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Microfilm Director Frank Whitney attending to ask the Board of Commissioners if they would want him to participate in an interview regarding archiving at the Records Center, as requested by the Kent Stater. The Board of Commissioners agreed that Mr. Whitney should participate.

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Commissioner Keiper advised the Board of Commissioners that he contacted the five persons recommended as the "incorporators of record" for the Portage Development Board. He contacted PCDED Director Bill Ulik and Attorney George Sarkis to advise that Tom Chema, T.N. Bhargava, Jack Kohl, Steve Colecchi and Yank Heisler have agreed to serve. Commissioner Keiper will serve as the Board of Commissioners' appointment.

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ROBINSON MEMORIAL HOSPITAL

Present: President & CEO Steve Colecchi, VP of Finance Carl Ebner

The Board of Commissioners met with RMH staff today to review the 2010 proposed operating and capital budgets. Maureen T. Frederick asked if the new facility has assisted in reducing use of the emergency room. Steve responded that the numbers are up in the ED due to the economy and would be higher if the Health Center was not in place.

Approval of Robinson Memorial Hospital proposed 2010 Operating and Capital Budgets/09-1051

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The Board of Commissioners asked CEO Colecchi for an update on the possibility of partnering with Kent State for records storage. Mr. Colecchi will get contact information to the Board of Commissioners.

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Director Townend attending to advise the Board of Commissioners that the Auditor's Office has questioned the Treasurer's overnight stay in Columbus for a meeting that does not start until the next day at 1:00 PM. The Board of Commissioners agreed that Director Townend should contact the Treasurer to investigate but noted that the Board of Commissioners does not set policy for the County Treasurer, the Board simply authorizes travel.

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HUMAN RESOURCES

Present: Karen U'Halie, Audrey Tillis

9:55 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider an employment and a compensation issue. **Also present:** Director Karen U'Halie, Human Resources Department and Department of Budget & Finance Director Audrey Tillis. Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Absent.

9:57 AM Commissioner Frederick attending

10:18 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 no action.

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GENERAL SERVICES

Present: Jim Manion

1. Mr. Manion advised that the valve leak at the Riddle Block has been repaired.
2. Room 359, designated as the H1N1 Headquarters, has had the water leak repaired, the ceiling tiles replaced, furniture in place, and the Health Department is installing some equipment.
3. The Director presented the map of the Portage County Administration Building second floor after the JFS staff moves from that area to the former Prosecutor’s Annex and JFS staff moves from the first floor into the second floor. The second floor has been painted by the Maintenance Department and carpeting has been replaced in two rooms with one more room replacement planned.
4. The Director provided a map of the Portage County Administration Building First Floor, noting which offices are now vacant. The Building Department renovations will be made using insurance monies from the flood earlier this year. CBO Wrentmore may want to move his files, currently located in the former Senior Center Craft Room, to a room closer to the new area. Commissioner Smeiles wondered if the County could take the insurance money and find a way to make the improvements in-house more quickly. Commissioner Frederick wondered if the move should be made at all.
5. Mr. Manion noted that the carpeting has been replaced in Judge Oswick’s Prosecutor’s Office.

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The Board of Commissioners noted the receipt of the H1N1 update from Health Commissioner Porter. There is a Vaccine Clinic for high risk individuals on Saturday, November 14, 2009 at the Elks Lodge in Ravenna.

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The Board of Commissioners agreed that JoAnn Townend should process an agreement to lease space on Freedom Street for use by the Homeland Security and Emergency Management Office.

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JOB & FAMILY SERVICES

Present: Anita Herington

- I. The Director noted that the recalled JFS employee will begin work on Monday, November 16th.
- II. The Director advised that the State Workforce Advisory Board has “found” \$10 million that could be used as a federal match for an additional \$8 million for a Subsidized Employment Program (SEP) for a six month period. The Director hopes to get buy in from local employers for this program, noting that the program will allow benefits to be paid. The employee must be at 200% of federal poverty guideline and must be TANF eligible with a child in the home. If employers agree to participate, the PRC Plan would have to be revised by resolution before December 1, 2009. The Director noted that one cannot use this subsidized program to replace a laid-off employee but company can hire employees into a different position. If OWF client goes onto this program they are not eligible to continue to receive OWF funds.

- III. Title XX contract proposals will be coming to the Board of Commissioners.
- IV. The Director presented the CSEA Performance for October 2009. The economy is having an impact of support and arrears. The October stats are even worse than the September stats with 28% of county homes on assistance.
- V. Food Assistance, OWF & Medicaid Statistics for Portage County, October 2009
- VI. The move to the new facility went well and morale is good in Child Support due to the new space. The QA area will be made into the conference room, once the move is completed. Room 359, currently in use by the Portage County Health District, may not be needed in the future.

