

**Tuesday, June 7, 2011**

The Board of County Commissioners met in regular session on **Tuesday, June 7, 2011 at 9:40 AM** with the following members present:

Maureen T. Frederick

Tommie Jo Marsilio

Christopher Smeiles

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It was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles to approve the meeting minutes of the June 6, 2011 meeting. All in favor, motion carries

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

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The Board of Commissioners discussed the Portage Development Board request for an agreement for the lease of the county owned phone system at the former ED Offices. Clerk to check with JoAnn Townend on the status of that lease.

The Board of Commissioners discussed the Port Authority Board of Directors' request that the Board of Commissioners reconsider allowing the Port Authority to remain on the county's CORSA insurance. Commissioner Frederick commented that she believes that the Port Authority should be Commissioner Smeiles agreed to contact the Summit County Port Authority to discuss how insurance is handled there.

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## **NURSING HOME**

Present: Christa Mayes, Scott Bower, Allison Goudy, Karen U'Halie

The census today is 84 with three admissions yesterday and three discharges yesterday. The census goal remains at 90.

The Nursing Home Administrator presented a key to the new front door lock, which the Clerk will give to the Internal Services Director. The Nursing Home Administrator reported that there was a joint inspection with the City of Ravenna Fire Department and the Ohio State Fire Marshall's office with some citations resulting. Those citations, including a kitchen hood that needs to be cleaned and several door latching issues, are being addressed. The Nursing Home Administrator will get a full set of keys to the facility to the Ravenna Fire Department; the Fire Department is happy to have cooperation with The Woodlands.

The Nursing Home Administrator reported that there was a flood in the basement near the garage doors this morning – staff is dealing with that issue.

The Nursing Home Administrator is reviewing the current rate structure to determine a recommendation to make to the Board of Commissioners. She noted that there can be different pricing on the skilled nursing hallway.

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10:05 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider a potential discipline issue and hirings. **Also present:** Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:20 AM Allison Goudy and Karen U'Halie left the Executive Session

10:55 AM 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, Yea.

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

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## DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT

Present: Audrey Tillis, Sheriff's Major Dale Kelly

### RESOLUTIONS

1. **General Fund Amendments to the Annual Appropriation Resolution/11-0510**
  - a. Sheriff, Admin and Corrections, Transfer – Transfer to deficit object lines.
  
2. **Other Funds Amendments to the Annual Appropriation Resolution/11-0511**
  - a. 1103, Drug Abuse Resistance Education – Supplemental, Add'tl appropriation Drug grant.
  - b. 1201, Motor Vehicle And gas Tax – Supplemental, Traffic Highway Signs
  - c. 1310, Mental Health & Recovery Board – Supplemental, To cover Fy 12 Contract
  - d. 5200, PCS General Administration – Transfer, To move budget where needed
  - e. 5400, PCW General Administration – Transfer, To move budget where needed
  - f. 5600, Sts General Administration – Transfer, To move budget where needed
  
3. Transfer from Fund 5200, PCS General Administration to Fund 5313, PCS Twin Lakes Prelim Treatmnt/11-0512
  
4. Request for Fund Approval from the Auditor of the State of Ohio to Provide Centralized Accounting Services to Departments and Agencies within Portage County Government/11-0513

### UPDATES

5. **Park District Loan Extension Request** – The Director advised Christine Craycroft that the Board of Commissioners wants the loan paid back this year. Ms. Craycroft will meet with her Board to discuss how to proceed.
  
6. The Director is working on the transfer of the Enterprise Zone Monitoring Cash Balance to the Portage Development Board, in accordance with the agreement/Journal Entry.

## 7. Sheriff's Funding Request, General Fund options

Although the state budget numbers are not yet available; the Director stated that she is comfortable with providing \$300,000 to the Sheriff's budget; she cautioned the Board of Commissioners that the action will reduce the carryover for next year. Commissioner Marsilio indicated that she would be in favor of transferring the \$302,000 to the Sheriff at this time for road patrol. The Commissioners agreed that road patrol is a priority for the Board of Commissioners at this time. Commissioner Frederick added that at best, this is a stop-gap measure that will get the Sheriff to the end of the year. However, the consequences are devastating to the entire county in revenue projections. She would stipulate that the money be used for road patrol. The Director confirmed that, if approved, the money will be isolated for road deputies funded through the road deputies sub department. Major Kelly commented that the budget line includes the road deputies, court security and law enforcement officers. He added that he has looked at the Jail side and, if everything stays the same, the current budget may be sufficient.

