

**Tuesday, December 22, 2009**

The Board of County Commissioners met in regular session on **Tuesday, December 22, 2009 at 9:40 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

\*

\*

\*

\*

\*

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the December 17, 2009 meeting. All in favor, motion carries

\*

\*

\*

\*

\*

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

\*

\*

\*

\*

\*

**EMA DIRECTOR**

Present: Jon Barber

1. The Board of Commissioners discussed the December 1, 2009 correspondence from Ravenna Township regarding the FireCom 120 day notice to end service effective April 30,2010. Jon Barber advised the Board of Commissioners that the Fire Chiefs knew this was coming and most have hired a company in Trumbull County at \$15.00/per call. The two issues that he has with using Trumbull County is 1) the Portage County countywide teams are currently dispatched through FireCom and 2) the spills line, which handles about 40 calls a year, is answered by FireCom. It may be possible to move that line to the Sheriff's Office. No action required by the Board of Commissioners.
2. The Director advised that Planned Parenthood has added two days of evening hours at their Riddle Block location as well as planning to be open on three days that the county offices will close. He wondered how the security issue should be handled. The Board of Commissioners agreed to ask JoAnn Townend to check the lease to determine what the lease gives them the authority to do. Perhaps Planned Parenthood should pay for the security charges.
3. The Board of Commissioners approved the lease agreement between Frank and Geraldine Guy and the Board of Commissioners for property to house the EMA equipment, including the vehicle the Sheriff acquired from Columbiana County. The Director noted that the taxes are current, this is a good location although smaller than hoped, and that the landlord is willing to lease on a short term basis/Resolution No. 09-1176

The Director advised the Board of Commissioners that he has been informed of a chlorine spill at Hattie Larlham this morning. He will keep the Board of Commissioners informed.

\*

\*

\*

\*

\*

**PROSECUTOR**

Present: Leigh Prugh

Attorney Prugh attending today to discuss the Whispering Meadows subdivision and how the Board of Commissioners would like to proceed. Attorney Prugh advised that she has contacted Ken Coffman for information about his two partners in the subdivision from Pecot, Inc. She has not heard back from him yet.

Attorney Prugh noted that the solution to this issue is going to be complicated and take a long time. She has tried to have Mr. Coffman sign a cognovit note; but he has indicated that he would like his former Pecot, Inc. partners to be required to sign cognovit notes as well, slowing the process down.

The Board of Commissioners agreed that Attorney Prugh should send one last letter to Mr. Coffman advising that if this process is not completed and resolved by January 8, 2010, the county will sue. The suit will be filed within a week of January 8, 2010.

The Board further agreed that Attorney Prugh should send a letter to Pride One and to Timberstone requesting immediate action to complete those subdivisions.

\* \* \* \* \*

Commissioner Keiper advised the Board that Tallmadge Mayor Grimm has been in contact with him regarding the use of Recovery Zone Facility Bonds for a company located in the Tallmadge/Brimfield JEDD. Commissioner Keiper will contact PCDED Director Ulik with that information.

\* \* \* \* \*

The Board of Commissioners discussed the December 21, 2009 correspondence from Portage Flight Center LLC Manager John Siman requesting Commissioners' assistance in clarifying the roles of the Portage County Regional Airport Authority, its President and the Airport Manager. Commissioner Keiper also noted that he has spoken with Neil Mann, Jr. about his interest in serving on the Board of Trustees and has contacted former member Mark Cheplowitz to determine his interest/No action at this time.

\* \* \* \* \*

**RESOLUTION No. 09-1171 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 December 22, 2009 in the total payment amount of **\$905,158.80 for Funds 0001-8354** 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;

\* \* \* \* \*

**RESOLUTION NO. 09-1172 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 December 22, 2009 in the total payment amount as follows:

**1. \$102,750.62 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 Wednesday, December 23, 2009 \$ 102,750.62

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. 09-1173 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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:

12/21/09	2373	\$ 1,364.76
12/21/09	2374	111,878.22
12/21/09	2375	4,737.54
Total		\$ 117,980.52

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. 09-1174**

-

**RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles 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 **\$34,958.71** as set forth in Exhibit “A” dated **December 22, 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;

\*

\*

\*

\*

\*

**RESOLUTION No. 09-1175**

-

**RE:**

**APPOINTMENT OF PORTAGE COUNTY REPRESENTATIVES TO THE NORTHEAST OHIO FOUR COUNTY REGIONAL PLANNING AND DEVELOPMENT ORGANIZATION (NEFCO).**

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

**WHEREAS,** NEFCO was formed in 1974 as a council of governments by the elected officials within Portage, Stark, Summit and Wayne Counties; and

**WHEREAS,** The organization is directed by a general Policy board which meets monthly, serves as the decision- making body, and is comprised of representatives from each of the four counties; and

**WHEREAS,** Portage County is entitled to seven representatives, one of which is appointed by the City of Kent and the Board of Commissioners appoints the remaining six representatives; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners does appoint, at this time, the following:

