

**Thursday, January 13, 2011**

The Board of County Commissioners met in regular session on **Thursday, January 13, 2011 at 9:36 AM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

Tommie Jo Marsilio

\*

\*

\*

\*

\*

It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to approve the meeting minutes of the January 11, 2011 meeting. All in favor, motion carries

\*

\*

\*

\*

\*

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

\*

\*

\*

\*

\*

### **INTERNAL SERVICES**

Present: JoAnn Townend

### **DISCUSSION:**

1. MOU between NDS and the Portage County Board of Commissioner regarding the Ravenna Training and Logistics Site.

The Army Corp of Engineers presented an award of money of \$1.6 million to Neighborhood Development Services to help complete the sewer portion of the work. The Board requested a MOU to ensure funding would go towards that project. Director Townend has prepared the MOU and would like the Board to review and once reviewed, she will prepare the necessary resolution.

Commissioner Smeiles asked Director Townend to check with Water Resources Department to see if Water Resources invoices Neighborhood Development Services directly for tap in fees and when they are expected.

### **RESOLUTIONS:**

1. Enter into real estate lease agreement amendment no. 11 with the Columbiana County Commissioners for lease of the lower level of 7876 Lincole Place, Lisbon, OH. Director Townend indicated the rent has been increase of 5%./11-0048
2. Enter into an agreement with Willis of Ohio for health benefit consulting services for HR for 2011. This amount is the same as last year./11-0049
3. Enter into amendment no. 10 with Gary Kapusta for permission to park and walk on Portage County property on Infirmary Road for 2011./11-0039

Director Townend was asked to bring back the Oak Group contract and resolution passed for the Building Department. Mr. Cochran of The Oak Group was a back up plans examiner paid \$75.00 per exam. Director Bob Wrentmore wanted to add in back up building official services, paying the

Oak Group a flat \$200.00 to do this work. The previous Chief Building Official was under retainer but was never needed. Director Townend would like to contact The Oak Group to see if Mr. Cochran has an interest in performing back up building official services as part of the \$75.00 fee. The Board authorized Director Townend to contact The Oak Group directly and report back to the Board. The resolution may need to be amended.

#### EXECUTIVE SESSION:

##### 1. Personnel Compensation

\* \* \* \* \*

10:15 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by Tommie Jo Marsilio that the Board of Commissioners move into executive session to consider compensation of a public employee. **Also present:** JoAnn Townend. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:41 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners moves out of executive session. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

After exiting executive session, the Board took action by Journal Entry.

10:41 AM Commissioner Marsilio absent while attending a funeral

\* \* \* \* \*

#### HUMAN RESOURCES

Present: Karen U’Halie, Vickie Steiner, Medical Mutual - Stephen Harry, Richard Wallack, Kathy Pietz, Doug Brown & Brian Muldoon, Willis of Ohio.

Medical Mutual attending today to update the Board of Commissioners regarding Pharmaceutical Benefit Utilization by Portage County employees for time period October 2009-September 2009 and October 2009-September 2011.

\* \* \* \* \*

#### JOB & FAMILY SERVICES

Present: Terri Burns, Kevin Gowan

##### 1. CSEA Performance, December 2010

##### 2. Update on Layoff/Displacement Process

Four people are being laid off and three have the ability to bump but one position is non-bargaining so they did not that luxury. That position’s last day of employment will be January 21, 2011. One of the three individuals in the bargaining unit decided to voluntary take the layoff and did not exercise bumping rights and their last day will also be January 21<sup>st</sup>.

### 3. Public Assistance Stats

Commissioner Smeiles asked what is the caseload per worker. Ms. Burns will get that information for the Board.

Commissioner Frederick asked about the progress of the phone system. Ms. Burns indicated there has been discussion about voice over IT which is what the Prosecutor's office has and the State has the system which they could be connected to, but it'll be approximately 18 month period to be live. Ms. Burns said they've begun to look at outside vendors but a meeting hasn't been scheduled. IT Director Brian Kelley has been involved and he understands the department's needs. Mr. Gowen indicated they are trying to schedule a meeting with AT&T for an interim solution by expanding the CENTREX system at Child Support through Director Townend at Internal Services.

