

Tuesday, August 18, 2009

The Board of County Commissioners met in regular session on **Tuesday, August 18, 2009 at 9:30 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

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Absent: Commissioner Keiper

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

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the August 13, 2009 meeting. Commissioner Keiper absent, motion carries

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Commissioner Frederick noted that the County Auditor brought to her attention the purchase of employee awards with a county credit card by The Woodlands management. The Board of Commissioners agreed to discuss this issue with The Woodlands Nursing Home Administrator on August 20th.

Commissioner Smeiles noted that he has had a conversation with the Motor Pool Director regarding the possible purchase of Chevy vehicles for the Sheriff rather than Ford vehicles, for which the Motor Pool is equipped to service. The Commissioners agreed that, since the cars will not be purchased until 2010 and that the state bid list has not yet been released, this issue can be held for now.

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DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis

Resolutions

1. General Fund Amendments to the Annual Appropriation Resolution:/09-762
 - a. Commissioners Other, Supplemental – Adjust to Revised Revenue Estimate, and Data Processing Board Revenue Supported Recorder Software Upgrades
 - b. Building Security, Transfer – Projected Need
 - c. Human Resources, Transfer – Projected Need
 - d. Sheriff’s Department, Transfer – Projected Need
 - e. Data Processing Board, Supplemental, Revenue Supported Recorder Software Upgrades

2. Other Funds Amendments to the Annual Appropriation Resolution:/09-763
 - a. Fund 1017, Mediation & Dispute Grant DMST – Supplemental, To Balance the Budget
 - b. Fund 1102, Marine Patrol Grant – Transfer, For Boat Repairs
 - c. Fund 1107, Byrne Justice Grant (JAG) – Supplemental, Grant Appropriation from Oct 2006 – Sept 2010

- d. Fund 1109, Law Enforcement Assistance – Supplemental, To Decrease Appropriations
- e. Fund 1149, Felony Delinquent Care & Custody – Supplemental, For Reimbursement
- f. Fund 1272, RLF Section 17 – Supplemental, To Adjust Projected Expenses
- g. Fund 1273, RLF CDBG Foreclosure/Rescue – Supplemental, To Adjust Projected Expenses
- h. Fund 127*4, RLF Home Rehab – Supplemental, To Adjust Projected Expenses
- i. Fund 1275, RLF CDBG Economic Development – Supplemental, To Adjust Projected Expenses
- j. Fund 1310, Mental Health & Recovery Board – Supplemental & Transfer, For Projected Need
- k. Fund 1340, MRDD General Administration – Transfer, Appropriation Modification
- l. Fund 1343, MRDD Part B IDEA – Transfer, Appropriation Modification
- m. Fund 13640 0, Child Health Grant – Supplemental, To Adjust SFY 2010 Budget
- n. Fund 1390, Women, Infants and Children – Transfer, Finalize FY 09 Grant
- o. Fund 1410, Job and Family Services – Transfer, Projected Need
- p. Fund 1412, JFS Help Me Grow Allocation – Supplemental, To Adjust SFY 2009 and 2010 Budgets
- q. Fund 1414, Child Support General Administration – Supplemental, For Projected Need
- r. Fund 3141, SA PCW Bond 1997 – Supplemental, Adjust to Actual
- s. Fund 4215, Resurfacing Projects – Supplemental, 2009 Resurfacing Project
- t. Fund 5100, Nursing Home General Administration – Supplemental, Balance to Projected Revenues
- u. Fund 5200, PCS General Administration – Transfer, Projected Need
- v. Fund 5400, PCW General Administration – Transfer, Projected Need
- w. Fund 5600, StS General Administration – Transfer, Projected Need
- x. Fund 5705, StS Trunk Rehabilitation – Supplemental, New Construction Project
- y. Fund 7101, Health Benefits Program – Supplemental & Transfer, Dependent Eligibility Audit and Photocopy Print Publication

OTHER

3. Journal entry approval(s):

- a. Processing Local Match – Emergency Management Performance Grant/Journal Entry

4. Discussion

The Director noted that the Data Processing Board is requesting a supplemental budget for upgrades to software in the Recorder’s Office, supported by revenue from the Recorder. The Director recommended that the upgrades be funded by the General Fund Contingency, as supported by that revenue.

