

Thursday, February 12, 2009

The Board of County Commissioners met in regular session on **Thursday, February 12, 2009 at 9:35 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

* * * * *

Absent: Christopher Smeiles on vacation

* * * * *

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the meeting minutes of the February 10, 2009 meeting. Commissioner Smeiles absent, motion carries

* * * * *

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

* * * * *

Commissioner Keiper advised that he participated in the February 11, 2009 conference call discussion on the American Recovery and Reinvestment Act (Federal Stimulus Bill). This was the launch of a new website to be used to request federal stimulus funds expected to be received and expended in Ohio. He added that at some point, since all requests must flow through the Commissioners' Office, the Grants Administrator may need additional assistance.

* * * * *

INTERNAL SERVICES

Present: JoAnn Townend

Discussion

1. Sheriff's Department
 - a. Approval of payment for Sheriff's schooling/Journal Entry
 - b. Approval to purchase Sheriff's vehicles – JoAnn Townend met with Dale Kelly to discuss the vehicle situation. The Sheriff is changing the fleet management procedure and requests authorization to purchase two new cars (Dodge Chargers) and one used 2008 Jeep Cherokee (SUV) with 4-wheel drive. Commissioner Keiper noted that the question is what does the Sheriff need to keep the fleet intact? Hold for a discussion with Motor Pool Director Joe Dillon next week.

2. Security - JoAnn Townend looked at the state contract and noted that there is a company in Pennsylvania but equipment would have to be mailed back for any repair. The local companies would provide a 24 hour service contract/Journal Entry - Approval to purchase metal detectors.

3. Decal for county vehicles – Director Townend received a quote for an 18" x 12" decal at \$9.50 each for 50 decal and \$5.69 for 100 decals/Journal Entry

Resolutions

1. Approve specifications and set bid date for the Portage County Senior Center Phase II rehabilitation project./09-124
2. Amend resolution 08-0835 adopted on August 14, 2008 to award the sale of real estate owned by Portage County./09-125
3. Enter into an amendment no. 1 with Matthew Haines for the development of components of an Emergency Operations plan for EMA./09-126
4. Enter into an agreement with CompManagement, Inc. for Workers' Compensation TPA services for 2009./09-127
5. Enter into an agreement with Medical Mutual of Ohio for TPA services for the health benefit plan for 2009./09-128
6. Enter into an agreement with Medical Mutual of Ohio for aggregate and specific stop loss coverage for the health benefit plan for 2009./09-129
7. Award and enter into an agreement with Lake Business Products for the lease of copy equipment for JFS./09-130

* * * * *

HUMAN RESOURCES

Present: Karen U'Halie

Public Session:

1. Annual Flu Shots for Portage County Employees/Journal Entry
2. The Director presented a sample of the proposed new format for the Portage County Commissioners' Personnel Policy Manual. The new format is similar to the former version with an updated Table of Contents etc. The Board of Commissioners approved the proposed format and agreed that the Director should send the updated policy to other Elected Officials for their use, should they want to use it. The Director to prepare a letter for Board of Commissioners' signature to go out with the new manuals.

* * * * *

10:20 AM In accordance with the Ohio Rev. Code Ann. (121.22)(G)(1), it was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the Board of Commissioners move into executive session to consider an employee compensation issue. **Also present: Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:28 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, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners approved a journal entry action.

* * * * *

GENERAL SERVICES - Cancelled

Present: Jim Manion

* * * * *

C.I.S.P. GRANT APPROPRIATION REQUEST

Present: Dan Banks, Hank Gibson

Mr. Gibson advised that Community Integration and Socialization Program (C.I.S.P.) is needed to help clients with employment search assistance, employment preparation, high school equivalency assistance and professional counseling needs, with the goal of a reduction in recidivism. This federally funded program is locally assigned to the Portage County Adult Probation Department and directed by Henry Gibson. Mr. Gibson noted that the 2009 award for this program was \$178,000 and that there are 40 clients being served at this time. The 2010 request is for the same funding levels/Journal Entry

* * * * *

JOB & FAMILY SERVICES

Present: Anita Herington, Terri Burns

- I. The Director presented the CSEA Performance for January 2009.
- II. The Director presented the Unemployment Insurance Claims for 2007-2008.
- III. The Director advised that she spent several days in Columbus and reported a variety of proposed budget JFS cuts. She will keep the Board of Commissioners informed as information comes to her attention.

