

Thursday, January 8, 2009

The Board of County Commissioners met in regular session on **Thursday, January 8, 2009 at 9:45 AM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

Absent: Commissioner Keiper on vacation

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the January 6, 2009 meeting. Commissioner Keiper absent, motion carries

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

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SAL PITERA, E-PORTAGE

Present: Editor/Reporter Sal Pitera; Brian Kelley, IT Director

Mr. Pitera attending today to advise the Board of Commissioners of his new website, which links the entire county with links for news, government, commerce, entertainment, etc.. The goal of the site is to bring information pertinent to Portage County to one place.

Commissioner Frederick, looking at the website, noted that the site is attractive but the logo must be changed because it is too similar to the Portage County logo. Mr. Pitera responded that he intends to change the logo now that he knows it is similar to the Portage County logo.

Commissioner Smeiles asked that a disclaimer be placed on each page of the website stating that this is not an official Portage County site. He asked how the company will make money. Mr. Pitera responded that there will be some advertising on the site but software sales will be the source of income.

Director Kelley stated that he is impressed by the site and is okay with the links to the Portage County website. He added that he would like to look more closely at the site and noted that it is to be used as a communications tool. His main concern is that it must be apparent that this is not an official county sponsored or controlled website. Mr. Pitera responded that the site allows no pop-ups and is family friendly.

Mr. Pitera added that the website will allow posting of school closings that could be broadcast via email delivery and/or cell phone text delivery; emergency press releases and/or community notifications to residents from police departments and/or the Sheriff. These services would be offered to the county free of charge.

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GRANTS ADMINISTRATOR - Cancelled

The Board of Commissioners considered the JAG grant for the Children’s Advocacy Center/09-016

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INTERNAL SERVICES

Present: JoAnn Townend and General Services Director Jim Manion

DISCUSSION

Vacated Child Health Area

Director Townend presented two handouts outlining the recently vacated Child Health Clinic space, for use by the WIC program. There would be a small space set aside for use by the Health Department’s new Obesity Prevention Program. The WIC Director would have to determine how much her budget would allow her to pay in rent, which is an allowable grant expenditure.

JoAnn Townend to contact Health Commissioner Porter to discuss what portion of the area is available for Health Department use. This solution would also allow the storage of the child car seats in this space/Journal Entry

Senior Center Project

The Director advised that the contracted uncovered a duct bank (underground ductwork) along the face of the building that is encased in concrete at the Senior Center project. Mr. Frisone has made his concerns known. The OOPS has no issues or drawings and ODOT did not have paperwork or drawings that showed these underground utilities or ductwork.

Commissioner Frederick stated that the paperwork shows that, if the Board of Commissioners approves this change order, the General Fund will pay \$72,000 in addition to the \$93,000 CDBG funds. The Board of Commissioners noted that they have advised Mark Frisone that these improvements will be offset by rent credits; JoAnn Townend has had that conversation with Mr. Frisone. Commissioner Frederick stated that she would like to see that rent arrangement in writing. Commissioner Smeiles agreed, noting that we are using public money to improve a private building.

The contractor BSC has requested an additional \$13,600 for the current change order #6. JoAnn Townend to bring back the necessary change order for Board of Commissioners approval. JoAnn Townend to prepare a letter to Mark Frisone detailing the amount spent that will be a rent credit.

RESOLUTIONS

1. Enter into amendment no. 3 with the Portage County Prosecuting Attorney’s and JFS to extend the employment of (1) part-time assistant prosecuting attorney through 12/31/08 at no additional cost./09-09
2. Enter into an agreement with Maximus Consulting Services for program expenditure tracking software maintenance for JFS./09-10
3. Set date to receive proposals for financial management consulting services for JFS./09-11

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GENERAL SERVICES

Present: Jim Manion

Director Manion presented the estimate damage cost of \$120,766.80 for the December 7, 2008 Administration Building flood. OTIS is working on the elevators with the hope that another elevator will be working by the end of this week.

The Director advised the Board of Commissioners that there have been no issues with the Prosecutor's parking lot or his employees parking in the F Lot.

The Board of Commissioners agreed to send a letter to Ravenna Mayor Poland advising that they no longer keep the gated county owned parking lot on the corner of Spruce and Prospect Streets open on the weekends except for special events. The General Services Director and Office of Homeland Security & Emergency Management Director both agree that there has not been much use of the lot after hours.