1. Christopher Smeiles, County Commissioner  
(Alternate: Charlene Badger)
2. Bill Steiner, Director, Solid Waste Management District  
(Alternate: Jackie Petty)
3. Harold Huff, Director, Water Resources and Sanitary Engineering  
(Alternate: Engineering Division Manager)
4. Todd Peetz, Director, Portage County Regional Planning Commission  
(Alternate: Claudia James)
5. DuWayne Porter, Health Commissioner
6. William Ulik, Director, Portage County Department of Economic Development

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



RESOLUTION No. 09-1177

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

It was moved by Maureen T. Frederick, second by Christopher Smeiles 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>
<b>Fund: 0001</b>	<b>General Fund</b>		
	<b>001 Commissioners</b>		
00014	Commissioners CS	53,500	869
00015	Commissioners MS	10,000	0
00019	Commissioners ME	5,000	0
0001D	Commissioners Full Time	5,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 73,500</u></u>	<u><u>\$ 869</u></u>

Note: Reverse FY 2009 Reserve To Cover Final Payroll

	<b>010 Commissioners Other</b>		
00107	Commissioner Other OE	0	891,285
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 891,285</u></u>

Note: Reverse FY 2009 Reserve

	<b>011 Budget &amp; Financial Management</b>		
00113	DBFM Fringes	500	0
00114	DBFM CS	14,800	0
0011E	DBFM Part Time	5,276	0
	<b>MEMO TOTAL</b>	<u><u>\$ 20,576</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

		<u>Increase</u>	<u>Decrease</u>
<b>015 Building Security</b>			
00153	Building Security Fringes	94	0
0015E	Building Security Part Time	775	0
	<b>MEMO TOTAL</b>	<u><u>\$ 869</u></u>	<u><u>\$ -</u></u>

Note: To Cover Final Payroll

<b>016 Building Maintenance</b>			
0016D	Justice Center Maint Full Time	1,050	0
00160	Building Maintenance Pay-off/R	0	1,050
	<b>MEMO TOTAL</b>	<u><u>\$ 1,050</u></u>	<u><u>\$ 1,050</u></u>

Note: For Employee Payout

<b>018 Human Resources</b>			
00184	Human Resources CS	10,400	0
	<b>MEMO TOTAL</b>	<u><u>\$ 10,400</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>020 Building Regulation Inspection</b>			
00203	Building Regulation In Fringes	6,300	0
00204	Building Regulation Insp CS	5,000	0
00205	Building Regulation Insp MS	2,000	0
0020D	Building Regulation Full Time	14,000	0
0020E	Building Regulation Part Time	6,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 33,300</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>080 Economic Development</b>			
00803	Economic Development Fringes	33,080	0
00804	Economic Development CS	9,232	0
00805	Economic Development MS	14,370	0
0080D	Economic Development Full Time	70,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 126,682</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

		<u>Increase</u>	<u>Decrease</u>
<b>100 Auditor</b>			
01105	Auditor Financial Managmt MS	1,344	0
01124	Auditor Real Property CS	1,255	0
01155	Auditor Weights & Measures MS	122	0
	<b>MEMO TOTAL</b>	<u><u>\$ 2,721</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>200 Treasurer</b>			
02004	Treasurer CS	4,650	0
02005	Treasurer MS	1,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 5,650</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>300 Prosecutor</b>			
03003	Prosecutor General Fringes	20,000	0
03004	Procecutor General Admin CS	5,000	0
0300D	Prosecutor General Full Time	5,000	0
0300E	Prosecutor General Part Time	9,000	0
0300K	Prosecutor General Secret	30,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 69,000</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>400 Recorder</b>			
04003	Recorder Fringes	500	0
04004	Recorder CS	3,510	0
04005	Recorder MS	2,000	0
0400D	Recorder Full Time	4,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 10,010</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

		<u>Increase</u>	<u>Decrease</u>
<b>500 Clerk of Courts</b>			
0502D	Clerk-Civil/Criminal Full Time	0	4
0502E	Clerk-Civil/Criminal Part Time	4	0
	<b>MEMO TOTAL</b>	<u><u>\$ 4</u></u>	<u><u>\$ 4</u></u>

Note: Projected Need

<b>510 Court Of Appeals</b>			
05104	Court Of Appeals CS	26,230	0
	<b>MEMO TOTAL</b>	<u><u>\$ 26,230</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>520 Municipal Court</b>			
05203	Municipal Court Fringes	3,400	0
05204	Municipal Court CS	14,700	0
05205	Municipal Court MS	1,600	0
0520D	Municipal Court Full Time	22,000	0
	<b>MEMO TOTAL</b>	<u><u>\$ 41,700</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>530 Common Pleas Court</b>			
05304	Common Pleas Court CS	5,500	0
05305	Common Pleas Court MS	3,480	0
	<b>MEMO TOTAL</b>	<u><u>\$ 8,980</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>540 Jury Commission</b>			
05404	Jury Commisison CS	800	0
	<b>MEMO TOTAL</b>	<u><u>\$ 800</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

