

**Thursday, May 27, 2010**

The Board of County Commissioners met in regular session on **Thursday, May 27, 2010 at 9:40 AM** with the following members present:

Maureen T. Frederick

Christopher Smeiles

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Absent: Charles W. Keiper II

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the May 25, 2010 meeting. Commissioner Keiper absent, motion carries.

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Also attending throughout the day: Mike Sever, Record-Courier; Pat & Patricia Petty

As the Board of Commissioners recessed for lunch, Patricia Petty stated that she and her husband are attending today as concerned citizens to comment on the “dysfunctional operation” at the Solid Waste Management District. She stated that the Board of Commissioners owes it to the taxpayers to get down to the real problem at the District. As voters and taxpayers, they do not intend to sit quietly but to become involved in county government. There are tough decisions that the Board of Commissioners must make but being a good leader means spawning good leadership; that is what our county needs. Mrs. Petty thanked the Board of Commissioners for the opportunity for them to attend today and suggested that the Board call them with any questions or concerns.

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**OFFICE OF HOMELAND SECURITY**

Present: Jon Barber, Jim Manion

**EMA Equipment**

The Director is attending to discuss the status of the equipment stored at Guys Auto Body on SR 59; the lease expires July 24, 2010. The building owner has not approached the Director and may agree to a month-by-month lease, although the building is for sale. The Board of Commissioners agreed that the Director should contact the building owner and discuss his interest in a month-to-month lease. Director Barber advised the Board that he intends to measure the Havre Building space in Ravenna that will be leased out in the future by Neighborhood Development Services, noting that he is interested in the garage area only. The smaller area that Neighborhood Development Services purchased will make it necessary to keep the vehicles close to the building. The Director added that there is no room at the Justice Center for the equipment, especially with the purchase of the new vehicles.

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**Video/audio recording of Board of Commissioners’ meetings**

The Board of Commissioners agreed that the Director should obtain quotes for the live streaming of Board meetings on the website, which is expensive and requires a large bandwidth. The Director should also

price a fixed camera/DVR option with the meetings to be aired at a later date. The Director noted that the cost of the fixed camera solution is between \$7,000-\$9,000 and is at the low end in cost. He has been in touch with IT Director Brian Kelley to discuss this issue. Commissioner Frederick stated that the Board could approach KSU's Channel 2 to come in and tape for the Board of Commissioners at no cost.

The Director is to continue to explore the cost of both recommendations for this process. The Board of Commissioners agreed to check with NACO and the CCAO as to what other government entities do around the country.

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### **Assistance to Firefighter (AFG) Grant Application**

The Streetsboro Fire Chief has offered to take the lead in a Regional Grant application under the AFG to build a countywide tactical communications system. That would include several towers throughout the county and five tactical channels for responders. The grant application deadline is tomorrow and the project will cost \$3.3 million for the five channel VHF system with a 15% local match at \$400,000+ countywide – not just the Portage County portion. The solution is supported county wide and includes in-kind matches for property acquired for the towers.

The Director noted that both the Portage County Sheriff and County Engineer must have a narrow band solution by 2012 and this could be a huge savings to the county. The partnership is between the Portage County fire departments to acquire the equipment and the towers with the associated governmental agencies providing an in-kind match of property for tower sites. The Director wondered if the Board of Commissioners could approach Congressman Ryan for the county portion of the local match.

Commissioner Frederick stated that she has suggested in the past that the Fire Chiefs take these issues to their councils and mayors to make certain that they are aware of these issues. Jon Barber replied that he has had conversations with the township and city leadership teams.

Commissioner Smeiles stated that there are many unanswered questions and asked if the townships and cities will agree to sustain the system? Director Barber responded that these are shared assets and the cost must be shared as well. The Fire Chiefs will continue to discuss this notion.

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### **INTERNAL SERVICES**

Present: JoAnn Townend

### **DISCUSSION**

1. The Director reported that General Services Director Jim Manion had a discussion with a Home Savings representative who would like to lease an additional office that they have fixed/will fix up at their expense and enter into a separate lease with the county. The bank has replaced the door knob and has keys for entry, will paint/wall paper/install new carpet, and possibly add a phone line. They are currently obtaining prices for that work. The Board of Commissioners agreed to move forward with that separate lease.

2. The Director advised that PCDED Director Bill Ulik returned the Great Akron Chamber invoice for \$10,000 in dues/annual investment (May 1, 2010 – April 30, 2010) to her recommending that the Board of Commissioners not join the chamber this year due to budget concerns. Commissioner Frederick noted that she would like to investigate all dues that the Board of Commissioners is now paying to determine what dues the Board wants to pay. Commissioner Frederick stated that she is not in support of paying these dues; Commission Smeiles asked JoAnn Townend to determine if there is a process in terminating our membership and bring this back for Board discussion.
3. The final MOU with the Muni Court Judges for Kent Court is being circulated by Attorney Denise Smith.
4. The County Engineer presented Amendment #3 for Board of Commissioners' consideration with MS Consultants for the Storm Water Agreement. The first two amendments were to change the dates for the consultant, who is now at a point of recalculating the user fees for the 2011 tax year, making certain that the new District flows smoothly, and processing the NPDES Phase II permit. Since the entire operation is under the County Engineer's purview, the Board of Commissioners agreed to meet with the County Engineer for a program update and overview as to how he intends to phase the consultant out of this program.
5. The Board of Commissioners discussed the 2009 Audit Cost Proposal, which has been presented to the Board of Commissioners for signatures. Commissioner Frederick stated that the County Auditor has expressed her concern that the Board of Commissioners has not yet signed the necessary contract and wonders how this will affect the county bond rating, which could be decreased if we do not move forward immediately. The County Auditor noted that Ciuni & Panichi was chosen by the state after the rating was completed. The County Auditor advised that the Board of Commissioners should contact Rick Kubic for an explanation and added that this company is the second lowest bidder not the lowest bidder.

