

Tuesday, October 21, 2008

The Board of County Commissioners met in regular session on **Tuesday, October 21, 2008 at 8:33 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the October 16, 2008 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier; Residents Dawn Pechman and George Mazzaro

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SAFE HAVENS GRANT

Present: Dan Banks, Judge Giulitto, Mark Frisone, Dick Badger, Tim Ludick, Carole Beatty, Audrey Tillis

Grants Administrator Dan Banks advised that the Safe Havens program provides a safe place for the exchange of children with a federal grant. The grant was for \$130,000 and has been renewed for the past five years.

Family & Community Services (F&CS) Executive Director Mark Frisone stated that the grant was to be used as seed money and was not funded for 2009. He noted that the federal government has not funded the program because they believe that it is time for the county to fund this on its own. The grant ended on September 30, 2008 but the F&CS has incurred costs for October.

Judge Giulitto stated that there have been problems with exchanges for years, with no safe place for this to occur. Domestic violence occurred at both the pickup and return of the children. The exchange could occur at a police station or another family member's home. The other part of this grant is the supervised visitation, which may also be charged to the parents. Carole Beatty stated that there are 47 custodial parents, 47 non-custodial parents and 82 children in the current program.

Mr. Frisone noted that this program is phenomenal and renowned throughout the state. Commissioner Frederick replied that there is no doubt that the program is phenomenal, but why were provisions not made sooner to replace these funds, if the group knew this was not going to be renewed. Mr. Frisone responded that there was hope that the grant would be funded for another year to allow the grant application for state funds (Byrne) to be processed. He did not believe that the grant would not be renewed for 2009.

Mr. Frisone detailed the options available to allow the program to continue:

1. Place a fee on each parent
2. Scale down the law enforcement end of the program
3. F&CS will provide the area free of charge
4. Scale back the hours of operation

8:40 AM Commissioner Keiper conferenced into the meeting

Mr. Frisone continued, noting that \$5,000 per month would cover the salary costs but F&CS needs funds for the next few months until the Byrne grants are approve. F&CS would need at least \$15,000 to cover the costs until January 2009. Mr. Frisone noted that the October costs will be absorbed by F&CS. The Board of Commissioners advised that the General Fund cannot provide funds without limitation. Judge Giulitto added that city councils may also be asked to provide funds, noting that the potential for violence will increase if unsupervised visits resume in their communities.

Mr. Frisone added that the federal government may allow the county to reapply in 2009 for the federal funds if the county can show that the intent is to keep the program in place.

The Judge added that each parent could pay \$5-\$10 per exchange with an additional cost of another \$10 for a supervised visit. That would bring in some funds. Commissioner Frederick expressed concern that parents may not be able to see their children if they cannot afford the fee. Commissioner Smeiles noted that the plan could be tried with F&CS responsible for the handling of the funds.

Commissioner Smeiles asked how the F&CS can afford to pay the salaries for September and October. Mr. Frisone replied that he needs to find a bridge immediately or shut down the program at the end of October. He added that the real beneficiary of this program is the children; this is too important a program to disappear. If the Board of Commissioners can support the program until F&CS can find the funds, Mr. Frisone will find the funds.

The Judge noted that they intend to ask the community to support this effort. Dan Banks added that other associations like the Bar Association will be asked to support the effort. Mark Frisone added that the Byrne fund recipients will be announced in January 2009. He should be able to find \$50,000 to fund this program if the county will assist in November and December allowing him time to "find" the funds.

Commissioner Keiper attending at 9:00 AM

Commissioner Keiper asked that the Board of Commissioners delay making this decision until he can confirm that the county will have sufficient carry-over into 2009. Director Audrey Tillis to bring that information to the Board of Commissioners/Bring back on October 23rd for Board of Commissioners consideration.

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OHIO EDISON/FIRST ENERGY

Present: Robin Patton, Jon Barber

Ms. Patton attending today to present a \$2,000 donation to the county in appreciation of the Department of Homeland Security & Emergency Management support for the September 14, 2008 windstorm/Resolution 08-1051 accepts the donation.