		<u>Increase</u>	<u>Decrease</u>
<b>550 Domestic Relations</b>			
05504	Domestic Relations CS	13,217	0
05505	Domestic Relations MS	5,500	0
	<b>MEMO TOTAL</b>	<u><b>\$ 18,717</b></u>	<u><b>\$ -</b></u>

Note: Reverse FY 2009 Reserve

---

<b>560 Probate Court</b>			
05603	Probate Court Fringes	440	0
05604	Probate Court CS	3,750	0
05605	Probate Court MS	1,000	0
0560D	Probate Court Full Time	1,975	0
05600	Probate Court Retirement	7,264	0
	<b>MEMO TOTAL</b>	<u><b>\$ 14,429</b></u>	<u><b>\$ -</b></u>

Note: Reverse FY 2009 Reserve

---

<b>570 Juvenile Court</b>			
05703	Juvenile Court Fringes	2,000	0
05704	Juvenile Court CS	8,255	0
05705	Juvenile Court MS	2,750	0
0570D	Juvenile Court Full Time	11,800	0
	<b>MEMO TOTAL</b>	<u><b>\$ 24,805</b></u>	<u><b>\$ -</b></u>

Note: Reverse FY 2009 Reserve

---

<b>580 Juvenile Probation</b>			
05803	Juvenile Probation Fringes	1,480	0
05804	Juvenile Probation CS	5,500	0
05805	Juvenile Probation MS	3,740	0
0580D	Juvenile Probation Full Time	10,000	0
	<b>MEMO TOTAL</b>	<u><b>\$ 20,720</b></u>	<u><b>\$ -</b></u>

Note: Reverse FY 2009 Reserve

---

		<u>Increase</u>	<u>Decrease</u>
<b>590 Adult Probation</b>			
05963	Adult Prob - Muni Crt Fringes	16,500	0
05964	Adult Prob - Muni Crt CS	15,850	0
05965	Adult Prob - Muni Crt MS	7,183	0
0596D	Adult Prob - Muni Ct Full Time	8,467	0
	<b>MEMO TOTAL</b>	<b>\$ 48,000</b>	<b>\$ -</b>

Note: Reverse FY 2009 Reserve

<b>600 Coroner</b>			
06003	Coroner Fringes	0	4
0600D	Coroner Full Time	3	0
0600E	Coroner Part Time	1	0
	<b>MEMO TOTAL</b>	<b>\$ 4</b>	<b>\$ 4</b>

Note: To Cover Final Payroll

<b>800 Engineer's Department</b>			
08304	Engineer-Tax Map CS	2,900	0
08305	Engineer-Tax Map MS	4,400	0
0830M	Engineer-Tax Map Overtime	3,025	0
	<b>MEMO TOTAL</b>	<b>\$ 10,325</b>	<b>\$ -</b>

Note: Reverse FY 2009 Reserve

<b>902 Board Of Elections</b>			
09024	Board Of Elections CS	23,000	0
0902D	Board of Elections Full Time	20,365	0
0902O	Board of Elections Retirement	0	20,365
	<b>MEMO TOTAL</b>	<b>\$ 43,365</b>	<b>\$ 20,365</b>

Note: Reverse FY 2009 Reserve To Cover Employee Retirement

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

		<u>Increase</u>	<u>Decrease</u>
<b>913 Budget Commission</b>			
09133	Budget Commission Fringes	22	0
09134	Budget Commission CS	1,473	0
09135	Budget Commission MS	193	0
0913D	Budget Commission Full Time	5	0
<b>MEMO TOTAL</b>		<u><u>\$ 1,693</u></u>	<u><u>\$ -</u></u>

Note: Reverse FY 2009 Reserve

<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<u><u>\$ 613,530</u></u>	<u><u>\$ 913,577</u></u>
--	--------------------------	--------------------------

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, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

\*

\*

\*

\*

\*

RESOLUTION No. 09-1178

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

It was moved by Maureen T. Frederick, second by Christopher Smeiles 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>
<b>Fund: 1001 Certificate Of Title Administr</b>		
<b>500 Clerk of Courts</b>		
1001D Certificate Of Title Full Time	0	34
1001E Certificate Of Title Part Time	34	0
<b>MEMO TOTAL</b>	<u><u>\$ 34</u></u>	<u><u>\$ 34</u></u>

Note: Projected Need

<b>Fund: 1005 DRETAC - Prosecutor</b>		
<b>300 Prosecutor</b>		
10053 DRETAC Prosecutor Fringes	1,616	0
1005E DRETAC Prosecutor Part Time	0	1,616
<b>MEMO TOTAL</b>	<u><u>\$ 1,616</u></u>	<u><u>\$ 1,616</u></u>

Note: Year End Cleanup

<b>Fund: 1191 Childrens Advocacy Center</b>		
<b>001 Commissioners</b>		
11914 Local Law Enforce CS	0	10,001
<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 10,001</u></u>

Note: ADJUST TO ACTUAL

<b>Fund: 1262 CDBG Housing Grant</b>		
<b>010 Commissioners Other</b>		
12624 CDBG Housing CS	0	210,177
<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 210,177</u></u>

