

Thursday, July 15, 2010

The Board of County Commissioners met in regular session on **Thursday, July 15, 2010 at 8:40 AM** with the following members present:

Charles W. Keiper II

Maureen T. Frederick

Christopher Smeiles

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It was moved by Maureen T. Frederick, seconded by Christopher Smeiles to approve the meeting minutes of the July 13, 2010 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier and resident Patricia Petty

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STATE AUDITOR PRE-AUDIT MEETING

Present: Auditor of State staff: Dan Stuetzer, Richard Cunningham, Noreen Burke, Jacob Kaufman, Mike Chadsey; County Auditor Janet Esposito, County Treasurer Steve Shanafelt, Brian Kelley, Rebecca Ritterbeck, Jeff Lonrick, Lynne Kline, Patricia Petty.

Dan Stuetzer advised that he is the Chief Auditor in the Canton office. Mr. Stuetzer introduced the members of the audit team attending today.

Richard Cunningham is the Senior Audit manager in the Canton office. He noted that all meetings are confidential meetings; all information is confidential until the audit is released. He plans to use Auditor of State personnel familiar with the JFS test processes.

Jacob Kaufman has worked on some county audits and will be the immediate supervisor of the initial staff work. He will handle the on-site day to day audit. Noreen Burke is with the ISA Group; Mike Chadsey is the regional liaison in the canton office.

The State Auditor plans to start the audit early next week with planning and control work. The audit should be completed within two or three months; Mr. Cunningham noted that his team will make every effort to complete the audit by the end of September but a mid to late October completion date would be more realistic.

The Letter of Arrangement should be to the county by the end of this week; the agreement will not exceed \$112,000. Mr. Cunningham noted that testing has been done by another office for the GAPP Inc. Work will be coordinated with that office by personnel familiar with their processes.

Mr. Cunningham reviewed the process, timetable, discussed working areas and work schedules, etc.

The Audit Team agreed to meet informally for monthly status meetings with the State Auditor.

The Board of Commissioners asked the Auditors to copy their Clerk on requests to any of the Board of Commissioners' departments.

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INTERNAL SERVICES

Present: JoAnn Townend

Discussion

On July 1, 2010, the Director advised the Board of Commissioners that the Board had bid out the management services at The Woodlands last year with only two responses. She asked if the Board of Commissioner wanted to bid for service in 2010 or extend the current contract, which expires September 30, 2010. The Commissioners had asked the Director to confirm with the Prosecutor to make certain that there is a termination clause in the current agreement, which she did: the agreement has a 30 day termination clause. Commissioner Keiper stated that he is not interested in bidding, Commissioner Smeiles agreed.

Motion by Commissioner Frederick to open the bid process for management services at The Woodlands; there was no second to the motion; motion dies.

1) Leases

- A. The Director advised that Simon & Sicuro want to renew their lease for only one year instead of three years, at same cost since 2007. The Board of Commissioners agreed that a year to year lease is acceptable, although Commissioner Keiper would like to see an increase; Commissioner Smeiles is comfortable with no increase. The Director will send the new one year agreement out with a 5% increase/month.
- B. Bar 10 is still paying rent; the lease expires at the end of July 2010. As suggested by Commissioner Keiper, JoAnn Townend will check with the Ohio Division of Liquor Control to determine if the Board of Commissioners can get the liquor license back for this site, which would help the county keep that location leased. As suggested by Commissioner Frederick, JoAnn Townend to check with local real estate agents to determine if there is any interest in that site.
- C. The Board of Commissioners agreed that the WIC Clinics Ravenna & Lisbon leases will be increased by 5% each noting that federal funding is available in the WIC budgets.
- D. The Director reviewed the USA Bluebook Awards Program, as detailed by Attorney Chris Meduri for the Portage County Water Resources Department.

The Director referred to Attorney Chris Meduri's June 23, 2010 email, which advised that the Prosecutor's Office suggested that the Board of Commissioners consult the Ohio Ethics Commission before allowing the Water Resources Department to participate in an awards program with a catalog vendor that operates an equipment warehouse for water products.

The Ohio Ethics Commission responded with guidance, which was reviewed by Attorney Meduri for the Water Resources Department. Attorney Meduri suggests the following:

1. The response from the Ohio Ethics Commission dated May 10, 2010 should be reviewed.
2. The awards program must be offered to every company making a purchase from this vendor.
3. The awards program must not impair anyone's objectivity or independence of judgment. All vendors must be treated the same whether a vendor offers a bonus program or does not.
4. The vendor may not use this program to influence the department's purchases from this particular vendor.
5. "The awards program must not cause the county department to give special treatment, nor any preference to this vendor based upon the fact that by doing business with this vendor the county and the department may receive offered items. The Commission provides an example of violation where a vendor who offers a bonus program is given preference over another vendor who provides a lower price but does not have an awards program. The bonus program may not be a factor in determining whether the county and the department should make a purchase from this vendor".
6. No individual can personally benefit from this program and the item must be, and remain the property of the county, treated as fixed inventory assets of the county itself.
7. Any item chosen must be for the benefit of the department and county in general.

The Director suggested that, should the Board agree to move forward there should be guidelines adopted and some kind of monitoring by an agency other than the department using the program established. Commissioner Frederick suggested that the Director contact the company for better pricing instead of the program. Director Townend responded that she recalls staff advising that the company may be able to give the department product in lieu of the program.

Commissioner Smeiles stated that the county has purchased refrigerators etc. for departments in the past and that he would be okay in pursuing the program as long as the end reward is for the county benefit. Commissioner Frederick noted that the department could choose to use this company over another to get the points. JoAnn Townend suggested that the department could get three quotes, accepting the lowest. Commissioner Frederick is not inclined to pursue the program.

