

Thursday, November 6, 2008

The Board of County Commissioners met in regular session on **Thursday, November 6, 2008 at 9:10 AM** with the following members present:

Christopher Smeiles

Charles W. Keiper II

Maureen T. Frederick

*

*

*

*

*

It was moved by Charles W. Keiper II, seconded by Maureen T. Frederick to approve the meeting minutes of the November 4, 2008 meeting. All in favor, motion carries

*

*

*

*

*

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

*

*

*

*

*

NEIGHBORHOOD DEVELOPMENT SERVICES

Present: Justin Meiser and Dan Banks

Mr. Meiser and Director Banks attending to discuss 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 and not loaned. This letter was referred to the Grants Administrator for investigation on October 23, 2008.

The Board of Commissioners agreed to recapture the entire \$100,000/Journal Entry.

*

*

*

*

*

INTERNAL SERVICES

Present: JoAnn Townend

DISCUSSION

Prosecutor Victor Vigluicci attending

1. Cleaning of new Prosecutor's facility

Mr. Vigluicci noted that he is not comfortable having employees cleaning his offices who do not work for the county but for an outside/private company. There is currently one Portage County Maintenance employee who cleans the Prosecutor's offices.

Commissioner Keiper noted that the savings by using a cleaning company is significant at about \$65,000. Perhaps the Prosecutor could interview the person chosen to clean the area from a private company. Commissioner Smeiles stated that he is OK with the current employee moving to clean the new area.

JoAnn Townend noted that Maintenance Director Tim Miller plans to send the county employee currently cleaning the Prosecutor's Office to the new site. She added that the cleaning company provided a quote for this service of \$19,200 including cleaning supplies but not paper supplies. That would provide for one cleaning person five days per week for 4.5 hours per day. The county would pay a full time single per \$25,000 with benefits or \$35,000 for a person with a family. A part-time county employee might be hired for about \$18,000 with no benefits.

The Board of Commissioners agreed to talk to Director Miller about his plans for cleaning the Administration Building without this employee.

2. **Senior center project**

JoAnn Townend presented a change order for \$1,150 for payment to city of Ravenna for City Engineer review of waterline connection. Commissioner Smeiles stated that he believes that the contractor should pay these charges. JoAnn Townend responded that the contractor has been great to work with and she believes that the architect may have missed these charges. JoAnn Townend to investigate and bring back to the Board of Commissioners.

3. Regional Planning Commission's Eileen Stiffler has recommended using Rick Hawksley as the architect for the Senior Center Project – Phase 2/Journal Entry

4. The Board of Commissioners discussed the Portage Private Industry Council's CDBG project and agreed that JoAnn Townend should attend the construction meetings and authorized her to sign appropriate documents/Journal Entry.

5. Jim Manion attending to discuss the Prosecutor's employee parking. There are 49 Prosecutor employees with 18 parking spaces next to the new facility, which will be paved on November 10th, 10 spaces on the corner of Meridian and Spruce, and 21 parking in the corner of the F Lot.

6. The Board of Commissioners accepted the proposal from the Portage County Engineer for the resurfacing project at the county Motor Pool/Journal Entry

RESOLUTIONS

1. Approve specifications and set bid date for the purchase of various chemicals for Water Resources./08-1104

* * * * *

10:20 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 a compensation issue in the Commissioners' Office. **Also present: Clerk Deborah Mazanec**. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:30 AM Upon conclusion of the above referenced discussion, it was moved by **Charles W. Keiper II** seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners adopted a Journal Entry approving increases.

* * * * *

HUMAN RESOURCES

Present: Jim Manion

The Board of Commissioners adopted Resolution 08-1106 approving the application for the 2009 Retrospective Plan.

* * * * *

10:40 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 a compensation issue. **Also present: Interim Human Resources Department Director Jim Manion.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

Commissioner Frederick left the meeting at 10:50 AM

10:54 AM Upon conclusion of the above referenced discussion, it was moved by **Charles W. Keiper II** seconded by **Christopher Smeiles** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Absent.

After exiting Executive Session, the Board of Commissioners approved a Journal Entry regarding Jury Duty.