Note: ADJUST TO ACTUAL

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 1263</b>	<b>Home Rehab Grant</b>		
	<b>010 Commissioners Other</b>		
12634	Home Rehab Grant CS	0	103,091
	<b>MEMO TOTAL</b>	<u>0</u>	<u>103,091</u>
		<u>\$ -</u>	<u>\$ 103,091</u>

Note: ADJUST TO ACTUAL

<b>Fund: 1271</b>	<b>RLF CDBG Housing</b>		
	<b>001 Commissioners</b>		
12714	RLF CDBG Housing CS	302	2,134
12718	RLF CDBG Housing DE	0	36,860
	<b>MEMO TOTAL</b>	<u>302</u>	<u>38,994</u>
		<u>\$ 302</u>	<u>\$ 38,994</u>

Note: YE Clean Up

<b>Fund: 1272</b>	<b>RLF Section 17</b>		
	<b>001 Commissioners</b>		
12724	RLF Section 17 CS	268	154
12728	RLF Section 17 DE	0	757
	<b>MEMO TOTAL</b>	<u>268</u>	<u>911</u>
		<u>\$ 268</u>	<u>\$ 911</u>

Note: YE Clean Up

<b>Fund: 1273</b>	<b>RLF CDBG Foreclosure/Rescue</b>		
	<b>001 Commissioners</b>		
12734	RLF CDBG Foreclosure CS	0	5,908
12738	RLF CDBG Mortgage Loan DE	0	18,809
	<b>MEMO TOTAL</b>	<u>0</u>	<u>24,717</u>
		<u>\$ -</u>	<u>\$ 24,717</u>

Note: YE Clean Up

<b>Fund: 1274</b>	<b>RLF Home Rehab</b>		
	<b>001 Commissioners</b>		
12744	RLF Home Rehab CS	0	14,170
12748	RLF Home Rehab DE	0	34,253
	<b>MEMO TOTAL</b>	<u>0</u>	<u>48,423</u>
		<u>\$ -</u>	<u>\$ 48,423</u>

Note: YE Clean Up

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 1275</b>	<b>RLF CDBG Economic Devlpmt</b>		
	<b>001 Commissioners</b>		
12754	RLF CDBG Economic Devlpmt CS	0	200,005
12758	RLF CDBG Economic Devlpmt DE	0	148,825
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 348,830</u></u>

Note: YE Clean Up

<b>Fund: 1285</b>	<b>KBA RLF CDBG Micro Enterprise</b>		
	<b>001 Commissioners</b>		
12854	KBA RLF CDBG Micro Enterpri CS	549	10,168
12858	KBA RLF CDBG Micro Enterpri DE	0	20,000
	<b>MEMO TOTAL</b>	<u><u>\$ 549</u></u>	<u><u>\$ 30,168</u></u>

Note: Adjust to actual

<b>Fund: 1362</b>	<b>CH Title XIX Medicaid</b>		
	<b>051 Job And Family Services</b>		
13623	CH Title XIX Medicaid Fringes	0	40,630
13624	CH Title XIX Medicaid CS	0	26,782
13625	CH Title XIX Medicaid MS	0	11,000
1362D	CH Title XIX MedicaidFull Time	0	117,020
1362E	CH Title XIX MedicaidPart Time	0	28,598
1362M	CH Title XIX Medicaid Overtime	0	3,000
1362O	CH Title XIX Medicaid Payoff	0	960
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 227,990</u></u>

Note: Projected need

<b>Fund: 1410</b>	<b>Job And Family Services</b>		
	<b>051 Job And Family Services</b>		
14103	Job & Family Services Fringes	9,585	0
14104	Job & Family Services CS	0	33,145
14105	Job & Family Services MS	17,500	0
1410M	Job & Family Service Overtime	6,060	0
	<b>MEMO TOTAL</b>	<u><u>\$ 33,145</u></u>	<u><u>\$ 33,145</u></u>

Note: Projected need

		<u>Increase</u>	<u>Decrease</u>
<b>Fund: 1414</b>	<b>Child Support General Admini</b>		
	<b>051 Job And Family Services</b>		
14143	JFS Child Support Gen Fringes	0	12,000
1414D	JFS Child Support Ge Full Time	12,000	0
	<b>MEMO TOTAL</b>	<u>\$ 12,000</u>	<u>\$ 12,000</u>

Note: Projected need

<b>Fund: 1460</b>	<b>Enforcement Protection Orders</b>		
	<b>010 Commissioners Other</b>		
14604	Enforcemt Protection CS	0	4,813
	<b>MEMO TOTAL</b>	<u>\$ -</u>	<u>\$ 4,813</u>

Note: ADJUST TO ACTUAL

	<b>590 Adult Probation</b>		
14605	Enforcemt Protection MS	0	821
	<b>MEMO TOTAL</b>	<u>\$ -</u>	<u>\$ 821</u>

Note: ADJUST TO ACTUAL

<b>Fund: 1480</b>	<b>Violence Against Women</b>		
	<b>300 Prosecutor</b>		
14803	Violence Against Women Fringes	0	13
14804	Violence Against Women CS	0	11,450
	<b>MEMO TOTAL</b>	<u>\$ -</u>	<u>\$ 11,463</u>

