

**Thursday, April 7, 2011**

The Board of County Commissioners met in regular session on **Thursday, April 7, 2011 at 9:35 AM** with the following members present:

Maureen T. Frederick

Tommie Jo Marsilio

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to approve the meeting minutes of the April 5, 2011 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier; Tom Smith, Paris Township Trustee; Roak Zeller

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### **INTERNAL SERVICES**

Present: JoAnn Townend

### **DISCUSSION**

1. The rent for Riddle Block tenant Attorney Mark Heisa has not been increased in three years and is at \$891.35 per month. Since the economy has not pickup up, Attorney Heisa would like to keep the rent at the same level another year. Commissioner Marsilio asked if there is a standard square footage charge. The Director responded that the Board has agreed in the past that a tenant at a lower price rather than no tenant. Commissioner Marsilio asked if the county can move to a more consistent square foot charge to avoid concerns that there are no objective criteria, schedule or parameters for monthly charges. The Director to work with Commissioner Marsilio on this process.
2. The Director advised that the Maintenance Department has shown the former Bar 10 area to three different people but they have not expressed interest in leasing that site. The liquor license is not in place. Commissioner Smeiles suggested that the Board of Commissioners consider engaging a real estate agency to find a tenant for this site.
3. The Director has reviewed the different proposals for participation in the Comprehensive Energy Program. She contacted Robinson Memorial Hospital's Richard Clough to determine his experience with Honeywell and received positive feedback about responsiveness and attention to detail. The hospital did an RFP and had five responses from large companies. If she was to choose, she would recommend choosing Honeywell to perform the free service. Commissioner Frederick stated that the Board of Commissioners needs a work session with the Department of Budget & Finance Director to determine how to pay for any repairs that may be necessary. Commissioner Marsilio liked what she heard from Robinson Memorial Hospital and was pleased with the presentation of Honeywell. Commissioner Smeiles commented that Ameresco had already pulled the utility bills and started the necessary research; the Honeywell representative did not attempt to do their homework. The Director responded that Honeywell worked off information provided by the Executive Assistant. Commissioner Frederick stated that she would

be comfortable going with Honeywell, as well for this first free step. Commissioner Smeiles suggested that the Board pick one building and go from there. Commissioner Marsilio asked why not allow the free review of all buildings/Journal Entry.

4. The Woodlands at Robinson

The warranty for the flat roof, which is the one that leaks, expires May 2011. The Director contacted the Maintenance staff and asked him to find the binder holding all of the warranties. The pitched roof warranty was not found. Director Townend offered to contact Bowen to see if they have any records on the roof.

5. The Board of Commissioners discussed the old report on the condition of county buildings that the Maintenance Department might be able to update and determine what needs immediate attention and what kind of preventative maintenance should be done. Commissioner Frederick noted that the Board of Commissioners needs to sit with Director Townend and Maintenance staff for an update. The Director advised that she meets with staff tomorrow morning. The recommendation from staff may be to hire a skilled HVAC worker and a part-time worker rather than a Director at this time, using the unused salary dollars. Director Townend contacted Bryan Ford at the County Engineer's Office to get names of college students for possibly mowing to allow staff to concentrate on maintenance issues.

Commissioner Smeiles advised the Board that the Sheriff is concerned about Justice Center floor tiles that are cracking and coming up and asked that Maintenance staff look at that issue. Commissioner Smeiles also was at the jail yesterday and noticed the potholes in the parking lot; Director Townend to get a cost estimate for an overlay and striping of those lots.

6. Public Defender copier

The Director has investigated the purchase vs. the lease of a copier for the Public Defender. Director Townend believes that unless we know that the department is going away, the outright purchase is the better way to go. The state lease program is more expensive; the county lease program is more expensive but both would allow the department to return the machine with no further commitment. An outright purchased machine could be used in another department should the Public Defender's Office close. The Director recommended purchasing the machine off the state contract allowing the department to have this machine for many years. The Board of Commissioners agreed to purchase a Toshiba copier from the state contract, which is the machine that the Public Defender requested, which scans, faxes and copies.

Commissioner Smeiles asked the Director to determine if we can buy from the state and hire a local contractor to service the copier.