* * * * *

RESOLUTION No. 08-1100 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on November 6, 2008 in the total payment amount of **\$277,742.61 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

* * * * *

RESOLUTION No. 08-1101 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on November 6, 2008 in the total payment amount as follows:

1. \$159,224.71 for Medical Mutual Claims-Fund 7101; and
2. \$71,859.64 for Medical Mutual admin fees-Fund 7101; and

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

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

Wire Transfer on Friday, November 7, 2008	\$ 159,224.71
Wire Transfer on Friday, November 7, 2008	\$ 71,859.64

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;

* * * * *

RESOLUTION No. 08-1102 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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

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

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

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

11/06/08	245	\$ 8,060.51
Total		\$ 8,060.51

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;

* * * * *

RESOLUTION No. 08-1103 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification), and

WHEREAS, the Then and Now Certification is recommended by the State Auditor’s Office, the Portage County Auditor’s Office, and the Portage County Prosecutor’s Office, and

WHEREAS, a listing of expenditures, attached hereto as Exhibit “A” and incorporated herein by reference, has been certified by the County Auditor according to Ohio Revised Code section 5705.41 (D)(1); now therefore be it

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$13,738.07** as set forth in Exhibit “A” dated **November 6, 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;

* * * * *

RESOLUTION No. 08-1104 - RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR THE PURCHASE OF VARIOUS CHEMICALS FOR THE PORTAGE COUNTY WATER RESOURCES DEPARTMENT.

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

RESOLVED, that the bid specifications for the purchase of various chemicals for the Portage County Water Resources Department be and hereby are approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m. on December 1, 2008 ; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on November 11, 2008 a copy thereof be posted the County's website and on the bulletin board of the Board forthwith; and be it further

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

Voice vote as follows:

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

* * * * *

RESOLUTION No. 08-1105

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

It was moved by Charles W. Keiper II, second by Maureen T. Frederick 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: 1005	DRETAC - Prosecutor		
	<i>300 Prosecutor</i>		
10055	DRETAC Prosecutor MS	2,000	0
1005E	DRETAC Prosecutor Part Time	0	2,000
	MEMO TOTAL	<u><u>\$ 2,000</u></u>	<u><u>\$ 2,000</u></u>
Note: Computer Purchases			
TOTAL MEMO BALANCE FOR ALL FUNDS		<u><u>\$ 2,000</u></u>	<u><u>\$ 2,000</u></u>

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;

*

*

*

*

*

* * * * *

RESOLUTION No. 08-1106 - RE: APPLICATION FOR THE RETROSPECTIVE RATING PLAN UNDER THE OHIO WORKER'S COMPENSATION SYSTEM FOR 2009.

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

- WHEREAS,** an additional plan under the Ohio Worker's Compensation System was offered to Ohio employers who meet eligibility standards, as provided by Amended Substitute Senate Bill 307; and
- WHEREAS,** said plan is called "RETROSPECTIVE RATING PLAN" and is an alternative to the experience rating system previously in effect, and must be adopted annually; and
- WHEREAS,** The Board of County Commissioners has authority to choose the plan that is deemed to be the most beneficial to Portage County; now therefore, be it
- RESOLVED,** that the Board of Commissioners shall make application for the Retrospective Rating Plan for the calendar year 2009 and that there shall be \$200,000.00 and the maximum premium shall be 200% and said application for the Retrospective Rating Plan shall be filed in any office of the Ohio Bureau of Worker's Compensation or the Industrial Commission of Ohio no later than November 30, 2008, and be it further
- RESOLVED,** the Board of Commissioners authorized Commissioner Smeiles to sign the 2009 Application for Retrospective Rating Plan on behalf of the Board, and be it further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of the 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:

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

* * * * *

RESOLUTIONS
November 6, 2008

1. Approval of Meeting Minutes from the November 4, 2008 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./08-1100
3. Approve the wire transfer as presented by the County Auditor./08-1101
4. Approve the Journal Vouchers as presented by the County Auditor./08-1102

5. Approve the Then & Now as presented by the Portage County Auditor./08-1103
6. Appointment to the Portage County Regional Airport Authority Board of Trustees/Hold
7. Appointment to the PARTA Board of Trustees – Pat McCons/Hold.