Note: Adjust to actual paid

<b>Fund: 1491</b>	<b>Family Community SVS Po Co Inc</b>		
	<b>001 Commissioners</b>		
14914	Family Community SVS Po Co CS	0	6,128
	<b>MEMO TOTAL</b>	<u>\$ -</u>	<u>\$ 6,128</u>

Note: ADJUST TO ACTUAL

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 5100</b>	<b>Nursing Home General Administr</b>		
	<b>054 Nursing Home</b>		
51003	Nursing Home Gen Fringes	1,686	0
51004	Nursing Home General CS	27,637	27,637
51005	Nursing Home General MS	4,970	4,970
5100M	Nursing Home Gen Overtime	0	1,686
	<b>MEMO TOTAL</b>	<u><u>\$ 34,293</u></u>	<u><u>\$ 34,293</u></u>

Note: Need to balance accounts

<b>Fund: 5312</b>	<b>PCS State Route 44 Vacuum</b>		
	<b>060 Water Resources</b>		
53126	PCS State Route 44 Vacuum CO	0	109,031
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 109,031</u></u>

Note: ADJUST TO ACTUAL

<b>Fund: 5313</b>	<b>PCS Twin Lakes Prelim Treatmnt</b>		
	<b>060 Water Resources</b>		
53136	PCS Twin Lks Prelim Trtmnt CO	0	227,184
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 227,184</u></u>

Note: ADJUST TO ACTUAL

<b>Fund: 5314</b>	<b>PCS A/C Pipe Replacement</b>		
	<b>060 Water Resources</b>		
53146	PCS A/C Pipe Replacement CO	0	34,457
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 34,457</u></u>

Note: ADJUST TO ACTUAL

<b>Fund: 5506</b>	<b>PCW Brimfield Booster PS</b>		
	<b>060 Water Resources</b>		
55066	PCW Brimfield Booster CO	0	38,939
	<b>MEMO TOTAL</b>	<u><u>\$ -</u></u>	<u><u>\$ 38,939</u></u>

Note: ADJUST TO ACTUAL

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 5507</b>	<b>PCW Cleveland to Aurora</b>		
	<b>060 Water Resources</b>		
55076	PCW Cleveland to Aurora CO	0	229,380
	<b>MEMO TOTAL</b>	<u>0</u>	<u>229,380</u>
		<u>\$ -</u>	<u>\$ 229,380</u>

Note: ADJUST TO ACTUAL

<b>Fund: 5705</b>	<b>StS Trunk Rehabilitation</b>		
	<b>060 Water Resources</b>		
57056	StS Trunk Rehabilitation CO	0	266,300
	<b>MEMO TOTAL</b>	<u>0</u>	<u>266,300</u>
		<u>\$ -</u>	<u>\$ 266,300</u>

Note: ADJUST TO ACTUAL

<b>Fund: 7002</b>	<b>Central Vehicle Maintenance</b>		
	<b>014 Motor Pool</b>		
70023	Motor Pool Fringes	9	0
7002M	Motor Pool Overtime	0	9
	<b>MEMO TOTAL</b>	<u>9</u>	<u>9</u>
		<u>\$ 9</u>	<u>\$ 9</u>

Note: Year end Cleanup

<b>Fund: 7216</b>	<b>WC Retro Rating Plan 2007</b>		
	<b>018 Human Resources</b>		
72164	WC Retro Rating Plan 2007 CS	205	0
72169	WC Retro Rating Plan 2007 ME	0	205
	<b>MEMO TOTAL</b>	<u>205</u>	<u>205</u>
		<u>\$ 205</u>	<u>\$ 205</u>

Note: Year End Cleanup

<b>Fund: 8100</b>	<b>Law Library</b>		
	<b>100 Auditor</b>		
81009	Law Library ME	0	40,076
	<b>MEMO TOTAL</b>	<u>0</u>	<u>40,076</u>
		<u>\$ -</u>	<u>\$ 40,076</u>

Note: Year End Cleanup

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

\*

		<i>Increase</i>	<i>Decrease</i>
<b>Fund: 8101</b>	<b>Unclaimed Monies</b>		
	<b>100 Auditor</b>		
81017	Unclaimed Monies OE	10,196	0
	<b>MEMO TOTAL</b>	<u><u>\$ 10,196</u></u>	<u><u>\$ -</u></u>

Note: Repay Unclaimed 2002

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<u><u>\$ 92,617</u></u>	<u><u>\$ 2,093,196</u></u>
---	-------------------------	----------------------------

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, Yea;

Maureen T. Frederick, Yea;

Christopher Smeiles, Yea;

\*

\*

\*

\*

\*

\* \* \* \* \*  
**RESOLUTION No. 09-1179 - RE: AMEND RESOLUTION 09-0550 TO ACCEPT AN FY10  
ADDENDUM BETWEEN THE BOARD OF PORTAGE  
COUNTY COMMISSIONERS (ON BEHALF OF ADULT  
PROBATION) AND THE STATE OF OHIO FOR  
COMMUNITY BASED CORRECTIONS PROGRAM, ALSO  
KNOWN AS 407 NON-RESIDENTIAL FELONY**

