

**Thursday, May 13, 2010**

The Board of County Commissioners met in regular session on **Thursday, May 13, 2010 at 9:50 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

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It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to approve the meeting minutes of the May 11, 2010 meeting. Commissioner Smeiles absent, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier and Katherine Drew, shadowing Mr. Sever; Executive Assistant and Marshall Brown, shadowing Commissioner Smeiles

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9:50 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Maureen T. Frederick**, seconded by **Charles W. Keiper II** that the Board of Commissioners move into executive session to consider reorganization and compensation issues with their Leadership Team. **Also present:** Audrey Tillis, JoAnn Townend, Dave McIntyre, Jim Manion, Anita Herington, Charlene Badger, Karen U’Halie, Bob Wrentmore, Frank Whitney, Tim Miller, Frank Whitney, Sally Kelly and Deborah Mazanec. Roll call vote: Christopher Smeiles, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

10:15 AM Commissioner Smeiles attending

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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11:10 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 consider reorganization and compensation issues. **Also present: General Services Director Jim Manion.** Roll call vote: Christopher Smeiles, Absent; Charles W. Keiper II, Yea; Maureen T. Frederick, Yea.

11:32 AM Commissioner Keiper left the meeting to attend the Portage County Safety Council Meeting.

11:55 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, Absent; Maureen T. Frederick, Yea.

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

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Noon - Lunch Recess  
1:40 PM Board of Commissioners reconvened  
Commissioner Smeiles not attending

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**INTERNAL SERVICES - Cancelled**

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**HUMAN RESOURCES**

Present: Karen U’Halie, Audrey Tillis

Discussion:

1. The Director presented the proposed Revision to Section 12 of the Portage County Board of Commissioners Personnel Policy Manual – “Driver Eligibility Standards” held from the April 29, 2010 meeting/The Board of Commissioners agreed that the Director should determine if an employee who loses his/her driver’s license in a DUI or moving violation situation but is granted work driving privileges by the court would be allowed to drive on county business for work purposes on a case by case basis. The Board would like the flexibility to include that option.
2. The Director presented the proposed Revision to Section 20 of the Portage County Board of Commissioners Personnel Policy Manual – “Vacancies and Promotions”/10-0459
3. The Director presented the proposed Revision to Section 22 of the Portage County Board of Commissioners Personnel Policy Manual – “Paid Leaves of Absence”/The Board of Commissioners asked the Director to clarify the proposed language and look at the ORC to determine if the ten year separation or transfer language is required.

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**JOB & FAMILY SERVICES**

Present: Anita Herington

- I. The Director noted that there is a Healthcare Hiring Fair on May 19, 2010 with 15 employers participating.
- II. The Director presented the CSEA Performance numbers for April 2010 noting that the CSEA saw steady improvement in all four federal incentive categories.
- III. The Director advised the Board of Commissioners that the department has maintained its high standard for timeliness of OWF & Food Assistance for Portage County in April 2010
- IV. The Director presented the Food Assistance, OWF & Medicaid Statistics for Portage County for April 2010

- V. The Director advised the Board of Commissioners that Portage County residents received almost \$160 Million in Food Assistance, Ohio Works First and Medicaid benefits in 2009.
- VI. The Board of Commissioners discussed the Director's recommendation that they approve the revised PRC Plan for Portage County to change the PRC Services and Benefits for the Summer Youth Work Experience from \$2,000 to \$5,000 per youth and remove the time restriction. The Director advised that Portage County will receive \$608,900 as the TANF Summer Youth Allocation this summer/10-0462
- VII. The Board of Commissioners accepted the Director's recommendation and adopted a resolution to authorize the electronic application for the Special Improvement Project Grant (Fatherhood Initiative)/10-0458

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**RESOLUTION No. 10-0450 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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 May 13, 2010 in the total payment amount of **\$338,046.03 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, Yea; Christopher Smeiles, Absent; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0451 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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 May 13, 2010 in the total payment amount as follows:

- 1. \$5,997.78 to WageWorks, Inc. for processing claims for Medical Mutual; and
- 2. \$124,932.36 for Medical Mutual Claims-Fund 7101; and
- 3. \$740.00 to WageWorks, Inc. for processing Admin Fees 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 authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor’s Office:

Wire Transfer on Friday, May 14, 2010	\$ 5,997.78
Wire Transfer on Friday, May 14, 2010	\$ 124,932.36
Wire Transfer on Friday, May 14, 2010	\$ 740.00

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.