* * * * *

INCOMING CORRESPONDENCE

DISCUSSION

November 6, 2008

1. Request from PCDED Director Bill Ulik for Board approval of reimbursement for one night of lodging for two-day Leadership Portage County Opening Retreat, which was rejected by the Auditor’s Office in accordance with the Commissioners’ Personnel Policy Manual/The Board of Commissioners agreed to approve and resubmit this reimbursement.
2. November 3, 2008 email from Dr. Patrick Macke, Superintendent of the Portage County Board of MR/DD, requesting that the Board of Commissioners honor Dick McNeil of Kent with a Certificate for his 12 years of service (three-four year terms) on the MR/DD Board/Forward to the Executive Assistant to prepare.
3. October 31, 2008 correspondence from Kent State University President Lester Lefton naming the three members that KSU will appoint to the Kent Courthouse Project Joint Steering Committee, as suggested by the Board of Commissioners/Commissioner Frederick agreed to serve and will contact Judge Oswick and JoAnn Townend to determine their interest in serving.
4. Does the Board of Commissioners wish to consider the *Pledge for Transparency and Openness in Government*, as presented on October 28, 2008 by Director Michael Maurer, The Buckeye Institute Center for Transparent and Accountable Government/The Board of Commissioners agreed not to consider.
5. October 30, 2008 e-mail from Dan Colantone, Greater Akron Chamber, regarding the 2009 Akron Economic Development Guide. Director Ulik, Portage County Department of Economic Development, has recommended that the Board of Commissioners not advertise in the 2009 edition/Commissioner Keiper to discuss with Bill Ulik.
6. The Council on Accreditation presents a *Questionnaire of Your Opinions* concerning Family & Community Services, Inc./Referred to JFS Director Anita Herington for completion
7. The Board of Commissioners received the Share Your Ohio Story flier requesting completion of the statistical survey before Friday, November 21, 2008 (available on-line at www.investmentsurvey.development.ohio.gov/Forward to PCDED Director Bill Ulik to complete.
8. The Board of Commissioners agreed to meet at 9:00 AM for their 2009 Organizational Day Time – January 12, 2009.

* * * * *

JOURNAL ENTRIES

November 6, 2008

1. October 29, 2008 notice from the Ohio Department of Development that the two Portage County applications authorized by Resolutions 08-0689 and 08-0690 to the Local Government and Regional Collaboration Grant Program for feasibility studies on a centralized dispatch for police, fire and EMS in Portage County and for the expansion of services for the SWMD were not approved.
2. The Board of Commissioners received the October 30, 2008 notice from the Portage County Sheriff of the monthly record of proceedings and transactions for the Sheriff's Office-Civil Division for the month of October 2008.
3. The Board of Commissioners received the Monthly Operating Expenses and Caseload Report for the County Public Defender for the month of August 2008, as presented by the Portage County Auditor.
4. The Board of Commissioners received the Weekly Report of Kennel population for the week ending November 2, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$350 in Court Donations.
5. The Board of Commissioners received the November 6, 2008 recommendation of Water Resources Department Director Harold Huff to hire Frank Bufano as a Treatment Plant Operator II beginning December 1, 2008, contingent upon his passing his physical and drug and alcohol testing. The Board of Commissioners noted that the rate of pay is \$19.08/hour with a 120 day probationary period. Funds are available in the 2008 budget.
6. Board of Commissioners' authorization requested to pay Invoice No. 361 dated November 3, 2008 for 59 flu shots (at \$20.00 each) administered by the Portage County Health Department Nursing Staff to County employees for a total of \$1,180.00. Original invoice forwarded to the Portage County Human Resources Department for payment.
7. The Board of Commissioners received the October 28, 2008 memo from the State of Ohio Department of Development Office of Housing and Community Partnerships advising of the waiver request approval for \$200,000 for the 2008 CHIP – County Wide. Forwarded to the Grants Administration, Internal Auditor, and the DBFM. A resolution to transfer and appropriate the funds is required.
8. Board of Commissioners' authorization is requested to pay CEDCorp \$ 612.00 for a rehab project advance it made to McLean Home Improvement on or near July 27, 2005 for work performed at 3051 Rockwell as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized/ Hold for Journal Entry until November 13, 2008 to allow staff to obtain the proper documentation to pay Neighborhood Development Services.
9. Board of Commissioners' authorization requested to allow Director Jon Barber to sign the SHSP FY07 Equipment Funds Cash Request for Reimbursement for \$ 82,633.11 as requested by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting all listed expenditures were verified to support documents and the request cash reimbursement request appears to be accurate.