Ms. Patton noted that 32,000 customers were without power in Portage County. Jon Barber noted that there were crews from Michigan and Pennsylvania, since local crews were assisting Hurricane Katrina victims.

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PROSECUTOR

Present: Tommie Jo Marsilio, Jim Manion

9:50 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. **Also present: Attorney Marsilio, Interim Human Resources Department Director Jim Manion.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:05 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Charles W. Keiper II** 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 approved a Journal Entry to authorize payment for a court reporter for two upcoming Bureau of Workers Comp hearings.

The Board of Commissioners discussed the upcoming luncheon on October 29, 2008 for the presentation by Financial Network of America, LTD for the new deferred compensation plan for county employees. Attorney Marsilio advised that Ohio ethics opinions and the Ohio Revised Code do not allow the vendor to pay for this luncheon/Journal Entry the Human Resources Department to pay.

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RESOLUTION No. 08-1045 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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 21, 2008 in the total payment amount of **\$423,483.03 for Funds 0001-7216** 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. 08-1046 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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:

10/20/08	971	\$ 117.76
Total		\$ 117.76

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. 08-1047 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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 **\$8,431.21** as set forth in Exhibit "A" dated **October 21, 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. 08-1048 - RE: ACCEPT BID FOR FURNISHING #9 GRAVEL FOR USE BY THE PORTAGE COUNTY ENGINEER.

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

WHEREAS, two (2) sealed bids for furnishing **5,000 Tons #9 Gravel** for use by the Portage County Engineer were received, tabulated and recorded on October 7, 2008; and

WHEREAS, after reviewing said bids, the Portage County Engineer recommended that the following bid be accepted in accordance with the following stipulations:

1. All gravel is to be ordered as needed and in quantities needed at that time.
2. Payment of the order is to be made upon receipt of the invoice of the delivered material.

now therefore be it

RESOLVED, that the bid of **Oscar Brugmann Sand & Gravel, Inc.**, 3828 Dudley Road, Mantua, Ohio 44255 be and hereby is accepted as follows:

F.O.B. Plant
5,000 Tons, More or Less, #9 - **\$ 6.00/Ton**

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. 08-1049 - **RE: ACCEPT THE BID OF VALLEY FREIGHTLINER, STERLING & WESTERN STAR TRUCKS OF CLEVELAND, 4985 WEST 150TH, BROOK PARK, OHIO AND AUTHORIZE THE EXECUTION OF A CONTRACT TO PURCHASE TWO (2) HEAVY DUTY SINGLE AXLE ROAD MAINTENANCE TRUCKS FOR USE BY THE PORTAGE COUNTY ENGINEER.**

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

- WHEREAS,** Resolution 08-0910 approved specifications and set the bid date to purchase two (2) Heavy Duty Single Axle Road Maintenance Trucks for use by the Portage County Engineer, and
- WHEREAS,** two (2) sealed bids were received, tabulated and recorded on October 9, 2008 for two (2) Heavy Duty Single Axle Road Maintenance Trucks for use by the Portage County Engineer, and
- WHEREAS,** after reviewing said bids, it was the recommendation of the Portage County Engineer that the bid of Valley Freightliner, Sterling & Western Star Trucks of Cleveland be accepted as the lowest and best bid received; now therefore be it
- RESOLVED,** that the bid of Valley Freightliner, Sterling & Western Star Trucks of Cleveland , 4985 West 150th, Brook Park, Ohio be accepted and awarded as the lowest and best bid received, and be it further
- RESOLVED,** that a contract be entered into with Valley Freightliner, Sterling & Western Star Trucks of Cleveland in the total amount of \$138,786.00 (two units @ \$69,393.00 each), 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. 08-1050 - RE: CREATE FUND 1322, INDIGENT DRIVER ALCOHOL MONI CP

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

WHEREAS, it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the Indigent Drivers Interlock and Alcohol Monitoring Fund for Common Pleas Court, and

WHEREAS, the County Auditor has assigned Fund Number 1322 to the Indigent Driver Alcohol Moni CP Fund; now therefore be it

