

Resolutions

1. Enter into an MOU with Childtime Childcare, Inc. for JFS for early learning initiative services./09-808
2. Enter into an MOU with Akron Summit Community Action, Inc. for JFS for early learning initiative services./09-809
3. Enter into an MOU with the Portage County Sheriff for use of part of the land known as the Coit Road Water Plant as a Law Enforcement Training Center./09-810
4. Enter into a license agreement with the Balloon-a-fair for the Children's Parade./09-811
5. Enter into a license agreement with the Balloon-a-fair for September 19th, 2009./09-812
6. Enter into a license agreement with the Ravenna Chamber of Commerce for Halloween Family night./09-813
7. Enter into lease agreement amendment no. 4 with Planned Parenthood of Summit, Portage & Medina counties./09-814
8. Accept the resignation agreement and release for Mike Watson./09-815
9. Approve specs and set bid date for an employee assistance program./09-816
10. Amend resolution 05-0168 accepting the fixed assets policy and procedures manual./09-817
11. Enter into amendment number 5 with Courtview Justice Solutions, Inc. to implement jailview software module./09-818

Commissioner Smeiles asked if the Courtview software can handle the Pay-For-Stay Program, as advised in a previous meeting with IT staff. JoAnn Townend responded that the original software installed at the Jail is not capable of handling the program. The Courts and the Public Defender are not in favor of the Pay-For-Stay Program. The Director also noted that the Sheriff has inquired about taking over the Commissary function and/or the feeding of inmates.

Discussion

The Director presented the project listing for Board of Commissioners' discussion. The Board of Commissioners agreed to hold the architectural design of the Courthouse parking lot and the Riddle Block ground floor office renovation but have the Riddle Block Building Renovation (gutters, brick repointing etc.) ready and prioritized so that, when money is available, the Board can move forward.

The Board of Commissioners agreed that the Director should prepare an RFQ for the architectural design of the Kent Courthouse. The Board agreed that they are considering partnering with the City of Kent pending confirmation in an agreement that parking issues will be resolved and that the status of the current Courthouse is also resolved.

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HUMAN RESOURCES

Present: Karen U'Halie

The Board of Commissioners congratulated the Director on the success of the Employee Appreciation Event.

The Director asked for permission for the Human Resources Department to use the Board of Commissioners' Giant Eagle credit card to purchase fruit and water for the September Wellness Lunch & Learns. Human Resources will reimburse the Giant Eagle credit card account using Wellness Account funds available, for a total amount not to exceed \$60.00/Journal Entry.

10:30 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 consider employment, discipline, compensation and health benefit issues. **Also present: Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:55 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting executive session, the Board took actions by Journal Entry

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HUMAN RESOURCES/INTERNAL SERVICES

Present: Karen U'Halie, JoAnn Townend

The Board of Commissioners discussed the revision to their travel forms. JoAnn Townend agreed to create a form in Excel for Board review and comment. The Board agreed to include a point of origin and destination on the form. Karen U'Halie to prepare a draft revision to the Personnel Policy Manual section regarding reimbursement for Board review and comment.

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NEIGHBORHOOD DEVELOPMENT

Present: Dave Vaughan, Mike Bogo, Justin Meiser

The group met today to discuss a variety of issues. Mr. Vaughan noted that the Neighborhood Development Services, Inc. has administered the National Mortgage Foreclosure Counseling Program offering free legal assistance to families. The law firm of Paoloni and Lewis provided this legal service. Funds are gone and the service is closing by the end of September 2009. Neighborhood Development Services, Inc. assisted 25 Portage County families. Neighborhood Development Services, Inc. has asked for additional funding.

Mr. Meiser noted that the procedural issues with the State Auditor have been resolved. He also noted that he has had conversations with outside auditors regarding the State Auditor's refusal to meet with staff and the Board of Commissioners to discuss protocols. He suggested that the State Auditor might consider a change in the auditing team, since the Portage County team has been in place for several years.