Recessed: 11:50 AM

Reconvened: 1:00 PM

1:05 PM Commissioner Marsilio attending.

\* \* \* \* \*

#### **JAMES ZUPKA, 2010 AUDIT PRE-AUDIT/ENTRANCE CONFERENCE**

Present: James Zupka, Sujata Sulzer Becky Gratowski, Jeff Rinehart, Rebecca Ritterbeck, Maureen Bennett, and Steve Shanafelt, JoAnn Townend, Janet Esposito, Denise Smith

The Financial and Compliance audit for 2010 and it's a Three Party Contract between the Auditor of State, Zupka, and the County.

This will be the first year so they've requested a review of work papers from the Auditor of State's office. In the meantime, they have obtained the process documentation of narratives of the system.

Sujada Sulzer is the partner in the field and Jim is the signing partner and in charge of reviewing the single audit, Becky Gnatowski is in charge of quality review and Jeff Rinehart is in charge in field with Kyle and Kadgard. There is a minority on the contract as well required by the Auditor of State's office.

Ms. Sulzer hopes to begin the audit on Tuesday, January 18<sup>th</sup> and she wonders who the liaison would be. Ms. Esposito said that it depended on which department. The Commissioners' Acting Clerk will provide Ms. Sulzer with a listing of Elected Officials, Department Heads and telephone numbers before leaving the meeting today.

The Board was presented an Engagement Letter confirming understanding of the services to be provided and the Board authorized Commissioner Frederick to sign the Letter./Journal Entry

The audit's interim work will take approximately 4-5 weeks to complete and the hope is they can return the first week of April 2011 and stay until the audit has been completed.



\*  
RESOLUTION No. 11-0039

\*  
RE: ENTER INTO AMENDMENT NO. 10 WITH GARY  
KAPUSTA FOR PERMISSION TO USE TWO (2) ACCESS  
DRIVES (GAS-WELL ROAD DRIVES), PARK AND WALK  
ON PORTAGE COUNTY PROPERTY.  
\*

It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio that the following resolution be adopted:

**WHEREAS,** an agreement between the parties was entered into on June 1, 2000 granting Gary Kapusta and his son, Michael, permission to walk behind the Portage County Water Resources Laboratory, Portage County Justice Center, Portage County Juvenile Detention Center and Dog Warden Facility, located in Shalersville, Ohio from May 19, 2000 until December 1, 2000; and

**WHEREAS,** Amendment No. 1 was entered into on January 9, 2001 through Resolution No. 00-938 extending the term of the agreement from December 2, 2000 until December 31, 2001; and

**WHEREAS,** Amendment No. 2 was entered into on May 9, 2002 through Resolution No. 02-0459 extending the term of the agreement from January 1, 2002 until December 31, 2002; and

**WHEREAS,** Amendment No. 3 was entered into on November 19, 2002 through Resolution No. 02-0940 extending the term of the agreement from January 1, 2003 until December 31, 2003; and

**WHEREAS,** Amendment No. 4 was entered into on March 2 2004 through Resolution No. 03-0993 extending the term of the agreement from January 1, 2004 until December 31, 2004; and

**WHEREAS,** Amendment No. 5 was entered into on June 22, 2006 through Resolution No. 06-0477 extending the term of the agreement from June 10, 2006 until December 31, 2006; and

**WHEREAS,** Amendment No. 6 was entered into on April 26, 2007 through Resolution No. 07-0284 extending the term of the agreement from January 1, 2007 until December 31, 2007; and

**WHEREAS,** Amendment No. 7 was entered into on April 29, 2008 through Resolution No. 08-0291 extending the term of the agreement from January 1, 2008 until December 31, 2008 and

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







**RESOLVED,**

that the Board of Portage County Commissioners does hereby accept the amendment to the Drug and Alcohol Testing Consortium Agreement on behalf of the Portage County Engineer for the referenced testing within the Scope of Services and in the amounts indicated in this agreement in a total amount not to exceed \$2,000.00 annually for a two year period to expire on December 31, 2012; and be it further