The Board of Commissioners agreed that the Director should investigate a percentage reduction as a cash discount instead of participation in the program.

2) Draft Vehicle Use Policy

The Director presented the final draft noting that she took the exact verbiage for the use of cell phones from the Commissioners’ Personnel Policy Manual and also detailed that the Motor Pool Director will be involved in the replacement of a vehicle/10-0664.

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RESOLUTIONS

- 1. Enter into an amendment no. 1 with Metropolitan Life Insurance Co. for voluntary group dental insurance./10-0660
- 2. Enter into an agreement with the County Commissioners Association of Ohio Service Corporation (CCAOSC) for employment verification services for JFS from 7/1/10 through 6/30/11./10-0661
- 3. Enter into an agreement for PRC Information & Referral Services with United Way 211 Portage 7/1/10 through 6/30/11./10-0662
- 4. Enter into an agreement Multisystemic Therapy with Family & Community Services 7/1/10 through 6/30/11./10-0663

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Homeland Security and Emergency Management Office Director Jon Barber attending Commissioner Frederick commended Director Townend and Director Jon Barber for their assistance yesterday in coordinating the rental of fans for the Justice Center when the cooling tower stopped working. The repairs should be completed today.

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HUMAN RESOURCES

Present: Karen U’Halie

- 1. The Director has completed the on-line Team NEO Northeast Ohio 2010 Bi-annual Starting Wage and Benefits Survey, as requested by the Board of Commissioners.
- 2. The Director will draft the letter to be posted at the Portage County nursing home advising visitors that they must sign in to see a specific resident and that visitors will not be allowed to “wander” the facility.
- 3. Update on Public Records Request for Policy Handbooks
The Director has 12 handbooks from elected officials with several others committed to come in within the next week. The Common Pleas and Domestic Relations Courts have no policy. Commissioner Keiper noted that the intent in asking for the handbooks was to determine what everyone’s sick and vacation leave pay-out policies are and what was allowed when the employee was hired. He suggested that Human Resources Department staff get the policy details, draft one

common policy, send it to the Elected Officials and try to get all Elected Officials to adopt it becoming consistent county wide.

- 4. Proposed Revisions: Portage County Board of Commissioners Personnel Handbook - Sections 22 (A)(17) and 22(A)(12) – “Sick Leave Conversion”

The Board of Commissioners discussed the suggested changes to Sections 12 and 17 and agreed to wait until all elected officials have turned in their policies and those policies can be reviewed. Commissioner Keiper noted that he is not anxious to hold Board of Commissioners’ staff to a higher standard than other elected officials’ staff but would prefer that all county employees were held to the same high standard.

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BUILDING DEPARTMENT

Present: Robert Wrentmore

The CBO requested this meeting to discuss the department’s need to hire a back-up building inspector to on an as needed basis to replace the inspector who left recently. This is not a part-time or full-time hire, but one under contract to further reduce expenditures. The CBO recommended the hire of Ronald Marusiak, who has retired from the city of Twinsburg and holds all the necessary state licenses, as an independent contractor. CBO Wrentmore recommended that Mr. Marusiak be paid \$25/per inspection in an amount not to exceed \$5,000/year. The CBO suggested that the inspector be authorized to use the Building Department’s county vehicle but the Board of Commissioners agreed that the inspector should use his personal vehicle with county owned magnetic signage attached, and be reimbursed for mileage/10-0665.

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CBO Wrentmore asked the Board of Commissioners for authorization to exclude the Building Department from the furlough program during the second half of 2010. The CBO noted that furloughs will be reconsidered in the first half of 2011/Journal Entry.

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The CBO advised the Board of Commissioners revenues increased in May and June 2010 over May and June 2011. He added that the new Kohl’s store in Brimfield Township will bring additional businesses to that plaza.

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RESOLUTION No. 10-0653 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee

on July 15, 2010 in the total payment amount of \$273,634.14 for Funds 0001-7218 as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 10-0654 - RE: WIRE TRANSFER APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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

RESOLVED, that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Internal Auditor or other designee on July 15, 2010 in the total payment amount as follows:

- 1. \$207,740.09 for Medical Mutual Claims-Fund 7101; and
- 2. \$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, July 16, 2010	\$ 207,740.09
Wire Transfer on Friday, July 16, 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, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0655 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

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

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

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

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

07/14/10	631	\$ 50.00
07/12/10	473	14,183.87
07/14/10	632	226.00
07/14/10	628	177.91
Total		\$ 14,637.78

and be it further

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

Roll call vote as follows:

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

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RESOLUTION No. 10-0656 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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

WHEREAS, Ohio Revised Code Section 5705.41 (D)(1) authorizes the expenditure of moneys, provided a certificate of the County Auditor is supplied stating that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances (Then and Now Certification), and

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

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

RESOLVED, that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$18,595.90** as set forth in Exhibit “A” dated **July 15, 2010** shall be paid; and be it further

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

Voice Vote as Follows:

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

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RESOLUTION No. 10-0657 - RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR 12’ x 6’ x 40’ PRECAST REINFORCED CONCRETE BOX CULVERT FOR INSTALLATION ON FROST ROAD (C.H. 197) OVER BLACK BROOK DITCH IN MANTUA TOWNSHIP, PORTAGE COUNTY.