Roll call vote as follows:

Charles W. Keiper II, Yea;	Christopher Smeiles, Absent;	Maureen T. Frederick, Yea;
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RESOLUTION No. 10-0452	-	RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.
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It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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:

05/13/10	362	\$ 300.00
05/13/10	363	14,293.48
05/13/10	364	87,496.84
Total		\$ 102,090.32

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, Absent; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0453 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II 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 **\$2,388.01** as set forth in Exhibit "A" dated **May 13, 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, Absent; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0454 - RE: ACCEPTANCE OF DONATION TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

**WHEREAS,** The office of the Portage County Dog Warden received a donation of \$250 for upgrades to its facility from:

George and Joyce Jyurovat  
10014 Infirmary Rd.  
Mantua, Ohio 44255

now, therefore, be it

**RESOLVED,** The Board of Portage County Commissioners does hereby accept the donation on behalf of the Portage County Dog Warden's Office;

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, Absent; Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0455 - RE: TO AMEND OHIO DEPARTMENT OF DEVELOPMENT GRANT NUMBERS AND AUTHORIZE THE PRESIDENT OF THE BOARD TO SIGN GRANT NUMBER MODIFICATION AMENDMENTS.**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

**WHEREAS,** the Ohio Department of Development (ODOD) has made grant amendments to reflect the Permanent Modification of Grant Numbers to expand its current grant management system; and

**WHEREAS,** the ODOD has asked that the President of the Portage County Board of Commissioners sign said grant number amendments and make changes to the county files as presented in the Ohio Department of Development correspondence dated April 28, 2010; now therefore be it

**RESOLVED,** that the following ODOD grant numbers be amended as follows:

- |         |              |    |              |         |
|---------|--------------|----|--------------|---------|
| 1. From | B-F-08-062-1 | to | B-F-08-1CJ-1 | Formula |
| 2. From | B-F-09-062-1 | to | B-F-09-1CJ-1 | Formula |
| 3. From | B-C-08-062-1 | to | B-C-08-1CJ-1 | CHIP    |
| 4. From | B-C-08-062-2 | to | B-C-08-1CJ-2 | CHIP    |
| 5. From | B-E-08-062-1 | to | B-E-08-1CJ-1 | ED      |
| 6. From | B-Z-08-062-1 | to | B-Z-08-1CJ-1 | NSP     |

**RESOLVED,** that the President of the Portage County Board of Commissioners is authorized to sign the grant modification amendment for each grant listed above; and be it further

**RESOLVED,** that all county documents and files be updated to reflect these changes; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Regional Planning Commission, the Neighborhood Development Services Inc., and the Department of Budget and Financial Management; and be it further

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

Voice vote as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Absent;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0456**

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**RE: APPOINTMENT TO THE PORTAGE COUNTY PUBLIC DEFENDER COMMISSION**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

**WHEREAS,** Ohio Revised Code 120.13 establishes the County Public Defender Commission for the purpose of providing for the defense counsel for indigent persons; and

**WHEREAS,** The Commission shall be comprised of five members, of whom two shall be appointed by the Common Pleas Judge and three shall be appointed the Board of Commissioners;  
Now therefore be it

**RESOLVED,** The Board of Commissioners appoints the following to serve as a member of the Portage County Public Defender Commission for a four-year term effective immediately and concluding May 31, 2014:

Atty. Timothy Smith  
PO Box 5190  
Kent, OH 44240

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, Absent;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0457**

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**RE: APPOINTMENT TO SERVE ON THE PORTAGE COUNTY COMMUNITY BASED CORRECTIONS BOARD.**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following Resolution be adopted:

**WHEREAS,** Section 5149.34 of the Ohio Revised Code, authorizes the establishment of the Portage County Community Based Corrections Board, and

**WHEREAS,** this Board shall seek to unify and coordinate corrections services in the County and to improve the overall system, and

