

**Tuesday, June 14, 2011**

The Board of County Commissioners met in regular session on **Tuesday, June 14, 2011 at 9:35 AM** with the following members present:

Maureen T. Frederick

Tommie Jo Marsilio

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Absent: Commissioner Christopher Smeiles

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It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick to approve the meeting minutes of the June 9, 2011 meeting. Commissioner Smeiles absent, motion carries

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

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**PROSECUTOR**

Present: Denise Smith, Wendy Johnson

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**Prosecutor's Correspondence**

1. Authorize the Portage County Prosecutor to submit the 2011-2012 grant applications to the Crime Victims Assistance Office of the Attorney General of Ohio (Continuation Program)./11-527
2. June 9, 2011 confidential correspondence from Leigh Prugh, regarding NACo and Caremark PCS Health P.C./JoAnn Townend to process the agreement
3. June 9, 2011 e-mail from David Brode, regarding the deed to the Portage County Regional Airport Authority/Board of Commissioners approved the new draft language

Commissioner Frederick commented that Dick Bonner was in to see the Board of Commissioners last week about the Airport and had suggested that the Airport hire a manger. Commissioner Frederick asked Attorney Smith if the Board of Commissioners could hire a manager; Attorney Smith responded that the Board of Commissioners may not but the Board of Trustees may hire a manager.

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**Review of Prosecutor's Pending List**

1. Attorney Hawkes has completed the review of the Emergency Operations Plan for the EMA and spoken with Jon Barber about the plan.
2. Attorney Prugh has contacted the attorney for Beck Energy regarding the proposed agreement and is awaiting a response.
3. Courthouse Access for Security and Maintenance Staff – Denise Smith will be reviewing this matter to determine who controls access the courthouse. Commissioner Marsilio asked if that

review will also look at who dictates proper security staffing. Attorney Smith responded that there are no dictates from the Supreme Court or in the ORC. However, she believes that the Sheriff is charged with making a reasonable determination in security matters.

4. The PARTA EEO, Disadvantaged Business Enterprise and Title VI Policy Book provided to the Board of Commissioners and sent to the Prosecutor's Office from comment is for the Board of Commissioners' information only. No Board action is required.
5. Attorney Prugh has been in contact with One Community regarding their request for permission to install fiber cable at North Chestnut Street.
6. Attorney Hawkes is reviewing the Habitat for Humanity request for a deed-in-lieu. He is reviewing the grant for any restrictions.
7. There is no Board action to be taken in the matter of the State of Ohio vs. Brad Joseph Moroney
8. There is no action for the Prosecutor's office in the review of Ohio Drainage Laws Petition Procedure for Aurora East in Shalersville as this is private property.

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

10:40 AM Allison Goudy and Karen U'Halie left the Executive Session

11:05 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 action by Journal Entry.

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### **THE WOODLANDS AT ROBINSON**

Present: Allison Goudy, Karen U'Halie, Denise Smith

Ms. Goudy reported that the state is onsite for a follow-up visit. She added that the census today is 85.

The Board of Commissioners agreed to authorize service to the fire sprinkler system at a cost not to exceed \$2,745. Ms. Goudy to contact County Fire Protection in Brimfield for an additional estimate. Ms. Goudy also noted that the DON has met with nursing staff who are responding to her leadership.

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10:10 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a potential discipline issue and hiring. **Also present:** Allison Goudy, Attorney Denise Smith, and Human Resources Department Director Karen U'Halie. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:40 AM Allison Goudy and Karen U'Halie left the Executive Session

11:05 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 action by Journal Entry.

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## **REGIONAL PLANNING COMMISSION**

Present: Todd Peetz

The Director reported the following after the June 8, 2011 Regional Planning Commission meeting:

Brimfield Township is working on an internet café ordinance to regulate that activity

The Regional Planning Commission Bylaws change was approved to correct population changes. If overbilled, the member will either get a refund or additional TA hours or a combination of both. If under billed, the member will 1 get a bill or an adjustment of TA hours. The members will be billed quarterly and adjustments can be made in that time. The Board of Commissioners has 178 TA hours or a monetary refund or a combination coming. The Board of Commissioners can decide once they receive official notification.