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

WHEREAS, Specifications have been submitted to this Board of Portage County Commissioners by the Portage County Engineer for one (1) **12' x 6' x 40' Precast Reinforced Concrete Box Culvert** for installation on Frost Road (C.H. 197) over Black Brook Ditch in Mantua Township, Portage County; now therefore be it

RESOLVED, that the Specifications, as submitted for one (1) **12' x 6' x 40' Precast Reinforced Concrete Box Culvert** for installation on Frost Road (C.H. 197) over Black Brook Ditch in Mantua Township, Portage County be and are hereby approved; and be it further

RESOLVED, that sealed bids for said **12' x 6' x 40' Precast Reinforced Concrete Box Culvert** will be received by the Portage County Director of Internal Services, 7th Floor, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **3:00 P.M.** on **August 4, 2010**, and publicly opened and read; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **July 16, 2010** and **July 23, 2010** and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board.

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

Voice vote as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0658 - **RE: APPROVE SPECIFICATIONS AND SET BID DATE FOR 16' x 6' x 36' PRECAST REINFORCED CONCRETE BOX CULVERT FOR INSTALLATION ON COOLEY ROAD (T.H. 217) OVER WEST BRANCH OF THE MAHONING RIVER IN SHALERSVILLE TOWNSHIP, PORTAGE COUNTY.**

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

WHEREAS, Specifications have been submitted to this Board of Portage County Commissioners by the Portage County Engineer for one (1) **16' x 6' x 36' Precast Reinforced Concrete Box Culvert** for installation on Cooley Road (T.H. 217) over West Branch of the Mahoning River in Shalersville Township, Portage County; now therefore be it

RESOLVED, that the Specifications, as submitted for one (1) **16' x 6' x 36' Precast Reinforced Concrete Box Culvert** for installation on Cooley Road (T.H. 217) over West Branch of the Mahoning River in Shalersville Township, Portage County be and are hereby approved; and be it further

RESOLVED, that sealed bids for said **16' x 6' x 36' Precast Reinforced Concrete Box Culvert** will be received by the Portage County Director of Internal Services, 7th Floor, Portage County Administration Building, 449 South Meridian Street, Ravenna, Ohio until **3:30 P.M.** on **August 4, 2010**, and publicly opened and read; and be it further

RESOLVED, that Notice of Receiving Bids shall be published in the Record Courier on **July 16, 2010** and **July 23, 2010** and the Clerk of this Board is directed to post said Notice on the County Commissioners' Official Bulletin Board.

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

Voice vote as follows:

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

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RESOLUTION No. 10-0659 - RE: FIX AMOUNT OF DOG WARDEN, DEPUTY DOG WARDEN, CANVASSER, AND FACILITY KEEPER BONDS.

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

WHEREAS, Ohio Revised Code Section 955.12 stipulates that the Dog Warden and deputies shall give bond in a sum not less than five hundred dollars and not more than two thousand dollars, as set by the Board of Commissioners, conditioned for the faithful performance of their duties; now therefore be it

RESOLVED, that the Board of Commissioners does hereby fix the amounts for the Dog Warden, Deputy Dog Warden, Canvasser and Facility Keeper position schedule bonds as follows:

Position	Bond Min-Max	Bond Amount	Insurance Agency	Underwritten With
Dog Warden	Not less than \$500 and not more than \$2,000	\$2,000	Edward H. Sutton Insurance Agency	Ohio Farmer's Insurance

Deputy Dog Warden (3 positions)	Not less than \$500 and not more than \$2,000	\$2,000	Edward H. Sutton Insurance Agency	Ohio Farmer's Insurance
Canvassers (2 positions)	Not less than \$500 and not more than \$2,000	\$2,000	Edward H. Sutton Insurance Agency	Ohio Farmer's Insurance
Facility Keepers (2 positions)	Not less than \$500 and not more than \$2,000	\$2,000	Edward H. Sutton Insurance Agency	Ohio Farmer's Insurance

;and be it further

RESOLVED, that Bond No. 5695787 is effective for one year commencing August 3, 2010 through August 3, 2011; and be it further

RESOLVED, that the Board of Commissioners authorizes the Human Resources to pay the invoice on behalf of the Portage County Dog Warden's office to the E. H. Sutton Insurance Agency; and be it further

RESOLVED, that a certified copy of this resolution, along with the Original bond, be deposited with the Portage County Auditor and a copy forwarded to the Portage County Dog Warden; and be it further

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

Voice vote as follows:

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

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RESOLUTION No. 10-0660 - RE: ENTER INTO AN AMENDMENT NO. 1 AGREEMENT WITH METROPOLITAN LIFE INSURANCE COMPANY FOR VOLUNTARY GROUP DENTAL INSURANCE FOR 2010.

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

WHEREAS, the Portage County Board of Commissioners entered into an agreement to provide voluntary dental insurance coverage for County employees and their families who elect such coverage, the cost of which is paid by the employees on February 25, 2010 through resolution 10-0203; and

WHEREAS, it was determined that the eligibility requirements were to mirror our Portage County Health Plan eligibility requirements where dependent children should be covered on the dental plan until age 23; and

WHEREAS, due to a recent claim issue it was determined that the current policy with Metropolitan Life Insurance Company only covered dependents until age 19; now therefore be it

RESOLVED, that the Board of Portage County Commissioners enters into an amendment no. 1 agreement with Metropolitan Life Insurance Company, 200 Park Avenue, New York, NY 10166-0188, to amend our current plan to cover dependent children until age 23; 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, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0661

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RE:

ENTER INTO AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE COUNTY COMMISSIONERS ASSOCIATION OF OHIO SERVICE CORPORATION (CCAOSC) FOR EMPLOYMENT VERIFICATION SERVICES OF CONSUMERS.

