

**Tuesday, November 18, 2008**

The Board of County Commissioners met in regular session on **Tuesday, November 18, 2008 at 9:25 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 November 13, 2008 meeting. All in favor, motion carries

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

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Commissioner Smeiles advised the Board of Commissioners that the church located near the Prosecutor's new offices is willing to lease nine of their 15 spots in the lot to the county. The Board of Commissioners agreed that the church should be advised that the lot is not needed.

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Commissioner Keiper advised that the Regional Planning Commission has hired a new Director, who will start on February 2, 2009. The incentive for the Director is that he will make another \$10,000 should he be able to find \$30,000 in revenue. Commissioner Frederick noted a conversation with a Regional Planning Commission Executive Board member who stated that he found it odd that the Commissioners cannot give the Regional Planning Commission a firm amount of support. Director Tillis advised that the county does fund the Regional Planning Commission by 45% of their budget.

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## **PROSECUTOR**

Present: Denise Smith

Denise Smith thanked the Board of Commissioners for the new Prosecutor's offices, which are beautiful. Commissioner Keiper advised Denise Smith that the Board would like to be involved in the Open House of the new facility. Denise Smith will ask Victor Viglucci to contact the Board.

## **Review of Prosecutor's Pending List**

1. Attorney Prugh is working on the case for State v Carol Davidson and Dog Warden Fee
2. Sewer back up 9908 Meldon Dr., Streetsboro - Attorney Meduri advised the October 28, 2008 Water Resources Department to perform no work until the necessary release is signed.
3. Resolution to adopt a system of preferences to purchase in Ohio (ORC 125.11). Attorney Prugh is contacting Lorain County to see what action they have taken.
4. Attorney Marsilio is working on a policy for the pets to visit at The Woodlands.

## **Prosecutor's Correspondence**

1. November 12, 2008 e-mail from Denise Smith, including a draft Memorandum of Understanding regarding Storm Water Management/Board of Commissioners to contact the County Engineer to determine if this contract is acceptable.

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Commissioner Frederick asked the Board of Commissioners to consider asking Water Resources Director Harold Huff to keep his standing meeting to keep the Board of Commissioners apprised of issues like the overpayment to the City of Ravenna for wastewater charges.

Commissioner Frederick advised the Board of Commissioners that Judge Oswick told her that City of Kent's Bill Lillich advised the Judge that the County has committed to taking the lead on the bond issue of approximately \$20-22 million for the proposed Kent Courthouse Project. Commissioner Keiper replied that the county has the best bond rating and it makes sense for the county to take the lead to obtain the best deal for the taxpayers. The county could create a management team to determine a mechanism for an annual allocation for payment of the bond. The county also has the best experience in managing large projects and buildings. Commissioner Frederick stated that she is not sure that she would support a county bond issue for the building of this facility.

Commissioner Smeiles noted that there is still a need to determine what kind of space is necessary for jail space.

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Commissioner Keiper advised the Board of Commissioners that the Natural Resources Assistance Council (NRAC) District 7 asked if Portage County would continue to provide Administrative support to the committee. The Board of Commissioners agreed that the Executive Assistant could provide that support/Journal Entry.

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**NEIGHBORHOOD DEVELOPMENT SERVICES, INC.  
PUBLIC HEARING – ACCURATE FAB, LLC**  
Convened: 10:32 AM

Present: Commissioners Smeiles, Keiper and Frederick; Neighborhood Development Services representatives Christy Sanders, Jim Shank and Dave Vaughan; Portage County Grants Administrator Dan Banks; Portage County Internal Auditor Carol Kurtz; Mike Sever, Record Courier; Deborah Mazanec, Clerk; Resident Terry Mott.

**I. INTRODUCTION**

Jim Shank of Neighborhood Development Services stated that Accurate Fab, LLC is a steel fabricator that lasers, shears and bends steel for the steel industry, including trucking rail car, stampers and pre-engineered buildings. Accurate Fab was started in 2006 when Utility Trailer Mfg. Company approached the owner to fabricate parts for their three plants in the United States. The company wants to expand the current facility and remain in Streetsboro. This is the second public hearing for this application.

**II. REVIEW OF PROGRAM**

Jim Shank of Neighborhood Development Services advised that AccuFab currently has sales in the \$1,000,000 range with 11 full time employees. It is planned that an additional nine full time employees will be added by 2010.

The current company lease runs through August 2009 with a Purchase Agreement that must be exercised at that time. AccuFab intends to exercise that agreement to purchase the facility for \$1.2

million. The company is requesting CDBG funding of \$490,000 for 240 months at 2.5% in conjunction with funding of \$590,000 from Home Savings Bank at 6.5% for 240 months. Accurate Fab would provide \$120,000 toward the purchase. As part of the lease agreement, AccuFab has been paying \$2,000 over and above the current lease to be used as a down payment on this property, with a total of \$48,000 paid already under this arrangement.

The two guarantors on the loan, James Mehalis and Bruce Adelstein, have sufficient financial strength to guarantee this transaction.

### III. QUESTIONS AND COMMENTS

- Commissioner Smeiles asked if funds are available in the current ED RLF. Jim Shank responded that this is a new application to the state. The funds should be available by the end of January 2009. Mr. Shank noted that this is a strong company.
- Record-Courier Reporter Mike Sever asked if the company provided the information regarding the additional nine jobs anticipated by 2010 before the current economic situation. Mr. Shank responded that he talked to the company 20 days ago.

Hearing no further comments, Commissioner Smeiles adjourned the public hearing at 10:38 AM.