The Director noted that Attorney Theresa Scahill has been assigned to review this document.

The Board of Commissioners agreed to invite the State Auditor's Rick Kubic and the County Auditor to meet to let the Board of Commissioners know why Board of Commissioners was not involved in the selection process, what the ranking criteria was, and why the State chose the 2<sup>nd</sup> lowest bidder and not the low bidder?

6. Commissioner Frederick advised the Board that she learned that one of the 2010 vehicles was involved in an accident. The Director does not have the details of this accident but will keep the Board of Commissioners informed.

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## RESOLUTIONS

1. Award the proposal and enter into an agreement with Mosyjowski & Associates Engineers for engineering services for the Senior Center Parking Lot Project./10-0506

2. Enter into an agreement with Maximus Consulting Services for software maintenance on the Quarterly Information Consolidation System and County Version Random Moment Sampling System for Job and Family Services - 7/1/10 to 6/30/11./10-0507

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## HUMAN RESOURCES

Present: Karen U’Halie

1. Proposed Revision to Section 12 of the Portage County Board of Commissioners’ Personnel Policy Manual – “Driver Eligibility Standards”/10-0508
2. Proposed Revision to Section 13 of the Portage County Board of Commissioners’ Personnel Policy Manual – “Travel and Expense Reimbursement”/10-0509

The Board agreed to add the following language to the revision: The Board of Commissioners reserves the right to authorize additional employee reimbursement due to inclement weather or other emergency.

3. The Board of Commissioners discussed the proposed changes to Section 22 of the Personnel Policy Manual to address the number of sick leave hours that an employee transferring into the county can bring with them. The Board agreed to hold this resolution to allow the Director time to investigate possibly changing the number of sick leave hours that current employees can be paid for upon retirement.

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10:50 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 an employee benefits issue. **Also present: Human Resources Department Director Karen U’Halie.** Roll call vote: Christopher Smeiles, Yea; Charles W. Keiper II, Absent; Maureen T. Frederick, Yea.

12:00 Noon Upon conclusion of the above referenced discussion, it was moved by **Maureen T. Frederick**, seconded by **Christopher Smeiles** that the Board of Commissioners moves 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 took action by Journal Entry to opt-out of the early adoption of continuation of health insurance coverage for currently enrolled dependents up to age 26 and will not implement dependent coverage to age 26 until legally obligated to do so on January 1, 2011.

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## MAINTENANCE

Present: Tim Miller, Jim Manion

The Directors of Maintenance and General Services are attending to update the Board of Commissioners.

Director Miller noted that the air conditioning in the Administration Building was off on May 25<sup>th</sup> because the city had to turn off the water to make a water main repair. That turn-off of water caused the A/C to turn off. The A/C is now back on and seems to be working.

Director Manion met with Jim Callahan to look at the flooring issues at the Riddle Block; the Director presented a cost estimate for flooring repair and/or replacement. Director Miller stated that he wants to be careful spending his funds on cosmetic items that will take away from his budget for maintenance and repairs/Journal Entry not to exceed \$1,853

The Board of Commissioners agreed to hold the carpet replacement on the 2<sup>nd</sup> and 3<sup>rd</sup> floor hallway until the carpet can be cleaned.

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12:10 PM Lunch Recess

2:25 PM Board of Commissioners reconvened

Motion by Commissioner Frederick to accept Human Resources Department Director Karen U’Halie’s recommendation and not enter into a contract with University’s Hospital’s but to enter into a contract with either Comp Management Health Systems or Care Works, who were interviewed by the Human Resources Department and would provide a substantial cost savings to the County, based on her analysis. There was no second to the motion, which fails.

Commissioner Smeiles noted that he is in favor of a contract with University Hospital’s Comp Care as a northeastern Ohio provider with local networks to better serve employees and not a Columbus based provider. Commissioner Frederick replied that she is concerned about the political inferences that may have taken place and were experienced by the Human Resources Department Director.

Commissioner Smeiles stated that the Human Resources Department Director advised the Board that today is the last day to change the County’s Managed Care Organization (MCO) and if the Board of Commissioners takes no action, the county will keep University Hospital Comp Care; the Board would have to take action today to change MCOs.