*

*

*

*

*

REFERRED

November 6, 2008

- 1. October 27, 2008 notice from the Ohio Department of Development that Portage County may obligate funds for the B-F-08-062-1. Referred to the Grants Coordinator, Internal Auditor and DBFM.
- 2. Public Notice from the Environmental Review Appeals Commission received November 3, 2008 requesting comments on the issuance of an NPDES permit to the Buckeye Pipeline Company, 4880 High Street in Mantua/Referred to the County Engineer and Director of Water Resources for review and comment.

* * * * *

PLEASE ADD TO THE AGENDA

November 6, 2008

- 1. Board of Commissioners' authorization requested to have Director Jon Barber sign the FY 2008 Emergency Management Performance Grant Cash Request for the period July 1, 2008-September 30, 2008 as presented by Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting all listed expenditures were verified to support documents and the request reimbursement (cash) request appears to be accurate/Journal Entry
- 2. The Department of Budget & Finance presents a resolution to amend the non-General Fund 2008 Annual Appropriation Resolution 07-1209 adopted December 18, 2007 for the purchase of new computers for the Prosecutor's Office through the DRETAC Fund/08-1105.
- 3. November 5, 2008 memo from the Commissioners' Clerk regarding a compensation issue/Journal Entry.
- 4. November 5, 2008 request from the Public Defender for a budget modification to adjust an employee salary/Forwarded to the Department of Budget & Finance for investigation and recommendation to the Board of Commissioners/The Board of Commissioners Agreed that Audrey Tillis should contact the Public Defender and request that he send a Board resolution regarding this request. .

* * * * *

INFORMATION ONLY

November 6, 2008

- 1. The Board of Commissioners received a notice of the CCAO's new location at 209 East State Street in Columbus.
- 2. The Board of Commissioners received the Fall 2008 Special Edition of the *NewSumma* newsletter.
- 3. The Board of Commissioners received the Fall 2008 *Extreme* newsletter.
- 4. The Board of Commissioners received the Fall 2008 Greater Akron Chamber *Directions* newsletter.
- 5. The Board of Commissioners received the Ohio Department of Taxation Tax Cuts 2007 report (entire manual in the Share File).

* * * * *

PROSECUTOR'S CORRESPONDENCE

November 6, 2008

1. October 30, 2008 correspondence from Prosecutor Vigluicci regarding the cleaning of his new office space/Discussed today with Director JoAnn Townend and Prosecutor Vigluicci.
2. November 4, 2008 correspondence from Attorney Denise Smith to Ben Sutton, Sutton Insurance Agency, regarding Ronald D. Nicholas v. Portage County Sheriff (pre-litigation letter)/Information only

*

*

*

*

*

Journal Entry

November 6, 2008

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

1. The Board of Commissioners acknowledged the receipt of the October 29, 2008 notice from the Ohio Department of Development that the two Portage County applications (authorized by Resolutions 08-0689 and 08-0690) to the Local Government and Regional Collaboration Grant Program for feasibility studies on a centralized dispatch for police, fire and EMS in Portage County and for the expansion of services for the SWMD were not approved.
2. The Board of Commissioners acknowledged the receipt of the October 30, 2008 notice from the Portage County Sheriff of the monthly record of proceedings and transactions for the Sheriff's Office-Civil Division for the month of October 2008, as presented by the Portage County Sheriff.
3. The Board of Commissioners acknowledged the receipt of the Monthly Operating Expenses and Caseload Report for the County Public Defender for the month of August 2008, as presented by the Portage County Auditor.
4. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending November 2, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$350 in Court Donations.
5. The Board of Commissioners accepted the November 6, 2008 recommendation of Water Resources Department Director Harold Huff and authorized the hire of Frank Bufano as a Treatment Plant Operator II beginning December 1, 2008, contingent upon his passing his physical and drug and alcohol testing. The Board of Commissioners noted that the rate of pay is \$19.08/hour with a 120 day probationary period. Funds are available in the 2008 budget.
6. The Board of Commissioners authorized payment of Invoice No. 361 dated November 3, 2008 for 59 flu shots (at \$20.00 each) administered by the Portage County Health Department Nursing Staff to County employees for a total of \$1,180.00. Original invoice forwarded to the Portage County Human Resources Department for payment.
7. The Board of Commissioners acknowledged the receipt of the October 28, 2008 memo from the State of Ohio Department of Development Office of Housing and Community Partnerships advising of the waiver request approval for \$200,000 for the 2008 CHIP – County Wide. Forwarded to the Grants Administration, Internal

Auditor, and the Department of Budget & Finance. A resolution to transfer and appropriate the funds is required and will be prepared by the Department of Budget & Finance.

