

Tuesday, October 28, 2008

The Board of County Commissioners met in regular session on **Tuesday, October 28, 2008 at 9:11 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the meeting minutes of the October 23, 2008 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier; Resident Dawn Pechman; Mike Mauer, Director of the Center for transparent an Accountable government at the Buckeye Institute

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Director Mauer and Ms. Pechman attending today to discuss The Buckeye Institute's *Pledge for Transparency and Openness in Government*, which Mr. Mauer suggests the Board of Commissioners consider adopting it as a Board and/or individually.

The Board of Commissioners agreed to investigate the suggested websites and consider the pledge.

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Commissioner Keiper advised the Board of Commissioners that the Regional Planning Commission has asked him to ask the Board of Commissioners to consider paying travel expenses for one or two finalists (\$400-\$500) and, since all candidates have salary requirements in upper \$70s and low \$80s - \$10,000 more that Director Erickson is receiving – will Board of Commissioners provide additional funding for salary? The Board of Commissioners will discuss the salary request and agreed to provide up to \$275 for travel/Journal Entry.

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9:30 AM Board of Commissioners recessed to the Records Commission Meeting

10:00 AM Board of Commissioners reconvened

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PROSECUTOR

Present: Denise Smith

Review of Prosecutor's Pending List

1. Robinson Health Affiliates past charges for inmate medical - The Board of Commissioners removed this issue from Denise Smith's pending list today after Attorney Smith told them that, although Robinson Memorial Hospital should have been charging Medicaid rates and not the full rate, Robinson Memorial Hospital also gave a 30% discount making this "a wash".
2. Amendment to the APL Lease – The Board of Commissioners agreed to hold this issue until the APL brings it back for consideration.
3. Sewer back up 9908 Meldon Dr., Streetsboro - Denise Smith advised that the resident will not sign the release – Water Resources Department to perform no work until signed.

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Prosecutor's Correspondence

1. October 24, 2008 e-mail from Leigh Prugh, regarding Deer Crossing/08-1072

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10:15 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 Denise Smith.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:20 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 took no action.

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HUMAN RESOURCES

Present: Jim Manion, Vickie Steiner, James Manion, and Chuck Rocco and Justine Shoener of Willis.

10:40 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider employee health benefits for 2009. **Also present: Interim Human Resources Department Director Jim Manion; Vicki Steiner; Willis representatives Chuck Rocco and Justine Shoener.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:16 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 adopted a Journal Entry.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

RESOLUTIONS

1. General Fund Amendments to the Annual Appropriation Resolution:/08-1066
 - a. Commissioners Other, Supplemental – Year End Requirement, Senior Project C/O #3, BOC Appr 10/14/08 JE #6, BOC Appr 10/21/08 JE #9, Sheriff FY '06 & '07 Retro Holiday Pay
 - b. Senior Center, Supplemental – Senior Project C/O #3
 - c. Prosecutor, Transfer – Funding Ron Craig's Retirement
 - d. Clerk of Courts, Transfer & Supplemental – BOC Appr 10/14/08 JE #6 and Projected Need
 - e. Sheriff's Department, Transfer & Supplemental – FY '06 & '07 Retro Holiday Pay and Projected Need

- f. Board of Elections, Transfer and Supplemental – BOC Appr 10/21/08 JE #9 and Projected Need – The Director noted that the overtime payment for Board of Elections staff has increased for the October 6th to currently with at least two more pay period with increased overtime.
2. Other Funds Amendments to the Annual Appropriation Resolution:/08-1067
 - a. Fund #1013, Help America Vote Act – Supplemental, New Grant
 - b. Fund #1122, Adult Probation – Supplemental, To Reimburse Grantor
 - c. Fund #1149, Felony Delinquent Care & Custody – Supplemental, For Balance of Compensation
 - d. Fund #1191, Children’s Advocacy Center – Supplemental, To Adjust to Actual Expenses
 - e. Fund #1201, Motor Vehicle and Gas Tax – Supplemental, Reimburse City of Ravenna
 - f. Fund #1271, RLF CDBG – Transfer, To Adjust for Expenses
 - g. Fund #1275, RLF CDBG Economic Development – Transfer, KBA Micro Enterprise
 - h. Fund #1330, Dog and Kennel – Transfer, BOC Appr. 10/16/08 JE #16
 - i. Fund #1362, CH Title XIX Medicaid – Transfer, Projected Need
 - j. Fund #1364, Child Health Grant – Transfer, Projected Need
 - k. Fund #1410, Job and Family Services – Transfer, Projected Need
 - l. Fund #1414, Child Support General Administration – Transfer, Projected Need
 - m. Fund #1470, Area Agency On Aging – Supplemental, Adjust to Actual
 - n. Fund #1471, Senior Farmers Market Nutrition – Supplemental, Additional Grant Funds
 - o. Fund #1491, Family Community SVS Po Co Inc – Supplemental, Adjust to Actual
 - p. Fund #4010, Prosecutor’s Building – Transfer & Supplemental, Transfer to Equipment and Project Expenses
 - q. Fund #5100, Nursing Home General Administration – Transfer & Supplemental, For Year End Projected Need
 - r. Fund #5200, PCS General Administration – Transfer, To Move Budget to Where Needed
 - s. Fund #6200, Electronic Fingerprinting – Supplemental, To Increase Appropriation per Revenue
 - t. Fund #7000, Central Services (Purchasing) – Supplemental, For Natural Gas and Supplies
 - u. Fund #7002, Central Vehicle Maintenance – Supplemental, For Tires
 - v. Fund #8101, Unclaimed Monies – Supplemental, Supplement to Overpayments
 3. Create Fund 1285, KBA RLF Micro Enterprise/08-1068
 4. Rename and Renumber Fund 1261, CDBG Microenterprise Kent State to Fund 1280, KBA Micro Enterprise Grant New/08-1069