Commissioner Smeiles remarked that the Sheriff is doing an excellent job in managing and he will continue to support the office. However, next year, the numbers show a \$4-5 million budget deficit, which includes the Sheriff. He asked how the Board of Commissioners can work with the Sheriff to reduce the need for next year; for example, wage negotiations. Commissioner Smeiles added that even with no increases, there is a deficit of over \$1 million in the Sheriff's budget. He suggested that the Pay-For-Stay program be revisited for implementation, which may only be a small revenue amount, but at least some revenue. He also suggested that the Sheriff discuss possible income sources with the Townships for patrol, for example. He wondered if there could be a cost savings should dispatching or other services be contracted out if economically efficient. The Sheriff must find additional ways to reduce the budget. Commissioner Frederick added that all departments must look into all ways to reduce expenditures. The Major agreed to discuss the Commissioners' suggestions with Sheriff Doak. He added that the inmate building cleaning program has saved \$37,000, the Commissary generated \$57,000 last year and the washing machine was purchased from that revenue. The CCW account has over \$100,000 but can only be spent on certain items. The ODOT program reimburses the General Fund for inmate services, the inmates now make the inmate uniforms, lawn mowing at Justice Center and former nursing home is provided by inmates who also clean and detail county cars; and the Sheriff provides a Dog Warden helper. The Sheriff may also look at charging subdivisions for prisoner transports for misdemeanor charges, which is not required by the ORC. A take-over of the Administration Building Security would also assist with the Sheriff's budget. The Major also suggested paying for security services rendered on an hourly basis. Commissioner Frederick would like a hybrid solution maintaining some of the security staff and using the Sheriff's deputies as well.

Commissioner Smeiles asked if the \$302,000 will be transferred into the Sheriff's budget includes the remainder of the Security budget or can the \$302,000 be reduced by the remainder in the Security budget? Director Tillis reported that the \$302,000 will not get the Sheriff's total projected expenses to the end of the year – this will only address the projected shortage in the road deputies' sub department.

Motion by Commissioner Marsilio to transfer \$302,000 to the Sheriff's Law Enforcement Budget for the road deputies' sub-department. Commissioner Smeiles noted that the proposed action would erode the carryover going into 2012. Commissioner Marsilio amended her motion to transfer \$302,000 to the Sheriff's Law Enforcement Budget for road deputies contingent upon the Sheriff agreeing to take over security services in accordance with an agreement between the Sheriff and the Board of Commissioners, effective July 11, 2011. Commissioner Smeiles seconded the motion and commented that the cost of the provision of Security Services by the Sheriff cannot exceed the current in-house Security budget. He added that there would be no additional funding available for the Sheriff in 2011 for road deputies, noting that the Board of Commissioners has cannibalized their departments to lessen the budget impact on other General Fund departments, in particular, the Sheriff's Office/Journal Entry. The Department of Budget & Financial Management to bring back the necessary resolution to transfer the funds once the agreement is in place.

Commissioner Frederick wondered if the Court would take issue with the removal of the deputies for security services and noted that the Board of Commissioners has asked the Prosecutor that question.

Commissioner Smeiles advised Major Kelly that the Board of Commissioners is investigating the possible use of the 2011 Formula funding to pay for a Special Projects Officer to patrol LMI neighborhoods. The Regional Planning Commission will let the Board of Commissioners know if that is an acceptable project.

The Board of Commissioners asked Major Kelly to provide copies of two grant applications recently submitted to the state by the Sheriff; the Department of Budget & Financial Management has not reviewed either grant. Director Tillis also noted that she received notification that a COPS grant was submitted, but has no documentation for that grant application either.

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12:15 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider a compensation and hiring issue. **Also present:** Director Audrey Tillis. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

12:20 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, Yea.

