

Thursday, January 14, 2010

The Board of County Commissioners met in regular session on **Thursday, January 14, 2010 at 9:12 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Maureen T. Frederick to approve the meeting minutes of the January 12, 2010 meeting. All in favor, motion carries

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

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INTERNAL SERVICES - CANCELLED

1. Enter into an agreement between the Board of Commissioners on behalf of the Woodlands at Robinson and Northcoast Medical Training Academy/10-0046
2. Enter into an agreement between the Board of Commissioners and COMPMANAGEMENT, INC. for Workers' Compensation TPA Services for 2010/10-0047
3. Enter into an agreement between the Board of Commissioners on behalf of the Woodlands at Robinson and RETS College School of Practical Nursing Program at Boecker College in Ravenna/10-0048
4. Enter into an agreement with Willis of Ohio, Inc. for provision of Health Benefit Plan consulting services for 2010/10-0049

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HUMAN RESOURCES

Present: Karen U'Halie

9:50 AM In accordance with the Ohio Rev. Code Ann. (121.22(G))(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to discuss the labor negotiations at The Woodlands at Robinson. **Also present: Human Resources Department Director Karen U'Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:00 AM 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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GENERAL SERVICES

Present: Jim Manion, Anita Herington

1. Maintenance Department

- A. Mr. Manion noted that the cost savings for the furlough of 14 positions is about \$28,240; not replacing William Foster, the employee who passed away, would save \$24,249. The Director recommended not replacing the employee and keeping all staff on full-time with no furloughs. If additional cuts are necessary, both Jim Manion and Director of Maintenance Tim Miller would prefer the layoff process rather than a furlough process. He added that there is \$10,240 in the budget for summer help and \$9,000 in the budget for overtime, which could be reallocated. Commissioner Smeiles noted that he is okay with not replacing Mr. Foster and not imposing the furloughs as first thought./Journal Entry

Mr. Manion also suggested that a flexible schedule could be used to avoid paying overtime, especially with snow plowing. Snow plowing has cost the department \$2,400 during the first pay period. Flex scheduling may be use on a case-by-case basis. Jim Manion to work with Tim Miller to figure out the plan.

2. Building Department

The Director reported that the department is operating with reduced staff on Tuesdays and Thursdays. The move date of the department is the end of January.

JFS Director Anita Herington attending

4. Renovations at Riddle Block

- A. There was discussion regarding the installation of a door on 4th floor. At one inspection, the Fire Inspector removed the plastic installed by employees because of the draft. An accordion door was installed, but that is not acceptable either. The JFS is being told by the State Auditors that there must be two locked protections for their files meaning two locked doors; JFS Director Herington noted that the door goes directly to an outside door.

Mr. Manion stated that there is a door between the 2nd and 3rd floors, not in place as a fire door, which nobody knows why it is there. The thinking is that it was put in by the previous owner as a barrier to keep employees out of the 3rd and 4th floors. The Fire Inspector agreed that the door could be removed.

John Kaine of Taylor Construction gave Mr. Manion an estimate of \$2,333.80 to remove this double glass fire door and place it at the JFS location, creating a new foyer of about 3'. To purchase and install a new door would cost \$3,600. The current alarm system could be used. The Board of Commissioners approved this notion by Journal Entry, agreeing that the Maintenance Department will pay for this project./Journal Entry

- B. Mr. Manion explained that the Fire Inspector wants the fire exit door on the east side of the building removed and “blended” into the current wall. He recommends that the county also remove the metal fire escape since it is dangerous and the current fire exit door has been sealed; in place although the handle is removed. The Taylor Construction estimate to remove the fire escape and “blend” the door, including bringing in a crane with a 55’ extension boom and operation for 16 hours as well as 40 hours of demo labor is about \$7,694.48

Commissioner Frederick wondered if it would be better to keep the fire escape to allow the many employees to escape in an emergency situation. – would it be as expensive to shore it up and make it serviceable? The Commissioners agreed that Mr. Manion should investigate that option and bring back another quote.