**WHEREAS,** no compensation shall be allotted for any member and vacancies occurring during terms shall be filled by action of the Portage County Board of Commissioners; now therefore, be it

**RESOLVED,** the following members are hereby appointed to the Corrections Board for a term of three (3) years effective from the date of this resolution through March 14, 2013:

<b>Name</b>	<b>Nature of Appointment</b>
1. Timothy Adkins, Chief	City of Ravenna Police Dept.
2. James Aylward	Chief Magistrate, Juvenile & Probate Court
3. Frances Blair	Female representative
4. Brian Boykin	Department of Job & Family Svcs
5. Judge Dickinson	Municipal Court (retired)
6. Sheriff David Doak	Sheriff
7. Judge Enlow	Common Pleas Court (Chair)
8. James Eskridge	Adult Probation Chief
9. Judge Fankhuaser	Municipal Court
10. Robert Fankhauser	Public representative
11. Mayor Jerry Fiala	City of Kent
12. Maureen T. Frederick	Commissioner
13. Hank Gibson	Adult Probation
14. Paula Giulitto-Sutter	Attorney
15. Dennis Lager	Public Defender
16. Judge Oswick	Municipal Court
17. James Peach, Chief	City of Kent Police Dept.
18. Judge Pittman	Common Pleas Court
19. Cathy Poling	Adult Probation
20. Francis Riccardi	Assistant Prosecutor
21. Lenny Sorboro	Youth Rehabilitation
22. Victor Vigluicci	Prosecutor

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 this Ohio Revised Code.

Voice Vote as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Absent;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0458**

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**RE: AUTHORIZE APPLICATION FOR THE DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES SPECIAL IMPROVEMENT PROJECT GRANT.**

It was moved by Maureen T. Frederick, seconded by Charles W. Keiper II that the following resolution be adopted:

**WHEREAS,** the Portage County Department of Job and Family Services Child Support Enforcement Agency is seeking funding for a Special Improvement Project through the U.S. Department of Health and Human Services Administration for Children and Families; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby support the Child Support Enforcement Agency (CSEA) and authorizes the application for the time period September 1, 2010 through August 31, 2012 to the Administration for Children and Families Special Improvement Project Grant for \$183,628, the abstract of which is attached hereto; and be it further

**RESOLVED,** that a copy of this resolution be forwarded to the Portage County Auditor, Department of Budget & Finance, the Grants Administrator and the Portage County Department of Job & Family Services; and be it further

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

Voice vote as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Absent;

Maureen T. Frederick, Yea;

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## YOUTH AND PARENTING PROJECT ABSTRACT

Applicant: Portage County Department of Job and Family Service, Child Support Enforcement Agency  
Address: PO Box 1208  
Ravenna, Ohio 44266  
Contact: Kevin Gowan voice: 330 297-4584  
Fax: 330 297-4559  
E-mail: [gowank@odjfs.state.oh.us](mailto:gowank@odjfs.state.oh.us)  
Web address: [www.co.portage.oh.us](http://www.co.portage.oh.us)

Youth and Parenting is a project to support teen and young unwed parents in becoming both personally and financially accountable to their children, and as that necessitates, to each other. A person will be contracted as staff to identify those in need of services and to coordinate provision of a wide range of services already in existence locally, as well as to assist in introduction of programs in existence elsewhere with proven effectiveness. The services will target the needs of the parents to overcome employment barriers, to utilize existing parenting services, to become educated regarding the child support enforcement effort, and to identify child support payment plans for the time the parents are involved in the other project activities.

The contracted staff person (liaison) will identify through local school districts, CSEA reports, WIA (Workforce Investment Act) records, the Portage County Juvenile Court Probation Department, Adult Probation Department, Robinson Memorial Hospital, the Place of Peace, and Town Hall II staff, unwed parents who are under 25 years of age. The liaison will ascertain which of these are or are not paying or receiving child support, will generate statistical reports describing this population both before and after the grant activities are held.

