

Tuesday, November 4, 2008

The Board of County Commissioners met in regular session on **Tuesday, November 4, 2008 at 9:10 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 30, 2008 meeting. All in favor, motion carries

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Commissioner Keiper noted that he spoke with a company at the SSI Conference last month that works with self insured entities to send employees and/or families out of the country for major surgeries and/or illnesses such as cancer treatment. The company is hired to make medical arrangements at the best location and guarantees a 50% savings for the county.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

Resolutions

1. Create Fund 1167, EMPG Special Projects/08-1098
The Board of Commissioners must make the local match with the DBFM working to get it back
2. Final Cash Advance Repayment from Fund 1362, CH Title XIX Medicaid to Fund 0001, General Fund/08-1099

Other

3. Journal entry approval(s):
 - a. Processing Reimbursement from the Area Agency on Aging Grant to the General Fund/Journal Entry

Updates

4. Audrey Tillis will work with departments on their FY 2009 Budget Development
5. The Director presented the Compensation Report by Payroll Location

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PROSECUTOR - Cancelled

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9:26 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Charles W. Keiper II**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider the hire of an Human Resources Department Director. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:05 Upon conclusion of the above referenced discussion, it was moved by **Charles W. Keiper II** seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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10:17 AM Recessed to Solid Waste Management District meeting
10:30 AM Board of Commissioners Reconvened

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NEIGHBORHOOD DEVELOPMENT SERVICES

Present: Dave Vaughan, Mike Bogo

Mr. Vaughn stated that the Board of Commissioners received an October 16, 2008 correspondence from Habitat for Humanity of Portage County asking if the two houses built in Atwater in 2006 (1471 and 1479 Hillcrest) were built using funds from the county that were granted or loaned. This letter was referred to the Grants Administrator for investigation on October 23, 2008. The Board of Commissioners agreed to discuss the issue on November 6th.

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RESOLUTION No. 08-1092 - 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 November 4, 2008 in the total payment amount of **\$940,266.53 for Funds 0001-7102** 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. 08-1093 - 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:

11/03/08	13	\$ 255,405.84
11/03/08	31	953.88
11/03/08	32	958.51
11/03/08	40	704.45
11/03/08	42	25.00
11/03/08	43	49,348.04
11/03/08	63	37,494.76
Total		344,890.48

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. 08-1094 - 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 **\$53,433.62** as set forth in Exhibit “A” dated **November 4, 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. 08-1095 - 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
Neil Mann	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; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 08-1096 - RE: APPROVAL OF ROBINSON MEMORIAL HOSPITAL PROPOSED 2009 OPERATING AND CAPITAL BUDGETS.

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

WHEREAS, according to the Ohio Revised Code, the Robinson Memorial Hospital is responsible for submitting its proposed budget for the next fiscal year to the Portage County Commissioners on or before the first day of November of each year. The Commissioners are responsible for approving that budget by the first day of December of the same year; and

WHEREAS, the operating and capital budgets were presented and approved by the Robinson Memorial Hospital Board of Trustees on October 29, 2008; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby approve the Robinson Memorial Hospital Proposed 2009 Operating Budget for \$155,638,000.00 and the Proposed Capital Budget for \$8,856,727.00, as received by the Board of Commissioners on October 30, 2008 and presented at the next session of the Board of Commissioners on November 4, 2008; 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. 08-1097 - RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. BR-W (08-240), BRIMFIELD WTP

- RESOLVED,** that Fund 1167, EMPG Special Projects be created, and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Homeland Security and Emergency Management Agency 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 was as follows:

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

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RESOLUTION No. 08-1099 - RE: FINAL CASH ADVANCE REPAYMENT FROM FUND 1362, CH TITLE XIX MEDICAID TO FUND 0001, GENERAL FUND

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

- WHEREAS,** the Board of County Commissioners approved Resolution No. 97-399, authorizing a cash advance to Fund 1362, CH Title XIX Medicaid from Fund 0001, General Fund, in the amount of \$30,000; and
- WHEREAS,** Resolution No. 98-129 reclassified this cash advance for the duration of the project; and
- WHEREAS,** a partial cash advance repayment was made on December 27, 2007 (Resolution No. 07-1242, and
- WHEREAS,** partial cash advance repayment was made on June 24, 2008 (Resolution No.08-0574), and
- WHEREAS,** the third and final repayment is due by December 31, 2008; now therefore be it
- RESOLVED,** that the third and final repayment installment be approved as follows:

FROM:
1362 CH TITLE XIX MEDICAID
 ORG CODE - 13620529
 Debit Expense Account
 Object 921000 – Advance Out Returns \$ 10,000.00

TO:
0001 GENERAL FUND

ORG CODE - 00100002
Credit Revenue Account
Object 291000 – Advance In - Repayment \$ 10,000.00

and be it further

RESOLVED, that the County Auditor is hereby requested to process said cash advance repayment by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Job & Family Services and the Department of Budget & 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.

