



The Director noted that the Motor Pool would have to purchase new and different tools to work on Jeeps, although the Director will work on whatever vehicle the Board of Commissioners decides to purchase. She added that the Sheriff prefers the 2009 Ford Explorer V8 model.

The Director advised the Board of Commissioners that she understands that the Sheriff wants patrol cars pulled from the road at 130,000 miles and replaced. She also noted that some cars are being sent out to other garages since staff believes that the cars belong to the Sheriff and Major Kelly does not like the internal chargeback system. For example, a garage in Garrettsville repaired a vehicle for \$500 instead of the \$1700 quoted by the Motor Pool. The Motor Pool Director noted that perhaps all items were not replaced that he would have replaced as a safety measure. The Motor Pool Director is not going to allow a vehicle on the road that is unsafe. The Motor Pool charge is \$60/hour for labor plus parts. The Director stated that if and/or when that bill comes in, she would not pay it.

Commissioner Frederick asked if the Sheriff requested authorization to take the vehicle outside for repairs. The Director responded that the Sheriff believes that he can take the vehicles anywhere he wants to take them for repair. The vehicle in question has undercover plates and needed a starter, as well as other items including an E-Check. The Sheriff was concerned about the vehicle being identified as undercover if worked on at the county Motor Pool.

Commissioner Smeiles stated that he had a conversation with the Sheriff and Major Missimi this morning at the Bowman Breakfast in which the Sheriff advised that County Auditor told him that the Board of Commissioners has \$5 million "laying around" that could be used to purchase vehicles for the Sheriff. Commissioner Frederick noted that, even if that was true, what makes the Sheriff think that those funds should be used for his vehicles. She recalled the Sheriff telling the Board of Commissioners that they only needed three vehicles, JoAnn Townend agreed.

The Director has ordered two Crown Victorias with a police package and this is the third vehicle promised by the Board of Commissioners to use to pull the Sheriff's watercraft. The Sheriff prefers the V8 Ford Explorer but would be happy with the V6. Commissioner Keiper noted that a new Jeep would be covered under a warranty; JoAnn Townend responded that the state contract for the Jeep is 36,000 or three years/09-0246.

The Board of Commissioners agreed to send a letter to Sheriff regarding the county policy about cars. Invite the Sheriff to meet to discuss the proposed 130,000 miles for turnover and who owns county cars, including the drug task force vehicles.

2. All county buildings except the County Engineer are on the current CCAO Energy Program for natural gas. This new CCAO Service Corporation Energy Program for Natural Gas Savings is going to work the same way. JoAnn Townend noted that the county has seen a better savings using this program. The Board of Commissioners agreed to ask NOPEC if the county qualifies to participate in the NOPEC program.
3. Attorney Mark Heisa has asked the Board of Commissioners to approve another five year lease with no increase for 2009/2010 year – then reviewed in year two, three, four & five for possible increases. The Board of Commissioners approved this request.

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## RESOLUTIONS

1. Enter into amendment no. 4 with Family & Community Services to provide service coordination for the Help Me Grow program./09-238
2. Enter into an agreement for parenting project with Family & Community Services, 11/1/08 to 10/31/09./09-239
3. Enter into an agreement for independent living services with Family & Community Services, 11/1/08 to 10/31/09./09-240
4. Enter into an agreement for Child & Adult Emergency reporting services with Coleman Professional Services, 11/1/08 to 10/31/09./09-241
5. Amend resolution 09-0205 with the Fellowship of Believers to extend the hours of the rally march on 3/28/09./09-242
6. Habitat for Humanity/09-0244
7. Cleveland Water Line/09-0245

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10:55 AM Board of Commissioners recessed to the Solid Waste Management District Meeting

11:40 AM Board of Commissioners reconvened

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## GENERAL CDBG PUBLIC HEARING MINUTES

Portage County Board of Commissioners Board Room

449 South Meridian Street, Ravenna, Ohio

Convened at 11:45 AM

Present: Todd Peetz, Executive Director of the Portage County Regional Planning Commission; Eileen Stiffler, Regional Planning Commission; Commissioners Charles W. Keiper II and Maureen T. Frederick; Clerk Deborah Mazanec; Mike Sever, Record-Courier.

- I. Introduction of those attending – Commissioner Keiper
- II. Purpose of the Hearing – Eileen Stiffler  
The hearing was held in accordance with the Ohio Revised Code requirements and in compliance with the rules of HUD and the Ohio Department of Development Office of Housing and Community Partnerships.
- III. Program Overview – Eileen Stiffler

\* \* \*

**COMMUNITY HOUSING IMPROVEMENT PROGRAM**

Application Due: May 1, 2009

Goals: To provide funding for a flexible, community-wide approach to the improvement and provision of affordable housing for low and moderate-income persons, and development of local administrative capacity.