Director Herington recommended that, if the Board agrees to bring in the crane to remove the fire escape, the existing gutters should be serviced; the Board of Commissioners agreed.

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10:45 AM In accordance with the Ohio Rev. Code Ann. (121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to discuss potential personnel changes in the Maintenance Department. **Also present: General Services Director Jim Manion.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:15 AM 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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JOB & FAMILY SERVICES

Present: Anita Herington

- I. The Director thanked the Board of Commissioners for approving the project to install the fire door at the Riddle Block, noting that the IRS will continue to allow Portage County access with this compliance in place.
- II. The Director noted that the CSEA Performance is on track in three of the four areas. She presented the December 2009 report.
- III. Food Assistance, OWF & Medicaid Statistics for Portage County have all increased this month. There are 7222 families getting food assistance (up 38% from December 2009) and 650 families getting cash assistance (up 45% from December 2009). The State is now looking at the timeliness of assistance.

- IV. The Director noted that over 2000 visitors per week are coming to the 2nd floor; the phones are also clogged with calls.
- V. The Director noted that she is working with the Internal Services Department to obtain authorization to use a county credit card for the payment for the web host./JoAnn Townend has contacted the vendor and arranged for payment via a county check.
- VI. The Director is working with the Department of Budget & Financial Management about the MAXIMUS security charges, which are higher than they should be.
- VII. The Board of Commissioners authorized the use of the Portage County One Stop, located at 1081 West Main Street, Ravenna on February 20, 27, March 13, and 27, 2010 (Saturdays) for free tax assistance for Portage County residents through the Ohio Benefit Bank as requested by David Shea, Community Action Council and approved by the Department of Job and Family Services Director Anita Herington./Journal Entry

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11:30 AM Lunch Recess
 1:25 PM Board of Commissioners reconvened

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OFFICE OF HOMELAND SECURITY & EMERGENCY MANAGEMENT

Present: Jon Barber, Audrey Tillis

Portage County Continuity of Operations Plan (COOP)

The Director stated that, while not required by the Ohio Revised Code, there are statutory obligations that must be met during a disaster. The Director presented the draft proposal that he received for the creation of a COOP for Portage County. The Board of Commissioners agreed that Jon Barber should work with JoAnn Townend to prepare the necessary RFP or RFQ for a COOP.

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The Board of Commissioners discussed the November 3, 2009 Prosecutor’s Legal Opinion regarding the Board of Commissioners’ protocol in an emergency. The Board will discuss this issue at a later date.

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The Board discussed the possible storage of Homeland Security and Emergency Management Office equipment in the former Suffield township fire department, as recommended by Mark Frisone and Mr. Drombowski, the new Suffield Township Trustee, at the January 13th Regional Planning Commission meeting. The Historical Society has been given the old fire station and the thought was that it might be a great storage facility for the equipment. The Director noted that he is using that location to store one item already; Commissioner Smeiles thought that the location would not be central enough.

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COUNTY ENGINEER – STORMWATER PROGRAM

Present: Mickey Marozzi, Health Commissioner Chip Porter, James Bierlair, Audrey Tillis

The County Engineer reviewed the proposed storm water budget for 2010 with the Board of Commissioner. The Board of Commissioners agreed to approve the budget by Journal Entry today. Mr. Marozzi noted that Marti Long has been designated as the County Engineer’s employee to answer storm water questions. He has been working with her on her responses.

Mr. Bierlair noted that the budget was modified after the Board of Commissioners approved the reduced fee. He is attempting to pass some of the administration of the program to the educator; he will also assist in the administration since his part-time person cannot handle these new duties, as well as the current duties. His budget was reduced in the vehicles, materials equipment and training line from \$100,000 to \$30,000.