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BUDGET DISCUSSIONS

The Board of Commissioners met with various departments and Elected Officials beginning at 1:30 PM to discuss their 2010 budgets.

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After adjourning at 10:55 AM today, the Board of Commissioners reconvened at 4:10 PM.

4:10 PM In accordance with the Ohio Rev. Code Ann. (121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to discuss bargaining issues at the Portage County Sheriff’s Office, employment and compensation issues. **Also present: Sheriff David Doak, Attorney Ron Habowski, Sheriff’s Fiscal Officer Ron Rost, Department of Budget & Financial Management Director Audrey Tillis.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

4:45 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea, Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

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

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RESOLUTION No. 09-1045 - 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 November 12, 2009 in the total payment amount of **\$138,077.36 for Funds 0001-8105** 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

was preparing to recommend the Board of Portage County Commissioners accept these newly constructed roads in Rootstown Township; now therefore be it

RESOLVED, that the Board of Portage County Commissioners accept these newly constructed roads in Rootstown Township as identified above; and be it further

RESOLVED, that the acceptance of these roads makes **ROOTSTOWN TOWNSHIP** responsible for their maintenance effective **NOVEMBER 19, 2009**, and be it further

RESOLVED, that the Clerk of this Board be and is hereby directed to file a certified copy of the above Resolution with the Portage County Engineer and, 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. 09-1050

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RE:

APPROVE MAINTENANCE BOND TO COVER MAINTENANCE ONLY FOR THE ROADS AND STORM WATER IMPROVEMENTS IN THE PLAZA/SCHROER PROJECT-BRIMFIELD TOWN CENTER- KELSO DRIVE.

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

RESOLVED, that, upon the recommendation of Portage County Assistant Prosecuting Attorney Leigh Prugh, the Portage County Board of Commissioners does hereby approve the Maintenance Bond to cover the maintenance only for the roads and storm water improvements that have been fully completed in accordance with Portage County standards for the **Plaza/Schroer Project, Brimfield Town Center - Kelso Drive for Plaza Field Ltd. and Lexon Insurance Company**, in the full and just sum of twenty seven thousand four hundred eighty four dollars and no cents (\$27,484.00); and be it further

RESOLVED, that a copy of this resolution be forwarded with the original bond to the Portage County Engineer, and a copy to the Portage County Regional Planning Commission and Assistant Prosecuting Attorney Leigh Prugh; 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

WHEREAS, seven (7) bids were received, opened and tabulated at 3:00 p.m., E.S.T. on October 21, 2009; and

WHEREAS, upon review of the bids received, it is the recommendation of the Portage County Director of Internal Services and the Wastewater Division Manager that the bid of Midwest Compost Inc. be accepted as the lowest and best bid received; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to accept and award the bid of Midwest Compost Inc., for Streetsboro WWTP Aeration Tank Cleaning at the amount of Twenty-four thousand and 00/100 dollars (\$24,000.00) for an estimate of 400 cubic yards and for any material cleaned, dewatered and disposed above or below the 400 cubic yards the cost is Seventy-eight and 25/100 dollars (\$78.25) 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. 09-1053

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RE: DESIGNATING AND AUTHORIZING AN OFFICIAL TO SUBMIT AN OHIO PUBLIC WORKS COMMISSION (OPWC) INFRASTRUCTURE PROGRAM ROUND 24 GRANT APPLICATION AND EXECUTE CONTRACTS FOR THE PORTAGE COUNTY ENGINEER FOR THE WATERLOO ROAD RESURFACING PROJECT, LOCATED IN THE TOWNSHIPS OF SUFFIELD AND RANDOLPH, PORTAGE COUNTY.

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

WHEREAS, the Ohio Public Works Commission requires the adoption of legislation by the governing body of the applicant designating an official to submit OPWC grant applications and execute contracts; and

WHEREAS, the Portage County Engineer has prepared an application for OPWC infrastructure program Round 24 funds for the Waterloo Road Resurfacing Project, located in the Townships of Suffield and Randolph, Portage County; and

WHEREAS, the Board of Portage County Commissioners is the governing body; now therefore be it

RESOLUTION No. 09-1055 - RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT AND KENT STATE UNIVERSITY DEPARTMENT OF MARKETING AND THE TANNERY AT KENT STATE UNIVERSITY

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

WHEREAS, the Portage County Department of Economic Development provides a variety of services for both existing businesses and those considering relocating to Portage County; and