RESOLVED, that Fund 1322, Indigent Driver Alcohol Moni CP be created, and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Common Pleas Court, and the Department of Budget and Financial Management, 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. 08-1051 - RE: ACCEPTANCE OF DONATIONS TO THE PORTAGE COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

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

WHEREAS, First Energy desires to make a cash donation to the Portage County Office of Homeland Security & Emergency Management for their support during the September 2008 storms; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept the \$2,000 donation on behalf of the Portage County Office of Homeland Security & Emergency Management; 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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RESOLUTIONS

October 21, 2008

1. Approval of Meeting Minutes from the October 16, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-1045
3. Approve the Journal Vouchers as presented by the County Auditor./08-1046
4. Approve the Then & Now as presented by the Portage County Auditor./08-1047
5. Accept bid for furnishing #9 gravel for use by the Portage County Engineer./08-1048
6. Appointment to the Portage County Regional Airport Authority Board of Trustees/Hold
7. Appointment to the PARTA Board of Trustees – Pat McCon/Hold
8. Accept the bid of Valley Freightliner, Sterling & Western Star Trucks of Cleveland, 4985 W. 150th, Brook Park, Ohio and authorize the execution of a contract to purchase two (2) heavy duty single axle road maintenance trucks for use by the Portage County Engineer./08-1049

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INVITATIONS/MEETING NOTICES

October 21, 2008

1. Invitation for the Traumatic Brain Injury (TBI) Regional Meeting on Monday, October 27, 2008, 7:00-8:30 PM, MetroHealth Medical Center.
2. Invitation from Maplewood Career Center for the Breakfast Series 2008-2009, 7:30 AM, in the Maple Leaf Restaurant.
3. Invitation from Streetsboro Area Chamber of Commerce for the Annual Awards Dinner and Silent Auction on Wednesday, November 5, 2008, 5:00-9:00 PM, Twinsburg Hilton Garden Inn. Donations and sponsorships also available.
4. Invitation from the Portage County Fire Chiefs' Association for the annual Dinner/Meeting on Tuesday, December 16, 2008 in the Community room at Robinson Memorial Hospital at 6:00 PM.

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**INCOMING CORRESPONDENCE
DISCUSSION**

October 21, 2008

1. Does the Board wish to nominate for the Tree City Awards Celebration IMMY Awards as presented by the Kent Area Chamber of Commerce? Nominations are requested by Monday, November 3, 2008/Information only.
2. October 17, 2008 e-mail from Jon Barber, Security, regarding parking on election night/Journal Entry.
3. October 19, 2008 e-mail from the Portage County Regional Airport Authority, regarding a Special Board Meeting on Wednesday, October 22, 2008. Does the Board wish to attend/Commissioner Keiper will attend the November meeting
4. October 17, 2008 e-mail from Janet Esposito, County Auditor, regarding voluntary employee paid benefits/Information only.
5. October 17, 2008 Agenda from Department of Budget and Financial Management, regarding items for Board consideration:
 - A. Resolution to create fund 1322, Indigent Driver Alcohol Moni CP/08-1050
 - B. Journal Entry Approval
 1. Prosecutor – Separation Payout
 2. Board of Elections – 2008 Additional Expenses

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JOURNAL ENTRIES

October 21, 2008

1. Board of Commissioners' authorization requested to pay Heeter Contracting \$2,802.30, payable from the Portage County CHIP Private Rehab, for rehab work for Robert Snyder performed at 10870 Bloom Road, Garrettsville, OH 44231 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. Board of Commissioners' authorization requested to pay Heeter Contracting \$357.70, payable from the Portage County CDBG Private Rehab, for rehab work for Robert Snyder performed at 10870 Bloom Road, Garrettsville, OH 44231 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. Board of Commissioners' authorization requested to pay Heeter Contracting \$2,070.00, payable from the Portage County CDBG Housing, for rehab work for Robert Snyder performed at 10870 Bloom Road, Garrettsville, OH 44231 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
4. Board of Commissioners' signature requested on the payment authorization form for \$16,457.84, payable to the Portage County Regional Planning Commission for administration overage for the B-F-07-062-1 County Formula Grant, as provided by the General Fund, Resolution No. 08-0960, as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and authorized and the total to be paid agrees with the accounting records.
5. Board of Commissioners' authorization requested to pay the September 2008 invoice for \$ 1,205.00 for employees who participated in the Wellness Program for the month of September 2008 as presented by the Portage County Combined General Health District.