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PROSECUTOR

Present: Denise Smith

Review of Prosecutor’s Pending List

1. The review of the Outside Employment Form for use by Board of Commissioners' has been assigned to Tommie Marsilio.
2. The Board of Commissioners agreed to discuss the question of what authority the Board of Commissioners has over fixed assets, once purchased.
3. There was discussion regarding Ohio House Bill I, mandatory cost savings programs. Attorney Smith attended the state seminar and will be available to answer questions from elected officials.

Prosecutor's Correspondence

1. August 6, 2009 e-mail from Leigh Prugh, regarding Whispering Meadows escrow agreement/The Board of Commissioners answered questions asked by Attorney Prugh, to be related by Attorney Smith

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10:10 AM Recessed to Solid Waste Management District
 11:00 AM Board of Commissioners Reconvened

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DBFM WORK SESSION

Present: Audrey Tillis, Karen U'Halie

The Board of Commissioners continued their discussion of the 2009 and 2010 budget issues.

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RESOLUTION No. 09-0757 - 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 August 18, 2009 in the total payment amount of **\$644,778.32 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, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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RESOLUTION NO. 09-0758 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

WHEREAS, the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance, and

WHEREAS, there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

WHEREAS, the Journal Vouchers/Entries are recommended by the County Auditor’s Office for review and approval by the Board of Commissioners; now therefore be it

RESOLVED, that the Board of Commissioners approves the following Journal Vouchers/Entries as presented by the County Auditor’s Office:

8-17-09	705	\$6,782.08
8-17-09	706	10,923.88
8-17-09	707	109,485.39
8-17-09	756	38,527.36
8-17-09	757	12,783.71
Total		\$178,502.42

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, Absent; Maureen T. Frederick, Yea; Christopher Smeiles, Yea;

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RESOLUTION NO. 09-0759 - 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, 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

WHEREAS, seven (7) sealed bids were received, tabulated and recorded on July 27, 2009 for furnishing all labor, materials and equipment necessary to complete the project known as the **2009 Resurfacing Project**; and

WHEREAS, after reviewing all bids received, it was the recommendation of the Portage County Engineer that the bid of **Karvo Paving Company, 3432 State Road, Suite A, Cuyahoga Falls, Ohio 44222**, be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the bid of **Karvo Paving Company** be accepted and awarded as the lowest and best bid received in accordance with specifications and plans prepared for the **2009 Resurfacing Project**; and be it further

RESOLVED, that a contract be entered into with **Karvo Paving Company** in the total amount of **\$464,570.95**.

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, Absent;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 09-0762

RE: AMENDMENT TO THE GENERAL FUND 2009 ANNUAL APPROPRIATION RESOLUTION NO. 08-1181 ADOPTED DECEMBER 11, 2008

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

RESOLVED, that it has become necessary to amend the General Fund 2009 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
	010 Commissioners Other		
00107	Commissioner Other OE	0	542,773
	MEMO TOTAL	<u>\$ -</u>	<u>\$ 542,773</u>

Note: Adj. to Revised Revenue Estimate Revenue Supported - Recorder Software Upgrades

	015 Building Security		
00154	Building Security CS	1,000	0
00155	Building Security MS	0	1,000
	MEMO TOTAL	<u>\$ 1,000</u>	<u>\$ 1,000</u>

Note: Projected Need

	018 Human Resources		
00184	Human Resources CS	0	1,500
00185	Human Resources MS	1,500	0
	MEMO TOTAL	<u>\$ 1,500</u>	<u>\$ 1,500</u>

