

Thursday, February 17, 2011

The Board of County Commissioners met in regular session on **Thursday, February 17, 2011 at 9:40 AM** with the following members present:

Christopher Smeiles

Maureen T. Frederick

Tommie Jo Marsilio

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It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to approve the meeting minutes of the February 15, 2011 meeting. All in favor, motion carries

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

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Commissioner Marsilio, noting that there was no public attending today since they have traveled to Columbus, commended the regular attendees for participating in the state government process.

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INTERNAL SERVICES

Present: JoAnn Townend

DISCUSSION

1. JoAnn Townend advised that Absolute Pharmacy intends to increase their monthly rate beginning in March 2011 from \$15,297 to \$25,000 for the Woodlands' residents. The Board of Commissioners called the Nursing Home Administrator Barb Fleischmann to ask how this happened. The Nursing Home Administrator advised that some of the IV medications are more expensive than had been anticipated with Medicare and Medicaid not covering the costs; the company absorbs those costs. Ms. Fleishman noted that the company did send a letter in January advising of a March increase to the contract cost. Since the company was going to month-to-month, she thought there would be a renegotiation of the contract. Commissioner Frederick asked when the Nursing Home Administrator knew about the increase. The Nursing Home Administrator responded in January and apologized for not letting the Board of Commissioners know. Commissioner Frederick asked JoAnn Townend if the company that provides inmate (HDL) medications could provide medications for the residents. Commissioner Smeiles asked if the medications could be purchased from a number of different companies. Barb Fleischmann responded that she has never seen that happen.

Barb Fleischmann noted that not all residents need the IV medications but rehab patients are usually orthopedic surgery patients.

Commissioner Frederick asked if we know how many residents have the requirements for IV medications. She asked what other nursing homes do to make up the difference between the cost and reimbursement for Medicaid/Medicare. The Nursing Home Administrator will investigate possibilities to solve this problem today-she will contact JoAnn Townend with some

suggestions as to how to proceed. JoAnn Townend agreed to contact Robinson Memorial Hospital, Triangle Pharmacy and HDL to determine interest in providing medications for The Woodlands residents.

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RESOLUTIONS

1. Enter into amendment no. 1 with Family & Community Services to increase PRC Homeless Shelter Services by 942 units at a cost of \$58.35 per unit for a total additional amount of \$54,965.70 for JFS./11-0154
2. Enter into amendment no. 1 with Family & Community Services to decrease PRC Domestic Violence Service “Safer Futures” (emergency shelter & supportive services) by 519 units at a cost of \$105.99 per unit for a total decreased amount of \$55,008.81 for JFS./11-0155
3. Enter into amendment no. 1 with Community Action Council of Portage County to decrease in the amount of \$10,000.00 for PRC Home Repair Services for JFS./11-0156
4. Enter into an agreement with Medical Mutual of Ohio to provide aggregate and stop loss coverage for the Portage County Employee health benefit plan for 2011./11-0157

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HUMAN RESOURCES DEPARTMENT, INTERNAL SERVICES, EMA & MAINTENANCE

Present: Karen U’Halie, JoAnn Townend, Jon Barber, Tim Miller, Charlene Badger, Michelle Ripley

The group of Directors is attending to discuss parking issues at the Administration Building. Jon Barber noted that the vast majority of handicap spots are taken up by employees and wondered if the county has to accommodate every employee who is disabled. Karen U’Halie responded that if the employee makes a specific request under the ADA that must be addressed. The current request is from a number of handicapped employees to move their parking spaces from the south side of the maintenance building to the north side of that building to be closer.

Commissioner Frederick asked if we are bound to provide handicapped disabled parking. Director U’Halie replied that the new ADA-AA states that the employer shall make every effort to make facilities more accessible. Commissioner Frederick asked if there is any consideration to accommodate the public, as well? Is it discriminatory to provide more space for employees than for the public?