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

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12:20 PM Lunch Recess

1:35 PM Board of Commissioners reconvened

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## OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Present: Jon Barber; Annette Petranic, Pavlick Consulting Group; Human Resources Department Director Karen U'Halie

Ms. Petranic presented each Commissioner with a copy of the Continuity of Operations Plan (COOP) for their departments. She noted that one copy will be on file at the EOC for use during a disaster and added that the COOP is not for use in emergencies but a tool to allow the Board of Commissioners to function for 30 days or more without personnel, equipment, and/or facilities.

The Director will schedule a lunch meeting for the Leadership Team to review the final COOPs.

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2:00 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider a potential restructuring and layoffs. **Also present:** Director Karen U'Halie and Director Jon Barber. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

2:20 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, Yea.

After exiting Executive Session, the Board of Commissioners agreed that the Human Resources Department Director should move forward with the paperwork to abolish the Security Department and lay off current staff.

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The Board of Commissioners asked Director Barber if he is aware of any mitigation money to assist the residents of Aurora East with their flooding issues. The Director responded that mitigation money comes from the federal government after the declaration of an emergency. He agreed to contact the state to determine if funds are available.

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## WATER RESOURCES

Present: Jeff Lonzrick

The Director advised that the Twin lakes investigation is still ongoing with staff looking for issues that are adding to the flooding there. It turns out that the rain garden discovered last week is not connected directly to the sewer but goes into a ditch, which eventually does lead to the sewer.

1. The Board of Commissioners signed the bankruptcy forms, as presented by the Water Resources Department/Journal Entry
2. The Board of Commissioners signed the final paperwork for payment to Miller Garage Door Company, Inc for the Twin lakes Blower Building Roof Replacement, Project No. FR-2/Journal Entry

3. Homeowner appeal for reimbursement of sanitary sewer extension costs for Estes Drive Sewer Phase III, BR-2 (01-2140)/The Board of Commissioners agreed that Director Lonzrick should check with Denise Smith before making a final decision.
4. The EPA would like to present the Board of Commissioners an award on the water quality in Shalersville. The Board of Commissioners agreed to invite the Township Trustees to attend.
5. The Director reported that Jim Akerley, Streetsboro Wastewater Superintendent for the Water Resources Department, attended Career Day at Rootstown Middle School and received a thank you.

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**SWMD WORK SESSION**

Present: Bill Steiner, Tom Smith

The Board of Commissioners met with the Director and Policy Committee Member Smith to discuss the update to the Portage County Solid Waste Management District Plan.

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3:50 PM Board of Commissioners reconvened

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**RESOLUTION No. 11-0507 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

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

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management or other designee on June 7, 2011 in the total payment amount of **\$304,369.00 for Funds 0001-7000** 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:

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

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**RESOLUTION No. 11-0508 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

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

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

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

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

06/03/11	159	\$ 7,260.74
06/03/11	160	22,290.68
06/03/11	161	114.52
06/03/11	162	68.88
06/03/11	163	8,771.59
Total		\$ 38,506.41

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:

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0509**

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

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

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

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

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

**RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$4,911.45** as set forth in Exhibit "A" dated **June 7, 2011** shall be paid; and be it further

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

Voice Vote as Follows:

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

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RESOLUTION No. 11-0510

RE: AMENDMENT TO THE GENERAL FUND 2011 ANNUAL APPROPRIATION RESOLUTION NO. 10-1142 ADOPTED DECEMBER 16, 2010.