6. October 16, 2008 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2008 as presented by the Portage County Auditor's Office.
7. Board of Commissioners' authorization requested to renew its membership with the Portage County Township Association/Ohio Township Association for calendar year 2009 for \$10.00/Each Commissioner to pay this individually.

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REFERRED

October 21, 2008

1. The Board of Commissioners received a notice regarding concentrated animal feeding operations request for public comment./Referred to Soil & Water Conservation and to County Engineer.

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PLEASE ADD TO THE AGENDA

October 21, 2008

1. Board of Commissioners' authorization requested to pay Advanced Contracting for \$ 300.97 for work performed at the residence of James and Shirley Collins, 2706 Summit Road, Ravenna, OH as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting we are assuming owner approves of the work and it is appropriate to pay out this retainage of 10%./Journal Entry
2. Board of Commissioners' authorization requested to pay McLean Home Improvements for \$ 57.50 for work performed at the residence of Debbie Hicks, 10312 Wellington Road, Streetsboro, OH as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree with previously submitted documents; *however, this retainage request has no document showing that the owner, Debbie Hicks, has signed to make the release.*/Journal Entry
3. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period ending September 30, 2008 for The Place of Peace Subgrant No. 2007-JG-D01-6473 as presented by Carole Beaty, Family & Community Services. Documents Reviewed by Carol Kurtz, Internal Auditor with no exceptions noted./Journal Entry
4. Board of Commissioners' signature requested on the payment authorization form for \$ 26,310 payable to Portage County Regional Planning Commission for administration overage for the B-F-06-062-1 County Formula Grant as requested by the Regional Planning Commission./Journal Entry
5. Board of Commissioners' authorization requested to pay Advanced Contracting for \$ 3,086.53 for work performed at the residence of James and Shirley Collins, 2706 Summit Road, Ravenna as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting *we are assuming owner approves of the work and it is appropriate to pay out this retainage of 10%.*/Journal Entry
6. Board of Commissioners' authorization requested to pay McLean Home Improvements for \$ 1,440.00 for work performed at the residence of Debbie Hicks, 10312 Wellington Rd., Streetsboro, as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted./Journal Entry

7. Board of Commissioners' authorization requested to pay McLean Home Improvements for \$ 517.50 for work performed at the residence of Debbie Hicks, 10312 Wellington Rd., Streetsboro, as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted./Journal Entry
8. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the following for the 2008 Aurora CHIP RLF Environmental Review Record as requested by Neighborhood Development Services, Inc:
 - (A) Statutory Checklist (Section 4) and the Findings and Signature page document (Section 10) on the Environmental Review Record for the 2008 Aurora CHIP RLF match and
 - (B) Findings and Signatures and Certificate of Exemption Project page documents for the Environmental Review Record for the Fair Housing activity. Documents reviewed by Carol Kurtz, Internal Auditor noting the document appears to be complete and ready for signature by President Christopher Smeiles on the Categorical Excluded Statutory Checklist and the Environmental Certification page, as well./Journal Entry
9. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Statutory Checklist (Section 4) and the Findings and Signature page (Section 10) of the Environmental Review Record for the 2008 CHIP as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the document appears to be complete and ready for signing by President Christopher Smeiles./Journal Entry
10. Board of Commissioners' authorization requested to pay McLean Home Improvements for \$ 160.00 for work performed at the residence of Debbie Hicks, 10312 Wellington Rd., Streetsboro, as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted./Journal Entry
11. Board of Commissioners' signature requested on the environmental findings and Board authorization requested to have Commissioner Smeiles sign the Statutory and Assessment checklists and the Request for the Release of Funds for Exempt projects for the 2008 Formula Grant and the Habitat activity of the 2008 CHIP as requested by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the documents appear to be complete and ready for signing./Journal Entry
12. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2006 CHIP Private Rehab in a total amount of \$ 3,963.50. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:/Journal Entry

