

**Thursday, March 25, 2010**

The Board of County Commissioners met in regular session on **Thursday, March 25, 2010 at 9:30 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

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Commissioner Charles W. Keiper II attending a Solid Waste Advisory Committee meeting in Columbus.

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the March 23, 2010 meeting. Commissioner Keiper absent, motion carries

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

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**GRANTS ADMINISTRATOR**

Present: Dan Banks

Director Banks reminded the Board of Commissioners that he is working with the City of Kent on a bricks and mortar application for a portion of the \$11 million available through the US Department of Commerce. On March 23<sup>rd</sup>, PCDED Director Ulik asked the Board of Commissioners for permission to authorize MAGNET of Cleveland to include Portage County in their application. Director Ulik advised Commissioner Frederick that he had a conversation last month with Dan Smith of the City of Kent regarding this grant and the likelihood of obtaining such funding. At that time, Mr. Smith asked if there were any objections to the City making an application since they had a grant writer on staff. He had not heard from the city of Kent since this conversation. Since then, MAGNET contacted Mr. Ulik to request participation in an endorsement of their regional approach to the EDA program. It is Mr. Ulik's opinion that the MAGNET application will receive much more favorable review and serve the intended purposes of the grant. Director Ulik also noted that any number of entities could submit multiple applications for funding. There is no restriction on number of projects or applications coming from a geographic region.

The Board of Commissioners agreed that Mr. Banks should obtain a copy of the MAGNET application before agreeing that two applications should be submitted.

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**INTERNAL SERVICES**

Present: JoAnn Townend

**DISCUSSION**

The Woodlands at Robinson has asked Director Townend to investigate the opening of a petty cash fund. The Director has investigated and noted that the Solid Waste Management District had a petty cash fund in

the past, as approved by policy and resolution. Other departments have cash drawers, approved by resolution of the Board of Commissioners. The Board of Commissioners would prefer to reimburse staff for purchases but noted that the county could not reimburse staff for sales tax. The Prosecutor is still reviewing the use of credit cards, as requested in December 2009. Commissioner Smeiles suggested that the Activity Director could ask Wal-Mart or other stores for donations of items in lieu of buying them. The Commissioners agreed that JoAnn Townend should work with the nursing home to move forward with the creation of a petty cash policy.

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## RESOLUTIONS

1. Enter into amendment no. 9 with Gary Kapusta for permission to park and walk on Portage County property./10-0287
2. Enter into amendment no. 1 with Neighborhood Development Services, Inc. for administration of the Ohio Neighborhood Stabilization Program./10-0288
3. Enter into a lease agreement with Job & Family Services for 449 S. Meridian St./10-0289
4. Approve specifications and set the date to receive qualifications for construction management services for the new Kent Muni Court./10-0290

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## HUMAN RESOURCES

Present: Karen U’Halie

The Director asked the Board of Commissioners to allow Employee Benefits Specialist Vickie Steiner to investigate county participation in a Red Cross Blood Drive. The Board of Commissioners agreed that Ms. Steiner could investigate.

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The Director recommended that the Safety and Loss Control Coordinator be authorized to participate in the April 20, 2010 Hiram College “None for Under 21” event for 2300 local high school students from 8:30 AM – 11:30 AM/Journal Entry

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10:35 AM In accordance with the Ohio Rev. Code Ann. (121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to prepare for, conduct or review negotiations or bargaining issues with public employees concerning their compensation or other terms and conditions of their employment. **Also present:** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

10:43 AM Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea, Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

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

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**DEPARTMENT OF JOB & FAMILY SERVICES - Cancelled**

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**MAINTENANCE**

Present: Tim Miller

Director Miller reported that one of the three Administration Building boilers is leaking and needs to be retubed at an approximate cost of \$10,000. The Director added that to replace the boiler would cost about \$150,000 noting that he would not make that recommendation because he has begun the conversion from steam to hot water during any renovation in the building. Mr. Miller has the money in his budget for this repair.

Commissioner Smeiles reminded Mr. Miller that the Justice Center cooling tower will need to be looked at before the summer. Mr. Miller recommended the hiring of an engineer to look at that system to see what needs to be done and what the cost will be.

The Board asked the Director to look at all gutters and downspouts that may have been damaged during the winter. Mr. Miller responded that there are no roof leaks or other gutter problems except the one gutter on the Administration Building that will be repaired this week.

