	Medicate			0.00			
	Health Insurance						
		<b>Fringe Subtotal:</b>		0.00			
	<b><i>Section 1 - Personnel Total:</i></b>			66,675.88	*		
	<b>1. Matching Funds</b>		<b>2. OCJS Funds</b>	<b>3. Total</b>			
	<i>Cash</i>	<i>Inkind</i>					
<i>Personnel</i>	16,669.00		50,006.00	66,675.00			
<b>Total Project Budget</b>	16,669.00		50,006.00	66,675.00	*		
		*12/27/07 award document rounded the total down to 66,675.00.					
See next page for proposed modification.							

<b>PROPOSED MODIFICATION:</b>					
<b>PART A - BUDGET REQUEST BY RESOURCE</b>					
		Amount	Percentage %		
OCJS Funds Requested:		\$50,006	75.00%		
Cash Match:		\$16,669	25.00%		
In-Kind Match:		\$0	0.00%		
Total Project Budget:		\$66,675	100.00%		
<b>PART B - BUDGET REQUEST BY COST CATEGORY</b>					
<b>Section1 - Personnel Costs</b>					
<i>Salaries and Personnel</i>					
<b>Name</b>	<b>Title</b>	<b>No. Hrs.</b>	<b>Hrly Rate</b>	<b>Total</b>	
Lucy Wagener	Executive Director	1,450.302	24.76	35,909.48	
Polly Germer	Victim Support Liaison	1,146.552	14.33	16,430.09	
Jackie Murdock	Victim Support Liaison	371.843	11.33	4,212.98	
Jessica Dickey	Victim Support Liaison	586.831	11.00	6,455.14	
Carlyn Johnson	P-SANE RN	142.420	25.75	3,667.32	
		Salary Subtotal:		66,675.00	
<i>Employer's Share of Fringe Benefits</i>					
			<b>Total Yearly Wages</b>	<b>Total Cost</b>	
<b>Fringe Benefits</b>		<b>Rate (%)</b>			
PERS				0.00	
FICA				0.00	
Retirement				0.00	
Worker's Compensation				0.00	
Unemployment Comp.				0.00	
Medicate				0.00	
Health Insurance					
			<b>Fringe Subtotal:</b>	0.00	
	<b>Section 1 - Personnel Total:</b>			66,675.00	

<b>PART C - BUDGET REQUEST BY RESOURCE &amp; COST CATEGORY</b>				
	<b>1. Matching Funds</b>		<b>2. OCJS Funds</b>	<b>3. Total</b>
	<i>Cash</i>	<i>Inkind</i>		
<i>1. Personnel</i>	16,669.00		50,006.00	66,675.00
<i>2. Consultant / Contracts</i>				0.00
<i>3. Travel</i>				0.00
<i>4. Equipment</i>				0.00
<i>5. Supplies</i>				0.00
<i>6. Other Costs</i>				0.00
<i>7. Confidential Funds</i>				0.00
<i>8. Indirect Cost</i>				0.00
<i>9. Total Project Budget</i>				66,675.00
<b>Prepared by Lucy Wagener, Executive Director - 10/10/08</b>				

; now therefore be it

**RESOLVED,** that contingent upon receiving a JAG/Byrne Program approval of the Budget Modification, the Board of County Commissioners designates the Children’s Advocacy Center of Portage County as the administering organization, and be it further

**RESOLVED,** that the Children’s Advocacy Center of Portage County shall be completely responsible for providing the total local match funds in the amount of \$16,669, and be it further

**RESOLVED,** that a copy of this resolution will be filed with the Portage County Auditor’s Office, the Portage County Department of Budget & Financial Management, and the Portage County Internal 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.