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
2706 Summit Rd Ravenna, OH	James & Shirley Collins	\$ 3,963.50	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

13. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2006 CHIP Private Rehab in a total amount of \$4,740.50. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:/Journal Entry

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
6554 Cherry Lane Kent, OH	Julie Gabella	\$ 4,740.50	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

14. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2006 CHIP Private Rehab in a total amount of \$3,550.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:/Journal Entry

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
10870 Bloom Rd. Garrettsville, OH	Nancy Faron & Robert Snyder	\$ 3,550.00	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

15. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2006 CHIP Private Rehab in a total amount of \$4,100.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:/Journal Entry

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
1222 Woodside Streetsboro, OH	Dale & Kolene Degler	\$ 4,100.00	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

16. Board of Commissioners' authorization requested to pay soft costs for the following homeowner, payable to the Neighborhood Development Services, from the 2006 CHIP Private Rehab in a total amount of \$4,100.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:/Journal Entry

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
10312 Wellington Streetsboro, OH	Debbie Hicks	\$ 4,100.00	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

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INFORMATION ONLY

October 21, 2008

1. October 10, 2008 correspondence from Robert Ferguson, Ohio Department of Job and Family Services to Director Anita Herington, Job and Family Services, regarding a corrective action plan for the regular audit of the Portage County Department of Job and Family Services Child Support Enforcement Agency/Public Children Services Agency for the audit period April 1, 2005-March 31, 2006.

2. October 15, 2008 e-mail from Terri Burns, Job and Family Services, indicating the October 10, 2008 correspondence from Ohio Department of Job and Family Services refers only to the 2006 audit which is now officially closed.
3. October 15, 2008 e-mail from Streetsboro Chamber of Commerce, regarding volunteer opportunities.
4. September 2008 correspondence from John West, Kent State University, including the 2007-2008 edition of the Kent State University Research Report.
5. October 2008 memo from The Ethics and Public Policy Center, including a copy of the award-winning document film Obsession.
6. October 14, 2008 e-mail from Gayle Poots, Portage County Regional Airport Authority, including the 1st issue of the Portage County Regional Airport Authority newsletter.
7. October 6, 2008 correspondence from Mike Church, EMSI, regarding specialized regional labor market data and analysis tools for workforce and economic development professionals.
8. October 10, 2008 memo from Becky Porcase, Portage One-Stop, regarding a complaint against Karen Lemmon submitted to the Board by Dawn Carpenter.
9. October 9, 2008 correspondence from David Conley, Robert W. Baird & Company, regarding its services.
10. October 16, 2008 e-mail from Anita Herington, Job and Family Services regarding Food stamps.
11. The Board of Commissioners received the October 17, 2008 Weekly Traffic Advisory as presented by Ohio Department of Transportation.

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Journal Entry
October 21, 2008