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

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

	<i>Increase</i>	<i>Decrease</i>
<b>Fund: 0001 General Fund</b>		
<b>700 Sheriff's Department</b>		
0700A Sheriff-General Official	0	3,500
0700E Sheriff-General Part Time	3,500	-
07103 Sheriff-Corrections Fringes	8,000	-
07104 Sheriff-Corrections CS	0	13,000
07105 Sheriff-Corrections MS	5,000	-
0710E Sheriff-Corrections Part Time	20,000	-
0710M Sheriff-Corrections Overtime	0	20,000
<b>MEMO TOTAL</b>	<b><u>\$ 36,500</u></b>	<b><u>\$ 36,500</u></b>

Note: Trf \$ to deficit objects

<b>TOTAL MEMO BALANCE ALL AMENDMENTS</b>	<b><u>\$ 36,500</u></b>	<b><u>\$ 36,500</u></b>
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; 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:

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Yea;

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RESOLUTION No. 11-0511

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

It was moved by Tommie Jo Marsilio, seconded by Christopher Smeiles 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:

	<i>Increase</i>	<i>Decrease</i>
<b>Fund: 1103 Drug Abuse Resistance Educatio</b>		
<b>700 Sheriff's Department</b>		
11033 Sheriff-DARE Program Fringes	8,276	-
1103D Sheriff-DARE Program Full Time	38,408	-
<b>MEMO TOTAL</b>	<b>\$ 46,684</b>	<b>\$ -</b>

Note: Addtl approp per Drug

<b>Fund: 1201 Motor Vehicle And Gas Tax</b>		
<b>800 Engineer's Department</b>		
12015 Motor Vehicle/Gas Tax MS	100,000	-
<b>MEMO TOTAL</b>	<b>\$ 100,000</b>	<b>\$ -</b>

Note: TRAFFIC HIGHWAY

<b>Fund: 1310 Mental Health &amp; Recovery Board</b>		
<b>904 Mental Health &amp; Recovery Board</b>		
13104 Mental Health & Recovery CS	1,000,000	-
<b>MEMO TOTAL</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>

Note: to cover FY12 contract

<b>Fund: 5200 PCS General Administration</b>		
<b>060 Water Resources</b>		
52004 Portage County Sewer CS	9,140	-
52007 Portage County Sewer OE	10,000	-
52009 Portage County Sewer ME	-	19,140
<b>MEMO TOTAL</b>	<b>\$ 19,140</b>	<b>\$ 19,140</b>

Note: To move budget to

	<i>Increase</i>	<i>Decrease</i>
<b>Fund: 5400 PCW General Administration</b>		
<b>060 Water Resources</b>		
54004 Portage County Water CS	1,830	-
54009 Portage County Water ME	-	1,830
<b>MEMO TOTAL</b>	<b><u>1,830</u></b>	<b><u>1,830</u></b>

Note: To move budget to

<b>Fund: 5600 StS General Administration</b>		
<b>060 Water Resources</b>		
56004 Streetsboro Sewer CS	8,190	-
56009 Streetsboro Sewer ME	-	8,190
<b>MEMO TOTAL</b>	<b><u>8,190</u></b>	<b><u>8,190</u></b>

Note: To move budget to

<b>TOTAL MEMO BALANCE FOR ALL FUNDS</b>	<b><u>1,175,844</u></b>	<b><u>29,160</u></b>
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; 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:

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0512 - RE: TRANSFER - FROM FUND 5200, PCS GENERAL ADMINISTRATION TO FUND 5313, PCS TWIN LAKES PRELIM TREATMNT**

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

- WHEREAS,** the Twin Lakes WWTP Preliminary Treatment Construction Project has been completed, and
- WHEREAS,** it is necessary to transfer funds to pay for final project costs; now therefore be it
- RESOLVED,** that the following transfer be authorized in the amount of \$2,996.53:

**FROM:**  
FUND 5200, PCS GENERAL ADMINISTRATION,  
ORGCODE: 52004009  
Debit Expense Account  
Object: 910000 Transfers Out \$ 2,996.53

**TO:**  
FUND 5313, PCS TWIN LAKES PRELIM TREATMNT  
ORGCODE- 53130602  
Project: 06120  
Credit Revenue Account  
Revenue Source: 280000 Transfers In \$ 2,996.53

and be it further

**RESOLVED,** that the County Auditor is hereby requested to make said transfer by Journal Entry and that a certified copy of this resolution be filed with the Portage County Auditor, the Department of Budget and Financial Management and the Water Resources 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 meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll call vote as follows:

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

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**RESOLUTION No. 11-0513 - RE: REQUEST FOR FUND APPROVAL FROM THE AUDITOR OF THE STATE OF OHIO TO PROVIDE CENTRALIZED ACCOUNTING SERVICES TO DEPARTMENTS AND AGENCIES WITHIN PORTAGE COUNTY GOVERNMENT**

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

**WHEREAS,** the Board of Commissioners desires to provide centralized accounting services to consolidate and share resources between departments and better utilize staff and reduce costs; and

**WHEREAS,** the Government Finance Officers Assoc.'s, Governmental Accounting, Auditing and Financial Reporting manual provides that an internal services fund classification may be used to account for the financing on a cost-reimbursement basis of goods or services provided by one department to other departments within the same agency or political subdivision; and

**WHEREAS,** Auditor of State Bulletin 99-006 provides a procedure to utilize when requesting the creation of an internal services fund; and

**WHEREAS,** The Portage County Board of Commissioners has requested a Fund Number (#) from the Portage County Auditor, that Fund being #7040, Centralized Accounting Service

Now therefore be it

**RESOLVED,** the Portage County Board of Commissioners desires to establish Fund #7040, Centralized Accounting Service as an Internal Service Fund to be utilized by the Department of Budget and Financial Management in the provision of centralized accounting services for departments and agencies within Portage County Government; and be it further

**RESOLVED,** that the Portage County Board of Commissioners agrees to request the approval of the Auditor of State for the establishment of an internal services fund, Fund #7040, for Portage County for the express purpose of centralized accounting services to be utilized by Portage County departments and/or agencies within Portage County; and be it further

**RESOLVED,** that a certified copy of this resolution be forwarded to the Portage County Prosecutor's Office, Portage County Auditor, and the Department of Budget and 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



- d. The County Engineer requests that the Board of Commissioners consider adopting a resolution to turn over the subdivision roads to the township for maintenance responsibility.

The Board of Commissioners agreed to schedule a meeting with the County Engineer and the Township Trustees to discuss how to move forward.

6. May 28, 2011 correspondence from Mark and Jennifer Kinnick, Palmyra Township, requesting assistance with water issues. A May 28<sup>th</sup> correspondence to the County Engineer is also provided/The Board of Commissioners agreed to send a letter to the Kinnicks advising that they would contact the County Engineer on their behalf noting that this issue does not fall under their purview.
7. June 2, 2011 email from Vickie Steiner, Portage County Human Resources Department, requesting an amendment to the Board of Commissioners' May 26, 2011 Journal Entry to change the number of refills from three (3) to two (2)/Journal Entry

On May 26, 2011, the Board of Commissioners adopted the following Journal Entry:

As an expense reduction measure, the Board of Commissioners accepted the recommendation by Willis of Ohio and the Human Resources Department and approved mandatory mail order usage [after **three (3)** retail fills] for long-term maintenance drugs that are taken for more than three (3) months by members enrolled in the SuperMed HMO and SuperMed PPO plans under the Portage County Health Plan, effective July 1, 2011.

Revised to:

As an expense reduction measure, the Board of Commissioners accepted the recommendation by Willis of Ohio and the Human Resources Department and approved mandatory mail order usage [after **two (2)** retail fills] for long-term maintenance drugs that are taken for more than three (3) months by members enrolled in the SuperMed HMO and SuperMed PPO plans under the Portage County Health Plan, effective July 1, 2011.

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## **JOURNAL ENTRY**

June 7, 2011

1. The Board of Commissioners acknowledged the receipt of the June 1, 2011 Certificate of County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2011, as presented by the Portage County Auditor.
2. May 31, 2011 correspondence from the Ohio Department of Development advising that the Board of Commissioners' request for an extension of the 2009 Formula Grant for the Hiram demolition project is denied. The Regional Planning Commission reports that the monies will be returned to the state since the drawdown deadline was May 31, 2011.
3. In accordance with ORC 325.07, the Board of Commissioners acknowledged the receipt of the May 31, 2011 Monthly Record of Proceedings and Transactions for the month of May 2011, as presented by the Portage County Sheriff.