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

**WHEREAS,** the Board of Commissioners adopted Resolution 09-0550 on June 16, 2009 to agree to enter into an FY 10 Addendum for the 407 Community-Based Corrections Program 407 Non-Residential Felony, with the State of Ohio, Department of Rehabilitation & Corrections, Division of Parole & Community Services, Bureau of Community Sanctions, on behalf of the Portage County Adult Probation Department; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners agrees to enter into an FY10 Addendum for the Community Based Corrections Program 407 Subsidy Grant Agreement (also known as 407 Non-Residential Felony), as recommended by the Portage County Adult Probation Department to accept a grant increase of \$46,895; and be it further

**RESOLVED,** that the Board of Commissioners accepts the increase of \$46,895 to the current grant award of Two Hundred Thirty Two Thousand Three Hundred Forty Dollars (\$232,340.00) to Two Hundred Seventy Nine Thousand Two Hundred Thirty Five Dollars (\$279,235) for the period beginning July 1, 2009 and ending June 30, 2010, subject to the terms and conditions of this addendum agreement, with no General Fund local match; and be it further

**RESOLVED,** that a copy of the this resolution and the agreement be forwarded to the Portage County Auditor; and be it further

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

Voice vote as follows:

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

\* \* \* \* \*  
**RESOLUTION No. 09-1180 - RE: CREATE FUND 5316, PCS W BRANCH MOBILE HOME  
PARK**

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

adopted:

**WHEREAS,** it has become necessary to create a new fund in order to properly control the processing of financial related transactions related to the West Branch MHP WWTP Improvements Construction Project, and

**WHEREAS,** the County Auditor has assigned fund number 5316 to the West Branch MHP WWTP Improvements Construction Project; now therefore be it

**RESOLVED,** that Fund 5316, PCS W Branch Mobile Home Park be created, and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Water Resources Department, 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. 09-1181                      -                      RE:                      TRANSFER FROM FUND 1340 PCBDD GENERAL ADMINISTRATION TO FUND 4100 PCBDD CAPITAL PROJECTS**

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

**WHEREAS,** the Portage County Board of Developmental Disabilities approved an operating transfer from the PCBDD General Fund, Fund 1340 to Fund 4100, PCBDD Capital Projects Fund at their regular meeting held on December 16, 2009, and

**WHEREAS,** the transfer is needed to fund several projects in their three buildings; now therefore be it

**RESOLVED,** that the following transfer of funds be made in the amount of \$ 200,000.00:

**FROM:**  
FUND 1340, PCBDD GENERAL ADMINISTRATION  
ORGCODE -A0000099  
Debit Expense Account  
Object 910000- TRANSFER OUT    \$200,000.00

**TO:**

FUND 4100, PCBDD CAPITAL PROJECTS

ORGCODE – S0100092

Credit Revenue Account

Object 280000 - TRANSFER IN

\$200,000.00

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, Portage County Board of Developmental Disabilities and the Department of Budget and Financial Management, 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. 09-1182**

-

**RE: CLOSING OF FUND 4009, JFS 2<sup>ND</sup> FLOOR ADMIN RENOVATION.**

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

**WHEREAS,** fiscal activity has ceased in Fund 4009, JFS 2<sup>ND</sup> Floor Admin Renovation, all payments have been made and the Treasurer's Cash Balance is \$0.00; now therefore be it

**RESOLVED,** that Fund 4009, JFS 2<sup>nd</sup> Floor Admin Renovation is hereby closed; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Department of Internal Services, 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;



6. Appointment of Portage County Representatives to the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO)/09-1175
7. The Department of Budget and Financial Management presents the following for Board consideration:

Resolutions

1. General Fund Amendments to the Annual Appropriation Resolution:/09-1177
  - a. Various Departments, Transfer – Reverse FY 2009 Reserve
  - b. Commissioners, Transfer – To Cover Building Security Final Payroll & Reverse FY 2009 Reserve
  - c. Commissioners Other, Supplemental & Transfer – Reverse FY 2009 Reserve
  - d. Building Security, Transfer – To Cover Final Payroll
  - e. Building Maintenance, Transfer – For Employee Payout
  - f. Clerk of Courts, Transfer – Projected Need
  - g. Coroner, Transfer – To Cover Final Payroll
  - h. Board of Elections, Transfer – To Cover Employee Retirement & Reverse FY 2009 Reserve
  