The Board of Commissioners advised the Neighborhood Development Services, Inc. staff that they have reassigned the Internal Auditor responsibilities to existing staff. Mr. Vaughan noted that he has already been working with Audrey Tillis to complete some review of pending items.

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RESOLUTION No. 09-0804 - 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 September 3, 2009 in the total payment amount of **\$223,908.80 for Funds 0001-8101** 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. 09-0805 - 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 September 3, 2009 in the total payment amount as follows:

- 1. \$5,122.86 for MHM Resources, Inc for processing claims for Medical Mutual; and
- 2. \$111,701.80 for Medical Mutual Claims-Fund 7101; 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, September 4, 2009 \$ 5,122.86

Roll call vote as follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0807

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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,

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

WHEREAS,

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

WHEREAS,

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

RESOLVED,

that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$11,402.29** as set forth in Exhibit "A" dated **September 3, 2009** shall be paid; and be it further

RESOLVED,

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

Voice Vote as Follows:

Charles W. Keiper II, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 09-0808

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RE:

ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND CHILDTIME CHILDCARE, INC. FOR EARLY LEARNING INITIATIVE SERVICES.

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. 09-0811 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA BALLOON-A-FAIR FOR THE CHILDREN’S PARADE.

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

WHEREAS, the County owns property located at 203 W. Main St., Ravenna, Ohio known as the Portage County Courthouse and property at the corner of Spruce and Prospect Streets, Ravenna Ohio known as the Spruce Street Parking Lot; and

WHEREAS, Ravenna Balloon-A-Fair wishes to use the Courthouse lawn, surrounding Courthouse grounds, the Courthouse parking lot and the Spruce Street Parking lot on Thursday, September 17th, 2009 from 5:00 p.m. to 8:00 p.m. for the 2009 Balloon-A-Fair Children’s Parade; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Ravenna Balloon-A-Fair, P.O. Box 454, Ravenna OH 44266 for use of the Courthouse lawn, surrounding Courthouse grounds, the Courthouse parking lot and the Spruce Street Parking lot on Thursday, September 17th, 2009 form 5:00 p.m. to 8:00 p.m. for the 2009 Balloon-A-Fair Children’s Parade; 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. 09-0812 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA BALLOON-A-FAIR.

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

WHEREAS, the County owns property located at 203 W. Main St., Ravenna, Ohio known as the Portage County Courthouse; and

WHEREAS, the Ravenna Balloon-A-Fair wishes to use the Courthouse Lawn, on Saturday, September 19th, 2009 between the hours of 6:00 AM to 8:00 PM for the Ravenna Balloon-A-Fair; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Ravenna Balloon-A-Fair, PO Box 454, Ravenna, Ohio 44266 for use of the Courthouse lawn on Saturday, September 19th, 2009 between the hours of 6:00 AM and 8:00 PM for the Ravenna Balloon-A-Fair; 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. 09-0813 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND RAVENNA AREA CHAMBER OF COMMERCE FOR HALLOWEEN FAMILY NIGHT.

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

WHEREAS, the County owns property located at 203 W. Main St., Ravenna, Ohio known as the Portage County Courthouse; and

WHEREAS, The Ravenna Area Chamber of Commerce to use the Courthouse Lawn, on Saturday, October 31, 2009 between the hours of 5:30 p.m. to 9:00 p.m. for Halloween Family Night; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and Ravenna Area Chamber of Commerce, 135 E. Main St., Ravenna, Ohio 44266 for use of the Courthouse lawn on Saturday, October 31, 2009

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. 09-0815 - **RE: ACCEPT THE RESIGNATION AGREEMENT AND RELEASE FOR MIKE WATSON**

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

WHEREAS, an appeal is pending in the State of Ohio Personnel Board of Review regarding the continued employment of Mr. Watson; and

WHEREAS, the parties intend to resolve this matter amicably and avoid further litigation and costs; and

