

Thursday, July 16, 2009

The Board of County Commissioners met in regular session on **Thursday, July 16, 2009 at 9:15 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 July 16, 2009 meeting. All in favor, motion carries

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

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INTERNAL SERVICES

Present: JoAnn Townend

DISCUSSION

1. JoAnn Townend noted that the City of Ravenna approved the awning selection for the Riddle Block Building yesterday. JoAnn Townend will order the awnings.
2. Fixed Assets – JoAnn Townend has had several conversations with the County Auditor regarding the fixed asset process. The Board of Commissioners noted that they have offered to meet with the Auditor in an open session.

The Board of Commissioners agreed to have Harold Huff, Mickey Marozzi, Bill Steiner, Anita Herington and Carol Kurtz review the proposals and recommend three firms to interview by the end of next week.

Hasenstab Architects

3. Hasenstab is working on the design of the Administration Building’s first floor public meeting room, which will cost about \$41,000. In addition, Homeland Security and Emergency Management Office Director Jon Barber has recommended certain security needs for that area will increase that amount. The ORC requires public announcement of this project now that it is over \$25,000. JoAnn Townend to make the public notice.
4. Hasenstab advises that the new Building Department area, which will be vacated by JFS Offices, will cost about \$23,000 to design. JoAnn Townend to contact Jim Manion and Bob Wrentmore about the use of the availability of insurance funds.
5. Hasenstab has investigated Judge Giulitto’s request for additional soundproofing in his conference rooms, which are adjacent, allowing conversations to be overheard. Hasenstab quotes \$4,000 to design and monitor the soundproofing work plus the cost of the work. The original soundproofing has settled and will require adjustment. The Board of Commissioners agreed that JoAnn Townend should investigate other options before moving ahead.

6. The City of Ravenna Fire Department is requiring that the range hood at the Senior Center be connected to the fire department and have a suppression system installed at a cost of \$3,710. Apparently, the range's electrical cord was removed by the contractor until this issue can be resolved; the unit cannot be used. The Board of Commissioners agreed that the architect should have prepared the design with this issue in mind. The Board of Commissioners further agreed to appeal the Change Order and send a letter to the city requesting reconsideration in this matter; this a residential stove for baking projects should not require this type of expense.

RESOLUTIONS

1. Enter into Amendment No. 3 with CAC to provide PRC utility assistance services 7/1/09 to 6/30/10./09-0655
2. Enter into Amendment No. 2 with Family & Community Services to provide PRC Emergency Shelter Services 7/1/09 to 6/30/10./09-0656
3. Enter into Amendment No. 1 with Family & Community Services to provide PRC Homeless Shelter Services 7/1/09 to 6/30/10./09-0657
4. Enter into Amendment No. 1 with Family & Community Services to provide PRC Relocation benefits 7/1/09 to 6/30/10./09-658/09-0658
5. Enter into Amendment No. 1 with Family & Community Services to provide PRC Domestic violence shelter Services entitled "Safer Features" 7/1/09 to 6/30/10./09-0659
6. Enter into Amendment No. 1 with Family & Community Services to provide PRC Summer Youth work experience services 7/1/09 to 6/30/10./09-0660
7. Enter an agreement with Cope Treatment Centers for Adult Probation to operate the dual diagnosis offender's clinic program 7/1/09 to 6/30/10. /09-0661
8. Award the bid and enter into contracts with Schalmo builders, Inc. and Swauger Building Co. for the Coleman professional Services Alterations project./09-0662
9. Amend resolution 09-0567 to declare the necessity to lease a vehicle for use by the Portage County Prosecutor's office./09-0663

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HUMAN RESOURCES

Present: Karen U'Halie

Adoption of Revisions and Addendums to the Portage County Employee Health Benefit Plan Document and Summary Plan Description, and the Portage County Flexible Benefits Plan Document and Summary Plan Description./09-0664

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10:00 AM Recessed to Solid Waste
 10:08 AM Board of Commissioners Reconvened

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10:50 AM Lunch Recess

1:25 PM Board of Commissioners reconvened

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JUDGE OSWICK/CLERK OF COURTS FANKHAUSER

Judge Oswick noted that she and the Clerk of Courts are attending today to oppose the awarding of the design contract by the Board of Commissioners for a Portage County Courthouse to Bowen & Associates. The Commissioners responded that the contract was not to design a courthouse but to take a second look at the planning, programming, and site selection of a new Portage County courthouse facility versus a joint venture with the City of Kent and/or Kent State University. That study may be unnecessary now since the city of Kent may be going its own way in this project.

