

Thursday, July 7, 2011

The Board of County Commissioners met in regular session on **Thursday, July 7, 2011 at 9:45 AM** with the following members present:

Tommie Jo Marsilio

Christopher Smeiles

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Absent: Maureen T. Frederick

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It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to approve the meeting minutes of the July 5, 2011 meeting. Commissioner Frederick absent, motion carries

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Also attending throughout the day: Hank Dunckel and Jim Hudson

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PUBLIC COMMENT PERIOD

Present: Richard Rosenjack and Jeff Lonzrick

Mr. Rosenjack is attending to talk to the Board of Commissioners about sewer charges for his property at 3129 State Route 59, which were placed on his county tax bill. He advised the Board of Commissioners that the house was demolished in July 2010.

He noted that Water Resources Department staff explained the real estate assessment process/certification to him and advised him that his bills between September 2009 and June 2010 were certified in August 2010. Mr. Lonzrick noted that his current balance is zero.

Commissioner Marsilio commented that the water bill appears on the tax bill only if payment is not made to the Water Resources Department; the charges are old charges. Commissioner Smeiles noted that the 2010 taxes are for charges/special assessments accrued in 2009.

Mr. Rosenjack stated that attitudes of county and city officials are important.

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Jim Hudson is attending to discuss his proposed site for the Kent Courthouse. Mr. Hudson will contact Commissioner Frederick to discuss the site. Commissioner Marsilio noted that she intends to explore sites that are not as expensive as being discussed.

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PORTAGE COUNTY HEALTH PLAN UTILIZATION REVIEW

Present: Karen U’Halie, Vickie Steiner, Doug Brown, Brian Muldoon and Kathy Pietz, Client Manager for Medical Mutual.

Ms. Pietz presented the 3rd Quarter (September 2010 – May 2011) Utilization Report for the Portage County Health Plan.

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Commissioner Smeiles asked that someone check the roof of the Administration Building boiler room for any damage from the chimney coming down before final payment is made to the contractor. Clerk to email JoAnn Townend.

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10:50 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners move into executive session to consider an employee compensation issue. **Also present:** Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Absent.

11:05 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, Absent.

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

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COUNTY AUDITOR

Present: Janet Esposito, Mr. & Mrs. Bob Davenport

The County Auditor is attending with Mr. & Mrs. Davenport to discuss the assessment for sanitary sewer on Lonesome Road in Brady Lake. The Auditor reminded the Board of Commissioners that this project was completed with two USDA loans that the county may be able to pay off depending on the fund balance. The Board of Commissioners will wait for the Auditor to complete her investigation.

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RESOLUTION No. 11-0604 - 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 July 7, 2011 in the total payment amount of **\$327,506.61 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, Absent; Tommie Jo Marsilio, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 11-0605 - RE: WIRE TRANSFER 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 July 7, 2011 in the total payment amount as follows:

1. \$ 5,224.09 to Take Care by WageWorks, Inc. for Claims; and
2. \$116,026.35 for Medical Mutual claims-Fund 7101; and

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 authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, July 8, 2011	\$ 5,224.09
Wire Transfer on Friday, July 8, 2011	\$ 116,026.35

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, Absent; Tommie Jo Marsilio, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 11-0606 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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

07/06/11	164	\$ 12,540.00
07/06/11	163	554.97
07/06/11	162	51,054.00
Total		\$ 64,148.97

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, Absent; Tommie Jo Marsilio, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 11-0607 - 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:

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 **\$16,827.99** as set forth in Exhibit "A" dated **July 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, Absent; Tommie Jo Marsilio, Yea; Christopher Smeiles, Yea;

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RESOLUTION No. 11-0608 - RE: AUTHORIZE ELECTRONIC APPLICATION FOR THE OHIO DEPARTMENT OF HEALTH FY 2012 WOMEN, INFANTS AND CHILDREN (WIC) ADMINISTRATION GRANT.