Roll call vote as follows:

Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea;
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RESOLUTIONS
November 4, 2008

1. Approval of Meeting Minutes from the October 30, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor/08-1092
3. Approve the Journal Vouchers as presented by the County Auditor/08-1093.
4. Approve the Then & Now as presented by the Portage County Auditor/08-1094.
5. The Executive Assistant presents the resolution appointing Neil Mann representing the Private Sector to the Portage County Port Authority, with a term expiration date of December 31, 2012/08-1095.
6. Robinson Memorial Hospital presents it's proposed 2009 operating and capital budget. Resolution required should the Board of Commissioners approve/08-1096. The Board of Commissioners agreed that they would like to meet with the Robinson Memorial Hospital representative next year and be updated on the 2010 budget.
7. Authorizing the preparation of plans, specifications and estimate of cost for Project No. BR-W (08-240), Brimfield WTP Well No. 2 in the Portage County Regional Sewer District, Brimfield Township/08-1097.

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INVITATIONS/MEETING NOTICES
November 4, 2008

1. Invitation from Kent State University to a breakfast to discuss a public health collaborative on Friday, November 7, 2008, Kent Student Center, 7:30 AM.

2. Invitation from Ohio Department of Development for the Ohio Neighborhood Stabilization Program Best Practices Training on Thursday, December 11, 2008, 8:00 AM-4:00 PM, Hyatt Regency, Columbus.
3. Invitation for the Second Annual Akron General Luncheon on Thursday, November 13, 2008, 11:00 AM, Hilton Akron/Fairlawn.

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INCOMING CORRESPONDENCE

DISCUSSION

November 4, 2008

1. JoAnn Townend asks that the Board of Commissioners determine which days they will not meet in December 2008 and early January 2009/The Board of Commissioners agreed to meet on December 16, 18, 23, and 30th cancelling the December 25, 2008 meeting and the January 1, 2009 meeting.
2. October 29, 2008 correspondence from David Merleno, City of Ravenna, including a Mercury Storage and Use Commercial Business Questionnaire/Referred to the Solid Waste Management District and the Portage County Water Resources Department/Also refer to the Portage County Engineer, the Portage County Health Department, the Woodlands at Robinson and Robinson Memorial Hospital.

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JOURNAL ENTRIES

November 4, 2008

1. Board of Commissioners' authorization requested to allow use of the 3rd Floor Veteran Services Office on Monday, November 24, 2008 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.
2. October 29, 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.
3. Board of Commissioners' authorization requested to pay the October 27, 2008 Annual Discharge Fee Invoice for the Ohio Environmental Protection Agency NPDES Permit No. 3GQ00041*AG for \$3,595.00, as presented by the Ohio EPA.
4. The Board of Commissioners received the October 24, 2008 correspondence from The Woodlands at Robinson Director Steve Eva to County Auditor Janet Esposito, requesting that staff debit Fund 5100 the cost allocation of \$28,459 (one-eighth of the Indirect Cost Allocation of \$142,295) and credit the General Fund (for September 2008) as follows:

	<u>Org</u>	<u>Object</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

5. The Board of Commissioners received the October 24, 2008 correspondence from The Woodlands at Robinson Director Steve Eva to County Auditor Janet Esposito, requesting that staff debit Fund 5100 the cost allocation of \$28,459 (one-eighth of the Indirect Cost Allocation of \$142,295) and credit the General Fund (for October 2008) as follows:

	<u>Org</u>	<u>Object</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

6. Board of Commissioners' authorization requested to execute a purchase order in an amount not to exceed \$ 18,750.00 to cover the required work by Bochert Excavating for the Shalersville WTP Project No. SH-W (07-180), as requested by the Water Resources Department.
7. October 31, 2008 request from NDS for Commissioner Smeiles' signature on the release of funds for the 2008 CHIP and the RLF match to the 2008 Aurora CHIP. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
8. October 14, 2008 request from NDS for Commissioner Smeiles' signature on 2008 Aurora CHIP RLF Environmental Review Record and the Certification of Exempt Project. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
9. October 30, 2008 request from Carole Beaty, Director of Shelter Services for Family & Community Services, Inc., for Board approval of the draft financial status report for the Place of Peace Project (2006-CW-AX-0020) for the Safe Havens grant. The grant has now ended and the final report was due on line October 29, 2008. Documents are under review by Internal Auditor Carol Kurtz.

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REFERRED

November 4, 2008

1. October 30, 2008 e-mail from Dan Colantone, Greater Akron Chamber, regarding the 2009 Akron Economic Development Guide./Referred to Portage County Department of Economic Development.
2. October 22, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding approval of the County's Loan Review Report Form (LRRF) for Mega Plastics Company for \$ 200,000.00./Referred to Grants Administrator, Internal Auditor, and Department of Budget and Financial Management.
3. 2008 Portage County Board of Mental Retardation and Developmental Disabilities Community Survey./Referred to JFS Director Anita Herington to complete.
4. October 31, 2008 email from IT CIO Brian Kelley regarding the invoice from Ashton Sound & Communications for the purchase and installation of a monitor at the Kent Muni Court. Mr. Kelley is contacting the Municipal Court to determine if the computer fund can be used to pay this invoice.