Director Barber commented that there are eight handicapped spaces for the public based on a formula that was used when the lot was redesigned. In addition, there are nine former Prosecutor spots that could be reassigned. He wondered what reasonable accommodation means? The 11 employees with handicapped spots are not the only employees accommodated, some are parking in the public handicapped spots. Director Townend stated that although the employees want to be closer to the building, the bullpen door is not handicap accessible. Commissioner Frederick stated that the parking lots were in miserable condition due to the weather. Commissioner Marsilio added that has been remedied. JoAnn Townend confirmed that the ice should not be an issue in the future.

Director Townend confirmed that employees are accommodated as close as can be. Commissioner Smeiles stated that he believes that the county accommodates better than most companies do. Jon Barber added that he believes that this incident was weather related. Commissioner Smeiles asked if the issue is that the 11 spots are enough but want to be moved or do we need more spaces. How many spots do we actually need? Director U’Halie replied that the number changes due to need and employees are accommodated as best we can.

Commissioner Frederick stated that she wants to accommodate employees but wants to be certain that the general public is accommodated, as well, maintaining an adequate balance.

Director Miller pointed out that there are four spots for handicapped public although he has seen public parking in the employee handicap spots if they are vacant. Director Townend stated that perhaps the old Prosecutor’s spaces could be dedicated to veterans going to Wade Park in the Veterans Service Van. She reported that there are times when she arrives at the building just after 6AM and the handicap spots are filled already. She also sees the employee handicap spots used at that time, as well. That does not give Maintenance a chance to salt those areas. Director Barber confirmed that there are many employee violators who park in public spots.

Commissioner Smeiles suggested that the handicap spots are adequate for today. The spots used formerly by the Prosecutor may be earmarked for additional spots if need arises for employees. Director Barber agreed, noting that the weather has broken; JoAnn Townend noted that the parking lot issues have been addressed.

Safety/Loss Control Coordinator Michelle Ripley commented that there is a difference between accommodating a handicap placard and accommodating an ADA request. Employees can park in public spots if they so desire with a handicap placard; a disabled placard does not give protection under the ADA law. There is a potential for the need to accommodate employees on a case-by-case basis, although there are no requests of that nature presently.

Commissioner Marsilio asked if staff is in favor of moving the employees? Ms. Ripley responded that she would not recommend moving the staff at this point but holding the option open in case those spots are needed to accommodate employees in the future. She added that the procedure is very clear and there is a good policy in place for accommodation. The Board of Commissioners agreed to consider future requests for accommodation, investigate and follow the process in place and accommodate as necessary and allowable.

Director U’Halie agreed to send an email to the employee requesting the change of location for handicap spaces.

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Public Meeting
Rehire Don Van Metre
Convened at 11:00 AM

Present: Commissioners Frederick, Marsilio and Smeiles; Don Van Metre; Jeff Lonzrick; James Akerley; Tim Miller; JoAnn Townend; Charlene Badger; Jon Barber; Deborah Mazanec

I. OPENING – Commissioner Maureen T. Frederick

II. **PURPOSE OF THE MEETING – Deborah Mazanec, Clerk**

This public meeting is being held in accordance with the Ohio Revised Code Section 145.381 to hear public comments and answer questions concerning the proposed rehire of Don Van Metre, Collection System Supervisor for the Portage County Water Resources Department, rehire date on or about March 8, 2011.

Notice of this hearing was published in the Record Courier Newspaper on Wednesday, January 5, 2011