WHEREAS, the Portage County Department of Economic Development is in need of a segmentation plan that will focus its economic development efforts on the segments of the market with the highest probability of locating/relocating in Portage County; and

WHEREAS, the Portage County Department of Economic Development is in the process of becoming a stand-alone agency with its own Board of Directors and has the need for development of a new logo and marketing literature; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to engage the Kent State University Department of Marketing to deliver a segmentation plan at a cost not to exceed Five thousand and 00/100 dollars (\$5,000.00); and be it further

RESOLVED, that the Board of Commissioners hereby agrees to engage The Tannery at Kent State University for the development of logo and identity program at a cost not to exceed One thousand and 00/100 dollars (\$1,000.00) and to development marketing literature at a cost not to exceed Four thousand and 00/100 dollars (\$4,000.00) and be it further

RESOLVED, that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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. 09-1056

- RE: DESIGNATING AND AUTHORIZING AN OFFICIAL TO SUBMIT AN OHIO PUBLIC WORKS COMMISSION (OPWC) INFRASTRUCTURE PROGRAM ROUND 24 GRANT APPLICATION AND EXECUTE CONTRACTS FOR THE PORTAGE COUNTY ENGINEER FOR THE TALLMADGE ROAD RESURFACING PROJECT, LOCATED IN BRIMFIELD TOWNSHIP, PORTAGE COUNTY.

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INVITATIONS/MEETING NOTICES

November 12, 2009

1. Invitation from the Kent Area Chamber of Commerce for the Kent State University Ice Arena Open House on Saturday, November 14, 2009, 3:30-6:30 PM, 650 Loop Rd, Kent.
2. Invitation from Frank Mahnic Jr. and Associates for the annual CCAO Conference Week dinner party on Monday, December 7, 2009, Tony's Italian Ristorante, Cocktails, 6:00 PM, Dinner 7:00 PM, Columbus.
3. Invitation from the American Cancer Society for the Relay for Life "Chili Cook-Off" Event on Thursday, November 19, 2009, 6:00-8:00 PM, Maplewood Career Center.

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INCOMING CORRESPONDENCE

DISCUSSION

November 12, 2009

1. October 30, 2009 memo from Auditor of State Mary Taylor, regarding allocating audit costs/The Board of Commissioners discussed this issue on November 10th and agreed that the Department of Budget & Financial Management Director should follow up with the County Auditor.
2. November 5, 2009 correspondence from Angela Manella, Ohio Historical Society, including the approved Application(s) for One-Time Disposal of Obsolete Records (RC-1) and/or Schedules of Record Retention and Disposition (RC-2). New forms available on-line at www.ohiohistory.org/resource/lgr/forms.html

Forwarded to the Internal Services and Microfilm Director. The Board of Commissioners noted that they adopted Resolution No. 09-0861 on September 17, 2009 amending their Resolution 08-0146 add records retention for transient records.

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JOURNAL ENTRIES

November 12, 2009

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending November 8, 2009 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$950.00 in Court Donations and \$432.25 in License Sales.
2. The Board of Commissioners received the Transportation of Prisoners costs for the month of August 2009 as presented by the Portage County Sheriff's Department. The report has been referred to the Department of Budget & Financial Management for review.
3. The Board of Commissioners received the Transportation of Prisoners costs for the month of September 2009 as presented by the Portage County Sheriff's Department. The report has been referred to the Department of Budget & Financial Management for review.
4. Pursuant to Chapter 120 and Section 2941.51 of the Ohio Revised Code, the Board of Commissioners acknowledged receipt of the notice of reimbursements for July 2009 for Public Defender Indigent Defense

Reimbursement in the amount of \$23,575.69 (35% of total costs expended) as presented by Timothy Young, Office of the Ohio Public Defender.

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REFERRED

November 12, 2009

1. November 6, 2009 memo from Michael Hiler, Ohio Department of Development, regarding Association of Community Organizations for Reform Now (ACORN) Guidance. Deadline: Friday, December 4, 2009, if applicable. Referred to Grants Administrator.
2. November 5, 2009 correspondence from Mark McIntyre, Russ Reid, regarding federal funding for Portage County Economic Development initiatives. Referred to Economic Development.
3. November 7, 2009 correspondence from Ralph Kletzien, regarding his appointment to the Portage County Developmental Disabilities Board. Referred to the Executive Assistant.