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## RESOLUTIONS

1. Enter into an agreement with Summit Psychological Associates for Domestic Violence Counseling Services from March 1, 2011 through October 31, 2011. Total \$29,440.42./11-0314
2. Enter into an agreement with Summit Psychological Associates to provide parenting instruction services from March 1, 2011 through October 31, 2011. Total \$28,721.74./11-0315
3. Enter into an agreement with Cummins Bridgeway LLC for maintenance and service plan for the

generator at the Woodlands at Robinson from 4/1/11 to 3/31/12. Total \$1,868.43./11-0316

4. Enter into an agreement with Kronos for equipment and software support services for the electronic time keeping payroll system at the Woodlands at Robinson through 7/24/12. Total \$1,227.85./11-0317

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### HUMAN RESOURCES

Present: Karen U’Halie, Vickie Steiner, Brian Muldoon, Kathy Peetz

10:40 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 discuss employee benefit issues. **Also present:** Karen U’Halie, Vickie Steiner, Brian Muldoon, Kathy Peetz. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

11:24 AM Commissioner Smeiles left the Executive Session

11:25 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

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### 2010 AUDIT UPDATE

Present: Rebecca Ritterbeck, County Auditor’s Office; County Treasurer; Auditors Sujata Sulzer and Jeff Rinehart

Ms. Sulzer noted that the 2010 audit began in January and should be completed by June 30, 2011. The audit is going well and departments have been providing excellent cooperation. The Department of Job & Family Services has already implemented some suggested changes. The group agreed to meet in May for another update.

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Commissioner Marsilio reported that GAPP is considering a change in the model used to focus more on employers. She will keep the Board of Commissioners apprised of that possibility.

Commissioner Marsilio noted that she would like to continue to recruit for Board appointments to Boards and Commissions considering each appointment to include the current member, if interested in continuing to serve, as well as new possible appointments. Commissioner Frederick responded that Mark Frisone has advised her of his interest in continuing to serve on the GAPP Board.

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11:45 AM Lunch Recess

1:10 PM Board of Commissioners reconvened to the Solid Waste Management District meeting

1:55 PM Board of Commissioners reconvened

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**JFS DIRECTOR**

Present: Judee Genetin, Denise Smith

1:55 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 JFS hiring issue. **Also present: JFS Director Genetin and Attorney Denise Smith.** Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

2:10 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Absent.

After exiting Executive Session, the Board of Commissioners took action by Journal Entry.

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2:10 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 pending and imminent litigation issue. **Also present: Attorney Denise Smith.** Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

2:23 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Absent.

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

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**RESOLUTION No. 11-0309 - 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 April 7, 2011 in the total payment amount of **\$225,250.14 for Funds 0001-7101** 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:



Apartments located at 4263 Sabin Drive in Rootstown. Rootstown Villas has six buildings and a total of 36 senior apartments. The approximate square footage of the buildings comes to 23,703 square feet; and

**WHEREAS,** a minimum waived fee of \$500 is required in order for Neighborhood Development Services, Inc. to secure an additional \$200,000.00 for construction work. It is anticipated that the additional funds will be used for drive and parking replacement, infrastructure – drainage, site work, etc; and

**WHEREAS,** Neighborhood Development Services, Inc. is currently in the process of acquiring the apartments and using Tax Credit funding will receive approximately \$2.4 million in construction funds for the project renovation; and

**WHEREAS,** the Commissioners desire to provide Neighborhood Development Services, Inc. with the opportunity to access an additional \$200,000 for this project; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to grant a \$500 waiver of the Portage County building and inspection fees to the Neighborhood Development Services, Inc. for renovation work at Rootstown Villas Apartments located at 4263 Sabin Drive in Rootstown, noting that this will enable Neighborhood Development Services, Inc. to secure an additional \$200,000.00 for the construction work; and be it further

**RESOLVED,** that the Board of Commissioners agrees that, should the additional \$200,000 not be obtained, the \$500 in fees will not be waived; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Building Department; 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:

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Yea;

Maureen T. Frederick, Yea;

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**RESOLUTION No. 11-0312**

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**RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

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



**RESOLVED,** the Board of Portage County Commissioners accepts the extension of Agreement Number 0000014398 as the first amendment of the FY 08 State Homeland Security Program (SHSP) on behalf of the Portage County Homeland Security and Emergency Management Office. (Federal Pass Through #2008-GE-T8-0025) changing the grant performance end date from March 31, 2011 to May 30, 2011; and be it further

**RESOLVED,** that the Homeland Security and Emergency Management Office Director is authorized to sign and return the amendment; and be it further

**RESOLVED,** that a copy of this resolution be filed with the Department of Budget & Financial Management, the Portage County Auditor and the Office of Homeland Security and Emergency Management; and be it further

**RESOLVED,** 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:

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

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**RESOLUTION No. 11-0314** - **RE: ENTER INTO AN AGREEMENT FOR DOMESTIC VIOLENCE SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND SUMMIT PSYCHOLOGICAL ASSOCIATES, INC.**

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

**WHEREAS,** the Portage County Department of Job & Family Services is in need of Domestic Violence Services to stabilize families and prevent removal of children from their homes by providing domestic violence counseling and other treatment; and