Voice vote was as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 08-1037**

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**RE: APPROVE THE MERGER OF THE CHILD HEALTH SERVICES CLINIC INTO THE PORTAGE COUNTY COMMUNITY HEALTH CENTER AND THE LAYOFF OF THE CLINIC STAFF EFFECTIVE JANUARY 1, 2009.**

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

- WHEREAS,** Akron Community Health Resources, Inc. has received the notification of grant award to establish the Portage County Community Health Center (PCCHC); and
- WHEREAS,** the PCCHC plans to open November 3, 2008 offering full health care services to Portage County residents at hours beyond those of Child Health Services Clinic ; and
- WHEREAS,** the Portage County Department of Job & Family Services (PCDJFS) is able to utilize the PCCHC to provide the health check requirements for children taken into custody and to serve the Medicaid patients with expanded services over what the Child Health Services Clinic can; and
- WHEREAS,** the State budget cuts incurred by PCDJFS make it necessary to restructure services provided to stay within allocations; and
- WHEREAS,** the Portage County Health Department is willing and able to provide the services required by the Ohio Department of Health's CFHS grant through a contract from Child Health Services through June 30, 2009; now therefore be it
- RESOLVED,** that the Portage County Commissioners approve the merger of the Child Health Services Clinic into the PCCHC effective January 1, 2009; and be it further
- RESOLVED,** that the Board of Commissioners approve the layoff of the Clinic staff effective January 1, 2009 to allow PCDJFS to restructure in compliance with the most recent cuts from the Ohio 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 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. 08-1038**

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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 INDEPENDENT LIVING 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. 20070420 (the "Original Contract") on November 6, 2007 by Resolution No. 07-1063 to provide Independent Livings Services for eligible Portage County youth; 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. to extend the contract one (1) additional month from period October 1, 2008 to October 31, 2008; and be it further

**RESOLVED,** that the parties mutually agree to an increase for Individual Sessions not to exceed three hundred ninety-one (391) units at a rate no more than Thirty-five and 63/100 dollars (\$35.63), a decrease for Group Sessions by one hundred ninety-two (192) units, and that the annual service under this agreement shall not exceed Thirteen thousand nine hundred thirty-one and 33/100 dollars (\$13,931.33); 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. 08-1039 - RE: ENTER INTO AMENDMENT NO. 2 BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. TO PROVIDE PARENTING 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. 20060344 (the "Original Contract") on October 5, 2006 by Resolution No. 06-0858 to provide Parenting Services ("Parent Project"); and

**WHEREAS,** an Amendment No. 1 was entered into on February 8, 2008 through Resolution No. 08-0110; and

**WHEREAS,** the parties desired 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 on behalf of the Department of Job and Family Services and Family & Community Services, Inc. to extend the Original Contract two (2) additional months from September 1, 2008 to October 31, 2008; and be it further

**RESOLVED,** that the parties mutually agree to an increase Two thousand seven hundred three and 10/100 dollars (\$2,703.10), and that the annual service amount under this agreement shall not exceed Sixteen thousand two hundred eighteen and 60/100 (\$16,218.60); 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. 08-1040 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA AREA CHAMBER OF COMMERCE**

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

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

**WHEREAS,** The Ravenna Area Chamber of Commerce to use the Courthouse Lawn, on Friday, October 31, 2008 between the hours of 5:30 p.m. to 9:00 p.m. for Halloween Family Night; 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 Area Chamber of Commerce, 135 E. Main St., Ravenna, Ohio 44266 for use of the Courthouse lawn on Friday, October 31, 2008 between the hours of 5:30 p.m. to 9:00 p.m. for Halloween Family Night; 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. 08-1041 - RE: ENTER INTO AMENDMENT NO. 3 WITH ARAMARK CORRECTIONAL SERVICES, INC. FOR FOOD SERVICES AT THE PORTAGE COUNTY JUSTICE CENTER**

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 on November 11, 2003 by Resolution No. 03-0989 to provide food services at the Portage County Justice Center; and

**WHEREAS,** Amendment No. 1 between the parties was entered into on August 17, 2006 by Resolution No. 06-0719 to provide food services at the Portage County Justice Center; and

**WHEREAS,** Amendment No. 2 between the parties was entered into on December 13, 2007 by Resolution No. 07-0907 to provide food services at the Portage County Justice Center; and

**WHEREAS,** the parties desire to amend the Original Contract to continue such services for a term of twelve months from December 1, 2008 through November 30, 2009 with no price increases per meals; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 3 between the Board of Commissioners and Aramark Correctional Services, Inc. for a term of twelve months from December 1, 2008 through November 30, 2009 with no price increases per meals; 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. 08-1042 - RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, INC. AND MAXIMUS FINANCIAL SERVICES, INC. FOR PROFESSIONAL CONSULTING SERVICES.**