OTHER

5. Journal entry approval(s):
 - a. Processing Local Match – Victims Assistance (VOCA) 2008-09 Federal Grant/Journal Entry

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:

10/27/08	1294	\$ 25,000.00
10/27/08	1345	1,166.48
Total		\$ 26,166.48

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. 08-1062 - 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 **\$8,439.55** as set forth in Exhibit "A" dated **October 28, 2008** shall be paid; and be it further

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

Voice Vote as Follows:

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

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RESOLUTION No. 08-1063 - RE: AUTHORIZATION TO INCREASE THE CASH DRAWER AMOUNT FOR THE PORTAGE COUNTY CLERK OF COURTS – KENT TRAFFIC DIVISION AND VERIFY AMOUNTS HELD IN THE CLERK OF COURT’S LEGAL DIVISIONS AND THE AUTO TITLE DEPARTMENT CASH DRAWERS.

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

WHEREAS, the Portage County Board of Commissioners approved the following resolutions to increase the change amounts held by the Clerk of Courts offices:

- Resolution 07-0319 adopted April 3, 2007
- Resolution 07-0396 adopted April 26, 2007
- Resolution 07-0481 adopted May 17, 2007
- Resolution 07-0553 adopted June 6, 2007
- Resolution 08-0858 adopted August 28, 2007; and

WHEREAS, each of the Clerk of Court’s divisions had prior change; and

WHEREAS, for auditing purposes, the Clerk of Court is requesting that the Board of County Commissioners adopt this resolution verifying the total amount of change in each of the Clerk of Court’s legal divisions and the Auto Title department; and

WHEREAS, the Portage County Clerk of Courts recommends an increase in the amount of cash held in her Kent Traffic legal division by \$125.00 (from \$350 to \$475) to provide change to the clients of the division; and

WHEREAS, the Board of Commissioners accepts the recommendation of the Clerk of Courts; now therefore be it

RESOLVED, that the Portage County Board of Commissioners approves the following amounts as the total amount of change to be held by the Clerk of Court’s Divisions:

Division	Amount

Ravenna Traffic Division	\$ 300
Kent Traffic Division	475
Ravenna Civil Division	250
Kent Civil Division	235
Domestic Relation	140
Common Pleas	240
Collection Division	500
Auto Title	450
Total Change	\$ 2,590

;and be it further

RESOLVED, that this resolution supersedes Portage County Board of Commissioners Resolutions 07-0319 approved 04-03-07, 07-0396 approved 04-26-07, 07-0481 approved 05-17-07, 07-0553 approved 06-07-07; and 08-0858 approved 08-28-07; 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. 08-1064 - RE: PORTAGE COUNTY APPOINTMENTS TO THE GEAUGA-ASHTABULA-PORTAGE PARTNERSHIP WORKFORCE INVESTMENT BOARD (GAPP WIB).

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

WHEREAS, the Portage County Board of Commissioners, in collaboration with the Boards of Commissioners from Geauga County and Ashtabula County, created a three county Regional Workforce Investment Area and Workforce Investment Board, in conjunction with the Federal Workforce Act of 1998, called the GAPP WIB; now therefore be it

RESOLVED, that the Portage County Board of Commissioners appoints the following to the Geauga-Ashtabula-Portage Partnership Workforce Investment Board (GAPP WIB) for a three -year term effective immediately and expiring Oct 30, 2011

Category	Name	Agency/Business
Business Member	Nicolas Racin	American Solutions for Business

		5994 Lakewood Rd. Ravenna, OH 44266
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;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. 08-1065 - RE: APPOINTMENT TO THE PORTAGE COUNTY PORT AUTHORITY.

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

WHEREAS, the Board of Commissioners created the Portage County Port Authority within the County of Portage, in the State of Ohio, pursuant to Sections 4582.21 *through* Section 4582.59 of the Ohio Revised Code by adopting Resolution 02-0372 on April 9, 2002;

WHEREAS, that pursuant to Ohio Revised Code Section 4582.21 *et seq* the Portage County Port Authority is governed by a Board of Directors consisting of not more than seven (7) member directors. In addition, the Board of Commissioners may appoint one or more Ex Officio members to the Board of Directors. Members of the Portage County Port Authority Board of Directors shall be appointed by the Portage County Board of Commissioners and shall serve pursuant to the terms, provisions, and duties as provided for in Sections 4582.21 *through* 4582.59 of the Ohio Revised Code; now therefore be it,

RESOLVED, that the Board of Commissioners appoints the following to the Portage County Port Authority for the term effective Dec. 31, 2008 and ending Dec. 31, 2012, :

Name	Position	Term Expiration Date
David Dix	Private Sector	December 31, 2012

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;

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Charles W. Keiper II, Yea;

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Maureen T. Frederick, Yea;

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RESOLUTION No. 08-1066

RE: AMENDMENT TO THE GENERAL FUND 2008 ANNUAL APPROPRIATION RESOLUTION NO. 07-1208 ADOPTED DECEMBER 18, 2007

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

RESOLVED, that it has become necessary to amend the General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001 General Fund			
010 Commissioners Other			
00104	Commissioner Other CS	85,185	1,222
00107	Commissioner Other OE	0	151,246
00108	Commissioner Other DE	0	70,000
MEMO TOTAL		<u><u>\$ 85,185</u></u>	<u><u>\$ 222,468</u></u>