Eligible Jurisdictions: Because Portage County received a CHIP last year they will not be eligible to apply until 2010. Counties and cities that are HUD Entitlement Non-participating jurisdictions under the HOME program and HUD non-entitlement communities. Communities must have an approved Community Housing Improvement Strategy. Communities may only apply every other year for funding. An additional \$50,000 is available for Communities, which are doing a Rental Rehab Program. An additional \$50,000 is available for new home construction or rehabilitation working with a Habitat for Humanity Chapter

Maximum Grant Amount: \$500,000 (plus up to \$100,000 for rental rehab and Habitat)

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**HOMELESS ASSISTANCE GRANT PROGRAM**

Applications Due: July 14, 2009

Goals: To provide a continuum of housing/services to prevent persons from becoming homeless by providing homelessness prevention services and assistance; move persons from homelessness to permanent housing through the provision of emergency shelter, direct housing, and transitional housing; and provide long-term permanent supportive housing to homeless persons with disabilities. Funding is provided to eligible non-profit organizations, units of local government, public housing authorities and consortia of any eligible applicants for homeless prevention, emergency shelter, transitional housing, direct housing, and permanent supportive housing that meet the housing needs of homeless and low-income families and individuals.

Maximum Grant Amount:

Maximum Award Amounts:

<u>Category</u>	<u>Maximum Award</u>	<u>Grant Period</u>
Emergency Shelter:	\$350,000 per shelter	Two Years
Transitional Housing:	\$400,000	Two Years
Homelessness Prevention/Housing Placement:	\$700,000	Two Years
Direct Housing:	\$400,000	Two Years
Permanent Supportive Housing:	\$250,000	Two Years

Funding requests must be cost effective and reasonable based on community need, historical level of funding from OHCP, cost per household served, cost per outcome, etc. OHCP will provide guidance on recommended request amounts in the 2007 Homeless Program application.

Each \$2 in Homeless Assistance Grant Program funds must be matched with \$1 in cash and/or in-kind resources for all activities except Homelessness Prevention. While Homelessness Prevention does not have a match requirement, increased levels of match will make the application more competitive. Grants or loans from the Ohio Department of Development cannot be used as match.

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**HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM**

Application Due: November 3, 2009

Goals: To provide eligible nonprofit organizations or units of local government with funds to devise long-term comprehensive strategies for meeting the housing and supportive service needs of persons with AIDS or HIV related diseases.

Eligible Activities: Rental, mortgage, and/or utility assistance; acquisition, rehabilitation or construction of permanent housing; operation of a community residence; drug and alcohol abuse treatment and counseling; case management; respite care; food/nutritional services; activities of daily living; daycare; transportation; general administration; and housing information services.

Eligible Jurisdictions: Private, nonprofit organizations and units of local government.

Maximum Grant Amount: The maximum grant request is based on the percentage of cases of persons Living with HIV/AIDS within the project's service area when compared to the balance of state.

*Matching Requirements:* Each \$2 in OHTF/RFP funds must be matched with \$1 in cash and/or in-kind resources. Grants or loans from the Ohio Department of Development cannot be used as match.

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**COMMUNITY DEVELOPMENT PROGRAM**

**Formula Allocation Program**

Application Due: June 26, 2009

Goals: The National and State Objectives.

Eligible Activities: Any eligible CDBG activity.

Eligible Jurisdictions: Portage County will receive funds based on per capita income, unemployment and distress factors for the Townships and Villages and the Cities of Aurora and Streetsboro.

Approximate Grant Amount: \$375,000

**Neighborhood Revitalization Program**

Application Due: June 26, 2009

Goals: Target investment to improve the quality of life and livability of distressed areas and neighborhoods.

Eligible Activities: Public facilities such as infrastructure in areas of distress.

Eligible Jurisdictions: Formula grantees including the acquired cities. Villages must apply through the county. Communities will be limited to one application per program year. Combined with Formula application.

Maximum Grant Amount: \$300,000

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**WATER AND SANITARY SEWER COMPETITIVE PROGRAM**

Application Due: Applications may be submitted on a continuous basis throughout the program year, beginning June 12, 2009.

Goals: The creation of a safe and sanitary living environment for Ohio citizens, through the provision of safe and reliable drinking water and proper disposal of sanitary waste.

Eligible Activities: The Water and Sanitary Sewer Program will only fund projects, which provide water and/or sanitary sewer service to primarily residential users (minimum of 60% of total users) in areas, which are a minimum of 51% LMI. Extra points are given for projects, which serve areas with a higher percentage of LMI households.

Eligible Jurisdictions: Cities, Counties, and Villages. Counties must apply on behalf of townships and unincorporated areas.

Maximum Grant Amount: The awards may not exceed \$600,000. The maximum award for public infrastructure improvements is \$500,000. The maximum award for on-site improvements is \$100,000 (laterals).

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**ECONOMIC DEVELOPMENT PROGRAM**

Application Due: Applications will be accepted on a continuous basis, beginning June 12 2009.

Goals: To create and retain permanent private sector job opportunities, principally for low and moderate-income persons and to expand and retain business and industry in Ohio communities.

Eligible Activities: Include the provision of financial assistance through eligible units of general local government, to provide for profit entities to carry out economic development projects, as well as public improvements directly and primarily

related to the creation, expansion or retention of a particular business. This financing may cover fixed assets, including land, building, machinery, and equipment, as well as the infrastructure investment directly related to business or industrial development. The amount and type of assistance must be deemed appropriate with respect to the requirements of each specific project.