The Department of Budget & Financial Management Director noted that the County Engineer must increase his appropriation and request certification from the Budget Commission. The Board of Commissioners will consider a resolution on January 25th.

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Mobile Home Parks

The County Engineer noted that the Board of Commissioners has agreed to host a meeting of mobile home park owners to discuss their request that the county not bill the parks for the storm water fee for vacant, unoccupied lots. The Health Commissioner stated that the State requires the Health Department to count each pad in manufactured home parks; the park owners cannot have this both ways. Commissioner Porter agreed to send that information to the Board of Commissioners to forward to Ms. Foster.

The County Engineer added that consultant Sean Arden believes that, if the Board of Commissioners makes fee concessions for mobile home parks, the Board of Commissioners must also do the same for apartment building owners.

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NEIGHBORHOOD DEVELOPMENT

Present: Dave Vaughan, Mike Bogo, Jim Shank, Dan Banks, Tom Brett

1. Mr. Shank explained that Kelsey Properties received \$100,000 in CDBG funding in 1999 for the Noah’s Ark Daycare. There is a current balance of \$45,907. Due to the economy, they have fallen behind on their loan payments. Portage Community Bank has agreed to modify their existing loans to current status and amortize over 20 years. Neighborhood Development Services, Inc. is recommending a modification/amendment to the county’s loan agreement/Journal Entry
2. Mr. Vaughn requested approval of extended territory for the NSP target area to allow county-wide demolition, especially in the Windham Village and Blackhorse areas. Mr. Banks advised the

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

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RESOLUTION No. 10-0041 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on January 14, 2010 in the total payment amount as follows:

1. \$331,854.38 for Medical Mutual Claims-Fund 7101; and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, January 15, 2010 \$ 331,854.38

and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 10-0042 - 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:

01/12/10	99	\$ 3,277.63
01/12/10	100	175.45
01/12/10	101	28,517.40
01/12/10	149	2,165.17
01/12/10	148	431.65
Total		\$ 34,549.30

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

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RESOLUTION No. 10-0043 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such

certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification), and

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

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

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$186,315.05** as set forth in Exhibit “A” dated **January 14, 2010** 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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0044 - RE: AMENDING RESOLUTION 07-0117 ON APPOINTMENT TO THE PORTAGE COUNTY REGIONAL AIRPORT AUTHORITY BOARD OF TRUSTEES

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

WHEREAS, Ohio Revised Code Chapter 308 authorizes the creation of a regional airport authority and the Portage County Regional Airport Authority Board of Trustees has been established for the purpose of acquiring, establishing, constructing, operating and promoting the use of the Portage County Regional Airport; and

WHEREAS, Dean Hugebeck was appointed as a member of the Board of Trustees of the Portage County Regional Airport Authority by Board of Commissioners Resolution 07-0117 on February 8, 2007 for a three year term; and

WHEREAS, The term was stated as expiring June 27, 2010, and this date was longer than three years past the date of appointment;

Now therefore be it

RESOLVED,

that the Portage County Board of Commissioners does hereby amend Resolution No. 07-0117 changing the expiration of his term in office to February 8, 2010.

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;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0045 - **RE: AMENDMENT TO THE NON GENERAL FUND 2010 ANNUAL APPROPRIATION RESOLUTION NO. 09-1170 ADOPTED DECEMBER 17, 2009.**

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

RESOLVED, that it has become necessary to amend the Non General Fund 2010 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below,

		<u>Increase</u>	<u>Decrease</u>
Fund:	5316 PCS W Branch Mobile Home Park		
	060 Water Resources		
	53166 W Brnch Mobile Home Park CO	754,785	0
	MEMO TOTAL	<u><u>\$ 754,785</u></u>	<u><u>\$ -</u></u>
Note:	NEW GRANT- ANTICIPATED EXPENSE		
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	TOTAL MEMO BALANCE FOR ALL FUNDS	<u><u>\$ 754,785</u></u>	<u><u>\$ -</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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0046 - **RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE WOODLANDS AT**