**RESOLVED,**

that the Portage County 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 a meeting opened to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

\*

\*

\*

\*

\*

RESOLUTION No. 11-0043

RE: AMENDMENT TO THE NON GENERAL FUND  
2011 ANNUAL APPROPRIATION RESOLUTION  
NO 10-1143 ADOPTED DECEMBER 16, 2010

It was moved by Christopher Smeiles, second by Tommie Jo Marsilio that the following resolution be adopted:

RESOLVED, that it has become necessary to amend the Non General Fund 2011 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below:

		<u>Increase</u>	<u>Decrease</u>
Fund: 1275	RLF CDBG Economic Devlpmt		
001	Commissioners		
12758	RLF CDBG Economic Devlpmt DE	168,700	-
	<b>MEMO TOTAL</b>	<b>\$ 168,700</b>	<b>\$ -</b>
Note:	Contingency New Loans      Loan Dacon \$135K		
<hr/>			
Fund: 1301	Marriage Licenses		
500	Clerk of Courts		
13014	Marriage Licenses CS	17,000	-
	<b>MEMO TOTAL</b>	<b>\$ 17,000</b>	<b>\$ -</b>
Note:	Projected Need		
<hr/>			
Fund: 3013	GO Bonds 2001		
001	Commissioners		
30138	GO Bonds 2001 DS	0	21,431
	<b>MEMO TOTAL</b>	<b>\$ -</b>	<b>\$ 21,431</b>
Note:	ADJUST TO ACTUAL		
<hr/>			
Fund: 4006	Veterans Memorial		
001	Commissioners		
40064	Veterans Memorial CS	0	1,892
	<b>MEMO TOTAL</b>	<b>\$ -</b>	<b>\$ 1,892</b>
Note:	ADJUST TO		

	<i>Increase</i>	<i>Decrease</i>
<b>Fund: 4007 Kent Court Capital Projects</b>		
<b>520 Municipal Court</b>		
40079 Kent Court Capital Proj ME	100,000	-
<b>MEMO TOTAL</b>	<u><u>\$ 100,000</u></u>	<u><u>\$ -</u></u>

Note: new kent court as

<b>Fund: 4017 Kent Municipal Court</b>		
<b>012 Central Purchasing Services</b>		
40174 Kent Municipal Court CS	5,000	-
<b>MEMO TOTAL</b>	<u><u>\$ 5,000</u></u>	<u><u>\$ -</u></u>

Note: Muni Court Order 2011

<b>Fund: 5800 Freedom Secondary Railroad</b>		
<b>010 Commissioners Other</b>		
58004 Freedom Secondary Railroad CS	40,158	-
58008 Freedom Secondary Railroad DE	161	-
<b>MEMO TOTAL</b>	<u><u>\$ 40,319</u></u>	<u><u>\$ -</u></u>

Note: Adj to Est. Debt                      Emergency Repair

<b>Fund: 8101 Unclaimed Monies</b>		
<b>200 Treasurer</b>		
81019 Unclaimed Monies ME	200,000	-
<b>MEMO TOTAL</b>	<u><u>\$ 200,000</u></u>	<u><u>\$ -</u></u>

Note: Per Treasurers Request

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<u><u>\$ 531,019</u></u>	<u><u>\$ 23,323</u></u>
---	--------------------------	-------------------------

; and be it further

**RESOLVED,** that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the 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 as Follows:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

\*

\*

\*

\*

\*

\* \* \* \* \*  
**RESOLUTION No. 11-0044 - RE: CASH ADVANCE - FROM FUND 0001, GENERAL FUND TO FUND 5800, FREEDOM SECONDARY RAILROAD**

It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio that the following resolution be adopted:

**WHEREAS,** Fund 5800, Freedom Secondary Railroad is in need of interim cash for emergency repairs to the line until rental revenues are received; now therefore be it