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

1. The Board of Commissioners authorized payment to Heeter Contracting of Mechanicstown, Ohio for \$2,802.30, payable from the Portage County 2006 CHIP Private Rehab, for rehab work for Robert Snyder performed at 10870 Bloom Road, Garrettsville, OH 44231, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners authorized payment to Heeter Contracting of Mechanicstown, Ohio for \$357.70, payable from the Portage County 2006 CDBG RLF Private Rehab, for rehab work for Robert Snyder performed at 10870 Bloom Road, Garrettsville, OH 44231, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners authorized payment to Heeter Contracting of Mechanicstown, Ohio for \$2,070.00, payable from the Portage County 2006 CDBG RLF Private Rehab, for rehab work for Robert Snyder performed at 10870 Bloom Road, Garrettsville, OH 44231, as presented by Neighborhood Development Services Inc. 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 for \$16,457.84, payable to the Portage County Regional Planning Commission for administration overage for the B-F-07-062-1 County Formula Grant, as provided by the General Fund, Resolution No. 08-0960, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate and authorized and the total to be paid agrees with the accounting records.
5. The Board of Commissioners authorized payment of the September 2008 invoice for \$1,205.00 for employees who participated in the Wellness Program for the month of September 2008, as presented by the Portage County Combined General Health District.
6. The Board of Commissioners acknowledged the receipt of the October 16, 2008 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2008, as presented by the Portage County Auditor.
7. After meeting today with Director Jim Manion and Attorney Tommie Marsilio, the Board of Commissioners authorized the Human Resources Department to pay for the October 29, 2008 luncheon for attendees at the presentation by Financial Network of America, LTD for the new deferred compensation plan for county employees.
8. The Board of Commissioners accepted the recommendation of the Department of Budget & Finance and authorized a \$5,000 supplement for the Portage County Prosecutor to allow a separation payout for an employee retiring from that office. The supplement will come from the General Fund Contingency for separation payouts.
9. The Board of Commissioners accepted the recommendation of the Department of Budget & Finance and authorized an additional \$44,221 for the Board of Elections from the 2008 Board of Elections Reserve in the General Fund to fund the increasing expenses of the November election.
10. 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 (Intake Unit) (Replacing Charlene Wolff)	JFS J	Post Internally and Externally

11. The Board of Commissioners authorized payment from the Portage County CDBG RLF Private Rehab - Fund 1271 to Advanced Contracting of Atwater for \$300.97 for work performed at the residence of James and Shirley Collins, 2706 Summit Road of Ravenna, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting we are assuming owner approves of the work and it is appropriate to pay out this retainage of 10%.
12. The Board of Commissioners authorized payment from the Portage County CDBG RLF Housing Fund to McLean Home Improvements, Ravenna, Ohio for \$57.50 for work performed at the residence of Debbie Hicks, 10312 Wellington Road, Streetsboro, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree with previously submitted documents; however, this retainage request has no document showing that the owner, Debbie Hicks, has signed to make the release.

13. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period ending September 30, 2008 for The Place of Peace Subgrant No. 2007-JG-D01-6473, as presented by Carole Beaty, Family & Community Services. Documents Reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
14. The Board of Commissioners signed the payment authorization form for \$26,310 payable to the Portage County Regional Planning Commission for administration overage for the B-F-06-062-1 County Formula Grant, as presented by the Regional Planning Commission.
15. The Board of Commissioners authorized payment from the Portage County CHIP – Fund 1263 to Advanced Contracting of Atwater for \$3,086.53 for work performed at the residence of James and Shirley Collins, 2706 Summit Road, Ravenna, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting we are assuming owner approves of the work and it is appropriate to pay out this retainage of 10%.
16. The Board of Commissioners authorized payment from the 2006 Portage County CHIP Down Payment Assistance/Rehab to McLean Home Improvements of Ravenna for \$1,440.00 for work performed at the residence of Debbie Hicks, 10312 Wellington Road, Streetsboro, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
17. The Board of Commissioners authorized payment from the Portage County CDBG-RLF Housing to McLean Home Improvements of Ravenna for \$517.50 for work performed at the residence of Debbie Hicks, 10312 Wellington Rd., Streetsboro, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
18. The Board of Commissioners authorized Commissioner Smeiles to sign the following items for the 2008 Aurora CHIP RLF Environmental Review Record, as presented by Neighborhood Development Services, Inc:
 - a. Statutory Checklist (Section 4) and the Findings and Signature page document (Section 10) on the Environmental Review Record for the 2008 Aurora CHIP RLF match and
 - b. Findings and Signatures and Certificate of Exemption Project page documents for the Environmental Review Record for the Fair Housing activity. Documents reviewed by Carol Kurtz, Internal Auditor noting the document appears to be complete and ready for signature by President Christopher Smeiles on the Categorical Excluded Statutory Checklist and the Environmental Certification page, as well.
19. The Board of Commissioners authorized Commissioner Smeiles to sign the Statutory Checklist (Section 4) and the Findings and Signature page (Section 10) of the Environmental Review Record for the 2008 CHIP, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the document appears to be complete and ready for signing by President Christopher Smeiles.
20. The Board of Commissioners authorized payment from the 2006 Portage County CHIP Down Payment Assistance/Rehab to McLean Home Improvements of Ravenna for \$160.00 for work performed at the residence of Debbie Hicks, 10312 Wellington Road, Streetsboro, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