WHEREAS, the Sheriff denies any obligation or liability to Mr. Watson for payment, and Mr. Watson acknowledges that nothing in the agreement is to be construed as an admission of liability or obligation on the part of the County; now therefore be it

RESOLVED, that the Board of Commissioners agrees to accept the resignation agreement and release executed by Mr. Watson, for full settlement of Seventy five thousand and 00/100 Dollars (\$75,000.00) and that such funds be paid from the health benefit fund, as recommended and approved by the Portage County Prosecutor; and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning end 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 an 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. 09-0816 - **RE: APPROVE SPECIFICATIONS AND SET THE BID DATE FOR AN EMPLOYEE ASSISTANCE PROGRAM**

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

RESOLVED, that the bid specifications for receiving bids for an employee assistance program for Portage County are hereby approved; and be it further

RESOLVED, that sealed bids, therefore, will be accepted by the Portage County Director of Purchasing, 7th floor, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m., E.S.T. on September 30, 2009; and be it further

RESOLVED, that the notice of receiving bids shall be published in the Record Courier on September 14, 2009, posted on the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; 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. 09-0817

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RE: AMEND RESOLUTION 05-0168 ACCEPTING THE FIXED ASSETS POLICY AND PROCEDURES MANUAL

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

WHEREAS, Resolution 05-0168 was adopted March 3, 2006 to accept the fixed assets policy and procedures manual, updated to include new cost thresholds for classifying fixed assets, as well as controlled assets and further accepting Portage County Auditor Janet Esposito's proposal that the County Auditor's office be responsible for the tagging, recordkeeping and physical inventorying of the County fixed and controlled assets; and

WHEREAS, a fixed asset committee comprised of the Auditor and staff; the Board of Commissioners Directors' Herington, Huff & Townend and Assistant County Engineer Scott Miller was convened on August 14, 2009 to revise the policy and procedure manual; now therefore be it

RESOLVED, that the Board of County Commissioners reviewed and does hereby accept the ASSET POLICY (attached as exhibit A) as the County's asset policy; 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. 09-0818

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**RE: ENTER INTO AMENDMENT NUMBER 5 WITH
COURTVIEW JUSTICE SOLUTIONS. INC. AND
THE PORTAGE COUNTY COMMISSIONERS IMPLEMENT
JAILVIEW SOFTWARE MODULE.**

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

- WHEREAS,** the Board of Portage County Commissioners entered into agreement 18020030001 on April 10, 2003 through resolution no. 03-0290 for software, training, and services for court and jail information systems, with MAXIMUS; and
- WHEREAS,** amendment number one was entered into on April 3, 2007 through resolution 07-0320; and
- WHEREAS,** amendment number two was entered into on May 15, 2008 through resolution 08-0451; and
- WHEREAS,** amendment number three was entered into on May 14, 2009 through resolution 09-0447 and;
- WHEREAS,** amendment number four was entered into on May 20, 2009 through resolution 09-0448; and
- WHEREAS,** the parties desire to amend the original agreement implement the JailView module and interface JailView with the existing production Courtview software application for no additional cost; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to amend Contract No. 1802003000 with CourtView Justice Solutions, Inc., a wholly owned subsidiary of Trapeze Software Group, with an office at 5399 Lauby Road, Suite 200, North Canton, OH 44720 to implement the JailView module and interface JailView with the existing production Courtview software application at no additional cost; and be if 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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RESOLUTIONS

September 3, 2009

1. Approval of Meeting Minutes from the September 1, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-804
3. Approve the wire transfer as presented by the County Auditor./09-805
4. Approve the Journal Vouchers as presented by the County Auditor./09-806
5. Approve Then & Now as presented by the County Auditor./09-807

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INVITATIONS/MEETING NOTICES

September 3, 2009

1. Invitation to the Derthick's Corn Maze & Farm Dinner celebration on Saturday, September 12, 2009, 5:30 PM, (Ribbon Cutting 6:30 PM), at the corner of SR 82 and Sheldon Rd., Mantua.