Mr. Miller noted that his staff has looked at the Kent Courthouse marble will make a wooden kick plate to make the area look more presentable. Judge Poland’s office leak has been repaired but the Director will check to be certain; he has staff scheduled to repaint the wall in the Judge’s office. The Commissioners want the vents/registers and filters to be cleaned in the courtroom and offices and asked that staff look at the light fixtures, as well. Commissioner Smeiles suggested that Director Miller stop at the courthouse and talk to the Judge and employees to see what needs to be done.

The Board asked if there are summer projects planned. The Director responded that he has no budget for projects. Last summer the Board of Commissioners approved the summer hire of lawnmowers – Commissioner Frederick suggested that the Director check with JFS Director Herington to see if JFS summer workers can be used for mowing.

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**EMA DIRECTOR**

Homeland Security and Emergency Management Office Director Jon Barber attending to advise the Board of Commissioners that he is looking at a new site today (for a possible purchase for the location of

Department of Homeland Security & Emergency Management equipment) that is for sale on State Route 5. He will keep the Board of Commissioners apprised.

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**RESOLUTION No. 10-0282 - 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 March 25, 2010 in the total payment amount of **\$221,207.70 for Funds 0001-8101** 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, Absent; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0283 - 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 March 25, 2010 in the total payment amount as follows:

1. \$196,450.77 for Medical Mutual Claims-Fund 7101; and
2. \$72,965.66 for Medical Mutual Admin Fees-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 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, Absent; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0285 - 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 **\$5,453.46** as set forth in Exhibit “A” dated **March 25, 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, Absent;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0286**

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**RE: DECLARE OBSOLETE AND UNFIT FOR USE AND  
AUTHORIZE THE TRADE-IN OF PORTAGE COUNTY  
PERSONAL PROPERTY.**

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

**WHEREAS,** Portage County personal property not needed by the Portage County Board of Mental Retardation and Developmental Disabilities (MR/DD), now known as Portage County Board of Developmental Disabilities, which is obsolete or unfit for the use for which it was acquired, and has no value, may be declared obsolete and unfit for use; and

**WHEREAS,** the Portage County Board of Developmental Disabilities presents its Fixed Assets Policy, amended on March 17, 2010, authorizing the Superintendent or his/her designee to request Board of Commissioners' approval to sell, donate, lease, discard or salvage assets in accordance with ORC 307.12; and

**WHEREAS,** pursuant to the Ohio Revised Code Section 307.12, the Board of County Commissioners may declare such items obsolete and unfit for use and having no value, and the items may be discarded or salvaged if the property is valued under \$2,500.00, without advertisement or public notification; now therefore be it

**RESOLVED,** that, in accordance with the Ohio Revised Code Section 307.12 (G), the Board of County Commissioners declares the following items obsolete and unfit for use and further authorizes the trade-in of the items:

One (1) Sharp AR-M350 Copy Machine  
County Tag # 00383  
PCBDD Identification: 021847

One (1) Sharp AR-M700N Copy Machine  
County Tag # 00378  
PCBDD Identification: 009080

**RESOLVED,** that these items may be discarded or salvaged in accordance with the Ohio Revised Code; 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, Absent;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0287**

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**RE: ENTER INTO AMENDMENT NO. 9 WITH GARY KAPUSTA FOR PERMISSION TO USE TWO (2) ACCESS DRIVES (GAS-WELL ROAD DRIVES), PARK AND WALK ON PORTAGE COUNTY PROPERTY.**

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

- WHEREAS,** an agreement between the parties was entered into on June 1, 2000 granting Gary Kapusta and his son, Michael, permission to walk behind the Portage County Water Resources Laboratory, Portage County Justice Center, Portage County Juvenile Detention Center and Dog Warden Facility, located in Shalersville, Ohio from May 19, 2000 until December 1, 2000; and
- WHEREAS,** Amendment No. 1 was entered into on January 9, 2001 through Resolution No. 00-938 extending the term of the agreement from December 2, 2000 until December 31, 2001; and
- WHEREAS,** Amendment No. 2 was entered into on May 9, 2002 through Resolution No. 02-0459 extending the term of the agreement from January 1, 2002 until December 31, 2002; and
- WHEREAS,** Amendment No. 3 was entered into on November 19, 2002 through Resolution No. 02-0940 extending the term of the agreement from January 1, 2003 until December 31, 2003; and
- WHEREAS,** Amendment No. 4 was entered into on March 2 2004 through Resolution No. 03-0993 extending the term of the agreement from January 1, 2004 until December 31, 2004; and
- WHEREAS,** Amendment No. 5 was entered into on June 22, 2006 through Resolution No. 06-0477 extending the term of the agreement from June 10, 2006 until December 31, 2006; and
- WHEREAS,** Amendment No. 6 was entered into on April 26, 2007 through Resolution No. 07-0284 extending the term of the agreement from January 1, 2007 until December 31, 2007; and
- WHEREAS,** Amendment No. 7 was entered into on April 29, 2008 through Resolution No. 08-0291 extending the term of the agreement from January 1, 2008 until December 31, 2008 and