IV. **PUBLIC COMMENT**

- Commissioner Frederick asked Mr. Lonzrick for comment. Mr. Lonzrick introduced Don Van Metre and stated that he recommends this rehire. Mr. Van Metre is the Collection System Supervisor for the 300 miles of gravity sewers, mains and pump stations. He has 30 years of government experience. Mr. Van Metre is currently paid \$26.15/hour and has agreed to a 5% decrease to \$24.84/hour. Mr. Van Metre also currently receives five weeks of vacation currently, will receive no vacation for the first year of rehire and then be entitled to two weeks of vacation per year. That will be a total departmental savings of over \$7,700 this year.
- Commissioner Frederick asked what licensure Mr. Van Metre holds. He responded a Class 3 license.
- Mr. Van Metre noted that he came to Portage County from a small community and appreciates the group of professionals in place here that work so well together. He added that this is a 24/7 job and that he has a capable, well equipped crew that serve the public needs.
- Commissioner Smeiles noted Mr. Van Metre's positive evaluations and thanked him for his years of service.
- Jon Barber observed that he has contacted Mr. Van Metre in past emergencies and has been provided good service.
- Commissioner Marsilio asked Mr. Lonzrick what the position would be posted as dollar wise, if Mr. Van Metre was not willing to be rehired. Mr. Lonzrick responded that Mr. Van Metre is being paid mid-range in the system.

III. Hearing no further comment, the Public Meeting adjourned at 11:05 AM

After adjournment, the Board of Commissioners approved the rehire by Journal Entry.

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HUMAN RESOURCES DEPARTMENT, INTERNAL SERVICES, EMA & MAINTENANCE

JoAnn Townend, Tim Miller, Jon Barber, Charlene Badger

Director Barber reported that an Adult Probation employee under doctor's orders has asked for a parking space closer to the office. The Director has created a temporary security pass to that lot during

these days with ice/snow problems. He pointed out the Adult Probation office has many spots in that lot and anyone could trade with her if they chose to do so.

The Director also noted that the Portage Development Board has one space in the gated lot and two or three spaces at the former Sweet Shop. If there is need for parking in the evening, the Spruce Street lot is open at that time.

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The EMA Director recommended that the Board of Commissioners authorize payment of the February 4, 2011 Invoice No. S429911A from the Dialogic Communications Corporation (DCC) for the Communicator NXT, the HC DataSync, HC GCW Backup, the Processing Fee and software support for the period January 1, 2011 to June 30, 2011 for \$8,319.00. The system will be used to communicate in emergencies/Journal Entry

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Sheriff's Request for Space

The Director noted that the Sheriff has asked the Board of Commissioners for use of the space vacated by the Office of Homeland Security and Emergency Management at the garage located at the Justice Center to house the BSSA Mobile Command Center. . The Ohio Department of Homeland Security & Emergency Management gave Portage County \$12 million to build the Emergency Operations Center (EOC); the Director has asked the state for access to that grant file since he has no copy of the documents associated with those funds. The Director reported that there is no MOU in place to detail how the EOC space, parking etc. was to be used at the Justice Center. The Director continued, noting that the historical document calls the out building at the site the "storage building for the Department of Homeland Security & Emergency Management", built with federal dollars. He stated that the Sheriff needs parking and storage; the parking lot cannot handle employees and the public. The Director has accommodated the storage of the communications truck, as requested by the Sheriff, as well as seven pieces of equipment going to auction. The Sheriff would like to use the garage space to store evidence. Director Townsend stated that the Sheriff has a garage attached to the Justice Center for storage of evidence. Jon Barber added that the Sheriff also leases an area off site for storage.

There are some EMA items in the storage facility but they are piled in a corner of the building. Tim Miller added that at one point the building was used ½ by maintenance and ½ by the Department of Homeland Security & Emergency Management. Now Maintenance has a mower, a tractor, a push mower. Commissioner Marsilio would prefer to give the building to the Sheriff to use since the building is almost empty, assuming the Sheriff has a need for it. Commissioner Frederick added that the mowers should be located at the site where used.

The Board of Commissioners agreed that the Department of Homeland Security & Emergency Management should work this out with the Sheriff, accommodating his request as possible but keeping the maintenance equipment at the site. The Director reminded the Board of Commissioners that there is a 40 foot Office of Homeland Security and Emergency Management tractor trailer that is currently stored off-site that may have to come back to the garage at some point.