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### WATER RESOURCES - Cancelled

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### EXECUTIVE SESSION

Present: Attorneys Ron Habowski and Tommie Jo Marsilio

10:55 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 prepare for, conduct or review negotiations or bargaining issues with public employees concerning their compensation or other terms and conditions of their employment. **Also present: Attorneys Ron Habowski and Tommie Marsilio, Interim Human Resources Department Director Jim Manion.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:40 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 move out of executive session. Roll call vote: Christopher Smeiles, Yea, Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

Upon exiting Executive Session the Board of Commissioners took no action.

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### DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis, Chanel Mason

#### Resolutions

1. General Fund Amendments to the Annual Appropriation Resolution:/08-1123
  - a. Commissioners Other, Supplemental –BOE Election Workers, and BOC Appr 11/13/08 JE #8
  - b. Economic Development, Transfer – New Phone System
  - c. Auditor, Supplemental – BOC Appr 11/13/08 JE #8

- d. Common Pleas Court, Transfer – New Fax Machine
- e. Sheriff's Department, Transfer – Projected Need
- f. Board of Elections, Transfer/Supplemental – Additional Staffing Required
- 2. Other Funds Amendments to the Annual Appropriation Resolution:/08-1124
  - a. Fund 1009, Comp Legal Research Probate Court - Supplemental, Hardware for Digital Recording
  - b. Fund 1011, Comp Legal Research Juvenile Court – Supplemental, Hardware for Digital Recording
  - c. Fund 1100, Concealed Handgun Licenses – Supplemental, Projected Need
  - d. Fund 1102, Marine Patrol Grant – Transfer, Transfer Money as Needed per Grant
  - e. Fund 1121, Probation Services – Supplemental, Projected Need
  - f. Fund 1167, EMPG Special Projects – Supplemental, New Grant
  - g. Fund 1201, Motor Vehicle and Gas Tax – Transfer, Additional Overtime Required
  - h. Fund 1251, CDBG County Formula – Supplemental, Appropriation Needed
  - i. Fund 1310, Mental Health & Recovery Board – Transfer, Increase Part-time Salaries
  - j. Fund 1330, Dog and Kennel – Transfer, To Fund Major Vehicle Repairs
  - k. Fund 1340, MRDD General Administration – Transfer/Supplemental, Projected Need
  - l. Fund 1341, MRDD Early Childhood Spec Ed – Supplemental, Projected Need
  - m. Fund 1343, MRDD Part B IDEA – Supplemental, Projected Need
  - n. Fund 1412, JFS Help Me Grow Allocation – Transfer, Projected Need
  - o. Fund 1415, Child Welfare – Special Levy – Supplemental, Projected Need
  - p. Fund 3112, SA PCS Bond 1982 – Supplemental, Adjust to Actual
  - q. Fund 4100, MRDD Capital Projects – Supplemental, Projected Need
  - r. Fund 5100, Nursing Home General Administration – Supplemental, Projected Need
  - s. Fund 5200, PCS General Administration – Transfer, Projected Need
  - t. Fund 5311, PCS Franklin Hills Rehab – Supplemental, Project Costs
  - u. Fund 5400, PCW General Administration – Transfer, Projected Need
  - v. Fund 5704, StS Generator – Supplemental, Adjust to Actual
  - w. Fund 7002, Central Vehicle Maintenance – Supplemental, Gasoline needed for County Vehicles
  - x. Fund 8104, MRDD Gifts & Donations – Supplemental, Projected Need
  - y. Fund 8105, Sheriff Gifts & Donations DARE – Transfer, To Pay for DARE Shirts
- 3. Transfer from Fund 5200, PCS General Administration to Fund 5311, PCS Franklin Hill Rehab/08-1125

Other

- 4. Discussion Memos:
  - a. Cost Allocation Plan Actual FY 2007 for use in FY 2009/Journal Entry
  - b. Board of Elections – Additional Election Workers/Included in 08-1123

Updates

- 5. The Director presented the Contingency Tracker
- 6. Work Session
  - a. FY 2009 Commissioner and Commissioner Other Budget Development

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**RESOLUTION No. 08-1119 - 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 18, 2008 in the total payment amount of **\$1,152,525.45 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION No. 08-1120 - 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:

11/18/08	776	\$ 44,969.55
11/08/08	753	38,814.28
11/18/08	752	6,636.28
11/18/08	751	1,888.50
11/18/08	696	23,238.55





Agreement for the Portage County Water Resources Department, as required by the Ohio Public Works Commission; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Ohio Public Works Commission; and be it further

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

Voice vote as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 08-1123

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>
<b>Fund: 0001</b>	<b>General Fund</b>		
	<b>010 Commissioners Other</b>		
00107	Commissioner Other OE	0	16,200
	<b>MEMO TOTAL</b>	<u>\$ -</u>	<u>\$ 16,200</u>

Note: BOE Election Workers      BOC Appr 11/13/08 JE #8

**080 Economic Development**

00804	Economic Development CS	0	5,000
00805	Economic Development MS	0	2,000
00806	Economic Development CO	7,000	0
	<b>MEMO TOTAL</b>	<u>\$ 7,000</u>	<u>\$ 7,000</u>