Each of the above agencies will refer unwed parents to the liaison for assistance in the targeted areas. In overcoming employment barriers, the liaison will assist the parents in obtaining relevant education, in accessing resources through the Workforce Connection, and in other job seeking skills. Existing parenting services include Grads programs, a supervised visitation site, and regional fatherhood support groups. As child support orders are not paid and enforcement activities are indicated, the CSEA case manager and legal staff will refer parents to the liaison which, if agreed to by the custodial parent, could be utilized as a diversion project. The liaison will also act as a child support resource to existing community parenting programs

Young parents served by the liaison may also become participants in a WIA project called No Kidding Ohio which is designed to educate senior high school students about the “rights, responsibilities and realities” of teen parenting. Teen parents are used as peer educators who are trained, supported and paid for their work as peer educators. Another program which has proved useful in other communities is Daddy Boot Camp, which the liaison will work to have implemented in Portage County.

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**RESOLUTION No. 10-0459**

**RE:**

**AMEND RESOLUTION 03-0828, ADOPTED SEPTEMBER 25, 2003: REVISION OF SECTION 20 OF THE PORTAGE COUNTY BOARD OF COMMISSIONERS PERSONNEL POLICY MANUAL.**

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

**WHEREAS,** The Portage County Board of Commissioners adopted Resolution 03-0340 on April 17, 2003, substantially revising and updating the Commissioners' Personnel Policy Manual; and

**WHEREAS,** The Portage County Board of Commissioners amended Resolution 03-0340 and passed Resolution 03-0828 on September 25, 2003 which amended Section 20, Vacancies and Promotions, with the inclusion of a new Part C , Rehiring of Retired OPERS Members: and

**WHEREAS,** The Board of Commissioners must give public notice of the intent to rehire and then hold a public meeting (O.R.C. 145.381); now therefore be it

**RESOLVED,** that this resolution will amend Resolution 03-0828 to incorporate a change to Part C(1)(a) of Section 20 of the Portage County Board of Commissioners' Personnel Policy Manual with the change of the word "hearing" to the word "meeting; 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, Absent;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 10-0459**

**Portage County Board of Commissioners' Personnel Policy Manual**

**Revision of Section 20 Part C(1)(a)**

**A. VACANCIES**

- 1) The Board of Commissioners has sole discretion to determine when a vacancy exists. Vacant positions will be filled in accordance with state and federal law. When the Board of Commissioners determines that a vacancy should be posted, it will comply with the following procedures:
  - a. The Board of Commissioners may publicly announce the vacancy, by any appropriate means, for the purpose of recruiting qualified applicants. The opening will be posted on the bulletin board on the first floor of the Administration Building and in various locations throughout the County until the closing date as indicated on the job announcement.
  - b. Each announcement, insofar as practicable, shall specify the classification, title, summary of duties, minimum qualifications required, wage rate and the deadline for and method of application.
  - c. All applicants, including current employees, must complete and submit the required application form in the appropriate time frame before they will be considered for the position.
  - d. To be eligible for a promotion, an employee must have successfully completed the applicable probationary period.

**B. PROBATIONARY PERIODS**

- 1) Original Appointments:
  - a. All original appointments in the classified service shall be for a probationary period of one hundred and twenty (120) calendar days. A longer probationary period, not to exceed one (1) year, may be established for a specific job classification upon agreement by the Director of the Ohio Department of Administrative Services and the Board of Commissioners.
  - b. No appointment is final until the probationary appointee has satisfactorily completed the probationary period. If the service of a probationary employee is unsatisfactory, the employee may be removed or demoted at any time during the probationary period without recourse.
  - c. If an employee is removed during the probationary period, the Board of Commissioners must file a written statement with the Director of the Ohio Department of Administrative Services, indicating the reason(s) for the decision.
- 2) Promotional Appointments:
  - a. All promotional appointments to the classified service shall have a probationary period equal to that of an original appointment within that classification. If the service of the promotional probationary employee is unsatisfactory, the employee may be demoted to the original position or to a similar position at any time during the promotional probationary period.