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

WHEREAS, the Portage County Department of Job & Family Services is in need of employment verification services for consumers; and

WHEREAS, the County Commissioners Association of Ohio Service Corporation (“CCAOSC”) wishes to assist Ohio counties which are members of the County Commissioners Association of Ohio in securing competitively priced employment verification services administered by the Ohio CSEA Directors’ Association (“OCDA”); now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Participation Agreement Regarding the Employment Verification Services of Consumers between the Board of Commissioners, the Department of Job & Family Services and the County Commissioners Association of Ohio Service Corporation, 209 East State Street, Columbus, Ohio 43215, for the period of July 1, 2010 through June 30, 2011 for the total cost of Twelve thousand two hundred forty and 00/100 dollars (\$12,240.00); 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, Yea; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0662	-	RE:	ENTER INTO AN AGREEMENT FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) INFORMATION AND REFERRAL SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND UNITED WAY OF PORTAGE COUNTY DOING BUSINESS AS UNITED WAY 211 PORTAGE.	

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

WHEREAS, the Portage County Department of Job & Family Services is in need of Prevention, Retention and Contingency (PRC) Information and Referral Services for eligible Portage County residents; and

WHEREAS, Requests for Proposals were sent to eleven (11) potential service providers; and

WHEREAS, Two (2) proposals were received, opened and tabulated for information and referral services on April 21, 2010; and

WHEREAS, United Way of Portage County d.b.a. United Way 211 Portage is willing and able to provide these services; and

WHEREAS, The Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and United Way of Portage County d.b.a. United Way 211 Portage; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and United Way of Portage County d.b.a. United Way 211 Portage with its principal place of business located at 218 West Main Street, Ravenna, Ohio 44266, for the period July 1, 2010 through June 30, 2011, with the option of a one (1) year agreement extension; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed One hundred seventy thousand one hundred eleven and 33/100 dollars (\$170,111.33); 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;

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Christopher Smeiles, Yea;

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Maureen T. Frederick, Yea;

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RESOLUTION No. 10-0663

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RE: ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC. FOR MULTISYSTEMIC THERAPY.

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

WHEREAS, the Portage County Department of Job & Family Services is in need of a Multisystemic Therapy (“MST”) program to provide family and community based treatment to youth with complex clinical, social and educational problems; and

WHEREAS, Requests for Proposals were sent to twelve (12) potential service providers; and

WHEREAS, Three (3) proposals were received, opened and tabulated on May 26, 2010; and

WHEREAS, Family & Community Services, Inc. is willing and able to provide these services; and

WHEREAS, The Agreement form attached hereto as Exhibit A will be used to detail the terms of the relationship between the Portage County Department of Job & Family Services and Family & Community Services, Inc.; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby enter into an Agreement between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. with its principal place of business located at 705 Oakwood Street, Suite 221, Ravenna, Ohio 44266, for the period July 1, 2010 through June 30, 2011, with the option to extend the Agreement two (2) additional years; and be it further

RESOLVED, that the total amount of this Agreement is not to exceed Three hundred thousand and 00/100 dollars (\$300,000.00); and be it further

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

Voice vote as follows:

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

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RESOLUTION No. 10-0664 - RE: ADOPTION OF THE PORTAGE COUNTY VEHICLE USE POLICY

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

WHEREAS, the Board of Portage County Commissioners acting as the legislative authority and representing the management of said County, is desirous of establishing a written vehicle use policy; and

WHEREAS, the vehicle use policy shall be used to regulate the purchase, lease, use and service of all County vehicles for all County departments; and

WHEREAS, the vehicle use policy shall also establish rules and guidelines for elected officials and employees who use personal vehicles on County business now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby adopt the vehicle use policy effective immediately; and be it further resolved

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 was as follows:

Charles W. Keiper II, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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P O R T A G E C O U N T Y
V E H I C L E U S E P O L I C Y

PURPOSE

This document is to establish a written policy, which regulates the purchase, lease, use, and service of county vehicles. The document also establishes rules and guidelines for elected officials and employees who use personal vehicles on county business.

Any vehicle, leased or purchased, per authorization by the Board of Portage County Commissioners, and designated to be used by any County Elected Official, County Department Head, or their employees, shall follow and be included under the Portage County Vehicle Policy.

I. Statutory Requirements

A. Responsibility of the Board of County Commissioners

"Motor vehicles purchased as provided by Section 307.42 of the Revised Code shall be for the use of the County Commissioners or other County officials, their use to be subject to the regulation of the Board of County Commissioners."

B. Purchase or Lease of Vehicles:

"...Whenever the Board of County Commissioners deems it necessary to purchase or lease motor vehicles for its use, or the use of any department, commission, board, office or agency under its direct supervision or the use of any elected official or his employees... the board may purchase or lease such vehicles upon adoption of a resolution setting forth the necessity..." (O.R.C. 307.41)

C. Use of County Vehicles:

"No official or employee shall use or permit the use of any such vehicle or any supplies for it, except in the transaction of public business or work of the county" (O.R.C. 307.43)

D. Identification of County Vehicles:

"All vehicles shall be plainly and conspicuously lettered..." (This is according to and in compliance with O.R.C. 307.42 with the exception of vehicles to be used covertly).