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 requires the professional consulting services of MAXIMUS Financial Services, Inc. to do, perform, and carry out the necessary services to prepare a written report documenting the contract value of the Attorney Services of the Prosecutor's Office Attorney Services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Professional Consulting Services agreement between the Board of Commissioners, the Department of Job & Family Services and MAXIMUS Financial Services, Inc., 7523 Fredle Drive, Concord, OH 44077, for the period of October 1, 2008 through June 30, 2009 for the total cost of Two thousand and 00/100 dollars (\$2,000.00); and be it further

**RESOLVED,** that the Board of Commissioners and the Department of Job & Family Services will assist MAXIMUS Financial Services, Inc. by providing ready access to County expenditure and payroll records necessary for the accurate and timely completion of the Consultant's report; 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. 08-1043 - RE: APPOINTMENT TO THE PORTAGE COUNTY BOARD OF BUILDING APPEALS**

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 Resolution No. 02-0865 created the by-laws of the Portage County Board of Building Appeals specifying the make-up of membership, terms of office for each member, determination of quorum, etc.; now, therefore, be it

**RESOLVED,** The Portage County Board of Commissioners hereby appoints the following member:

<u>Name and Representation</u>	<u>Term</u>	<u>Expiration</u>
Richard J. Porter PO Box 6 Doylestown, OH 44230	Architect	12/31/2011

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

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**RESOLUTION No. 08-1044 - RE: CONFIRM APPOINTMENT TO THE NORTHEAST OHIO COMMUNITY ALTERNATIVE PROGRAM (NEOCAP) FACILITY GOVERNING BOARD**

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

**WHEREAS,** the Northeast Ohio Community Alternative Program (NEOCAP) was established by the Common Pleas Judges of Portage, Geauga, Lake, Ashtabula and Trumbull counties in 1997 and serves as the Community Based Corrections Facility (CBCF); and

**WHEREAS,** Ohio Revised Code Section 2301.51(E) provides that the CBCF be governed by a Facility Governing Board to which the judicial advisory board of the CBCF shall appoint two-thirds of the members [six (6)] and the boards of county commissioners of the member counties of the CBCF shall appoint the remaining one-third of the members [three (3)]; and

**WHEREAS,** it is within the discretion of and has been mutually determined by the CBCF's member counties that the Facility Governing Board should be comprised of nine members which requires that boards of county commissions of the member counties of the CBCF shall appoint three of the members; and

**WHEREAS,** Keith A. Evans was appointed to the Facility Governing Board for a term ending November 9, 2008 but has expressed a desire to continue to serve on this board; now therefore, be it

**RESOLVED,** that the Portage County Board of Commissioners does agree to appoint the following to serve on the Facility Governing Board:

<u>Name</u>	<u>Term Expires</u>
Keith A. Evans	11/9/2011; 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:

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

Charles W. Keiper, Yea;

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## **RESOLUTIONS**

October 16, 2008

1. Approval of Meeting Minutes from the October 14, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-1030
3. Approve the wire transfer as presented by the County Auditor./08-1031
4. Approve the Journal Vouchers as presented by the County Auditor./08-1032
5. Approve the Then & Now as presented by the Portage County Auditor./08-1033
6. Appointment to the Portage County Board of Building Appeals – Craig James representing Organized Labor/Carpenter with a term expiration of December 31, 2011./08-1034
7. Accept amendment to the allowable cost agreement for services funded by Area Agency on Aging 10B Inc., for Portage County Senior Center (Farmer's Market)./08-1035
8. Authorize the approval of the budget modification to Byrne/JAG Subgrant No. 2007-JG-D01-6467 for the Children's Advocacy Center of Portage County (Children's Advocacy Ctr)./08-1036

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## **INCOMING CORRESPONDENCE**

### **DISCUSSION**

October 16, 2008

1. October 7, 2008 correspondence from Judge Oswick and Judge Watson, Portage County Municipal Court to the Commissioners and Sheriff Kaley, regarding pay to stay program/Information only
2. Does the Board wish to attend the CCAO/CEAO Annual Winter Conference & Trade Show (Sunday) December 7 – (Wednesday) December 10, 2008, Hyatt Regency, Columbus/Board of Commissioners agreed to cancel the December 9 meeting since they will attend this conference
3. October 9, 2008 e-mail from Shirley Schuster, Regional Airport Authority to Gary Alger, State Auditor, regarding audit costs/Information only
4. October 1, 2008 e-mail from Lake County Board of Commissioners, regarding reappointment of Keith Evans as a member of the NEOCAP Facility Governing Board/08-1044
5. October 10, 2008 e-mail from Trumbull County Commissioners, in favor of reappointing Keith Evans on the NEOCAP Facility Governing Board/08-1044