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The Board of Commissioners discussed the Office of Homeland Security and Emergency Management Director's recommendation that they accept the proposal from the Pavlick Consulting Group Inc. for the completion of a Continuity of Operations Plan (COOP) for the Board of Commissioners' departments for \$11,344.25. There are funds in the FY08 SHSP to fund this project. The Director advised that this money must be used or returned to the state. Commissioner Marsilio asked if the funds could be used for the Sheriff. The Director responded yes but the money must be spent by March 31, 2011/Journal Entry.

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EXECUTIVE ASSISTANT

Present: Charlene Badger

The Executive Assistant attending to discuss a variety of issues:

1. The Board of Commissioners agreed that the Executive Assistant should prepare a Proclamation proclaiming Hattie Larlham's 50 year anniversary, to be celebrated on February 28th.
2. The Board of Commissioners agreed that the Executive Assistant is to coordinate the March 23rd groundbreaking event at the Ravenna Arsenal.
3. The Executive Assistant has drafted a letter to Ms. Black regarding her sewer. The Board of Commissioners agreed to use it as a template for the general letter to all residents who received the original notice to connect.
4. There is a lot of interest in the Robinson Memorial Hospital Board of Trustees' appointments. The Board of Commissioners agreed to accept all letters of interest as of February 21, 2011 because the appointing authority will be making two simultaneous appointments; one Republican or Independent and one Democrat or Independent.

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Noon Lunch Recess

1:05 PM Board of Commissioners reconvened

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WIC PROGRAM MANAGER

Present: Nancy Dailey

Discussion:

1. The Board of Commissioners agreed to keep the current WIC winter snow policy in place; different for both counties. The Program Manager noted that the procedure is working well.
2. Ms. Dailey discussed the WIC budget flexibility status advising that budget revisions, which were not necessary to have approved in the past, must now be approved by the state.

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1:15 PM 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 a compensation issue. **Also present: WIC Program Manager Nancy Dailey**. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

1:40 PM 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.

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AMERESCO

Present: Jeff Metcalf, Bill Davis, JoAnn Townend, Charlene Badger

Ameresco representatives are attending today to discuss a proposal for the renewable energy side of conservation, in accordance with House Bill 300/295. The company would investigate ways to conserve and optimize energy and operations, developing projected savings, project costs, and finance strategies. The company would evaluate county facilities, provide goals, and assist with and RFP or RFQ.

The Board of Commissioners agreed to discuss the proposal and get back to the representatives with a decision.

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RESOLUTION No. 11-0146 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio 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 Department of Budget and Financial Management or other designee on February 17, 2011 in the total payment amount of **\$349,835.71 for Funds 0001-7219** 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:

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

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RESOLUTION No. 11-0147 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

represented on the Portage County Emergency Management Agency Advisory Committee;

Now therefore be it

RESOLVED,

that the following is hereby appointed to fill the unexpired term of the Public Health position, commencing immediately through August 1, 2011 and representing the following:

Name _____ Representing
DuWayne Porter, Health Commissioner Public Health
Portage County Health Dept.
449 S. Meridian St.
Ravenna, OH 44266

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:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

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RESOLUTION No. 11-0152

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RE:

AUTHORIZE EXECUTION OF AN AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS AND THE PORTAGE COUNTY SOIL AND WATER CONSERVATION DISTRICT FOR THE PURPOSE OF COOPERATION AND COORDINATION AS IT RELATES TO THE EXECUTION OF RESPONSIBILITIES OF THE PORTAGE COUNTY STORM WATER DISTRICT

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

WHEREAS,

the Portage County Board of Commissioners intends to engage the Portage County Soil and Water Conservation District to perform certain monitoring, investigating, inspection and testing services required by Portage County's Ohio Environmental Protection Agency (OPEA) National Pollution Discharge Elimination System (NPDES) Phase II permit at a cost not to exceed \$218,948.00 for the period of January 1, 2011 through December 31, 2011; now therefore be it

Voice vote as follows:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

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RESOLUTION No. 11-0154

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RE: ENTER INTO AMENDMENT NO. 1 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) HOMELESS SHELTER SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.