II. County Vehicles

A. Regulations

1. Vehicle assignments, long-term, will be made based on written request by Elected Officials or appointing authorities, which must include documented justification. Approval will be based on transportation needs, emergency requirements, call out availability, after hour meetings, cost effectiveness, or as otherwise determined by the Board of County Commissioners.
1. Long-term vehicle assignments are to be reviewed annually.
2. Short-term vehicle assignments are subject to department head approval.
3. Except in the case of extenuating circumstances, or in the case of a demonstrated need to maintain public safety, no vehicle may be driven to the authorized driver's residence or domicile following the normal workday unless previously authorized by the Board of Commissioners.
4. Alcoholic beverages, controlled substances and/or drugs of abuse are not to be used in county vehicles. No person under the influence of alcohol, controlled substances and/or drugs of abuse is to drive a county vehicle. Alcoholic beverages, controlled substances and/or drugs of abuse shall not be transported (unless by law enforcement in the line of duty) or used in county vehicles.
5. The use of tobacco products is prohibited in all County owned or leased vehicles.
6. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their personal or County issued cellular phone while driving County vehicles or while driving their personal vehicle on County business. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic or inclement weather or where the employee is driving in an unfamiliar area.

8. Employees, other than law enforcement officers or other persons specifically authorized to carry a firearm, are prohibited from carrying firearms in any vehicle.
9. Portage County Fuel Management System keys will only be used for fuel for county vehicles on official county business and will be disbursed by Motor Pool personnel. It is the responsibility of the department supervisor to monitor the retrieval of the Portage County Fuel Management System key. County vehicles must be fueled at County owned fuel stations unless the driver is returning on authorized business from a distance in excess of one-hundred (100) miles; or if the county fuel station is inoperable.
10. The transporting of passengers other than County employees or those persons necessary to or engaged in conducting official business is prohibited.
11. All occupants are required to use seat belts while driving or riding in a County owned or leased vehicle. The driver is responsible for ensuring passengers wear their safety belts. Infant/child car seats are required to be used in accordance with the laws of the State of Ohio and manufacturer's product manuals.
12. Employees are prohibited from using motorcycles when traveling on County business.
13. Employees are responsible for the reasonable safe-keeping of County property such as computers, work papers and equipment under their control.
14. The County will not reimburse the employee for stolen personal property.
15. Employees are not permitted to:
 - Pick up hitchhikers
 - Accept payment for carrying passengers or materials
 - Use any radar detector, laser detector or similar devices
 - Push or pull another vehicle
 - Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities.

B. Vehicle Requisition and Replacement:

1. The Motor Pool Department will inspect all vehicles which near established replacement limits or which have high maintenance cost. Based

upon mechanical condition, use data, service reports, and established need, the Motor Pool Director is to determine if a vehicle should be retained or disposed of, and if replaced, the Motor Pool Director with input from the Department involved will recommend the type of vehicle to the Board of County Commissioners.

2. When determined to be more cost effective, or if requirements justify, vehicles may be leased or rented.

C. **Vehicle Maintenance:**

All County Officials and Employees, except the County Engineer and heavy equipment shall utilize the County Motor Pool for all repairs, inspections, accident reviews and preventative maintenance work.

Vehicle maintenance can take the form of three distinct programs preventative maintenance, demand maintenance and crisis maintenance. While all three types have their role within the Vehicle Use Policy, the most cost effective control is preventative maintenance. The groundwork for a good preventative maintenance program starts with management. A review of manufacturer's specifications and recommendations for periodic preventative maintenance should be integrated with the actual experience of the vehicles. All vehicle maintenance will follow or exceed the manufacturer's specifications.

1. **Preventative maintenance (PM)** is performed on a mileage or time basis at the Portage County Motor Pool except for the County Engineer. Heavy equipment will be performed at an outside facility designated by the Motor Pool Director. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, brake work, tire rotation, hose inspection/replacement and radiator maintenance.
2. **Demand maintenance** is performed only when the need arises and at the discretion of the Motor Pool Director. Some vehicle parts are replaced only when they actually fail. These include light bulbs, window glass, gauges, wiring, air lines, etc. Other "demand maintenance" items involve vehicle components that are worn based on information from the Vehicle Safety Checklist or the operator. These include tires, engines, transmissions, universal joints, bushings, batteries, etc.

3. **Crisis maintenance** involves breakdown while on the road. While situations of this type may happen regardless of the quality of the PM program, it is an expensive alternative to not having an effective preventative maintenance program at all. Crisis maintenance situations should be minimized through proper PM procedures.
4. When deemed necessary to outsource repairs or to purchase additional accessories or equipment for the vehicle, the Motor Pool Director shall solicit quotes pursuant to established purchasing procedures including accident damage.
5. Vehicle operators shall immediately notify their supervisor should they detect any unsafe or hazardous condition in or on any county vehicle. The supervisor is in turn responsible for informing the Motor Pool of the defect.
6. Vehicle operators are responsible for submitting their vehicle to the County Motor Pool for all regularly scheduled and/or necessary maintenance.
7. Operators are responsible for the appearance, (interior and exterior cleanliness) of the county vehicle, which is assigned to them.

D. Vehicle Safety Inspections

The Motor Pool will schedule and assure that pollution inspections and semi-annual safety inspections are performed and that noted problems are corrected, utilizing the Vehicle Safety Checklist (Appendix A). More frequent inspections may be required based on heavy use.

By examination by the Motor Pool Director, vehicles found to be unsafe will be held at the Motor Pool until such time that repairs are made or a decision is made by the Motor Pool Director to request it be removed from service by the Board of Commissioners. Under no circumstances will an unsafe vehicle be released to any person.

E. Roadside emergencies that are non-accident related:

During normal business hours, weekend and/or after hours, contact the Motor Pool at 330-839-3033.

The vehicle must be towed back to the Portage County Motor

Pool, 3480 State Route 59, Ravenna OH.