Note: NEW PHONE SYSTEM

**100 Auditor**

01154	Auditor Weights & Measures CS	1,200	0
	<b>MEMO TOTAL</b>	<u>\$ 1,200</u>	<u>\$ -</u>

Note: BOC Appr 11/13/08 JE #8

**530 Common Pleas Court**

05304	Common Pleas Court CS	0	120
05305	Common Pleas Court MS	120	0
	<b>MEMO TOTAL</b>	<u>\$ 120</u>	<u>\$ 120</u>

Note: New Fax Machine

		<i>Increase</i>	<i>Decrease</i>
<b>700 Sheriff's Department</b>			
07003	Sheriff-General Fringes	0	6,500
07004	Sheriff-General Admin CS	75,500	2,000
07005	Sheriff-General Admin MS	1,500	0
0700D	Sheriff-General Full Time	0	5,000
07103	Sheriff-Corrections Fringes	0	41,000
07104	Sheriff-Corrections CS	25,000	14,000
07105	Sheriff-Corrections MS	13,000	5,000
0710D	Sheriff-Corrections Full Time	0	20,000
0710E	Sheriff-Corrections Part Time	0	7,000
0710M	Sheriff-Corrections Overtime	10,000	0
07203	Sheriff-Detectives Fringes	1,000	2,500
0720D	Sheriff-Detectives Full Time	2,000	0
0720E	Sheriff-Detectives Part Time	0	4,000
0720M	Sheriff-Detectives Overtime	0	2,000
07303	Sheriff-Road Deputies Fringes	0	9,000
0730D	Sheriff-Road Deputies Full Time	0	25,000
0730E	Sheriff-Road Deputies Part Time	5,000	0
0730M	Sheriff-Road Deputies Overtime	5,000	0
0740E	Sheriff-Dispatch Part Time	5,000	0
	<b>MEMO TOTAL</b>	<b><u>\$ 143,000</u></b>	<b><u>\$ 143,000</u></b>

Note: Projected Need

<b>902 Board Of Elections</b>			
09024	Board Of Elections CS	0	10,000
0902H	Board of Elections Election Wo	25,000	0
	<b>MEMO TOTAL</b>	<b><u>\$ 25,000</u></b>	<b><u>\$ 10,000</u></b>

Note: Additional Staffing Req.

<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<b><u>\$ 176,320</u></b>	<b><u>\$ 176,320</u></b>
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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. 08-1124

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>
<b>Fund: 1009</b> <b>Comp Legal Research Probate Ct</b>		
<b>560 Probate Court</b>		
10096    Comp Lgl Research Probat Ct CO	8,000	0
<b>MEMO TOTAL</b>	<u><u>\$ 8,000</u></u>	<u><u>\$ -</u></u>

Note: HARDWARE FOR DIG. REC.

<b>Fund: 1011</b> <b>Comp Legal Research Juvenil Ct</b>		
<b>570 Juvenile Court</b>		
10116    Comp Lgl Research Juvenil CO	13,000	0
<b>MEMO TOTAL</b>	<u><u>\$ 13,000</u></u>	<u><u>\$ -</u></u>

Note: PURCH. HARDWARE FOR DIG.

<b>Fund: 1100</b> <b>Concealed Handgun Licenses</b>		
<b>700 Sheriff's Department</b>		
11004    Concealed Handgun Licenses CS	10,000	0
<b>MEMO TOTAL</b>	<u><u>\$ 10,000</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

<b>Fund: 1102</b> <b>Marine Patrol Grant</b>		
<b>700 Sheriff's Department</b>		
11023    Sheriff-Marine Patrol Fringes	0	205
11024    Sheriff-Marine Patrol CS	1,000	795
<b>MEMO TOTAL</b>	<u><u>\$ 1,000</u></u>	<u><u>\$ 1,000</u></u>

Note: Transfer money as needed per grant

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 1121 Probation Services</b>			
<i>590 Adult Probation</i>			
11213	Adult Probation Servi Fringes	7,200	0
1121D	Adult Probation Serv Full Time	17,300	0
<b>MEMO TOTAL</b>		<u><u>\$ 24,500</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

<b>Fund: 1167 EMPG Special Projects</b>			
<i>930 Emergency Management Agency</i>			
11676	EMPG Special Projects CO	12,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 12,000</u></u>	<u><u>\$ -</u></u>

Note: New Grant

<b>Fund: 1201 Motor Vehicle And Gas Tax</b>			
<i>800 Engineer's Department</i>			
12016	Motor Vehicle/Gas Tax CO	0	10,000
1201M	Motor Vehicle/Gas Tx Overtime	10,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 10,000</u></u>	<u><u>\$ 10,000</u></u>

Note: ADD'L OVERTIME REQUIRED

<b>Fund: 1251 CDBG County Formula</b>			
<i>081 Community Development</i>			
12514	CDBG Conty Formula CS	32,300	0
<b>MEMO TOTAL</b>		<u><u>\$ 32,300</u></u>	<u><u>\$ -</u></u>

Note: Appropriation needed

<b>Fund: 1310 Mental Health &amp; Recovery Board</b>			
<i>904 Mental Health &amp; Recovery Board</i>			
1310D	MHRB Full Time	0	3,600
1310E	MHRB Part Time	3,600	0
<b>MEMO TOTAL</b>		<u><u>\$ 3,600</u></u>	<u><u>\$ 3,600</u></u>

Note: Increase Part Time Salaries

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 1330</b>	<b>Dog And Kennel</b>		
	<i>045 Dog And Kennel</i>		
13303	Dog Kennel-Warden Fringes	0	2,000
13304	Dog Kennel - Warden CS	3,200	0
13305	Dog Kennel - Warden MS	0	1,200
	<b>MEMO TOTAL</b>	<u><u>\$ 3,200</u></u>	<u><u>\$ 3,200</u></u>