* * * * *

Professor Barb Hipsman attending with her junior and senior Journalism students from Kent State University.

* * * * *

RESOLUTION No. 09-0120 - 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 February 12, 2009 in the total payment amount of **\$292,717.88 for Funds 0001-7217** 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:

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

* * * * *

RESOLUTION No. 09-0121 - RE: WIRE TRANSFER 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 February 12, 2009 in the total payment amount as follows:

1. \$222,722.92 for Medical Mutual Claims-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, February 13, 2009 \$ 222,722.92

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:

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

* * * * *

RESOLUTION No. 09-0122 - 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

* * * * *
RESOLUTION No. 09-0125 - RE: AMEND RESOLUTION 08-0835, ADOPTED ON AUGUST 14, 2008, TO AWARD THE SALE OF REAL ESTATE OWNED BY PORTAGE COUNTY.

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

WHEREAS, the Board of Commissioners adopted Resolution 08-0835 on August 14, 2008 award the sale of real estate owned by Portage County; and

WHEREAS, the first section of the resolution reads Parcel 16-038-70-00-004-002 in Brady Lake Village comprised of approximately 1.950 acres was declared obsolete and for sale to the highest bidder; now therefore be it

RESOLVED, that the Board of Commissioners agrees to amend the resolution to reflect the change in the amount of acreage and be it further

RESOLVED, that the Board of Commissioners agrees that this resolution shall read in its entirety as follows:

* * * * *
WHEREAS, Parcel 16-038-70-00-004-002 in Brady Lake Village comprised of approximately .1950 acres was declared obsolete and for sale to the highest bidder; and

WHEREAS, bid packages were mailed to three (3) potential bidders; and

WHEREAS, one sealed bid was received, tabulated and recorded on July 28, 2008, and

WHEREAS, upon review of the bid received, it is the recommendation of the Portage County Director of Internal Services that the following bid be accepted as the best bid received and the real estate be sold to;

Lynda Kitchen
6378 Lakeview Dr.
Ravenna OH 44266
\$100.00

now therefore be it

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:

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

* * * * *

RESOLUTION No. 09-0126 - RE: ENTER INTO AGREEMENT AMENDMENT #1 FOR INDEPENDENT CONTRACTOR SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND MATTHEW J. HAINES.

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

WHEREAS, the parties entered into an Agreement known as Portage County Contract 20080250 on March 18, 2008 to develop components of an Emergency Operations plan; and

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

RESOLVED, that the parties mutually agree to extend the term of the agreement from 12:00 a.m. on January 1, 2009 through 11:59 p.m. on December 31, 2009; and be it further

RESOLVED, that all other terms of the original contract shall remain in effect; 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:

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

* * * * *

RESOLUTION No. 09-0127 - RE: AGREE TO ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND COMPANAGEMENT, INC. FOR WORKERS' COMPENSATION TPA SERVICES FOR 2009.

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

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for provision of workers' compensation third party administration services; and

WHEREAS, Portage County has insured its employees for Workers' Compensation coverage as demanded by any and all federal or state statutes; and

WHEREAS, Portage County requires the services of an organization to process and analyze the claims filed on behalf of its employees; and

WHEREAS, CompManagement, Inc. administers and processes claims on behalf of employers subject to Workers' Compensation requirements within the Ohio statutes; and

WHEREAS, Portage County desires to have CompManagement, Inc. administer, process and analyze the claims submitted against its Workers' Compensation risk, and CompManagement, Inc. is agreeable to providing such services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **CompManagement, Inc., P.O. Box 884, Dublin, Ohio 43017**, in the Amount of Twenty-Four Thousand Six Hundred Forty-Two Dollars (\$ 24,642) per year; and be it further

RESOLVED, that the term of the Agreement shall be for one year, effective from the 1st day of January, 2009 to the 31st of December, 2009; 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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Absent;

*

*

*

*

*

RESOLUTION No. 09-0128

-

RE: ENTER INTO AN AGREEMENT FOR THIRD PARTY ADMINISTRATOR SERVICES WITH MEDICAL MUTUAL OF OHIO FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN PPO AND EPO FOR 2009.