F. Accidents involving county vehicles and traffic citations:

1. Immediately stop the vehicle. Do not leave the scene of the accident.
2. Take whatever steps may safely be taken to prevent another accident from occurring.
3. Notify law enforcement, one's supervisor, and the Motor Pool Director immediately. Employees must report any accident, whether or not at fault, and all traffic citations for moving violations for DUI offenses to their supervisor and the SLCC on the County Accident Report Form as soon as possible but no later within 24 hours of the event. This requirement applies to both on-the-job and off-the-job occurrences.
4. Get information from other drivers. Exchange information with other people involved in the accident. Be sure to obtain .the names and addresses of any witnesses. Be sure to write down basic contact information for every involved, including:
 - Name
 - Address
 - Phone number
 - License plate number
 - Driver's license number
 - Insurance company and policy number
5. If you have a camera with you, take photos of the scene and the damage to the vehicles to help document the crash.
6. The vehicle must be towed back to the Portage County Motor Pool.
7. The Human Resources Department Safety and Loss Coordinator will report the accident to the Portage County Commissioner's Office and the County's insurance carrier/or agent upon learning of the accident.
8. Parking, moving violations, and other fines received during the operation of a county vehicle are the responsibility of the operator.
9. Operators of county vehicles who establish poor driving records (excessive accidents/abuse of County equipment) will be assigned to defensive driving or other driver's training courses.

G. Identification of County Vehicles:

1. All county vehicles with county plates will bear the approved markings with the exception of vehicles to be used covertly:
 - a. County logos and/or lettering
 - b. Vehicle number
2. The Sheriff's vehicles are to bear the approved Sheriff's Star or be unmarked as their use dictates.
3. County vehicles with non-county plates, involved with appropriate law enforcement functions are not required to bear County markings.

III. Personal Vehicles

- A. All elected officials and employees who use their personal vehicles on official county business must comply with the applicable rules and guidelines contained herein while performing their official duties.
- B. Portage County's Insurance Policy will be secondary coverage, only if applicable in excess of the driver's personal insurance when a personal vehicle is operated on authorized county business. Any employee utilizing a personal vehicle for county purposes must provide the county with current proof of insurance that meets the minimum requirements of Ohio law. Ohio law currently requires \$12,500/25,000 bodily injury liability and \$7,500 property damage. Proof of insurance coverage must be forwarded to the Elected Official or Department Manager. Failure to provide such proof will result in the denial of reimbursement and the suspension of the employee's right to utilize a personal vehicle for County purposes.
- C. Employees and Elected Officials who use personal vehicles in the performance of their duties will be reimbursed on a mileage basis at the currently authorized rate provided that current proof of insurance is on file. The destination and purpose of each reimbursable trip must be stated on the proper form as provided. Mileage will be reimbursed to only one (1) occupant of the vehicle if more than one (1) person is in the vehicle.
- D. Unless specifically authorized by the proper appointing authority to do so, personal vehicles shall not be used, and mileage reimbursement will not be authorized, for county business travel that exceeds fifty (50) miles from point of origin to destination and return. For trips of this nature a county vehicle must be used, if available. If no county vehicle is available mileage reimbursement may be requested for use of a personal vehicle.

IV: Driver Eligibility Standards

All operators of county vehicles must be at least eighteen (18) years of age, possess a current valid State of Ohio operator's license, which includes the specific type of vehicle being operated, follow all applicable motor vehicle laws and regulations, and shall be subject to periodic (at least annual) record checks from the Bureau of Motor Vehicles.

A. New Hires

1. The Safety/Loss Control Coordinator (SLCC) shall verify the Validity of an applicant's driver's license and compliance with County policy 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 a least an annual basis, the SLCC shall verify the validity of the driver's license and compliance with County policy, 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 citation 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 will 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 SLCC 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.
 - 2. Administration of Item F of this Section is through the Safety/Loss Control Coordinator.
 - 3. Conditional reinstatement is only available to an employee once in any three-year period.
 - 4. Any reinstatement of driving privileges under part F of this section is conditional in nature and may be withdrawn at any time.
 - a. Any new conviction for a moving violation will immediately terminate the conditional reinstatement.

Portage County Board of Commissioners Resolution
No. 10-664, July 15, 2010

APPENDIX A

Repair order# _____
Mileage _____

Portage County Motor Pool
Vehicle Safety Inspection

Department _____

Vehicle Dept # _____ VIN.# _____

Make: _____ Model: _____ Year: _____

1. _____ Test Drive Vehicle noting any concerns (if safe to operate)
2. _____ Walk around visual inspection noting body, mirrors, interior & windshield damages.
3. _____ Check for maintenance required sticker.
4. _____ Visual multipoint inspection.
5. _____ Check all fluids.
6. _____ Check all lights.
7. _____ Check wiper blades/horn operation.
8. _____ Check all brakes/parking brake. Front _____ Rear _____
9. _____ Check all tires/pressure/condition/tread wear.
10. _____ Check all lug nut torque
11. _____ Check steering and suspension/drive train.
12. _____ Check for any leaks/engine, transmission, steering, brake tines, fuel lines, differential, etc.
13. _____ Check all window glass.
14. _____ Check Heater-A/C operation.
15. _____ Check Battery and Charging System
16. _____ Check all instrumentation and controls.
17. _____ Check all warning/dash lights.
18. _____ Check all seat belts/Restraint systems
19. _____ Check for snow brush/license plates/registration and or copy of title/insurance card/vehicle usage towing and contact info card
20. _____ Check all interior/exterior seat and body panels.
21. _____ Check for any safety recalls/required emissions tests
22. _____ Check for any recommended maintenance services

Comments/recommendations/safety concerns:

Parts/supplies used:

Technician: _____ Date _____

* * * * *

RESOLUTION No. 10-0665 - RE: TO ENTER INTO AN AGREEMENT FOR BACK-UP BUILDING INSPECTOR SERVICES FOR 2010 BETWEEN THE BOARD OF COUNTY COMMISSIONERS AND RONALD MARUSIAK.