Commissioner Smeiles noted that the Human Resources Department Director has advised the Board of Commissioners that she could work with the current MCO University Hospital Comp Care. Commissioner Frederick added that there may have been some political inferences in attempting to get her to use University Hospital. Commissioner Smeiles responded that he was not involved in any such conversation and has not communicated with the Human Resources Department Director relative this issue prior to today. Commissioner Frederick replied that there may have been some political inferences and that the Director is concerned about her job. Commissioner Frederick stated that she may do a press release regarding this issue and was very concerned about the cost savings.

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**RESOLUTION No. 10-0499 - 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 May 27, 2010 in the total payment amount of **\$1,042.891.85 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. 10-0500 - 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 May 27, 2010 in the total payment amount as follows:

1. \$5,992.78 to WageWorks, Inc. for processing claims for Medical Mutual; and
2. \$72,194.19 for Medical Mutual Admin-Fund 7101; and
3. \$103,530.76 for Medical Mutual Claims; 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 28, 2010	\$ 5,992.78
Wire Transfer on Friday, May 28, 2010	\$ 72,194.19
Wire Transfer on Friday, May 28, 2010	\$ 103,530.76

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. 10-0501 - 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 Department of Budget & Financial Management or other designee on May 27, 2010 in the total payment amount as follows:

- 1) \$355,010.63 to the Bank of New York Mellon for various purpose bond, PORVAR01; and
- 2) \$100,333.13 to The Bank of New York Mellon general PORTGOB2004; and
- 3) \$196,100.00 to Huntington National Bank for various purpose improvement refunding bond series 2006 PORTGEVPRF06; and
- 4) \$84,213.75 to Huntington National Bank for various purpose bond PORTAGEVP07; 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 transfers for the payment of bond interest costs as follows, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, May 28, 2010	\$ 355,010.63
Wire Transfer on Friday, May 28, 2010	\$ 100,333.13
Wire Transfer on Friday, May 28, 2010	\$ 196,100.00
Wire Transfer on Friday, May 28, 2010	\$ 84,213.75

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. 10-0502 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

**WHEREAS,** the Ohio Revised Code requires that warrants be approved by the Board of Commissioners prior to their issuance, and

**WHEREAS,** there are other similar financial transactions defined as journal vouchers/entries that are dissimilar in that they are used to pay for charges for services from one county department and/or fund to another department and/or fund and thus are processed in lieu of issuing a warrant, and

**WHEREAS,** the Journal Vouchers/Entries are recommended by the County Auditor’s Office for review and approval by the Board of Commissioners; now therefore be it

**RESOLVED,** that the Board of Commissioners approves the following Journal Vouchers/Entries as presented by the County Auditor’s Office:

05/26/10	1040	\$ 7,175.10
05/26/10	1045	35,189.30
05/26/10	1044	4,600.00
05/26/10	1043	205.93
05/26/10	1042	14,341.20
05/26/10	1041	60,398.34
05/26/10	1035	74,566.04
Total		\$ 196,475.91

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. 10-0503 - 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 **\$15,244.64** as set forth in Exhibit “A” dated **May 27, 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. 10-0504 - RE: AUTHORIZE ELECTRONIC APPLICATION TO THE UNITED STATES DEPARTMENT OF JUSTICE PROGRAM, VIOLENCE AGAINST WOMEN GRANT (VAWA), DOMESTIC VIOLENCE INTERVENTION PROJECT.**

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

**WHEREAS,** Safer Futures a program of Family & Community Services, the Prosecutor’s Office, the Sheriff’s Department, and the Board of Commissioners have been working together to implement and maintain the Violence Against Women Program; and

**WHEREAS,** at the request of the OCJS, Family & Community Services of Portage County is submitting a grant application under the current subgrant number 2009-WF-VA8-8222; now therefore be it

**RESOLVED,** that the Board of Commissioners authorizes the electronic application to **the United States Department of Justice Office of Criminal Justice Services (OCJS) Violence Against Women Act (VAWA) for the Domestic Violence Intervention Project** on behalf of the Portage County Prosecutor’s Office, implementing agency for the grant. The grant is effective January 1, 2011 through December 31, 2011 with an **Office of Criminal Justice Services total fund award amount of Fifty-Nine Thousand, Eight Hundred Twenty-Nine Dollars and Fifty-Six Cents (\$59,829.56) with a required General Fund cash match of Nineteen Thousand and Nine Hundred Forty-Seven Dollars (\$19,947) for a Total Budget of Seventy-Nine Thousand, Seven Hundred Seventy-Six Dollars and Fifty-Six Cents (\$79,776.56);** and be it further

**RESOLVED,** that a copy of this resolution will be filed with the Portage County Prosecutor’s Office, the Portage County Department of Budget & Financial Management and the Portage County Auditor’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 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. 10-0505 - RE: AUTHORIZE THE APPLICATION FOR THE SUBSIDY PLAN FOR THE STATE OF OHIO DEPARTMENT OF YOUTH SERVICES GRANT (RECLAIM OHIO) ON BEHALF OF THE PORTAGE COUNTY JUVENILE COURT.**

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

**WHEREAS,** this program has been established in Portage County to provide such services such as:

- To provide training for staff who need to be aware of the issues facing youth and how those issues impact behavior
- To provide highly structured supervision to youthful at the greatest risk of incarceration at a state facility
- To provide structure supervision to youthful offenders and prevent the youth from progressing within the Juvenile Justice System, improving community safety