**ROBINSON AND NORTHCOAST MEDICAL TRAINING
ACADEMY**

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

- WHEREAS,** Northcoast Medical training academy provides a State approved practical nurse education program; and
- WHEREAS,** the School desires to provide training for individuals in order to become eligible to take the state required licensure exam; and
- WHEREAS,** as part of that training individuals must have a clinical experience in an accredited health care facility; and
- WHEREAS,** the Woodland of Robinson has appropriate and adequate facilities for such training; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and Northcoast Medical Training Academy to accept individuals from the School’s program to participate in clinical training provided by the School at the Woodlands of Robinson; and be it further
- RESOLVED,** as there is no monetary consideration passing between the parties, consideration shall be the mutual benefit derived by the Parties from the delivery of educational services to future medical professionals within Portage County, Ohio; and be if further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0047 - RE: AGREE TO ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND COMPANAGEMENT, INC. FOR WORKERS’ COMPENSATION TPA SERVICES FOR 2010.

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

- WHEREAS,** the Board of Portage County Commissioners has determined that there is a need for provision of workers' compensation third party administration services; and
- WHEREAS,** Portage County has insured its employees for Workers' Compensation coverage as demanded by any and all federal or state statutes; and
- WHEREAS,** Portage County requires the services of an organization to process and analyze the claims filed on behalf of its employees; and
- WHEREAS,** CompManagement, Inc. administers and processes claims on behalf of employers subject to Workers' Compensation requirements within the Ohio statutes; and
- WHEREAS,** Portage County desires to have CompManagement, Inc. administer, process and analyze the claims submitted against its Workers' Compensation risk, and CompManagement, Inc. is agreeable to providing such services; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an agreement by and between the Board of Commissioners and **CompManagement, Inc., P.O. Box 884, Dublin, Ohio 43017**, in the Amount of Twenty-Four Thousand Six Hundred Forty-Two Dollars (\$ 24,642) per year; and be it further
- RESOLVED,** that the term of the Agreement shall be for one year, effective from the 1st day of January, 2010 to the 31st of December, 2010; 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;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0048

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RE:

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ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF
COMMISSIONERS ON BEHALF OF THE WOODLANDS AT
ROBINSON AND RETS COLLEGE SCHOOL OF PRACTICAL
NURSING PROGRAM AT BOHECKER COLLEGE RAVENNA

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

- WHEREAS,** RETS College School of Practical Nursing provides a State approved practical nurse education program; and
- WHEREAS,** the School desires to provide training for individuals in order to become eligible to take the state required licensure exam; and
- WHEREAS,** as part of that training individuals must have a clinical experience in an accredited health care facility; and
- WHEREAS,** the Woodland of Robinson has appropriate and adequate facilities for such training; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and RETS College School of Practical Nursing to accept individuals from the School’s program to participate in clinical training provided by the School at the Woodlands of Robinson; and be it further
- RESOLVED,** as there is no monetary consideration passing between the parties, consideration shall be the mutual benefit derived by the Parties from the delivery of educational services to future medical professionals within Portage County, Ohio; and be if further
- RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in 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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0049 - RE: ENTER INTO AN AGREEMENT WITH WILLIS OF OHIO, INC. FOR PROVISION OF HEALTH BENEFIT PLAN CONSULTING SERVICES FOR 2010

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

- WHEREAS,** the Portage County Board of Commissioners desires on-going consulting services regarding health benefit plan design services, review of provider services, evaluation of

proposals submitted by vendors of voluntary benefit plans and development of wellness initiatives for the Portage County Employee Health Benefit Plan as required by the Ohio Revised Code, Section 307.86(F); now therefore be it