8. The Board of Commissioners accepted the recommendation of Commissioners' Clerk Deborah Mazanec and authorized the following pay increases for Commissioners' staff, effective November 17, 2008:

Amy Hutchinson from a COMOT Level 5, M4 (\$15.75/hour) to an M3 (\$16.12/hour)
 Julie Gonzales from a COMOT Level 4, M4 (\$14.78/hour) to an M3 (\$15.14)
 Krystine Poots from a COMOT Level 3, Grade C (\$11.69/hour) to Grade B (\$12.28/hour)

The Board of Commissioners noted that the Department of Budget & Finance Director has re-allocated funds within the Commissioners' budget to the compensation lines. Director Audrey Tillis advises that the increases in compensation can be sustained for FY 2009.

9. The Board of Commissioners authorized Office of Homeland Security & Emergency Management Director Jon Barber to sign the SHSP (State Homeland Security Program) FY07 Equipment Funds Cash Request for Reimbursement for \$82,633.11, as presented by the Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting all listed expenditures were verified to support documents and the request cash reimbursement request appears to be accurate.
10. The Board of Commissioners authorized Office of Homeland Security & Emergency Management Director Jon Barber to sign the FY 2008 Emergency Management Performance Grant Cash Request for the period July 1, 2008-September 30, 2008, as presented by Office of Homeland Security and Emergency Management. Documents reviewed by Carol Kurtz, Internal Auditor noting all listed expenditures were verified to support documents and the request reimbursement (cash) request appears to be accurate.
11. The Board of Commissioners accepted the recommendation of Regional Planning Commission Community Development Specialist Eileen Stiffler and approved the use of architect Rick Hawksley for the Senior Center Project – Phase 2, as presented by Internal Services Director JoAnn Townend.
12. The Board of Commissioners agreed that JoAnn Townend should attend monthly construction meetings for the Portage Private Industry Council's CDBG Project. The Board of Commissioners also authorized Director Townend to sign off appropriate on documents on their behalf.
13. The Board of Commissioners accepted the proposal from the Portage County Engineer for the resurfacing of the Portage County Motor Pool's fenced parking lot at a cost of \$9,900, as presented by Director JoAnn Townend.
14. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Department of Job and Family Services	Income Maintenance Worker 3 – Adult Unit (Replacement for Pamela Huzvar)	JFS H	Post Internally and Externally

15. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Pamela Huzvar from an Income Maintenance Worker 3 to a Social Service Worker 3 (replacing Sara Nyitray) for the Portage County Department of Job & Family Services, effective November 17, 2008, as presented by Human Resources Department and approved by Department of Job & Family Services Director Anita Herington.
16. After meeting today in an Executive Session with Interim Human Resources Department Director Jim Manion, the Board of Commissioners accepted the recommendation of Director Manion and authorized payment to a Water Resources Department employee for four days of Jury Duty at a rate of one and one-half (1 ½) times his salary because the employee worked and also attended federal jury duty.
17. In 2005, the Board of Commissioners dedicated \$100,000 for Habitat for Humanity's new home project in Atwater Township; \$50,000 came from the County's Housing RLF and the other \$50,000 came from formula funds. The mortgages were written to recapture only \$85,000 of the funds to the RLF and not the full \$100,000, creating a shortfall. After meeting today with Grants Administrator Dan Banks and Neighborhood Development Services Financial Officer Justin Meiser to discuss 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 and not loaned, the Board of Commissioners agreed that the Neighborhood Development Services should rewrite the two mortgages to correct the total amount due from \$85,200 to \$100,000. The Board of Commissioners noted that Habitat for Humanity would need to reduce their mortgage by \$14,800 on the two homes.

All in favor, motion carries.

* * * * *

JOURNAL ENTRY II
November 6, 2008

Motion by Charles W. Keiper II, seconded by Christopher Smeiles to authorize the Portage County Department of Economic Development to pay \$1,000 to Kent State University in support of the KSU Center for the Study of Work Musics economic development effort. Maureen T. Frederick voting no, motion carries.

* * * * *

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **November 6, 2008**. There being no further business to come before the Board, it was moved by Charles W. Keiper II, seconded by Christopher Smeiles to adjourn the official meeting at 10:55 AM. Commissioner Frederick absent, motion carries.

Christopher Smeiles, President

Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

* * * * *