Note: Year end Requirement, Senior Project C/O #3, Sheriff FY 06 & 07 Retro Holiday Pay, BOC Appr. 10/14/08 JE #6, BOC Appr. 9/25/08 JE #18, BOC Appr 10/21/08 JE #9

055 Senior Center			
00554	Senior Center CS	3,230	0
MEMO TOTAL		<u><u>\$ 3,230</u></u>	<u><u>\$ -</u></u>

Note: Senior project C/O #3

300 Prosecutor			
0300K	Prosecutor General Secret	0	7,053
0300O	Prosecutor General Retirement	7,053	0
MEMO TOTAL		<u><u>\$ 7,053</u></u>	<u><u>\$ 7,053</u></u>

Note: Funding Ron Craig's Retirement

500 Clerk of Courts			
05004	Clerk Common Pleas Ct CS	3,300	1,700
05005	Clerk Common Pleas Ct MS	1,700	0
MEMO TOTAL		<u><u>\$ 5,000</u></u>	<u><u>\$ 1,700</u></u>

Note: BOC Appr 10/14/08 JE #6, Projected Need

		<i>Increase</i>	<i>Decrease</i>
700 Sheriff's Department			
07005	Sheriff-General Admin MS	3,000	0
07103	Sheriff-Corrections Fringes	3,069	0
07104	Sheriff-Corrections CS	0	3,000
0710D	Sheriff-Corrections Full Time	19,863	0
07203	Sheriff-Detectives Fringes	163	0
0720D	Sheriff-Detectives Full Time	882	0
07303	Sheriff-Road Deputies Fringes	2,224	0
0730D	Sheriff-Road Deputies Full Time	12,054	0
07403	Sheriff-Dispatch Fringes	438	0
0740D	Sheriff-Dispatch Full Time	2,839	0
	MEMO TOTAL	<u><u>\$ 44,532</u></u>	<u><u>\$ 3,000</u></u>

Note: FY 06 & 07 Retro Holiday Pay, Projected Need

902 Board Of Elections			
09023	Board of Elections Fringes	29	0
09024	Board Of Elections CS	30,331	6,578
09025	Board Of Elections MS	14,000	0
09027	Board Of Elections OE	0	14,000
0902D	Board of Elections Full Time	6,549	0
0902H	Board of Elections Election Wo	30,000	16,110
0902M	Board of Elections Overtime	45,000	0
	MEMO TOTAL	<u><u>\$ 125,909</u></u>	<u><u>\$ 36,688</u></u>

Note: BOC Appr. 10/21/08 JE #9, Projected Need

TOTAL MEMO BALANCE ALL AMENDMENTS	<u><u>\$ 270,909</u></u>	<u><u>\$ 270,909</u></u>
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and be it further,

RESOLVED, that a certified copy of this resolution be filed with the 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 as Follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-1067

RE: AMENDMENT TO THE NON GENERAL FUND
2008 ANNUAL APPROPRIATION RESOLUTION
NO. 07-1209 ADOPTED DECEMBER 18, 2007

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

RESOLVED, that it has become necessary to amend the Non General Fund 2008 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

	<i>Increase</i>	<i>Decrease</i>
Fund: 1013 Help America Vote Act		
902 Board Of Elections		
10134 Help America Vote CS	1,001	0
MEMO TOTAL	<u><u>\$ 1,001</u></u>	<u><u>\$ -</u></u>

Note: New Grant

Fund: 1122 Adult Probation		
590 Adult Probation		
11223 Adult Probation Fringes	0	757
11224 Adult Probation CS	1,443	186
11225 Adult Probation MS	0	49
1122D Adult Probation Full Time	0	446
MEMO TOTAL	<u><u>\$ 1,443</u></u>	<u><u>\$ 1,438</u></u>

Note: To reimburse Grantor

Fund: 1149 Felony Delinque Care & Custody		
570 Juvenile Court		
1149D Juv Feny Delnq Care Full Time	36,500	0
MEMO TOTAL	<u><u>\$ 36,500</u></u>	<u><u>\$ -</u></u>

Note: For Balance of Compensation

		<i>Increase</i>	<i>Decrease</i>
Fund: 1191	Childrens Advocacy Center		
	<i>001 Commissioners</i>		
11914	Local Law Enforce CS	0	12,500
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 12,500</u>

Note: ADJUST TO ACTUAL EXPENSES

Fund: 1201	Motor Vehicle And Gas Tax		
	<i>800 Engineer's Department</i>		
12016	Motor Vehicle/Gas Tax CO	0	1,843
12017	Motor Vehicle/Gas Tax OE	1,843	0
	MEMO TOTAL	<u>\$ 1,843</u>	<u>\$ 1,843</u>

Note: REIMBURSE CITY OF RAVENNA

Fund: 1271	RLF CDBG		
	<i>001 Commissioners</i>		
12714	RLF CDBG CS	10,000	0
12718	RLF CDBG DE	0	10,000
	MEMO TOTAL	<u>\$ 10,000</u>	<u>\$ 10,000</u>

Note: TO ADJUST FOR EXPENSES

Fund: 1275	RLF CDBG Economic Devlpmt		
	<i>001 Commissioners</i>		
12754	RLF CDBG Economic Devlpmt CS	50,000	0
12758	RLF CDBG Economic Devlpmt DE	0	50,000
	MEMO TOTAL	<u>\$ 50,000</u>	<u>\$ 50,000</u>

Note: KBA MICRO ENTERPRISE

Fund: 1330	Dog And Kennel		
	<i>045 Dog And Kennel</i>		
1330D	Dog Kennel - Warden Full Time	0	3,000
1330E	Dog Kennel - Warden Part Time	3,000	0
	MEMO TOTAL	<u>\$ 3,000</u>	<u>\$ 3,000</u>

