

Tuesday, March 3, 2009

The Board of County Commissioners met in regular session on **Tuesday, March 3, 2009 at 9:10 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the February 26, 2009 and the March 2, 2009 Robinson Memorial Hospital Board of Trustee meeting. All in favor, motion carries

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PROSECUTOR

Present: Denise Smith

2007 Audit

The Commissioners had asked Attorney Smith to review the new amendment to the Letter of Arrangement (LOA) presented by the State Auditor. Attorney Smith advised that the State Auditor is charged by ORC 117.13 (c) with completing the county audit; the County Auditor must pay the cost of the audit. The letter of arrangement is simply a formality between the Board of Commissioners and the State Auditor; the State Auditor will still be paid by the County Auditor even if the Board of Commissioners does not agree to the amendment. Commissioner Keiper noted that the original cost of the 2007 Audit was \$130,000; that cost has now increased to over \$240,000. Commissioner Keiper asked if there is an appeal mechanism in the law. Attorney Smith agreed to look again at the Revised Code and let the Board of Commissioners know what their rights are.

Commissioner Smeiles suggested that State Auditor Gary Alger be asked for an itemized breakdown of hours already spent on the audit. He added that Mr. Alger has always been cooperative and would understand our request of an accounting of hours.

Commissioner Frederick asked if the newest amendment is predicated on wrong estimates or has the scope of the audit been expanded? Commissioner Keiper responded that the amendment is to address issues from the WIA audit.

Attorney Smith added that the Board of Commissioners can refuse to agree to the additional charges in the newest amendment but the County Auditor must still pay the charges.

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Commissioner Smeiles advised Attorney Smith that there is a need for a new deed for the Brady Lake Village sale of land due to an improper legal description as per Tax Map. Attorney Dave Brode to prepare the new deed.

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Prosecutor's Correspondence

March 3, 2009

1. February 26, 2009 e-mail from Denise Smith regarding the Strasshoffer Mediation/Information only

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

Other

- 1. Journal entry approval(s):
 - a. Indirect Cost Allocation – Public Defender/Journal Entry

Updates

- 2. The Director presented the Compensation Report by Payroll Location.
- 3. The Director presented the Debt Policy Draft for Board of Commissioners review and comment.
- 4. 9-1-1 Update – the 9-1-1- Planning Committee will meet on March 19th to make a final determination as to the use of the funds. If the Committee authorizes the Department of Homeland Security & Emergency Management Director as the recipient, a new fund will be created.

5. Justice Center Painting

The Board of Commissioners received a request from the Sheriff’s staff to continue with the painting at the Justice Center, which was suspended pending a determination that the correct paint is being used and funds are available for the purchase of the paint to complete the project. Director Tillis advised the Board of Commissioners that there is a Justice Center Maintenance budget, which was used to pay the almost \$10,000 invoice for the waterproofing. That waterproofing was not planned so the issue of buying paint is a problem. If the Board of Commissioners approves the painting, Director Tillis will monitor the maintenance budgets. The Director will contact the Sheriff to determine the cost of the paint to complete this project, which has cost about \$2000 already. The Board of Commissioners agreed that the Sheriff needs to better coordinate maintenance projects with the maintenance staff. The Board of Commissioners approved the painting project, using trustees, and approved the purchase of paint once the dollar amount is determined. Audrey Tillis recommended that these types of projects should be brought to the Board of Commissioners before initiated to allow a budget review.

The Board of Commissioners authorized Director of Maintenance Tim Miller to continue to pay for paint from the Justice Center’s maintenance budget and asked the Clerk to draft a letter to the Sheriff noting their appreciation for his diligence in this matter and asking that his staff better coordinate with the Director of Maintenance on these types of projects to build them into the Maintenance budget.

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REGIONAL PLANNING COMMISSION

Present: Todd Peetz, Audrey Tillis

Director Peetz advised that he is getting more and more involved in county issues. At one time the Regional Planning Commission had a standing meeting with the Board of Commissioners. He would like to reinstate that meeting. The Board of Commissioners asked that the Clerk contact the Director to schedule.

There was discussion regarding the use of the Portage County Technical Assistance (TA) hours, with the Director noting that all members will be advised prior to going over the TA hours. The Director agreed to

verify in writing that the county has 70 TA hours available in 2009 and owes nothing for 2008 hours used over the allowed TA hours.