6. October 10, 2008 memo from Charlene Badger, Executive Assistant, regarding Richard Porter and the Portage County Board of Building Appeals/08-1043
7. October 10, 2008 e-mail from Gary Alger, State Auditor's Office to Carol Kurtz, Internal Auditor, regarding the Bicentennial, Veterans, Family & Community Services and Kent Regional Business Alliance accounts/Carol Kurtz working with the State Auditor
8. October 10, 2008 correspondence from Robert Varley, Dominion East Ohio Gas, regarding its new website to help customers make the best choices in purchasing natural gas. Does the Board wish to publicize this website within the community via newsletter, community access channel or linked to Portage County's website/Information only
9. Does the Board wish to a photo opportunity with Jennifer Sonneberg, USDA on Friday, October 24, 2008 at 11:00 AM for the \$500,000 IRP monies granted for economic development as requested by Neighborhood Development Services Inc/Commissioners Smeiles and Frederick to attend
10. The Board of Commissioners received the Tenth Appellate District Court of Appeals Journal Entry in the case of State ex rel. Linnettia L. Green, Relator vs. Industrial Commission of Ohio and Portage County, Respondents/Forward to the Human Resources Department and Denise Smith.
11. October 10, 2008 correspondence from Jennifer Natale, Aurora Chamber of Commerce, including the 2009 Official Ballot for Election of Board officers and the Person of the Year and Business of the Year Nomination form. Completion date no later than Friday, October 24, 2008/Board of Commissioners does not wish to vote.

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## **JOURNAL ENTRIES**

October 16, 2008

1. The Board of Commissioners received the Transportation of Prisoners costs for the month of July 2008 as presented by the Portage County Sheriff's Department.
2. The Board of Commissioners received the Weekly Report of Kennel population for the week ending October 12, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$250 in Court Donations.
3. Board of Commissioners' signature requested on Payment authorization form in the amount of \$58.20 payable to Record Publishing for bid advertisement for sidewalk improvements as requested by the Regional Planning Commission. The B-F-07 Formula Grant Activity #02 Sidewalk Improvements is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
4. Board of Commissioners' signature requested on Payment authorization form in the amount of \$29,835 payable to BSC Construction Services for renovations to the Portage County Senior Center located at 705 Oakwood Street as requested by the Regional Planning Commission. The B-F-07 Formula Grant Activity #01 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized and appropriate.

5. Board of Commissioners' signature requested on Payment authorization form in the amount of \$31,252.50 payable to BSC Construction Services for renovations to the Portage County Senior Center located at 705 Oakwood Street as requested by the Regional Planning Commission. The B-F-07 Formula Grant Activity #01 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to agree and to be properly authorized and appropriate.
6. Board of Commissioners' signature requested on the purchase requisition for Record Publishing Co for release of funds advertisement for the B-F-08 Formula Grant in the amount of \$200 as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #08 General Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
7. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Community Development Block Grant (CDBG) Program Status Report for the 2007 Formula Grant No. B-F-07-062-1 as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be complete and reflective of projects undertaken.
8. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Community Development Block Grant (CDBG) Program Status Report for the 2006 Formula Grant No. B-F-06-062-1 as requested by the 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.
9. Board of Commissioners' authorization requested to allow Commissioner Smeiles to sign the Ohio Department of Development Office of Housing and Community Partnerships (OHCP) Request for Release of Funds and Certification (RROF) for Federally Funded State Projects for the Windham Demolition Project funded by the RLF as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized.
10. Board of Commissioners' authorization requested to pay Carano Environmental Services, Inc. for \$ 3,812.50 for work performed at 1380 Arcadia Rd., Kent, OH 44240 for Elsie Hall as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate for the circumstances and properly authorized and when compared with previously sent documents, supporting earlier payments.
11. Board of Commissioners' authorization requested to allow Commissioner Smeiles to sign the Portage County Housing Semi-Annual Program Income Report for December 31, 2007 through June 30, 2008 for HOME and CDBG Activities as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate, properly authorized, with some reconciling items to be identified by Neighborhood Development Services Inc. for this office.
12. Board of Commissioners' authorization requested to allow the electronic filing of the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for The Children's Advocacy Center Subgrant No. 2007-JG-D01-6467 for Third Quarter 2008 (July 1, 2008-September 30, 2008) as requested by Lucy Wagener, Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be consistent with the previous report and appropriate for the period covered July 1-September 30, 2008.