Eligible Jurisdictions: Cities and Counties. Counties may apply on behalf of Villages, Townships or Cities.

Maximum Grant Amount: \$500,000 for direct loans, \$500,000 for offsite infrastructure projects. A minimum of 51% of the jobs must be available to LMI persons and one (1) job must be created for each \$25,000 borrowed. An additional \$50,000 is available for the hiring and training of public assistance recipients,

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### **COMPREHENSIVE DOWNTOWN REVITALIZATION COMPETITIVE PROGRAM**

Applications Due:

**Tier #1:** Applications may be submitted on a continuous basis beginning June 12, 2009 through June 14, 2010.

**Tier #2:** Threshold submission - May 23, 2009  
Application - October 6, 2009

**Tier #3:** Applications may be submitted on a continuous basis beginning June 12, 2009 through June 14, 2010.

Goals: To aid in the revitalization of Central Business Districts to aid in the elimination of slums and blight and to create and retain permanent private sector job opportunities principally for persons of low and moderate-income households.

Eligible Activities: Provision of assistance for downtown revitalization including, but not limited to planning, streetscape, rehabilitation, and signage, and facade improvements.

Eligible Jurisdictions: Cities, Counties, Villages, and Townships.  
A downtown inventory must be submitted to OHCP.

Maximum Grant Amount: \$15,000 for planning grants (Tier 1)  
\$400,000 1 -1 matching grants (Tier 2)  
Tier 3 is funded through CDBG Discretionary funds for an agreed upon project.

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### **MICROENTERPRISE BUSINESS DEVELOPMENT PROGRAM**

Application Due: June 26, 2009

Goals: To assist in the development of local Microenterprise businesses and to create and retain long-term jobs in the private sector.

Eligible Activities: Activities include provision of financial assistance through direct or shared loans or loan guarantees to private for profit entities or individuals, training, technical assistance and working capital loans.

Eligible Jurisdictions: Cities, Counties, Villages, and Townships.

Maximum Grant Amount: \$60,000

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**CDBG DISCRETIONARY FUND**

Application Due: Project applications will be accepted on a continuous basis, beginning June 12, 2009.

Goals: Provide funds for special and demonstration projects, which are not included in other categories and target of opportunity investment in economic development projects, which create or retain permanent job opportunities.

Eligible Activities: Any CDBG eligible activity.

Eligible Jurisdictions: Cities, Counties, Villages, and Townships.

Maximum Grant Amount: Based on need.

**Imminent Threat Set-Aside Fund**

Application Due: Project applications will be accepted on a continuous basis, beginning June 12, 2009.

Goals: Alleviate threats to public health and safety that require immediate assistance. These funds may not substantially upgrade the conditions of an area, but are designed mitigate an emergency situation.

Eligible Activities: Any CDBG eligible activity.

Eligible Jurisdictions: Cities, Counties, Villages, and Townships.

Maximum Grant Amount: Determined by availability of funds and nature of problem.

**Housing**

Application Due: Project applications will be accepted on a continuous basis, beginning on June 12, 2009.

Goals: This program will provide funds for “target of opportunity” investment in housing projects, special projects, and demonstration programs that are not feasible in other funding categories.

Eligible Activities: Any CDBG-eligible activity.

Eligible Jurisdictions: Cities, Counties with an approved CHIS.

Maximum Grant Amount: Based on need but no more than 50% of project.

### **Special Projects**

Application Due: Project applications will be accepted on a continuous basis, beginning on April 1, 2009.

Goals: Provide funding for “target of opportunity” projects and innovative proposals that will principally benefit persons below 50% of the area median income and meet the OHTF rules and requirements.

Eligible Activities: OHTF-eligible activities, including housing rehabilitation or repair, first-time homebuyer assistance, accessibility improvements, homelessness prevention and housing counseling. Proposals considered for discretionary funds must be inappropriate for funding from other state housing programs, because of either eligibility, program scope or project timing. Projects must result in identifiable outcomes and beneficiaries (cannot be seed money or start-up).

Eligible Applicants: Nonprofit organizations, units of local government, public housing authorities, private developers and lenders and consortia of any eligible applicants.

Maximum Grant Amount: The level of funds is negotiated based upon need. OHTF Discretionary Grants for individual special projects cannot exceed \$200,000 annually. Projects must have at least a dollar-to-dollar match in cash and/or direct “in kind” services.

### **Homelessness Discretionary Grants**

Application Due: Project applications will be accepted on a continuous basis, beginning on June 12, 2009.

Goals: Provide funds for critical activities at existing OHCP-funded shelter locations. As a secondary priority and based on need and availability, these funds may also be used to fund activities of an emergency nature at organizations that serve homeless populations, but may not be receiving OHCP homeless assistance funds.

Eligible Activities: All activities must be of an emergency nature or include needs that could not be anticipated during the normal funding program cycle.