Note: To fund major vehicle repair

<b>Fund: 1340</b>	<b>MRDD General Administration</b>		
	<i>905 Mental Ret &amp; Dev Disability Bd</i>		
13403	MRDD General Admin Fringes	10,000	210,000
13404	MRDD General Admin CS	650,000	0
13409	MRDD General Admin ME	100,000	0
1340D	MRDD General Admin Full Time	0	280,000
1340E	MRDD General Admin Part Time	80,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 840,000</u></u>	<u><u>\$ 490,000</u></u>

Note: BOARD RESOLUTION

<b>Fund: 1341</b>	<b>MRDD Early Childhood Spec Ed</b>		
	<i>905 Mental Ret &amp; Dev Disability Bd</i>		
13415	MRDD Early Child Spec Ed MS	0	1,179
1341D	MRDD Early Ch Spec Ed Full-Tim	0	1,121
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 2,300</u></u>

Note: BOARD RESOLUTION

<b>Fund: 1343</b>	<b>MRDD Part B IDEA</b>		
	<i>905 Mental Ret &amp; Dev Disability Bd</i>		
1343D	MRDD Part B IDEA Full-Time	0	4,300
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 4,300</u></u>

Note: BOARD RESOLUTION

<b>Fund: 1412</b>	<b>JFS Help Me Grow Allocation</b>		
	<i>051 Job And Family Services</i>		
14123	JFS Help Me Grow Fringes	500	0
1412E	JFS Help Me Grow Part Time	0	700
1412M	JFS Help Me Grow Overtime	200	0
	<b>MEMO TOTAL</b>	<u><u>\$ 700</u></u>	<u><u>\$ 700</u></u>

Note: Projected need

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 1415 Child Welfare - Special Levy</b>			
<i>051 Job And Family Services</i>			
14153	JFS Child Welfare Levy Fringes	130,000	0
14154	JFS Child Welfare Levy CS	565,000	0
14155	JFS Child Welfare Levy MS	15,000	0
1415D	JFS Child Welfare Le Full Time	320,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 1,030,000</u></u>	<u><u>\$ -</u></u>

Note: Projected need

<b>Fund: 3112 SA PCS Bond 1982</b>			
<i>010 Commissioners Other</i>			
31128	SA PCS Bonds 1982 DS	30	0
<b>MEMO TOTAL</b>		<u><u>\$ 30</u></u>	<u><u>\$ -</u></u>

Note: ADJUST TO ACTUAL

<b>Fund: 4100 MRDD Capital Projects</b>			
<i>905 Mental Ret &amp; Dev Disability Bd</i>			
41006	MRDD Capital CO	0	500,000
<b>MEMO TOTAL</b>		<u><u>\$ -</u></u>	<u><u>\$ 500,000</u></u>

Note: BOARD RESOLUTION

<b>Fund: 5100 Nursing Home General Administr</b>			
<i>054 Nursing Home</i>			
51005	Nursing Home General MS	120,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 120,000</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

<b>Fund: 5200 PCS General Administration</b>			
<i>060 Water Resources</i>			
52004	Portage County Sewer CS	38,800	0
52005	Portage County Sewer MS	10,000	0
52007	Portage County Sewer OE	3,235	0
52009	Portage County Sewer ME	0	54,035
5200E	Portage County Sewer Part Time	2,000	0
<b>MEMO TOTAL</b>		<u><u>\$ 54,035</u></u>	<u><u>\$ 54,035</u></u>

Note: Projected Need

*Increase*                      *Decrease*

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**Fund: 5311    PCS Franklin Hills Rehab**

**060 Water Resources**

53116	PCS Franklin Hills Rehab CO	25,291	0
<b>MEMO TOTAL</b>		<u>\$ 25,291</u>	<u>\$ -</u>

Note: PROJECT COSTS

**Fund: 5400    PCW General Administration**

**060 Water Resources**

54004	Portage County Water CS	14,400	0
54005	Portage County Water MS	20,300	0
54006	Portage County Water CO	270,000	0
54009	Portage County Water ME	0	304,700
<b>MEMO TOTAL</b>		<u>\$ 304,700</u>	<u>\$ 304,700</u>

Note: Projected Need

**Fund: 5704    StS Generator**

**060 Water Resources**

57046	StS Generator CO	0	59,799
<b>MEMO TOTAL</b>		<u>\$ -</u>	<u>\$ 59,799</u>

Note: Adjust to actual

**Fund: 7002    Central Vehicle Maintenance**

**014 Motor Pool**

70025	Motor Pool MS	130,000	0
<b>MEMO TOTAL</b>		<u>\$ 130,000</u>	<u>\$ -</u>

Note: Gasoline needed for County vehicle

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		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 8104 MRDD Gifts &amp; Donations</b>			
<i>905 Mental Ret &amp; Dev Disability Bd</i>			
81044	MRDD Gifts & Donations CS	0	10,000
81046	MRDD Gifts & Donations CO	0	30,000
<b>MEMO TOTAL</b>		<u>0</u>	<u>40,000</u>

Note: BOARD RESOLUTION

<b>Fund: 8105 Sheriff Gifts &amp; Donations DARE</b>			
<i>700 Sheriff's Department</i>			
81054	Sheriff Gift Donation DARE CS	0	1,000
81055	Sheriff Gift Donation DARE MS	1,500	0
81057	Sheriff Gift Donation DARE OE	0	500
<b>MEMO TOTAL</b>		<u>1,500</u>	<u>1,500</u>