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

WHEREAS, the Portage County Board of Commissioners is in need of TPA services for its self-insured Portage County Employee Health Benefit Plan PPO and EPO; and

WHEREAS, after a review of renewal proposals submitted to the Board of Commissioners through its insurance consultant, Willis of Ohio, Inc., it is the recommendation that the County enter into a third party administrator (TPA) agreement with Medical Mutual of Ohio; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept the recommendation from Willis of Ohio, Inc. and agree to enter into an agreement for TPA Services with Medical Mutual of Ohio, 2060 East Ninth Street, Cleveland, OH 44115 for its self-insured Employee Health Benefit Plan PPO and EPO for the period January 1, 2009 through December 31, 2009; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open

meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote was as follows:

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

* * * * *
RESOLUTION No. 09-0129 - RE: ENTER INTO AN AGREEMENT WITH MEDICAL MUTUAL OF OHIO FOR AGGREGATE AND SPECIFIC STOP LOSS COVERAGE FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN FOR 2009.

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

WHEREAS, the Portage County Board of Commissioners is in need of aggregate and specific stop loss insurance for its self-insured Portage County Employee Health Benefit Plan; and

WHEREAS, after a review of renewal proposals submitted to the Board of Commissioners through its insurance consultant, Willis of Ohio, Inc., it was recommended that the County renew its aggregate and specific stop loss insurance for the Employee Health Benefit Plan with Medical Mutual of Ohio; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby accept the recommendation from Willis of Ohio, Inc. and agree to enter into an agreement with Medical Mutual of Ohio, 2060 East Ninth Street, Cleveland, Ohio 44115-1355 for aggregate and specific excess medical expense insurance coverage for its self-insured Employee Health Benefit Plan for the period January 1, 2009 through December 31, 2009; and be it further

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

Voice vote was as follows:

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

* * * * *
RESOLUTION No. 09-0130 - RE: AWARD AND ENTER INTO AGREEMENT WITH LAKE BUSINESS PRODUCTS FOR THE LEASE FOR COPY EQUIPMENT FOR THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES.

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

WHEREAS, Sixteen (16) companies picked up specifications for copy equipment for the Portage County Department of Job & Family Services; and

WHEREAS, On October 31, 2008 the Portage County Internal Services Department received two (2) bids; and

WHEREAS, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services that the bid of Lake Business Products be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to accept and award the bid of Lake Business Products, 37200 Research Drive, Eastlake OH 44095, to lease copy equipment for the Portage County Department of Job and 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

*

*

*

*

*

* * * * *

* * * * *

* * * * *

* * * * *

RESOLUTION No. 09-0131

RE: AMENDMENT TO THE NON GENERAL FUND 2009 ANNUAL APPROPRIATION RESOLUTION NO. 08-1182 ADOPTED DECEMBER 11, 2008

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 2009 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<i>Increase</i>	<i>Decrease</i>
		<hr/>	<hr/>
Fund: 7101	Health Benefits Program		
	018 Human Resources		
71014	HR Health Benefits CS	17,650	0
71019	HR Health Benefits ME	225,000	0
	MEMO TOTAL	<u>\$ 242,650</u>	<u>\$ -</u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS		<u>\$ 242,650</u>	<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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Absent;

*

*

*

*

*

RESOLUTIONS

February 12, 2009

1. Approval of Meeting Minutes from the February 10, 2009 regular Board Meeting as presented.

2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-120
3. Approve the wire transfer as presented by the County Auditor. /09-121
4. Approve the Journal Vouchers as presented by the County Auditor./09-122
5. Approve the Then & Now as presented by the Portage County Auditor./09-123

* * * * *

INVITATIONS/MEETING NOTICES

February 12, 2009

1. Invitation from the American Diabetes Association for the Black and White 2009 event on Saturday, May 2, 2009, 6:00 PM, The Sheraton Suites.

