

Resources Department Director Karen U’Halie. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

Attorney Tommie Marsilio attending at 12:15 PM

12:55 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

After exiting executive session, the Board took no action.

* * * * *

Regional Planning Commission Update

Commissioner Keiper attended the special Regional Planning Commission Executive Committee meeting yesterday where the discussion was the Regional Planning Commission budget shortage. The Commission would like the Board of Commissioners to fill the budget gap. The Commission is not filling Eileen Stiffler’s position and they do intend to do furloughs.

Director Todd Peetz has asked that the Board of Commissioners allow the Regional Planning Commission to pay back the \$8,000 advance for the 2008 Formula Grant in February 2010 instead of in 2009. The Board of Commissioners will ask the Department of Budget & Financial Management to investigate if that will affect the General Fund. Commissioner Keiper noted that he remembered about \$6,000 in Formula Grant overages that the Board of Commissioners paid earlier this year. The Regional Planning Commission has spent about 15 hours on Farmland Advisory issues at a cost of about \$900. Commissioner Keiper will check with Dan Banks to determine if the NSP/Regional Planning Commission agreement funding can be cash advanced to the Commission. Dan Banks to determine the funding turnaround time. Audrey Tillis to determine the effect on the General Fund.

The Subdivision Regulation revision was also discussed. All Townships have pledged their TA hours for 2009 and/or 2010 leaving a \$15,000 gap for completion. The Commission has asked if the county can give them \$7500 in 2009 and the remaining \$7500 in 2010. Commissioner Keiper has asked the Director to determine what percentage of the regulations concern storm water and sewer issues so that the Storm Water utility and the Water Resources Department can pay their fair share.

The Board of Commissioners agreed to meet with Director Peetz to discuss the Regional Planning Commission budget.

* * * * *

RESOLUTION No. 09-0855 - 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 17, 2009 in the total payment amount of **\$409,284.13 for Funds 0001-8300** as set forth

* * * * *

RESOLUTION No. 09-0857 - 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:

09/16/09		\$ 9,475.09
09/16/09		186.00
09/16/09		161.39
Total		\$ 9,822.48

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;

* * * * *

RESOLUTION No. 09-0858 - 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

WHEREAS, after review and rating, the firm of ms consultants, inc. was rated highest; now therefore be it

RESOLVED, that the Portage County Engineer recommends that the qualifications of ms consultants, inc. be accepted, and be it further

RESOLVED, that the Portage County Commissioners authorize the Portage County Engineer to enter into contract negotiations between the Portage County Commissioners and ms consultants, inc. to provide professional services for the Construction Testing / Inspection for the Brady Lake Road Bridge Replacement Project in accordance with ORC 153.69, Sub. Sec. A.

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;

*

*

*

*

*

RESOLUTION No. 09-0860

-

RE:

ACCEPT PROPOSAL FROM JOHN WACKERLY TO PROVIDE PROFESSIONAL SERVICES FOR THE PORTAGE COUNTY ANNUAL BRIDGE INSPECTION PROGRAM AND TO REVIEW AND LOAD RATE 40 BRIDGES.

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

WHEREAS, the Portage County Engineer received a proposal from John Wackerly, P.E. to perform bridge inspections on the County's 172 bridges and to review load ratings on 30 bridges and perform load ratings on 10 bridges; and

WHEREAS, it is the recommendation of the Portage County Engineer that the proposal of John Wackerly, P.E. be accepted to perform said bridge inspections and load ratings; now therefore be it

RESOLVED, that the Portage County Board of Commissioners does hereby accept the proposal of John Wackerly, P.E., 288 West Hull Drive, Delaware, Ohio, to perform bridge inspections on the County's 172 bridges at a cost of \$65.00 per bridge, review load ratings of 30 bridges at a cost of \$20.00 per bridge and load rate 10 bridges at a cost of \$40.00 per bridge, and be it further

RESOLVED, that a purchase order will be created in the amount of \$12,180.00 to cover the cost of said inspections (\$65.00 per bridge X 172 bridges + \$20.00 per bridge X 30 bridges + \$40.00 per bridge X 10 bridges); and be it further

RESOLVED, that the Portage County 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;

* * * * *

RESOLUTION No. 09-0861 - RE: AMEND RESOLUTION 08-0146 TO ADD TO THE BOARD OF COMMISSIONERS' RECORDS RETENTION SCHEDULE (RC-2) GENERAL RECORDS RETENTION OF COMMUNICATIONS MADE UTILIZING EMERGING TECHNOLOGIES INCLUDING EMAIL, VOICE MAIL, TEXT MESSAGING, INSTANT MESSAGING, AND SIMILAR SYSTEMS AND RECORDS FOR THE BOARD OF COUNTY COMMISSIONERS AND ITS DEPARTMENTS.