Note: Transfer money to pay for DARE shirts

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<u>\$ 2,623,856</u>	<u>\$ 1,475,134</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;

\*    \*    \*    \*    \*

\* \* \* \* \*

**RESOLUTION No. 08-1125 - RE: TRANSFER - FROM FUND 5200, PCS GENERAL ADMINISTRATION TO FUND 5311, PCS FRANKLIN HILL REHAB**

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

**WHEREAS,** the Franklin Hills Sewer Rehab-2004 Construction project has been completed and,

**WHEREAS,** the project costs are being paid by utilizing funds from Fund 5200, Portage County Sewer; now therefore be it

**RESOLVED,** that the following transfer of funds in the amount of \$ 298,866.03 be made as follows:

**FROM:**  
5200, PCS GENERAL ADMINISTRATION  
ORGCODE – 52004009  
Debit Expense Account  
Object 910000 - TRANSFERS OUT \$ 298,866.03

**TO:**  
5311, PCS FRANKLIN HILL REHAB  
ORGCODE - 53110602  
PROJECT CODE – 04080  
Credit Revenue Account  
Revenue Source 280000 - TRANSFER IN \$ 298,866.03

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Water Resources Department, 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 was as follows:

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

\* \* \* \* \*

**RESOLUTION No. 08-1126 - RE: RESOLUTION SUPPORTING THE CAMP HI CANOE LIVERY, INC. AND THE ROCKY LANE**





## **INVITATIONS/MEETING NOTICES**

November 18, 2008

1. Invitation for the Tri County Building and Construction Trades Council Officers and Delegates Christmas Cocktail Party on Thursday, December 11, 2008, 6:30 PM – 10:30 PM, Hilton Akron/Fairlawn.
2. Invitation from the Portage County Community Health Center for its Grand Opening on Thursday, December 4, 2008, 4:00-6:00 PM, 1993 SR 59, Kent.
3. Invitation from the Healthy Community Partnership of Portage County for the informational meeting on Tuesday, December 2, 2008, 5:00-6:00 PM, at the Portage County Community Health Center (1993 SR 59, Kent).
4. Invitation from Delta Systems, Inc. for an Open House on Saturday, December 6, 2008, 3:00-6:00 PM, 1734 Frost Rd., Streetsboro, OH.

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## **INCOMING CORRESPONDENCE**

### **DISCUSSION**

November 18, 2008

1. November 6, 2008 correspondence from Kendra Becker, on behalf of George and Helen Hazlett, requesting the Board adopt a resolution of support in an effort to preserve 170 acres of mixed wood and farmland located at 12274 and 12068 Abbott Road, Hiram Township/08-1126.
2. November 12, 2008 e-mail from Mary Ann Ravis, Domestic Relations, requesting Board authorization to have a box placed in the hallway of the courthouse to collect school supplies for the Portage Learning Center/Clerk to determine if this is a non-for profit entity and who will monitor the contents of the box.
3. Discussion: December 12, 2008 Board calendar/Commissioner Smeiles to attend
4. Discussion: Human Resources Director/Journal Entry hire of Karen U'Halie.
5. November 10, 2008 correspondence from Stephen Colecchi, Robinson Memorial Hospital, regarding the hospital's 2008 Operating and Capital Budgets
6. Discussion: Does the Board wish to have its Clerk, Deborah Mazanec, serve as the Portage County Port Authority Secretary-Treasurer for 2009 and the Office of Economic Development Executive Assistant Diana Fierle to serve as the Assistant Secretary for 2009/Journal Entry
7. Discussion: Does the Board wish to have its Internal Auditor, Carol Kurtz, continue to provide accounting services for the Portage County Port Authority for 2009/Journal Entry
8. Discussion: Portage County Regional Airport hanger rental/Denise Smith advised that the Airport Board should contact Attorney David Brode.

9. Discussion: Federal reimbursement for wind disaster September 14, 2008/The Board of Commissioners asked Mike Sever to do a follow-up report in the paper asking any entity with qualifying claims to contact Office of Homeland Security & Emergency Management Director Jon Barber.

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## **JOURNAL ENTRIES**

November 18, 2008

1. Board of Commissioners' authorization requested to electronically re-submit the semi-annual report for the Arrest Grant No. 2007-WE-AX-0048 for the ATR Community Collaborative for the grant period of January 2008 through June 2008 as requested by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners received the October 29, 2008 correspondence from Robert Ferguson, Ohio Department of Job and Family Services to Anita Herington, regarding acceptance of the Corrective Action Plan (CAP) letter Portage County submitted on September 16, 2008 for the Audit period January 1, 2002 through December 31, 2002 as presented by Director Anita Herington, Job and Family Services. (Audit Tracking No. 09-OLS-CA-56).
3. October 22, 2008 Notice from the Ohio Division of Liquor Control of a request for transfer of liquor license from Nail Too LLC dba Rusty Nail & Patio to Rusty Nail III, Inc., dba The Rusty Nail & Patio Units 1 & 2, 7291 SR 43, Franklin Township, Kent, OH 44240. Does the Board of Commissioners wish to request a hearing? The Franklin Township Trustees were notified and have no objections, they are not requesting a hearing. Board of Commissioners' authorization also requested to have the Clerk sign and return the Notice.
4. Board of Commissioners' authorization requested to pay the November 7, 2008 Invoice #30118 for \$1,322.15 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of October 2008 for General Labor matters.
5. Board of Commissioners' authorization requested to pay Invoice No. 2240, dated November 1, 2008 for 4<sup>th</sup> quarter extension appropriation 2008 for \$ 71,625.00 as presented by the OSU Extension.
6. The Board of Commissioners received the Weekly Report of Kennel population for the week ending November 9, 2008 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$700 in Court Donations.
7. Board of Commissioners' authorization requested to pay Invoice No. 82187 dated November 10, 2008 for the bond renewal for Policy No. 8818067 for Dr. Stephen Dean, Deputy Coroner, at a cost of \$75.00, as presented by the Jack Kohl Insurance Agency. The bond effective date is December 31, 2008 through December 31, 2009.
8. Board of Commissioners' authorization requested to pay Invoice No. 82188 dated November 10, 2008 for the bond renewal for Policy No. 8872998 for Dr. Julie Vesco, Deputy Coroner, at a cost of \$75.00, as presented by the Jack Kohl Insurance Agency. The bond effective date is December 31, 2008 through December 31, 2009.