Eligible Jurisdictions: Eligible applicants are primarily limited to FY 2007 and FY 2008 Homeless Assistance grantees.

Maximum Grant Amount: Based on need.

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### **NEW HORIZONS FAIR HOUSING PROGRAM**

Application Due: Throughout the FY 2009-program year, beginning June 12, 2009 through May 29, 2010.

Goal: To provide funds to units of local government, or consortia of units of local government, to affirmatively further fair housing in addition to activities undertaken with their Formula Allocation Program funds.

Eligible Activities: Activities, which further Fair Housing.

Eligible Jurisdictions: Cities, Counties, Villages, and Townships.

Maximum Grant Amount: \$5,000 for single units - \$15,000 for Consortiums up to a maximum \$30,000.

IV. Questions/Suggestions

- Mike Sever asked if there is a change in the number of program slots.
- Eileen Stiffler replied that the County is confined to six slots. Ms. Stiffler noted that the proposals are due to the Regional Planning Commission by April 10, 2009 and the presentations to the Board of Commissioners are scheduled for April 14, 2009.

V. Public Hearing adjourned at 11:59 AM

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12:10 PM Lunch Recess				
1:15 PM Board of Commissioners reconvened				
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**COUNTY ENGINEER**

Present: Mickey Marozzi

The City of Kent must return the Memorandum of Understanding to the Ohio Department of Transportation (ODOT) as soon as possible so they can start the bid process on this project. ODOT will be bidding the project and administering construction, this will not be an LPA project. The City of Kent is the lead agent and will pay 65% of the local cost of construction and the County will pay 35%. The County will pay the City of Kent and the City will pay ODOT; the MOU establishes all of this. The AMATS Policy Committee approved \$3 million in stimulus funding for the project. The County will be paying the City of Kent for the county share of the design fee of \$707,000.00 and will also be setting up the county construction account for the Portage County 35% of the local share for calendar year 2009.

This project is a two and one half year project and the county will pay the City our share of the local cost on a quarterly basis according to ODOT's estimates.

The county's total estimated local share amount is \$935,000, which will be paid quarterly to the City as follows:

1. The first \$450,000 of the County's local share (2009) is an Issue 2 grant that ODOT will access directly from OPWC.
2. The remaining \$485,000 of the County's local share will be paid as follows:
  - A. \$250,000 will be set up in the construction account for quarterly draws for the balance of 2009.

B. The remaining \$235,000 will be appropriated into the account next year for 2010 and 2011.

The Board of Commissioners adopted Resolution 09-0248 authorizing the execution of an MOU between the City of Kent and the Portage County Board of Commissioners for the replacement of the Crain Avenue Bridge over the Cuyahoga River and the CSX Railroad in the City of Kent.

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**BUILDING DEPARTMENT**

Present: Bob Wrentmore, Jim Manion

**City of Ravenna agreement**

The Board of Commissioners agreed to meet with the CBO to discuss the City of Ravenna agreement for building department services.

Commissioner Smeiles stated that he is in favor of moving forward with this partnership. CBO Wrentmore added that the city can keep whatever fees it wants in place, the contractor must still register with the county. The CBO noted that the Mayor is amenable to this agreement and that the city intends to keep control of the zoning and housing maintenance in house.

The Board of Commissioners agreed to send the draft agreement to the Mayor for him to present to City Council/Clerk to schedule a meeting with the Mayor.

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**GENERAL SERVICES**

Present: Jim Manion

**F Lot**

The Director advised the Board of Commissioners that he has gotten a quote of \$10,000 for the purchase of installation of a gate, \$6,500 for new electrical service, and another undetermined cost for the purchase and installation of a camera.

All departments with County cars like the idea of keeping all vehicles in one gated lot.

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**HUMAN RESOURCES**

Present: Karen U'Halie, Jim Manion

1:50 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider the a discipline issue. **Also present:** Human Resources Department Director Karen U'Halie and General Services Director Jim Manion. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

2:20 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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**RESOLUTION No. 09-0233 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on March 19, 2009 in the total payment amount of **\$390,861.43 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, Yea;

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**RESOLUTION No. 09-0234 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on March 19, 2009 in the total payment amount as follows:

1. \$116,649.64 for Medical Mutual Claims-Fund 7101; and
2. \$750.00 for MHM Resources, Inc for Admin Fees for Medical Mutual; and
3. \$5,030.87 for MHM Resources, Inc for processing claims for Medical Mutual; 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, March 20, 2009	\$ 116,649.64
Wire Transfer on Friday, March 20, 2009	\$ 750.00
Wire Transfer on Friday, March 20, 2009	\$ 5,030.87



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. 09-0236**

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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

**WHEREAS,**

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

**WHEREAS,**

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

**RESOLVED,**

that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$49,051.80** as set forth in Exhibit "A" dated **March 19, 2009** shall be paid; and be it further

**RESOLVED,**

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

Voice Vote as Follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0237**

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**RE: APPOINTMENT TO THE NORTHEAST OHIO FOUR COUNTY REGIONAL PLANNING AND DEVELOPMENT ORGANIZATION (NEFCO) ENVIRONMENTAL RESOURCES TECHNICAL ADVISORY COMMITTEE.**