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INFORMATION ONLY

November 4, 2008

1. The Board of Commissioners received information distributed at the October 6, 2008 Summa Health System Health Policy Summit.
2. The Board of Commissioners received the Expressions newsletter for October 2008 as presented by the Portage County Board of MR/DD.

3. November 23, 2008 thank you note from Human Resources Director candidate Gary Berkowitz.
4. October 24, 2008 thank you note from Human Resources Director candidate Mark Wisner.
5. October 24, 2008 thank you note from Human Resources Director candidate Karen U'Halie.
6. October 28, 2008 correspondence from Dick Abbott, Citizens for the Portage Park District, regarding Issue 32.
7. The Board of Commissioners received a thank you for the 2009 Membership in the Aurora Chamber of Commerce.
8. The Board of Commissioners received the At The Library newsletter for October 2008 as presented by Kent Free Library.
9. October 29, 2008 e-mail from Jon Barber, Office of Homeland Security and Emergency Management, regarding the doors on the bunking rooms.
10. October 30, 2008 e-mail from the Aurora Chamber of Commerce, regarding the newest Chamber member, Flower Factory.
11. October 29, 2008 letter of recommendation from Bill Hoover, Kent Area Chamber of Commerce, for the Nick Racin appointment to the GAPP Board/Resolution 08-1064 appointed Mr. Racin.
12. October 30, 2008 correspondence from JFS Director Herington to the Ohio Department of Health requesting a waiver of the 10% maximum flexible spending limit from Personnel and Other Direct Costs to the Contract line item to allow an increase in the contract with the Portage County Health Department to perform the Program Plan responsibilities.

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Journal Entry

November 4, 2008

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

1. The Board of Commissioners authorized the use of the 3rd Floor Veteran Services Office on Monday, November 24, 2008 from 4:30 PM-7:00 PM for a Commission Meeting, as requested by Robert Park, Veteran Services.
2. The Board of Commissioners acknowledged the receipt of the October 29, 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.
3. The Board of Commissioners authorized payment of the October 27, 2008 Annual Discharge Fee Invoice for the Ohio Environmental Protection Agency NPDES Permit No. 3GQ00041*AG for \$3,595.00, as presented by the Ohio EPA.
4. The Board of Commissioners acknowledged the receipt of the October 24, 2008 correspondence from The Woodlands at Robinson Director Steve Eva to County Auditor Janet Esposito, requesting that staff debit Fund 5100 the cost allocation of \$28,459 (one-eighth of the Indirect Cost Allocation of \$142,295) and credit the General Fund (for September 2008) as follows:

	<u>Org</u>	<u>Object</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

5. The Board of Commissioners acknowledged the receipt of the October 24, 2008 correspondence from The Woodlands at Robinson Director Steve Eva to County Auditor Janet Esposito, requesting that staff debit Fund 5100 the cost allocation of \$28,459 (one-eighth of the Indirect Cost Allocation of \$142,295) and credit the General Fund (for October 2008) as follows:

	<u>Org</u>	<u>Object</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

6. The Board of Commissioners authorized the execution of a purchase order in an amount not to exceed \$18,750.00 to cover the required work by Bochert Excavating of Kent for the Shalersville WTP Project No. SH-W (07-180), as presented by the Water Resources Department.
7. The Board of Commissioners authorized Commissioner Smeiles to sign two Requests for Release of Funds and Certification for Federally Funded State Projects for the 2008 CHIP and the RLF match to the 2008 Aurora CHIP authorized by Resolution No. 08-0339. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
8. The Board of Commissioners authorized Commissioner Smeiles to sign the 2008 Aurora CHIP RLF Environmental Review Record and the Certification of Exempt Project. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
9. The Board of Commissioners authorized Commissioner Smeiles to sign the draft electronic financial status report for the Place of Peace Project (2006-CW-AX-0020) for the Safe Havens grant for our grant files, as presented by Carole Beaty, Director of Shelter Services for Family & Community Services, Inc. The grant has now ended and the final report was due on line October 29, 2008. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
10. The Board of Commissioners signed the November 4, 2008 correspondence to County Auditor Janet Esposito requesting that staff process the reimbursement from the Area Agency on Aging Grant to the General Fund as follows:

	<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Amount</u>	<u>Description</u>
<u>Credit</u>	00550001	180000		\$4,752.00	Area Aging Grant
<u>Debit</u>	14700557	710000	7A044	\$4,752.00	FY 08 Area Aging

11. The Board of Commissioners signed the Personnel Action Form authorizing the Part-Time Permanent hire of Robin L. Howard as a Family Support Specialist for the Help Me Grow Program, as presented by Interim Human Resources Department Director Jim Manion and recommended by Department of Job and Family Services Director Anita Herington.

12. The Board of Commissioners signed the Personnel Action Form authorizing the Part-Time Permanent hire of Sandra L. Craft as a Family Support Specialist for the Help Me Grow Program, as presented by Interim Human Resources Department Director Jim Manion and recommended by Department of Job and Family Services Director Anita Herington.

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 **November 4, 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 10:35 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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