

**Thursday, March 18, 2010**

The Board of County Commissioners met in regular session on **Thursday, March 18, 2010 at 9:50 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 March 16, 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**

Present: JoAnn Townend

**Discussion**

1. The Board of Commissioners met last week with the Municipal Court Judges and the architect from Richard L. Bowen & Associates to discuss the new Kent courthouse. The Director advised the Commissioners that she has not heard from the Judges regarding the Kent Court MOU, although Denise Smith has asked for a copy of the MOU.

The Board of Commissioners agreed that JoAnn Townend should begin the RFQ process of finding a construction manager for this project.

Attorney Smith has also advised Director Townend that the PLA agreements are not legal for the Board of Commissioners to use. Attorney Smith also reviewed the contractor criteria and advised that the criteria may be used, once adopted as a formal written policy, and then used for **every** county contract moving forward. A person would have to be designated as the compliance overseer. JoAnn Townend to get that information to the Board of Commissioners.

2. JoAnn Townend advised the Board of Commissioners that she went to the Justice Center yesterday and met with Major Missimi and Major Kelly to determine where an impound lot could go. She noted that there is no flat land on-site but she suggested that the land behind the Records Center may work, although the gazebo is “rickety” and should be taken down regardless of the location of an impound lot. The Majors agreed that the Records Center site would be acceptable. JoAnn Townend could contact County Engineer Marozzi for pricing to level the area and place the gravel on-site.

Commissioner Keiper wondered if the site where the Department of Homeland Security & Emergency Management is currently storing equipment would be a good site for an impound lot? Commissioner Smeiles noted that Director Barber has advised him that his office could pay rent for the building he is currently renting if the county bought it. This site is situated well in that volunteers coming from Kent and Ravenna and it is convenient for equipment pickup.

The Board of Commissioners agreed to schedule a meeting with Jon Barber, Tim Miller, JoAnn Townend, and Audrey Tillis to discuss the notion of finding and buying a permanent location for the Department of Homeland Security & Emergency Management equipment. Commissioner Smeiles reminded the Board of Commissioners that the current leased facility was used as a repair facility in the past and will require an Environmental Phase I study.

3. The bids for Inmate Medical have been dropped off to Sheriff's Jail Administrator Neal for review. Commissioner Smeiles noted that Dr. Battles contacted him to advise that he is well pleased with the new company.
4. Commissioner Smeiles discussed the broken belt on the seventh floor color copier, which was just replaced within the last six weeks and had to be replaced again yesterday. The damage seems to be due to carelessness of staff and not due to a defect in the machine. The technician believes that the belt was damaged by someone pulling out a jam or by someone clearing a jam wearing a ring that may have snagged the belt. The machine owner has asked for reimbursement of \$85, since this is not normal wear and tear. The Board of Commissioners agreed that JoAnn Townend should let staff know that this is an issue and to be more careful when using the machine. The Board did not agree to reimburse the contractor at this time.

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### Resolutions

1. Enter into a Business Associate Agreement with Medical Mutual Services LLC for the HR department/10-0268
2. Enter into a Business Associate Agreement with PES Insurance for the HR department/10-0269.
3. Enter into a Business Associate Agreement with Life Services EAP for the HR department/10-0270.
4. Approve specifications and set the proposal date for Inmate Anger Management and Domestic Violence Group Counseling Services/10-0271. The Board of Commissioners asked that the Director determine if this is a mandated service. The cost is between \$17,000 – 20,000 per year.
5. Approve specifications and set the proposal date for PRC Services for state fiscal year 2011 for JFS/10-0272.
6. Enter into a license agreement with Edinburg First Church of God for use of the Courthouse lawn/10-0273.
7. Award the sale of real estate owned by Portage County/10-0267

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### GENERAL SERVICES

Present: Jim Manion

10:30 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to

discuss an employment issue. **Also present: General Services Director Jim Manion.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

Director Manion left the Executive Session at 10:55 AM

11:05 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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**PORTAGE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES (BDD)**

Present: Superintendent Dr. Pat Macke, Diane Cotton, Charlene Badger

Dr. Macke thanked the Board of Commissioners for the Proclamation that the Board of Commissioners signed for DD Awareness Month. The Superintendent presented copies of the new logo created for the organization by Kent State students at the Tannery.

Dr. Macke noted that, at last night's Board meeting, the Board of Trustees approved the request to the Board of Commissioners authorization for a renewal 5 year levy in November for 1.8 mills, which is 20% of the annual operating budget. He added that this levy would involve no new taxes.

Dr. Macke advised that BDD has not yet settled the Unit A negotiations, a federal mediator is now involved. The remaining new contract will also be negotiated this year.

The renovations are completed at the Coble Building and the Open House will be scheduled sometime in May. Project costs came in \$100,000 under the estimates. Other capital projects like the pool replacement will be started even with the tight budget. Those requests will come to Board of Commissioners, as required.