2. Other Funds Amendments to the Annual Appropriation Resolution:/09-1178
  - a. Fund 1001, Certificate of Title Administration – Transfer, Projected Need
  - b. Fund 1005, DRETAC-Prosecutor – Transfer, Year End Clean Up
  - c. Fund 1191, Children’s Advocacy Center – Supplemental, Adjust to Actual
  - d. Fund 1262, CDBG Housing Grant – Supplemental, Adjust to Actual
  - e. Fund 1263, Home Rehab Grant – Supplemental, Adjust to Actual
  - f. Fund 1271, RLF CDBG Housing – Supplemental, Year End Clean Up
  - g. Fund 1272, RLF Section 17 - Supplemental, Year End Clean Up
  - h. Fund 1273, RLF CDBG Foreclosure/Rescue - Supplemental, Year End Clean Up
  - i. Fund 1274, RLF Home Rehab - Supplemental, Year End Clean Up
  - j. Fund 1275, RLF CDBG Economic Development - Supplemental, Year End Clean Up
  - k. Fund 1362, CH Title XIX Medicaid – Supplemental, Projected Need
  - l. Fund 1410, Job & Family Services – Transfer, Projected Need
  - m. Fund 1414, Child Support General Administration – Transfer, Projected Need
  - n. Fund 1460, Enforcement Protection Orders - Supplemental, Adjust to Actual
  - o. Fund 1491, Family Community SVS Po Co Inc – Supplemental,
  - p. Fund 5100, Nursing Home General Administration – Transfer, To Balance Accounts
  - q. Fund 5312, PCS State Route 44 Vacuum – Supplemental, Adjust to Actual
  - r. Fund 5313, PCS Twin Lakes Prelim Treatment – Supplemental, Adjust to Actual
  - s. Fund 5507, PCW Cleveland to Aurora – Supplemental, Adjust to Actual
  - t. Fund 7002, Central Vehicle Maintenance – Transfer, Year End Clean Up
  
3. Create Fund 1112, Sheriff Inmate Commissary/09-Hold for a meeting with Sheriff Doak to discuss the plan for the commissary.
4. Create Fund 5316, PCS W Branch Mobile Home Park/09-1180
5. Transfer from Fund 1340, MRDD General Administration to Fund 4100, MRDD Capital Projects/09-1181
6. Close Fund 4009, JFS 2<sup>nd</sup> Floor Admin Renovation/09-1182

\* \* \* \*

**INVITATIONS/MEETING NOTICES**

December 22, 2009

1. Invitation from the Greater Akron Chamber of Commerce for the 21010 SMEI Akron Executive of the Year awarded to Dan Colantone on Tuesday, February 16, 2010 at the Tangier.
2. Invitation to the swearing in ceremony for Portage County Municipal Judge Mark Fankhauser on Tuesday, December 29, 2009, 2:30 PM, Courtroom 1, 3<sup>rd</sup> Floor.
3. Invitation from Hiram Village for the Swearing In Ceremony on Tuesday, December 22, 2009, 7:00 PM, Wakefield & Garfield Streets, Hiram.

\* \* \* \* \*

**INCOMING CORRESPONDENCE**

**DISCUSSION**

December 22, 2009

1. December 1, 2009 correspondence from Giant Eagle, requesting the Board signature on a change to the special charge card/The Board of Commissioners noted that the county is not authorized to use a Visa Charge Card to purchase supplies. Clerk to bring back after discussing how to proceed with the Internal Services Director.
2. Confidential December 15, 2009 correspondence from a county employee, regarding The Woodlands At Robinson/Forward to the Human Resources Department and Attorney Denise Smith and add to the January 5, 2010 nursing home agenda for discussion.

\* \* \* \* \*

**JOURNAL ENTRIES**

December 22, 2009

1. The Board of Commissioners received the amended proposed annexation plat for 22.1740 acres from Nelson Township to the Village of Garrettsville as presented by Clifford McGuire, Registered Land Surveyor. (Forwarded to County Engineer).
2. December 4, 2009 Notice from Ohio Division of Liquor Control of two (2) separate notices for WAFP Inc., dba Brimfield Liquor, 4102 State Route 43, Brimfield Township, Kent, OH for a liquor agency and a carry out liquor license. Does Board of Commissioners wish to request a hearing? The Brimfield Township Trustees have no objections and are not requesting a hearing. Board authorization requested to have the Clerk to sign and return the notice.

\* \* \* \* \*

**REFERRED**

December 22, 2009

1. December 11, 2009 certified correspondence from Lisa Patt-McDaniel, Ohio Department of Development, regarding the Recovery Zone Economic Development Bonds and Recovery Zone Facility Bonds. Referred to Economic Development.
2. The Board of Commissioners received the December 11, 2009 Certificate of Service Completed and filed on December 11, 2009 regarding Case No. 2009 CV 01276 as presented by the Portage County Court of Common Pleas. Referred to Neighborhood Development Services, Attorney Robert Paoloni and Prosecutor Denise Smith.

3. December 9, 2009 memo from Michael Hiler, Ohio Department of Development, regarding fair housing law training. Referred to Grants Administrator.
4. December 14, 2009 correspondence from Dwight Dean, US Department of Commerce, US Census, regarding the formation of a complete county committee. Referred to Regional Planning Commission.
5. December 10, 2009 correspondence from R. Schaeffer Greene, including his resume for consideration. Referred to Human Resources Department.