**RESOLVED,** that the following cash advance be made in the amount of \$ 20,000.00

**FROM:**  
0001, GENERAL FUND  
ORGCODE - 00100009  
Debit Expense Account  
Object 920000 - Advances-Out \$ 20,000.00

**TO:**  
5800, FREEDOM SECONDARY RAILROAD  
ORGCODE - 58000102  
Credit Revenue Account  
Revenue Source 290000 - Advances-In \$ 20,000.00

and be it further

**RESOLVED,** the advance will be repaid to the General Fund with total rental income earned in the fund each year until repaid, and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said cash advance by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, and the Department of Budget & Financial Management, and be it further

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

Roll call vote as follows:

Christopher Smeiles, Yea; Maureen T. Frederick, Yea; Tommie Jo Marsilio, Yea;

\* \* \* \* \*

**RESOLUTION No. 11-0045 - RE: TRANSFER - FROM FUND 4007, KENT COURT CAPITAL PROJECTS TO FUND 4017, KENT MUNICIPAL COURT**

It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio that the following resolution be adopted:

**WHEREAS,** the Portage County Municipal Court (the Court), has assessed additional fees as court costs in accordance with R.C. 1901.26 (B)(1) to acquire a new or renovate the existing Kent Branch “in compliance with detailed and Court approved architectural plans”, and

**WHEREAS,** the Portage County Board of Commissioners (the Board) has entered into an agreement with Daniel R. Miller, MAI, SRA, Landmark R.E. Appraisal and Consulting for an appraisal of 303 East Main Street, Kent , Ohio in the amount of \$5,000.00, and

**WHEREAS,** the Court has issued Court Order 2011 JE 002 stating “that such expenditure for a site appraisal is an appropriate and proper expense for a new Courthouse for the Portage County Municipal Court/Kent Branch”, and

**WHEREAS,** the Court Order directs “that the sum of ... \$5,000.00 be disbursed to construction fund 4017” for the County contract between the Board and Daniel R. Miller, MAI, SRA, Landmark R.E. Appraisal and Consulting; now therefore be it

**RESOLVED,** that the following transfer of funds in the amount of \$5,000.00 be and is hereby made:

**FROM:**

FUND 4007 KENT COURTS CAPITAL PROJECTS

ORGCODE - 40075209

Debit Expense Account

Object 910000 - TRANSFERS OUT \$ 5,000.00

**TO:**

FUND 4017, KENT MUNICIPAL COURT

ORGCODE - 40170122

Credit Revenue Account

Revenue Source 280000 - TRANSFERS IN \$ 5,000.00

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry, and be it further and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Portage County Municipal Court, and be it further







- WHEREAS,** Amendment No. 3 between the parties was entered into on January 23, 2002 by Resolution No. 02-0039 for the term of January 1, 2002 until December 31, 2002; and
- WHEREAS,** Amendment No. 4 between the parties was entered into on February 25, 2003 by Resolution No. 02-0938 for the term of January 1, 2003 until December 31, 2003; and
- WHEREAS,** Amendment No. 5 between the parties was entered into on June 2, 2004 by Resolution 03-0996 for the term of January 1, 2004 until December 31, 2005; and
- WHEREAS,** Amendment No. 6 between the parties was entered into on January 25, 2006 by Resolution 06-0036 for the term of January 1, 2006 until December 31, 2006; and
- WHEREAS,** Amendment No. 7 between the parties was entered into on March 21, 2007 by Resolution 07-0395 for the term of January 1, 2007 until December 31, 2007; and
- WHEREAS,** Amendment No. 8 between the parties was entered into on February 13, 2008 by Resolution 08-0224 for the term of January 1, 2008 until December 31, 2008; and
- WHEREAS,** Amendment No. 9 between the parties was entered into on October 28, 2008 by Resolution 08-1116 for the term of January 1, 2009 until December 31, 2009; and
- WHEREAS,** Amendment No. 10 between the parties was entered into on January 7, 2010 by Resolution 10-0018 for the term of January 1, 2010 until December 31, 2010; and
- WHEREAS,** the Columbiana County Board of Commissioners has an interest in leasing said property; now therefore be it
- RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into said Lease Agreement Amendment No. 11 for the property listed above with the Columbiana County Board of Commissioners for a term of one (1) year, beginning January 1, 2011 and ending on December 31, 2011; and be it further
- RESOLVED,** that the rent shall be One thousand six hundred one dollar and ninety-nine cents (\$1,601.99) per month payable on the first day of each month beginning January 1, 2011 and continuing until the expiration of the lease; 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:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