Note: Projected Need

		<u>Increase</u>	<u>Decrease</u>
700 Sheriff's Department			
07004	Sheriff-General Admin CS	10,000	0
0700D	Sheriff-General Full Time	4,000	0
0700E	Sheriff-General Part Time	8,000	0
0700M	Sheriff-General Overtime	4,000	0
07103	Sheriff-Corrections Fringes	5,000	0
07104	Sheriff-Corrections CS	0	10,000
0710D	Sheriff-Corrections Full Time	0	10,000
0710E	Sheriff-Corrections Part Time	10,000	0
0710M	Sheriff-Corrections Overtime	0	15,000
07203	Sheriff-Detectives Fringes	10,000	0
0720D	Sheriff-Detectives Full Time	0	5,000
0720E	Sheriff-Detectives Part Time	0	5,000
0720M	Sheriff-Detectives Overtime	10,000	0
07303	Sheriff-Road Deputies Fringes	0	20,000
0730D	Sheriff-Road Deputies Full Time	0	100,000
0730E	Sheriff-Road Deputies Part Time	50,000	0
0730M	Sheriff-Road Deputies Overtime	30,000	0
0740D	Sheriff-Dispatch Full Time	4,000	0
0740E	Sheriff-Dispatch Part Time	20,000	0
	MEMO TOTAL	<u><u>\$ 165,000</u></u>	<u><u>\$ 165,000</u></u>

Note: Projected Need

915 Data Processing Board			
09154	Data Processing Bd CS	40,811	0
	MEMO TOTAL	<u><u>\$ 40,811</u></u>	<u><u>\$ -</u></u>

Note: Revenue Supported - Recorder Software Upgrades

	TOTAL MEMO BALANCE ALL AMENDMENTS	<u><u>\$ 208,311</u></u>	<u><u>\$ 710,273</u></u>
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and be it further,

RESOLVED, that the notes stated in the resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation.

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, and be it further,

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

Roll call as Follows:

Charles W. Keiper II, Absent;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0763

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

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

RESOLVED, that it has become necessary to amend the Non General Fund 2009 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<i>Increase</i>	<i>Decrease</i>
Fund: 1017	Mediation & Dispute Grant DMST		
	550 Domestic Relations		
10173	Mediation & Disp Grant Fringes	495	7,714
10174	Mediation & Dispute Grant CS	191	449
1017D	Med & Disp Grant Full-Time	1,856	24,981
1017E	Med & Disp Grant Part-Time	49	6,234
	MEMO TOTAL	\$ 2,591	\$ 39,378

Note: Balance budget

Fund: 1102	Marine Patrol Grant		
	700 Sheriff's Department		
11024	Sheriff-Marine Patrol CS	800	0
11025	Sheriff-Marine Patrol MS	0	800
	MEMO TOTAL	\$ 800	\$ 800

Note: Transfer for boat repairs

Fund: 1107	Byrne Justice Grant (JAG)		
	700 Sheriff's Department		
11074	Byrne Justice Grant (JAG) CS	6,500	0
11076	Byrne Justice Grant (JAG) CO	4,653	0
	MEMO TOTAL	\$ 11,153	\$ -

Note: Grant appropriation for Oct '06 - Sep '10

	<i>Increase</i>	<i>Decrease</i>
Fund: 1109 Law Enforcement Assistance		
700 Sheriff's Department		
11094 Law Enforcement Assistance CS	0	3,000
MEMO TOTAL	<u>0</u>	<u>3,000</u>
	<u>\$ -</u>	<u>\$ 3,000</u>

Note: Decrease appropriation

Fund: 1149 Felony Delinque Care & Custody		
570 Juvenile Court		
11494 Juv Feny Delnq Care CS	16,530	0
MEMO TOTAL	<u>16,530</u>	<u>0</u>
	<u>\$ 16,530</u>	<u>\$ -</u>

Note: For Reimbursement

Fund: 1272 RLF Section 17		
001 Commissioners		
12724 RLF Section 17 CS	0	4,800
12728 RLF Section 17 DE	0	12,190
MEMO TOTAL	<u>0</u>	<u>16,990</u>
	<u>\$ -</u>	<u>\$ 16,990</u>

Note: Adjust Projected Expenses

Fund: 1273 RLF CDBG Foreclosure/Rescue		
001 Commissioners		
12734 RLF CDBG Foreclosure CS	0	700
12738 RLF CDBG Mortgage Loan DE	0	3,000
MEMO TOTAL	<u>0</u>	<u>3,700</u>
	<u>\$ -</u>	<u>\$ 3,700</u>