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

WHEREAS, the Portage County Board of Commissioners adopted Resolution 08-0146 on February 12, 2008 approving a Public Records Policy in accordance with the requirements of Ohio House Bill No. 9, mandating that each public office have a public records policy located: (1) at every location in which the public may access the public office's records; (2) in the public office's policies and procedures manual; and (3) with each of the public office's records custodians; and

WHEREAS, the Board of Commissioners directed that all Commissioners' Departments including the Clerk of the Board, Department of Budget & Financial Management, Executive Assistant, General Services (including the Building Department, Building Maintenance, Building Security, Dog Warden, Office of Homeland Security & Emergency Management, Senior Center and the WIC program), Human Resources Department, Internal Auditor, Internal Services (including the Mail Room, Microfilm/Records, Motor Pool, Print Shop and Purchasing Department), Department of Job & Family Services, Department of Economic Development, The Woodlands at Robinson (Portage County Nursing Home) and the Water Resources Department shall use this policy to maintain and administer their records; and

WHEREAS, the Portage County Board of Commissioners acknowledges that it maintains many records that are used in the administration and operation of its Departments. In accordance with state law and the Portage County Records Commission, the Portage County Board of Commissioners has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records. These schedules identify records that are stored on a fixed medium (paper, computer, film, etc.) that are created, received, or sent under the jurisdiction of the Portage County Board of Commissioners and document the

organization, functions, policies, decisions, procedures, operations, or other activities of the Commissioners' office. (R.C. 149.011(G); R.C. 149.43(A)(1)). The records maintained by the Commissioners' Office and the ability to access them are a means to provide trust between the public and the Commissioners' Departments; and

WHEREAS, other forms of communication (Transient Records), such as instant and text messaging and the use of post-it notes, as well as voice mail messages have become more prevalent within the County and must be added to the ***Records Retention Schedule (RC-2) General Records*** for use by the Board of Commissioners' Departments to ensure the orderly operation of the Commissioners' Departments; now therefore be it

RESOLVED, that the Portage County Board of Commissioners approves the newly revised ***Records Retention Schedule (RC-2) General Records*** to include the retention schedule for voice mail and transitional records for the Board of Commissioners and its Departments; and be it further

RESOLVED, that the Clerk is directed to forward said schedule to the Portage County Records Commission for consideration and approval at their September 29, 2009 meeting. Said ***Records Retention Schedule (RC-2) General Records*** will supersede the existing records retention schedule for General Record of the Board of Commissioners and their Departments; and be it further

RESOLVED, that the Clerk of the Board is instructed to transmit a copy of this resolution to all Commissioners' Departments; 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;

*

*

*

*

*

RESOLUTION No. 09-0862

-

RE: PORTAGE COUNTY APPOINTMENT TO THE GEAUGA-ASHTABULA-PORTAGE PARTNERSHIP WORKFORCE INVESTMENT BOARD (GAPP WIB).

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

WHEREAS, the Portage County Board of Commissioners, in collaboration with the Boards of Commissioners from Geauga County and Ashtabula County, created a three county Regional Workforce Investment Area and Workforce Investment Board, in conjunction with the Federal Workforce Act of 1998, called the GAPP WIB; now therefore be it

RESOLVED,

that the Portage County Board of Commissioners appoints the following to the Geauga-Ashtabula-Portage Partnership Workforce Investment Board (GAPP WIB) for a three -year term effective immediately and expiring Sept. 15, 2012

Category	Name	Agency/Business
Education Member	Roger Sidoti	Theodore Roosevelt High School 1400 N. Mantua St. Kent, OH 44240

;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;

*

*

*

*

*

RESOLUTION No. 09-0863

-

RE:

AMEND RESOLUTION 09-0025 PORTAGE COUNTY COMMISSIONERS BOARD APPOINTMENTS FOR YEAR 2009 TO REMOVE FORMER INTERNAL AUDITOR CAROL KURTZ FROM THE BOARD OF REVISION.