21. The Board of Commissioners signed the environmental findings and authorized Commissioner Smeiles to sign the Statutory and Assessment checklists and the Request for the Release of Funds for Exempt projects for the 2008 Formula Grant and the Habitat Activity of the 2008 CHIP, as presented by the Regional Planning Commission. Documents reviewed by Carol Kurtz, Internal Auditor noting the documents appear to be complete and ready for signing.
22. The Board of Commissioners authorized payment of soft costs for the following homeowner, payable to the Neighborhood Development Services from the 2006 CHIP Private Rehab in a total amount of \$3,963.50. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
2706 Summit Rd Ravenna, Ohio	James & Shirley Collins	\$ 3,963.50	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

23. The Board of Commissioners authorized payment of soft costs for the following homeowner, payable to the Neighborhood Development Services from the 2006 CHIP Private Rehab in a total amount of \$4,740.50. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
6554 Cherry Lane Kent, Ohio	Julie Gabella	\$ 4,740.50	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

24. The Board of Commissioners authorized payment of soft costs for the following homeowner, payable to the Neighborhood Development Services from the 2006 CHIP Private Rehab in a total amount of \$3,550.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
10870 Bloom Rd. Garrettsville, OH	Nancy Faron & Robert Snyder	\$ 3,550.00	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

25. The Board of Commissioners authorized payment of soft costs for the following homeowner, payable to the Neighborhood Development Services from the 2006 CHIP Private Rehab in a total amount of \$4,100.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
1222 Woodside Streetsboro, OH	Dale & Kolene Degler	\$ 4,100.00	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

26. The Board of Commissioners authorized payment of soft costs for the following homeowner, payable to the Neighborhood Development Services from the 2006 CHIP Private Rehab in a total amount of \$4,100.00. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the documents appear to be accurate, appropriate and properly authorized:

2006 CHIP Private Rehab Soft Costs

Address	Owner/Mortgage	Soft Costs	Payee
10312 Wellington Streetsboro, OH	Debbie Hicks	\$ 4,100.00	Neighborhood Development Services, Inc Advanced to pay Advanced Contracting

27. The Board of Commissioners signed the October 21, 2008 waiver request to the Ohio Department of Development Office of Housing and Community Partnerships requesting authorization to move \$100,000 from the ED RLF to the CDBG RLF, as presented by Grants Administrator Dan Banks.

The Portage County Board of Commissioners is requesting permission to utilize the additional \$100,000 of CDBG Economic Development loan funds, to be used in the place of the CDBG Housing loan funds in conjunction with the 2008 CHIP, as requested in the conditional award letter.

These funds would be used to reach the 14 outcomes in the Private Rehabilitation line item and 10 outcomes in the Home Repair line item. The funds would be loaned to low-income households and will follow the Policy and Procedure Manual, Private Rehabilitation and Home Repair Section.

28. The Board of Commissioners accepted the recommendation of Director Jon Barber and agreed that those county agencies that park county vehicles in the Administration Building parking lot move them to the F-Lot on the afternoon of November 4th until the following morning. The Board of Commissioners noted that on election night it is anticipated that a large amount of traffic will pass through the parking lot in addition to worker and observer vehicles.

29. After meeting today in an Executive Session with Director Jim Manion and Attorney Tommie Marsilio, the Board of Commissioners authorized the Human Resources Department to pay for a Court Reporter for two upcoming Bureau of Workers Compensation (BWC) cases.

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 21, 2008**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to adjourn the official meeting at 10:08 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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