* * * * *

INCOMING CORRESPONDENCE

DISCUSSION

February 12, 2009

1. Discussion: Executive Session – Land Acquisition – Hold for 2/17/09

* * * * *

JOURNAL ENTRIES

February 12, 2009

1. Board of Commissioners’ signature requested on the Ohio Department of Development DS2 Signature Card and Signature Certification for the Portage County 2008 CHIP as presented by the Neighborhood Development Services Inc.
2. Board of Commissioners’ authorization requested to pay the February 5, 2009 Invoice #30219 for \$2,534.50 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of January 2009 for General Labor matters.
3. Board of Commissioners’ authorization requested to pay Invoice No. 51396096, dated February 4, 2009, from GE Capital, Pittsburgh, PA, for the Lease of the Commissioners’ Sharp Copier System for \$480.69.
4. Board of Commissioners’ authorization requested for subscription renewal to the Aurora Advocate for one year for \$ 42.00.
5. The Board of Commissioners received the Weekly Report of Kennel population for the week ending February 8, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$250.00 in Court Donations.

6. In accordance with the ORC Section 325.07, the Portage County Board of Commissioners received the Corrected Transportation of Prisoners Report for December 2008 as presented by the Portage County Sheriff's Department. Forwarded to the Internal Auditor for review.
7. The Board of Commissioners received the Domestic Relations Division 2008 Annual Report as presented by Judge Joseph Giulitto.
8. Board of Commissioners' signature requested on the purchase requisition for David Sommers AIA for architectural services for improvements to the Horizon House located at 5536 S. Prospect St., Ravenna, for \$ 11,115.00 as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #03 Conversion/Rehab/Renovation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
9. Board of Commissioners' signature requested on the payment authorization form for \$ 8,288.03 payable to BSC Construction Services for renovations to the Portage County Senior Center located at 705 Oakwood Street, as requested by the Regional Planning Commission. The B-F-07 Formula Grant Activity #01 Senior Center is funding this expense. The balance of Pay Estimate #4 to be paid by Portage County \$ 16,811.97. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
10. Board of Commissioners' authorization requested to allow the electronic filing of the financial status report to the US Department of Justice Office of Justice Program (OJP) for the Arrest Grant (2007-WE-AX-0048) for the Advocate, Train and Respond Collaborative for the grant period of October 1, 2008 through December 31, 2008 as requested by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the sums for each participating agency were compared with the detail provided for review and the amounts appear to be accurate and the report reflecting the total costs of the period.

* * * * *

REFERRED

February 12, 2009

1. February 4, 2009 correspondence from Mark Mann, Ohio EPA, regarding Small Ms4 General Permit Renewal/referred to County Engineer and Water Resources Department.
2. February 9, 2009 memo from Dave McIntyre, Dog Warden, regarding a donation of \$1,000 from the Ravenna Police Association/Referred to Internal Auditor for preparation of the necessary resolution.
3. February 9, 2009 e-mail from the Ohio Economic Development Association, regarding 2009 OEDA Awards Nomination deadline extension/Referred to Executive Assistant.
4. February 9, 2009 e-mail from Leigh Prugh, Prosecutor's Office, regarding the Preservation Assistance Grants for smaller institutions/Referred to Grants Administrator, Internal Services and Records Commission and forwarded per Commissioner Keiper to the Portage County Historical Society.
5. January 15, 2009 correspondence from Bill Hoover, Kent Area Chamber of Commerce, including the 2009 Chamber Membership Dues invoice/Referred to Economic Development for payment.

* * * * *

PLEASE ADD TO THE AGENDA

February 12, 2009

1. Amend the Annual Appropriation Resolution – Non General Fund as presented by the Department of Budget & Financial Management./09-131

* * * * *

INFORMATION ONLY

February 12, 2009

1. February 10, 2009 correspondence from Mark Barbash, Ohio Department of Development, congratulating the Board on receiving a CDBG Economic Development Program grant of \$190,000.00.
2. February 6, 2009 correspondence from Gary Mann, Developers Realty, Inc., regarding downtown Ravenna Class A office property available for lease or purchase.
3. January 30, 2009 correspondence from John Hoornbeek, Kent State University, thanking the Board for the January 13, 2009 meeting.
4. January 27, 2009 correspondence from Seth Riewaldt, The Portage County Police Chiefs Association Inc., regarding centralized dispatch.