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HUMAN RESOURCES

Present: Karen U'Halie

Public Session

1. Amend Resolution No. 03-0340 to add Public Records Policy to the Commissioners' Personnel Policy Manual/09-12
2. Accounts Receivable Manager - The Woodlands at Robinson/Journal Entry
3. Resolution to Amend Section 24, Family and Medical Leave Act of Commissioners' Personnel Policy Manual /09-13
4. Amendment to Resolution 99-620 – Retirement Award /09-14

10:43 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider the Commissioners' designation of exemptions from Classified to Unclassified Service and a discipline issue. **Also present: Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

11:50 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick** , seconded by **Christopher Smeiles** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

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

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GRANTS ADMINISTRATOR & OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

Present: Dan Banks, Jon Barber, John Mason

The Office of Homeland Security & Emergency Management Director attending to request authorization to sign and submit the FY 08 SHSP Grant application for Portage County. The Director noted that the Terrorism Task Force met on January 7, 2009 and approved projects for recommendation to the Board of Commissioners for submittal with this grant. The Director detailed the projects and equipment associated with this application/09-0018

The Board of Commissioners discussed the need for a written protocol for employees to follow when faced with threatening situations at work. The Office of Homeland Security & Emergency Management Director noted that this issue should be discussed with the new Sheriff.

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RESOLUTION No. 09-0008 - RE: IN ACCORDANCE WITH OHIO REVISED CODE SECTION 109.43 AND SECTION 149.43, APPOINT COMMISSIONERS' CLERK DEBORAH MAZANEC AS THE DESIGNEE TO ATTEND TRAINING PROGRAMS AND SEMINARS ABOUT OHIO'S PUBLIC RECORDS LAW FOR COMMISSIONERS SMEILES AND FREDERICK.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following Resolution be adopted:

WHEREAS, Ohio law requires that elected officials attend a three hour seminar for each term of office to receive training in Public Records Law, but also allows the official to appoint a designee; now there for be it

RESOLVED, that the Portage County Board of Commissioners does hereby appoint Commissioners' Clerk Deborah Mazanec as Commissioner Smeiles' and Commissioner Frederick's designee to attend the required training in accordance with Ohio Revised Code Section 109.43 (B) and Section 149.43 (E)(1); 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 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0009 - RE: ENTER INTO AMENDMENT NO. 3 BETWEEN THE BOARD OF COMMISSIONERS, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY AND THE PORTAGE COUNTY PROSECUTING ATTORNEY TO PROVIDE LEGAL REPRESENTATION SERVICES.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, an agreement between the parties was entered into and known as Portage County Contract No. 20070198 (the "Original Contract") on January 1, 2007 by Resolution No. 07-0072 to provide legal representation in the presentation of evidence in cases alleging the

abuse, neglect or dependency of children pursuant to Ohio Revised Code 2151.40 and Juvenile Rule 29(E); and

WHEREAS, an Amendment No. 1 was entered into on February 19, 2008 through Resolution No. 08-0109; and

WHEREAS, an Amendment No. 2 was entered into on October 7, 2008 through Resolution No. 08-0957; and

WHEREAS, the parties desire to amend the Original Contract to continue such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 3 between the Board of Commissioners, the Department of Job & Family Services and the Portage County Prosecuting Attorney to extend the employment of one (1) part-time assistant prosecuting attorney through December 31, 2008 at no additional cost; and be it further

RESOLVED, that the parties mutually agree that the role of the part-time attorney is to attend administrative or planning meetings to advise the Department of Job & Family Services personnel on matters of abuse, neglect or dependency, and the full-time attorney will continue to cover agency court appearances; and be it further

RESOLVED, that the Portage County Prosecuting Attorney shall provide the Department of Job & Family Services with a monthly invoice reflecting the actual compensation of the assistant prosecuting attorneys assigned to represent the Department of Job & Family Services; 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, Absent;

Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0010

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RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, INC. AND MAXIMUS CONSULTING SERVICES, INC. FOR PROGRAM EXPENDITURE TRACKING FOR WINDOWS (PET) SOFTWARE MAINTENANCE.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be

adopted:

WHEREAS, the Portage County Department of Job & Family Services acquired Program Expenditure Tracking for Windows (PET) software originally on June 5, 2000; and

WHEREAS, the Portage County Department of Job & Family Services wishes to acquire on-going maintenance in accordance with the License and Maintenance Agreement for the Program Expenditure Tracking for Windows (PET) Software; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License and Maintenance Agreement between the Board of Commissioners, the Department of Job & Family Services and MAXIMUS Consulting Services, Inc., 700 Ackerman Road, Suite 150, Columbus, Ohio 43202, for the period of January 1, 2009 through December 31, 2009 for the total cost of Two thousand one hundred fifty and 00/100 dollars (\$2,150.00); 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, Absent;

Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0011

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RE: SET REQUEST FOR PROPOSAL DATE FOR FINANCIAL MANAGEMENT CONSULTING SERVICES FOR THE PORTAGE COUNTY JOB & FAMILY SERVICES DEPARTMENT

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

RESOLVED, that the request for proposal specifications, for financial management consulting services for the Portage County Job & Family Services Department be and hereby are approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor- room 701, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m., E.S.T. on February 9, 2009; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on January 13, 2009, a copy thereof be posted on the bulletin board of the Board and the County's website 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0012 - RE: AMEND RESOLUTION 03-0340, ADOPTED APRIL 17, 2003 - TO ADD THE COMMISSIONERS' PUBLIC RECORDS POLICY TO THE COMMISSIONERS' PERSONNEL POLICY MANUAL.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners adopted Resolution 03-0340 on April 17, 2003, substantially revising and updating the Commissioners' Personnel Policy Manual; and

WHEREAS, the Board of Commissioners adopted Resolution 08-0146 on February 12, 2008 adopting a Public Records Policy for use by the Commissioners' Department and authorizing the addition of that Policy to their Personnel Policy Manual, as required by Ohio Revised Code Section 149.43 (E)(2); now therefore be it

RESOLVED, that this resolution will amend Resolution 03-0340 by adding the attached Commissioners' Public Records Policy, effective February 1, 2008, to the Board of Commissioners' Personnel Policy Manual; 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0013 - RE: AMEND RESOLUTION 07-0608, ADOPTED JUNE 21, 2007 - REVISION OF SECTION 24 OF THE COMMISSIONERS' PERSONNEL POLICY MANUAL

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles I that the following resolution be adopted:

WHEREAS, the Director of Human Resources has determined that the Commissioners' Personnel Policy Manual Section 24, Family and Medical Leave Act, should be amended to reflect the Department of Labor's final rule and subsequent regulatory changes, published on November 17, 2008; now therefore be it

RESOLVED, that this resolution will amend Resolution 07-0608 by revising Portage County Commissioners' Personnel Policy Manual Section 24, Family and Medical Leave Act, to include the new Military Family Leave entitlements (known as Covered Service Member Leave and Qualifying Exigency Leave) and other technical regulatory changes in the final rule; 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0014 - RE: ADOPT RESOLUTION SETTING THE RETIREMENT AWARD FOR RETIRING PORTAGE COUNTY EMPLOYEES AND REPLACE RESOLUTION 99-620.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, the Portage County Board of Commissioners adopted Resolution 99-620 on September 2, 1999 setting the retirement award for retiring Portage County Employees; and

WHEREAS, the Board of Commissioners desires to clarify the policy and agrees to replace Resolution 99-620; now therefore be it

RESOLVED, that the Portage County Board of Commissioners declares that a full-time employee, other than an Elected Official or Board Member, upon retiring after having completed thirty (30) or more years of service, with a minimum of twenty-five (25) years of service specifically with Portage County, shall be awarded a unique gift with a value not to exceed \$250.00; and be it further

RESOLVED, that this resolution will replace and supersede Resolution 99-620; 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0015 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 January 8, 2009 in the total payment amount of **\$2,834.69 for Funds 0001-1410** 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0016 - RE: ACCEPT THE OFFICE OF CRIMINAL JUSTICE SERVICES (OCJS) SUBGRANT AWARD TITLED THE CHILDREN'S ADVOCACY CENTER OF PORTAGE COUNTY, BYRNE/JAG SUBGRANT NO. 2006-JG-D01-6467A FOR THE GRANT YEAR 2009 (RESUBMISSION OF BYRNE/JAG 2006-JG-D01-6467/2004 BJ-D01-6467).