Note: Adjust Projected Expenses

Fund: 1274 RLF Home Rehab		
001 Commissioners		
12744 RLF Home Rehab CS	0	3,000
MEMO TOTAL	<u>0</u>	<u>3,000</u>
	<u>\$ -</u>	<u>\$ 3,000</u>

Note: Adjust anticipated expenses

		<i>Increase</i>	<i>Decrease</i>
Fund: 1275	RLF CDBG Economic Devlpmt		
	001 Commissioners		
12754	RLF CDBG Economic Devlpmt CS	0	2,700
12758	RLF CDBG Economic Devlpmt DE	0	17,000
	MEMO TOTAL	<u><u>\$ -</u></u>	<u><u>\$ 19,700</u></u>

Note: Adjust anticipated expenses

Fund: 1310	Mental Health & Recovery Board		
	904 Mental Health & Recovery Board		
13103	Mental Health&Recovery Fringes	5,000	0
13104	Mental Health & Recovery CS	1,363,000	0
1310D	MHRB Full Time	20,000	0
1310E	MHRB Part Time	0	20,000
	MEMO TOTAL	<u><u>\$ 1,388,000</u></u>	<u><u>\$ 20,000</u></u>

Note: Projected Need

Fund: 1340	MRDD General Administration		
	905 Mental Ret & Dev Disability Bd		
13403	MRDD General Admin Fringes	11,200	20,000
13406	MRDD General Admin CO	8,800	0
	MEMO TOTAL	<u><u>\$ 20,000</u></u>	<u><u>\$ 20,000</u></u>

Note: Appropriation Modification

Fund: 1343	MRDD Part B IDEA		
	905 Mental Ret & Dev Disability Bd		
13435	MRDD Part B IDEA MS	4,000	0
1343D	MRDD Part B IDEA Full-Time	0	4,000
	MEMO TOTAL	<u><u>\$ 4,000</u></u>	<u><u>\$ 4,000</u></u>

Note: Appropriation Modification

		<i>Increase</i>	<i>Decrease</i>
Fund: 1364	Child Health Grant		
	051 Job And Family Services		
13643	Child Health Grant Fringes	0	6,271
13644	Child Health Grant CS	0	15,982
13645	Child Health Grant MS	0	2,537
1364D	Child Health Grant Full-Time	0	8,163
1364E	Child Health Grant Part-Time	0	15,182
1364M	Child Health Grant Overtime	0	500
1364O	Child Health Grant Retirement	0	617
	MEMO TOTAL	\$ -	\$ 49,252

Note: Adjust SFY10 budget

Fund: 1390	Women Infants And Children		
	053 Women, Infants & Children		
13903	Women Infant Children Fringes	0	14,500
13904	Women Infants & Children CS	1,500	0
13905	Women Infants & Children MS	10,000	0
1390D	Women Infant Childrn Full Time	3,000	0
	MEMO TOTAL	\$ 14,500	\$ 14,500

Note: Finalize FY09 Grant

Fund: 1410	Job And Family Services		
	051 Job And Family Services		
14103	Job & Family Services Fringes	70,900	0
14104	Job & Family Services CS	0	297,700
14105	Job & Family Services MS	0	16,200
14106	Job & Family Services CO	12,000	0
1410D	Job & Family Service Full Time	200,000	0
1410M	Job & Family Service Overtime	31,000	0
	MEMO TOTAL	\$ 313,900	\$ 313,900

Note: Projected need

		<i>Increase</i>	<i>Decrease</i>
Fund: 1412	JFS Help Me Grow Allocation		
	051 Job And Family Services		
14123	JFS Help Me Grow Fringes	19,932	26,174
14124	JFS Help Me Grow CS	1,829	62,501
14125	JFS Help Me Grow MS	758	36,699
14127	JFS Help Me Grow OE	0	1,000
1412D	JFS Help Me Grow Full Time	236	70,514
1412E	JFS Help Me Grow Part Time	0	26,154
1412M	JFS Help Me Grow Overtime	337	0
	MEMO TOTAL	\$ 23,092	\$ 223,042