**C. REHIRING RETIRED OPERS MEMBERS**

- 1) County employees who take OPERS retirement may be rehired subject to the following:

- a. Sixty days prior to rehire in the same job from which the employee retired, the Board of Commissioners must give public notice of the intent to rehire and then hold a public meeting on the issue between 15 and 30 days prior to the rehire beginning the job in accordance with ORC §145.381.
- b. At the time of retirement, the employee must be paid all accrued vacation time. When rehired the employee will begin accruing vacation as a new employee as provided in Section 22.C, Vacation Leave. The employee will not receive credit for prior years' service in determining the vacation accrual rate.
- c. If the employee requests payment of a portion of accrued sick leave in accordance with Section 22.A.16, Sick Leave Conversion, upon rehire he/she will start with a zero balance and accrue sick leave as a new employee. The employee will not be eligible for any future payment of unused sick leave earned during post-retirement employment.
- d. If the employee does not elect sick leave conversion at the time of retirement, then he/she may retain the sick leave balance for use when rehired and continue to accrue and use sick leave as provide in Section 22.A, Sick Leave provided the employee is rehired within ten years of the date the employee retired. The employee will not be eligible for any payment of unused sick leave upon separation from the post-retirement employment.
- e. Classified employees who are rehired subsequent to taking OPERS retirement will receive no credit for prior service, i.e., they start a new period of classified service for the purpose of calculating service credits in the event of layoff or other action affecting their employment in the classified service.
- f. Employees rehired to the same job will be paid at the minimum of the applicable pay range. The Board of Commissioners reserves the right to start a rehired employee at a negotiated rate of pay.

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**RESOLUTION No. 10-0460**

This resolution was inadvertently omitted. This is for numbering purposes only.

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**RESOLUTION No. 10-0461 - RE: ENTER A MEMORANDUM OF UNDERSTANDING BETWEEN THE LOCAL ELECTED OFFICIALS OF GEAUGA COUNTY, ASHTABULA COUNTY, AND PORTAGE COUNTY, OHIO, THE GEAUGA-ASHTABULA-PORTAGE WORKFORCE INVESTMENT BOARD, AND THE ONE-STOP PARTNERS OF GEAUGA, ASHTABULA, AND PORTAGE COUNTIES.**

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

**WHEREAS,** the purpose of the Memorandum of Understanding (MOU) is to provide information about the relationship between the above-mentioned parties regarding their



- WHEREAS,** Chapter 5108 of the Ohio Revised Code and rules issued under the chapter require that the Department of Job & Family Services to adopt a written statement of policies governing the prevention, retention, and contingency program for Portage County; and,
- WHEREAS,** Revision No. 1 of the Prevention-Retention-Contingency Plan was entered into on February 22, 2007 through Resolution No. 07-0163 and became effective March 1, 2007; and
- WHEREAS,** Revision No. 2 of the Prevention-Retention-Contingency Plan was entered into on October 4, 2007 through Resolution No. 07-0996 and became effective November 1, 2007; and
- WHEREAS,** Revision No. 3 of the Prevention-Retention-Contingency Plan was entered into on January 24, 2008 through Resolution No. 08-0085 and became effective February 15, 2008; and
- WHEREAS,** Revision No. 4 of the Prevention-Retention-Contingency Plan was entered into on May 22, 2008 through Resolution No. 08-0469 and became effective July 1, 2008; and
- WHEREAS,** Revision No. 5 of the Prevention-Retention-Contingency Plan was entered into on September 25, 2008 through Resolution No. 08-0980 and became effective October 1, 2008; and
- WHEREAS,** Revision No. 6 of the Prevention-Retention-Contingency Plan was entered into on September 10, 2009 through Resolution No. 09-0841 and became effective October 1, 2009; and
- WHEREAS,** Revision No. 7 of the Prevention-Retention-Contingency Plan was entered into on November 24, 2009 through Resolution No. 09-1091 and became effective December 1, 2009; and
- WHEREAS,** Revision No. 8 of the Prevention-Retention-Contingency Plan was entered into on March 11, 2010 through Resolution No. 10-0252 and became effective July 1, 2010; and
- WHEREAS,** Revision No. 9 of the Prevention-Retention-Contingency Plan was entered into on April 29, 2010 through Resolution No. 10-0418 and became effective June 1, 2010; and
- WHEREAS,** Revision No. 10 of the Prevention-Retention-Contingency Plan was entered into on April 29, 2010 through Resolution No. 10-0419 and became effective July 1, 2010; and
- WHEREAS,** the Director of the Portage County Department of Job & Family Services presented the Board of Commissioners with the Revised Prevention-Retention-Contingency Plan for the Portage County Department of Job & Family Services Division of Family