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, the Board of Portage County Commissioners adopted Resolution 08-0601 authorizing the resubmission of electronic Subgrant application of Grant No. BYRNE/JAG 2006-JG-D01-6467/2004 BJ-D01-6467) to the Ohio Office of Criminal Justice Services for funding under the JAG/Edward G. Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program for the project period of January 1, 2009 to December 31, 2009 for \$50,006.00 from OCJS with a cash match of \$16,669.00 being provided by the Center for a

total amount of \$66,675.00; now therefore be it

RESOLVED, that the Board of Portage County Commissioners accepts grant No. 2006-JG-D01-6467A from the Ohio Office of Criminal Justice Services (OCJS) for funding under the JAG/Edward G. Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program for the project period of January 1, 2009 to December 31, 2009 for \$40,005.00 from OCJS with a cash match of \$13,335.00 being provided by the Center for a total amount of \$53,340.00; now therefore be it

RESOLVED, that the Board of County Commissioners designates The Children’s Advocacy Center of Portage County as the administering organization, and be it further

RESOLVED, that The Children’s Advocacy Center of Portage County shall be completely responsible for providing the total local match funds in the amount of \$13,335.00, and be it further

RESOLVED, that the Portage County Board of Commissioners authorizes Board President Christopher Smeiles to sign all documents pertaining to the acceptance of this grant on behalf of the Portage County Board of Commissioners, and be it further

RESOLVED, that a copy of this resolution will be filed with the Portage County Auditor’s Office, the Portage County Department of Budget & Financial Management, and the Portage County Internal 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.

Voice vote as follows:

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

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RESOLUTION No. 09-0017 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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:

01/07/09	44	\$ 990.00
01/07/09	42	37,494.76
01/07/09	41	953.88
Total		\$ 39,438.64

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, Absent; Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0018

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RE: AUTHORIZE APPLICATION TO THE FY 08 STATE HOMELAND SECURITY PROGRAM (SHSP) ON BEHALF OF THE PORTAGE COUNTY OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT.

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

WHEREAS, the Ohio Public Safety Office advised the Portage County Office of Homeland Security & Emergency Management Director that Portage County was approved to receive Fiscal Year 2008 State Homeland Security Program (SHSP) funding for \$148,524.15 for the time period of October 1, 2008 thorough March 31, 2011; and

RESOLVED, that the Board of Portage County Commissioners accepts the recommendation of the Terrorism Advisory Committee and authorizes the application to the Fiscal Year 2008 State Homeland Security Program (SHSP) of \$148,524.15 on behalf of the Portage County Office of Homeland Security & Emergency Management; and be it further

RESOLVED, that the Board of Commissioners authorizes the Portage County Office of Homeland Security & Emergency Management Agency Director to sign the grant application documents upon the successful completion of the review process by the Portage County Department of Budget and Finance Management, the Portage County Internal Auditor, and the Portage County Grants Administrator; and be it further

RESOLVED, that a copy of this resolution be filed with the Portage County Auditor, the Department of Budget & Financial Management, the Internal Auditor, and the Office of Homeland Security & Emergency Management Agency Director; 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, Absent; Maureen T. Frederick, Yea;

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RESOLUTIONS

January 8, 2009

1. Approval of Meeting Minutes from the January 6, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor/09-0015.
3. Approve the Journal Vouchers as presented by the County Auditor/09-0017
4. Appoint Commissioners' Clerk Deborah Mazanec as the designee to attend training programs and seminars about Ohio's Public Records Law for Commissioners Smeiles and Frederick./09-08

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INVITATIONS/MEETING NOTICES

January 8, 2009

1. Invitation from Christ Episcopal Church for the 23rd Annual Have a Heart for Hospice brunch on Saturday, February 7, 2009, 11:00 AM-2:00 PM at the American Legion Post.

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INCOMING CORRESPONDENCE

DISCUSSION

January 8, 2009

1. December 30, 2008 correspondence from the Edinburg Township Trustees, regarding FireCom Center/Copy sent to the Office of Homeland Security & Emergency Management Director for his files and information. Clerk to draft a response to the Trustees.
2. January 2, 2009 correspondence from Steve Murdock, US Department of Commerce, requesting completion of the Worksheet for Providing Service Locations and Definitions of Service Locations and Targeted Non-sheltered Outdoor Locations no later than Friday, January 30, 2009/Forward to the Red Cross, United Way, PMHA, Family & Community Services of Portage County, Department of Job and Family Services, and Veterans Services for completion and return to the US Department of Commerce.

3. January 6, 2009 memo from William Ulik, Economic Development, requesting Board authorization for up to \$ 500.00 for overtime for Diana Fierle, Executive Assistant in order to attend evening Tax Incentive Review Council meetings and completing Enterprise Zone Annual Reports. Funding will be paid through the Enterprise Zone Monitoring Fund 1002/Journal Entry.
4. January 2, 2009 correspondence from Jason Segedy, AMATS, requesting the following:
 - (A) Completion of questionnaire regarding format to receive meeting material/To be considered at the Board of Commissioners' Organizational Meeting on January 12th.
 - (B) Appointment of Policy Board alternates (to be done during the Board's organizational meeting on January 12, 2009)
 - (C) Invitation to the next meeting of the AMATS Policy Committee on Wednesday, January 28, 2009, 1:30 PM, South Room of the Martin University Center, Akron.
5. January 6, 2009 e-mail from William Ulik, Economic Development, regarding County Chamber Development meeting agenda.