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

WHEREAS, the Board of Portage County Commissioners has determined that there is a need for Back-Up Building Inspector services to be performed at the request of the County in cases of emergency and during times when regular employees are otherwise unavailable; and

WHEREAS, Ronald Marusiak is qualified to perform Back-Up Building Inspector services as contained in the Agreement for Back-Up Building Inspector Services; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby agree to enter into a Back Up Building Inspector Services Agreement by and between the Board of Commissioners and Ronald Marusiak, as an Independent Contractor, in the Amount of Twenty Five Dollars (\$25.00) per inspection in a total amount not to exceed Five Thousand Dollars yearly; 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, Yea; Christopher Smeiles, Yea; Maureen T. Frederick, Yea;

* * * * *

RESOLUTIONS

July 15, 2010

1. Approval of Meeting Minutes from the July 13, 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./10-0653
3. Approve the wire transfer as presented by the County Auditor./10-0654

4. Approve the Journal Vouchers as presented by the County Auditor./10-0655
5. Approve Then & Now as presented by the County Auditor./10-0656
6. Approve specifications and set bid date for 12’x16’x40’ precast reinforced concrete box culvert for installation on Frost Road (CH 197) over Black Brook Ditch in Mantua Township, Portage County (County Engineer)./10-0657
7. Approve specifications and set bid date for 16’x6’x36’ precast reinforced concrete box culvert for installation on Cooley Road (TH 217) over West Branch of the Mahoning River in Shalersville Township, Portage County (County Engineer)./10-0658
8. Fix amount of Dog Warden, Deputy Dog Warden, Canvasser and Facility Keeper position schedule bonds./10-0659

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INCOMING CORRESPONDENCE

DISCUSSION

July 15, 2010

1. Undated correspondence (received July 13, 2010) from Bradley May, regarding an Entertainment tax/Executive Assistant to send letter of thanks and forward the information to our two State Representatives and State Senator
2. July 12, 2010 correspondence from Michael Hostler, Ohio Patrolmen’s Benevolent Association, regarding financial concessions/Clerk has scheduled Sheriff Doak to discuss his collective bargaining agreements. The Board of Commissioners agreed that the Human Resources Department Director should draft a letter to Mr. Hostler advising which other unions have agreed to financial concessions.
3. In response to the Board’s request for information, the American Legion Mantua Post 193 presents the requesting additional information for the Memorial Day expenses/Forward to Denise Smith for her comments ASAP.

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JOURNAL ENTRY

July 15, 2010

1. Board of Commissioners’ signature requested on the payment authorization form for the City of Ravenna for acquisition of 455 W. Main St., Ravenna for \$43,646.75 as requested by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Land banking activity is funding this expense.
2. Board of Commissioners’ signature requested on the payment authorization form for Neighborhood Development Services for Acquisition/Land Banking of 6668 Sumner, Ravenna for \$24,982.45 as requested by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Land Banking Activity is funding this expense.

3. Board of Commissioners' signature requested on the payment authorization form for the City of Ravenna for a progress payment for rehabilitation of 536 E. Highland, Ravenna for \$31,770.00 as requested by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Housing Development Activity is funding this expense.
4. The Board of Commissioners authorized payment of the July 9, 2010 Invoice for Professional Services rendered during July 2010 for \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
5. The Board of Commissioners received the Weekly Report of Kennel population for the week ending July 11, 2010 as presented by Dave McIntyre, Dog Warden. The Board of Commissioners acknowledged receipt of \$2880.25 in License Sales and \$522 for Impound fees.
6. Board of Commissioners' authorization requested to allow the electronic filing of the Quarterly Progress Report to the Office of Justice Programs for period April 1, 2010 through June 30, 2010 for the Portage County Collaboration of Advocacy, Prosecutor's Grant No. 2009-RA-Do1-2184, as presented by the Department of Budget and Financial Management.
7. Board of Commissioners' authorization requested to allow the electronic filing of the US Department of Justice Quarterly Financial Status Report for period April 1, 2010 through June 30, 2010 for the Sheriff's Department Local Solicitation Grant No. 2009-DJ-BX-1192, as presented by the Department of Budget and Financial Management.
8. Board of Commissioners' authorization requested to allow the electronic filing of the US Department of Justice Quarterly Financial Status Report for period April 1, 2010 through June 30, 2010 for the Sheriff's Department Neighborhood Patrol, Grant No. 2007-DJ-BX-1414, as presented by the Department of Budget and Financial Management.
9. Board of Commissioners' authorization requested to allow the electronic filing of the Quarterly Progress Report to the Office of Criminal Justice Services for period April 1, 2010-June 30, 2010 for the Sheriff's Department Cruiser Replacement for Grant No. 2009-RA-A02-2286, as presented by the Department of Budget and Financial Management.
10. Board of Commissioners' authorization requested to allow the electronic filing of the Quarterly Progress Report to the Office of Criminal Justice Services for period April 1, 2010-June 30, 2010 for the Sheriff's Department Courtroom Deputies Grant No. 2009-RA-A02-2323, as presented by the Department of Budget and Financial Management.
11. July 15, 2010 memo from Water Resources Department Director Harold Huff requesting Commissioner Keiper's signature on two United States Bankruptcy Court, Northern District of Ohio Proof of Claims, as presented by the Portage County Water Resources Department for unpaid water and/or sewer bills as follows:

Name	Address	Amount	Account Number
Brian and Marlena Morrow	3580 Elmhurst Ct., Kent, OH 44240	\$50.90	203-016-30-00
Jennifer Clawson	9345 Gerald Dr., Streetsboro, OH 44241	\$372.06	402-029-70-00

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REFERRED

July 15, 2010

1. July 8, 2010 memo from the Ohio Department of Youth Services to Juvenile Court Judges, Court Administrators and Subsidy Grant Contacts, regarding FY2011 Subsidy Grant Allocations – re-calculated RECLAIM Ohio and Youth Services Grant Allocation. Referred to Department of Budget & Financial Management.
2. July 13, 2010 correspondence from Larry Solak, regarding an interest in serving on the Portage County Solid Waste Policy Committee. Referred to Solid Waste and Executive Assistant.