### **Work Program**

- The Director reported another mild month with six subdivision applications process and only two lots being created. Several application requests came in this week.

Commissioner Frederick stated that people contact her because they want to build but restrictions on sewer and water stop them. The Director responded that septic is an important issue but those restrictions are not addressed in the Subdivision Regulations; the Health Department handles those. Does it make sense to provide sewer instead of septic to increase interest in building? The Director added that gas prices are high so the rural communities are not as attractive now without alternative transportation modes; building decreases.

- The Regional Planning Commission assisted seven townships.
- The May Quarterly Zoning Meeting was well attended with 20 communities attending.

### **Grants**

1. The parking lot project is done for SWIFT grant
2. The communitywide Brownfield Assessment Grant was not funded this year. Staff will continue to work with city of Ravenna
3. The Ravenna City Brownfield Grant for the White Rubber Building may be funded.

4. The Ohio Rail Commission Grant required more detail than available to the Regional Planning Commission. There are issues with job creation/job saving and there was no concrete data. The Director will work with the Ohio Rail Commission.

The Director reported that the Village of Sugar Bush Knolls should join the Regional Planning Commission within the next several months

Commissioner Frederick asked if CDBG monies may be used to alleviate water problems. The Director responded that Aurora East may qualify for CDBG funds since the money must go to low-moderate income residents. One problem with storm water is that the fix is extremely expensive. Perhaps the Board could approve the project over a series of years to complete the project.

Commissioner Marsilio stated that it is her understanding that the CDBG money must benefit the LMI and not go directly to the resident. The Director responded that the money never goes to the resident but could go to benefit the LMI property as a group. He agreed that the process is fairly complicated and frustrating. Commissioner Marsilio responded that it is frustrating not to be able to assist those who need it. Commissioner Frederick agreed that many residents need assistance. The Director added that, for example, Mantua Village does not qualify for assistance, which is too bad since the community wants to move forward.

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## **DEPARTMENT OF BUDGET & FINANCIAL MANAGEMENT**

Present: Audrey Tillis

### RESOLUTIONS

1. Cash Advance from Fund 0001, General Fund to Fund 1168, Disaster Planning/11-528
2. Cash Advance Repayment from Fund 5313, PCS Twin Lakes Prelim Treatment to Fund 5200, PCS General Administration/11-529
3. Transfer from Fund 5600, StS General Administration to Fund 5705, StS Trunk Rehabilitation/11-530

### OTHER

4. Journal entry approval(s):
  - a. JE June 9, 2011 - Letter to Portage Development Board – Enterprise Zone Fund Balance

### UPDATES

1. **Collective Bargaining Legal Contract with Ron Habowski  
Non-General Fund Chargeback procedures**

The Board of Commissioners agreed to ask Attorney Habowski to add a column to identify which department his service was provided, since it is beneficial to know how his time is spent, and that he add the total hours spent. The overages will be directly billed to the department. The Board also agreed that the contract cost should be addressed in the Cost Allocation Plan. Commissioner Marsilio noted that the Sheriff has advised that he appreciates not being charged for Attorney Habowski's services.

**2. Hattie Larlham Bond Refunding Update**

Attorney Mike Sharb has advised that the Squire Sanders Tax Division has determined that the Board of Commissioners could enter into an agreement with the City of Streetsboro and Hattie Larlham that would allow Hattie Larlham to partner with the city for this \$4.2 million bond refunding. The Director reminded the Board of Commissioners that the county cannot participate in this refunding on behalf of Hattie Larlham since the county and Robinson Memorial Hospital have reached the \$10 million cap for 2011. Attorney Sharb is out of the office but will follow-up with the Board of Commissioners with a formal opinion when he returns.