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

WHEREAS,

the Board of Commissioners adopted Resolution 09-0025 making various board appointments for 2009; and

WHEREAS,

Internal Auditor Carol Kurtz retired effective September 1, 2009; now therefore be it

RESOLVED,

that the Board of Commissioners agrees to amend Resolution 09-0025 to change the alternates for the Portage County Board of Revision; and be it further

RESOLVED,

that the Board of Commissioners appoints the following members:

Portage County Board of Revision (ORC § 5715.02)

President of the Board

Alternates: Executive Assistant and General Services Director

;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

WHEREAS, Members of the PARTA Board of Trustees shall be appointed by the political subdivisions creating the Authority, pursuant to Ohio Revised Code Section 306.30; and

WHEREAS, Resolution No. 07-810 states the documentation providing for PARTA and amends it to include the cities of Aurora and Streetsboro and Section 3 defines the Board of Commissioners shall have three representatives, one each from the northern, middle and southern areas of the county, now therefore be it

RESOLVED, that the Board of Commissioners appoints the following to represent the Northern section of the County for a three-year term effective Sept. 18, 2009 and ending June 30, 2012:

Richard Brockett
10094 State Route 305
Garrettsville, OH 44231

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;

*

*

*

*

*

RESOLUTIONS

September 17, 2009

1. Approval of Meeting Minutes from the September 15, 2009 regular Board Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Internal Auditor./09-855
3. Approve the wire transfer as presented by the County Auditor./09-856
4. Approve the Journal Vouchers as presented by the County Auditor./09-857
5. Approve Then & Now as presented by the County Auditor./09-858
6. Declare MS Consultants, Inc. most qualified firm as a result of review and analysis of qualifications and enter into negotiations for professional services for the Project known as Construction Testing/Inspection for the Brady Lake Road Bridge Replacement Project (County Engineer)./09-859
7. Accept proposal from John Wackerly to provide professional services for the Portage County Annual Bridge Inspection Program and to review and load rate 40 bridges. (County Engineer)./09-860

8. Amend Resolution No. 08-0146 to add the Board of Commissioners' Records Retention Schedule (RC-2) General Records Retention of Communications made utilizing emerging technologies including e-mail, voice mail, text messaging, instant messaging and similar systems and records for the Board of Commissioners and its departments./09-861
9. Portage County appointments to the Geauga-Ashtabula-Portage Partnership Workforce Investment Board (GAPP WIB) – Roger Sidoti for a 3 year term effective immediately and expiring September 15, 2012. (Executive Assistant)./09-862
10. Amend Resolution No. 09-0025 Portage County Commissioners' Board appointments for year 2009 to remove former Internal Auditor Carol Kurtz from the Board of Revisions./09-863
11. Appoint Richard Brockett to the PARTA Board/09-0865

* * * * *

INVITATIONS/MEETING NOTICES

September 17, 2009

1. Invitation from Ohio Department of Development for the 2009 Community Housing Improvement Program (CHIP) Conference at Sawmill Creek Resort, Huron, Ohio, Monday-Wednesday, November 2-4, 2009.
2. Invitation from the University of Virginia for the following courses: Strategic Decision Making October 25-28, 2009, Leading Innovation: Thinking Like America's Greatest Inventive Genius October 6-9, 2009 * March 16-19, 2009 and Leadership for Extraordinary Performance December 7-11, 2009 * March 22-26, 2009.

* * * * *

INCOMING CORRESPONDENCE

DISCUSSION

September 17, 2009

1. Discussion: Draft United Way Campaign letter to Elected Officials/Information only as the Board of Commissioners discussed this issue on September 15th.
2. The Board of Commissioners received the Owner/Tenant Statement of balance due for water usage at County owned properties for August 2009, as presented by the City of Ravenna. All balances are paid with the exception of Dee's Restaurant, 217 ½ S. Chestnut St. \$64.17/Forwarded to the Internal Services Director.
3. September 9, 2009 correspondence from Judge Laurie Pittman, regarding disciplinary counsel/Resolution 09-0864
4. September 9, 2009 memo from Audrey Tillis, Department of Budget and Financial Management, regarding a journal entry correction for Kent Regional Business Alliance/Journal Entry.
5. September 9, 2009 memo from Audrey Tillis, Department of Budget and Financial Management, regarding a request for payment of \$28,238.49 of administrative fees from the Economic Development loan by

Neighborhood Development Services./HOLD for the September 22, 2009 meeting per the Director of the Department of Budget and Financial Management .