The Director noted that the Farmland Preservation Plan, created in 2001, is due to be revised. The plan should be revised every five (5) years. Also, last year there were four top-scoring Portage County grants that should have been funded but were not. The suggestion from staff is to concentrate on those four grants for this year's application. The Commissioners agreed that, if the County's 2009 TA hours are available, the Commissioners would authorize the use of those hours to concentrate on the 2009 grants.

The Director met with Tallmadge and Brimfield officials regarding the JEDD. It has been suggested that the Regional Planning Commission could assist in an economic development study. He is meeting with Atwater Township tonight, Mayor Poland tomorrow, and City of Kent Economic Development staff next week.

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RESOLUTION No. 09-0172 - 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 March 3, 2009 in the total payment amount of **\$464,541.53 for Funds 0001-8300** 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, Yea;

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RESOLUTION No. 09-0173 - 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:

3-3-09	104	\$ 918.00
3-3-09	103	37,494.73
3-3-09	102	953.88
3-3-09	101	691.68
3-3-09	98	49,554.00
3-3-09	92	958.51
3-3-09	91	840.00
3-2-09	88	19,276.87
3-2-09	87	653.63
3-2-09	84	32,722.48
3-2-09	83	104.81
3-2-09	82	352.95
Total		144,521.54

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, Yea;

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RESOLUTION No. 09-0174

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RE:

ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

WHEREAS,

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

2. February 24, 2009 correspondence from Paul Platz, regarding garnishment of wages ordered by the Portage County courts/Forward to the Prosecutor for their files and information.
3. February 23, 2009 memo from Todd Peetz, Regional Planning Commission, regarding the 2009 Small Cities Community Development Block Grant Formula Allocation Program. Does the Board want to submit a proposal/Forward to the Leadership Team for project recommendations.
4. Undated correspondence (received February 26, 2009) from Judge Enlow, regarding overcrowding at the Portage County Justice Center/Information only.
5. February 27, 2009 e-mail from William Ulik, including a check list for the relocation of the Economic Development office/Forwarded to the Internal Services Director for inclusion on her March 5th agenda.
6. February 19, 2009 confidential correspondence from Thomas Sicuro, Sicuro and Simon, regarding the rental agreement for 213 S. Chestnut St., Ravenna/Commissioner Frederick to contact Attorney Sicuro to discuss this issue.

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JOURNAL ENTRIES

March 3, 2009

1. The Board of Commissioners received the February 24, 2009 Amended Certificate of Estimated Resources for the year beginning January 1, 2009 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
2. The Board of Commissioners received the February 25, 2009 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2009 as presented by the Portage County Auditor’s Office.
3. Board of Commissioners’ authorization requested to have Commissioner Keiper and Commissioner Frederick sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report, Draw No. 416 for Home Repair and Private Rehab as requested by Neighborhood Development Services Inc. as follows:

B-C-08-062-1 Home Repair	\$ 19,000.00
B-C-08-062-2 Private Rehab	<u>\$ 33,000.00</u>
Total Amount of Draw	\$ 52,000.00

Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and authorized.

4. Board of Commissioners’ authorization requested to allow use of the Portage County Courthouse Lawn on Saturday, March 28, 2009, 1:00-2:00 PM for a CARE Rally for Anniversary of Fellowship of Believers as requested by Jack Keller.

- The Board of Commissioners received the February 26, 2009 notice from Glenda Enders, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the May 5, 2009 General Election as follows:

Saturday, March 28, 2009	8:00 AM-12:00 Noon
Saturday, April 4, 2009	8:00 AM-12:00 Noon
Monday, April 6, 2009	8:00 AM-9:00 PM
Saturday, April 25, 2009	8:00 AM-12:00 Noon
Saturday, May 2, 2009	8:00 AM-12:00 Noon
Tuesday, May 5, 2009	6:30 AM until completion of business

- The Board of Commissioners received the 2008 Annual Report as presented by the Portage County Municipal Court.

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REFERRED

March 3, 2009

- February 24, 2009 correspondence from DuWayne Porter, Portage County Combined General Health District to John Mason, Office of Homeland Security and Emergency Management, regarding the presentation of the Friends of Public Health Award for 2009. Referred to Human Resources Department and Executive Assistant.
- February 27, 2009 e-mail from Hal Farrier, Mental Health & Recovery Board, requesting reappointment of Ronald Heineking and Stanley Wearden to the Mental Health & Recovery Board due to term expiration on June 30, 2009. Referred to Executive Assistant.