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 and known as Portage County Contract No. 20100350 (the "Original Contract") on August 3, 2010 by Resolution No. 10-0682 to provide PRC Homeless Shelter Services for eligible Portage County residents; and

WHEREAS, the parties desire to amend the Original Contract; now therefore be it; and

RESOLVED, that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. for the period July 1, 2010 to June 30, 2011; and be it further

RESOLVED, that the parties agree that PRC Homeless Shelter Services shall be increased by nine hundred forty-two (942) units for a maximum of two thousand eight hundred twenty-seven (2,827) units rendered at a rate of Fifty-eight and 35/100 dollars (\$58.35) per unit for an additional total of Fifty four thousand, nine hundred sixty-five and 70/100 (\$54,965.70) dollars; and be it further

RESOLVED, that the annual service under this agreement shall not exceed One hundred sixty-four thousand nine hundred fifty-five and 45/100 dollars (\$164,955.45); 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:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

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RESOLUTION No. 11-0155

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RE:

ENTER INTO AMENDMENT NO. 1 FOR PREVENTION, RETENTION AND CONTINGENCY (PRC) DOMESTIC VIOLENCE SERVICES ENTITLED "SAFER FUTURES" BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.

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 and known as Portage County Contract No. 20100348 (the "Original Contract") on August 3, 2010 by Resolution No. 10-0683 to provide PRC Domestic Violence Services entitled "Safer Futures" for eligible Portage County residents; and

WHEREAS,

the parties desire to amend the Original Contract; now therefore be it; and

RESOLVED,

that the Board of Portage County Commissioners does hereby enter into Amendment No. 1 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services and Family & Community Services, Inc. for the period July 1, 2010 to June 30, 2011; and be it further

RESOLVED,

that the parties agree that PRC Domestic Violence Services shall be decreased by five hundred nineteen (519) units for a maximum of five hundred nineteen (519) units rendered at a rate of One hundred five and 99/100 dollars (\$105.99) per unit; and be it further

RESOLVED,

that the annual service under this agreement shall not exceed Fifty-five thousand eight and 81/100 dollars (\$55,008.81); 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:

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

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The Board of Commissioners agreed that the Executive Assistant should provide a memo in the future along with proposed resolutions including the background information for the appointment.

6. Appointment to the Northeast Ohio Four County Regional Planning and Development Organization (NEFCO) Environmental Resources Technical Advisory Committee (ERTAC) (Executive Assistant)/11-0150
7. Appointment to the Portage County Emergency Management Agency (EMA) Advisory Council – DuWayne Porter representing Public Health. (Executive Assistant)/11-0151
8. Authorize the execution of an agreement between the Portage County Board of Commissioners and the Portage County Soil & Water Conservation District for the purpose of cooperation and coordination as it relates to the execution of responsibilities of the Portage County Storm Water District. (County Engineer)/11-0152
9. Authorize the execution of an agreement between the Portage County Board of Commissioners and the Portage County Combined General Health District for the purpose of cooperation and coordination as it relates to the execution of responsibilities of the Portage County Storm Water District./11-0153

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INVITATIONS

February 17, 2011

1. Invitation from the Animal Protective League, for the Annual Recognition Dinner on Thursday, March 3, 2011, 6:00 PM at the Rusty Nail.
2. Invitation from the Rootstown Area Chamber of Commerce for the After Hours on Wednesday, February 23, 2011, 5:00-7:00 PM, Key Bank, Rootstown Office.
3. Invitation from NEOUCOM for the Research! America forum “Building Ohio’s Economy and Health Through Medical Research” on Monday, May 16, 2011, NEOUCOM Ralph Regula Conference Center, 11:30 AM.

