

**Thursday, May 28, 2009**

The Board of County Commissioners met in regular session on **Thursday, May 28, 2009 at 9:30 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the May 26, 2009 meeting. All in favor, motion carries

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

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**PUBLIC COMMENT PERIOD**

Present: Terrence Mott

Mr. Mott of Diamond, Ohio attended today's meeting to clarify the written record of the Commissioners' Official May 26, 2009 Meeting Minutes with the approved changes as follows:

Mr. Mott of Diamond, Ohio attending today to discuss his concern about the foul odors and toxins being released into the gas lines in Deerfield, Atwater, Ravenna Township, Palmyra, Edinburg and Smith Township in Mahoning County. His investigation shows that the smells originate in Randolph to discuss his concern about the foul odors and toxins being released into the gas lines around his home, the Columbia gas lines in Sebring, near the 3700 block of Newton Falls Road and at the Route 5/Route 534 intersection. Mr. Mott added that someone is injecting a lung irritant into the gas lines but he does not believe that East Ohio Gas or Columbia Gas are involved. The fumes are also polluting the fields.

Commissioner Smeiles asked if Mr. Mott has called the gas companies and filed complaints. Mr. Mott responded yes. Commissioner Keiper asked if he has contacted the Health Department and Mr. Mott responded that he is not getting them involved. He has contacted the federal government, the Ohio EPA. Commissioner Smeiles suggested that Mr. Mott contact the Akron Regional Air Quality Management District that covers air quality issues in Portage County. Mr. Mott added that the common denominator is Harry Nicholson, former owner of his property.

Commissioner Smeiles asked what action there is for the Board of Commissioners to take. Mr. Mott responded that he just wanted to state the information for the record. He added that he plans to turn his property over to someone because this issue is affecting the health of his children. Commissioner Smeiles asked if Mr. Mott has an attorney. Mr. Mott responded yes and added that this should cease immediately. Mr. Mott added that there is also an issue with a forged signature on the court documents regarding asbestos litigation.

Commissioner Keiper noted that the Board of Commissioners appreciates Mr. Mott sharing his comments with the Board. Commissioner Frederick wondered if Mr. Mott would want a copy of the tape of this meeting. Mr. Mott responded affirmatively.

Mr. Mott added that whatever is in the lines is polluting the fields in Deerfield and Atwater with all wells along the Randolph, Deerfield, Palmyra, Ravenna and Smith Township lines involved.

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**PORTAGE AWNING**

Present: Director of Maintenance Tim Miller, General Services Director Jim Manion, Internal Services Director JoAnn Townend, Danny Bogunovich of Portage Awning

Commissioner Smeiles arranged this meeting today with Portage Awning to discuss the replacement awnings on the Riddle Block Building. JoAnn Townend noted that the pricing she has is about \$800 each for five awnings or \$4,060.00.

Commissioner Smeiles noted that he met with a representative on the Ravenna Design Review Committee on May 26<sup>th</sup> and learned that the county can chooses either a solid color or a striped awning. Guido's has a solid green awning. He agreed to attend the monthly meeting once the Board of Commissioners has a design in mind to obtain their approval.

Commissioner Smeiles suggested that the project be coordinated with the exterior work that Board plans to perform on the building.

Portage Awning intends to use the same frame with a new material in a color chosen by the Board. There is an eight year fade warranty on the materials. Fire retardation is available for an additional cost. Director Miller noted that he does not recommend this process.

The Board of Commissioners discussed a dark green awning with a gold trim/edge/stripe of some sort. Commissioner Frederick asked the cost of each awning? Mr. Bogunovich responded around \$700-\$800 each.

Mr. Bogunovich will provide a mock-up of the design in dark green and gold and get the design to the Board of Commissioners next week.

Commissioner Smeiles noted that this is a family operation of four brothers with Mr. Bogunovich's father and grandfather starting the business.

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**INTERNAL SERVICES**

Present: JoAnn Townend

**Discussion**

1. The Generations Management agreement for The Woodlands expires 9/30/09 and must be bid, since it does not meet the exemption criteria. JoAnn Townend is working on the bid specifications.
2. The Board of Commissioners received a May 7, 2009 letter from Ravenna Mayor Poland regarding the curbing of the parking lot located at Prospect Street & Spruce Street. JoAnn Townend noted that the city has stimulus funds to redo that roadway and should add the curbing to that project. The county has had no discussion with the city about curbing. JoAnn Townend to investigate further.

3. The Sheriff's deputies now share road patrol vehicles because the Sheriff has pulled some of the vehicles off road. The older patrol vehicles are not being maintained with regular oil changes due to that sharing. The Board of Commissioners asked Commissioner Smeiles to host a meeting with the Sheriff, JoAnn Townend and Joe Dillon to discuss vehicle maintenance.
4. Director Townend advised that the asbestos survey has been completed for five houses to be demolished. The Help Me Grow Program is moving to its new offices the demolition can move forward.