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

WHEREAS, the Women, Infants, and Children's Program of Portage and Columbiana Counties must submit an electronic request to continue to operate the Women, Infants, and Children (WIC) Program in the designated service area; now therefore be it

RESOLVED, that the Board of Portage County Commissioners does hereby support the Women, Infants, and Children's Program of Portage and Columbiana Counties and authorizes the electronic application to the Ohio Department of Health for the FY 2012 WIC Grant (October 1, 2011 through September 30, 2012) for an amount not to exceed One Million One Hundred Thirty Seven Thousand Four Hundred and Thirty One Dollars (\$1,137,431.00) under grant number 06710041WA0512; and be it further

RESOLVED, that the Board of Commissioners authorizes the President of the Board, or his/ her designee to sign all documentation pertaining to the grant application; and be it further

RESOLVED, that a copy of this resolution will be filed with the Portage County WIC Program, the Portage County Department of Budget & Financial Management and the Portage County Auditor's Office; 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, Absent;
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Tommie Jo Marsilio, Yea;
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Christopher Smeiles, Yea;
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RESOLUTIONS

July 7, 2011

1. Approval of the meeting minutes from the July 5, 2011 regular Board meeting.
2. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/11-604
3. Approve the wire transfers as presented by the County Auditor./11-605
4. Approve the Journal Vouchers, as presented by the County Auditor./11-606
5. Approve the Then & Now Certification, as presented by the County Auditor./11-607
6. Authorize the electronic application for the Ohio Department of Health FY2012 Women, Infants & Children (WIC) Administration Grant./11-608

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INCOMING CORRESPONDENCE

July 7, 2011

1. Discussion: Insurance for Equipment or Purchases/The Board of Commissioners agreed to hold this discussion for their next meeting with JoAnn Townend.
2. June 30, 2011 confidential correspondence from Edna Frezgi, Ohio Department of Job & Family Services, regarding WIA Audit Period July 1, 2007-June 30, 2008/Referred to Denise Smith to review.
3. June 30, 2011 correspondence from Sheriff Dave Doak, regarding attorney's fees/Journal Entry. The Board of Commissioners agreed to send a request to CORSA regarding use of attorneys in the future.
4. July 1, 2011 correspondence from David Little, Ohio American Water, regarding its application to PUCO, rates and services/Information only.
5. July 5, 2011 correspondence from Lorie Marozzi, Ravenna High School Principal, requesting contribution of one luncheon for 25 students during the 2011-2012 school year/Information only.
6. June 29, 2011 correspondence from James Leftwich, Ohio Department of Development to Mayor Donna Hawkins, regarding "situational distress" municipal corporation/Forward to the Neighborhood Development Services and Regional Planning Commission.

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JOURNAL ENTRY

July 7, 2011

1. Board of Commissioners' authorization requested to have Commissioner Maureen T. Frederick sign the Ohio Office of Criminal Justice Services quarterly Subgrant report for the County Drug Task Force

Confidential Fund Grant No. 2010-DL-LEF-5846 period ending June 30, 2011 as requested by the Portage County Prosecutor's Office. **HELD per Department of Budget & Finance.**

2. Board of Commissioners' authorization requested to allow use of The Woodlands At Robinson Meeting Room on July 13-14, 2011 from 12:00-4:00 PM for a Health & Safety Class as requested by Alice Moore, Job & Family Services.
3. Board of Commissioners' authorization requested to allow use of Room 111 on Mondays beginning July 11th through October 3rd from 4:30-5:15 PM for Weight Watchers at Work meetings as requested by Portage County Human Resources Department. (cc: Maintenance and Security)
4. Board of Commissioners' signature requested on the payment authorization form for David Sommers AIA for architectural services to prepare specifications and drawings for the proposed facility improvements for the Community Action Council for **\$1,425.00** as requested by the Regional Planning Commission. The B-F-09-1CJ-1 Formula Grant Activity #3 is funding this expense.
5. Board of Commissioners' authorization requested to reimburse the Regional Planning Commission from Grant B-F-09 Administration for period April 18, 2011 through May 1, 2011 not previously billed **\$418.19** as requested by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
6. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged receipt of the Monthly Record of Proceedings and Transactions for June 2011 as presented by the Portage County Sheriff's Department.
7. The Board of Commissioners received the monthly report of departmental activity for the Veterans Service Office for the 1st Quarter 2011 and the 2009 Annual Report as presented by Director/Service Officer Robert Park.
8. Board of Commissioners' authorization requested to pay Invoice No. 04 dated July 1, 2011 to Family & Community Services, Inc. for the Portage County Senior Center Operations from July 1, 2011-September 30, 2011 \$12,500.00.
9. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for June 27-July 3, 2011, as presented by Dog Warden Dave McIntyre.