Note: Adjust SFY09 budget to actual Adjust SFY10 budget

Fund: 1414	Child Support General Admini		
	051 Job And Family Services		
14143	JFS Child Support Gen Fringes	1,667	0
14144	JFS Child Support General CS	0	76,500
14145	JFS Child Support General MS	0	8,800
14146	JFS Child Support General CO	0	3,000
1414D	JFS Child Support Ge Full Time	71,145	129,994
1414M	JFS Child Support Ge Overtime	0	900
1414O	JFS Child Support Gen Retirement	13,000	0
	MEMO TOTAL	\$ 85,812	\$ 219,194

Note: Projected need

Fund: 3141	SA PCW Bond 1997		
	010 Commissioners Other		
31418	SA PCW Bonds 1997 DE	0	44
	MEMO TOTAL	\$ -	\$ 44

Note: ADJUST TO ACTUAL

Fund: 4215	Resurfacing Projects		
	800 Engineer's Department		
42156	Tallmadge Rd Resurfacing CO	464,571	0
	MEMO TOTAL	\$ 464,571	\$ -

Note: 2009 RESURFACING PROJECT

		<i>Increase</i>	<i>Decrease</i>
Fund: 5100	Nursing Home General Administr		
	054 Nursing Home		
51005	Nursing Home General MS	0	52,000
51006	Nursing Home General CO	0	10,000
5100D	Nursing Home Gen Full Time	0	38,000
	MEMO TOTAL	\$ -	\$ 100,000

Note: Balance to Projected Revenues

Fund: 5200	PCS General Administration		
	060 Water Resources		
52004	Portage County Sewer CS	1,000	2,000
52005	Portage County Sewer MS	1,000	0
	MEMO TOTAL	\$ 2,000	\$ 2,000

Note: To move budget to where needed

Fund: 5400	PCW General Administration		
	060 Water Resources		
54004	Portage County Water CS	1,000	0
54005	Portage County Water MS	1,500	0
54006	Portage County Water CO	0	2,500
	MEMO TOTAL	\$ 2,500	\$ 2,500

Note: To move budget to where needed

Fund: 5600	StS General Administration		
	060 Water Resources		
56004	Streetsboro Sewer CS	1,100	0
56005	Streetsboro Sewer MS	500	0
56006	Streetsboro Sewer CO	0	1,600
	MEMO TOTAL	\$ 1,600	\$ 1,600

Note: To move budget to where needed

Fund: 5705	StS Trunk Rehabilitation		
	060 Water Resources		
57056	StS Trunk Rehabilitation CO	1,263,737	0
	MEMO TOTAL	\$ 1,263,737	\$ -

Note: NEW CONSTRUCTION PROJECT

		<i>Increase</i>	<i>Decrease</i>
		<hr/>	<hr/>
Fund: 7101	Health Benefits Program		
	018 Human Resources		
71014	HR Health Benefits CS	8,700	0
71015	HR Health Benefits MS	125	0
71017	HR Health Benefits OE	0	125
MEMO TOTAL		<hr/> \$ 8,825 <hr/>	<hr/> \$ 125 <hr/>

Note: Dependent Eligibility Audit Photocopy Print Pub

TOTAL MEMO BALANCE FOR ALL FUNDS	<hr/> \$ 3,623,611 <hr/>	<hr/> \$ 1,056,725 <hr/>
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and be it further,

RESOLVED, that the notes stated in the resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation.