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**Resolutions**

1. Enter into amendment no. 1, with CSEA and Clerk of Courts – Legal Division./09-0483
2. Enter into an agreement for in-home counseling services with Children's Advantage for Job & Family Services./09-0484
3. Enter into an agreement with Annette Petranic to develop a special needs mass care response plan for EMA./09-0485
4. Enter into an agreement with Extended Care Information Network, Inc. DBA Allscripts to provide computerized referral processing for admissions at the Woodlands./09-0486
5. Enter into agreement amendment one with Medical Mutual of Ohio to implement ReportLink Internet Application Service./09-0487
6. Award and enter into a contract with Swauger Building Co. for rehabilitation of the Horizon House./09-0488
7. Enter into a license agreement with Ravenna Merchants for the Summer Festival on June 13<sup>th</sup>. /09-0489
8. Enter into a real estate lease agreement with Mark Heisa./09-0490
9. Enter into a real estate lease agreement with F & C Services for the Help Me Grow Program./09-0491
10. Enter into a real estate lease agreement with F & C Services for the visitation program./09-0492

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**HUMAN RESOURCES**

Present: Director Karen U'Halie, Employee Benefits Specialist Vickie Steiner

1. Request Journal Entry to permit waiver of requirement of additional insured for health fair vendors/Journal Entry.

10:25 AM 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 discuss employee health benefits. **Also present: Human Resources Director Karen U'Halie and Employee**

**Benefits Specialist Vickie Steiner.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:45 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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Commissioner Keiper advised the Board of Commissioners that he attended the GAPP LEO meeting yesterday with each of the three JFS Directors to discuss the future of the GAPP.

The LEOs decided to hire a CPA level Chief Financial Officer at an approximate cost of \$100,000. Interim GAPP Director Craig Sernik may contact Karen U’Halie for her assistance in creating a job description for this position.

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**JFS DIRECTOR**

Present: Anita Herington

11:10 AM 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 prepare for, conduct or review negotiations or bargaining issues with public employees concerning their compensation or other terms and conditions of their employment and for an employment issue. **Also present: JFS Director Anita Herington; Human Resources Department Director Karen U’Halie; Attorney Ron Habowski.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:35 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea, Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners agreed to designate Attorney Ron Habowski as the lead negotiator for the JFS labor negotiations.

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1. The Board of Commissioners agreed to have the Prosecutor’s Office prepare the resolution to place the .75 Mill Child Welfare Levy renewal on the November 2009 ballot. The Clerk to forward the request to the County Auditor for the certification required before sending it to the Prosecutor’s Office to prepare.
2. The Director will accept two awards at the Directors’ Seminar in Columbus next week for Food Assistance Payment Accuracy.
3. The Ohio Benefit Bank will place a van in Windham on June 24<sup>th</sup>. The Director noted that the Portage County Department of Job & Family Services will be recognized for our participation with the Ohio Benefit Bank VISTA Program.

4. The Director noted that the CSEA Performance for April 2009 varied with Paternity on track for the federal fiscal year 2009 goals. Support order establishment fell slightly in April, the current collections ratio has risen slightly and collections on arrears continues to make progress.
5. Facilities
  - a. The Board of Commissioners agreed that the Children's Services will move to the former Prosecutor's Annex/Clerk to schedule a meeting to coordinate the move
  - b. Help Me Grow is moving today to Oakwood Street. The Board of Commissioners agreed that the rent stops at the Evelyn Swartz House and Help Me Grow house on May 31<sup>st</sup>, even if the houses are not vacated.
  - c. The Commissioners discuss the Department of Maintenance assisting JFS in moving items from the Evelyn Swartz House to either the basement of the former Prosecutor's Annex or to the Records Center for the auction. In particular, the Board discussed using the two summer hires to assist JFS, as well as a Maintenance vehicle if needed. They were not certain if the summer hires were permitted to drive a county vehicle and a Maintenance staff person might have to do that/Clerk to contact the Maintenance Director and ask that he coordinate the move with Director Herington.
6. Request to Pass Resolution - ODH Travel Rules/09-0496
7. Resolution to enter into an MOU between the Portage County Board of Commissioners and the Portage County Department of Job & Family Services and Child Health Services for car seat education/09-497
8. Resolution to authorize the application to the Ohio Department of Health Bureau of Early Intervention Services for the Help Me Grow Program/09-0498
9. Commissioners Keiper and Frederick will attend the June 11<sup>th</sup> Employee Appreciation Luncheon at Reed Memorial Library.

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**OHIO HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM DISCUSSION**

Present: Family & Community Services Inc. Executive Director Mark Frisone; Grants Administrator Dan Banks; Executive Assistant Charlene Badger

The Ohio Department of Development notified the PMHA, Coleman Professional Services, Family & Community Services Inc. and the Board of Commissioners of the implementation of the Ohio Homelessness Prevention and Rapid Housing Program (HPRP) and asked for a recommendation of a local government or nonprofit organization to apply for and administer the Ohio HPRP funds.