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PLEASE ADD TO THE AGENDA

November 12, 2009

1. DRAFT RESOLUTION: Designating and authorizing an official to submit an Ohio Public Works Commission (OPWC) Infrastructure Program Round 24 Grant Application and execute contracts for the Portage County Engineer for the Tallmadge Road Resurfacing Project located in Brimfield Township, Portage County (County Engineer)/09-1056.
2. DRAFT RESOLUTION: Designating and authorizing an official to submit an Ohio Public Works Commission (OPWC) Infrastructure Program Round 24 Grant Application and execute contracts for the Portage County Engineer for the Waterloo Road Resurfacing Project located in the Townships of Suffield and Randolph, Portage County (County Engineer)/09-1053.

Water Resources Director Harold Huff and Project Engineer Alan Norris attending

3. November 12, 2009 memo from Harold Huff, Water Resources Department, regarding Sun Garden Apartments. Does the Board wish to consider Mr. and Mrs. Bosson's request to extend the time frame for reimbursement to the County for under billing by the Portage County Water Resources Department in the amount of \$15,050.79 from two (2) years to five (5)/Journal Entry. The Board of Commissioners asked Director Huff how this mistake could have occurred; Director Huff responded that it was a staff mistake that has been corrected.
4. November 10, 2009 correspondence from Harold Huff, Water Resources Department, requesting Board authorization for drive/parking lot improvements as part of the Operations and Maintenance Equipment Garage Project in Shalersville Township/Hold for the Board of Commissioners to advise the APL of this project. The Board of Commissioners noted that the Dog Warden does have the funds for this improvement.

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INFORMATION ONLY

November 12, 2009

1. November 3, 2009 correspondence from Michael Marozzi, County Engineer, to Eric Shane, regarding a public information request.

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PROSECUTOR CORRESPONDENCE

November 12, 2009

1. November 6, 2009 correspondence from Vic Vigluicci, Prosecutor's Office, regarding employee mileage reimbursement/Information only
2. DRAFT RESOLUTION: Approve Maintenance Bond to cover maintenance only for the roads and storm water improvements in the Plaza/Schroer Project – Brimfield Town Center – Kelso Drive./09-1050

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Journal Entry

November 12, 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 November 8, 2009, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$950.00 in Court Donations and \$432.25 in License Sales.
2. The Board of Commissioners acknowledged the receipt of the Transportation of Prisoners costs for the month of August 2009, as presented by the Portage County Sheriff. The report has been referred to the Department of Budget & Financial Management for review.
3. The Board of Commissioners acknowledged the receipt of the Transportation of Prisoners costs for the month of September 2009, as presented by the Portage County Sheriff. The report has been referred to the Department of Budget & Financial Management for review.
4. Pursuant to Chapter 120 and Section 2941.51 of the Ohio Revised Code, the Board of Commissioners acknowledged the receipt of the notice of reimbursements for July 2009 for Public Defender Indigent Defense Reimbursement in the amount of \$23,575.69 (35% of total costs expended), as presented by Timothy Young, Office of the Ohio Public Defender.
5. The Board of Commissioners agreed to allow Donald and Janice Bosson, Sun Garden Apartments, 1300 Brimfield Drive, to make eight payments of \$1,881.35 each over the next two years with no penalty or interest in order to accommodate repayment of underestimated meter readings for drinking water, as recommended by Water Resources Department Director Harold Huff.
6. The Board of Commissioners signed the following Personnel Requisition, as presented by the Portage County Human Resources Department and approved by Department of Job & Family Services Director Anita Herington:

DEPARTMENT	JOB TITLE	GRADE	ACTION
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Job & Family Services

Income Maintenance
Aide 2
(Replacing
Sharon Spence)

JFS B

Post Internally and
Externally

7. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Sharon Spence from Income Maintenance Aide 2 to Administrative Assistant (replacing Heather Kimbrough), effective November 23, 2009 for the Portage County Department of Job & Family Services, as presented by Human Resources Department Director Karen U’Halie and approved by Department of Job & Family Services Director Anita Herington.
8. The Board of Commissioners signed the Personnel Action Form authorizing the recall of Patricia Brett as an IM Aide 2, effective November 16, 2009 for the Portage County Department of Job & Family Services, as presented by Human Resources Department Director Karen U’Halie and approved by Department of Job & Family Services Director Anita Herington.
9. When Portage County WIC Program Manager Nancy Dailey submitted her final expenditure report for the FY09 WIC grant there was an error in reporting an expense for equipment; reporting an expense twice in the amount of \$800.98.

Today, the Board of Commissioners gave the Grants Management Unit in Columbus permission electronically to go back into the Portage County report and disapprove the report so it can be resubmitted accurately by Ms. Dailey.

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 **November 12, 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 4:45 PM. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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