- To provide an alternate to detention utilizing an electronic monitoring system
- To provide on-site urine screens to assist in determining drug use among court-involved youth
- To provide community service and restitution investigations, and

**WHEREAS,** FY 2011 Youth Services Grant Base (510) allocation for Portage County is \$219,653.00 and FY 2011 Reclaim Ohio (401) tentative allocation up to \$212,518.05 (for a total application of \$432,171.05) with no local match; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby support this program and authorizes the President of the Board of Commissioners or his designee to sign the application for the Subsidy Plan for Reclaim Ohio; and be it further

**RESOLVED,** that the State of Ohio, Department of Youth Services will provide the base and variable allocations for fiscal beginning July 1, 2010 and ending June 30, 2011 subject to the terms and conditions of the agreement; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, Department of Budget and Financial Management, and Juvenile Court; 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. 10-0506 - RE: AWARD THE PROPOSAL AND ENTER INTO AN AGREEMENT WITH MOSYJOWSKI & ASSOCIATES ENGINEERS FOR ENGINEERING SERVICES FOR THE SENIOR CENTER PARKING LOT PROJECT**

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

**WHEREAS,** ten (10) firms were mailed proposals for the engineering services for the Senior Center Parking Lot project; and

**WHEREAS,** on May 19, 2010 two (2) proposals were received, read and tabulated and the lowest and best was submitted by Mosyjowski & Associates Engineers in the amount of

Three thousand, five hundred ninety-five and 00/100 dollars (\$3,595.00); now therefore be it

**RESOLVED,** that the Portage County Board of Commissioners award the proposal and enter into an agreement with Mosyjowski & Associates Engineers in the amount of Three thousand, five hundred ninety-five and 001/00 dollars (\$3,595.00); and be it further

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

Voice vote was as follows:

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

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**RESOLUTION No. 10-0507 - RE: ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES, INC. AND MAXIMUS CONSULTING SERVICES, INC. FOR QUARTERLY INFORMATION CONSOLIDATION SYSTEM PLUS (QuIC+) AND COUNTY VERSION RANDOM MOMENT SAMPLING SYSTEM (RMS) SOFTWARE MAINTENANCE.**

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

**WHEREAS,** the Portage County Department of Job & Family Services acquired Quarterly Information Consolidation System Plus (QuIC+) and County Version Random Moment Sampling System (RMS) in accordance with the Software License Agreement with MAXIMUS Consulting Services, Inc.; and

**WHEREAS,** the Portage County Department of Job & Family Services wishes to acquire on-going maintenance in accordance with the Software Maintenance Agreement for the QuIC+ and RMS; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into a Software Maintenance Agreement between the Board of Commissioners, the Department of Job & Family Services and MAXIMUS Consulting Services, Inc., 700 Ackerman Road, Suite 150, Columbus, Ohio 43202, for the period of July 1, 2010

through June 30, 2011 for the total cost of Two thousand eight hundred fifty and 00/100 dollars (\$2,850.00); 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 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. 10-0508 - RE: AMEND RESOLUTION 08-0929, ADOPTED JANUARY 2, 2009: REVISION OF SECTION 12, "DRIVER ELIGIBILITY STANDARDS" OF THE COMMISSIONERS' PERSONNEL POLICY MANUAL**

It was moved by Maureen T. Frederick, seconded by Christopher Smeiles that the following resolution be 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 Board of Commissioners adopted Resolution 05-0458 on May 26, 2005, amending Section 12 (Driver Eligibility Standards by adding Item F, (Conditional Reinstatement of Driving Privileges), and

**WHEREAS,** the Board of Commissioners adopted Resolution 08-0929 on January 2, 2009, amending Section 12, changing Item H (Minimum Insurance Requirements for Personal Vehicles), now therefore be it

**RESOLVED,** that the Board of Commissioners authorizes the amendment of Section 12, effective immediately:

**FROM:**

- D(1)(c). Failure to do so will result in discipline up to and including discharge.
- F(1)(b). The (re)training program must be a professionally administered program and must be approved by the County prior to the starting date.
- G(1). Employees must report . . . to their supervisor and/or the SLCC . . .
- H(1). Any employee utilizing a personal vehicle for county purposes must provide the County with a proof of insurance that meets the minimum requirements of Ohio law.

**TO:**

- D(1)(c). Failure to do so may result in discipline up to and including discharge.

F(1)(b). The (re)training program must be a professionally administered program and must be approved by the County SLCC prior to the starting date.

G(1). Employees must report . . . their supervisor and the SLCC . . .

H(1). Any employee utilizing a personal vehicle for county purposes must provide the County with a current proof of insurance that meets the minimum requirements of Ohio law. Proof of financial responsibility must be maintained continuously throughout the registration period with respect to that vehicle, or, in the case of a driver who is not the owner, with respect to that driver’s operation of that vehicle.