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**REFERRED**

October 16, 2008

1. October 2, 2008 correspondence from State of Ohio Attorney General Nancy Rogers to Wendy Johnson, Victim Assistance, regarding approval of the application for Victims of Crime Act (VOCA) and State victims Assistance Act (SVAA) funds./Referred to Grants Administrator, Internal Auditor and Department of Budget and Financial Management.
2. October 8, 2008 correspondence from Cindy Dyer, US Department of Justice Office on Violence Against Women, regarding Safe Havens: Supervised Visitation and Safe Exchange Grants Program. Referred to Internal Auditor, Department of Budget and Financial Management, and Grants Administrator.

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**PLEASE ADD TO THE AGENDA**

October 16, 2008

1. Appointment to the Portage County Board of Building Appeals – Richard Porter, Architect for a term expiring December 31, 2011/08-1043
2. Board of Commissioners’ authorization requested to reimburse \$231.15 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CHIP grants 2006-B-C-06-062-2] from July 1, 2008 through September 30, 2008, as presented by Portage County Auditor Janet Esposito/Journal Entry
3. Board of Commissioners’ authorization requested to reimburse \$240.59 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CDBG grants B-F-06-062-1 and B-F-07-062-1] from July 1, 2008 through September 30, 2008, as presented by Portage County Auditor Janet Esposito/Journal Entry

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**INFORMATION ONLY**

October 16, 2008

1. The Board of Commissioners received the Utilization Report for Portage County from July 1, 2008 to September 30, 2008 as presented by Coleman Professional Services.
2. In response to the Board’s request for review and comment on the October 3, 2008 Ohio Board of Building Standards proposed rule change, Director Bob Wrentmore indicates the proposed amendments are for notification purposes only.
3. October 8, 2008 correspondence from State Representative Kathleen Chandler, State Representative Stephen Dyer, and State Senator Tom Sawyer to Rick Bissler, PARTA, regarding the labor dispute.
4. October 9, 2008 e-mail from Tim Miller, Maintenance, indicating that as of October 9, 2008, all refrigeration units have Max R oil additive installed.
5. The Board of Commissioners received the October 10, 2008 Weekly Traffic Advisory as presented by Ohio Department of Transportation.

6. October 7, 2008 memo from Ronald Burbick, Leadership Portage County, including the 2008 Alumni Director and Alumni Dues and Volunteer sheet. Additionally, the Leadership Portage County Benefit Auction will be held Friday, October 24, 2008.
7. September 2008 correspondence from American Public Works Association, regarding transportation system.
8. The Board of Commissioners received Healthcare Horizons newsletter Volume 3, 2008 as presented by Akron General Health Systems.
9. The Board of Commissioners received the Business Update newsletter for Fall 2008 as presented by Summit County Children Services.
10. October 9, 2008 correspondence from Robert Mittiga, Carlin Elementary to Charlene Badger, Executive Assistant, regarding the Bicentennial Committee's sponsorship of "My Portage County".
11. October 8, 2008 correspondence from Nathan Harber, Ohio Department of Development, regarding a project summary for Portage County's Shalersville Business Park dated September 8, 2008.
12. The Board of Commissioners received the Mental Health & Recovery Board meeting minutes from September 8, 2008.
13. October 6, 2008 correspondence from Jennifer Brunner, Ohio Secretary of State, including the 2008 Ohio Issues Report.
12. October 8, 2008 correspondence from Kelly James Hettick, USDA Rural Development, regarding loan payment automatic withdrawal on December 1, 2008 (Regional Planning Commission).

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**PROSECUTOR**

October 16, 2008

1. October 8, 2008 correspondence from David Brode to Victor Falconer, Roofing Contractors, Inc., regarding the Regional Planning Commission roofing project/Information only
2. October 8, 2008 correspondence from David Brode to Michael Boske, regarding the Regional Planning Commission project/Information only.