**WHEREAS,** Requests for Proposals were sent to ten (10) potential service providers; and

**WHEREAS,** Three (3) proposals were received, opened and tabulated for domestic violence services on September 22, 2010; and

**WHEREAS,** Summit Psychological Associates, 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 Summit Psychological Associates, 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 Summit Psychological Associates, Inc. with its principal place of business located at 37 North Broadway Street, Akron, OH 44308, for the period March 1, 2011 through October 31, 2011, with the option to extend the agreement two (2) additional years from November 1, 2011 through October 31, 2012 and November 1, 2012 through October 31, 2013; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Twenty-nine thousand four hundred forty and 42/100 dollars (\$29,440.42); 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:

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

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**RESOLUTION No. 11-0315 - RE: ENTER INTO AN AGREEMENT FOR PARENTING SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND SUMMIT PSYCHOLOGICAL ASSOCIATES, INC.**

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

**WHEREAS,** the Portage County Department of Job & Family Services is in need of Parenting Services titled "Pride in Parenting" to stabilize families and prevent removal of children from their homes by providing parenting instruction and other treatment; and

**WHEREAS,** Requests for Proposals were sent to ten (10) potential service providers; and

**WHEREAS,** Three (3) proposals were received, opened and tabulated for parenting and family stabilization services on September 22, 2010; and

**WHEREAS,** Summit Psychological Associates, 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 Summit Psychological Associates, 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 Summit Psychological Associates, Inc. with its principal place of business located at 37 North Broadway Street, Akron, OH 44308, for the period March 1, 2011 through October 31, 2011, with the option to extend the agreement two (2) additional years from November 1, 2011 through October 31, 2012 and November 1, 2012 through October 31, 2013; and be it further

**RESOLVED,** that the total amount of this Agreement is not to exceed Twenty-eight thousand seven hundred twenty-one and 74/100 dollars (\$28,721.74); 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:

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0316**

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**RE:**

**ENTER INTO AN AGREEMENT BETWEEN THE BOARD OF COMMISSIONERS, ON BEHALF OF THE WOODLANDS AT ROBINSON AND CUMMINS BRIDGEWAY, LLC FOR A MAINTENANCE AND SERVICE PLAN FOR THE ONAN GENERATOR.**

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

**WHEREAS,** the Woodlands at Robinson has an Onan Generator (serial no. F0001 15578H) that requires semi-annual inspection, preventative maintenance and testing; and

**WHEREAS,** Cummins Bridgeway LLC is experienced and capable of performing the semi-annual inspection, preventative maintenance and testing; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and Cummins Bridgeway LLC, 7145 Masury Rd., Hubbard OH 44425 to provide semi-annual inspection, preventative maintenance and testing of the Onan Generator located at the Woodlands of Robinson at the rate of One thousand, eight hundred, sixty-eight and 43/100 dollars (\$1,868.43) for the period April 1, 2011 through March 31, 2012; 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:

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

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**RESOLUTION No. 11-0317** - **RE: ENTER INTO AN AGREEMENT FOR EQUIPMENT AND SOFTWARE SUPPORT SERVICES BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE WOODLANDS AT ROBINSON AND KRONOS.**

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

**WHEREAS,** the Woodlands at Robinson has the need to continue to maintain their current electronic time keeping payroll system; and

**WHEREAS,** Kronos has provided a quotation to continue to provide equipment and software support services; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby agree to enter into an Agreement between the Board and Kronos to provide electronic time keeping payroll equipment and software support services as stipulated through July 24, 2012; and be it further

**RESOLVED,** that the total service amount under this Agreement shall not exceed One-thousand, two hundred, twenty-seven and 85/100 dollars (\$1,227.85) ; 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.



3. April 5, 2011 correspondence from Todd Peetz, Regional Planning Commission, regarding the Board of Commissioners' intent to remove that agency from CORSA insurance coverage/The Board of Commissioners agreed that, since the USDA requires the county to provide insurance for this property, which is deeded to the Board of Commissioners, they would continue to provide CORSA coverage to the Regional Planning Commission.
4. April 6, 2011 correspondence from James Bierlair, Portage Soil & Water Conservation District, regarding the Board of Commissioners' intent to remove that agency from CORSA insurance coverage/ The Board of Commissioners agreed that they would wait for Mr. Bierlair to discuss this issue with his Board in May and respond within the next 45 days.
5. Discussion: Water Resources Department COOP – does the Board of Commissioners intend to pay for the Water Resources Department COOP preparation or should the department be charged/The Board of Commissioners agreed not to include the Water Resources Department in this contract at this time but to have the department update their COOP.
6. Discussion: April 1, 2011 request from the Neighborhood Development Services for Commissioner Frederick's signature on the "Ohio Housing Finance Agency Certification of Consistency with Local Consolidated Plan or Comprehensive Housing Improvement Strategy" (CHIS), as presented by the Neighborhood Development Services for the Rootstown Villas project, 4263 Sabin Drive in Rootstown.