The Portage County Housing Services Council, the Continuum of Care entity for Portage County, met on May 26, 2009 and agreed unanimously that the Family & Community Services, Inc. would be the appropriate organization to apply for and administer the \$544,900 in funding allocated to Portage County.

The Board of Commissioners received a May 26, 2009 correspondence from Fred Zawilinski, President of the Portage County Housing Services Council, making the recommendation that Family & Community Services, Inc. be approved as the administering agency for HPRP funds. The Board of Commissioners accepted that

recommendation and signed a May 28, 2009 letter to Michael Hiler of the Ohio Department of Development making that certification./Journal Entry.

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11:55 AM Board of Commissioners recessed to the Solid Waste Management District Board Meeting  
11:59 AM Board of Commissioners reconvened

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Grants Administrator Dan Banks presented a resolution to authorize the support of the Portage County SWMD's grant application with the Fund For our Economic Future for the 2009 Efficient Government Now Grant for the *Grades of Green Project* , for the purchase of bins and containers for the recycling efforts in Portage County Public Schools/09-0493

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**RESOLUTION No. 09-0478 - 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 May 28, 2009 in the total payment amount of **\$363,667.49 for Funds 0001-8391** as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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**RESOLUTION No. 09-0479 - 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 May 28, 2009 in the total payment amount as follows:

1. \$106,431.76 for Medical Mutual Claims-Fund 7101; and







Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 09-0483**

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**RE: ENTER INTO AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY CHILD SUPPORT ENFORCEMENT AGENCY AND CLERK OF COURTS – LEGAL DIVISION**

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

**WHEREAS,** a IV-D Service Contract between the parties was entered into and known as ODJFS Contract No. 67080101 (the “Original Contract”) on July 31, 2008 by Resolution No. 08-0683; 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 enter into Amendment No. 1 between the Portage County Child Support Enforcement Agency and the Clerk of Courts – Legal Division; and be it further

**RESOLVED,** that the parties agree to increase the maximum number of units from eleven thousand (11,000) units to fourteen thousand (14,000) units, not to exceed One hundred eighteen thousand twenty and 00/100 dollars (\$118,020.00); 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. 09-0484**

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**RE: ENTER INTO AN AGREEMENT FOR IN-HOME COUNSELING SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND CHILDREN’S ADVANTAGE.**

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













**WHEREAS,** Family and Community Services of Portage County has property located at 703 Oakwood St., Ravenna, Ohio available for lease by the Portage County Commissioners; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for approximately Two thousand eighty-nine (2,089) square feet for thirteen (13) months beginning on June 1, 2009 through June 30, 2010; and be it further

**RESOLVED,** that the monthly lease amount shall be four hundred and 00/100 dollars (\$400.00) for the term of this agreement; 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. 09-0493**

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**RE:**

**AUTHORIZE THE SUPPORT OF THE PORTAGE COUNTY SOLID WASTE MANAGEMENT DISTRICT'S GRANT APPLICATION WITH THE FUND FOR OUR ECONOMIC FUTURE FOR THE 2009 EFFICIENT GOVERNMENT NOW GRANT FOR THE "GRADES OF GREEN PROJECT" WHICH IS THE PURCHASE OF BINS AND CONTAINERS FOR THE RECYCLING EFFORTS OF PORTAGE COUNTY'S PUBLIC SCHOOLS.**

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

**WHEREAS,** the Portage County Solid Waste Management District is collaborating with eleven public school systems in Portage County, as well Maplewood Joint Vocational School and the Portage County Board of Commissioners, to bring a comprehensive recycling program into our schools, and

**WHEREAS,** the application is requesting a grant award of \$126,845.77, and has a local match obligation of \$22,384.55 that must be shared by two or more public entities, and

**WHEREAS,** the Board Of District Commissioners of the Solid Waste District agreed to commit \$20,955.25 for the local match obligation contingent upon the Portage County Board Of Commissioners commitment of \$1,496.80; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners authorizes to the use of \$1,496.80 to support the Portage County Solid Waste Districts Grant Application to the Efficient





**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize the Portage County Juvenile Court to apply for the 2010 Youth Services Grant Subsidy allocation of \$545,227.04 with no local match contingent upon the successful completion of a review from the Department of Budget Management, the Internal Auditor, and the Grants Administrator; and be it further

**RESOLVED,** that the Board of Commissioners authorized Commissioner Charles W. Keiper II to sign all documentation regarding the grant application ; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, Internal Auditor, Department of Budget and Financial Management, Grants Administrator and Juvenile Court; 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. 09-0496**