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INFORMATION ONLY

March 3, 2009

- February 25, 2009 memo from Karen U’Halie, Human Resources, including a copy of Portage County’s accident reporting procedures/Forward to JoAnn Townend to have the Motor Pool place copies in county vehicles for immediate access by employees.
- The Board of Commissioners received a thank you for renewing membership with the Kent Area Chamber of Commerce.
- February, 2009 correspondence from Steppin’ Out, regarding specialized symbolic employee recognition awards and programs for county government.
- Undated correspondence (received February 25, 2009) from Brittany Murdock, Amanda’s Garden Inc., indicating new daycare hours of operation.
- The Board of Commissioners received the February 11, 2009 Nominating Committee Minutes from February 11th and 18th, 2009.
- Undated correspondence (received February 27, 2009) from Streetsboro Area Chamber of Commerce, thanking the Board for renewing its 2009 membership.

7. February 17, 2009 correspondence from Dwight Dean, US Department of Commerce, US Census Bureau, regarding the expansion of local operations.
8. Undated correspondence (received February 27, 2009) from Thomas Mesenbourg, US Department of Commerce, US Census Bureau, including a complete count committee guide dated November 2008.

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Journal Entry

March 3, 2009

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

1. The Board of Commissioners acknowledged the receipt of the February 24, 2009 Amended Certificate of Estimated Resources for the year beginning January 1, 2009, as submitted by the Portage County Budget Commission.
2. The Board of Commissioners acknowledged the receipt of the February 25, 2009 Certificate of the County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2009, as presented by the Portage County Auditor.
3. The Board of Commissioners authorized Commissioner Keiper and Commissioner Frederick to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report, Draw No. 416 for Home Repair and Private Rehab, as presented by Neighborhood Development Services Inc. as follows:

B-C-08-062-1 Home Repair	\$ 19,000.00
B-C-08-062-2 Private Rehab	<u>\$ 33,000.00</u>
Total Amount of Draw	\$ 52,000.00

Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and authorized.

4. The Board of Commissioners authorized the use of the Portage County Courthouse Lawn on Saturday, March 28, 2009, 1:00-2:00 PM for a CARE Rally for Anniversary of Fellowship of Believers, as requested by Jack Keller. Forwarded to the Internal Services Director to process.
5. The Board of Commissioners acknowledged the receipt of the February 26, 2009 notice from Glenda Enders, Portage County Board of Elections, indicating that the Board of Elections will be open to the public in preparation for the May 5, 2009 General Election as follows. Forwarded to the Director of Security.

Saturday, March 28, 2009	8:00 AM-12:00 Noon
Saturday, April 4, 2009	8:00 AM-12:00 Noon
Monday, April 6, 2009	8:00 AM-9:00 PM
Saturday, April 25, 2009	8:00 AM-12:00 Noon
Saturday, May 2, 2009	8:00 AM-12:00 Noon
Tuesday, May 5, 2009	6:30 AM until completion of business

- 6. The Board of Commissioners acknowledged the receipt of the Portage County Municipal Court 2008 Annual Report.
- 7. The Board of Commissioners signed the March 3, 2009 correspondence to the Portage County Auditor requesting that her staff debit the Portage County Public Defender Department 920 and credit the following to the General Fund and Riddle Block Debt Services:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	09200004	481000	\$ 59,793	FY 09 Cost Allocation
<u>Credit</u>	00100001	152000	\$ 20,066	FY 09 Cost Alloc. PDC
<u>Credit</u>	30120012	240000	\$ 39,727	FY 09 Cost Alloc. PDC

- 8. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Portage County Human Resources Department and approved by Water Resources Department Director Harold Huff.

DEPARTMENT	JOB TITLE	GRADE	ACTION
Water Resources Department	Design Technician III New Position	Collective Bargaining Position	Post Internally
Water Resources Department	Temporary Electrician	Collective Bargaining Position	Post Internally and Externally

- 9. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Case Manager – Customer Services (Replacement for Shannon Cassi)	JFS G	Post Internally and Externally

- 10. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Clerical Specialist (Replacement for Jessica Mobley)	JFS C	Post Internally and Externally

- 11. The Board of Commissioners accepted the recommendation of Director of Security Jon Barber and authorized the acceptance of two quotes from Integrated Precision Systems, Inc. (IPS) for the Riddle Block Building as follows:

- A. Move the DVR and camera system from the 4th floor office to the existing security area on the 2nd floor for security accessibility and control at a cost not to exceed \$2,248.00. Security budget to pay this invoice.
- B. Move an existing camera in the Child Support Area after a wall was erected, blocking the camera view. Portage County Department of Job and Family Services to pay the \$250.00 invoice.

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 **March 3, 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 11:03 AM. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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