Note: BOC Appr 10/16/08 JE #16

		<i>Increase</i>	<i>Decrease</i>
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Fund: 1362	CH Title XIX Medicaid		
	<i>051 Job And Family Services</i>		
13623	CH Title XIX Medicaid Fringes	3,000	0
13629	CH Title XIX Medicaid ME	10,000	0
1362D	CH Title XIX Medicaid Full Time	0	13,000
	MEMO TOTAL	<u><u>\$ 13,000</u></u>	<u><u>\$ 13,000</u></u>

Note: Projected Need

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Fund: 1364	Child Health Grant		
	<i>051 Job And Family Services</i>		
13643	Child Health Grant Fringes	600	840
1364D	Child Health Grant Full-Time	0	5,400
1364E	Child Health Grant Part-Time	6,400	0
1364M	Child Health Grant Overtime	0	400
1364O	Child Health Grant Retirement	0	360
	MEMO TOTAL	<u><u>\$ 7,000</u></u>	<u><u>\$ 7,000</u></u>

Note: Projected need

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Fund: 1410	Job And Family Services		
	<i>051 Job And Family Services</i>		
14103	Job & Family Services Fringes	0	65,000
14104	Job & Family Services CS	440,000	0
14105	Job & Family Services MS	0	10,000
14106	Job & Family Services CO	0	15,000
1410D	Job & Family Service Full Time	0	358,000
1410O	Job & Family Services Retirement	8,000	0
	MEMO TOTAL	<u><u>\$ 448,000</u></u>	<u><u>\$ 448,000</u></u>

Note: Projected Need

		<i>Increase</i>	<i>Decrease</i>
Fund: 1414	Child Support General Admini		
	<i>051 Job And Family Services</i>		
14144	JFS Child Support General CS	0	82,400
14145	JFS Child Support General MS	0	10,100
14146	JFS Child Support General CO	0	11,500
1414D	JFS Child Support Ge Full Time	120,000	0
1414M	JFS Child Support Ge Overtime	0	9,000
1414O	JFS Child Support Gen Retirement	0	7,000
	MEMO TOTAL	<u><u>\$ 120,000</u></u>	<u><u>\$ 120,000</u></u>

Note: Projected need

Fund: 1470	Area Agency On Aging		
	<i>055 Senior Center</i>		
14707	Area Agency On Aging OE	2	0
	MEMO TOTAL	<u><u>\$ 2</u></u>	<u><u>\$ -</u></u>

Note: Adjust to Actual

Fund: 1471	Senior Farmers Market Nutritio		
	<i>055 Senior Center</i>		
14714	Senior Farmers Market Nutri CS	16,500	0
	MEMO TOTAL	<u><u>\$ 16,500</u></u>	<u><u>\$ -</u></u>

Note: Additional Grant Fund

Fund: 1491	Family Community SVS Po Co Inc		
	<i>001 Commissioners</i>		
14914	Family Community SVS Po Co CS	0	8,960
	MEMO TOTAL	<u><u>\$ -</u></u>	<u><u>\$ 8,960</u></u>

Note: Adjust to Actual

Fund: 4010	Prosecutor's Building		
	<i>012 Central Purchasing Services</i>		
40104	Prosecutor's Building CS	22,470	8,000
40106	Prosecutor's Building CO	8,000	0
	MEMO TOTAL	<u><u>\$ 30,470</u></u>	<u><u>\$ 8,000</u></u>

Note: Transfer to equipment, Project Expenses

Increase *Decrease*

Fund: 5100 Nursing Home General Administr

054 Nursing Home

51003	Nursing Home Gen Fringes	0	32,305
51004	Nursing Home General CS	387,580	0
51005	Nursing Home General MS	0	156,007
51006	Nursing Home General CO	0	10,000
5100D	Nursing Home Gen Full Time	0	45,665
5100E	Nursing Home Gen Part Time	13,500	0
MEMO TOTAL		\$ 401,080	\$ 243,977

Note: Year end projected need per NH

Fund: 5200 PCS General Administration

060 Water Resources

52006	Portage County Sewer CO	60,000	0
52007	Portage County Sewer OE	20,011	0
52009	Portage County Sewer ME	0	80,011
MEMO TOTAL		\$ 80,011	\$ 80,011

Note: To move budget to where needed

Fund: 6200 Electronic Fingerprinting

700 Sheriff's Department

62004	Electronic Fingerprinting CS	12,200	0
MEMO TOTAL		\$ 12,200	\$ -

Note: Increase appropriation per revenue

		<u>Increase</u>	<u>Decrease</u>
Fund: 7000	Central Services (Purchasing)		
	<i>012 Central Purchasing Services</i>		
70004	Central Services Purchasing CS	100,000	0
70005	Central Services Purchasing MS	20,000	0
	MEMO TOTAL	<u><u>\$ 120,000</u></u>	<u><u>\$ -</u></u>

Note: For supplies & natural gas

Fund: 7002	Central Vehicle Maintenance		
	<i>014 Motor Pool</i>		
70025	Motor Pool MS	15,000	0
	MEMO TOTAL	<u><u>\$ 15,000</u></u>	<u><u>\$ -</u></u>

Note: Tires

Fund: 8101	Unclaimed Monies		
	<i>200 Treasurer</i>		
81019	Unclaimed Monies ME	50,000	0
	MEMO TOTAL	<u><u>\$ 50,000</u></u>	<u><u>\$ -</u></u>

Note: Supplement to overpayments

TOTAL MEMO BALANCE FOR ALL FUNDS	<u><u>\$ 1,417,050</u></u>	<u><u>\$ 1,007,729</u></u>
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and be it further,