* * * * *

Journal Entry

February 12, 2009

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

1. The Board of Commissioners signed the Ohio Department of Development DS2 Signature Card and Signature Certification for the Portage County 2008 CHIP, as presented by the Neighborhood Development Services Inc.
2. The Board of Commissioners authorized payment of the February 5, 2009 Invoice #30219 for \$2,534.50 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of January 2009 for General Labor matters.
3. The Board of Commissioners authorized payment for \$480.69 for Invoice No. 51396096, dated February 4, 2009, from GE Capital, Pittsburgh, PA, for the lease of the Commissioners' Sharp Copier System.
4. The Board of Commissioners authorized the subscription renewal to the Aurora Advocate for one year at a cost of \$42.00.
5. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending February 8, 2009, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$250.00 in Court Donations.
6. In accordance with the Ohio Revised Code Section 325.07, the Portage County Board of Commissioners acknowledged the receipt of the Corrected Transportation of Prisoners Report for December 2008, as presented by the Portage County Sheriff. Forwarded to the Internal Auditor for review.

7. The Board of Commissioners acknowledged the receipt of the Domestic Relations Division 2008 Annual Report, as presented by Judge Joseph Giulitto.
8. The Board of Commissioners signed the purchase requisition for \$11,115.00 for David Sommers AIA of Kent for architectural services for improvements to the Horizon House located at 5536 South Prospect Street in Ravenna, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #03 Conversion/Rehab/Renovation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
9. The Board of Commissioners signed the payment authorization form for \$ 8,288.03 payable to Burton Scot Contractors LLC (BSC) of Novelty, Ohio for renovations to the Portage County Senior Center located at 705 Oakwood Street, as requested by the Regional Planning Commission. The B-F-07 Formula Grant Activity #01 Senior Center is funding this expense. The balance of Pay Estimate #4 to be paid by Portage County \$ 16,811.97. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
10. The Board of Commissioners authorized the electronic filing of the financial status report to the U.S. Department of Justice Office of Justice Program (OJP) for the Arrest Grant (2007-WE-AX-0048) for the Advocate, Train and Respond Collaborative Program for the grant period of October 1, 2008 through December 31, 2008, as presented by Carole Beaty, Family & Community Services. Documents reviewed by Carol Kurtz, Internal Auditor noting the sums for each participating agency were compared with the detail provided for review and the amounts appear to be accurate and the report reflecting the total costs of the period.
11. On February 10, 2009, the Board of Commissioners authorized payment to the Ohio Department of Development of \$21.05 for CDs and cases, postage and mailing supplies in reference to a public records request for documents associated with JRS applications awarded. Upon receipt of the invoice, it is noted that payment of \$13.05 must be made to the Ohio Treasurer Kevin Boyce.
12. The Board of Commissioners agreed to accept the previous service credit of six (6) years, three (3) months, and nine (9) days from the Mahoning County Board of Commissioners for Human Resources Department Director Karen U'Halie. Commissioner Keiper signed the transfer document for return to the Portage County Payroll Department.
13. In response to new directives from the Ohio Department of Health, the Portage County Health Department must commit, prior to the start of the flu season, to the number of flu vaccines it will need. Today, the Board of Commissioners accepted the Human Resources Department Director's recommendation and authorized purchase by the Portage County Health Department of 400 influenza vaccinations at a cost of \$25.00 each to be administered to Portage County employees for the 2009/2010 flu season.
14. Pursuant to Ohio Revised Code Section 311.01 (D), the Board of Commissioners authorized compensation in the amount of \$3,380.88 to the Portage County Sheriff for 80 hours of required training. The Board of Commissioners agreed that the reimbursement is to be paid from the Sheriff's funds.
15. The Board of Commissioners authorized the purchase of two metal detectors; one for the Kent Court and a second for the Ravenna Court, from CEIA USA Ltd of Twinsburg, at a total cost of \$9,840.00. The Board of Commissioners noted that the purchase is to be paid from Security Department funds.

16. The Board of Commissioners approved the design and purchase of vehicle decals, at a total cost not to exceed of \$1,000.00, from Boehm, Inc., as presented by the Internal Services Director. The Board of Commissioners agreed that the purchase is to be paid from Motor Pool appropriations.
17. After meeting today with Portage County Adult Probation Officer Henry Gibson, the Board of Commissioners authorized Commissioner Keiper to sign the FY 2010 Appropriations Request to Congressman Tim Ryan for the Community Integration and Socialization Program (C.I.S.P.).

All in favor, motion carries

* * * * *

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **February 12, 2009**. 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 **12:20 PM**. Commissioner Smeiles absent, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

ABSENT

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

* * * * *