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**Journal Entry**

October 16, 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 Transportation of Prisoners costs for the month of July 2008, as presented by the Portage County Sheriff.
2. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending October 12, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$250 in Court Donations.

3. The Board of Commissioners signed the payment authorization form in the amount of \$58.20 payable to Record Publishing for bid advertisement for sidewalk improvements, as presented by the Regional Planning Commission. The B-F-07 Formula Grant Activity #02 Sidewalk Improvements is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
4. The Board of Commissioners signed the payment authorization form in the amount of \$29,835 payable to BSC Construction Services of Novelty, Ohio for renovations to the Portage County Senior Center located at 705 Oakwood Street in Ravenna, as presented by the Regional Planning Commission. The B-F-07 Formula Grant Activity #01 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized and appropriate.
5. The Board of Commissioners signed the payment authorization form in the amount of \$31,252.50 payable to BSC Construction Services for renovations to the Portage County Senior Center located at 705 Oakwood Street in Ravenna, as presented by the Regional Planning Commission. The B-F-07 Formula Grant Activity #01 Senior Center is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to agree and to be properly authorized and appropriate.
6. The Board of Commissioners signed the purchase requisition for the Record Publishing Company for release of funds advertisement for the B-F-08 Formula Grant in the amount of \$200, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #08 General Administration is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
7. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Community Development Block Grant (CDBG) Program Status Report for the 2007 Formula Grant No. B-F-07-062-1, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be complete and reflective of projects undertaken.
8. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Community Development Block Grant (CDBG) Program Status Report for the 2006 Formula Grant No. B-F-06-062-1, as presented by the 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.
9. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Department of Development Office of Housing and Community Partnerships (OHCP) Request for Release of Funds and Certification (RROF) for Federally Funded State Projects for the Windham Demolition Project funded by the RLF, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized.
10. The Board of Commissioners authorized payment to Carano Environmental Services, Inc. of Cuyahoga Falls for \$3,812.50 for work performed at 1380 Arcadia Road in Kent, Ohio for Elsie Hall, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate, appropriate for the circumstances and properly authorized and when compared with previously sent documents, supporting earlier payments. The Board of Commissioners noted that Downs' Septic Tank & Drain Service was hired by Carano Environmental Services, Inc. as a subcontractor to clean the drain at this site.

11. The Board of Commissioners authorized Commissioner Smeiles to sign the Portage County Housing Semi-Annual Program Income Report for December 31, 2007 through June 30, 2008 for HOME and CDBG Activities, as presented by the Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate, properly authorized, with some reconciling items to be identified by Neighborhood Development Services Inc. for this office.
12. The Board of Commissioners authorized the electronic filing of the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for The Children's Advocacy Center Subgrant No. 2007-JG-D01-6467 for Third Quarter 2008 (July 1, 2008-September 30, 2008), as presented by Lucy Wagener, Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be consistent with the previous report and appropriate for the period covered July 1-September 30, 2008.
13. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Charlene Wolff as a Social Service Worker 3 for the Portage County Department of Job and Family Services, effective October 24, 2008, as presented by the Human Resources Department and approved by the Department of Job and Family Services Director Anita Herington.
14. The Board of Commissioners authorized reimbursement of \$231.15 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CHIP grants 2006-B-C-06-062-2] from July 1, 2008 through September 30, 2008, as presented by Portage County Auditor Janet Esposito. Documents reviewed by Dan Banks, Grants Administrator, with no exceptions noted.
15. The Board of Commissioners authorized reimbursement of \$240.59 to the United States Department of Housing and Urban Development for interest earned in excess of \$100 [CDBG grants B-F-06-062-1 and B-F-07-062-1] from July 1, 2008 through September 30, 2008, as presented by Portage County Auditor Janet Esposito. Documents reviewed by Dan Banks, Grants Administrator, with no exceptions noted.
16. After meeting today in an Executive Session with Director Jim Manion and Dog Warden Dave McIntyre, the Board of Commissioners approved the draft Job Description for a Facilities Keeper at the Portage County Dog Warden's Office and authorized the posting of the position.

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 **October 16, 2008**. There being no further business to come before the Board, it was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to adjourn the official meeting at **11:58 AM**. All in favor, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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