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, and be it further,

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

Roll call as Follows:

Charles W. Keiper II, Absent;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTIONS

August 18, 2009

1. Approval of Meeting Minutes from the August 13, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-757
3. Approve the Journal Vouchers as presented by the County Auditor./09-758
4. Approve Then & Now as presented by the County Auditor./09-759
5. Amend Resolution No. 07-1056 to reflect a change in grant period (Grants Administrator)./09-760
6. Accept and award the bid of Karvo Paving Company for the 2009 Resurfacing Project (County Engineer)./09-761

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INVITATIONS/MEETING NOTICES

August 18, 2009

1. Invitation from the Ravenna Area Chamber of Commerce for The Ultimate Business "Break" Golf Outing on Wednesday, September 9, 2009, 10:30 AM, Kent State University Golf Course.
2. Invitation from Jackson Lewis for the 2009 Akron Employment Law Conference on Wednesday, October 28, 2009, 8:30 AM-12:30 PM at the Hilton Akron/Fairlawn.
3. Invitation from Kent State University for the Centennial Campaign Launch and Celebration to Commemorate Kent State University's first 100 Years on Thursday, October 8, 2009, 6:00 PM at the KSU Student Recreation and Wellness Center.
4. Meeting notice change – The Community Roundtable on Children & Family Services which was to be held on August 20, 2009 at Homes for Kids in Niles, Ohio, has been merged with Voices for Ohio's Children Regional Briefing-Youngstown, which will be held on the same day from 9:00 AM-1:00 PM at the Jewish Community Center, Youngstown.
5. Meeting notice from Team NEO for a symposium for international business on Thursday, September 10, 2009, 8:00 AM-10:00 AM, Brecksville Community Center.
6. Invitation for the 9th Annual Sapphire Ball on Saturday, September 12, 2009, John S. Knight Center, 6:30 PM.
7. Invitation from the CCAO for four regional seminars regarding the understanding the new furlough authority granted in the State Budget Bill (HB 1) Regional Seminar on August 28, 2009 (Hancock County); August 31, 2009 (Summit County); September 9, 2009 (Greene County) and September 14, 2009 (Hocking County).

8. Invitation from the City of Kent for an informal event to learn how the upcoming Kent State Folk Festival can benefit Portage County on Thursday, September 3, 2009, 4:00 PM in Burbick Foundation Community Conference Room, Kent.
9. Invitation to the campaign management seminar 2009 Wednesday-Thursday, September 2-3, 2009, Columbus, Ohio, 9:00 AM.
10. Invitation from The University of Akron for the free program overviews for Project Management, Thursday, August 20, 2009, 8:00-9:30 AM; Lean Mastery, Tuesday, August 25, 2009, 7:30-9:30 AM; Six Sigma, Thursday, August 27, 2009 7:30-9:30 AM.

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**INCOMING CORRESPONDENCE
DISCUSSION**

August 18, 2009

1. The Board of Commissioners received an invitation from the American Cancer Society for the Relay for Life. Ms. Nietert requests an appointment with the Board to discuss how Portage County can help through team development/The Human Resources Department advised the Board of Commissioners that Portage County has already sponsored a team in 2009.
2. August 11, 2009 correspondence from Gary Sease, CSX Transportation, regarding an Open House Public Involvement Meeting, ODOT District 4 Rail Infrastructure Enhancements on Wednesday, August 19, 2009, 4:30-7:30 PM at NEOUCOM/Clerk to forward to the County Engineer, Park District and PCDED.
3. August 11, 2009 memo from William Ulik, Economic Development, requesting a computer laptop for a cost of \$1,594.02. The Director notes that funds are available in the Hardware Line for this purchase. This request was submitted to Brian Kelley, as well/Journal Entry.
4. August 13, 2009 correspondence from Janet Esposito, County Auditor, regarding request for reimbursement for Commissioner Keiper’s mileage/No action taken at this time
5. Does the Board wish to reconsider the yearly subscription to The Plain Dealer newspaper for \$178.31? The invoice was paid July 22, 2009/The Board of Commissioners will keep this subscription.
6. On August 13th, the Board of Commissioners sent a memo to Elected Officials and Departments asking that they being to use the newly created *Substantiate Necessity for Travel* forms. The following questions have been asked/Bring back August 20th for additional discussion
 - a. Anita Herington asks “Is this form to be attached to out-of-counties for all travelers or only dept. heads?” Anita Herington advises that the Board of Commissioners approves only her requests for travel, she approves her supervisors’ requests and the supervisors approve their employees.
 - b. Anita Herington asks “Does this form apply for travel requests that have already been sent through, i.e. OJFSDA Executive Committee meetings in Columbus?”
 - c. Bill Ulik asks “Will this replace the Request for Authorization of Expenses form? How much in advance will this form need to be submitted prior to travel dates? Will Section 13 of the Personnel Policy Manual be amended? Will this be for ALL travel in and out of the County?”