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**RE:**

**AUTHORIZE THE PORTAGE COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES TO ADOPT THE TRAVEL RULES AS DICTATED BY THE OHIO DEPARTMENT OF HEALTH FOR ACTIVITIES OF HELP ME GROW (Fund 1412).**

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

**WHEREAS,** the Portage County Department of Job and Family Services is approved to depart from County Policy on Travel as dictated by the Ohio Department of Health for activities of Help Me Grow (Fund 1412) for the period of May 1, 2009 – June 30, 2010; and

**WHEREAS,** the changes to Travel Rules effective May 1, 2009 are as follows:

- **In-State & Out-of-State:** No distinction between in-state and out-of-state travel.
- **Mileage Reimbursement:** 45 cents/mile Privately Owned Automobile.
- **Meal Per Diem:**
  - Breakfast \$6.00
  - Lunch \$9.00
  - Dinner \$12.00
  - Incidentals \$4.00
- **Lodging Reimbursement:** \$80.00/night plus all taxes or the lowest government





6. Resolution to authorize a cash advance from Fund 0001, General Fund to Fund 1390, WIC Program, as presented by the Department of Budget & Financial Management. /09-0482

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### **INVITATIONS/MEETING NOTICES**

May 28, 2009

1. Invitation to the Maplewood Adult Basic and Literacy Education and Portage County Literacy Coalition Annual GED/ABLE Recognition and Awards Night on Thursday, June 11, 2009 at 7:00 PM at Maplewood.

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### **INCOMING CORRESPONDENCE**

#### **DISCUSSION**

May 28, 2009

1. May 26, 2009 email from Office of Homeland Security and Emergency Management Agency Director Jon Barber regarding the planned LEPC Exercise at the EOC on Wednesday, June 24, 2009, which the Board of Commissioners must attend. Director Barber invites the Board of Commissioners to the June 3, 2009 LEPC meeting where the exercise will be discussed.
2. May 14, 2009 Memorandum from NACO, regarding voting credentials for the 74<sup>th</sup> Annual Conference in July 2009 in Davidson County, Tennessee/Charles W. Keiper II may attend.

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### **JOURNAL ENTRIES**

May 28, 2009

1. Invoice No. 15692 dated May 14, 2009 for \$2,586.53 for the indexing of the Commissioners' Journals and Commissioners' Index Journals, as presented by Microfilm Solutions Company. The Board of Commissioners approved JE #5 on March 5, 2009 accepting a quote of \$1,702.00. Internal Services Director JoAnn Townend advised that the difference in cost is the quote on an approximate number of pages to be filmed versus the actual number of pages and the filming of an additional three index books not part of the original quote,
2. The Board of Commissioners acknowledged the receipt of the May 26, 2009 Amended Certificate of Estimated Resources, as presented by the Portage County Budget Commission. Forwarded to the Department of Budget and Financial Management.
3. The Board of Commissioners received the Weekly Report of Kennel population for the week ending May 24, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$800 in Court Donations.
4. The Board of Commissioners approved the payment request of \$40,000 to the Portage Title Agency Inc. for the 2009 CHIP, Habitat Construction for Lots 28 & 29 Hillcrest Drive in Atwater, as presented by the Neighborhood Development Services. Please note that the draft Neighborhood Development Services/Board of Commissioners SOP does not require a review by the Internal Auditor. The Board of Commissioners agreed that the SOP will remain the same and noted that the required review is performed

by the NDS, in accordance with their agreement with the Board of Commissioners. The Commissioners agreed to consider the adoption of the SOP on June 2, 2009.

5. The Board of Commissioners approved the payment request of \$967.00 to Neighborhood Development Services for the RLF CDBG Administration Costs, as presented by the Neighborhood Development Services. Internal Auditor Carol Kurtz reviewed the documents noting that the hours on the time sheets match the summaries of hours; the summary of hours and rates total to the amount requested.
6. The Board of Commissioners approved the payment request of \$257.55 to the Portage County Regional Planning Commission for the 2008 Aurora CHIP Fair Housing services, as presented by the Neighborhood Development Services. Internal Auditor Carol Kurtz reviewed the documents with no additional comment.
7. The Board of Commissioners approved the payment request of \$3,966.00 to Neighborhood Development Services for the RLF Economic Development Administrative Fees, as presented by the Neighborhood Development Services. Internal Auditor Carol Kurtz reviewed the documents noting that the hours on the time sheets match the summaries of hours; the summary of hours and rates total to the amount requested.

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**REFERRED**

May 28, 2009

1. Notice from the Vanguard Utility Service, Inc. regarding the Ravenna City-wide Water Meter Conversion Program/Forwarded to the Maintenance Department and Internal Services.
2. The County Auditor presents the Tax Estimates as they will appear on the 2010 Official Certificate of Estimated Resources/Forwarded to the Department of Budget and Financial Management.
3. May 22, 2009 memo from Carol Kurtz regarding the June Senior Center bus trip to Atlantic City. Sally Kelly received notice that the hotel the seniors have reserved is in bankruptcy/Forwarded to Attorney Denise Smith as recommended by Ms. Kurtz.
4. May 19, 2009 notice from SAP America Inc. regarding their acquisition of Business Objects in January 2008. Referred to Internal Services Director JoAnn Townend who advised that neither business is a Portage County vendor.