The BDD remains in a strong fiscal condition but they are planning for state cuts in 2012. The state has continued to hold the BDD harmless on the phase out of personal property taxes, which is \$2 million and ends in 2013. In 2013, that may create a deficit situation.

Dr. Macke thanked the Board of Commissioners for the appointment of John Gargan to replace John Lehman. Mr. Gargan attended the Board meeting last night.

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11:30 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to discuss and consider the investigation of charges or complaints against a public employee. **Also present: JFS Director Anita Herington.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:39 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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**RESOLUTION No. 10-0262 - 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 March 18, 2010 in the total payment amount of **\$398,008.68 for Funds 0001-7102** 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; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0263 - 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 March 18, 2010 in the total payment amount as follows:

1. \$129,066.57 for Medical Mutual Claims-Fund 7101; and
2. \$5,775.78 to WageWorks, Inc. for processing claims for Medical Mutual; 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 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. 10-0265 - 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 **\$32,143.59** as set forth in Exhibit “A” dated **March 18, 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. 10-0266**

**RE: ACCEPT FY10 WOMEN, INFANTS AND CHILDREN (WIC) ADMINISTRATION GRANT AND AUTHORIZE ELECTRONIC SUBMISSION OF BUDGET REVISION BY THE WIC PROGRAM MANAGER.**

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

- WHEREAS,** on July 14, 2009, the Board of Commissioners adopted Resolution No. 09-0647 authorizing the electronic application to the Ohio Department of Health for the FY 2010 WIC Grant (October 1, 2009 through September 30, 2010) under grant number 06710041WA0310;and
- WHEREAS,** the Ohio Department of Health issued a Notice of Award dated September 30, 2009, which was sent to WIC Program Manager Nancy Dailey, awarding \$1,074,225 to the Women, Infants, and Children's (WIC) Program of Portage and Columbiana Counties; and
- WHEREAS,** the Board of Commissioners received a March 5, 2010 notice from the Ohio Department of Health that the Women, Infants, and Children's Program of Portage and Columbiana Counties is eligible for additional FY10 WIC funds in the amount of \$8,000 to meet increased administrative costs; now therefore be it
- RESOLVED,** that the Portage County Board of Commissioners accepts the Ohio Department of Health FY10 award of \$1,082,225 for the Women, Infants, and Children's Program of Portage and Columbiana Counties; and be it further
- RESOLVED,** that the Portage County Board of Commissioners accepts the additional funding of \$8,000 to meet increased administrative costs, increasing the Ohio Department of Health FY10 award from \$1,074,225 to \$1,082,225; and be it further
- RESOLVED,** that the Portage County Board of Commissioners authorizes the WIC Program Manager to submit the necessary budget revision electronically to the Ohio Department of Health for the FY 2010 WIC Grant (October 1, 2009 through September 30, 2010) under grant number 06710041WA0310; 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. 10-0267 - RE: AWARD THE SALE OF REAL ESTATE OWNED BY PORTAGE COUNTY.**

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

- WHEREAS,** Parcel 28-056-00-00-014-002 in Randolph Township comprised of approximately .017 acres was declared obsolete and for sale to the highest bidder; and
- WHEREAS,** a bid package was requested from one (1) potential bidder; and
- WHEREAS,** one sealed bid was received, tabulated and recorded on March 10, 2010, and
- WHEREAS,** upon review of the bid received, it is the recommendation of the Portage County Director of Internal Services that the following bid be accepted as the best bid received and the real estate be sold to;

Dale A. Hluch  
4133 Bower Rd.  
Rootstown OH 44272

\$ 1,003.00

now therefore be it

**RESOLVED,** that the Board of County Commissioners does hereby award the sale of approximately .017 acres of real estate located in Randolph Township for a total of \$1,003.00 to Dale A. Hluch; 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. 10-0268 - RE: ENTER INTO BUSINESS ASSOCIATE AGREEMENT WITH MEDICAL MUTUAL SERVICES, LLC AS REQUIRED BY HIPAA.**

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

**WHEREAS,** Medical Mutual Services, LLC has agreed to provide health benefit plan services to the Portage County Board of Commissioners; and

**WHEREAS,** as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Portage County Board of Commissioners must enter into a Business Associate agreement with **Medical Mutual Services LLC** to provide compliance with the Privacy Rule of HIPAA; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Business Associate agreement with **Medical Mutual Services LLC**, to provide compliance with the Privacy Rule of HIPAA; 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 §121.22 of the Ohio Revised Code.