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INCOMING CORRESPONDENCE

February 17, 2011

1. February 11, 2011 correspondence from Lonnie Pettigrew, Pettigrew Feed and Hardware Inc., regarding an outstanding invoice from June 2008/SWMD Director Steiner advised the Board of Commissioners today that this invoice issue has been resolved.
2. Discussion: 13th Annual Portage County Environmental Conservation Awards Dinner, Saturday, April 9, 2011, 6:00-9:00 PM, American Legion Hall, Kent.
3. February 14, 2011 correspondence from Chief Dog Warden Dave McIntyre, regarding (A) the retirement of Cheryl Heckman effective March 31, 2011 and (B) request to post for a part-time deputy dog warden/Journal Entry.

4. Discussion: Office of Homeland Security and Emergency Management COOP Plan/Journal Entry

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JOURNAL ENTRY

February 17, 2011

1. The Board of Commissioners received the Kennel Disposition Report for February 7, 2011 through February 13, 2011 as presented by Dave McIntyre, Dog Warden.
2. Board of Commissioners' authorization requested to pay the February 13, 2011 Invoice No. 3710 from Laura E. Pavlick for court reporting services for the proposed Hiram Annexation of 139.3981 acres as follows:

Hearing Date	Amount
February 10, 2011	\$200.00
February 11, 2011	\$225.00
Total	\$425.00

3. Board of Commissioners' authorization requested to allow use of the Portage County Courthouse Lawn on Saturday, July 16, 2011, 4:30-9:30 PM for a Community Concert as requested by Marilyn Sessions, Home Savings Bank.
4. Board of Commissioners' authorization requested to allow payment to Neighborhood Development Services Inc. for the administration of Portage County's Revolving Loan Funds for a total of \$6,990.00 as follows:/HOLD

PROJECT	INVOICE NO.	AMOUNT
1. Section 17 RLF Admin 2010	10202	\$1,313.00
2. Home RLF Admin 2010	10200	\$ 251.00
3. Foreclosure Prev RLF Adm 2010	10193	\$ 867.00
4. Econ Dev RLF Adm 2010	10117	\$4,324.00
5. CDBG Housing RLF Adm 2011	10116	\$ 235.00
Total		\$6,990.00

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REFERRED

February 17, 2011

1. January 20, 2011 correspondence from Jim Zehringer, Ohio Department of Agriculture, regarding approval of appointment of James Just to serve as Portage County Deputy Apiarist for the year 2011. Referred to Executive Assistant.

2. The Board of Commissioners received the following resumes for the Robinson Memorial Hospital Board of Trustees: (Referred to Executive Assistant)
 - A. Jeneen Kubala
 - B. Nicholas Skeriotis
 - C. Roy Kelsey
 - D. David Brode
 - E. Norma Welling
 - F. Pamela Ferguson Freeman
 - G. Norma Brillhart
 - H. Richard Szopzepinski
3. February 12, 2011 correspondence from Ron Etling, regarding the Executive Committee of ERTAC. Referred to Executive Assistant.
4. February 14, 2011 Journal Entry from the Portage County Common Pleas Court, Probate Division, indicating Chad Murdock is appointed Chair of the Portage County Sewage Treatment System Appeals board for a two (2) year term commencing January 1, 2011 through December 31, 2012 as presented by Judge Thomas Carnes. Referred to Executive Assistant and Water Resources Department.

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PLEASE ADD TO THE AGENDA

February 17, 2011

1. Board of Commissioners authorization requested to have Commissioner Maureen T. Frederick sign the Ohio Public Works Commission Appendix E Disbursement Request No. 1 for the Wastewater Improvements RD 21, CG06K/CG07K (Loan) for \$392,397.88 as requested by the Department of Budget & Financial Management./Journal Entry
2. Board of Commissioners' authorization requested to have Commissioner Maureen T. Frederick sign the Portage County Sanitary Improvements OPWC Project Round 21 for CG06K/CG07K for \$1,032,626.00 as requested by the Department of Budget & Financial Management./Journal Entry

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INFORMATION ONLY

February 17, 2011

1. February 11, 2011 correspondence from Michael Sharb, Squire Sanders, including a copy of the transcript of proceedings for the \$20,130,000 Various Purpose Improvement and Refunding Bonds, Series 2010. (cc: Department of Budget & Financial Management).