**3. The Board of Commissioners agreed to hire the Data and Budget Entry Clerk, as recommended by the Director/Journal Entry**

Commissioner Marsilio asked if the Director planned to have a Motor Pool budget in the 2012 budget. The Director responded yes - everyone will pay their equal share.

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**DBFM WORK SESSION**

The Board of Commissioners discussed the draft Tax Budget for the General Fund. The Director noted that the 2012 budget for the Local Government Funds has not yet been adjusted.

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Noon – Lunch Recess

1:30 PM Board of Commissioners reconvened

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Commissioner Marsilio reported that on May 31, 2011, she had advised the Board of Commissioners that, before attending the GAPP meeting on June 1<sup>st</sup> as the Portage County LEO, she wanted to let the Board know that there is a paperwork problem in that it appears that chargebacks may not have been done correctly. The Board of Commissioners agreed that she should insist that this issue be handled immediately as a priority.

Today, Commissioner Marsilio reported that she received a call from the former GAPP Fiscal Officer Dianne Jackson who wanted to clarify that the inadequacies in the GAPP financials was not her doing. The Board of Commissioners noted that clarification.

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**WIC**

Present: Nancy Dailey

- 1. The Program Manager requested Board authorization to hold a WIC Family Fun Fair event in the Portage County WIC/Health Department parking lot on Friday, August 12, 2011. The Board of Commissioners agreed noting that it may be better to place a tent in the grass in that area. Ms Dailey will complete the necessary form and get it back to the Board of Commissioners for approval.

2. Employee resignation and request to post vacancy/Journal Entry

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**WATER RESOURCES**

Present: Jeff Lonzrick

1. **RESOLUTION** - To amend agreement with CT Consultants for additional architectural/Engineering Services relative to Project No. PC (07-143), Operations and Maintenance Equipment Garage. Commissioner Marsilio wondered how these types of charges can be avoided in the future. Director Lonzrick responded that these charges are warranted and unavoidable since staff had asked for changes to the design, which were not used. Commissioner Frederick is comfortable accepting the Director’s recommendation but would prefer that there be no change orders since it seems that the contract award would include all charges. The Director agreed but noted that sometimes there are overages/11-531

2. **SIGNATURES** - Approval for authorized personnel to sign Payroll, Invoices, and Journal Voucher Form/The Board of Commissioners signed the document for the reorganization of the departments

3. **DISCUSSION - Car washes.**

The Director commented that the department purchased 120 car wash vouchers since 2009 and has about 12 left. He recommends continuing to use the car wash versus washing the vehicles by hand at the lab since the car wash only takes 10 minutes versus 45-60 minutes at the lab. The undercarriages are washed at the car wash while that is difficult to accomplish when washing by hand. The Director also noted that staffing at plants could be an issue if the Board requires the vehicles to be washed by hand and could involve overtime. The Board of Commissioners asked the Director to contact Major Dale Kelly to discuss using jail inmates to provide hand-washing, JFS Director Genetin for options with her department’s clients, and to investigate the hire of summer employees to perform these types of services. The department will continue to use the vouchers at this time, since they have already been purchased.

Motor Pool Director Joe Dillon attending to recommend that the Board of Commissioners allow the department to continue to use car washes versus hand washing, noting that rust on the undercarriage is the most important issue to avoid.