\* \* \* \*

**PLEASE ADD TO THE AGENDA**

December 22, 2009

1. Approve the wire transfer for MHM (WageWorks) Claims as presented by the County Auditor./09-1183. The Board of Commissioners noted that this is for the employee Cafeteria Plan payments
2. Amend Resolution No. 09-0550 to accept a FY10 Addendum between the Board of Commissioners (on behalf of Adult Probation) and the State of Ohio for Community Based Corrections Program, also known as 407 Non-Residential Felony./09-1179

\* \* \* \*

**INFORMATION ONLY**

December 22, 2009

1. December 16, 2009 e-mail from Audrey Tillis, Department of Budget and Financial Management to Dave Vaughan, Neighborhood Development Services, regarding Windham Day Care.
2. December 16, 2009 e-mail from Portage County Events, regarding its promotion extended through January 31, 2010.
3. December 16, 2009 e-mail from Audrey Tillis, Department of Budget and Financial Management, to Water Resources Department, indicating Journal No. 2009-12-1660 has been posted for additional State Audit Costs.
4. December 16, 2009 e-mail from JoAnn Townend, Internal Services, regarding Omnicare Pharmacy pending bid contract.
5. December 17, 2009 e-mail from Brian Kelley, ITS, regarding CBOSS CMS Cost proposal.
6. December 14, 2009 correspondence from Audrey Fetko, Financial Network of America Ltd., regarding County e-mail address to Prudential.
7. December 14, 2009 correspondence from Carol Scudere, Budget-Meals.Org, requesting a contribution or sponsorship.
8. December 12, 2009 memo from County Commissioners Association of Ohio, including the meeting minutes from November 20, 2009.
9. December 17, 2009 e-mail from AMATS, including a link to the Power Point presentation that was presented on December 16, 2009 regarding Transit and Rail issues.

10. December 16, 2009 correspondence from Joseph Handley, NEFCO, including a full packet from today's General Policy Board Meeting. Next meeting is Wednesday, January 20, 2010 at 8:30 AM at Summa Health Center, Green.

\* \* \* \* \*

**PROSECUTOR**

December 22, 2009

1. December 16, 2009 e-mail from Denise Smith, regarding Omnicare Pharmacy pending bid contract/The Board of Commissioners agreed to discuss this on January 5<sup>th</sup> during the nursing home agenda.
2. December 15, 2009 e-mail from Denise Smith to Karen U'Halie, Human Resources Department, regarding EAP contract with Life Services/The Board of Commissioners agreed to process the agreement.
3. December 15, 2009 correspondence from David Brode, to Todd Peetz, Regional Planning Commission, regarding flat roof replacement at 110 N. Prospect St., Western Surety Company Bond #70404269/Information only.
4. December 16, 2009 correspondence from Leigh Prugh to John Montello, City of Streetsboro, regarding the water agreement/Information only.
5. December 18, 2009 correspondence from David Brode regarding a non-conflict of interest issue for the Senior Center/Forwarded to JoAnn Townend for her files and information.

\* \* \* \* \*

**Journal Entry**

December 22, 2009

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

1. The Board of Commissioners acknowledged the receipt of the amended proposed annexation plat for 22.1740 acres from Nelson Township to the Village of Garrettsville, as presented by Clifford McGuire, Registered Land Surveyor. The Board of Commissioners noted that, at the December 10, 2009 Public Hearing, the County Engineer recommended several changes to the plat. The plat was forwarded to the County Engineer for review and comment.
2. In response to the December 4, 2009 Notice from Ohio Division of Liquor Control of two (2) separate notices for WAFP Inc., dba Brimfield Liquor, 4102 State Route 43, Brimfield Township, Kent, Ohio for a liquor agency and a carry out liquor license, the Board of Commissioners agreed to not request a hearing noting that the Brimfield Township Trustees have no objections and are also not requesting a hearing. The Board further authorized the Clerk to sign and return the notices.
3. The Board of Commissioners signed the Personnel Action Form authorizing the transfer within agency for Vicki Twyman as a Custodial Worker to IM Aide 2 (replacing Sharon Spence) for the Portage County Department of Job & Family Services, effective December 28, 2009, as presented by Human Resources Department Director Karen U'Halie and approved by Department of Job & Family Services Director Anita Herington.
4. The Board of Commissioners signed the Personnel Action Form authorizing a leave of absence for medical purposes for Karissa Logan, Social Services Worker 3, effective December 25, 2009 through January 10, 2010, with an expected date of return being January 11, 2010, as presented by Human Resources

Department Director Karen U’Halie and approved by Department of Job & Family Services Director Anita Herington.

- The Board of Commissioners approved the following Personnel Requisitions, 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
Job & Family Services	Fiscal/Eligibility Specialist (replacement for Lisa Neiss)	JFS H	Post Internally and Externally

- The Board of Commissioners accepted the recommendation of Water Resources Department Director Harold Huff and authorized the hire by the Water Resources Department of Attorney Ron Habowski of Christley, Herington & Pierce, to assist the Human Resources Department Director and Water Resources Department Director with two, separate, pending personnel matters.

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 **December 22, 2009**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Christopher Smeiles to adjourn the official meeting at **10:30 AM**. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Vice President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

\* \* \* \* \*