; 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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**PORTAGE COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**DRIVER ELIGIBILITY STANDARDS**

**SECTION 12**

EFFECTIVE: 05/27/2010

RESOLUTION: 10-0508

**A. NEW HIRES**

- 1) The Safety/Loss Control Coordinator (SLCC) shall verify the validity of an applicant’s driver’s license before an offer of employment is made for a position that requires, as a condition of employment, the possession of a valid driver’s license.

**B. CURRENT EMPLOYEES**

- 1) On at least an annual basis, the SLCC shall verify the validity of the driver’s license, of any County employee required to drive in the course of employment by reviewing the State’s Motor Vehicle Registration Records.

**C. SUPERVISOR’S VERIFICATION REQUIREMENTS**

- 1) Employees may not drive vehicles for County business without the prior approval of their supervisor or department director. Before approving a driver, each supervisor must check with the SLCC to ensure that the employee has been pre-approved to drive on County business.

#### **D. EMPLOYEE'S NOTIFICATION REQUIREMENTS**

- 1) An employee approved to drive on County business is required to inform the supervisor or department director of changes that may affect either the employee's legal or physical ability to drive, or continued insurability under the County's insurance policy.
  - a. Employees must report any accident, whether or not at fault and all traffic citations for moving violations or DUI offenses. (See part F(1) of this Section)
  - b. Failure to do so could result in denial of coverage under the County's insurance policy and could affect any employee immunity provided under ORC §2744.
  - c. Failure to do so may result in discipline up to and including discharge.

#### **E. INELIGIBLE EMPLOYEES**

- 1) An employee who has had a DUI or three or more moving violations within the last three years is prohibited from driving a County vehicle.
- 2) An employee who is ineligible to drive a County vehicle will not be permitted to use a personal vehicle to perform job duties.
- 3) Any employee who is an ineligible driver and chooses to operate either a County vehicle or a personal vehicle for County purposes may be discharged.

#### **F. CONDITIONAL REINSTATEMENT OF DRIVING PRIVILEGES**

- 1) If an employee is ineligible because of moving violations only, an employee may have their driving privileges restored on a conditional basis by successful completion of a County approved driver (re)training program.
  - a. This provision only applies for drivers who are ineligible due to moving violations. Ineligibility due to DUI, suspension or any other reason does not qualify for conditional reinstatement.
  - b. The (re)training program must be a professionally administered program and must be approved by the County's SLCC prior to the starting date.
  - c. Written proof of successful completion by the professional training organization must be provided.
  - d. The (re)training program must be paid for by the employee.
  - e. The County reserves the right to deny conditional reinstatement even upon completion of the (re)training program.



(1)(a) Travel and Expense Reimbursement, to reference the Internal Revenue Service’s Standard Mileage Rate for reimbursement; and

**WHEREAS,** the Board of Commissioners wishes to have clarification on Overnight Expenses; now therefore be it

**RESOLVED,** that this resolution will amend Resolution 08-1180 to incorporate a change to Part D(1) of Section 13 of the Portage County Board of Commissioners’ Personnel Policy Manual to include the following sentences: “Travel requests should be approved by the Appointing Authority prior to the date of travel.” and “The Board of Commissioners reserves the right to authorize additional employee reimbursement due to inclement weather or other emergency.”; and be it further

**RESOLVED,** that this resolution will amend Resolution 08-1180 to incorporate a change to Part D (3)(c) of Section 13 of the Portage County Board of Commissioners’ Personnel Policy Manual:

From: For the night prior to the meeting or conference if the meeting or conference is within one hundred and fifty (150) miles form the counties listed in (a) and (b) unless the meeting or conference is scheduled to start prior to 10:00 a.m.

To: For the night prior to the meeting or conference unless the meeting or conference is greater than one hundred fifty (150) miles from the locations listed in (a) and (b) and the meeting or conference is scheduled to start prior to 10:00 a.m.; 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;

\* \* \* \* \*

**PORTAGE COUNTY BOARD OF COMMISSIONERS  
PERSONNEL POLICY MANUAL**

**TRAVEL AND EXPENSE REIMBURSEMENT**

**SECTION 13**

EFFECTIVE: 05/27/2010

RESOLUTION: 10-0509

**A. GENERAL**

- 1) County employees may be entitled to reasonable reimbursement for expenses incurred while traveling on official County business. In order to seek reimbursement, all expenses must be approved in advance by the employee's department director or designee and/or the Board of Commissioners. For meetings and conferences, request forms must be completed and submitted to the Board of Commissioners in advance of the meeting/conference date with a copy of the meeting/conference details attached and the names of all County personnel attending. This provision applies equally to elected officials, department directors, employees, and board members.