**WHEREAS,** Amendment No. 8 was entered into on April 9, 2009 through Resolution No. 09-0299 extending the term of the agreement from January 1, 2009 until December 31, 2009 and

**WHEREAS,** the Portage County Board of Commissioners and Gary Kapusta desires to amend said Agreement to continue such permission; and

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into Amendment No. 9 between the Board of Commissioners and Gary Kapusta for permission to walk behind the Portage County Water Resources Laboratory, Portage County Justice Center, Portage County Juvenile Detention Center and Dog Warden Facility, located in Shalersville, Ohio from January 1, 2010 until December 31, 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 §121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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**RESOLUTION No. 10-0288 - RE: ENTERING INTO AN AMENDMENT NO. 1 BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND NEIGHBORHOOD DEVELOPMENT SERVICES, INC. FOR ADMINISTRATION OF THE OHIO NEIGHBORHOOD STABILIZATION PROGRAM.**

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

**WHEREAS:** Portage County has received funding under the Ohio Neighborhood Stabilization Program from the State of Ohio; and

**WHEREAS,** Portage County entered into an agreement with Neighborhood Development Services, Inc. on August 20, 2009 through resolution 09-0769 to provide assistance on the administration and implementation requirements in connection with the Ohio Neighborhood Stabilization Program; and

**WHEREAS,** the parties desire to amend the original agreement clarifying the process to be used within the program; now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners desires to enter into an amendment 1 with Neighborhood Development Services, Inc. to clarify the process at no change in the compensation; 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, Absent; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION N. 10-0289 - RE: ENTER INTO REAL ESTATE LEASE AGREEMENT FOR THE PROPERTY LOCATED AT 449 SOUTH MERIDIAN STREET, RAVENNA, OHIO.**

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

**WHEREAS,** the Board of Commissioners wishes to lease real estate property situated in the County of Portage, known for street numbering purposes as 449 S. Meridian, Ravenna, Ohio; and

**WHEREAS,** the Portage County Department of Job & Family Services have an interest in leasing said property; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Lease Agreement for the property listed above with the Portage County Department of Job & Family Services for a term of one (1) year, beginning January 1, 2010 and ending December 31, 2010; and be it further

**RESOLVED,** that the amount rent shall be \$13.05 per sq. ft. based on the Portage County cost allocation plan for billing year 2010, in equal monthly installments of Twenty thousand, nine hundred thirty dollars and eighty-three cents (\$20,930.83) each payable on the 1<sup>st</sup> day of each month; 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, Absent; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0290 - RE: SET PROPOSAL DATE FOR QUALIFICATIONS FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW PORTAGE COUNTY KENT MUNICIPAL COURT.**

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

**WHEREAS,** the Portage County Board of Commissioners has a need for construction management services for the new Kent Municipal Court; and

**WHEREAS,** in accordance with ORC 9.33 – 9.33.3 the project will be qualification based and publicly announced; now therefore be it

**RESOLVED,** that the proposal specifications, for construction management services for the new Kent Municipal Court 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 3:00 p.m., E.S.T. on May 5, 2010; and be it further

**RESOLVED,** that the notice of receiving proposals shall be published in the Record Courier on April 2, 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, Absent; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0291

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RE: **ADOPT RESOLUTION TO AMEND AND SUPERSEDE RESOLUTION NO. 10-0274 ADOPTED MARCH 18, 2010 TO ADD ACKNOWLEDGEMENT OF THE RECEIPT AND APPROVAL OF THE INTERLOCAL AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE CITY OF KENT AND TO 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 Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be adopted:

**WHEREAS,** the Board of Commissioners adopted Resolution 10-0274 on March 18, 2010 agreeing to accept 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 noting that, on May 15th, 2009, the Board of Commissioners signed the 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; and

**WHEREAS,** the Board of Commissioners desires to amend Resolution 10-0274 to clarify their intent to enter into the Interlocal Agreement with the City of Kent; now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to amend Resolution 10-0274 and that this Resolution supersedes and replaces Resolution 10-0274 and reads in its entirety as follows:

\* \* \*

**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; now therefore be it

**RESOLVED,** that the Board of Commissioners acknowledges that on May 15th, 2009 Commissioner Maureen T. Frederick signed the 2009 Edward Byrne Memorial Byrne Discretionary Grants Program Interlocal 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; and be it further

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

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**RESOLUTION No. 10-0292 - RE: ACCEPTING AN AWARD FROM THE FY2009 NORTHEAST CENTRAL OHIO REGIONAL DISASTER PLANNING CONSORTIUM GRANT PROGRAM**

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

**WHEREAS,** Portage County Office of Homeland Security and Emergency Management is eligible to apply to the Ohio Department of Health for the FY2009 Regional Disaster Planning Grant in the amount not to exceed eighteen thousand Dollars (\$18,000.00); and

**WHEREAS,** Portage County desires to utilize these available monies to provide a study identifying the most effective ways to serve and protect the county's disabled populations

during and after disasters that require evacuation and sheltering services, and also obtain specialized equipment that will enable the county to do this successfully; and

**WHEREAS,** the Portage County Board of Commissioners passed Res. No. 10-0191 on February 23, 2010 authorizing an application for \$18,000.00 be submitted for the Northeast Central Ohio Regional Disaster Planning Consortium Grant Program; now therefore be it

**RESOLVED,** the Portage County Board of Commissioners accepts the award of \$18,000.00 from the FY2009 Regional Disaster Planning Grant program **with no local match obligation** with the grant period that begins immediately upon the signature of the award agreement and runs through June 30, 2010; and be it further

**RESOLVED,** that the Portage County Board of Commissioners authorizes Jon Barber, Director of the Office of Homeland Security and Emergency Management to sign the necessary award documents upon the successful reviews of the grant program and applications by the Portage County Grants Administrator, and the Department of Budget and Financial Management, and be it further

**RESOLVED,** that a copy of this resolution will be filed with the Portage County Auditor's Office, the Portage County Department of Budget & Financial Management, the Portage County Office of Homeland Security and Emergency 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 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, Absent;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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## **RESOLUTIONS**

March 25, 2010

1. Approval of Meeting Minutes from the March 23, 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./10-0282
3. Approve the wire transfer as presented by the County Auditor./10-0283

4. Approve the Journal Vouchers as presented by the County Auditor./10-0284
5. Approve Then & Now as presented by the County Auditor./10-0285
6. Declare obsolete and unfit for use and authorize the Trade-In of Portage County Personal Property./10-0286

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**INVITATIONS/MEETING NOTICES**

March 25, 2010

1. Meeting Date Change for the Mental Health & Recovery Board from Monday, April 12<sup>th</sup> to Saturday, April 17<sup>th</sup> at 8:45 AM at the Mental Health & Recovery Board Office in Kent.
2. Invitation from the Ronald McDonald House Charities of Northeastern Ohio and University Hospitals Rainbow Babies & Children’s Hospital for the launch of the new Ronald McDonald Care Mobile Dental Care for children 3-6 years old in vulnerable populations across Northeast Ohio on Friday, April 30, 2010, 11:00 AM arrival, 11:30 AM Program/Ribbon Cutting, tour and light refreshments, at the Business Aircraft Group Hangar, Burke Lakefront Airport, Cleveland.
3. Invitation from Coleman Professional Services for the 24<sup>th</sup> Annual Dinner Touching Lives Changing Destinies on Tuesday, April 20, 2010, 5:30 PM, Guy’s Party Centre.