RESOLVED, that the Portage County Commissioners agree to enter into an agreement, with **Willis of Ohio, Inc., 200 Public Square, Suite 3760, Cleveland, Ohio 44114,** to provide Health Care Consulting Services in 2010 for the Portage County Employee Health Benefit Plan for a total cost not to exceed twenty-four thousand and 00/100 dollars (\$24,000.00), 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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;
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RESOLUTIONS

January 14, 2010

- 1. Approval of Meeting Minutes from the January 12, 2010 regular Board Meeting as presented.
- 2. Approve the Bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./09-0040
- 3. Approve the wire transfer as presented by the County Auditor./09-0041
- 4. Approve the Journal Vouchers as presented by the County Auditor./09-0042
- 5. Approve Then & Now as presented by the County Auditor./09-0043
- 6. Amend Resolution No. 07-0117 dated February 8, 2007 – Appointment to the Portage County Regional Airport Authority Board of Trustees. (Executive Assistant)./09-0044
- 7. Resolution presented by the Department of Budget & Financial Management for an amended appropriation for the Water Resources Department./09-0045

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INVITATIONS/MEETING NOTICES

January 14, 2010

- 1. Notice from the Suffield Township Board of Zoning Appeals for a Continuance of Public Hearing at the Suffield Town Hall on Thursday, January 21, 2010 at 8:00 PM re: Alvin & Lana Rufener, Suffield Aggregate LLC.

2. Meeting notice for Commissioner Frederick for the Community Corrections Board on Friday, January 29, 2010 at 8:00 AM in Judge Enlow's Jury Room.

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INCOMING CORRESPONDENCE

DISCUSSION

January 14, 2010

1. January 5, 2010 memo from Bill Ulik, Economic Development, requesting anticipated overtime for Diana Fierle up to \$1,000 paid by Fund 1002 – Enterprise Zone Monitoring/Journal Entry.
2. January 8, 2010 memo from Mary Jane Neiman, County Commissioners' Association of Ohio, requesting review of the 2010 CCAO Roster Update/Board of Commissioners.

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JOURNAL ENTRIES

January 14, 2010

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending January 10, 2010 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$350 in Court Donations, \$2,832 in License Sales and \$445.00 for Impound fees.
2. December 30, 2009 Notice from Ohio Division of Liquor Control of a request for a new liquor license for Cascades Beer and Wine dba Cascades Beer and Wine, 3975 Cascades Blvd., Brimfield Township, Kent, OH 44240. 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.
3. Board of Commissioners' authorization requested to have Commissioner Keiper sign the American Recovery and Reinvestment Act Recovery Zone Bonds – Ohio Waiver and Reallocation Process Plan of Issuance Worksheet for TCP, Inc. and NEOUCOM Biomedical as requested by Economic Development.
4. The Commissioners received the January 12, 2010 Amended Certificate of Estimated Resources for the year beginning January 1, 2010 as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
5. The Grants Administrator presents four (4) Quarterly reports for Commissioner Keiper's signature as follows:
 - A. Collaborative of Advocates Grant/Journal Entry
 - B. Two (2) for JAG Disparate Dollars/HOLD
 - C. OVW Grant/HOLD

6. The Grants Administrator presented sample Letters of Reference for Place of Peace and Family & Community Services to provide visitation services for Summit County Children Services' Board as requested by Carole Beaty, Family & Community Services. This is an RFQ and not a grant, modeled after the Portage County Place of Peace with a transportation piece. All activity will occur in Summit County/The Board of Commissioners approved of the proposal but agreed that a Journal Entry is not necessary.

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REFERRED

January 14, 2010

1. January 11, 2010 correspondence from Janet Esposito, County Auditor, requesting use of the 6th Floor Meeting Room for Board of Revision Hearings. Referred to Human Resources Department for scheduling.
2. January 5, 2010 correspondence from Michael Hiler, Ohio Department of Development, including a Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions for Grant No. B-F-09-062-1. Referred to Department of Budget and Financial Management, Grants Administrator and Regional Planning Commission.