The Judge expressed her displeasure that she and the Clerk of Courts, who sit on the Committee assigned to look at this project, were not involved in every aspect of the decision as to how to move forward.

The Board of Commissioners agreed to ensure that all parties, to include the Judges, Clerk of Courts, Sheriff etc., will be involved in the process going forward, with all parties working together.

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CITY OF KENT

Present: Dave Doak; Barbara Oswick; Linda Fankhauser; Dennis Missimi, JoAnn Townend; William Ulik; Dave Ruller, Dan Smith, Ron Burbick, Bill Lillich, Jim Rowling, Matt Fredmonsky, Dan Smith

The City of Kent gave the Board of Commissioners an update on the Downtown Kent Master Plan Alternates.

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RESOLUTION No. 09-0649 - 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 July 16, 2009 in the total payment amount of **\$296,543.17 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. 09-0650

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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 July 16, 2009 in the total payment amount as follows:

1. \$306,171.46 for Medical Mutual Claims-Fund 7101; and
2. \$5,031.33 for MHM Resources, Inc for processing claims for Medical Mutual; and
3. \$750.00 for MHM Resources, Inc for Admin Fees 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, June 17, 2009	\$ 306,171.46
Wire Transfer on Friday, June 17, 2009	\$ 5,031.33
Wire Transfer on Friday, June 17, 2009	\$ 750.00

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 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. 09-0651

Resolution No. 09-0651 was assigned but not used; this is for numbering purposes only.

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RESOLUTION No. 09-0652

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RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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. 20080328 (the "Original Contract") on July 3, 2008 by Resolution No. 08-0595 to provide Prevention, Retention & Contingency ("PRC") Emergency Shelter Services; and
- WHEREAS,** an Amendment No. 1 was entered into on October 1, 2008 through Resolution No. 08-0953; 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. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to extend the agreement one (1) additional year from July 1, 2009 to June 30, 2010; and be it further
- RESOLVED,** that, pursuant to the PRC Plan, Emergency Shelter is limited to ten (10) nights in a local motel/hotel not to exceed Five hundred and 00/100 dollars (\$500.00) per family once in a twelve (12) month period; and be it further
- RESOLVED,** that the Department of Job & Family Services agrees to pay for PRC Emergency Shelter Services rendered at a unit rate up to Fifty-five and 00/100 dollars (\$55.00) per unit for a maximum of five hundred twenty (520) units, not to exceed a total of Twenty-eight thousand six hundred and 00/100 dollars (\$28,600.00); and be it further
- RESOLVED,** that in the event shelter costs are in excess of Fifty-five and 00/100 dollars (\$55.00) per unit, Family & Community Services, Inc. shall obtain three (3) written quotes for an overnight stay and the Department of Job & Family Services agrees to pay for shelter in excess of Fifty-five and 00/100 dollars (\$55.00) per unit for the lowest available documented overnight rate; and be it further
- RESOLVED,** that the Department of Job & Family Services agrees to pay a maximum of fifty-eight (58) units for a program fee of Fifty and 00/100 dollars (\$50.00) per application for shelter service provided, not to exceed Two thousand nine hundred and 00/100 dollars (\$2,900.00);
- RESOLVED,** that the combined annual service under this agreement shall not exceed Thirty-one thousand five hundred and 00/100 dollars (\$31,500.00); 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 was as follows:

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

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RESOLUTION No. 09-0657 - RE: ENTER INTO AMENDMENT NO. 1 FOR PRC HOMELESS SHELTER SERVICES 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,** an agreement between the parties was entered into and known as Portage County Contract No. 20080327 (the "Original Contract") on July 3, 2008 by Resolution No. 08-0596 to provide Prevention, Retention & Contingency ("PRC") Homeless Shelter Services for eligible Portage County residents; and
- WHEREAS,** the parties desire to amend the Original Contract; now therefore be it; and
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to extend the agreement one (1) additional year from July 1, 2009 to June 30, 2010; and be it further
- RESOLVED,** that PRC Homeless Shelter Services under this agreement shall be rendered at a rate of Sixty-one and 46/100 dollars (\$61.46) per unit for a maximum of two thousand two hundred sixty-nine (2,269) units; and be it further
- RESOLVED,** that the annual service under this agreement shall not exceed One hundred thirty-nine thousand four hundred fifty-two and 74/100 dollars (\$139,452.74); 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 was as follows:

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

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RESOLUTION No. 09-0658 - RE: ENTER INTO AMENDMENT NO. 1 FOR PRC RELOCATION BENEFITS 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, an agreement between the parties was entered into and known as Portage County Contract No. 20080326 (the "Original Contract") on July 3, 2008 by Resolution No. 08-0597 to provide Prevention, Retention & Contingency ("PRC") Relocation Benefits for eligible Portage County residents; and

WHEREAS, the parties desire to amend the Original Contract; now therefore be it; and

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to extend the agreement one (1) additional year from July 1, 2009 to June 30, 2010; and be it further

RESOLVED, that PRC Relocation Benefits under this agreement shall be rendered at a rate of One thousand four hundred and 00/100 dollars (\$1,400.00) per relocation for a maximum of three (3) units, not to exceed a total of Four thousand two hundred and 00/100 dollars (\$4,200.00), and program costs rendered at Fifty and 00/100 dollars (\$50.00) per hour for a maximum of sixteen (16) units, not to exceed a total of Eight hundred and 00/100 dollars (\$800.00); and be it further

RESOLVED, that the combined annual service under this agreement shall not exceed Five thousand and 00/100 dollars (\$5,000.00); 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 was as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0659

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RE: ENTER INTO AMENDMENT NO. 1 FOR PRC DOMESTIC VIOLENCE SHELTER SERVICES ENTITLED "SAFER FUTURES" 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:

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. to extend the agreement one (1) additional year from July 1, 2009 to June 30, 2010; and be it further

RESOLVED, that PRC Summer Youth Work Experience Services under this agreement shall be rendered at a rate of Thirteen and 89/100 dollars (\$13.89) per unit for a maximum of two thousand six hundred seventy-four (2,674) units; and be it further

RESOLVED, that the annual service under this agreement shall not exceed Thirty-seven thousand two hundred seventy-five and 56/100 dollars (\$37,275.56); 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 was as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0661

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RE:

ENTER AN AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND COPE TREATMENT CENTERS INC.

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

WHEREAS, Portage County has received funds, as the result of a grant received through the Ohio Department of Rehabilitation and Corrections, to operate a Dual Diagnosis Offender's Clinic Program that has been implemented at the Portage County Adult Probation Offices in Ravenna, Ohio; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to engage the **COPE Treatment Centers, Inc. (CTC) 4171 W. Middletown Rd., Canfield OH 44406**, to perform consulting services for the period of July 1, 2009 through June 30, 2010, in an amount not to exceed Four thousand nine hundred – fifty and 00/100 dollars (\$4,950.00); 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 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. 09-0662

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RE: AWARD AND ENTER INTO CONTRACTS WITH SCHALMO BUILDERS, INC. AND SWAUGER BUILDING CO. FOR THE COLEMAN PROFESSIONAL SERVICES ALTERATIONS PROJECT AT 463 & 465 SOUTH CHESTNUT ST., RAVENNA, OHIO

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

WHEREAS, four (4) contractors and two (2) plan houses picked up specifications for the Coleman Professional Services Alterations Project at 463 and 465 S. Chestnut St., Ravenna Ohio; and

WHEREAS, on July 1, 2009 the Portage County Internal Services Department received, opened and tabulated four (4) bids; and

WHEREAS, the lowest and best bids were submitted by **Schalmo Builders, Inc.** for General Work (Includes Electrical Work) in the amount of Twenty eight thousand and 00/100 dollars (\$28,000.00) and Two thousand nine hundred eighty and 00/100 dollars (\$2,980.00) for Alternate A-1 (Material & labor to remove the first floor windows and install new windows as specified) and **Swauger Building Co.** for the Plumbing Work in the amount of Seven thousand one hundred ninety-five and 00/100 dollars (\$7,195.00); now therefore be it