**B. TRAVEL**

- 1) Mileage, Parking and Tolls:
  - a. A County car or an employee's personal car may be used for approved county travel. If an employee's personal car is used, actual total mileage should be reported and will be reimbursed at the prevailing Internal Revenue Service's Standard Mileage Rate (AAA mileage will be used to verify questionable mileage reimbursement requests). This rate will be reviewed each year during the month of November and adjusted at that time to match the Internal Revenue Service's Standard Mileage Rate established for the year ahead.
  - b. Any change in rate will take effect January 1 of each year. Such payment is considered to be a total reimbursement for all vehicle related expenses (e.g. gas, oil depreciation, etc.).
  - c. Mileage reimbursement is payable only to one (1) employee if two (2) or more employees are traveling on the same trip and in the same automobile.
  - d. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.
  - e. No expense reimbursements are paid for travel between home and office.
- 2) Common Carrier:
  - a. Reimbursement for travel by air, rail, bus, or other common carrier shall not exceed the cost of coach fare or the economy rate in the chosen method of travel.
  - b. The employee shall be personally liable for any charges assessed due to his/her failure to cancel reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control.
  - c. Expenses claimed under this section must be supported by an original receipt.
  - d. Frequent flyer credits earned by County employees for travel on County business cannot be used for personal travel. These credits must be applied towards future County travel or must be forfeited.

**C. MEALS**

- 1) Each expense voucher submitted will be reviewed for accuracy and completeness of documentation before payment is made. Expense vouchers are to be submitted within one month of the last date of travel for each trip out of the County.
- 2) If an employee attends a conference, workshop, or seminar where a meal is being served as a part of the cost of attending the event, and he or she chooses to forgo the pre-paid meal and eat elsewhere, the employee will be responsible personally for all costs incurred, including the cost of the substituted meal, related travel expense, and gratuities.
- 3) Before traveling, the employee may wish to review the Maximum Federal Per Diem Rates Schedule located in his or her department to determine what the maximum reimbursement would be for the city visited.
- 4) If partial days are included in time away, meals will be reimbursed as follows:
  - a. Breakfast 25% of the applicable daily reimbursement rate;
  - b. Lunch 25% of the applicable daily reimbursement rate; and
  - c. Dinner 50% of the applicable daily reimbursement rate.
- 5) If the employee does not remain away overnight, he or she will be reimbursed for meals according to the percentages list directly above; however, the employee must be away at least 4 hours for any meal costs to be reimbursed.

#### **D. OVERNIGHT EXPENSES**

- 1) Hotel/motel bills for approved travel will be paid as submitted on an original invoice or receipt. Travel requests should be approved by the Appointing Authority prior to the date of travel. The Board of Commissioners reserves the right to authorize additional employee reimbursement due to inclement weather or other emergency.
- 2) When at all possible, employees should use a warrant for paying the hotel directly and include a tax exemption form, so as to save the County the cost of state sales tax.
- 3) No reimbursement will be made for lodging:
  - a. Within the county wherein the employee's headquarters is located;
  - b. Within the employee's county of residence;
  - c. For the night prior to the meeting or conference unless the meeting or conference is greater than one hundred and fifty (150) miles from the locations listed in (a) and (b) and the meeting or conference is scheduled to start prior to 10:00 am.

#### **E. RECEIPTS**

- 1) Original Receipts are required for all reimbursable authorized expenses.

#### **F. NON-REIMBURSEABLE EXPENSES**

- 1) Non-reimbursable expenses include:
  - a. Alcoholic beverages



2. Invitation from Team NEO for the Economic Development Plus Awards on Wednesday, June 23, 2010, 5:30 PM Networking, 6:30 PM Dinner & Program, John S. Knight Center.

\* \* \* \* \*

## **INCOMING CORRESPONDENCE**

### **DISCUSSION**

May 27, 2010

1. May 19, 2010 correspondence from Bill Boldizar and Stephen Heppe, County Farm Bureau, requesting ideas and suggestions for policies to guide organizational action plan for the coming year. Comments requested by Friday, June 4, 2010/Each Commissioner to respond.
2. May 17, 2010 correspondence from Ann Gosky, Kent State University, regarding “Learning to Serve... Serving to Learn” service program on Saturday, August 28, 2010, 1:00-4:30 PM. Does the Board wish to participate in this outreach program and provide students with an opportunity to serve/Each Commissioner to respond
3. May 20, 2010 correspondence from Judge Enlow, Common Pleas Court, regarding a possible \$300,000 for six pending indigent murder cases with capital punishment specifications/Information only – the Board of Commissioners responded to Judge Enlow last week
4. Roetzel & Andress Attorney Justin Markey presents the Signature and No-Litigation Certificate for the Commissioners’ Clerk and Prosecutor’s signatures and Exhibit B Tax Compliance Certificate for the Board of Commissioners’ signatures for the Casamento Subordinate Bonds. The Board of Commissioners adopted Resolution 07-0629 authorizing Board signatures. Documents reviewed by Attorney David Brode who recommends Board and Clerk signatures on five original documents/Journal Entry.
5. May 25, 2010 correspondence from Julie Aldrich, requesting the Board adopt a resolution in support of the state of Arizona to have immigration laws enforced/No Board action at this time.

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## **JOURNAL ENTRY**

May 27, 2010

1. The Board of Commissioners received the Weekly Report of Kennel population for the week ending May 24, 2010 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged the receipt of \$996.50 in License Sales and \$532.50 for Impound fees.
2. Board of Commissioners’ authorization requested to allow use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, June 28, 2010 from 4:30-7:00 PM for a Commission Meeting as requested by Robert Park, Veteran Services.