Employment & Support Services, advising the Board of Commissioners that the Plan was revised in accordance with Substitute House Bill 408 and Chapter 5108 of the Ohio Revised and reviewed by the County Community Planning Committee; and

**WHEREAS,** the Portage County Prosecutor’s Office reviewed the revised Plan and advised that the proposed changes are consistent with the requirements of the applicable statutes and related regulations; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby certify that the Portage County Department of Job & Family Services complied with Chapter 5108 of the Ohio Revised Code in adopting the statement of policies and agrees to adopt this revised Prevention, Retention and Contingency (PRC) Plan in its entirety, as presented by the Director of the Portage County Department of Job and Family Services, effective June 1, 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, Absent; Maureen T. Frederick, Yea;

\* \* \* \* \*

**RESOLUTIONS**

May 13, 2010

1. Approval of Meeting Minutes from the May 11, 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./10-0450
3. Approve the wire transfer as presented by the County Auditor./10-0451
4. Approve the Journal Vouchers as presented by the County Auditor./10-0452
5. Approve Then & Now as presented by the County Auditor./10-0453
6. Acceptance of donation to the Office of the Portage County Dog Warden – George and Joyce Jyurovat./10-0454



2. May 5, 2010 e-mail from Audrey Tillis, Department of Budget & Financial Management, regarding the National GFOA Officers Association/Journal Entry.
3. May 7, 2010 e-mail from the Ohio EPA, regarding notice of issuance and opportunity to comment on a draft permit issued to American Eagle Recycling Inc/The Board of Commissioners noted that this email went to the Mayors of Ravenna, Aurora and Streetsboro, and the Portage County Regional Planning Commission.
4. May 6, 2010 e-mail from Louie Munoz, Water Resources, regarding delinquent billing for the Twin Lakes Country Club/Information only

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**JOURNAL ENTRY**

May 13, 2010

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending May 9, 2010 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$1,644.00 in License Sales and \$389.00 for Impound fees.
2. Board of Commissioners' authorization requested to pay the May 6, 2010 Invoice for Professional Services rendered during May 2010 for \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
3. Board of Commissioners' signature requested on the purchase requisition for Theodore Manfrass, AIA, for architect services to rehabilitate unit at 164 Spruce Street, Ravenna, for \$4,350.00 as requested by the Regional Planning Commission. The B-F-09-062-1 Activity #3 Private Rental Rehab is funding this expense. Commissioner Keiper noted that the county does use Mr. Manfrass for projects, although he has heard differently.
4. Board of Commissioners' signature requested on a letter of support for the Community Integration and Socialization's application to access FY2010 funds as requested by the Portage County Department of Adult Probation/HOLD for May 18, 2010
5. Board of Commissioners' signature requested on the purchase requisition for Woodford Excavating for demolition for 3279 State Route 59, Ravenna for \$3,900 and 6668 Sumner, Ravenna for \$2,200.00 as requested by the Regional Planning Commission. The B-Z-08-1CJ-1 Demolition Activity is funding this expense.
6. Board of Commissioners' signature requested on the purchase requisition for HEPA Environmental Services for asbestos abatement for 3279 State Route 59, Ravenna for \$1,000 as requested by the Regional Planning Commission. The B-Z-08-1CJ-1 Demolition Activity is funding this expense.

7. Board of Commissioners authorization requested to have Commissioner Keiper sign the Portage County Randolph Fair Merchant's Contract for \$500 for 20' of inside booth space rental to display County literature at the 2010 Portage County Randolph Fair August 24 – August 29, 2010.

\* \* \* \* \*

**REFERRED**

May 13, 2010

1. The Board of Commissioners received the tax estimates as they will appear on the 2011 Certificate of Estimated Resources, as presented by the County Auditor's office. Referred to Department of Budget & Financial Management.
2. April 30, 2010 memo from Michael Hiler, Ohio Department of Development, including a copy of the Neighborhood Stabilization Program (NSP) Policy Alert entitled "Guide for Tracking and Reporting the Use of NSP Funds: Obligations for Specific Activities". Referred to Grants Administrator, Department of Budget & Financial Management, Neighborhood Development Services and Regional Planning Commission.