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**RESOLUTION No. 11-0522 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.**

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following resolution be adopted:

**RESOLVED,** that the bills were approved and certified to the County Auditor for payment, contingent upon the review of the Portage County Department of Budget and Financial Management or other designee on June 14, 2011 in the total payment amount of **\$360,652.59 for Funds 0001-8101** 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, Absent;

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**RESOLUTION No. 11-0523 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following Resolution be adopted:

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

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

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

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

06/13/11	481	\$ 10,179.32
06/13/11	480	7,177.99
06/13/11	478	47.28
06/13/11	479	46.57
Total		\$ 17,451.16

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, Absent;

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**RESOLUTION No. 11-0524**

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

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following resolution be adopted:

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

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

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

**RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$6,224.91** as set forth in Exhibit “A” dated **June 14, 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, Absent;

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**RESOLUTION No. 11-0525**

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**RE: TO ACCEPT CLASSIFICATION PLAN INCLUDING NUMERICAL CLASSIFICATION NUMBERS AND CLASS SERIES ASSIGNMENT FOR THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES.**

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following Resolution be adopted:

**WHEREAS,** the Portage County Board of Commissioners has the authority to employ and set compensation for their employees per the Ohio Revised Code 305.17, 325.17, & 325.27; and

**WHEREAS,** the Board has the authority to classify their employees per R.C. 124.14(B)(4), as well as, Ohio case law authority and; now therefore be it

**RESOLVED,** that the Board of County Commissioners does hereby adopt the attached classification plan for the Portage County Department of Job & Family Services, including but not limited to the numerical classification numbers and class series assignments - a class series being the classification that bear the same first four digits; and be it

**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 a 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, Absent;

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**RESOLUTION No. 11-0526 - RE: TERMINATION OF THE ENTERPRISE ZONE AGREEMENT BETWEEN LAND O'LAKES, INC., PORTAGE COUNTY AND THE CITY OF KENT**

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following resolution be adopted:

**WHEREAS,** on July 17, 2002 Kent City Council adopted Ordinance No. 2002-73, and on October 17, 2002 the Board of Portage County Commissioners adopted Resolution No. 02-0911 granting an Enterprise Zone agreement to Land O'Lakes, Inc.; and

**WHEREAS,** it is the determination of the City of Kent by City Ordinance No. 2011-22 adopted April 20, 2011 that the Enterprise Zone Tax Abatement Agreement by and between the City of Kent, Portage County and Land O'Lakes, Inc. be terminated due to the fact the company has requested the agreement be terminated as personal property is no longer taxed in the State of Ohio and they are no longer receiving the benefits of their Enterprise Zone Agreement; now therefore be it

**RESOLVED,** that in concurrence with the recommendation of the City of Kent and pursuant to 5709.63 of the Ohio Revised Code, the Board of Portage County Commissioners

does hereby agree that the above listed Enterprise Zone Agreement be and hereby is terminated; 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 this formal action was in a 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, Absent;

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**RESOLUTION No. 11-0527 - RE: AUTHORIZE THE PORTAGE COUNTY PROSECUTOR TO SUBMIT THE 2011-2012 GRANT APPLICATIONS TO THE CRIME VICTIMS ASSISTANCE OFFICE OF THE ATTORNEY GENERAL OF OHIO. (CONTINUATION PROGRAM)**

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following resolution be adopted:

**WHEREAS,** the Portage County Prosecutor recommends that the Board of Commissioners authorize an application to the Crime Victims Assistance Office of the Attorney General of Ohio, to fund four (4) full-time positions:

- 1. Victim/Witness Assistance Office Director
- 2. Administrative Assistant in the Notification program
- 3. Advocate position for Juvenile Court
- 4. Advocate position in Municipal and Common Pleas Courts

**RESOLVED,** the Board of Portage County Commissioners does hereby agree to submit the continuation application to the Crime Victims Assistance Office of the Attorney General of Ohio, on behalf of the Portage County Prosecutor’s Office, with a VOCA Request of \$107,801.00 and a General Fund Match of \$35,934.00 for a project total of \$143,735.00 and SVAA project total of \$10,157.00 with no local match; and be it further

**RESOLVED,** the Board of Commissioners authorizes the President of the Board of Commissioners or designee to sign the 2011-2012 grant applications for VOCA/SVAA Funds as presented for the period to cover October 1, 2011 through September 30, 2012; and be it further