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

**WHEREAS,** NEFCO was formed in 1974 as a council of governments by the elected officials within Portage, Stark, Summit and Wayne Counties and the organization is directed by a general Policy board which meets monthly, serves as the decision- making body, and is comprised of representatives from each of the four counties; and

**WHEREAS,** The **Environmental Resources Technical Advisory** Committee serves as the environmental advisory board to NEFCO General Policy Board and provides a forum for members to discuss current environmental issues, develop and approve water quality objectives, assist in the development of work programs, review and approve reports, mediate conflicts and provide input to the staff; now, therefore, be it

**RESOLVED,** that the Portage County Board of Commissioners appoints the following to the Environmental Technical Advisory Committee of NEFCO:

William Steiner, Director, Portage County Solid Waste Management District

Alternate: Jaclyn Petty, Accounting Manager, Portage County Solid Waste Management District

**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, Yea;

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**RESOLUTION No. 09-0238**

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**RE: ENTER INTO AMENDMENT NO. 4 BETWEEN THE BOARD OF COMMISSIONERS, THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. TO PROVIDE SERVICE COORDINATION FOR THE HELP ME GROW PROGRAM.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20070395 (the "Original Contract") on October 4, 2007 by Resolution No. 07-0993 to provide service coordination for the Help Me Grow program; and

**WHEREAS,** an Amendment No. 1 was entered into on November 6, 2007 through Resolution No. 07-1070; and

**WHEREAS,** an Amendment No. 2 was entered into on July 10, 2008 through Resolution No. 08-0550; and

**WHEREAS,** an Amendment No. 3 was entered into on September 23, 2008 through Resolution No. 08-0851; 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. 4 between the Board of Commissioners, the Department of Job & Family Services and Family & Community Services, Inc., for the period from July 1, 2008 through June 30, 2009; and be it further

**RESOLVED,** that the parties mutually agree to increase the contract by Six thousand two hundred and 00/100 dollars (\$6,200.00) for continuing professional education and training related expenses, and that annual services shall not exceed Two hundred ninety-seven thousand six hundred fifty-eight and 00/100 dollars (\$297,658.00); 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:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0239**

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**RE:**

**ENTER INTO AN AGREEMENT FOR PARENTING SERVICES ("PARENT PROJECT") BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.**

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

**WHEREAS,** the Portage County Department of Job & Family Services (PCDJFS) is in need of parenting instructions and other treatment to stabilize a family and prevent removal of children from their homes (referred to as "PARENT PROJECT"); and

**WHEREAS,** Requests for Proposals were sent to ten (10) potential service providers; and

- WHEREAS,** Five (5) proposals were received, opened and tabulated on September 26, 2008; and
- WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and
- WHEREAS,** The Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and Family & Community Services, Inc.; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood St. #221, Ravenna OH 44266, for the period November 1, 2008 through October 31, 2009, with the option of a one (1) year agreement extension; and be it further
- RESOLVED,** that the total amount of this Agreement is not to exceed Fourteen thousand eight hundred fifty-three and 75/100 dollars (\$14,853.75); 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. 09-0240 - RE: ENTER INTO AN AGREEMENT FOR INDEPENDENT LIVING SERVICES (“ON THE RIGHT TRACK”) BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.**

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

- WHEREAS,** the Portage County Department of Job & Family Services (PCDJFS) is in need of services to help older youth who are in foster care or are homeless to achieve or maintain self-sufficiency, including reduction or prevention of dependency (referred to as “ON THE RIGHT TRACK”); and
- WHEREAS,** Requests for Proposals were sent to ten (10) potential service providers; and
- WHEREAS,** Three (3) proposals were received, opened and tabulated on September 26, 2008; and
- WHEREAS,** Family & Community Services, Inc. is willing and able to provide these services; and









**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, Yea;

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**RESOLUTION No. 09-0245**

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**RE: APPROVING THE PLANS, SPECIFICATIONS, ESTIMATE OF COST, AND SETTING THE DATE AND TIME FOR ACCEPTANCE OF ON LINE BIDS FOR THE CONSTRUCTION OF PROJECT NO. SH-W (06-300), CLEVELAND TO AURORA WATER LINE, PH 2 CONTRACT A – ST. RT. 43 IMPROVEMENTS, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT.**

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

**WHEREAS,**

this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

**WHEREAS,**

pursuant to authorization by the Board contained in Resolution 06-0813 adopted September 19, 2006, the Water Resources Department has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. SH-W (06-300), Cleveland to Aurora Water Line, Phase 2, Contract A, hereinafter referred to as the "PROJECT" and copies of said plans, specifications and estimate of cost are on file in the office of the Clerk and Water Resources Department and are available for examination therein; now therefore be it

**RESOLVED,**

by the Board of Commissioners of Portage County, Ohio:

Section 1. That said plans, specifications and estimate of cost for said PROJECT are hereby approved.

Section 2. That said plans, specifications and estimate of cost shall be filed in the office of the Clerk of this Board and in the office of the Water Resources Department and kept continuously on file for inspection by all persons interested therein.