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JOURNAL ENTRY I

February 17, 2011

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

1. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for February 7, 2011 through February 13, 2011, as presented by Dog Warden Dave McIntyre.

- The Board of Commissioners authorized payment of the February 13, 2011 Invoice No. 3710 from Laura E. Pavlick for court reporting services for the proposed Hiram Annexation of 139.3981 acres as follows:

Hearing Date	Amount
February 10, 2011	\$200.00
February 11, 2011	\$225.00
Total	\$425.00

- The Board of Commissioners authorized the use of the Portage County Courthouse Lawn on Saturday, July 16, 2011, 4:30 PM-9:30 PM for a Community Concert, as requested by Marilyn Sessions, Home Savings Bank.
- The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Public Works Commission Appendix E Disbursement Request No. 1 for the Wastewater Improvements RD 21, CG06K/CG07K (Loan) for \$392,397.88, as presented by the Department of Budget & Financial Management.
- The Board of Commissioners acknowledged the receipt of the February 14, 2011 letter of resignation from Cheryl Heckman, Deputy Dog Warden, effective March 31, 2011.
- The Board of Commissioners approved the posting of the following position, as presented by the Chief Dog Warden Dave McIntyre:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Dog Warden	Part Time Deputy Dog Warden	DW1	Post Internally and Externally

- After holding the required public meeting today to hear comment on the proposed rehire of Don Van Metre, Collection System Supervisor for the Portage County Water Resources Department, the Board of Commissioners agreed to rehire Mr. Van Metre, effective March 8, 2011, with a 5% hourly decrease from \$26.15 to \$24.84/per hour.
- After meeting today with Office of Homeland Security and Emergency Management Director Jon Barber, the Board of Commissioners authorized payment of the February 4, 2011 Invoice No. S429911A from the Dialogic Communications Corporation (DCC) for the Communicator NXT, the HC DataSync, HC GCW Backup, the Processing Fee and software support for the period January 1, 2011 to June 30, 2011 for \$8,319.00.
- After meeting today with Office of Homeland Security and Emergency Management Director Jon Barber, the Board of Commissioners accepted his recommendation and agreed to accept the proposal from the Pavlick Consulting Group Inc. for the completion of a Continuity of Operations Plan (COOP) for the Board of Commissioners' departments for \$11,344.25. Funds are available in the

FY08 SHSP to fund this project. The Board of Commissioners agreed that the Director should contact Sheriff Doak to determine his requirements for such a project if they can be included.

All in favor, motion carries.

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JOURNAL ENTRY II

February 17, 2011

Motion by Christopher Smeiles, seconded by Maureen T. Frederick to accept the recommendation of WIC Program Manager Nancy Dailey and authorized salary increases as follows. The Board noted that funds are available in the WIC grant for these increases for four of the 22 WIC employees:

- A. Elizabeth Brown, WIC Breastfeeding Peer Helper: Move from part-time (37 hours) to full time with a 3% salary increase from \$11.14 per hour to \$11.47 per hour.
- B. Shelley Toot, WIC Breastfeeding Peer Helper: Hourly increase from \$11.14 to \$11.47 per hour
- C. Kelly Rambo, WIC Nutrition Associate/Breastfeeding Coordinator: Hourly increase from \$18.14 to \$18.68 per hour. The Board of Commissioners agreed that the increase will be incremental based on the successful implementation of additional responsibility.
- D. Amy Cooper, WIC Project Coordinator: Hourly increase from \$24.10 to \$24.82 per hour. The Board of Commissioners agreed that the increase will be incremental based on the successful implementation of additional responsibility.

Commissioner Marsilio voting no, 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 **February 17, 2011**. There being no further business to come before the Board, it was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles to adjourn the official meeting at 3:05 PM. All in favor, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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