**RESOLVED,** that a certified copy of this resolution be filed with the Portage County Auditor's Office, the Portage County Prosecutor's Office-Victim Assistance and the Portage County Department of Budget & Financial Management; and be it further

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

Voice vote as follows:

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

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**RESOLUTION No. 11-0528 - RE: CASH ADVANCE - FROM FUND 0001, GENERAL FUND TO FUND 1168, DISASTER PLANNING**

It was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick that the following resolution be adopted:

**WHEREAS,** Fund 1168 is in need of interim cash until grant revenues are received; now therefore be it

**RESOLVED,** that the following cash advance be made in the amount of \$ 10,250.00:

**FROM:**  
FUND 0001, GENERAL FUND  
ORGCODE - 00100009  
Debit Expense Account  
Object 920000 – Advance Out \$ 10,250.00

**TO:**  
FUND 1168, DISASTER PLANNING  
ORGCODE - 11689302  
Credit Revenue Account  
Revenue Source 290000 – Advances In \$ 10,250.00

and be it further

**RESOLVED,** that the cash advance will be repaid to the General Fund when grant revenue is received, and be it further

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







**RESOLVED,**

by the Board of Commissioners of Portage County, Ohio;

Section 1. That the Board shall enter into an agreement amendment attached hereto with CT Consultants to provide additional construction services in the amount of \$ 9,715.58,

Section 2. It is hereby found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

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

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**RESOLUTIONS**

June 14, 2011

1. Approval of the meeting minutes from the June 9, 2011 regular Board meeting.
2. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./11-522
3. Approve the Journal Vouchers, as presented by the County Auditor./11-523
4. Approve the Then & Now Certification, as presented by the County Auditor./11-524
5. Resolution to accept classification plan including numerical classification numbers and class series assignment for the Portage County Department of Job & Family Services./11-525
6. Termination of the Enterprise Zone agreement between Land O'Lakes, Inc. Portage County and the City of Kent (Portage Development Board)./11-526

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**INVITATIONS**

June 14, 2011

1. Invitation from Chesapeake Energy for an informational open house for Suffield Township residents based on their proximity to a proposed well site and its proposed haul route, as well as county and township elected officials on Thursday, June 16, 2011 from 5:30-7:30 PM at the Suffield Town Hall.

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**INCOMING CORRESPONDENCE**

June 14, 2011

1. Discussion: Emergency Protocol/Bring back on June 21<sup>st</sup> when Commissioner Smeiles returns.

2. June 1, 2011 correspondence from Frances Hernan, regarding the Senior Farmers Market Nutrition Program/The Board of Commissioners believes that Family & Community Services has addressed the issue of the Farmer's Market vouchers. Clerk to draft a response to Mrs. Hernan.
3. June 9, 2011 correspondence from County Auditor Janet Esposito, regarding the Board of Revisions/The Board of Commissioners agreed to forward this correspondence to Charlene Badger and Jon Barber.
4. June 10, 2011 e-mail from Director Audrey Tillis, Department of Budget & Financial Management to Dale Kelly, Sheriff's Department, regarding Security Services/Information only