7. Discussion: Park District request for funds to pay for the Towner's Woods well plugging/Board of Commissioners agreed to make certain that the Water Resources Department cannot pay for this service before responding to the Park District.

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JOURNAL ENTRIES

August 18, 2009

1. The Board of Commissioners received the Portage County Investment Reconciliation for the month of July 2009 as presented by the County Treasurer and County Auditor.
2. The Board of Commissioners received the Weekly Report of Kennel population for the week ending August 9, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$350.00 in Court Donations and \$2,568.25 in License Sales.
3. The Board of Commissioners acknowledged receipt of the August 11, 2009 correspondence from James Scher, Attorney/Agent for the Petitioners including a notarized affidavit that notice to the property owners was sent by regular US Mail on August 6, 2009 with regard to the 22.36 acre proposed annexation from Nelson Township to the Village of Garrettsville.
4. The Board of Commissioners acknowledged receipt of the August 12, 2009 correspondence from James Scher, Attorney/Agent for the Petitioners including a notarized affidavit indicating notice was provided (via certified mail) to the clerk of each township and municipality on August 6, 2009 with regard to the 22.36 acre proposed annexation from Nelson Township to the Village of Garrettsville.
5. The Board of Commissioners received the Portfolio Report for July 2009 as presented by the Portage County Treasurer's Office.
6. Board of Commissioners' authorization requested to pay GCS Industrial Services Inc. for asbestos abatement in buildings selected for the Windham Demolition project of exterior siding and furnace rooms for CDBG Economic Development RLF for \$43,859.00 as requested by Neighborhood Development Services. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
7. Board of Commissioners' authorization requested to pay Emerald Environmental Inc. for inspections completed regarding the Windham Demolition for \$2,160.00 as requested by Neighborhood Development Services. Documents reviewed by Carol Kurtz, Internal Auditor with comments noted.
8. Board of Commissioners' authorization request to allow use of the following County properties as requested by the Ravenna Balloon A Fair:
 - (A) Courthouse Lawn and the Spruce and Prospect Street County Lot on Thursday, September 17, 2009 from 5:00-8:00 PM for a Children's Parade and Award Ceremony.
NOTE: Requests the Parking Lot Access Gate Be Left Open
 - (B) Courthouse Lawn on Saturday, October 31, 2009 from 5:30-9:00 PM for a Halloween Family Night.

(C) Courthouse Lawn on Saturday, September 19, 2009 from 6:00 AM-8:00 PM for the Ravenna Balloon A Fair.

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INFORMATION ONLY

August 18, 2009

1. Undated correspondence (received August 12, 2009) from Doug and Mitch Kisamore, regarding their animals in the Portage County Randolph Fair Auction.
2. The Board of Commissioners received notice from Job and Family Services employee regarding outside employment.
3. The Board of Commissioners received notice from Job and Family Services employee regarding outside employment.
4. The Board of Commissioners received correspondence from the Ryan Family regarding their animals at the Portage County Randolph Fair Auction on Saturday, August 29, 2009.
5. August 2, 2009 correspondence from Brandon Beavers, regarding his animals at the Portage County Randolph Fair Auction on Wednesday, August 26, 2009 at 6:30 PM and Saturday, August 29, 2009 at 3:00 PM.
6. Undated correspondence (received August 14, 2009) from Cody and Holly Kostensky, regarding their animals at the Portage County Randolph Fair Auction on Saturday, August 29, 2009 at 9:30 AM.
7. August 3, 2009 correspondence from Kenny Shircliff, regarding his animals at the Portage County Randolph Fair Auction.
8. The Board of Commissioners received the August 14, 2009 Weekly Traffic Advisory as presented by Ohio Department of Transportation.
9. The Board of Commissioners received the Ohio Journal of Science for September 2008 Volume 108, Number 4.
10. August 10, 2009 correspondence from Victoria Regan, WEWS News Net 5, regarding Closing Connection.
11. August 14, 2009 e-mail from Janet Esposito, County Auditor to Mickey Marozzi, County Engineer, regarding storm water.