3. Board of Commissioners' authorization requested to allow use of the Courthouse Lawn on Saturday, June 12, 2010 from 8:00 AM-5:00 PM for the Ravenna Summer Fest as requested by Ravenna Merchants / Ravenna Chamber of Commerce.
4. Board of Commissioners' authorization requested to have Commissioner Smeiles, Vice President of the Board, sign the Environmental Review record for Henkan LLC., as requested by Neighborhood Development Services.
5. Board of Commissioners' authorization requested to have Commissioner Smeiles, Vice President of the Board, sign the Environmental Review record for Barrel Run Crossing Winery & Vineyard Inc., as requested by Neighborhood Development Services.

\* \* \* \* \*

**REFERRED**

May 27, 2010

1. May 21, 2010 correspondence from J. Anthony Logan, USDA Rural Development, regarding American Recovery & Reinvestment Act Funding for the Aurora Meadows Sanitary Sewer project. Referred to Department of Budget & Financial Management and Water Resources Department.

\* \* \* \* \*

**INFORMATION ONLY**

May 27, 2010

1. May 20, 2010 memo from Karen U'Halie, Human Resources, regarding revision to Section 20: Vacancies and Promotions in the Portage County Commissioners' Personnel Policy Manual.
2. May 24, 2010 e-mail from Bruce Kirby, Home Savings Bank to Jim Manion, Solid Waste, regarding office space.

\* \* \* \* \*

**PLEASE ADD TO THE AGENDA**

May 27, 2010

1. May 25, 2010 memo from Jim Manion, General Services, regarding his temporary assignment as Operations Director at the Solid Waste Department/Journal Entry.
2. May 25, 2010 e-mail from Denise Smith, Prosecutor's Office, regarding a request for advanced notification relating to a specific topic during the Commissioners' meeting/The Board of Commissioners agreed to notify the requestor.
3. May 26, 2010 e-mail from Economic Development, regarding the termination of enterprise zone agreements/The Board of Commissioners noted that they will wait for the PCDED to present the necessary resolution to terminate this agreements, as explained by Director Bill Ulik on May 25<sup>th</sup>.

4. Board of Commissioners' signature requested on the State of Ohio Office of Housing and Community partnerships Request for Payment and Status of Funds Report Draw No. 439 for B-F-09-1CJ-1 Formula Grant for \$36,000 as requested by the Regional Planning Commission. Documents reviewed by the Department of Budget & Finance with no exceptions noted/Journal Entry.
5. May 25, 2010 e-mail from Dawn Pechman, in favor of Portage County adopting a resolution in support of Arizona's effort to enforce existing immigration laws/Information only.
6. Board of Commissioners' authorization requested on the draw for the B-Z-08-1CJ-1 Neighborhood Stabilization Grant for \$165,240.00 as requested by the Regional Planning Commission. Documents reviewed by Department of Budget & Finance with no exceptions noted/Journal Entry.

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**Journal Entry**

May 27, 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 May 24, 2010, as presented by Dog Warden Dave McIntyre. The Board of Commissioners acknowledged the receipt of \$996.50 in License Sales and \$532.50 for Impound fees.
2. The Board of Commissioners authorized the use of the 3<sup>rd</sup> Floor Veteran Services Office on Monday, June 28, 2010 from 4:30-7:00 PM for a Commission Meeting, as requested by Robert Park, Veteran Services.
3. The Board of Commissioners authorized use of the Courthouse Lawn on Saturday, June 12, 2010 from 8:00 AM-5:00 PM for the Ravenna Summer Fest as requested by Ravenna Merchants/Ravenna Chamber of Commerce. Forwarded to the Internal Services Department to prepare the necessary license agreement.
4. The Board of Commissioners authorized Commissioner Smeiles to sign the Environmental Review record for Henkan LLC. (Evergreen Buffet), as presented by the Neighborhood Development Services.
5. The Board of Commissioners authorized Commissioner Smeiles to sign the Environmental Review record for Barrel Run Crossing Winery & Vineyard Inc., as presented by the Neighborhood Development Services.
6. The Board of Commissioners authorized Commissioner Frederick to sign the State of Ohio Office of Housing and Community partnerships Request for Payment and Status of Funds Report Draw No. 439 for B-F-09-1CJ-1 Formula Grant for \$36,000, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
7. The Board of Commissioners authorized Commissioner Frederick to sign the draw for the B-Z-08-1CJ-1 Neighborhood Stabilization Grant for \$165,240.00, as presented by the Regional Planning Commission. Documents reviewed by Department of Budget & Finance with no exceptions noted.

8. After meeting in an Executive Session today with Human Resources Department Director Karen U'Halie, the Board of Commissioners agreed to opt-out of the early adoption of continuation of health insurance coverage for currently enrolled dependents up to age 26 and will not implement dependent coverage to age 26 until legally obligated to do so on January 1, 2011.
9. After meeting today with Directors Tim Miller and Jim Manion, the Board of Commissioners accepted their recommendation and authorized the tile repair and/or carpet installation at the Riddle Block on the First and Second Floors and landing at a cost to the Maintenance Department not to exceed \$1,853.
10. The Board of Commissioners signed Exhibit B - Tax Compliance Certificate - and authorized their Clerk to sign the Signature and No-Litigation Certificate for the Casamento Subordinate Bonds, as presented by Roetzel & Andress Attorney Justin Markey. Documents reviewed by Attorney David Brode who recommended that the Board of Commissioners and Clerk sign the documents as authorized by Board of Commissioners' Resolution 07-0629.
11. On May 11, 2010, the Board of Commissioners agreed to temporarily reassign the General Services Director to the Solid Waste Management District on a part-time basis as the Operations Director, effective immediately.