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## **JOURNAL ENTRY**

June 14, 2011

1. The Board of Commissioners acknowledged receipt of the online grant payment draw down request, which was submitted to the US Department of Justice for the OVW Enforcement of Protection Orders Grant No. 2007-WE-AX-0048 to reimburse May 2011 expenses for \$10,014.32 as requested by Department of Budget & Financial Management.
2. The Board of Commissioners acknowledged receipt of the 1<sup>st</sup> Quarter 2011 Financial Report which was submitted electronically for the OVW Grant No. 2007-WE-AX-0048 as of March 31, 2011 as presented by the Department of Budget & Financial Management.
3. June 8, 2011 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2011 as presented by the Portage County Budget Commission.
4. Board of Commissioners' signature requested on the Journal Entry to reimburse the Regional Planning Commission from the New Horizons Grant for period March 31, 2011 through May 1, 2011 not previously billed \$2,155.86 as requested by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
5. Board of Commissioners' signature requested on the payment authorization form for R2K Contracting for Townhall II exterior renovations located at 155 North Water Street, Kent for \$794.53 as requested by the Regional Planning Commission. The B-F-09-1CJ-1 Formula Grant Activity #6 Neighborhood Fac/Community Center is funding this expense.
6. Board of Commissioners' authorization is requested to allow use of the Portage Animal Protective League Grounds on Saturday, June 18, 2011 from 11:00 AM-12:00 Noon for Hogs & Dogs Poker Run as requested by Karen Carmany, Portage Animal Protective League.
7. Board of Commissioners' authorization is requested to allow use of the Portage Animal Protective League Grounds on Saturday, July 16, 2011 from 9:00 AM-4:00 PM for a Yard Sale as requested by Karen Carmany, Portage Animal Protective League.

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**REFERRED**

June 14, 2011

1. June 9, 2011 correspondence from Karen Stacko, Portage County Regional Airport Authority, requesting reappointment of Josh Eyring to the Regional Airport Authority. Referred to Executive Assistant.

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**PLEASE ADD TO THE AGENDA**

June 14, 2011

1. April 1, 2011 request from the Portage County Park District to keep its Foundation on CORSA insurance until after the July 9, 2011 Adventure Race/The Board of Commissioners agreed to continue insurance coverage for the Park District, Soil and Water Conservation District and the Airport until close of business July 10, 2011 when CORSA coverage will be discontinued. The Board of Commissioners agreed to continue to cover the Port Authority at this time because of the limited liability.
2. June 8, 2011 correspondence from Christiane Schmenk, Ohio Department of Development, regarding the Ohio Enterprise Zone Program Annual Report/Disregard as this was sent to the Board of Commissioners in error.
3. June 13, 2011 emails from Diana Fierle, Portage Development Board, advising that the June 8<sup>th</sup> correspondence from the Ohio Department of Development was sent in error.
4. A. June 13, 2011 request from Melissa Calton, Security Services, requesting payout of sick time accrued. B. Director Jon Barber presents the estimated sick time payout for the part-time security staff/The Board of Commissioners agreed that they could not approve this request noting the budget constraints at this time and the precedent it will set in the future. Clerk to draft a response.
5. Response to the Board of Commissioners question to all Ohio Port Authorities as to who pays for the Port Authority insurance coverage/The Board of Commissioners agreed to continue to provide insurance through CORSA for the Board of Directors.
6. Attorney Ron Habowski presents the invoice for services in May 2011 for \$7,300/The Board of Commissioners agreed to ask Attorney Habowski to add a column to identify which department his service was provided to and add the total hours spent.
7. The Human Resources Department requests approval to hold Weight Watchers at Work meetings tentatively on Wednesday nights from 4:30 PM. until 5:15 PM at the Portage County Administration Building in the 1<sup>st</sup> Floor Conference Room. The Human Resources Department will complete the necessary after hours form.

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## **INFORMATION ONLY**

June 14, 2011

1. April 19, 2011 correspondence from The Suffield League, including the 2011 Suffield Music Festival sponsorship opportunities.