4. The Board of Commissioners authorized payment of the Portage County Regional Airport Authority Invoice No. 2011-031 dated June 1, 2011 for \$445.93 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.
5. The Board of Commissioners signed the Payment Authorization for Cleveland Ohio Roofing of Fairview Park, Ohio for the roof replacement for Community Action Council, 1036 West Main Street in Ravenna for \$9,900, as presented by the Regional Planning Commission.
6. The Board of Commissioners signed the Portage County Neighborhood Stabilization Program Status Reports as follows. The Department of Budget & Financial Management reviewed the documents noting no exceptions:

		<b>Drawn</b>	<b>Expended</b>
A. B-Z-08-1CJ-1	01–Land Banking/Demolition	\$588,281	\$518,511.51
B. B-Z-08-1CJ-1	02- Housing Development	\$249,570	\$265,257.10
C. B-Z-08-1CJ-3	02- General Administration	\$ 88,622	\$ 32,722.59
<b>Total</b>		<b>\$941,473</b>	<b>\$861,554.95</b>

7. The Board of Commissioners signed the Subordination of Mortgage for Dacon Industries/Brandy Properties, as presented by the Neighborhood Development Services. The Department of Budget & Financial Management reviewed the documents noting no exceptions:

\* \* \* \* \*

**INFORMATION ONLY**

June 7, 2011

1. June 2, 2011 email from Lisa Reeves, Regional Planning Commission, including the information requested from the Upper Room Cultural Development Corporation for their CDBG application.

\* \* \* \* \*

**PROSECUTOR**

June 7, 2011

1. June 2, 2011 email from Denise Smith regarding legal services/The Board of Commissioners agreed to respond to Attorney Smith that the Board intends to continue to provide the services of a seasoned attorney for negotiation issues. The Board of Commissioners also discussed the \$90/hour chargeback for Attorney Ron Habowski’s services agreeing that Attorney Habowski should provide a detailed hourly summary so that the chargeback can occur for departments outside of the General Fund. General Fund departments will not be charged the hourly rate. Commissioner Frederick stated that Attorney Habowski’s services must be utilized since the Board of Commissioners has authorized approximately \$6,000 monthly.

\* \* \* \* \*

**PLEASE ADD TO THE AGENDA**

June 7, 2011

1. June 5, 2011 email from Steve Colecchi regarding the status of The Woodlands lease/The Board of Commissioners agreed that Commissioner Smeiles should contact Mr. Colecchi to discuss how to move forward with this lease agreement.
2. Mantua Village presents their agreement with the Portage County Building Department for building services for Board of Commissioners' signatures. Referred to Denise Smith for review as to form and to JoAnn Townend to process.

\* \* \* \* \*

**JOURNAL ENTRY**

June 7, 2011

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

1. The Board of Commissioners acknowledged the receipt of the June 1, 2011 Certificate of County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2011, as presented by the Portage County Auditor.
2. The Board of Commissioners acknowledged the receipt of the May 31, 2011 correspondence from the Ohio Department of Development advising that the Board of Commissioners' request for an extension of the 2009 Formula Grant for the Hiram demolition project is denied. The Regional Planning Commission reports that the monies will be returned to the state since the drawdown deadline was May 31, 2011.
3. In accordance with ORC 325.07, the Board of Commissioners acknowledged the receipt of the May 31, 2011 Monthly Record of Proceedings and Transactions for the month of May 2011, as presented by the Portage County Sheriff.
4. The Board of Commissioners authorized payment of the Portage County Regional Airport Authority Invoice No. 2011-031 dated June 1, 2011 for \$445.93 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.
5. The Board of Commissioners signed the Payment Authorization for Cleveland Ohio Roofing of Fairview Park, Ohio for the roof replacement for Community Action Council, 1036 West Main Street in Ravenna for \$9,900, as presented by the Regional Planning Commission.
6. The Board of Commissioners signed the Portage County Neighborhood Stabilization Program Status Reports as follows. The Department of Budget & Financial Management reviewed the documents noting no exceptions:

	<b>Drawn</b>	<b>Expended</b>
A. B-Z-08-1CJ-1 01-Land Banking/Demolition	\$588,281	\$518,511.51
B. B-Z-08-1CJ-1 02- Housing Development	\$249,570	\$265,257.10
C. B-Z-08-1CJ-3 02- General Administration	\$ 88,622	\$ 32,722.59
<b>Total</b>	<b>\$941,473</b>	<b>\$861,554.95</b>

7. The Board of Commissioners signed the Subordination of Mortgage for Dacon Industries/Brandy Properties, as presented by the Neighborhood Development Services. The Department of Budget & Financial Management reviewed the documents noting no exceptions.