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PLEASE ADD TO THE AGENDA

January 14, 2010

1. January 13, 2010 e-mail from JoAnn Townend, Internal Services, regarding the Kent Municipal Court Architect.

Commissioner Frederick ranked her choices as David Sommers and Ted Manfrass/KZF Design first, although she expressed a question about this local firm having the “oomph and manpower” to do the job. Brandstetter and Bowen are Commissioner Frederick’s second and third choices. She is inclined to recommend the Sommers/Manfrass proposal but is also confident that Bowen would also do a good job.

Commissioner Smeiles stated that he likes the notion of keeping the responsibility under one roof for liability reasons. He is concerned about the manpower with the Sommers/Manfrass proposal. Only the Bowen proposal keeps the responsibility entirely in-house, which would be easier for the county. The Sommers/Manfrass proposal did not include what firm would be handling different aspects of the project. Commissioner Smeiles noted that the Sommers/Manfrass proposal did not identify which subcontractors they planned to use. Commissioner Frederick wondered if they could be given the opportunity to present that information. Commissioner Keiper responded that if the information was crucial, it should have been included in the presentation.

Commissioner Keiper stated that he likes the Bowen and Associates notion of getting the as-builts instantly and electronically, as changes are made to the project. It has been a challenge getting the as-builts for previous construction projects and this would be the first county-owned building to have that

option. Ted Manfrass has the same inclination but would be doing the drawings by hand. He also likes the fact that the Bowen proposal keeps the responsibility under one roof.

Commissioner Keiper stated that the next step is to choose a firm and then negotiate the pricing. The Board of Commissioners must also decide whether or not to use a Construction Manager for the project.

Commissioner Frederick stated that she is inclined to go with the Sommers/Manfrass proposal but she is confident with the Bowen proposal for the very reasons discussed. Commissioner Keiper stated that he hopes that local contractors will work on this project; both Bowen and Sommers/Manfrass discussed that intent. Commissioner Frederick added that Mr. Sommers has previous experience working with Portage County as well as a history with the Judges, which could keep costs down. Being able to keep a firm hand on costs will be imperative.

The Commissioners agreed to negotiate with the chosen architectural firm for pricing. The Board of Commissioners also must decide whether or not to use a Construction Manager for this project. The Board of Commissioners must also meet with the city of Kent to discuss the project location/Journal Entry

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INFORMATION ONLY

January 14, 2010

1. January 8, 2010 correspondence from Todd Peetz, Regional Planning Commission, regarding technical assistance hours.

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Journal Entry

January 14, 2010

Motion by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending January 10, 2010, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$350 in Court Donations, \$2,832 in License Sales and \$445.00 for Impound fees.
2. In response to the December 30, 2009 Notice from Ohio Division of Liquor Control of a request for a new liquor license for Cascades Beer and Wine dba Cascades Beer and Wine, 3975 Cascades Blvd. in Brimfield Township, the Board of Commissioners agreed to not request a hearing noting the Brimfield Township Trustees have no objections and are also not requesting a hearing. The Board authorized the Clerk to sign and return the notice.
3. The Board of Commissioners authorized Commissioner Keiper to sign the American Recovery and Reinvestment Act Recovery Zone Bonds – Ohio Waiver and Reallocation Process Plan of Issuance

Worksheet for TCP, Inc. and NEOUCOM Biomedical, as presented by the Portage County Department of Economic Development.