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**INFORMATION ONLY**

May 28, 2009

1. Weekly Traffic Advisory from the Ohio Department of Transportation.
2. NEFCO presents the full packet of the May 20, 2009 regular meeting of the General Policy Board.
3. May 26, 2009 correspondence from Loyd Groves, Environmental Health Director for the Portage County Health Department, to Nancy Williams of Atwater regarding her concerns relating to her home sewage system fee.

4. May 6, 2009 correspondence from Kent State University Director John Hoornbeek to Assistant Office of Homeland Security and Emergency Management Agency Director John Mason thanking him for his participation in the Elected Officials Academy, Spring 2009. Forwarded to the Human Resources Department for Mr. Mason's file.
5. May 21, 2009 memo from Office of Homeland Security and Emergency Management Agency Director Jon Barber advising of the Portage County Hazmat Team's certification as a Type II Hazardous Materials' Response Team.

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**PROSECUTOR**  
 May 28, 2009

1. May 22, 2009 email from Attorney Tommie Marsilio regarding Linnetia L. Green v. Industrial Commission of Ohio and Portage County/Information only.
2. May 26, 2009 email from Attorney David Brode regarding Patriot Energy/Commissioner Keiper noted that the Prosecutor has advised that the Confidentiality Agreement cannot be signed by the Board of Commissioners without the document becoming a public document. Commissioner Keiper noted that he intends to pursue his investigation of this proposal as it would be beneficial to Portage County residents, perhaps keeping trash rates and electricity rates low but could also allow the county to make necessary improvements to the Solid Waste Management District facility. Commissioner Frederick noted that she is not in support of moving forward with this partnership.

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**PLEASE ADD TO THE AGENDA**  
 May 28, 2009

1. May 27, 2009 email from Homeland Security and Emergency Management Office Director Jon Barber regarding a Bayer Aspirin promotion/Forwarded to Record-Courier reporter Mike Sever.
2. May 26, 2009 fax from Ravenna Mayor Poland regarding the May 26, 2009 meeting with CBO Wrentmore and City Council to discuss the City's Building Department/Commissioner Smeiles attended this meeting with the CBO and noted that there is no action to be taken at this time.
3. The Grants Administrator presents a resolution to authorize the electronic subgrant application to the Office of the Attorney General, Victims of Crime Assistance (VOCA) Supplemental Program, for the Portage County Prosecutor's Office for Grant Year 2009/09-0494
4. The Grants Administrator presents a resolution to authorize the 2010 Subsidy Grant Application for the State of Ohio DYS Grant (Reclaim Ohio) on behalf of the Portage County Juvenile Court/09-0495

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## **Journal Entry**

May 28, 2009

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

1. The Board of Commissioners authorized payment of Invoice No. 15692 dated May 14, 2009 for \$2,586.53 for the indexing of the Commissioners' Journals and Commissioners' Index Journals, as presented by Microfilm Solutions Company. The Board of Commissioners approved JE #5 on March 5, 2009 accepting a quote of \$1,702.00. Internal Services Director JoAnn Townend advised that the difference in cost is the quote on an approximate number of pages to be filmed versus the actual number of pages and the filming of an additional three index books not part of the original quote,
2. The Board of Commissioners acknowledged the receipt of the May 26, 2009 Amended Certificate of Estimated Resources, as presented by the Portage County Budget Commission. Forwarded to the Department of Budget and Financial Management.
3. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending May 24, 2009, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$800 in Court Donations.
4. The Board of Commissioners approved the payment request of \$40,000 to the Portage Title Agency Inc. for the 2009 CHIP, Habitat Construction for Lots 28 & 29 Hillcrest Drive in Atwater, as presented by the Neighborhood Development Services.
5. The Board of Commissioners approved the payment request of \$967.00 to Neighborhood Development Services for the RLF CDBG Administration Costs, as presented by the Neighborhood Development Services. Internal Auditor Carol Kurtz reviewed the documents noting that the hours on the time sheets match the summaries of hours; the summary of hours and rates total to the amount requested.
6. The Board of Commissioners approved the payment request of \$257.55 to the Portage County Regional Planning Commission for the 2008 Aurora CHIP Fair Housing services, as presented by the Neighborhood Development Services. Internal Auditor Carol Kurtz reviewed the documents with no additional comment.
7. The Board of Commissioners approved the payment request of \$3,966.00 to Neighborhood Development Services for the RLF Economic Development Administrative Fees, as presented by the Neighborhood Development Services. Internal Auditor Carol Kurtz reviewed the documents noting that the hours on the time sheets match the summaries of hours; the summary of hours and rates total to the amount requested.
8. After exiting Executive Session today with JFS Director Anita Herington, Human Resources Department Director Karen U'Halie and Attorney Ron Habowski, the Board of Commissioners agreed to designate Attorney Habowski as the lead negotiator for the Portage County Department of Job & Family Services upcoming labor negotiations.
9. On May 19, 2009, the Board of Commissioners authorized use of the 1<sup>st</sup> floor Administration Building Board of Elections training room on Friday, June 26, 2009 from 9:00 AM-3:30 PM for a Worksite Wellness Health Fair for Portage County employees, as presented by Vickie Steiner, Portage County Human Resources Department.