\*

\*

\*

\*

\*

**RESOLUTION No. 11-0049**

-

**RE: ENTER INTO AN AGREEMENT WITH WILLIS OF OHIO, INC. FOR PROVISION OF HEALTH BENEFIT PLAN CONSULTING SERVICES FOR 2011.**

It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio that the following resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners desires on-going consulting services regarding health benefit plan design services, review of provider services, evaluation of proposals submitted by vendors of voluntary benefit plans and development of wellness initiatives for the Portage County Employee Health Benefit Plan as required by the Ohio Revised Code, Section 307.86(F); now therefore be it

**RESOLVED,** that the Portage County Commissioners agree to enter into an agreement, with **Willis of Ohio, Inc., 200 Public Square, Suite 3760, Cleveland, Ohio 44114**, to provide Health Care Consulting Services in 2011 for the Portage County Employee Health Benefit Plan for a total cost not to exceed twenty-four thousand and 00/100 dollars (\$24,000.00), 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

\*

\*

\*

\*

\*

**RESOLUTIONS**

January 13, 2011

1. Approval of Meeting Minutes from the January 11, 2011 regular Board Meeting and January 10, 2011 Special Meeting as presented.
2. Approve the Bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./11-0038
3. Approve the Journal Vouchers as presented by the County Auditor./11-0040
4. Approve Then & Now as presented by the County Auditor./11-0041

5. Accept amendment to Drug & Alcohol testing consortium agreement between Robinson Health Affiliates, Inc. dba Working Partners and the Portage County Engineer./11-0042
6. Amendment to Non General Fund Resolution./11-0043
7. Cash Advance General Fund to Fund 5800 (Freedom Railroad)./11-0044
8. Transfer from Fund 4007 Kent Court Capital Projects to 4017 Kent Municipal Court./11-0045
9. Declare obsolete and dispose of Portage County Personal Property (Po Co DD)./11-0046.  
Commissioner Smeiles to contact Dr. Pat Macke regarding donating items to Family & Community Services.
10. Accept technical and fee proposal of Osborn Engineering and enter into an agreement for providing preliminary engineering services for the R00 62 CH82E Old Forge Road Bridge Replacement Project, Rootstown Township (County Engineer)./11-0047

\* \* \* \* \*

**INVITATIONS/MEETING NOTICES**

January 13, 2011

1. Notice for the 2011 Life Service EAP Webinar entitled “Everything In It’s Place” available for viewing at Outlook/All Public Folders/Human Resources/Employee Assistance Program/January 2011 Webinar.
2. Invitation from Carol Neff for the retirement party for Karen Neff Patterson on Friday, January 28, 2011, 6:00 PM, Kentwood Restaurant. (cc: Executive Assistant for certificate).
3. Meeting notice for the AMATS Technical Advisory Committee Thursday, January 20, 2011, 1:30 PM, Stow Safety Building; Citizens Involvement Committee Thursday, January 20, 2011, 7:00 PM, Silver Lake Village Hall; Policy Committee, Wednesday, January 26, 2011, 1:30 PM, Martin University Center, Akron.

\* \* \* \* \*

**INCOMING CORRESPONDENCE**

**DISCUSSION**

January 13, 2011

1. Discussion: Does the Board wish to make nominations for the following as requested by the Brimfield Area Chamber of Commerce?
  - (A) Small Business Person of the Year Award
  - (B) Judy Roth Memorial Award
  - (C) New and Renovated Business Award
 Nomination Deadline is Saturday, January 15, 2011.  
 Each Board of Commissioners to complete on their own.