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PLEASE ADD TO THE AGENDA

July 7, 2011

1. July 6, 2011 e-mail from Denise Smith, regarding Sourcing Office/The Board of Commissioners agreed to wait to hear from the Sourcing Office and the CCAO to respond to their request for information.
2. July 6, 2011 e-mail from David Brode, regarding Pacific Life for Commissioner Frederick's signature/Journal Entry.

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INFORMATION ONLY

July 7, 2011

1. July 5, 2011 e-mail from John Trew, Airport Authority, regarding CORSA insurance.
2. July 4, 2011 e-mail to Chris Craycroft, Park District, regarding CORSA insurance.
3. June 28, 2011 correspondence from Rick Bareuther, GMIS International to Brian Kelley, ITS, thanking him for speaking at the conference in Santa Fe, New Mexico and congratulating him on being elected to the position of 4th Vice President on the GMIS International Board of Directors.
4. July 2, 2011 note from Barbara Ann Moore and Jeffrey Moore, in response to the Commissioners' correspondence to Aurora East Subdivision (Bolingbrook Allotment) residents in Shalersville Township.
5. June 30, 2011 correspondence from Coleman Professional Services, regarding the CDBG award and thanking the Board for its letter of support.

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PROSECUTOR

July 7, 2011

1. July 1, 2011 e-mail to Denise Smith and David Brode, regarding the 2nd request from Pacific Life for Commissioner Frederick's signature on updated documents/Journal Entry today.

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JOURNAL ENTRY

July 7, 2011

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

1. The Board of Commissioners approved the June 30, 2011 request from Sheriff Dave Doak and approved a transfer of \$1,870.00 for payment of \$2,440 in attorney fees (Mazanec, Raskin & Ryder Co. LPA Invoice # 145842) for the Michael Muldowney arbitration noting that there is a balance on the Sheriff's current purchase order of \$570. The Department of Budget & Finance to coordinate the budget action.
2. The Board of Commissioners authorized the use of The Woodlands At Robinson Meeting Room on July 13 and July14, 2011 from 12:00 Noon - 4:00 PM for a Health & Safety Class for PCDJFS Home Daycare Providers, as requested by Alice Moore, Portage County Department of Job and Family Services.
3. The Board of Commissioners authorized the use of Administration Building Room #111 on Mondays beginning July 11, 2011 and running through October 3, 2011from 4:30 PM - 5:15 PM for Weight Watchers at Work meetings, as presented by the Portage County Human Resources Department. (cc: Maintenance and Security)
4. The Board of Commissioners signed the payment authorization form for David Sommers AIA for architectural services to prepare specifications and drawings for the proposed facility improvements

for the Community Action Council for \$1,425.00, as presented by the Regional Planning Commission. The B-F-09-1CJ-1 Formula Grant Activity #3 is funding this expense.

5. The Board of Commissioners authorized the Journal Entry to reimburse the Regional Planning Commission from Grant B-F-09 Administration for the time period of April 18, 2011 through May 1, 2011 not previously billed in the amount of \$418.19, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
6. In accordance with Ohio Revised Code Section 325.07, the Board of Commissioners acknowledged the receipt of the Monthly Record of Proceedings and Transactions for June 2011, as presented by the Portage County Sheriff.
7. The Board of Commissioners acknowledged the receipt of the monthly report of departmental activity for the Portage County Veterans Service Office for the 1st Quarter 2011 and the 2009 Annual Report, as presented by Director/Service Officer Robert Park.
8. The Board of Commissioners authorized payment of Invoice No. 04 for \$12,500.01 dated July 1, 2011 from Family & Community Services, Inc. for the Portage County Senior Center Operations from July 1, 2011-September 30, 2011.
9. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for June 27-July 3, 2011, as presented by Dog Warden Dave McIntyre.
10. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Deferred Compensation forms, as presented by Pacific Life and reviewed by Attorney David Brode.
11. The Board of Commissioners signed the Personnel Action Form acknowledging the resignation of Vicki Twyman as an IM Aide 2 in the Public Assistance Division, effective July 15, 2011, as presented by JFS Director Judee Genetin.

Commissioner Frederick absent, 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 **July 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 **11:20 AM**. Commissioner Frederick absent, motion carries.

ABSENT

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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