RESOLVED, that a certified copy of this resolution be filed with the 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 as Follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-1068 - RE: CREATE FUND 1285, KBA RLF MICRO ENTERPRISE

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 Kent Regional Business Alliance Micro enterprise revolving loan funds, and
- WHEREAS,** the County Auditor has assigned Fund Number 1285 to the Kent Regional Business Alliance Micro enterprise revolving loan fund, and
- WHEREAS,** according to HUD regulations, interest earned on a Revolving Loan Fund is considered program income and is to be used for activities related to the program; now therefore be it
- RESOLVED,** that Fund 1285, KBA RLF Micro enterprise be created, and be it further
- RESOLVED,** that Fund 1285, KBA RLF Micro enterprise receive interest earnings in accordance with HUD regulations related to program income, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Kent Regional Business Alliance, the Portage County Treasurer 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. 08-1069 - RE: RENAME AND RENUMBER FUND 1261, CDBG MICROENTERPRISE KENT STAT TO FUND 1280, KBA MICRO ENTERPRISE GRANT NEW

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 rename and renumber Fund 1261, CDBG Microenterprise Kent Stat in order to properly control the processing of financial related transactions related to the Kent Regional Business Alliance Micro enterprise grant funds, and

WHEREAS, the County Auditor has assigned Fund Number 1280 to the Kent Regional Business Alliance Micro enterprise grant fund, which replaces Fund 1261, CDBG Microenterprise Kent Stat; now therefore be it

RESOLVED, that Fund 1261, CDBG Microenterprise Kent Stat be changed to Fund 1280, KBA Micro enterprise Grant New, and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, the Kent Regional Business Alliance, 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 08-1070

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RE: ACCEPT THE OHIO DEPARTMENT OF DEVELOPMENT'S, OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS GRANT AWARD FOR THE 2008 CDBG SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) THROUGH THE COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP)

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

WHEREAS, the Portage County Board of Commissioners adopted Resolution 08-0338 on April 15, 2008 and approved an application for the 2008 Community Housing Improvement Program Grant application in an amount not to exceed \$534,900 committing \$4,000 of the 2008 Formula Allocation funds and \$100,000 of the Portage County CDBG RLF to the application; and

WHEREAS, the Portage County Board of Commissioners successfully applied for a waiver on 10/21/2008 from the Ohio Department of Development stating that an additional \$100,000 will be used from the Economic Development RLF as a substitution for the \$100,000 initially pledged from the CDBG RLF, this includes the (\$40,000) being used as match for grant # B-C-08-062-1; and

WHEREAS, this resolution will be passed in conjunction with Res. # 08-1071 to account for the entire CHIP award; now therefore be it

- RESOLVED,** the Board of Portage County Commissioners accepts the 2008 Community Housing Improvement Program Grant, grant number B-C-08-062-1 in an amount of Sixty-Seven Thousand Six Hundred Dollars and No Cents (\$67,600); and be it further
- RESOLVED,** that the Board of Commissioners commits \$4,000 of the 2008 Formula Allocation funds and \$40,000 of the Portage County Economic Development RLF to this grant for a total of One hundred Eleven Thousand Six Hundred Dollars and No Cents (\$111,600); and be it further
- RESOLVED,** that the Board of Commissioners agrees that the grant will be administered and implemented by the Neighborhood Development Services Inc. (NDS, Inc.); and be it further
- RESOLVED,** that the grant period begins September 1, 2008 and ends December 31, 2010; and be it further
- RESOLVED,** Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners, or his/her designee, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further
- RESOLVED** that a certified copy of this resolution be filed with the Portage County Department of Budget & Financial Management, the Neighborhood Development Services, Inc., Portage County Internal Auditor and the Portage County Auditor's Office; and be it further
- RESOLVED,** the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

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

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RESOLUTION No 08-1071 - RE: ACCEPT THE OHIO DEPARTMENT OF DEVELOPMENT'S, HOME INVESTMENT PARTNERSHIPS GRANT THROUGH THE COMMUNITY HOUSING IMPROVEMENT PROGRAM (CHIP)

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

- WHEREAS,** the Portage County Board of Commissioners adopted Resolution 08-0338 on April 15, 2008 and approved an application for the 2008 Community Housing Improvement Program Grant application in an amount not to exceed \$534,900 committing \$4,000 of the 2008 Formula Allocation funds and \$100,000 of the Portage County CDBG RLF to the application; and
- WHEREAS,** on 9/18/2008 the Portage County Board of Commissioners approved an additional commitment of \$100,000 local match to be taken out of the County's Economic Development RLF per the state's request; and
- WHEREAS,** on 10/21/2008 the Portage County Board of Commissioners successfully applied for a waiver from the Ohio Department of Development stating that an additional \$100,000 will be used from the Economic Development RLF as a substitution for the \$100,000 initially pledged from the CDBG RLF, this includes the (\$60,000) being used as match for grant # B-C-08-062-2; and,
- WHEREAS,** this resolution will be passed in conjunction with Res. # 08-1070 to account for the entire CHIP award; now therefore be it
- RESOLVED,** the Board of Portage County Commissioners accepts the 2008 Community Housing Improvement Program Grant, grant number B-C-08-062-2 in an amount of Three Hundred Sixty-Seven Thousand Three Hundred Dollars and No Cents (\$367,300); and be it further
- RESOLVED,** that the Board of Commissioners commits \$160,000 of the Portage County Economic Development RLF to this grant for a project total of Five Hundred Twenty-Seven Thousand Three Hundred Dollars and No Cents (\$527,300); and be it further
- RESOLVED,** that the Board of Commissioners agrees that the grant will be administered and implemented by the Neighborhood Development Services Inc. (NDS, Inc.); and be it further
- RESOLVED,** that the grant period begins September 1, 2008 and ends December 31, 2010; and be it further
- RESOLVED,** Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners, or his/her designee, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further
- RESOLVED** that a certified copy of this resolution be filed with the Portage County Department of Budget & Financial Management, the Neighborhood Development Services, Inc., Portage County Internal Auditor and the Portage County Auditor's Office; and be it further
- RESOLVED,** the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions

were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

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

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RESOLUTION No. 08-1072 - RE: AUTHORIZING THE BOARD OF COMMISSIONERS TO ASSIGN THEIR JUDGMENT TO U.S. BANK.