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**INCOMING CORRESPONDENCE**

**DISCUSSION**

March 25, 2010

1. House Bill 389 Payroll Direct Deposit Legislation (Charles W. Keiper II)/Information only
2. March 15, 2010 correspondence from Leadership Portage County, regarding the following/Bring Back March 30, 2010:
  - (A) Annual Alumni Dues Invoice and Alumni Directory Update Sheet
  - (B) Invitation to the Burbick Leader of Distinction Awards Luncheon honoring community leaders and celebrating Leadership Portage County’s 20<sup>th</sup> Anniversary on Wednesday, April 14, 2010, 11:30 AM-1:30 PM, Maplewood Career Center
  - (C) Nominations for the Burbick Leader of Distinction Awards 2010 Nomination Form – 5 awards to be given are:
    - Business Leader of Distinction
    - Education Leader of Distinction
    - Health & Human Services Leader of Distinction

Leadership Portage County Alumni Leader of Distinction  
 Leadership Portage County Youth Alumni Leader of Distinction

(D) Volunteer opportunities for alumni listed on the annual dues invoice

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**JOURNAL ENTRY**

March 25, 2010

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending March 21, 2010 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$50.00 in Court Donations, \$1,044.25 in License Sales and \$620.00 for Impound fees.
2. Board of Commissioners' authorization requested to allow use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, April 26, 2010 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.
3. The Board of Commissioners received the March 23, 2010 correspondence from The Woodlands at Robinson Director Gary Mitrisin to County Auditor Janet Esposito, requesting that staff debit Fund 5100 the cost allocation of \$14,341.20 (one-tenth of the Indirect Cost Allocation of \$143,412.00) and credit the General Fund as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<u>Debit</u>	51000544	481000	\$ 14,341.20	FY 10 Cost Allocation
<u>Credit</u>	00100001	152000	\$ 14,341.20	FY 10 Cost Allocation

4. Board of Commissioners' authorization requested to electronically submit to the Office of Criminal Justice Services the Quarterly Job Report for period January 1, 2010 through March 15, 2010 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184 as presented by the Department of Budget and Financial Management.
5. Board of Commissioners' authorization requested to electronically submit to the Office of Criminal Justice Services the Quarterly Job Report for period January 1, 2010 through March 15, 2010 for Cruiser Replacement, Grant No. 2009-RA-A02-2286 as presented by the Department of Budget and Financial Management.
6. Board of Commissioners' authorization requested to electronically submit to the Office of Criminal Justice Services the Quarterly Financial Status Report for period December 16, 2009 through March 15, 2010 for Cruiser Replacement for \$30,375.00 for Grant No. 2009-RA-A02-2286 as presented by the Department of Budget and Financial Management.
7. Board of Commissioners' authorization requested to electronically submit to the Office of Criminal Justice Services the Quarterly Financial Status Report for period December 16, 2009 through March 15,

2010 for Courtroom Deputies for \$12,845.10 for Grant No. 2009-RA-A0-2323 as presented by the Department of Budget and Financial Management.

- 8. Board of Commissioners' authorization requested to electronically submit to the Office of Criminal Justice Services the Quarterly Job Report for period January 1, 2010 through March 15, 2010 for Courtroom Deputies, Grant No. 2009-RA-A02-2323 as presented by the Department of Budget and Financial Management.
- 9. Board of Commissioners' authorization requested to submit the Office of Criminal Justice Services Quarterly Financial Status Report for period December 16, 2009 through March 15, 2010 for \$22,387.28 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184 as presented by the Department of Budget and Financial Management.
- 10. Board of Commissioners' authorization requested to submit the Office of Criminal Justice Services Quarterly Financial Status Report for period September 16, 2009 through December 15, 2009 for \$4,554.10 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184 as presented by the Department of Budget and Financial Management.

\* \* \* \* \*

**REFERRED**

March 25, 2010

- 1. The Board of Commissioners received notice from the Security Department, noting the Portage County Auto Title Agency will be open on Saturday, March 27, 2010 from 8:00 AM-3:00 PM for the Passport Day in the USA 2010. Referred to Maintenance and the Department of Budget & Financial Management.

\* \* \* \* \*

**PLEASE ADD TO THE AGENDA**

March 25, 2010

- 1. Resolution to amend and supersede Resolution No. 10-0274 adopted March 18, 2010 to add acknowledgement of the receipt and approval of the Interlocal agreement between the Portage County Board of Commissioners and the City of Kent and to accept the Ohio Office of Justice Programs Bureau of Justice Assistance Grant (JAG) Program for Grant Year FY2009 [2009 Edward Byrne Memorial Byrne Discretionary Grants Program]/10-0291.
- 2. Resolution to accept an award of \$18,000 from the FY 2009 Northeast Central Ohio Regional Disaster Planning Consortium Grant Program/10-0292

\* \* \* \* \*

**INFORMATION ONLY**

March 25, 2010

1. March 17, 2010 memo from Jon Barber, Office of Homeland Security and Emergency Management, including an award document for the SHSP FY08 grant accepted on March 26, 2009 by Resolution No. 09-0271.
2. February 12, 2010 correspondence from the US Department of Commerce, US Census Bureau to the Portage County Regional Planning Commission, thanking them for providing addresses for the 2010 Census New Construction (NC) Program.