Section 3. That sealed proposals for the construction of the PROJECT will be received using an online bidding process at the office of the Portage County Director of Internal Services at 10:00 AM on April 20, 2009, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio at which time and place the resulting online bid can be publicly viewed.

Section 4. That the Notice of receiving bids shall be published in the Record Courier on March 27<sup>TH</sup> and April 3, 2009, and a copy thereof be posted on the County's website and the bulletin board of the Board forthwith.

Section 5. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements 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, Yea;

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**RESOLUTION No. 09-0246**

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**RE:**

**DECLARE THE NECESSITY TO PURCHASE AND AWARD THE BID FOR A VEHICLE FOR USE BY THE PORTAGE COUNTY SHERIFF'S OFFICE**

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

**WHEREAS,** pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) 2009 Ford Explorer, for use by the Portage County Sheriff's office; and

**WHEREAS,** bids were mailed to fifteen (15) dealerships;

**WHEREAS,** only one (1) bid was received on March 16, 2009 from Montrose Ford, 3960 Medina Rd., Akron Ohio 44333; and

**WHEREAS,** upon review of the bid received, it is the recommendation of the Director of Internal Services that the bid from Montrose Ford of Twenty two thousand, five hundred ninety-nine and 00/100 dollars (\$22,599.00) be accepted as the lowest and best bid received, now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners declares it necessary to purchase and awards the bid for one (1) 2009 Ford Explorer, for use by the Portage County Sheriff at a cost of Twenty-two thousand, five hundred ninety-nine and 00/100 (\$22,599.00) from Montrose Ford; 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, Nay;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0247**

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**RE: AUTHORIZE THE PRESIDENT OR VICE-PRESIDENT OF THE BOARD TO SIGN FINANCIAL NETWORK OF AMERICA, LTD DOCUMENTS FOR THE DEFERRED COMPENSATION PLAN FOR PORTAGE COUNTY EMPLOYEES.**

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

**WHEREAS,** the Board of Commissioners adopted Resolution 08-0666 on July 24, 2008 agreeing to enter into an agreement with the Financial Network of America, LTD, 2214 Enterprise Parkway East, P.O. Box 559, Twinsburg OH 44087-0559 to provide a deferred compensation plan for Portage County employees; and

**WHEREAS,** the Financial Network of America, LTD has requested that the County sign the individual participant's authorizations and enrollment forms; and

**WHEREAS,** the Portage County Prosecutor's Office has advised that the Board of Commissioners must designate the authority to sign employee forms associated with the plan by resolution; now therefore be it

**RESOLVED,** that the Board of Commissioners designates the President or Vice-President of the Board of Commissioners to sign employee documents with the following "titles" for the deferred compensation plan for Portage County employees as follows:

1. "Employer" on the Salary Reduction Agreement
2. "Plan Sponsor"
3. "Authorized Employer Signature" on Ohio Deferred Compensation In-Service Transfer Out; and be it further

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

Voice vote as follows:

Christopher Smeiles, Yea;

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 09-0248**

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**RE: AUTHORIZE EXECUTION OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF KENT AND THE PORTAGE COUNTY BOARD OF COMMISSIONERS**

**FOR THE REPLACEMENT OF THE CRAIN AVENUE  
BRIDGE OVER THE CUYAHOGA RIVER AND THE CSX  
RAILROAD IN THE CITY OF KENT, PORTAGE COUNTY,  
OHIO**

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

**WHEREAS,** Resolution 00-091 authorized the execution of an agreement between the City of Kent and the Portage County Board of Commissioners for the replacement of the Crain Avenue Bridge over the Cuyahoga River and the CSX Railroad in the City of Kent, Portage County, Ohio, and

**WHEREAS,** the City of Kent wishes to continue their joint efforts with Portage County by entering into a Memorandum of Understanding for the replacement of the Crain Avenue Bridge over the Cuyahoga River and the CSX Railroad in the City of Kent, Portage County, Ohio; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners hereby authorize the execution of said Memorandum of Understanding with the City of Kent for the replacement of the Crain Avenue Bridge over the Cuyahoga River and the CSX Railroad in the City of Kent, Portage County, Ohio.

**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, Yea;

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**RESOLUTIONS**

March 19, 2009

1. Approval of Meeting Minutes from the March 17, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-233
3. Approve the wire transfer as presented by the County Auditor./09-234
4. Approve the Journal Vouchers as presented by the County Auditor./09-235
5. Approve the Then & Now as presented by the Portage County Auditor./09-236

6. Appointment William Steiner, Director of the Portage County Solid Waste Management District to the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) Environmental Resources Technical Advisory Committee (Exec Assistant)./09-237

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### **INVITATIONS/MEETING NOTICES**

March 19, 2009

1. Invitation from Summit Point for the seminar on upgrading your memory fitness routine – learn ways to challenge your brain on Thursday, March 26, 2009, 6:00 PM, Macedonia.
2. Invitation from the Fraternal Order of Police Portage County Lodge #70 for the Third Annual Golf Outing on Friday, June 19, 2009, 10:00 AM, Paradies Lake Golf and Banquet Center.
3. Invitation to the Maplewood Breakfast Series – Robert’s Rules of Order on Wednesday, April 1, 2009, 7:30 AM, Maple Leaf Restaurant.
4. Invitation to the 4<sup>th</sup> Annual N.E.O. Snow and Ice Technology Workshop on Thursday, May 14, 2009, Solon Community Center, 7:00 AM.
5. Invitation from the Cuyahoga Valley Scenic Railroad for the Fifth Annual All Aboard Ball on Saturday, May 2, 2009, 6:00 PM, at Rockside Road Station.