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JOURNAL ENTRIES

January 8, 2009

1. Board of Commissioners' authorization requested to have Commissioner Smeiles sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification (Disbursement Request No. 8) for the Tallmadge Road Bridge Replacement as requested by the Portage County Engineer.
2. The Board of Commissioners received the Weekly Report of Kennel population for the week ending January 4, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$ 970.00 in Court Donations.

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INFORMATION ONLY

January 8, 2009

1. December 30, 2008 correspondence from Michael Hiler, Ohio Department of Development, regarding amendment approval for Grant No. B-F-08-062-1 (cc: Regional Planning Commission by Ohio Department of Development).
2. January 7, 2009 correspondence from Sal Pitera, E-Portage.US, regarding the E-Portage.US news and information website.

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Journal Entry

January 8, 2009

Motion by Maureen T. Frederick, seconded by Christopher Smeiles to approve the following actions:

1. The Board of Commissioners authorized Commissioner Smeiles to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification (Disbursement Request No. 8) to F.J. Schirack, Inc. of Canton, Ohio for the Tallmadge Road Bridge Replacement Project, as presented by the Portage County Engineer.
2. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel Population for the week ending January 4, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$ 970.00 in Court Donations.
3. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Stephanie Carestia as a Social Service Worker 3, as presented by Human Resources Department Director Karen U'Halie and approved by Brian Boykin on behalf of JFS Director Anita Herington. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.
4. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Danelle A. Murphy as a Clerical Specialist 3, as presented by Human Resources Department Director Karen U'Halie and approved by Terri Burns on behalf of JFS Director Anita Herington. The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen.
5. After meeting today with Internal Services Director JoAnn Townend and General Services Director Jim Manion to discuss the use of the vacated Child Health Services Offices (in the Portage County Administration Building) by the Portage County Women, Infants, and Children (WIC) Program, the Board of Commissioners approved the drawing of the area outlining the vacated space for use by the WIC program. The Board noted that there would still be a space set aside for use by the Portage County Health Department to provide Immunization clinics on Tuesdays and Wednesdays and a consultative conference room for the Ohio Department of Health Child and Family Health Services Grant (FLIGHT) in partnership with the Kent State University Nutrition Outreach Program.

The Board of Commissioners noted that the use of this space by the WIC Program will improve the efficiency of the service WIC provides to Portage County citizens. The WIC Director will have to determine how much her budget would allow her to pay in rent for this space, which is an allowable grant expenditure.

JoAnn Townend to work with Health Commissioner Porter, JFS Director Herington, and WIC Program Manager Dailey to determine what portion of the vacated area is available for Health Department use and the continued storage of children's car seats in this space. Director Townend also to coordinate transfer of equipment left in the offices.

6. On September 4, 2008, the Board of Commissioners approved the draft job description for the new position of Accounts Receivable Manager at the Portage County Nursing Home, as recommended by Nursing Home Administrator Steve Eva. The Board of Commissioners noted that this position had not yet been factored and instructed Interim Human Resources Department Director Manion to bring back a recommendation for a range, once the factoring was completed.

Today, after meeting with Human Resources Department Director Karen U’Halie, the Board of Commissioners approved a revised job description for the Accounts Receivable Manager, accepted the Director’s recommendation that the position be designated a COMOT Level 5, and authorized the Director to post this vacancy.

- 7. The Board of Commissioners accepted the recommendation of Portage County Department of Economic Development Director William Ulik and authorized payment of overtime not to exceed \$500.00 to Executive Assistant Diana Fierle so that she may attend evening Tax Incentive Review Council meetings and complete the required Enterprise Zone Annual Reports. Funding will be paid through the Enterprise Zone Monitoring Fund 1002.

Commissioner Keiper absent, 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 **January 8, 2009**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Christopher Smeiles to adjourn the official meeting at **12:25 PM**. Commissioner Keiper absent, motion carries.

Christopher Smeiles, President

ABSENT
Charles W. Keiper II, Vice President

Maureen T. Frederick, Board Member

Deborah Mazanec, Clerk

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