9. The Board of Commissioners received the Portfolio Report for October 2008 as presented by the County Treasurer.
10. Board of Commissioners' signature requested on the Ohio Department of Transportation Annual County Highway System Mileage Certification (2008), as presented by Mickey Marozzi, County Engineer, certifying that the total certified mileage at the end of Calendar Year 2007 in Portage County was 369.38 miles. After consideration of all mileage adjustments during Calendar Year 2008, the County Engineer certifies a total of 369.38 County miles as of December 31, 2008.
11. The Board of Commissioners received the Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions for the Revolving Loan Fund - Windham Demolition, as presented by the Ohio Department of Development. (cc: Neighborhood Development Services Inc. by Ohio Department of Development).
12. Board of Commissioners' authorization requested to pay Invoice No. 000000009 dated October 31, 2008 for Professional Services rendered through October 25, 2008 for the expanded Storm Water Management Program for \$ 1,308.60, as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that Water Resources Department Director Harold Huff reviewed the invoice and recommends payment. (Water Resources Project No. 61-44004-00).
13. The Board of Commissioners received the Portage County Park District Regular Audit for the years ended December 31, 2007-2006.
14. Board of Commissioners' signature requested on the payment authorization form for \$ 6,168.95 payable to Portage County Regional Planning Commission for administration overage for the B-F-07-062-1 County Formula Grant. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
15. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the State of Ohio Small Cities Community Development Block Grant (CDBG) program formula allocation program grant agreement extension for Grant No. B-F-07-062-1 as follows as requested by the Regional Planning Commission:

Project Completion: March 31, 2009  
Payment Requests: April 30, 2009  
Final Performance Report: May 31, 2009

Documents reviewed by Carol Kurtz, Internal Auditor noting the extension was needed because of the complications of working with a number of contractors.

16. Board of Commissioners signature requested on the purchase requisition for Heeter Contracting for homeowner Clarence Bradshaw for \$ 4,800.00 for a new roof as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to agree and to be properly authorized.
17. Board of Commissioners signature requested on the purchase requisition for McLean Home Improvements for homeowner, Greg Suslovic for \$ 5,000 for windows and plumbing problems as requested by the

Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized.

18. Board of Commissioners' signature requested on the purchase requisition for Heeter Contracting for homeowner Joanne Curran for \$ 4,950.00 for a new furnace as requested by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized.
19. Board of Commissioners' authorization requested to pay Invoice No. 368 dated November 13, 2008 for forty three (43) flu shots given on various dates to County employees at \$ 20.00/each – Total \$ 860.00.
20. October 31, 2008 Notice from the Ohio Division of Liquor Control of a request for transfer of liquor license from Sinaloa Ltd., dba Acapulco Mexican Grill to Lazaro LLC dba Acapulco Grill Drive Thru 1<sup>st</sup> Floor and patio, 4914 SR 44, Rootstown Township, Ravenna, OH 44266. Does the Board of Commissioners wish to request a hearing? The Rootstown Township Trustees were notified and have no objections, they are not requesting a hearing. Board of Commissioners' authorization also requested to have the Clerk to sign and return the Notice.
21. Board of Commissioners' signature requested on Application and Certificate for Payment (No. 7 Final) allowing payment of \$ 17,319.00 to Bockert Excavating Inc., 563 Old Forge Road, Kent, OH 44240 for the Franklin Hills Pump Station Upgrade 2006, Project No. FR-1 (05-190) as requested by the Water Resources Department. (Fund No. 5309).

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**REFERRED**

November 18, 2008

1. The Board of Commissioners received the Owner/Tenant Statement of balance due for water usage at County owned properties for October 2008 as presented by the City of Ravenna. Referred to Internal Services.
2. November 3, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding approval of the grant extension request for Grant No. B-F-07-062-1. Referred to Regional Planning Commission to bring back to the Board.
3. The Board of Commissioners received the Summons on Civil Complaint for Case No. 2008 CV 01797 as presented by the Portage County Common Pleas Court. Referred to Treasurer's Office and Prosecutor's Office.
4. Undated correspondence (received November 14, 2008) from Dominion East Ohio, regarding fees. Referred to Internal Services.