6. September 15, 2009 confidential correspondence from Gary Mitrisin, Administrator, The Woodlands At Robinson regarding personnel functions.

* * * * *

JOURNAL ENTRIES

September 17, 2009

1. Portage County Common Pleas Court/Probate Juvenile Division Judge Thomas Carnes present the Subsidy Grant – Fiscal Year 2009 County Financial Expenditure Final Report for the Portage County Juvenile Court for the period of July 1, 2008 through June 30, 2009. Documents reviewed by the Grants Administrator with no exceptions noted/Hold for the September 22, 2009 agenda.
2. Board of Commissioners’ signature requested on the purchase requisition for SA Comunale Company for the Senior Center range hood tie in for \$2,242.00 as requested by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.
3. Board of Commissioners’ authorization requested to allow use of the Courthouse Lawn on Sunday, October 4, 2009 from 2:00 PM-4:00 PM for the Life Chain event as requested by Raymond Adamek.
4. The Board of Commissioners received the September 14, 2009 resignation letter from the Portage County Regional Airport Authority effective September 8, 2009, as presented by Shirley Schuster. (cc: Executive Assistant).
5. The Board of Commissioners received the Weekly Report of Kennel population for the week ending September 13, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$1,200.00 in Court Donations and \$1,038.00 in License Sales.

* * * * *

REFERRED

September 17, 2009

1. September 11, 2009 correspondence from Direct Energy, regarding the City’s Natural Gas Opt Out Aggregation Program/Referred to Internal Services.
2. September 14, 2009 correspondence from a county employee regarding personal and vacation time accrual/Referred to Human Resources Department as agenda item.
3. September 13, 2009 fax from County Commissioners Association of Ohio, including past due invoices from County Risk Sharing Authority/Referred to Human Resources Department.
4. September 8, 2009 correspondence from the Ohio EPA, regarding the annual discharge fee preliminary notice/Referred to County Engineer.

5. September 3, 2009 memo from County Commissioners Association of Ohio, regarding CCAO Service Corporation Energy Program – Electricity Savings. Completed forms requested by Friday, September 18, 2009/Referred to Internal Services.
6. September 14, 2009 correspondence from Janet Esposito, County Auditor regarding storm water. Referred to County Engineer’s office. On September 15, 2009, the County Engineer provided a copy of the Auditor’s letter to MS Consultants and copied the Board.

* * * * *

PLEASE ADD TO THE AGENDA
September 17, 2009

1. Does the Board of Commissioners want to meet with Jim Piper, Ohio State University, regarding the RX Ohio Collaboration Purchasing for public sector employees on Monday, September 28, 2009 at either Noon or 2:00 PM for about 30-45 minutes in the Administration Building/the Board of Commissioners agreed that Karen U’Halie and Vickie Steiner should attend and keep the Board informed about this program.
2. September 16, 2009 email from JoAnn Townend to Harold Huff regarding the September 15th Journal Entry approval for the Water Resources Department of the purchase of the BNA Fixed Asset Software/Harold Huff and JoAnn Townend to meet with the Board of Commissioners on September 22nd during the Water Resources Department meeting.
3. The Woodlands at Robinson requests Board acceptance of the letter of resignation from Sarah Welcome/Journal Entry.
4. In response to the Board of Commissioners request that JFS Director determine how to pay the 2007 Audit charges for WIA, Anita Herington asks if it is “possible for the Board of Commissioners to consider the mandated share supplement that has been provided the last two years in the 2010 County budget to help us make up the deficit we are struggling with in all of our State allocation”/Forward to the Department of Budget & Financial Management Director for comment during her September 22nd meeting with the Board of Commissioners.
5. Does the Board of Commissioners want to schedule a Special Board Meeting on Wednesday, September 23, 2009 at 2:00 PM in the Board Room to meet with Neighborhood Development Services, Inc. and Prosecutor Vic Vigluicci to discuss the State Auditor requests? This may be an Executive Session as a pending or imminent court action/The Board of Commissioners agreed that Commissioner Keiper will attend this meeting and report back to the Board – no Special Session required.
6. The Water Resources Department Director requests Board acceptance of the grant allowing the purchase of various equipment for the State Route 44 Vacuum Sewer project/Journal Entry.