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Journal Entry

August 18, 2009

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

1. The Board of Commissioners acknowledged the receipt of the Portage County Investment Reconciliation for the month of July 2009, as presented by the County Treasurer and County Auditor.

2. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending August 9, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$350.00 in Court Donations and \$2,568.25 in License Sales.
3. The Board of Commissioners acknowledged the receipt of the August 11, 2009 correspondence from James Scher, Attorney/Agent for the Petitioners, including a notarized affidavit that notice to the property owners was sent by regular U.S. Mail on August 6, 2009 advising of the proposed 22.36 acre annexation from Nelson Township to the Village of Garrettsville. The Board of Commissioners has set the public hearing date for October 20, 2009.
4. The Board of Commissioners acknowledged the receipt of the August 12, 2009 correspondence from James Scher, Attorney/Agent for the Petitioners, including a notarized affidavit indicating notice was provided via certified mail to the Clerk of each Township and Municipality on August 6, 2009 advising of the proposed 22.36 acre annexation from Nelson Township to the Village of Garrettsville. The Board of Commissioners has set the public hearing date for October 20, 2009.
5. The Board of Commissioners acknowledged the receipt of the Portfolio Report for July 2009, as presented by the Portage County Treasurer.
6. The Board of Commissioners authorized payment of GCS Industrial Services Inc. of Brimfield for asbestos abatement of exterior siding and furnace rooms at 9622, 9640, 9641, and 9635 Brook Court and 9086 Maplegrove, selected for the Windham Demolition project for CDBG Economic Development RLF in an amount of \$43,859.00, as presented by the Neighborhood Development Services. Documents reviewed by Carol Kurtz, Internal Auditor, who noted that the contractor confirmed the locations of the work performed.
7. The Board of Commissioners authorized payment to Emerald Environmental Inc. of Kent for visual inspections and final Clearance Services at 9622, 9640, 9641, and 9635 Brook Court and 9086 Maplegrove, selected for the Windham Demolition project in an amount of \$2,160.00, as presented by the Neighborhood Development Services. Documents reviewed by Carol Kurtz, Internal Auditor, who noted that the contractor confirmed the locations of the work performed.
8. The Board of Commissioners authorized use of the following County properties, as requested by the Ravenna Balloon A Fair. Forwarded to the Internal Services to process.
 - A. Courthouse Lawn and the Spruce and Prospect Street County Lot on Thursday, September 17, 2009 from 5:00-8:00 PM for a Children's Parade and Award Ceremony. NOTE: Requests the Parking Lot Access Gate Be Left Open
 - B. Courthouse Lawn on Saturday, October 31, 2009 from 5:30-9:00 PM for a Halloween Family Night.
 - C. Courthouse Lawn on Saturday, September 19, 2009 from 6:00 AM-8:00 PM for the Ravenna Balloon A Fair.
9. The Board of Commissioners signed the August 18, 2009 correspondence to Portage County Auditor Janet Esposito requesting a debit of the General Fund account for the local government match of \$ 3,931.00 as shown below and a credit of this amount to Fund 1166:

<u>Org</u>	<u>Object</u>	<u>Project</u>	<u>Amount</u>	<u>Description</u>
Debit: 00100004	492100	-	\$ 3,931.00	Local Share
Credit: 11669301	194000	8A042	\$ 3,931.00	Local Match/Share

10. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Leslie Sikaffy 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.
11. The Board of Commissioners signed the Personnel Action Form authorizing the full time permanent hire of Nicole Thomas 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.
12. The Board of Commissioners accepted the recommendation of William Ulik, Director, Portage County Department of Economic Development, and authorized the purchase of a laptop computer, for use by the Director for presentations outside of the office, at a cost of \$1,594.02.

Charles W. Keiper II, absent, 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 **August 18, 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 11:15 AM. Commissioner Keiper absent, motion carries.

ABSENT

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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