8. On May 26, 2011, the Board of Commissioners adopted the following Journal Entry:

As an expense reduction measure, the Board of Commissioners accepted the recommendation by Willis of Ohio and the Human Resources Department and approved mandatory mail order usage [after **three (3)** retail fills] for long-term maintenance drugs that are taken for more than three (3) months by members enrolled in the SuperMed HMO and SuperMed PPO plans under the Portage County Health Plan, effective July 1, 2011.

Today, the Board of Commissioners agreed to revise the Journal Entry to correct the number of retail fills from three (3) to two (2), as follows:

As an expense reduction measure, the Board of Commissioners accepted the recommendation by Willis of Ohio and the Human Resources Department and approved mandatory mail order usage [after **two (2)** retail fills] for long-term maintenance drugs that are taken for more than three (3) months by members enrolled in the SuperMed HMO and SuperMed PPO plans under the Portage County Health Plan, effective July 1, 2011.

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

Name	Address	Amount	Account Number
Eric Waddell	3859 Randolph Road Mogadore, OH 44260	\$327.57	315-01240-00
Sue Fryfogle	6210 Waterloo Road Atwater, OH 44201-0326	\$329.99	309-01420-02
Charles Wilson	10125 Keiths Close Streetsboro, OH 44241-5172	\$405-26	402-31320-00

10. The Board of Commissioners signed the final paperwork for payment to Miller Garage Door Company, Inc, Rootstown Ohio for the Twin lakes Blower Building Roof Replacement, Project No. FR-2 (10-020), as presented by the Water Resources Department.

11. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and authorized the processing a payment of \$46,854.32 from Fund 1002 Enterprise Zone to the Portage Development Board in accordance with the agreement in place between the Board of Commissioners and the Portage Development Board (Resolution 11-0063) for Enterprise Zone Monitoring.

12. After meeting today in an Executive Session with The Woodlands at Robinson staff, the Board of Commissioners authorized The Woodlands at Robinson to advertise as follows:

DEPARTMENT	JOB TITLE	GRADE	ACTION
The Woodlands at Robinson	Full Time LPN Replacement for	LPN 2	Post Internally

	Chris Linamen, who moved to another position		
The Woodlands at Robinson	Full Time STNA Replacement for Heather Schlack, who moved to another position	NSAS 2	Post Internally
The Woodlands at Robinson	Full Time STNA Replacement for Melvin Davis who is authorized to move from full-time to part-time, effective June 17, 2011	NSAS 3	Post Internally
The Woodlands at Robinson	Full Time STNA (three positions)  One (1) 7AM – 3PM One (1) 3PM – 11 PM One (1) 11 PM – 7AM	NSAS 2	Post Internally

13. After meeting today with the Department of Budget & Financial Management Director, the Board of Commissioners accepted her recommendation and authorized the hire of Karina Kienerman as a full time Data and Budget Entry Clerk for the Department of Budget & Financial Management, effective June 27, 2011. Ms. Kienerman will be hired as a COMOT4-Grade C with an increase from \$12.46/hour to Grade B at \$13.08/hour after the successful completion of the 120 day probationary period. The Board of Commissioners agreed that this hire is contingent upon the applicant passing a pre-employment physical and drug screen and motor vehicle record check, if applicable.

14. After meeting today with Department of Budget & Financial Management Director Audrey Tillis and Sheriff's Major Dale Kelly, the Board of Commissioners agreed to transfer approximately \$302,000 from the General Fund Reserve and other identified savings to the Sheriff's road deputy sub department. The Department of Budget & Financial Management will bring back the necessary resolution once an agreement is in place between the Sheriff and the Board of Commissioners for the provision of security services.

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 **June 7, 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 3:55 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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