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

- WHEREAS,** the Portage County Board of Commissioners initiated litigation against Deer Crossing Estates, LLC and U.S. Bank in June of 2007 due to unfinished road and drainage improvements within the Deer Crossing Estates Subdivision; and
- WHEREAS,** the Board of Commissioners entered into a monetary settlement with U.S. Bank for funds to use for the completion of the road and drainage improvements within the Deer Crossing Estates Subdivision; and
- WHEREAS,** the Board of Commissioners also obtained a summary judgment against Deer Crossing Estates, LLC in an amount identical to the monetary settlement reached with U.S. Bank; and
- WHEREAS,** the Board of Commissioners has since received the funds from the settlement from U.S. Bank and does not have a need to attempt to enforce its judgment against Deer Crossing Estates, LLC; and
- WHEREAS,** U.S. Bank has asked the Board of Commissioners to assign the judgment it won against Deer Crossing Estates, LLC to U.S. Bank so that the bank may attempt to enforce the judgment; and
- WHEREAS,** the Board of Commissioners agrees to accept the recommendation of the Prosecutor and assign its judgment to U.S. Bank; now therefore be it
- RESOLVED,** by the Board of Commissioners of Portage County, Ohio:

Section 1. This Board is hereby authorized to execute an assignment of judgment to U.S. Bank, thereby assigning to U.S. Bank the judgment that it won against Deer Crossing Estates, LLC in the case of Portage County Board of Commissioners v. Deer Crossing Estates, LLC, et al., Portage County Common Pleas Court Case No. 2007 CV 796.

Section 2. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board and that all deliberations of this Board and of any of

its committees on or after November 28, 1975, that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-1073

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RE:

AGREE TO ENTER INTO AN ALLOWABLE COST AGREEMENT FOR TITLE III/SBG SERVICES FUNDED BY THE AREA AGENCY ON AGING, 10B, INC. FOR PORTAGE COUNTY SENIOR CENTER. (SOCIALIZATION)

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

WHEREAS, the Area Agency on Aging, 10B, Inc. is authorized by the Ohio Department of Aging to receive and disburse Agency Funds and to monitor the expenditure of such funds to assist in the provision of social services to persons aged 60 or older; and

WHEREAS, the Portage County Board of Commissioners is authorized to utilize the Agency Funds to assist in meeting the health and human service needs of persons aged 60 or older in order to promote independent living and thereby reduce unnecessary institutionalization (socialization); and

WHEREAS, the Portage County Commissioners are required to deliver services purchased with Agency Funds and such other funds as described in Section II of this Agreement throughout the entire term of this Agreement; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into said agreement between it and the Area Agency on Aging, 10B, Inc., (Socialization) for the term commencing **October 1, 2008** and ending **September 30, 2009** in the total grant amount of \$2,541.00, contingent upon the Agency's receipt of said Agency Funds from the ODA and subject to the terms and conditions as stated herein; and be it further

RESOLVED, that on its behalf the Board of Commissioners does hereby authorize Christopher Smeiles, President, to sign the Agreement; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Portage County Department of Budget & Financial Management, the Portage County Senior Services Center, the Area Agency on Aging, 10 B, Inc., the Portage County Internal Auditor and the Portage County Auditor's Office; 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. 08-1074 - RE: APPOINTMENT TO THE PORTAGE COUNTY MENTAL RETARDATION AND DEVELOPMENTAL DISABILITIES (MRDD) BOARD OF TRUSTEES.

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

WHEREAS, The mission of the Portage County Mental Retardation and Developmental Disabilities (MRDD) Board of Trustees is to identify and to provide necessary services by establishing policies, administering and operating facilities, programs, and services that will continue to benefit the citizens of Portage County; and

WHEREAS, Ohio Revised Code 5126 identifies the membership of the county board of mental retardation and developmental disabilities and HB 405, effective December 12, 2001, increased board member terms to three (3) consecutive terms subject to approval of the County Commissioners;

Now, therefore, be it

RESOLVED, that the Portage County Board of Commissioners does hereby appoint the following to serve on the MRDD Board of Trustees commencing January 1, 2009 and expiring November 30, 2012:

Jeanne Schmidlin 1935 Kimberly Drive Kent, OH 44240-4224	John Lehman 183 N. Prospect St. Kent, OH 44240
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Thomas Cochran
4811 Forest Glen Trail
Ravenna, OH 44266-8610

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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RESOLUTIONS

October 28, 2008

1. Approval of Meeting Minutes from the October 23, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-1060
3. Approve the Journal Vouchers as presented by the County Auditor./08-1061
4. Approve the Then & Now as presented by the Portage County Auditor./08-1062
5. Approval of Cash Amounts for the Clerk of Courts./08-1063
6. Portage County Appointments to the Geauga-Ashtabula-Portage Partnership Workforce Investment Board (GAPP WIB) – Nicolas Racin (Business Member)./08-1064
7. Appointment to the Portage County Port Authority – David Dix (Private Sector)./08-1065

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INVITATIONS/MEETING NOTICES

October 28, 2008

1. Invitation from the Portage Park District for the Grand Opening of another 2 miles of the PORTAGE Hike & Bike Trail, Saturday, November 1, 2008, 10:00 AM at the Lake Rockwell Rd. trailhead south of Beckwith Orchard, Franklin Township.