Today, the Board of Commissioners acknowledged the receipt of the May 25, 2010 memo from General Services Director Manion and accepted his recommendation that his assignment to the Solid Waste Management District be discontinued effective immediately.

Charles W. Keiper II 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 27, 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 2:45 PM. Commissioner Keiper absent, motion carries.

ABSENT

Charles W. Keiper II, President

Maureen T. Frederick, Board Member

Christopher Smeiles, Vice President

Deborah Mazanec, Clerk

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**PAYINS FOR THE MONTH OF MAY 2010**

04/29/10	13438	Dept. of Public Safety – Collaboration of Advocates – 2009-RA-D01-2184 – End Date – 3/15/10: \$22,387.28, Dept. of Public Safety – Collaboration of Advocates – 2009-RA-D01-2184 – End Date – 12/15/09: \$4,554.10 Total: \$26,941.38
04/29/10	13436	Charles W. Keiper II – Cell Phone: \$48.00, Charles W. Keiper II – Copies/Faxes: \$1.00, Ohio Public Defender – Assigned Counsel: \$8,280.00 Total: \$8,329.00
05/05/10	13514	Range Resources – Oil Lease: \$184.97 Total: \$184.97
05/11/10	13601	Resource Energy – Oil Lease: \$98.65, Hall & Horning – Oil Lease: \$13.37, Maureen T. Frederick – Cell Phone: \$5.39 Total: \$117.41
05/20/10	13722	Deb Mazanec – Copies/Faxes: \$1.00, Beck Energy – Oil Lease: \$213.22, Ohio Public Defender – Assigned Counsel: \$7,210.86 Total: \$7,425.08
05/24/10	13762	Belden & Blake – Oil Lease: \$51.39 Total: \$51.39
05/27/10	13838	Children’s Advocacy Center – 2009-RA-D01-2184: \$1,146.72 Total: \$1,146.72

**AUTHORIZATION OF EXPENSES FOR THE MONTH OF MAY 2010**

04/04/10	Beverly Lowe/2010 Spring OACA Conference/Toledo, Ohio/May 26-27/\$265.00
04/20/10	Lori Evans and Robyn Godfrey/Ohio Judicial Conference 2010 Court Tech Conference/Sandusky, Ohio/May 21/\$418.00
04/21/10	Maureen T. Frederick and Lisa Regula-Meyer/CCAO Solid Waste Training Course/CSWDO/OEEF/Wooster, Ohio/April 22/\$100.00
04/21/10	Deedra Wamer and Carolyn Penix/County Auditors Association of Ohio Summer Conference/Newark, Ohio/June 14-17/\$211.00
04/23/10	Kevin Gowan/OCDA Executive Board Meeting/Columbus, Ohio/May 12-13/\$325.00
04/26/10	Kathi Guckelberger, Kelly Ristity and Rose Marie Stegh/NEORTC Liaison Meeting/SCCSB/May 6/\$79.00
04/27/10	Joe Reichlin and Bill Steiner/Route Optimization Workshop/Cuyahoga County Solid Waste/May 26/\$45.00
04/28/10	Robert Park, Judy Proffitt and Richard McClellan/NACVSO Annual Training Conference/Minneapolis, Minnesota/June 5-12/\$7,456.00
04/28/10	Sue Hillegas, Danny Burns and Kari Scherer/DARE Mandatory Class/Richfield, Ohio/May 19/\$150.00
04/30/10	Ronald Evans/How to Communicate with Tact and Professionalism/Akron, Ohio/May 24-25/\$349.50
04/30/10	Christine Herra and Annette Walsh/CFM in CRISE/Akron, Ohio/May 26/\$79.50
04/30/10	Patrick O’Keefe/CFM in CRISE/Akron, Ohio/May 27/\$40.75

05/03/10	Amy Cooper, Kate Atsas, Brenda Kavali, Julie Mosholder, Becky Chonko, Nancy Dailey, Julie Seifert, Maria Colista, Lindy Goist, and Kelly Rambo/Contemporary Prenatal Care Mothers and Infants at Risk/Akron, Ohio/May 26/\$1,150.00
05/03/10	Dave Sloan, Alan Norris, and John Vence/AWWA Spring Meeting/Salem, Ohio/May 13/\$90.00
05/03/10	Charles Allcorn/AWWA Spring Meeting/Salem, Ohio/May 13/\$30.00
05/06/10	Gwendell Bolen/Environmental Compliances/Streetsboro, Ohio/September 21/\$195.00
05/11/10	Ken Barton and Paul Brannon/Water Operator II Test/Columbus, Ohio/May 12/\$0.00