Today, the Board of Commissioners accepted the recommendation of Human Resources Department Director Karen U'Halie and agreed to waive the requirement of additional insured for Health Fair vendors and instead will accept each vendor's Certification of Insurance Coverage.

10. Today, the Board of Commissioners met with Family & Community Services Inc. Executive Director Mark Frisone, Grants Administrator Dan Banks, and Executive Assistant Charlene Badger to discuss the May 15, 2009 Ohio Department of Development request for a recommendation of a local government or nonprofit organization to apply for and administer the Ohio Homelessness Prevention and Rapid Housing Program (HPRP) funds in the amount of \$544,900.

The Commissioners noted that the Portage County Housing Services Council, the Continuum of Care entity for Portage County, met on May 26, 2009 and agreed unanimously that Family & Community Services, Inc. would be the appropriate organization to apply for and administer the funding allocated to Portage County.

The Board of Commissioners acknowledged receipt of the May 26, 2009 correspondence from Fred Zawilinski, President of the Portage County Housing Services Council, making the recommendation that Family & Community Services, Inc. be approved as the administering agency for HPRP funds.

The Board of Commissioners accepted Mr. Zawilinski's recommendation and signed a May 28, 2009 letter to Michael Hiler of the Ohio Department of Development making the certification of Family & Community Services, Inc. as the organization to apply for and administer the HPRP funding allocated to Portage County.

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 **May 28, 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 **12:00 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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**PAYINS FOR THE MONTH OF MAY 2009**

05/01/09	7675	Maureen T. Frederick – Cell Phone: \$4.73 Total: \$4.73
05/05/09	7707	Charles W. Keiper II – Reimbursement for Bowman Breakfast: \$15.00, Range Resources – Oil Lease: \$416.83 Total: \$431.83
05/06/09	7739	Charles W. Keiper II – Reimbursement for Health Department Meeting: \$10.00 Total: \$10.00
05/11/09	7802	Resource Energy – Oil Lease: \$58.84, Charles W. Keiper II – Cell Phone: \$15.00 Total: \$73.84
05/12/09	7822	John Albanese – Public Records Request: \$2.00 Total: \$2.00
05/26/09	8026	Christopher Smeiles – Copies/Faxes: \$1.00, Everflow Eastern Partners – Oil Lease: \$53.56, Ohio Public Defender – Public Defender: \$15,402.19, Ohio Public Defender – Assigned Counsel: \$9,215.76 Total: \$24,672.51
05/26/09	8028	Dept. of Public Safety – 2006-JG-D01-6467A: \$10,001.25 Total: \$10,001.25
05/26/09	8030	Office of Criminal Justice – 2006-JG-D01-6473: \$7,168.50 Total: \$7,168.50

**AUTHORIZATION OF EXPENSES FOR THE MONTH OF MAY 2009**

04/02/09	Sandra Craft and Robin Howard/Ohio Help Me Grow: Infant and Toddler Growth and Development/Elyria, Ohio/May 8/\$55.55
04/10/09	Anne Fagerstrom/Hyatt Convention Center/Columbus, Ohio/May 5-6/\$518.40
04/10/09	Anne Fagerstrom/Passport to World Class Excellence/Columbus, Ohio/May 5-6/\$394.00
04/10/09	Ed O'Bryant and Jennifer Allen/Motivational Interviewing with Sex Offenders/Columbus, Ohio/May 13-14/\$240.00
04/16/09	Kathy Lennon and Virginia Fehrman/Many faces of Postpartum Depression/Warren, Ohio/May 29/\$76.26
04/17/09	Tim Beckner/Director's Conference Planning Meeting/Columbus, Ohio/May 1/\$69.00
04/22/09	Karen U'Halie/CCAO Managing Fiscal Resources and Handling Tough Staffing Decisions/Cambridge, Ohio/May 11/\$135.77
04/22/09	Virginia Fehrman/Contemporary Perinatal Care; Mothers and Infants at risk/Akron, Ohio/May 20/\$115.30
04/23/09	Robert Luli/Three Stooges of Water and Wastewater Testing/North Canton, Ohio/April 29/\$109.00
04/24/09	Darla Bragg/Speed Building and Real Time/Independence, Ohio/May 16/\$215.00
04/24/09	Dan Banks/Audit Response Delivery/Columbus, Ohio/April 27/\$0.00
04/24/09	John Vence/Water Well Rehabilitation/Correspondence Materials/\$273.28
04/24/09	Dan Banks/Efficient Government Now Breakfast Meeting/Cleveland, Ohio/May 1/\$10.00
04/27/09	Thomas Carnes/Ohio Association of Probate, Domestic and Juvenile Court Judges/Sawmill Creek Resort/June 8-11/\$945.00
04/27/09	Anthony Stankiewicz/Court Security Standards Update/Columbus, Ohio/May 29/\$135.00
04/27/09	Dieticians/The many Faces of Postpartum Depression/Warren, Ohio/May 29/\$500.00