\* \* \* \* \*

**PLEASE ADD TO THE AGENDA**

November 18, 2008

1. DRAFT RESOLUTION: Accept the Ohio Supreme Court Mediation Project Grant as presented by the Adult Probation Department./08-1126
2. Board of Commissioners' authorization requested to pay \$ 200,000 to Portage Title Agency for Economic Development Loan CDBG ED RLF for Mega Plastics, Company as requested by Neighborhood Development Services Inc. (Community Housing Improvement Program (CHIP) Agreement B-C-08-062-01). Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted./Journal Entry

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**INFORMATION ONLY**

November 18, 2008

1. The Board of Commissioners received the July 21, 2008 report indicating additives were installed by Brust Sheet Metal to all air conditioning units at the Administration Building and Justice Center as presented by Director Tim Miller, Portage County Maintenance Department.
2. The Board of Commissioners received the October 13, 2008 meeting minutes as presented by the Mental Health & Recovery Board.
3. November 12, 2008 e-mail from Brian Kelley, ITS, including the MUNIS client profile document Tyler Technologies created for Portage County.
4. November 12, 2008 memo from Anita Herington, Job and Family Services to the Executive Committee Members of AFSCME Local 1696 and Stevan Pickard, Ohio Council 8, AFSCME, regarding notice of changes affecting bargaining unit employees.
5. November 12, 2008 correspondence from Anita Herington, Job and Family Services to the following employee regarding position abolishment: Bonnie Hager
6. November 13, 2008 correspondence from Anita Herington, Job and Family Services to the following employees regarding layoffs:
  - A. Marguerite DiMarco
  - B. Jennifer Biltz
  - C. Mahasin Askia
  - D. Denise Miller
  - E. Mary Calabro
  - F. Pamela Rooth
  - G. Carol Savrin
  - H. Heather Pavlich-Angus
7. November 11, 2008 correspondence from Justin McCaulley, LNE Group, regarding services at federal and state level.

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**Journal Entry**

November 18, 2008

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

1. The Board of Commissioners authorized the electronic re-submittal of the semi-annual report to the U.S. Department of Justice Office on Violence Against Women for the OVW FY07 Grant to Encourage Arrest Policies and Enforcement of Protection Orders – Project No. 2007-WE-AX-0048 for the ATR Community Collaborative for the grant period of January 2008 through June 2008, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners acknowledged the receipt of the October 29, 2008 correspondence from Robert Ferguson, Ohio Department of Job and Family Services, to Portage County Job & Family Services Director Anita Herington, accepting the Corrective Action Plan (CAP) letter Portage County submitted on September 16, 2008 for the Audit period January 1, 2002 through December 31, 2002, as presented by Director Anita Herington, Job and Family Services. (Audit Tracking No. 09-OLS-CA-56).
3. In response to the October 22, 2008 Notice from the Ohio Division of Liquor Control of a request for transfer of liquor license from Nail Too LLC dba Rusty Nail & Patio to Rusty Nail III, Inc., dba The Rusty Nail & Patio Units 1 & 2, 7291 SR 43, Franklin Township, Kent, OH 44240, the Board of Commissioners agreed not to request a hearing, noting the Franklin Township Trustees were notified and have no objections, they are not requesting a hearing. The Board of Commissioners further authorized the Clerk to sign and return the Notice.
4. The Board of Commissioners authorized payment of November 7, 2008 Invoice #30118 for \$1,322.15 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of October 2008 for General Labor matters.
5. The Board of Commissioners authorized payment of Invoice No. 2240, dated November 1, 2008 for the 4<sup>th</sup> Quarter Extension Appropriation for 2008 in the amount of \$71,625.00, as presented by the OSU Extension.
6. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending November 9, 2008, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$700 in Court Donations.
7. The Board of Commissioners authorized payment of Invoice No. 82187 dated November 10, 2008 for the bond renewal for Policy No. 8818067 for Dr. Stephen Dean, Deputy Coroner, at a cost of \$75.00, as presented by the Jack Kohl Insurance Agency. The bond effective date is December 31, 2008 through December 31, 2009.
8. The Board of Commissioners authorized payment of Invoice No. 82188 dated November 10, 2008 for the bond renewal for Policy No. 8872998 for Dr. Julie Vesco, Deputy Coroner, at a cost of \$75.00, as presented by the Jack Kohl Insurance Agency. The bond effective date is December 31, 2008 through December 31, 2009.
9. The Board of Commissioners acknowledged the receipt of the Portfolio Report for October 2008, as presented by the Portage County Treasurer.
10. The Board of Commissioners signed the Ohio Department of Transportation Annual County Highway 2008 County Highway System Mileage Certification, as presented by Mickey Marozzi, County Engineer,

certifying that the total certified mileage at the end of Calendar Year 2007 in Portage County was 369.38 miles. After consideration of all mileage adjustments during Calendar Year 2008, the County Engineer certifies a total of 369.38 County miles as of December 31, 2008.

11. The Board of Commissioners acknowledged the receipt of the Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions for the Revolving Loan Fund - Windham Demolition, as presented by the Ohio Department of Development.
12. The Board of Commissioners authorized payment of Invoice No. 000000009 dated October 31, 2008 for Professional Services rendered through October 25, 2008 for the expanded Storm Water Management Program for \$1,308.60, as presented by MS Consultants, Inc. and authorized by Resolution No. 07-1213. The Board of Commissioners noted that Water Resources Department Director Harold Huff reviewed the invoice and recommends payment. (Water Resources Project No. 61-44004-00).
13. The Board of Commissioners acknowledged the receipt of the Portage County Park District Regular Audit for the years ended December 31, 2007-2006, as presented by the Auditor of State.
14. The Board of Commissioners signed the payment authorization form for \$6,168.95 payable to the Portage County Regional Planning Commission for administration overage for the B-F-07-062-1 County Formula Grant. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
15. The Board of Commissioners authorized Commissioner Smeiles to sign the State of Ohio Small Cities Community Development Block Grant (CDBG) program formula allocation program grant agreement extension for Grant No. B-F-07-062-1 as follows, as presented the Regional Planning Commission:

Project Completion:	March 31, 2009
Payment Requests:	April 30, 2009
Final Performance Report:	May 31, 2009

Documents reviewed by Carol Kurtz, Internal Auditor noting the extension was necessary because of the complications of working with a number of contractors.