* * * * *

INFORMATION ONLY
September 17, 2009

1. September 2, 2009 correspondence from Robert Nitzsche, City of Kent to Stephanie Tarr, regarding Kent Municipal Court outside steps and railing. (Journal Entry 9-10-09 for Maintenance to get repair quotes).

2. September 10, 2009 correspondence from Sharon Alexander, Family Life Education, regarding the OSU Extension.
3. September 10, 2009 correspondence from Mark McIntyre, Russ Reid, regarding federal funding for Portage County Economic Development initiatives.
4. September 14, 2009 correspondence from Mickey Marozzi, County Engineer to Janet Esposito, County Auditor, regarding storm water district 2010 user charge CD.

* * * * *

PROSECUTOR

September 17, 2009

1. September 10, 2009 correspondence from Denise Smith, indicating the request for legal opinion regarding emergency protocol has been assigned to Denise Smith/Information only.

* * * * *

Journal Entry

September 17, 2009

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

1. As authorized by Portage County Board of Commissioners' Resolutions 09-0822, 09-0823, and 09-0824, the Board of Commissioners signed the Certificate of Award for the \$6,200,000 Portage County Various Purpose Notes, Series 2009, as presented by Attorney Michael Sharb, Squire, Sanders & Dempsey, LLP.
2. The Board of Commissioners signed the purchase requisition for SA Comunale Company of Barberton, Ohio for the Senior Center installation of the range hood tie-in at a cost of \$2,242.00, as presented by the Regional Planning Commission. The B-F-08-062-1 Formula Grant Activity #06 Senior Center is funding this expense. Documents reviewed by the Grants Administrator with no exceptions noted.
3. The Board of Commissioners authorized the use of the Courthouse Lawn on Sunday, October 4, 2009 from 2:00 PM-4:00 PM for the Life Chain event, as requested by Raymond Adamek. The Board agreed to waive the insurance for this event and acknowledged the receipt of the \$1.00 fee. Forwarded to Internal Services to process.
4. The Board of Commissioners acknowledged the receipt of the September 14, 2009 resignation letter from the Portage County Regional Airport Authority President Shirley Schuster, effective September 8, 2009.
5. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending September 13, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$1,200.00 in Court Donations and \$1,038.00 in License Sales.
6. The Board of Commissioners accepted the recommendation of Water Resources Department Director Harold Huff and authorized the grant purchase of various equipment in an amount not to exceed \$153,494.02 for the State Route 44 Vacuum Sewer Project through the USDA Rural Development Fund Program.

7. The Board of Commissioners signed the Personnel Action form acknowledging the retirement of Becky Porcase as the One Stop Manager for the Portage County Department of Job and Family Services, effective October 30, 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.
8. On September 30, 2008, the Board of Commissioners approved the September 17, 2008 request from the Kent Regional Business Alliance for approval of a \$1,000 loan from the CDBG-ED RLF to John D. Smith dba Kauffman Express Transport. The documents were reviewed by Internal Auditor Carol Kurtz who noted that the proposed Security Agreement contradicts itself and must be changed. The Board of Commissioners accepted Ms. Kurtz recommendation and approved the loan contingent upon the recommended change to the Security Agreement.

Today, the Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and approved the loan agreement as presented noting that the amortization agreement in the original loan is not contradictory. Payment made in accordance with the loan agreement will end by January 15, 2011. The set payment amount is set at \$46.14, which allows additional payment to the principle. A straight amortization schedule calculated on principle, interest rate and time would have shown a longer payment time. The Department of Budget & Financial Management Director reviewed the documents with no exceptions noted.

9. After meeting today in an Executive Session with Human Resources Department Director Karen U'Halie, the Board of Commissioners approved HB 09-104, as presented by the Director.
10. After meeting today in an Executive Session with Human Resources Department Director Karen U'Halie, the Board of Commissioners approved the request of Water Resources Department employee Stephen Paulus for a vacation payout in accordance with the Collective Bargaining Agreement.
11. The Board of Commissioners accepted the resignation of The Woodlands at Robinson employee Sarah Welcome, effective at close of business on Thursday, September 10, 2009, as presented by Allison Box.

All in favor, motion carries.

* * * * *

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **September 17, 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 **1:15 PM**. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

* * * * *