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PLEASE ADD TO THE AGENDA

July 15, 2010

1. The Board of Commissioners received the July 13, 2010 correspondence requesting sick leave conversion from retiring Director of General Services Jim Manion./Journal Entry
2. Board of Commissioners’ authorization requested to allow the electronic submittal of the revised budget (which includes the prior grant period in addition to the new award amount) for the Arrest Grant No. 2007-WE-AX-0048 for the ATR Community Collaborative, to the U.S. Department of Justice Office on Violence Against Women, as presented by Carole Beaty, Family & Community Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted./Journal Entry

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INFORMATION ONLY

July 15, 2010

1. July 8, 2010 memo from Nancy Dailey, WIC, including a response to the Ohio Department of Health regarding the FY10 WIC Management Evaluation.

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Journal Entry

July 15, 2010

Motion by Christopher Smeiles, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners signed the payment authorization form for the City of Ravenna for the acquisition of 455 West Main Street in Ravenna for \$43,646.75, as presented by the Regional Planning

Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Land banking activity is funding this expense.

2. The Board of Commissioners signed the payment authorization form for Neighborhood Development Services for Acquisition/Land Banking of 6668 Sumner Road in Ravenna for \$24,982.45, as presented by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Land Banking Activity is funding this expense.
3. The Board of Commissioners signed the payment authorization form for the City of Ravenna for a progress payment for the rehabilitation of 536 East Highland Avenue in Ravenna for \$31,770.00, as presented by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Housing Development Activity is funding this expense.
4. The Board of Commissioners authorized payment of the July 9, 2010 Invoice for Professional Services rendered during July 2010 for \$175.00, as presented by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
5. The Board of Commissioners acknowledged the receipt of the Weekly Report of Kennel population for the week ending July 11, 2010, as presented by Dog Warden Dave McIntyre. The Board of Commissioners also acknowledged the receipt of \$2880.25 in License Sales and \$522 for Impound fees.
6. The Board of Commissioners authorized the electronic filing of the Quarterly Progress Report to the Office of Justice Programs for the time period April 1, 2010 through June 30, 2010 for the Portage County Collaboration of Advocacy, Prosecutor's Grant No. 2009-RA-D01-2184, as presented by the Department of Budget and Financial Management.
7. The Board of Commissioners authorized the electronic filing of the US Department of Justice Quarterly Financial Status Report for period April 1, 2010 through June 30, 2010 for the Sheriff's Department Local Solicitation Grant No. 2009-DJ-BX-1192, as presented by the Department of Budget and Financial Management.
8. The Board of Commissioners authorized the electronic filing of the US Department of Justice Quarterly Financial Status Report for period April 1, 2010 through June 30, 2010 for the Sheriff's Department Neighborhood Patrol, Grant No. 2007-DJ-BX-1414, as presented by the Department of Budget and Financial Management.
9. The Board of Commissioners authorized the electronic filing of the Quarterly Progress Report to the Office of Criminal Justice Services for period April 1, 2010-June 30, 2010 for the Sheriff's Department Cruiser Replacement for Grant No. 2009-RA-A02-2286, as presented by the Department of Budget and Financial Management.
10. The Board of Commissioners authorized the electronic filing of the Quarterly Progress Report to the Office of Criminal Justice Services for period April 1, 2010-June 30, 2010 for the Sheriff's Department

Courtroom Deputies Grant No. 2009-RA-A02-2323, as presented by the Department of Budget and Financial Management.

- The Board of Commissioners authorized Commissioner Keiper to sign two United States Bankruptcy Court, Northern District of Ohio Proof of Claims, as presented by the Portage County Water Resources Department for unpaid water and/or sewer bills as follows:

Name	Address	Amount	Account Number
Brian and Marlena Morrow	3580 Elmhurst Ct., Kent, OH 44240	\$50.90	203-016-30-00
Jennifer Clawson	9345 Gerald Dr., Streetsboro, OH 44241	\$372.06	402-029-70-00

- The Board of Commissioners acknowledged the receipt of the July 13, 2010 correspondence requesting sick leave conversion from retiring Director of General Services Jim Manion. Forwarded to the Department of Budget & Finance.
- The Board of Commissioners authorized the electronic submittal of the revised budget (which includes the prior grant period in addition to the new award amount) for the Arrest Grant No. 2007-WE-AX-0048 for the ATR Community Collaborative, to the U.S. Department of Justice Office on Violence Against Women, as presented by Carole Beaty, Family & Community Services. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
- After meeting today with CBO Bob Wrentmore, the Board of Commissioners accepted the CBO's recommendation to exclude the Building Department from the furlough program during the second half of 2010, as detailed in Resolution 09-1138. The CBO noted that furloughs will be reconsidered in the first half of 2011.

All in favor, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **July 15, 2010**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Maureen T. Frederick to adjourn the official meeting at **11:00 AM**. All in favor, motion carries.

Charles W. Keiper II, President

Maureen T. Frederick, Board Member

Christopher Smeiles, Vice President

Deborah Mazanec, Clerk

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