16. The Board of Commissioners signed the purchase requisition for Heeter Contracting of Mechanicstown, Ohio for homeowner Clarence Bradshaw, 242 East Hale Drive in Streetsboro for \$4,800.00 for a new roof, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting documents appear to agree and to be properly authorized.
17. The Board of Commissioners signed the purchase requisition for McLean Home Improvements of Ravenna for homeowner Greg Suslovic, 9950 Highland Way, Streetsboro for \$5,000 for windows and plumbing problems, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05 Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized.
18. The Board of Commissioners signed the purchase requisition for Heeter Contracting of Mechanicstown, Ohio for homeowner Joanne Curran, 652 Frost Road in Streetsboro for \$4,950.00 for a new furnace, as presented by the Regional Planning Commission. The B-F-07-062-1 Formula Grant Activity #05

Home/Building Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting all documents appear to agree and to be properly authorized.

19. The Board of Commissioners authorized payment of the Portage County Health Department Invoice No. 368 dated November 13, 2008 for forty three (43) flu shots given on various dates to Portage County employees at \$20.00/each for a total payment of \$860.00.
20. In response to the October 31, 2008 Notice from the Ohio Division of Liquor Control of a request for transfer of liquor license from Sinaloa Ltd., dba Acapulco Mexican Grill to Lazaro LLC dba Acapulco Grill Drive Thru 1<sup>st</sup> Floor and patio, 4914 State Route 44, Rootstown Township, the Board of Commissioners agreed not to request a hearing, noting the Rootstown Township Trustees were notified and have no objections and are requesting a hearing. The Board of Commissioners further authorized the Clerk to sign and return the Notice.
21. The Board of Commissioners signed the Application and Certificate for Payment (No. 7 - Final) allowing payment of \$17,319.00 to Bockert Excavating Inc., 563 Old Forge Road, Kent, OH 44240 for the Franklin Hills Pump Station Upgrade 2006, Project No. FR-1 (05-190), as presented by the Water Resources Department. (Fund No. 5309).
22. The Board of Commissioners authorized payment of \$200,000 to the Portage Title Agency for the Economic Development Loan CDBG ED RLF for Mega Plastics Company, 10610 Freedom Street, Garrettsville, as presented by the Neighborhood Development Services Inc. (Community Housing Improvement Program (CHIP) Agreement B-C-08-062-01). Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
23. The Board of Commissioners signed the Personnel Action Form authorizing the hire of Cheri L. Michael as a part-time temporary Family Support Specialist beginning November 20, 2008 and ending December 28, 2008 for the Portage County Department of Job & Family Services, as presented by Human Resources Department and approved by Department of Job & Family Services Director Anita Herington. The Board of Commissioners noted that the reinstatement of this employee will allow the training of new hires six hours per day, one day a week for approximately five weeks.
24. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Noreen Siegner from Income Maintenance Aide 2 to Income Maintenance Worker 3 (replacing Holly Rhodes) effective December 1, 2008 for the Portage County Department of Job & Family Services, as presented by Human Resources Department and approved by Department of Job & Family Services Director Anita Herington.
25. The Board of Commissioners signed the Personnel Action Form acknowledging the resignation of Mahasin Askia as a Medical Assistant effective November 28, 2008 for the Portage County Department of Job & Family Services, as presented by Human Resources Department and approved by Department of Job & Family Services Director Anita Herington.
26. The Board of Commissioners signed the Personnel Action Form authorizing the termination of Pamela Rooth as a Registered Nurse effective November 17, 2008 for the Portage County Department of Job & Family Services, as presented by Human Resources Department and approved by Department of Job & Family Services Director Anita Herington. The employee is terminated as she failed to successfully complete her probationary period.

27. The Board of Commissioners signed the Personnel Action Form authorizing the voluntary return of Barb Ludban from an IM Supervisor to an IM Worker 3 effective December 1, 2008 for the Portage County Department of Job & Family Services, as presented by Human Resources Department and approved by Department of Job & Family Services Director Anita Herington.
28. The Board of Commissioners agreed that the Executive Assistant Charlene Badger will provide Administrative support to the Natural Resources Assistance Council (NRAC) District 7 for 2009.
29. The Board of Commissioners authorized Commissioner Smeiles to sign the Portage County, Ohio Certificate of County-Wide Cost Allocation Plan (Actual FY 2007 for use in FY 2009), as prepared by MAXIMUS Consulting Services, Inc. and presented by Department of Budget & Finance Director Audrey Tillis.
30. The Board of Commissioners agreed that their Clerk Deborah Mazanec may continue to serve as the Portage County Port Authority Secretary-Treasurer for 2009 and the Office of Economic Development Executive Assistant Diana Fierle may continue to serve as the Assistant Secretary for 2009.
31. The Board of Commissioners agreed that Internal Auditor Carol Kurtz may continue to provide accounting services for the Portage County Port Authority for 2009.
32. The Board of Commissioners acknowledged the receipt of the signed offer letter from Karen U’Halie, who will begin employment as the Portage County Human Resources Department Director on November 24, 2008.

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 18, 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

\* \* \* \* \*