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INCOMING CORRESPONDENCE

DISCUSSION

October 28, 2008

1. October 16, 2008 correspondence from Mary Shaffer, Habitat for Humanity, regarding CHIP & CDBG Formula monies for 1471 & 1479 Hillcrest Drive, Atwater. Referred to the Grants Administrator and Internal Auditor for investigation and comment to the Board of Commissioners.
2. The Board of Commissioners received Resolution No. 08-156 dated October 21, 2008 – Resolution reappointing Keith Evans to the Northeast Ohio Community Alternative Program (NEOCAP) Facility Governing Board as presented by Geauga County Board of Commissioners/Information only.
3. October 22, 2008 e-mail from Pat Macke, MR/DD, regarding Board appointments/08-1074.
4. October 24, 2008 correspondence from Janet Esposito, County Auditor, regarding CPA Training for a Water Resources Department employee/Clerk to draft response.
5. October 24, 2008 e-mail from JoAnn Townend, Internal Services, regarding heat at the One Stop/Information only.

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JOURNAL ENTRIES

October 28, 2008

1. Board of Commissioners’ authorization requested to have Commissioner Smeiles sign the file copy of the electronic filing of the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period

ending September 30, 2008 for Subgrant No. 2007-WF-VA8-8222, Domestic Violence Intervention Project as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate and complete.

2. Board of Commissioners' authorization requested to pay Invoice No. 348 dated October 22, 2008 for 271 flu shots (at \$ 20.00 each) and six (6) pneumonia shots (at \$ 45.00 each) administered by the Portage County Health Department Nursing Staff to County employees for a total of \$5,690.00. The Human Resources Department will pay this invoice.
3. Board of Commissioners' authorization requested to have the Water Resources Department pay the Invoice for second half Fiscal Year 2009 dues as presented by NEFCO for \$12,415.50.
4. Board of Commissioners' signature requested on Application and Certificate for Payment (No. 4 Final) allowing payment of \$3,057.60 to ABC Piping Company, 1277 Schaaf Road, Brooklyn Heights, OH 44131, for the Longfield/Sandy Lake Wet well Rehab, Project No. RV-0 (06-380), Construction Fund No. 520 as requested by the Water Resources Department.
5. Pursuant to HB 355, the Board of Commissioners received the Third Quarter 2008 Report of departmental activity as presented by the Portage County Combined General Health District.

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REFERRED

October 28, 2008

1. Undated correspondence (received October 22, 2008) from James Maulis, Graphics by Design, requesting to be placed on the bidders list for printing services. Referred to Internal Services.
2. October 21, 2008 correspondence from Richard Houk, Western Reserve RC&D Council, regarding a member-at-large position on the RC&D Council. Referred to DuWayne Porter, Health Department and James Bierlair, Portage Soil & Water Conservation District.
3. October 20, 2008 e-mail from Kirk Davis, Area Agency on Aging, requesting appointment to the Areawide Council on Aging to serve from January 1, 2009-December 31, 2011. (Currently, Sally Kelly is serving on behalf of the Board)./Referred to Executive Assistant for review.

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PLEASE ADD TO YOUR AGENDA

October 28, 2008

1. Board of Commissioners' signature requested on the purchase requisition for the Ohio Conference of Community Development for the fall OCCD Conference to be held November 12-14, 2008 for \$ 375.00 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 conference has been attended in past years and the 2008 Formula Grant documents appear to agree and the payment request seems to be appropriate./Journal Entry
2. Board of Commissioners' signature requested on the purchase requisition for Melvin Harris for mileage reimbursement for the fall OCCD Conference to be held November 12-14, 2008 for \$ 120.00 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 document appears to be agree and the payment requests seems to be appropriate./Journal Entry

3. Board of Commissioners' signature requested on the purchase requisition for Evelyn Beeman for mileage reimbursement for the fall OCCD Conference to be held November 12-14, 2008 for \$ 120.00 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 document appears to be agree and the payment requests seems to be appropriate./Journal Entry
4. Board of Commissioners' signature requested on the purchase requisition for the Salt Fork Resort & Conference Center for the fall OCCD Conference to be held November 12-14, 2008 for \$ 170.00 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 document appears to agree and the payment request seems to be appropriate./Journal Entry
5. **DRAFT RESOLUTION:** Accept The Ohio Department Of Development, Office Of Housing And Community Partnerships For The 2008 CDBG Small Cities Formula Allocation Community Development Funds/08-1070 and 08-1071
6. **DRAFT RESOLUTION:** Agree To Enter Into An Allowable Cost Agreement For Title 10B/SBG Services Funded By The Area Agency On Aging, 10b, Inc. For Portage County Senior Center. (Socialization)/08-1073
7. Board of Commissioners' authorization requested to pay Neighborhood Development Services Inc. \$ 11,000.00 for Homebuyer Education and Financial Fitness as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate for the program expense/Journal Entry
8. Board of Commissioners' authorization requested to pay \$24,780.00 to Neighborhood Development Services Inc. for the 2006 Portage County CHIP Down Payment Assistance portion of the project located at 10312 Wellington Rd., Streetsboro as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized/Journal Entry.