In addition, in August 2011, the Board of Commissioners adopted Resolution 10-0800 to grant the waiver of \$500.00 of the Portage County Building and Inspection Fees to the Neighborhood Development Services, Inc. for the Rootstown Villas Apartment Renovation, as required by the Affordable Housing Program Grant. The Board of Commissioners must agree to adopt a new resolution to allow this application to move forward. The Department of Budget & Financial Management Director reviewed the request and noted no exceptions in the review. /11-0311 and Journal Entry.

7. The Board of Commissioners received emails from the following residents opposing the Hiram Annexation:
  - i. John Brindo
  - ii. Martin Moleski
  - iii. Pam Siebert

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**JOURNAL ENTRY**

April 7, 2011

1. The Board of Commissioners acknowledged the receipt of the Portage County Dog Warden report for the period beginning March 28, 2011 and ending April 4, 2011, as presented by Dog Warden Dave McIntyre.
2. The Board of Commissioners acknowledged the receipt of the March 30, 2011 notice from the Ohio Department of Development including the Notice of Project Specific Release of Funds Respecting

Environmental Grant Conditions for the B-F-10-1CJ-1 grant. Regional Planning Commission Director Todd Peetz was carbon copied on this correspondence.

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**REFERRED**

April 7, 2011

1. Undated correspondence (received April 4, 2011) from the Ohio Public Works Commission approving the Portage County project entitled ROO 62 CH82E Bridge Replacement. Forwarded to the County Engineer.
2. Undated correspondence (received April 4, 2011) from the Ohio Public Works Commission approving the Portage County project entitled CHA 37 CH52C Bridge Rehabilitation. Forwarded to the County Engineer.

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**INFORMATION ONLY**

April 7, 2011

1. The Board of Commissioners received the April 1, 2011 memo from County Engineer Mickey Marozzi regarding the Round 26 (PY-12) Grant Pre-Applications for the OPWC Infrastructure Program (FKA Issue 2 Program). The Water Resources Department received a copy of this memo.

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**PROSECUTOR**

April 7, 2011

1. April 5, 2011 correspondence from Attorney Leigh Prugh to Bernard Rothermal including a draft agreement for the Timberstone Subdivision/Information only.
2. April 4, 2011 email from Attorney Leigh Prugh with an update on the Windham/Portage County water and sewer agreement/Information only.

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**JOURNAL ENTRY**

April 7, 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 Portage County Dog Warden report for the period beginning March 28, 2011 and ending April 4, 2011, as presented by Dog Warden Dave McIntyre.
2. The Board of Commissioners acknowledged the receipt of the March 30, 2011 notice from the Ohio Department of Development including the Notice of Project Specific Release of Funds Respecting Environmental Grant Conditions for the B-F-10-1CJ-1 grant. Regional Planning Commission Director Todd Peetz was carbon copied on this correspondence.

3. The Board of Commissioners accepted the recommendation of Internal Services Director Townend and authorized the purchase of a Toshiba E-Studio 355 copy machine for the Portage County Public Defender for a total cost of \$6,981.00 over five years. This machine replaces a copier that no longer functions properly.
4. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Housing Finance Agency Certification of Consistency with Local Consolidated Plan or Comprehensive Housing Improvement Strategy (CHIS) for the Rootstown Villas Apartment Project, 4263 Sabin Drive in Rootstown, confirming that this project meets community housing needs through the CHIS, as presented by the Neighborhood Development Services, Inc. The Board of Commissioners also adopted Resolution 11-0311 granting a waiver of \$500 of Portage County Building Department and Inspection Fees as required by the Affordable Housing Program Grant. The Department of Budget & Financial Management Director reviewed the request and noted no exceptions in the review.
5. After meeting today in an Executive Session with JFS Director Genetin, the Board of Commissioners accepted her recommendation and authorized the hire of Tammy J. Devine as the Children Services Administrator for the Portage County Department of Job & Family Services (MGT07). The Board of Commissioners notes that this hire is contingent upon the applicant passing a pre-employment physical and drug screen and motor vehicle record check, if applicable.

All in favor, motion carries.

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**JOURNAL ENTRY II**  
 April 7, 2011

Motion by Commissioner Marsilio to accept the proposal from Honeywell Building Solutions for the free building review under the Comprehensive Energy Program in accordance with House Bill 300/295 for conservation/efficiency audit/infrastructure renewal. Seconded by Commissioner Frederick, Commissioner Smeiles 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 **April 7, 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 **2:36 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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