2. January 11, 2011 e-mail from Barb Fleischmann, The Woodlands At Robinson, including the Scope of Services provided by Generations Consulting./No action
3. January 10, 2011 e-mail from Commissioner Frederick to Denise Smith, Prosecutor's Office, regarding FAA Grant Regulations./Denise to work on agreement and return to the Board.
4. Discussion: Proposed agreement between the County and Portage Development Board./Board would like time to review./Forwarded 1-12-11 version to Internal Services Director Townend for processing.
5. Discussion: Smoke free policy./Director Barber to send county-wide e-mail reiterating the policy. Referred to Executive Assistant to add to Commissioners' Leadership Agenda as a discussion item.
6. Discussion: Public Defender's water leak./Director Miller to contact Public Defender Lager.

\* \* \* \* \*

**JOURNAL ENTRY**

January 13, 2011

1. Board of Commissioners' authorization requested to pay the Portage County Regional Airport Authority's Invoice No. 2011-06 dated January 10, 2011 for \$263.10 for reimbursement of the 10 cents per gallon in fuel costs for the Metro Life Flight helicopter, as approved by the Board of Commissioners in a Journal Entry adopted July 8, 2008, for the life of the 60 month lease with Metro Life Flight not to exceed \$6,000 annually.
2. Board of Commissioners' authorization requested to allow the electronic filing of the Quarterly Progress Report to the Office of Justice Program for period October 1, 2010 through December 31, 2010 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184, as presented by the Department of Budget and Financial Management.
3. Board of Commissioners' authorization requested to allow the electronic filing of the Quarterly Progress Report to the Office of Justice Program for period October 1, 2010 through December 31, 2010 for the Portage County Cruiser Replacement, Grant No. 2009-RA-A02-2286, as presented by the Department of Budget and Financial Management.
4. Board of Commissioners' authorization requested to allow the electronic filing of the Quarterly Progress Report to the Office of Justice Program for period October 1, 2010 through December 31, 2010 for Courtroom Deputies Grant No. 2009-RA-A02-2323, as presented by the Department of Budget and Financial Management.
5. Board of Commissioners' authorization requested to allow the electronic filing to the US Department of Justice of the Quarterly Financial Status Report to the US Department of Justice for the period October 1, 2010 to December 31, 2010 for OVW Grant No. 2007-WE-AX-0048 as presented by the Department of Budget & Financial Management.

\* \* \* \* \*

## **REFERRED**

January 13, 2011

1. January 12, 2011 e-mail from Barb Fleischmann, including an affiliation agreement form for Hiram College students. Referred to Internal Services for processing./Clerk to contact Ms. Fleischmann to extend courtesy to Robinson Memorial Hospital. Clerk to schedule appointment with Mr. Colecchi of Robinson Memorial Hospital
2. January 5, 2011 correspondence from Michael Hiler, Ohio Department of Development, including a Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions for B-F-10-1CJ-1. Referred to Regional Planning Commission.
3. January 3, 2011 correspondence from Peter Orlando, Boy Scout Troop 257, requesting a letter of recognition to Eagle Scout David Van Note for his recognition ceremony on Saturday, January 15, 2011. Referred to Executive Assistant.
4. January 5, 2011 correspondence from Barbara Bloetscher, Ohio Department of Agriculture, requesting appointment of an Apiary Inspector for the 2011 season. Referred to Executive Assistant.
5. January 7, 2011 correspondence from Joseph Hadley, NEFCO, regarding the Environmental Resources Technical Advisory Committee (ERTAC) appointment. Referred to Executive Assistant.
6. January 6, 2011 correspondence from George Sarkis, Roetzel & Andress, including Check No. 916410 dated December 22, 2011 for \$15,000.00 as a voluntary return of fees in order to organize the Portage Development Board. Referred to Economic Development Department for processing.
7. January 10, 2011 correspondence from Janet Esposito, Portage County Board of Revisions, requesting use of Meeting Room #605. Referred to Human Resources Department for scheduling.