RESOLVED, that the Portage County Board of Commissioners enter into contracts with **Schalmo Builders, Inc.** for the amount of Thirty thousand, nine hundred eighty and 00/100 dollars (\$30,980.00) and with **Swauger Building Co.** for the amount of Seven thousand one hundred ninety-five and 00/100 dollars (\$7,195.00); paid for through the Community Development Block Grant 2008 Formula Allocation grant activity set aside for this project; and be it further

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

Voice vote was as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0663

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RE: AMEND RESOLUTION 09-0567 TO DECLARE THE NECESSITY TO LEASE A VEHICLE FOR USE BY THE PORTAGE COUNTY PROSECUTOR'S OFFICE

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

- WHEREAS,** Resolution 09-0567 was adopted June 18, 2009 to declare the necessity to lease a vehicle for use by the Portage County Prosecutor's office; and
- WHEREAS,** the lease of the vehicle will be made from the CUE (Community University Education Purchasing Association) contract with the Montrose auto Group through Ford Motor Credit; and
- WHEREAS,** Resolution 08-0837 reads that lease will be for thirty-six (36) months at Four hundred twenty- three and 40/100 dollars (\$423.40) per months with a one (1) time document fee of Five hundred ninety-five and 00/100 dollars (\$595.00); and
- WHEREAS,** it is necessary to equip the vehicle with a radio and lights that require permanent drilling into the vehicle the vehicle must be leased with the purchase buy-out option; now therefore be it
- RESOLVED,** that the Board of County Commissioners does hereby agree to lease/purchase the 2009 Ford Escape for forty-eight (48) months at the amount of Four hundred thirty-six and 91/100 dollars (\$436.91) per month with a One and 00/100 dollar (\$1.00) buyout and the one time document fee of Five hundred ninety-five and 00/100 dollars (\$595.00); and be it further
- RESOLVED,** that the lease cost will be expensed from the Child Support Enforcement IV-D contract; and be it further
- RESOLVED,** that a copy of this resolution be forwarded to 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 meetings 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. 09-0664

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RE:

ADOPT REVISIONS AND ADDENDUMS TO THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLAN DOCUMENT AND SUMMARY PLAN DESCRIPTION, AND THE PORTAGE COUNTY FLEXIBLE BENEFITS PLAN DOCUMENT AND SUMMARY PLAN DESCRIPTION (THE "PLANS") FOR THE PORTAGE COUNTY EMPLOYEE HEALTH BENEFIT PLANS

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

WHEREAS, the Portage County Board of Commissioners is desirous of having the Plan Documents for the Portage County Employee Health Benefit Plans revised to incorporate both previously approved and new changes in benefits and any other changes required by law; and

WHEREAS, Willis HRH, the Employee Health Benefit third party administrator and the Human Resources Department staff have recommended revisions to the Plans to incorporate the plan design changes and other changes required by law; now therefore be it

RESOLVED, that the Portage County Commissioners approve the attached Plan Documents, each amended and restated, for the Portage County Employee Health Benefit Plans effective July 1, 2009, and be it further

RESOLVED, that the President of the Board of Commissioners is authorized to sign the revised Plan Document and that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the adoption of the Plans by delivering to each Plan participant, a copy of the summary descriptions of the Plans in the forms of the Summary Plan Description and the Summary Plan Description Supplement; 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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RESOLUTIONS

July 16, 2009

1. Approval of Meeting Minutes from the July 14, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-0649
3. Approve the wire transfer as presented by the County Auditor./09-0650
4. Approve the Journal Vouchers as presented by the County Auditor/09-0651 – number assigned but not used.
5. Approve Then & Now as presented by the County Auditor./09-0652
6. Appointment to the Tax Incentive Review Council for the City of Kent – Aric Hochstettler./09-0653

7. Accept donation of \$1,000 to the Portage County Dog Warden's Office from Gretta Hoover for kennel improvements as presented by the Internal Auditor./09-0654

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INVITATIONS/MEETING NOTICES

July 16, 2009

1. Invitation from the American Cancer Society for the 10th Anniversary Kickoff Breakfast on Wednesday, August 5, 2009, 8:00-9:00 AM, Quaker Square Inn Grand Station, Akron.
2. Invitation from the CCAO for the Effective Government Through Collaboration CCAO/CEAO/OSU Extension Meeting, Wednesday-Friday, August 19-21, 2009, The Galaxy Restaurant & Banquet Center, Wadsworth.
3. Invitation from the Greater Akron Chamber for the 3rd Annual "30 for the Future Recipients" on Monday, September 14, 2009, Akron Civil Theatre, 5:30 PM.