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## **JOURNAL ENTRY**

June 14, 2011

Motion by Tommie Jo Marsilio, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners acknowledged the receipt of the online grant payment draw down request, which was submitted to the US Department of Justice for the OVW Enforcement of Protection Orders Grant No. 2007-WE-AX-0048 to reimburse May 2011 expenses for \$10,014.32, as presented by the Department of Budget & Financial Management.
2. The Board of Commissioners acknowledged the receipt of the 1<sup>st</sup> Quarter 2011 Financial Report, which was submitted electronically for the OVW Grant No. 2007-WE-AX-0048 as of March 31, 2011, as presented by the Department of Budget & Financial Management.
3. The Board of Commissioners acknowledged the receipt of the June 8, 2011 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2011, as presented by the Portage County Budget Commission.
4. The Board of Commissioners signed the Journal Entry to reimburse the Regional Planning Commission from the New Horizons Grant for period March 31, 2011 through May 1, 2011 not previously billed \$2,155.86, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
5. The Board of Commissioners signed the payment authorization form for R2K Contracting for the Townhall II exterior renovations for the property located at 155 North Water Street in Kent for \$794.53, as presented by the Regional Planning Commission. The B-F-09-1CJ-1 Formula Grant Activity #6 Neighborhood Fac/Community Center is funding this expense.
6. The Board of Commissioners authorized the use of the Portage Animal Protective League Grounds on Saturday, June 18, 2011 from 11:00 AM-12:00 Noon for Hogs & Dogs Poker Run, as requested by Karen Carmany, Portage Animal Protective League. Forwarded to the Internal Services to process.
7. The Board of Commissioners authorized the use of the Portage Animal Protective League Grounds on Saturday, July 16, 2011 from 9:00 AM-4:00 PM for a Yard Sale, as requested by Karen Carmany, Portage Animal Protective League. Forwarded to the Internal Services to process.
8. On May 19, 2001, the Board of Commissioners accepted the retirement notice from Portage County Building Department CBO Bob Wrentmore, effective August 31, 2011.

Today, after meeting in an executive session with Attorney Denise Smith, the Board acknowledged the receipt of Mr. Wrentmore's updated notice of retirement, to be effective June 10, 2011. However, the Board terminates Mr. Wrentmore's employment for cause effective June 9, 2011 prior to the end of the workday.

9. The Board of Commissioners signed the June 14, 2011 correspondence to the Portage Development Board advising that the Commissioners are sending a check for \$46,854.32 to the Portage Development Board, which is the unexpended cash balance in Fund 1002 for Enterprise Zone Monitoring Fees.
10. The Board of Commissioners accepted the recommendation of Nursing Home Administrator Christa Mayes and authorized service to The Woodlands fire sprinkler system at a cost not to exceed \$2,745.
11. The Board of Commissioners acknowledged the resignation of WIC Dietitian Julie Mosholder, effective June 24, 2011, as notified by WIC Program Manager Nancy Dailey. The Board of Commissioners authorized Ms. Dailey to advertise for a part-time Dietitian to replace this employee.
12. The Board of Commissioners signed the Personnel Action Form authorizing the promotion of Shayna Little from a Social Service Worker III to a PCSA Supervisor, MGT05 at \$20.79 per hour, effective June 27, 2011, as presented by JFS Director Genetin.
13. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Audrey Tillis and authorized the hire of Pat Nelson for the part-time Data and Budget Entry Clerk position as a COMOT 4-Grade B at \$13.08 per hour with an increase to \$13.74 per hour after the successful completion of a 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 in an Executive Session with The Woodlands at Robinson staff, the Board of Commissioners authorized The Woodlands at Robinson to advertise and hire as follows:

DEPARTMENT	JOB TITLE	GRADE	ACTION
The Woodlands at Robinson	Full Time STNA Replacement for Kelly Barone, who moved to another section	NSAS	Post Internally
The Woodlands at Robinson	Full Time STNA Replacement for Kristy Springer, who transferred to day shift	NSAS 2	Post Internally
The Woodlands at Robinson	Full Time Nursing Assistant Replacement for Kathy Rutherford	NSAS 2	Post Internally

15. After meeting in an Executive Session today with The Woodlands at Robinson staff, the Board of Commissioners accepted staff recommendation and approved a three day suspension for an STNA for job performance June 15, June 16, and June 20, 2011.

Commissioner Smeiles absent, 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 14, 2011**. There being no further business to come before the Board, it was moved by Tommie Jo Marsilio, seconded by Maureen T. Frederick to adjourn the official meeting at 2:20 PM. Commissioner Smeiles absent, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

ABSENT

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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