Voice vote was as follows:

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

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**RESOLUTION No. 10-0269 - RE: ENTER INTO BUSINESS ASSOCIATE AGREEMENT WITH PES INSURANCE AS REQUIRED BY HIPAA.**

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

**WHEREAS,** **PES Insurance** has agreed to provide health benefit plan Insurance services to the Portage County Board of Commissioners; and

**WHEREAS,** as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Portage County Board of Commissioners must enter into a Business Associate agreement with **PES Insurance** to provide compliance with the Privacy Rule of HIPAA; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Business Associate agreement with **PES Insurance, P.O. Box 4037, Newark OH 43058**, to provide compliance with the Privacy Rule of HIPAA; 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 §121.22 of the Ohio Revised Code.

Voice vote was as follows:

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| Charles W. Keiper II, Yea;    | Christopher Smeiles, Yea; | Maureen T. Frederick, Yea;  |
| *                             | *                         | *   |
| <b>RESOLUTION No. 10-0270</b> | -                         | <b>RE: ENTER INTO BUSINESS ASSOCIATE AGREEMENT WITH LIFE SERVICES EAP AS REQUIRED BY HIPAA.</b> |

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

- WHEREAS,** Life Services EAP has agreed to provide an employee assistance program services to the Portage County Board of Commissioners; and
- WHEREAS,** as required by Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Portage County Board of Commissioners must enter into a Business Associate agreement with Life Services EAP to provide compliance with the Privacy Rule of HIPAA; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby enter into a Business Associate agreement with Life Services EAP, 320 W. 8<sup>th</sup> St., Suite 108, Bloomington IN 47404, to provide compliance with the Privacy Rule of HIPAA; 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 §121.22 of the Ohio Revised Code.

Voice vote was as follows:

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| Charles W. Keiper II, Yea;    | Christopher Smeiles, Yea; | Maureen T. Frederick, Yea;  |
| *                             | *                         | *   |
| <b>RESOLUTION No. 10-0271</b> | -                         | <b>RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR INMATE ANGER MANAGEMENT AND DOMESTIC VIOLENCE GROUP COUNSELING SERVICES</b> |

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

**RESOLVED,** that the specifications for receiving proposals for inmate anger management and domestic violence group counseling services be and hereby are approved; and be it further

**RESOLVED,** that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 701, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:30 p.m. on April 21, 2010; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on March 26, 2010, a copy thereof be posted on the bulletin board of the Board and the County's website forthwith; and be it further

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

Voice vote as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0272**

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**RE:**

**APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR PREVENTION, RETENTION AND CONTINGENCY SERVICES STATE FISCAL YEAR 2011 FOR THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES**

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

**RESOLVED,** that the specifications for receiving proposals for prevention, retention and contingency services state fiscal year 2011 for the Portage County Department of Job & Family Services be and hereby are approved; and be it further

**RESOLVED,** that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 701, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 2:00 p.m. on April 21, 2010; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on March 24, 2010 and a copy thereof be posted on the County's website and bulletin board of the Board forthwith; and be it further

**RESOLVED,** that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open

meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meetings open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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**RESOLUTION No. 10-0273 - RE: ENTER INTO LICENSE AGREEMENT BETWEEN THE PORTAGE COUNTY COMMISSIONERS AND EDINBURG 1<sup>ST</sup> CHURCH OF GOD**

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

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

**WHEREAS,** The Edinburg 1<sup>st</sup> Church of God wishes to use the Courthouse Lawn, on Friday, April 2, 2010 between the hours of 4:00 PM to 6:00 PM for Recreation of the Crucifixion on the courthouse lawn; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a License Agreement between the Board and 135 E. Main St., Ravenna, Ohio 44266 for use of the Courthouse lawn on Friday, April 2<sup>nd</sup>, 2010 between the hours of 4:00 PM to 6:00 PM for the Recreation of the Crucifixion on the courthouse lawn; 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. 10-0274 - RE: ACCEPT THE OHIO OFFICE OF JUSTICE PROGRAMS BUREAU OF JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FOR GRANT YEAR FY 2009 [2009 EDWARD BYRNE MEMORIAL BYRNE DISCRETIONARY GRANTS PROGRAM].**

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

**WHEREAS,** the Edward Byrne Memorial Justice Assistance Grant Program will allow states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. The Justice Assistance Grant (JAG) Program replaces the Byrne Formula and Local Law Enforcement Block Grant (LLEBG) programs with a single funding mechanism that will simplify the administration process for grantees; and

**WHEREAS,** the City of Kent is the lead agency in this grant project, and

**WHEREAS,** on May 15th, 2009, the Board of Commissioners entered into a 2009 Edward Byrne Memorial Byrne Discretionary Grants Program Inter-local Agreement for Grant Award Number 2009-G7703-OH-SB between the Portage County Board of Commissioners and the City of Kent, which details the division of funds as \$45,972.00 to the City of Kent by Portage County and use of the remaining \$25,492.00 by Portage County; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners accepts the Ohio Office of Justice Program Joint Grant Award for Grant Award Number 2009-G7703-OH-SB for \$71,464.00 for the grant period March 1, 2009 through February 28, 2013, with the County's share being \$25,492.00 **with no local match**; and be it further