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INCOMING CORRESPONDENCE

DISCUSSION

July 16, 2009

1. July 10, 2009 correspondence from Todd Peetz, Regional Planning Commission, regarding Aurora Meadows Sanitary Sewer Improvements, Area Application Identification (AAI) Number: OH090624-P06-10760. (cc: Grants Administrator, Water Resources Department)/Information only.

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JOURNAL ENTRIES

July 16, 2009

1. Board of Commissioners' signature requested on the payment authorization form for \$10,133.10 payable to Swauger Building Company, Inc. for Townhall II Horizon House alterations located at 5536 S. Prospect St., Ravenna as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #03 Conversion/Rehab/Renovation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. Board of Commissioners' signature requested on the payment authorization form for \$56.10 payable to Record Publishing for advertisement to bid Coleman Profession Services house alterations located at 463 and 465 S. Chestnut St., Ravenna. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. Board of Commissioners' authorization requested to allow Commissioner Keiper to sign the file copy of the electronic filing of the semi annual performance report to the Ohio Office of Criminal Justice Services for the Children's Advocacy Center Grant No. 2006-JG-D01-6467A for the grant period of January 1, 2009 through June 30, 2009, and authorized the electronic filing, as presented by Lucy Wagener, The Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
4. Board of Commissioners' authorization requested to allow Commissioner Keiper to sign the file copy of the electronic filing of the 2nd Quarter report to the Ohio Office of Criminal Justice Services for the Children's Advocacy Center Grant No. 2006-JG-D01-6467A for the grant period April 1, 2009 through June

30, 2009, and authorized the electronic filing, as presented by Lucy Wagener, The Children's Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.

5. The Board of Commissioners received the Weekly Report of Kennel population for the week ending July 12, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$700 in Court Donations and \$1,847.25 in License Sales.
6. Does the Board wish to renew its subscription to The Plain Dealer for 12 months through June 30, 2010 for \$178.31?
7. Board of Commissioners' authorization requested to pay the July 7, 2009 Invoice #30464 for \$1,165.50 from Johnson, Miller & Schmitz LLP for professional services rendered during the month of June 2009 for General Labor matters. Documents reviewed by Human Resources Department Director Karen U'Halie with no exceptions noted.
8. In accordance with the ORC Section 325.07, the Portage County Board of Commissioners received the Transportation of Prisoners Report for May and June 2009. Forwarded to the Internal Auditor for review.
9. Board of Commissioners' authorization requested to purchase 10 worker/day passes and four season passes for the Portage County Randolph Fair for a total of \$100.00 as presented by the Commissioners' Executive Assistant.

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REFERRED

July 16, 2009

1. July 13, 2009 correspondence from Dave McIntyre, Dog Warden, regarding a donation of \$1,000 from Gretta Hoover. Referred to Internal Auditor/09-0654

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PLEASE ADD TO THE AGENDA

July 16, 2009

1. July 15, 2009 memo o from Carol Kurtz, Internal Auditor, regarding the following:
 - (A) Board of Commissioners' signature requested on the resubmission of three (3) satisfaction of mortgages for Olson, Rhinehart and Monson due to new guidelines for standardization of forms HB 525/Journal Entry.
 - (B) Does the Board of Commissioners wish to include the template and instructions into the SOP document/The Board of Commissioners agreed to add this to the SOP

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INFORMATION ONLY

July 16, 2009

1. July 10, 2009 correspondence from Michael Hiler, Ohio Department of Development, regarding the close out of Grant No. B-M-05-062-1.