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### **INCOMING CORRESPONDENCE**

#### **DISCUSSION**

March 19, 2009

1. March 6, 2009 correspondence from Jai Kim, a Bucknell University Professor, regarding a unique method for increasing the load carrying capacity of aged steel truss bridges/Forward to the County Engineer.
2. March 17, 2009 memo from Carol Kurtz, Internal Auditor, regarding the Commissioners’ agreement with the Kent Regional Business Alliance of Microenterprise activities funded by the County’s Economic Development Revolving Loan Fund/09-0243/Clerk to schedule Director Jack Crews to meet with the Board of Commissioners for a program update.
3. March 12, 2009 correspondence from Scott Kenreich, Natural Resources Conservation Services, regarding floodplain easements available through Emergency Watershed Protection Program/Forward to the CBO, County Engineer and Water Resources Department Director.

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### **JOURNAL ENTRIES**

March 19, 2009

1. Board of Commissioners’ authorization requested to allow use of the Courthouse lawn in order to display a banner for the purpose of advertising the Relay for Life of Southern Portage County as presented by Vicki Sott, American Cancer Society.

2. In accordance with ORC Section 5126.038, the Board of Commissioners received a list identifying the total expenditures projected for any one of the following: (1) Any membership dues of the members or employees of the county board, in any organization, association, or other entity; (2) Any professional services of the county board, its members or employees, or both; (3) Any training of the members of employees of the county board as presented by the Portage County Board of MR/DD.
3. The Board of Commissioners received the Weekly Report of Kennel population for the week ending March 15, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$737.50 in Court Donations.
4. Board of Commissioners' authorization requested to have Commissioner Keiper sign the ED RLF Semi-Annual Report for the balance as of June 30, 2008 as presented by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
5. Board of Commissioners' authorization requested to release financial support for \$8,000.00 for reimbursement of the 10 cents per gallon in fuel costs for the Metro Life Flight helicopter as requested by the Portage County Regional Airport Authority.
6. Board of Commissioners' authorization requested to have Commissioner Keiper sign the Ohio Community Development Block Grant Program Status Report for Grant No. B-C-08-062-1 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
7. Board of Commissioners' authorization requested to have Commissioner Keiper sign the Ohio Community Development Block Grant Program Status Report for Grant No. B-C-08-062-2 as requested by Neighborhood Development Services Inc. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
8. Board of Commissioners' signature requested on the payment authorization form for \$500.00 payable to Advanced Contracting for plumbing replacement due to corroded water line/shut off valve (change order #1) for homeowner Stephen Ausra as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #02 Home/Bldg. Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
9. Board of Commissioners' signature requested on the payment authorization form for \$4,383 payable to Advanced Contracting for a furnace replacement for homeowner Stephen Ausra as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #05 Home/Bldg. Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
10. Board of Commissioners' signature requested on the purchase requisition for David Sommers AIA for architect services for alterations for 463 and 465 South Chestnut St., Ravenna (Coleman Professional Services) for \$ 4,975.00 as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
11. Board of Commissioners' signature is requested on the payment authorization form for \$46,466.76 payable to Portage Title Agency, Inc. for the purchase of 2 lots (Lot 26 1463 Hillcrest Dr., Atwater and Lot 27 1453 Hillcrest Drive, Atwater) to be used for Habitat for Humanity projects as requested by the

Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #01 New Construction is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

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**REFERRED**

March 19, 2009

1. March 13, 2009 correspondence from Patti Smith, Ohio EPA, requesting payment by the Portage County Water Resources Department of the Invoice dated March 12, 2009 for NPDES Permit Issuance for Streetsboro Hudson Regional Waste Water Treatment Plant for \$750.00 as requested by the Ohio EPA. Referred to Water Resources Department.
2. March 13, 2009 memo from Ohio Board of Building Standards, regarding proposed rules. Referred to Building Department.
3. March 16, 2009 e-mail from Dawn Pechman, regarding GAPP Board and Local Workforce appointment suggestion. Referred to Executive Assistant.
4. March 9, 2009 correspondence from Karen Hughes, Ohio Department of Health, regarding additional funding eligibility for WIC Project No. 06710041WA0209. Referred to Grants Administrator, Internal Auditor and Department of Budget and Financial Management.
5. The Board of Commissioners received the March 10, 2009 Industrial Minerals Permit Application No. A-1017-1 for RAK Inc. dba Rainbow Sand & Gravel, proposing to expand an existing operation as presented by the Ohio Department of Natural Resources. Referred County Engineer and Water Resources Department.
6. Undated correspondence (received March 16, 2009) from Bradley Whitehead, Fund for Our Economic Future, regarding local government collaboration. Referred to Grants Administrator and Economic Development.