04/27/09	Patrick O'Keefe/Training the Trainer/Columbus, Ohio/June 9-11/\$542.00
04/28/09	Lori Evans, Cindy Werab, Cindy Meranto, and Robyn Godfrey/Annual Spring Meeting Ohio Association Muni and County Court Clerks/Columbus, Ohio/May 20-22/\$2,798.00
04/28/09	Dan Banks/ARRA Meeting for Logistics of Stimulus/Toledo, Ohio/May 1/\$20.00
04/28/09	Dan Banks and Karen Garman/ARRA Water/Wastewater Grant Administration Meeting/Columbus, Ohio/May 7/\$45.00
04/28/09	Charles W. Keiper II/Max Black, Congressman Sherrod Brown/Lake County/May 6/\$50.00
04/29/09	Janet Esposito and Rebecca Ritterbeck/Northeast Auditor's Association District Meeting/Medina, Ohio/May 1/\$35.00
04/29/09	Charles W. Keiper II/Ohio Ethics Training/Perrysburg, Ohio/October 23/\$10.00
04/29/09	Bill Steiner and Dan Anderson/Fruth Sanitation/Akron, Ohio/May 1/\$0.00
04/29/09	John Clark and Ross Rizzo/NESOWEA Meeting and Technical Session/Newton Falls, Ohio/May 14/\$55.00
04/29/09	Bob White/Clinical Supervision in Behavioral Health/Canton, Ohio/June 17/\$209.00
04/30/09	Bill Steiner/NEFCO-ERTAC/Cuyahoga Falls, Ohio/May 6/\$20.00
04/30/09	Bill Steiner and Charles W. Keiper II/SWAC Meeting/Columbus, Ohio/May 21/\$335.00
04/30/09	Kevin Gowan/OCDA General Membership Meeting/Columbus, Ohio/May 14/\$20.00
05/01/09	Karrie McComb, Denise Crouse, Matthew Walker, and Patrick O'Keefe/Income Processing/Akron, Ohio/May 12-13/\$113.00
05/01/09	Lynn Schneider, Mary Jo Wood, Christine Woodson, April Wise and Angella Vaughn/Income Processing/Akron, Ohio/May 14-15/\$142.50
05/01/09	Pam Maffei, Lacy McLaughlin, and Rebecca Howard/Income Processing/Akron, Ohio/May 27-28/\$88.50
05/04/09	Benito Antognoli/Basic Collaborative Divorce Training/Akron, Ohio/May 7-8/\$120.00
05/04/09	Kelly Burns and Rose Ricketson/Public Records/Twinsburg, Ohio/May 10/\$60.00
05/04/09	Anita Herington/Directors' Conference/Columbus, Ohio/June 1-3/\$7,806.00
05/04/09	Jan Jacobs, Marlene Morgan, Kelly Ristity and Penny Ray/Decentralization of Interstate Placement/Columbus, Ohio/May 4/\$246.00
05/04/09	Paul Brannon/Wastewater II Exam/Columbus, OH/May 12-13, 2009/\$300.00
05/05/09	Michelle Ripley, Dennis Missimi, and Denise Smith/CORSA - NAMI Training/Wadsworth, Ohio/May 13/\$0.00
05/05/09	Michelle Ripley and Karen U'Halie/Portage County Safety Council/Ravenna, Ohio/May 14/\$30.00
05/06/09	Karen U'Halie/SHRM Portage County/Ravenna, Ohio/May 20/\$12.00
05/06/09	Reva Weekly/SACWIS JAD Sessions/Columbus, Ohio/May 20/\$0.00
05/06/09	Barb Slattery, Linda Fankhauser, Staci Dobosh, and Kathy Gray/OCCA Monthly Meeting/Columbus, Ohio/May 20/\$150.00
05/06/09	Mike Wright/OCCA Monthly Title Meeting/Columbus, Ohio/May 19/\$45.00
05/06/09	Shawn Shaulis, Faith Griffith, and Dawn Kurtz/TPOC Skills Assessment/Akron, Ohio/May 27/\$97.95
05/06/09	Cindy Hazelett/NESOWEA Lab Analyst Training/Canton, OH/May 29, 2009/\$5.00
05/07/09	Claudia Kotick/Wastewater Meeting/NEOSOWA/May 14, 2009/\$20.00
05/08/09	Jaclyn Petty, Tracy Hughes, Nick DiCenzi/Criticism & Discipline Skills for Managers and Supervisors/Akron, OH/June 24, 2009/\$747.00
05/08/09	Bob Wrentmore/Ohio Chapter 83 <sup>rd</sup> Annual Meeting - IAEI/Richfield, Ohio/May 4-6/\$37.20
05/08/09	Virginia Fehrman and Tony Harper/Pick up Tickets/Akron, Ohio (Akron Zoo)/May 15/\$23.72
05/11/09	Charles W. Keiper II/15 <sup>th</sup> Annual 14 <sup>th</sup> District Elected Officials Conference/Washington, DC/May