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PROSECUTOR

July 16, 2009

1. July 10, 2009 correspondence from Denise Smith to Springfield Township Board of Trustees, regarding Haz Mat Cost Recovery/Information only

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Journal Entry

July 16, 2009

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

1. The Board of Commissioners signed the payment authorization form for \$10,133.10 payable to Swauger Building Company, Inc. of Rootstown for the Townhall II Horizon House alterations at 5536 South Prospect Street in Ravenna, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #03 Conversion/Rehab/Renovation is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
2. The Board of Commissioners signed the payment authorization form for \$56.10 payable to the Record Publishing Company for the advertisement to bid for the Coleman Profession Services house alterations at 463 and 465 South Chestnut Street in Ravenna. The B-F-08-062-1 Formula Grant Activity #04 Private Rental Rehab is funding this expense. Documents reviewed by Carol Kurtz, Internal Auditor noting the request appears to be proper and appropriately authorized.
3. The Board of Commissioners authorized Commissioner Keiper to sign the file copy of the electronic filing of the semi annual performance report to the Ohio Office of Criminal Justice Services for the Children’s Advocacy Center Grant No. 2006-JG-D01-6467A for the grant period of January 1, 2009 through June 30, 2009, and authorized its electronic filing, as presented by Lucy Wagener, The Children’s Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
4. The Board of Commissioners authorized Commissioner Keiper to sign the file copy of the electronic filing of the 2nd Quarter report to the Ohio Office of Criminal Justice Services for the Children’s Advocacy Center Grant No. 2006-JG-D01-6467A for the grant period April 1, 2009 through June 30, 2009, and authorized its electronic filing, as presented by Lucy Wagener, The Children’s Advocacy Center. Documents reviewed by Carol Kurtz, Internal Auditor with no exceptions noted.
5. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending July 12, 2009 as presented by Dog Warden Dave McIntyre. The Board of Commissioners acknowledged the receipt of \$700 in Court Donations and \$1,847.25 in License Sales.
6. The Board of Commissioners authorized the renewal of the subscription for The Plain Dealer for 12 months through June 30, 2010 in an amount of \$178.31.
7. The Board of Commissioners authorized Commissioners’ staff to pay the July 7, 2009 Invoice #30464 for \$1,165.50 from Johnson, Miller & Schmitz LLP of Cleveland for professional services rendered during the month of June 2009 for General Labor matters. Documents reviewed by Human Resources Department Director Karen U’Halie with no exceptions noted. The Board of Commissioners directed the Department of Budget & Financial Management to make an expenditure correction for the nursing home for \$407.00 and for the Department of Job & Family Services for \$758.50.

8. In accordance with Ohio Revised Code Section 325.07, the Portage County Board of Commissioners acknowledged the receipt of the Transportation of Prisoners Report for May and June 2009, as presented by the Portage County Sheriff. Forwarded to the Internal Auditor for review.
9. The Board of Commissioners authorized the purchase of 10 worker/day passes and four season passes for the 2009 Portage County Randolph Fair for a total of \$100.00, as recommended by the Commissioners' Executive Assistant.
10. On July 2, 2009, the Board of Commissioners signed the Satisfaction of Mortgage for Carrie & Dennis Monson, 6650 Cleveland Road, Ravenna for \$5,270.00, as presented by Neighborhood Development Services, Inc. Today, the Board of Commissioners resigned this document noting that the Portage County Recorder has issued new rules in accordance with the Standardization of Forms – HB 525 with an effective date of July 1, 2009, which describes requirements of filing conforming and non-conforming documents.
11. On July 2, 2009, the Board of Commissioners signed the Satisfaction of Mortgage for Mary Rhinehart, 4864 Smith Avenue in Ravenna for \$3,374.00, as presented by Neighborhood Development Services, Inc. Today, the Board of Commissioners resigned this document noting that the Portage County Recorder has issued new rules in accordance with the Standardization of Forms – HB 525 with an effective date of July 1, 2009, which describes requirements of filing conforming and non-conforming documents.
12. On July 2, 2009, the Board of Commissioners signed the Satisfaction of Mortgage for Anthony Olson, 2136 Gates Avenue, Streetsboro for \$1,925.00, as presented by Neighborhood Development Services, Inc. Today, the Board of Commissioners resigned this document noting that the Portage County Recorder has issued new rules in accordance with the Standardization of Forms – HB 525 with an effective date of July 1, 2009, which describes requirements of filing conforming and non-conforming documents.
13. On July 14, 2009, the Board of Commissioners authorized payment of the June 30, 2009 Invoice for \$12,903.00 for Portage County's dues for AMATS membership for the period July 1, 2009 through June 30, 2010 (FY2010), as presented by AMATS. Today, the Board of Commissioners noted that the County Engineer pays this invoice and agreed to forward the original to the County Engineer for payment.

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 **July 16, 2009**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Charles W. Keiper II to adjourn the official meeting at **2:10 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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