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**PLEASE ADD TO THE AGENDA**

May 13, 2010

1. May 11, 2010 correspondence from Larry Fischer, regarding the 2010 CDBG/Information only.
2. May 12, 2010 e-mail from Anita Herington, Job & Family Services, regarding MASCO Kraftmaid Company/Information only.

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**INFORMATION ONLY**

May 13, 2010

1. The Board of Commissioners received the May 10, 2010 Closure Notice as presented by Ohio Department of Transportation.
2. April 7, 2010 (received May 10, 2010) from Mark McIntyre, Russ Reid, regarding the Commerce Justice and Science Appropriation Bill. (cc: Office of Homeland Security and Emergency Management).
3. May 6, 2010 e-mail from Marti Long, Portage County Engineer's Office, including a copy of a correspondence to Helmut Klem of Diamond and Tom Zidonis of Garrettsville, regarding the Storm Water public meetings that were held in 2009 to hear public comment on the proposed district.
4. May 7, 2010 e-mail from Denise Gehring, Geauga-Ashtabula-Portage-Partnership (GAPP), including the 2010-2011 MOU for Workforce Investment Area #19/Resolution 10-0461

5. April 27, 2010 memo from Kathy Dillon, County Commissioners Association of Ohio, including the meeting minutes from the March 19, 2010 Board of Trustees meeting.
6. The Board of Commissioners received the “Penalties for Non Compliance With Prevailing Wage Laws Are Mandatory” news report as presented by The Reminger Report.

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**PROSECUTOR’S CORRESPONDENCE**

May 13, 2010

1. May 6, 2010 e-mail from Leigh Prugh, regarding Court paid experts/Clerk to investigate and bring back.
2. May 7, 2010 correspondence from Leigh Prugh, regarding the Portage County Solid Waste District Policy Committee/Executive Assistant to work with Director Steiner to move the appointment process forward.
3. May 6, 2010 correspondence from Leigh Prugh, regarding backflow prevention testing/Forwarded to the Maintenance Department for action.

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**Journal Entry**

May 13, 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 May 9, 2010, as presented by Dog Warden Dave McIntyre. The Commissioners also acknowledged the receipt of \$1,644.00 in License Sales and \$389.00 for Impound fees.
2. The Board of Commissioners authorized payment of the Retainer Fee in the May 6, 2010 Invoice for May 2010 for \$175.00, as presented by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U’Halie.
3. The Board of Commissioners signed the purchase requisition for Architect Theodore Manfrass of Ravenna, for architect services to rehabilitate the Coleman Professional Behavioral Health unit located at 164 Spruce Street in Ravenna for \$4,350.00, as presented by the Regional Planning Commission. The B-F-09-062-1 Activity #3 Private Rental Rehab is funding this expense.
4. The Board of Commissioners approved payment of the National GFOA Officers Association dues in the amount of \$840.00, as presented by Department of Budget & Financial Management Director Audrey Tillis.
5. The Board of Commissioners signed the purchase requisition for Woodford Excavating of Southington, Ohio for demolition at 3279 State Route 59 in Ravenna for \$3,900 and at 6668 Sumner Street in

Ravenna for \$2,200.00, as presented by the Regional Planning Commission. The B-Z-08-1CJ-1 Demolition Activity is funding this expense.

- 6. The Board of Commissioners signed the purchase requisition for HEPA Environmental Services of Rootstown, Ohio for asbestos abatement at 3279 State Route 59 in Ravenna for \$1,000, as presented by the Regional Planning Commission. The B-Z-08-1CJ-1 Demolition Activity is funding this expense.
- 7. The Board of Commissioners authorized Commissioner Keiper to sign the Portage County Randolph Fair Merchant’s Contract for \$500 for 20’ of inside booth space rental to display County literature at the 2010 Portage County Randolph Fair August 24 – August 29, 2010.

Commissioner Smeiles 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 **May 13, 2010**. There being no further business to come before the Board, it was moved by Maureen T. Frederick, seconded by Charles W. Keiper II to adjourn the official meeting at 2:45 PM. Commissioner Smeiles absent, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Board Member

Christopher Smeiles, Vice President

Deborah Mazanec, Clerk

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