\*

\*

\*

\*

\*

## **INFORMATION ONLY**

January 13, 2011

1. January 10, 2011 correspondence from Janet Esposito, Portage County Board of Revisions requesting Board appointment to the Board of Revision./Commissioners' yearly Board appointment resolution forwarded.
2. January 11, 2011 memo from Department of Budget & Financial Management to all elected officials and department managers, regarding the 2011 Budget Amendment Schedule.
3. January 7, 2011 correspondence from Juvenile Court to the Ohio Department of Youth Services, regarding Portage County Juvenile Court's subsidy grant FY2011 Status Report for the period of July 1, 2011 through December 31, 2011.

4. January 7, 2011 e-mail from Commissioner Marsilio to Steve Colecchi, Robinson Memorial Hospital, regarding contact information for Joe Mayernik.
5. January 7, 2011 e-mail from Steve Colecchi, Robinson Memorial Hospital, regarding the Portage Development Board.
6. January 12, 2011 e-mail from Mayor Lou Bertrand, Village of Hiram, including the State Hiram Village address.

\* \* \* \* \*

**PROSECUTOR CORRESPONDENCE**

January 13, 2011

1. January 12, 2011 e-mail from Chris Meduri, regarding sink hole issue./No action needed
2. January 10, 2011 e-mail from Denise Smith, regarding FAA Grant regulations./Prosecutor Smith will create a draft and bring back to the Board.
3. January 11, 2011 e-mail from Chris Meduri, regarding the County Engineer’s attendance at the schedule annexation hearings./Prosecutor Meduri meeting with the Attorneys 1-14-11.

\* \* \* \* \*

**Journal Entry**

January 13, 2011

Motion by Christopher Smeiles, seconded by Tommie Jo Marsilio to approve the following actions:

1. The Board of Commissioners authorized payment the Portage County Regional Airport Authority’s Invoice No. 2011-06 dated January 10, 2011 for \$263.10 for reimbursement of the 10 cents per gallon in fuel costs for the Metro Life Flight helicopter, as approved by the Board of Commissioners in a Journal Entry adopted July 8, 2008, for the life of the 60 month lease with Metro Life Flight not to exceed \$6,000 annually.
2. The Board of Commissioners authorized the electronic filing of the Quarterly Progress Report to the Office of Justice Program for period October 1, 2010 through December 31, 2010 for the Portage County Collaboration of Advocacy, Grant No. 2009-RA-D01-2184, as presented by the Department of Budget and Financial Management.
3. The Board of Commissioners authorized the electronic filing of the Quarterly Progress Report to the Office of Justice Program for period October 1, 2010 through December 31, 2010 for the Portage County Cruiser Replacement, Grant No. 2009-RA-A02-2286, as presented by the Department of Budget and Financial Management.
4. The Board of Commissioners authorized the electronic filing of the Quarterly Progress Report to the Office of Justice Program for period October 1, 2010 through December 31, 2010 for Courtroom Deputies Grant No. 2009-RA-A02-2323, as presented by the Department of Budget and Financial Management.

5. The Board of Commissioners authorized the electronic filing to the US Department of Justice of the Quarterly Financial Status Report to the US Department of Justice for the period October 1, 2010 to December 31, 2010 for OVW Grant No. 2007-WE-AX-0048 as presented by the Department of Budget & Financial Management.
6. The Board of Commissioners approved a revised position description and applicable compensation rate for a Records Manager and Printer, upon the recommendation of Internal Services Director JoAnn Townend and Human Resources Director Karen U'Halie. Upon Board approval, the newly created position was offered to current Printer, Glenn Cooper. Mr. Cooper declined the position.
7. The Board of Commissioners authorized Commissioner Maureen T. Frederick, President of the Board, to sign the Engagement Letter to confirm an understanding of the services provided in order to complete a Financial and Compliance audit for year ended December 31, 2010 as presented by James G. Zupka, CPA, Inc.
8. The Board of Commissioners approved the following Personnel Requisition as presented Director Judee Genetin, Department of Job & Family Services:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Job & Family Services	Social Service Worker 3 (Replacing Kerri Daly-Luckner)	JFS J	Post Internally and Externally

All in favor, motion carries.

\* \* \* \* \*

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **January 13, 2011**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to adjourn the official meeting at **2:30 PM**. All in favor, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

\* \* \* \* \*