4. The Board of Commissioners acknowledged the receipt of the January 12, 2010 Amended Certificate of Estimated Resources for the year beginning January 1, 2010, as submitted by the Portage County Budget Commission.
5. The Board of Commissioners authorized Commissioner Keiper to sign the quarterly report for the Portage County Collaborative of Advocates Grant (2009-RA-Do1-2184) for the time period ending December 15, 2009, as presented by the Grants Administrator.
6. The Board of Commissioners accepted the recommendation of Department of Job & Family Services Director Anita Herington and authorized the use of the Portage County One Stop, 1081 West Main Street in Ravenna on February 20, February 27, March 13, and March 27, 2010 (Saturdays) for free tax assistance for Portage County residents through the Ohio Benefit Bank, as requested by David Shea, Community Action Council and presented by the Department of Job and Family Services Director Anita Herington. The Board of Commissioners agreed to waive the fee, insurance requirement and security.
7. The Board of Commissioners accepted the recommendation of William Ulik, Director of the Portage County Department of Economic Development, and approved the payment of overtime for Executive Assistant Diana Fierle in an amount up to \$1,000, paid from Fund 1002 – Enterprise Zone Monitoring, for the preparation of Enterprise Zone, CRA and TIF reports, as well as her attendance at evening Tax Incentive Review Council meetings.
8. After meeting today with General Services Director Jim Manion, the Board of Commissioners agreed to remove the following positions listed in Exhibit “A” Portage County Board of Commissioners Mandatory Cost Savings Days (“CSD”) Program of Resolution No 09-1138: Building Maintenance Director, Office Manager – Maintenance, Maintenance Housekeepers (7), and Maintenance Staff (5).
9. After meeting today with General Services Director Jim Manion, the Board of Commissioners agreed to accept the Taylor Construction estimate of \$2,333.80 to remove a double glass fire door in the Riddle Block Building between the 2nd and 3rd floors (not currently in use as a fire door), and install it in the Department of Job & Family Services CSEA location on the 4th floor, also creating a new foyer of about 3’. The Maintenance Department will pay Taylor Construction \$2,333.80 for this project.
10. After meeting today with Neighborhood Development Services, Inc. staff, the Board of Commissioners accepted their recommendation and approved a loan modification in conjunction with the Portage Community Band modification, modifying the CDBG loans to current status and extending the loan maturity by eleven months for Kelsey Properties (Noah’s Ark Day Care Center) in Rootstown Township. The Board agreed to sign the modification contingent upon the review and approval of the documents by the Portage County Prosecutor’s Office.
11. Habitat for Humanity received \$40,000 in 2008 CHIP funding for the acquisition of two lots for two new homes. Neighborhood Development Services, Inc. staff has advised the Board of Commissioners that these units will not be completed before the grant period expires.

After meeting today with Neighborhood Development Services, Inc. staff, the Board of Commissioners accepted the Neighborhood Development Services, Inc. recommendation and authorized the return of 2008 CHIP funds to the State in the amount of \$40,000, awarded to Habitat for Humanity of Portage County, so that the next round of funding is not impacted.

The Board of Commissioners authorized the use of the balance of the Section 17 RLF to replace the CHIP funds for this repayment, noting that the remaining \$3,000 will have to be paid by Habitat for Humanity.

The Board of Commissioners agreed to send a letter to the Habitat for Humanity Board of Directors cautioning them that the 2008 CHIP funds must be returned to the state to avoid jeopardizing future Portage County funding.

12. After meeting today with the Portage County Storm Water Task Force members, the Board of Commissioners approved the 2010 Portage County Storm Water District Operating Budget as presented, noting that the Board of Commissioners will take official budget action on January 25, 2010.

Commissioner Smeiles absent, motion carries.

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JOURNAL ENTRY II

January 14, 2010

Motion by Christopher Smeiles to agree to negotiate with Richard L. Bowen + Associates Inc. of Cleveland for the architectural fees for the Kent Municipal Court project. Should the negotiations not result in successful pricing, the Board of Commissioners agreed to negotiate with David Sommers and Ted Manfrass/KZF Design. Seconded by Charles W. Keiper II, Commissioner Frederick voting no, stating that she ranks the Sommers/Manfrass proposal as her first choice, 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 **January 14, 2010**. 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 **2:40 PM**. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Board Member

Christopher Smeiles, Vice President

Deborah Mazanec, Clerk

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