	14-15/\$0.00
05/11/09	Robert Pickard/Wastewater III State Exam/Columbus, OH/May 12, 2009/\$184.00
05/11/09	Charles Alcorn/AWWA Northeast District Meeting/Massillon, OH/May 14, 2009/\$35.00
05/11/09	Joanna Hynes, Angella Vaughn, Patrick O'Keefe/Director's Conference/June 3, 2009/Columbus, OH/\$226.75
05/11/09	Claudia Kotich/Laboratory Workshop/Columbus, Ohio/May 20/\$167.00
05/12/09	Charles W. Keiper II, Bill Steiner/SWAC Meeting/Columbus, OH/May 21, 2009/\$185.00
05/12/09	Bill Steiner/NEFCO/Green, Ohio/May 20, 2009/\$20.00
05/12/09	Bill Steiner/ODNR Grant Meeting – Manadatory/Columbus, OH/June 3, 2009/\$160.00
05/12/09	Brenda Kavali/WIC NBAC Meeting/Columbus, OH/June 5, 2009 and September 4, 2009/\$400.00
05/12/09	All WIC Staff/WIC Staff Travel/Portage & Columbia Counties/June-September 2009/\$500.00
05/13/09	Lori Evans, Barb Slattery, Robyn Godrey, Beth Smith/OCCA Summer Conference/Sharrodsville, OH/June 16, 17, 28, 2009/\$2,197.44
05/14/09	Charles W. Keiper II/NOPEC Meeting/Geneva on the Lake/May 20, 2009/\$0.00
05/14/09	Bill Steiner/Business to Business Aurora Chamber/Solon, OH/May 14, 2009/\$20.00
05/14/09	Kenneth Barton/Backflow Prevention/Kent, OH/June 22 to June 26, 2009/\$615.00
05/14/09	Bonnie Howe/Ohio Recorder's Assoc. 2009 Summer Conference/West Chester, OH/June 17-19, 2009/\$569.21
05/15/09	Charles W. Keiper II/Summa Care/Woodlands at Robinson/Akron, OH/May 28, 2009/\$35.00
05/15/09	Cathy Poling, Brian Coman, Ange Nation, Carli Campbell/10 <sup>th</sup> Annual Line Staff Training/Crown Plaza North Hotel/June 25-26/\$1,392.00
05/15/09	Randy Roberts/Ohio Building Code Academy/Reynoldsburg, Ohio/May 4-8/\$209.00
05/15/09	Steve Poling, C. Poling, B. Coman, A. Nation, and C. Campbell/10 <sup>th</sup> Annual Line Staff Training/Columbus, Ohio/June 25-26/\$600.00
05/15/09	Cathi Rufener and Rebecca Hayes/The Annual "Beverly A. Chiron" Education Symposium/Hartville, Ohio/June 16/\$242.00
05/15/09	Kevin Gowan/County State – Initiative/Columbus, Ohio/May 28/\$32.25
05/19/09	Charles W. Keiper II/NOPEC Mediation/Cleveland, OH/May 19, 2009/\$0.00
05/19/09	Charles W. Keiper II/NOPEC Finance Committee Meetings/Solon, OH/July 22, September 16, October 28, 2009/\$0.00
05/19/09	Anita Herington and Becky Porcase/GAPP WIB Meeting/Chardon, Ohio/May 22/\$0.00
05/19/09	Janet Esposito/Ohio Public Finance Officers/Cuyahoga Falls, Ohio/June 18-19/\$370.00
05/20/09	Bill Steiner and Dan Banks/DERG Grant Meeting – Mandatory/Coventry, Ohio/June 10/\$25.00
05/21/09	Noreen Singer/Income Processing/Akron, Ohio/May 12-13/\$21.24
05/21/09	Maureen Bennett, Amanda Gullett, and Rebecca Ritterbeck/Stimulus Money Training/Summit County Library/May 27/\$50.00