\* \* \* \* \*

**Journal Entry**

March 25, 2010

Motion by Maureen T. Frederick, seconded by Christopher Smeiles 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 21, 2010, as presented by Dave McIntyre, Dog Warden. The Board of Commissioners also acknowledged the receipt of \$50.00 in Court Donations, \$1,044.25 in License Sales and \$620.00 for Impound fees.
2. The Board of Commissioners authorized the use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, April 26, 2010 from 4:30-7:00 PM for a Commission Meeting, as requested by Robert Park, Veteran Services.
3. The Board of Commissioners acknowledged the receipt of the March 23, 2010 correspondence from The Woodlands at Robinson Nursing Home Administrator Gary Mitrisin to County Auditor Janet Esposito, requesting that staff debit Fund 5100 the cost allocation of \$14,341.20 (one-tenth of the Indirect Cost Allocation of \$143,412.00) and credit the General Fund as follows:

	<u>Org</u>	<u>Object</u>	<u>Amount</u>	<u>Description</u>
<b>Debit</b>	51000544	481000	\$ 14,341.20	FY 10 Cost Allocation
<b>Credit</b>	00100001	152000	\$ 14,341.20	FY 10 Cost Allocation

4. The Board of Commissioners authorized the electronic filing of the Quarterly Job Report to the Office of Criminal Justice Services for period January 1, 2010 through March 15, 2010 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184, as presented by the Department of Budget and Financial Management.
5. The Board of Commissioners authorized the electronic filing of the Quarterly Job Report to the Office of Criminal Justice Services for period January 1, 2010 through March 15, 2010 for Cruiser Replacement Grant No. 2009-RA-A02-2286, as presented by the Department of Budget and Financial Management.
6. The Board of Commissioners authorized the electronic filing of the Quarterly Financial Status Report to the Office of Criminal Justice Services for period December 16, 2009 through March 15, 2010 for Cruiser

Replacement for \$30,375.00 for Grant No. 2009-RA-A02-2286, as presented by the Department of Budget and Financial Management.

7. The Board of Commissioners authorized the electronic filing of the Quarterly Financial Status Report to the Office of Criminal Justice Services for period December 16, 2009 through March 15, 2010 for Courtroom Deputies for \$12,845.10 for Grant No. 2009-RA-A0-2323, as presented by the Department of Budget and Financial Management.
8. The Board of Commissioners authorized the electronic filing of the Quarterly Job Report to the Office of Criminal Justice Services for period January 1, 2010 through March 15, 2010 for Courtroom Deputies, Grant No. 2009-RA-A02-2323 as presented by the Department of Budget and Financial Management.
9. The Board of Commissioners authorized Commissioner Keiper to sign the Office of Criminal Justice Services Quarterly Financial Status Report for period December 16, 2009 through March 15, 2010 for \$22,387.28 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184, as presented by the Department of Budget and Financial Management.
10. The Board of Commissioners authorized the Commissioner Keiper to sign the Office of Criminal Justice Services Quarterly Financial Status Report for period September 16, 2009 through December 15, 2009 for \$4,554.10 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184 as presented by the Department of Budget and Financial Management.
11. The Board of Commissioners accepted the recommendation of Human Resources Department Director Karen U'Halie and authorized Safety and Loss Control Coordinator Michelle Ripley to participate in the April 20, 2010 Hiram College "None for Under 21" event for 2300 local high school students from 8:30 AM – 11:30 AM. The Board of Commissioners noted that the program highlights the dangers of driving under the influence of drugs or alcohol for high school teens.

Commissioner Keiper absent, 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 25, 2010**. 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 **11:00 AM**. Commissioner Keiper absent, motion carries.

ABSENT

Charles W. Keiper II, President

Maureen T. Frederick, Board Member

Christopher Smeiles, Vice President

Deborah Mazanec, Clerk

\* \* \* \* \*