**RESOLVED,** that the Board of Commissioners authorizes Commissioner Charles W. Keiper II as President of the Portage County Board of Commissioners or his designee to sign any documentation pertaining to the acceptance of the grant award; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor's Office, the Department of Budget and Financial Management, and to the Portage County Sheriff; 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**

March 18, 2010

- 1. Approval of Meeting Minutes from the March 16, 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/10-0262.
- 3. Approve the wire transfer as presented by the County Auditor/10-0263.
- 4. Approve the Journal Vouchers as presented by the County Auditor/10-0264.
- 5. Approve Then & Now as presented by the County Auditor/10-0265.
- 6. Accept the FY10 Women, Infants and Children (WIC) administration grant and authorize the electronic submission of budget revision by the WIC program manager/10-0266.
- 7. Appointment to the Portage County Regional Airport Authority – Russell Gill/Appointed on March 16<sup>th</sup>

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**INVITATIONS/MEETING NOTICES**

March 18, 2010

- 1. Invitation from the County Farm Bureau for the Portage County Legislative Breakfast on Monday, April 5, 2010, Maplewood Career Center, 8:00 AM.

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**JOURNAL ENTRY**

March 18, 2010

- 1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending March 14, 2010 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$160 in Court Donations, \$1,068.25 in License Sales and \$767 for Impound fees.

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**REFERRED**

March 18, 2010

- 1. March 12, 2010 memo from Michael Hiler, Ohio Department of Development regarding new draw request inquiry line. Referred to Grants Administrator and Department of Budget and Financial Management.

2. March 10, 2010 correspondence from Michael Hiler, Ohio Department of Development, regarding the semi-annual housing program income report. Referred to Grants Administrator and Department of Budget and Financial Management.
3. Undated correspondence (received March 16, 2010) from NOPEC, regarding natural gas opt-out program. Referred to Internal Services.

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**INFORMATION ONLY**

March 18, 2010

1. March 12, 2010 correspondence from Bill Steiner to Windham Mayor Robert Donham and Windham Township Trustees, regarding Recycling Drop Off location.
2. March 2, 2010 memo from Kathy Dillon, County Commissioners Association of Ohio, including meeting minutes from January 22, 2010 County Commissioners Association of Ohio Board of Trustee meeting.

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**PLEASE ADD TO THE AGENDA**

March 18, 2010

1. Resolution presented by the Grants Administrator to agree to enter into an Interlocal Agreement with the City of Kent for the Justice Assistance Grant (JAG) Program Award (BJA-FY-2009 Recovery Edward Byrne Memorial Justice Assistance Grant)(Disparate Funding for 2009) for a total amount of \$71,464 (City of Kent portion \$45,972; Portage County portion \$25,4921)/10-0274
2. Resolution presented by the Grants Administrator to authorize the application to the Office of Victims of Crime for the Professional Development Scholarship Program for Sally Kelly/No action required since the program that Director Kelly wanted to attend is full.
3. March 17, 2010 correspondence from Homeland Security and Emergency Management Office Director Jon Barber requesting authorization to purchase a piece of equipment to interface the Nextel phone system into the consoles in the Justice Center to further enhance Interoperability Communications. The Sheriff has agreed to pay the \$4,356 for this purchase through 911 funding, which is an allowable purchase since the county is Phase 2 Compliant/Journal Entry
4. Board of Commissioners' authorization requested to use the 3<sup>rd</sup> Floor Veteran Services Office on Monday, March 22, 2010 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.

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**Journal Entry**

March 18, 2010

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 March 14, 2010, as presented by Dave McIntyre, Dog Warden. The Board of

Commissioners also acknowledged the receipt of \$160 in Court Donations, \$1,068.25 in License Sales and \$767 for Impound fees.

2. After meeting today with Internal Services Director JoAnn Townend, the Board of Commissioners agreed that the Director should begin the RFQ process for construction management services for the Kent Courthouse project.
3. After meeting today with Internal Services Director JoAnn Townend, the Board of Commissioners agreed that the Director should begin the RFP for maintenance on color and black and white copiers.
4. The Board of Commissioners accepted the March 17, 2010 recommendation of Homeland Security and Emergency Management Office Director Jon Barber and authorized the purchase of a piece of equipment to interface the Nextel phone system into the consoles in the Justice Center to further enhance Interoperability Communications. The Board of Commissioners noted that Sheriff Doak has agreed to pay the \$4,356 for this purchase through 911 funding, which is an allowable purchase since the county is Phase 2 Compliant.
5. The Board of Commissioners authorized use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, March 22, 2010 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.

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 **March 18, 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 **11:45 AM**. 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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