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**PLEASE ADD TO THE AGENDA**

March 19, 2009

1. DRAFT RESOLUTION: Authorize the President or Vice President of the Board to sign the Financial Network of America, Ltd. documents for the deferred compensation plan for Portage County employees/09-0247.
2. March 18, 2009 e-mail from Jon Barber, Office of Homeland Security and Emergency Management, regarding intent to apply for funding/Journal Entry

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**INFORMATION ONLY**

March 19, 2009

1. March 16, 2009 correspondence from Richard Kinzel, Cedar Fair Entertainment Company, regarding education reform.
2. Undated correspondence (Received March 16, 2009) from Stephen Northcutt, The SANS Technology Institute, regarding SANSFIRE 2009 June 13-22, 2009 Baltimore, MD.

3. The Board of Commissioners received the Owners At Work magazine for Winter 2008-2009.

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**Journal Entry**  
March 19, 2009

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

1. The Board of Commissioners authorized the use of the Courthouse lawn in order for the display of a banner for the Relay for Life of Southern Portage County, as presented by Vicki Sott, American Cancer Society. The Board of Commissioners noted that the lawn will be shared with the Pinwheels for Prevention child abuse awareness display, as approved for the Children's Advocacy Center of Portage County. Forward to the Internal Services Department to process.
2. In accordance with ORC Section 5126.038, the Board of Commissioners acknowledged the receipt of the March 16, 2009 correspondence from the Director of Business Management for the Portage County Board of MR/DD identifying the total expenditures projected for any one of the following: (1) Any membership dues of the members or employees of the county board, in any organization, association, or other entity; (2) Any professional services of the county board, its members or employees, or both; (3) Any training of the members of employees of the county board, as presented by the Portage County Board of MR/DD.
3. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending March 15, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$737.50 in Court Donations.
4. The Board of Commissioners authorized Commissioner Keiper to sign the ED RLF Semi-Annual Report for the balance as of June 30, 2008, as presented by Neighborhood Development Services Inc. Documents reviewed by Internal Auditor Carol Kurtz who noted that the report appears to be correct as presented.
5. The Board of Commissioners authorized the release of \$8,000.00 as the FY 2009 support for the Portage County Regional Airport Authority, as requested in a March 16, 2009 correspondence.
6. The Board of Commissioners authorized Commissioner Keiper to sign the Ohio Community Development Block Grant Program Status Report for Grant No. B-C-08-062-1, as presented by the Neighborhood Development Services Inc. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
7. The Board of Commissioners authorized Commissioner Keiper to sign the Ohio Community Development Block Grant Program Status Report for Grant No. B-C-08-062-2 as requested by Neighborhood Development Services Inc. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
8. The Board of Commissioners signed the payment authorization form for \$500.00 payable to Advanced Contracting of Atwater for a plumbing replacement due to a corroded water line/shut off valve (change order #1) for homeowner Stephen Ausra, 1209 Apache Pass in Streetsboro, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #02 Home/Bldg. Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
9. The Board of Commissioners signed the payment authorization form for \$4,383 payable to Advanced Contracting of Atwater for a furnace replacement for homeowner Stephen Ausra, 1209 Apache Pass in Streetsboro, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant

Activity #05 Home/Bldg. Repair is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

10. The Board of Commissioners signed the purchase requisition for David Sommers AIA of Kent for architectural services for alterations at 463 and 465 South Chestnut Street in Ravenna (Coleman Professional Services) for \$ 4,975.00, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
11. The Board of Commissioners signed the payment authorization form for \$46,466.76 payable to Portage Title Agency, Inc. for the purchase of two (2) lots (Lot 26, 1463 Hillcrest Drive in Atwater and Lot 27, 1453 Hillcrest Drive in Atwater) to be used for Habitat for Humanity projects as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #01 New Construction is funding this expense. Documents reviewed by Internal Auditor Carol Kurtz with no exceptions noted.
12. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Brandy Johnson as a Social Service Worker 3, as presented by Human Resources Department Director Karen U'Halie and approved by 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.
13. The Board of Commissioners signed the Personnel Action Form authorizing a Rate Increase after the successful completion of probation for Heather Kimbrough, Administrative Assistant for the Portage County Department of Job & Family Services, effective November 19, 2008, as presented by Human Resources Department Director Karen U'Halie and approved by Department of Job & Family Services Director Anita Herington.
14. The Board of Commissioners authorized the Director of the Portage County Homeland Security and Emergency Management Office to submit the Intent to Apply to the Ohio Community Service Council for Program Year 2009 for Ohio AmeriCorps\* Planning Grant Funding. The Board of Commissioners noted that, if approved, the Board of Commissioners would adopt the resolution authorizing an application for funding.

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 19, 2009**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at **2:25 PM**. 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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