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INFORMATION ONLY

October 28, 2008

1. The Board of Commissioners received the Garrettsville Area Chamber of Commerce Newsletter for November 2008.
2. The Board of Commissioners received the Lake Erie Shore Lines newsletter for October/November 2008.
3. The Board of Commissioners received the Best Practices Newsletter for Fall 2008 as presented by the Ohio Auditor of State Mary Taylor.
4. The Board of Commissioners received a public awareness safety message regarding Natural Gas as presented by Keystone Cooperative Association, Inc., Knox Energy Cooperative Association, Inc., Madison Energy Cooperative Association, Inc., Northern Industrial Energy Development, inc., Valley Rural Utility Company, Village Energy Cooperative Association, Inc.
5. The Board of Commissioners received the Weekly Traffic Advisory dated October 24, 2008 as presented by Ohio Department of Transportation.

6. October 24, 2008 e-mail from Anita Herington, Job and Family Services, regarding Kent State policy advisory.
7. The Board of Commissioners received voting information as presented by Issue 2 Committee.
8. The Board of Commissioners received voting information as presented by Bill Faith, Vote Yes on 5 Committee.

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Journal Entry

October 28, 2008

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

1. The Board of Commissioners authorized Commissioner Smeiles to sign the file copy of the electronic filing of the Ohio Office of Criminal Justice Services Quarterly Subgrant Report for period ending September 30, 2008 for Subgrant No. 2007-WF-VA8-8222, Domestic Violence Intervention Project, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be accurate and complete.
2. The Board of Commissioners authorized payment of Invoice No. 348 dated October 22, 2008 for 271 flu shots (at \$20.00 each) and six (6) pneumonia shots (at \$45.00 each) administered by the Portage County Health Department Nursing Staff to County employees for a total of \$5,690.00. Original invoice forwarded to the Portage County Human Resources Department for payment.
3. The Board of Commissioners authorized the Portage County Water Resources Department to pay one-half of the Invoice for the second half Fiscal Year 2009 dues, as presented by NEFCO in the amount of \$6,207.75. (The Board of Commissioners noted that the Solid Waste Management District will pay the other half).
4. The Board of Commissioners signed the Application and Certificate for Payment (No. 4 Final) allowing payment of \$3,057.60 to ABC Piping Company, 1277 Schaaf Road, Brooklyn Heights, OH 44131, for the Longfield/Sandy Lake Wet Well Rehab, Project No. RV-0 (06-380), Construction Fund No. 520, as presented by the Portage County Water Resources Department.
5. Pursuant to House Bill 355, the Board of Commissioners acknowledged the receipt of the Third Quarter 2008 Report of Departmental Activity, as presented by the Portage County Combined General Health District.
6. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Income Maintenance Worker 3 (Replacing Holly Rhodes)	JFS H	Post Internally and Externally

7. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Income Maintenance Worker 3 Adult Unit (Replacing Melissa Click)	JFS H	Post Internally and Externally

8. The Board of Commissioners' signed the purchase requisition for the Ohio Conference of Community Development for the fall OCCD Conference to be held November 12-14, 2008 for \$375.00, 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 conference has been attended in past years and the 2008 Formula Grant documents appear to agree and the payment request seems to be appropriate.
9. The Board of Commissioners signed the purchase requisition for Melvin Harris for mileage reimbursement for the fall OCCD Conference to be held November 12-14, 2008 for \$120.00, 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 document appears to be agree and the payment requests seems to be appropriate.
10. The Board of Commissioners signed the purchase requisition for Evelyn Beeman for mileage reimbursement for the fall OCCD Conference to be held November 12-14, 2008 for \$120.00, 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 document appears to be agree and the payment requests seems to be appropriate.
11. The Board of Commissioners signed the purchase requisition for the Salt Fork Resort & Conference Center for the fall OCCD Conference to be held November 12-14, 2008 for \$170.00, 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 document appears to agree and the payment request seems to be appropriate.
12. The Board of Commissioners authorized payment to Neighborhood Development Services Inc. for \$11,000.00 for Homebuyer Education and Financial Fitness, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be appropriate for the program expense. The Board of Commissioners noted that the program has served 22 individuals.
13. The Board of Commissioners authorized payment of \$24,780.00 to Neighborhood Development Services Inc. for the 2006 Portage County CHIP Down Payment Assistance portion of the project located at 10312 Wellington Road, Streetsboro, as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
14. The Board of Commissioners accepted the recommendation of Portage County Building Department CBO Bob Wrentmore and authorized merit increases as follows. The Board of Commissioners noted that the Department of Budget & Finance Director has determined that the increase can be funded from transfers within the current Building Department budget.

Employee	Range	Current Range	Approved Range	Effective Date
Linda Markijohn	COMOT 4	Grade A \$13.74/Hr	M6 \$14.08/Hr	November 3, 2008
Christine Owens	COMOT 4	M6 \$14.08/Hr	M5 \$14.42/Hr	November 3, 2008

15. After meeting today with the Human Resources Department and Willis of Ohio representatives in an executive session, the Board of Commissioners accepted the Willis and Human Resources Department recommendation and approved the proposed plan design and rate changes in the Portage County Employee Health Plan for 2009, effective January 1, 2009.

16. The Board of Commissioners agreed to reimburse the Regional Planning Commission for up to 50% of travel expenses (not to exceed \$275) for the Executive Director finalist interviews. Forward the request to the Department of Budget & Finance to process.

17. The Board of Commissioners signed the October 28, 2008 correspondence to the Portage County Auditor requesting that her staff process the local government match as presented by the Department of Budget & Finance as follows:

	<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	51000544	481000		\$ 28,459	FY 08 Cost Allocation
<u>Credit</u>	00100001	152000		\$ 28,459	FY 08 Cost Allocation

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 28, 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 11:45 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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