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INCOMING CORRESPONDENCE

DISCUSSION

September 3, 2009

1. Discussion: Senior Core Event Thursday, September 24, 2009/Clerk to reschedule the day.
2. Discussion: Solid Waste Director's request to move his September 18th meeting to September 24th/Clerk to reschedule the day
3. July 20, 2009 correspondence from Daniel Smith, City of Kent's Department of Economic Development, including an amendment to the existing JEDD contract. Mr. Smith provided the Brimfield Township Resolution, which was omitted from the amendment documents, to complete this submittal. The Prosecutor's Office is reviewing the JEDD documents. The Board of Commissioners must accept the amendment by Journal Entry.

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JOURNAL ENTRIES

September 3, 2009

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending August 30, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$350 in Court Donations and \$2,112.00 in License Sales.

2. Board of Commissioners' authorization requested to use Room 605 for the 2009 Triennial Update Informal Hearings as requested by the County Auditor's Office as follows:

Tuesday-Thursday	September 15-17, 2009	8:30 AM-4:00 PM
Monday-Thursday	September 21-24, 2009	8:30 AM-4:00 PM
Monday & Tuesday	September 28 & 29, 2009	8:30 AM-4:00 PM
Wednesday (2)	September 16 & 23, 2009	4:30 PM-6:30 PM
Saturday (2)	September 19 & 26, 2009	8:30 AM-12:30 PM

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REFERRED

September 3, 2009

1. August 26, 2009 correspondence from Patti Smith, Ohio EPA, regarding proposed modifications to Ohio EPA's Application No. OH0038580. Referred to Water Resources Department for comment and to the County Engineer for his files and information.

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PLEASE ADD TO THE AGENDA

September 3, 2009

1. Board of Commissioners acknowledges receipt of amendment #2 to the existing Brimfield-Kent JEDD II agreement. Forwarded to Attorneys Chris Meduri and Denise Smith, Prosecutor's Office/Board of Commissioners agreed to hold this for the receipt of the township resolution and comment by the Prosecutor's Office. The Board of Commissioners must accept the amendment by Journal Entry/Journal Entry.
2. Board of Commissioners' signature requested on the September 3, 2009 correspondence to Portage County Auditor Janet Esposito requesting collection by certification of the real estate taxes for delinquent sewer charges as recommended by Portage County Water Resources Department Director Harold Huff/Journal Entry.
3. September 2, 2009 e-mail from Kathy Mitchell, Community Outreach for Positive Alternative Training Inc. (COPAT), including a draft letter of support for Board consideration and signature on the COPAT Tri County Fatherhood Project Proposal. (cc: Dan Banks). Letter requested no later than Thursday, September 3, 2009/Journal Entry.
4. Board of Commissioners' authorization requested to have Commissioner Keiper and Commissioner Frederick sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report, Draw No. 425 for Grant No. B-C-08-062-2 Private Rehabilitation and B-C-08-062-1 Home Repair for \$94,600.00 as requested by Neighborhood Development Services. Documents reviewed by Department of Budget and Financial Management with no exceptions noted/Journal Entry.
5. Board of Commissioners' authorization requested to reimburse expenses incurred May 1, 2009 to July 31, 2009 from the Portage County Revolving Loan Fund 1285 for \$5,037.69 as requested by the Kent Regional Business Alliance. Documents reviewed by Department of Budget and Financial Management with no exceptions noted/Journal Entry.

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INFORMATION ONLY

September 3, 2009

1. August 31, 2009 correspondence from Linda Marcial, Board of Elections to the Department of Budget and Financial Management, regarding FY 2009 estimated departmental savings.

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Journal Entry

September 3, 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 Weekly Report of Kennel population for the week ending August 30, 2009 as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$350 in Court Donations and \$2,112.00 in License Sales.
2. The Board of Commissioners authorized use of Room 605 for the 2009 Triennial Update Informal Hearings as requested by the County Auditor’s Office as follows:

Tuesday-Thursday	September 15-17, 2009	8:30 AM-4:00 PM
Monday-Thursday	September 21-24, 2009	8:30 AM-4:00 PM
Monday & Tuesday	September 28 & 29, 2009	8:30 AM-4:00 PM
Wednesday (2)	September 16 & 23, 2009	4:30 PM-6:30 PM
Saturday (2)	September 19 & 26, 2009	8:30 AM-12:30 PM

Forward to Security and Maintenance.

3. The Board of Commissioners signed the Personnel Action form acknowledging the resignation of Angella Vaughn as a Quality Review Specialist for the Portage County Department of Job and Family Services, effective September 11, 2009, as presented by the Human Resources Department Director Karen U’Halie and approved by the Department of Job and Family Services Director Anita Herington.
4. The Board of Commissioners acknowledged the receipt of Kent/Brimfield JEDD II Amendment #2 to the existing agreement. Forwarded to Portage County Prosecuting Attorneys Chris Meduri and Denise Smith for review and comment.
5. The Board of Commissioners approved the Human Resources Department request for authorization to use the Board of Commissioners’ Giant Eagle credit card to purchase fruit and water for the September Wellness Lunch & Learns. Human Resources will reimburse the Giant Eagle credit card account using Wellness Account funds available, for a total amount not to exceed \$60.00.
6. After meeting today in an Executive Session with Human Resources Department Director Karen U’Halie, the Board of Commissioners agreed that the Facilities Keeper position at the Portage County Dog Warden’s Office is a bargaining unit position and will be placed into the Teamsters Local No. 436, effective July 20, 2009.
7. After meeting today in an Executive Session with Human Resources Department Director Karen U’Halie, the Board of Commissioners agreed that, effective immediately, all new hire part-time employees will be required to have a pre-employment physical along with the currently required drug screen.

8. After meeting today in an Executive Session with Human Resources Department Director Karen U'Halie, the Board of Commissioners agreed that, due to a sustained decrease in work load, one Electrician position in Portage County Water Resources Department will go from a full-time position to a part-time position, effective today.
9. The Board of Commissioners signed the September 3, 2009 correspondence to Portage County Auditor Janet Esposito requesting collection by certification of the real estate taxes for delinquent sewer charges, as recommended by Portage County Water Resources Department Director Harold Huff.
10. The Board of Commissioners signed the letter of support for the COPAT Tri County Fatherhood Project Proposal, as presented by Kathy Mitchell, Community Outreach for Positive Alternative Training Inc. (COPAT) and prepared by the Grants Administrator.
11. The Board of Commissioners authorized Commissioner Keiper and Commissioner Frederick to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report (CHIP Form DS5), Draw No. 425 for Grant No. B-C-08-062-2, Private Rehabilitation and B-C-08-062-1, Home Repair for \$94,600.00, as presented by the Neighborhood Development Services. Documents reviewed by Department of Budget and Financial Management with no exceptions noted.
12. The Board of Commissioners authorized payment of the reimbursable expenses incurred between May 1, 2009 and July 31, 2009 in Portage County Revolving Loan Fund 1285 for \$5,037.69, as presented by the Kent Regional Business Alliance (KRBA). Documents reviewed by Department of Budget and Financial Management with no exceptions noted.
13. The Board of Commissioners authorized Administrative Assistant Amy Hutchinson to work as needed while the Clerk is on vacation from September 8, 2009 through September 11, 2009, to be compensated with comp time.
14. After meeting today in an Executive Session with Human Resources Department Director Karen U'Halie, the Board of Commissioners agreed that, in accordance with Section 23 of the Portage County Board of Commissioners' Personnel Policy Manual, the Board authorize a 90-day unpaid leave of absence for an employee of the Woodlands at Robinson.

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 **September 3, 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 11:55 AM. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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