

Tuesday, July 26, 2011

The Board of County Commissioners met in regular session on **Tuesday, July 26, 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 July 21, 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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PROSECUTOR - cancelled

Prosecutor's Correspondence

1. July 19, 2011 correspondence from Leigh Prugh to David Sed, regarding Green's Funeral Home/Information only.
2. July 20, 2011 correspondence from Denise Smith, regarding Courthouse security/Information only

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THE WOODLANDS AT ROBINSON

Present: Christa Mayes, Jill Nelson and Allison Goudy

Ms. Goudy confirmed that staff is working on the completion of documents for the Ohio JFS FY06 Exit Conference for The Woodlands at Robinson. Once completed, MultiCare will review.

The Board of Commissioners gave the Nursing Home Administrator a memo to distribute to staff regarding their concerns about the future of the nursing home, which she will post at the facility.

Ms. Mayes advised the Board of Commissioners that the federal cut for Medicaid is \$9.23/day per resident. There are currently 56 residents on Medicaid, which would be a \$200,000 cut this year. Commissioner Smeiles noted that if the bed tax issue comes to reality it would be another huge cut for the nursing home.

The census is at 93, down from 95. The DON noted that the census was at 98 on Friday for several hours but then three residents were released. The skilled rate is at 26 today. Commissioner Marsilio commended the DON, Nursing Home Administrator and staff for a job well done in raising the census. The Nursing Home Administrator responded that staff has been working diligently and noted that billing issues are being resolved. The Nursing Home Administrator also noted that the staff attitude has changed and staff is willing and able to work together.

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10:05 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1) and 121.22(G)(5), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider a discipline issue and to discuss resident matters that must be kept confidential by federal law or regulations or state statutes. **Also present:** Christa Mayes, Allison Goudy, Jill Nelson. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:40 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, 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

RESOLUTIONS

1. General Fund Amendments to the Annual Appropriation Resolution

Motion by Commissioner Marsilio, seconded by Commissioner Smeiles to approve the General Fund Amendments to the Annual Appropriation, as presented.

Director Audrey Tillis noted that the IV-D and IV-E and JFS contracts for the Prosecutor require an adjustment. The Prosecutor added additional staff to one of the contracts and those salaries are being recovered.

Commissioner Marsilio stated that the Prosecutor’s General Full Time line will be increased by \$53,352 with this resolution. Director Tillis responded that David Brode had been charged into the child levy contract but about 50% of his salary has been moved to admin. The remainder is the compensation of some employees being charged to IV-E. Commissioner Marsilio replied that the same group of people are doing the same job but received additional compensation and the Board of Commissioners is adding \$75,000 to the Prosecutor’s budget, is there a way to offset this federal money in the budget so that there is no increase to the Prosecutor’s budget and the Board of Commissioners can use that money elsewhere. Director Audrey Tillis responded that there is a way to accomplish that but it has not been the Board of Commissioners’ practice in the past to do so. Commissioner Smeiles asked why, if grant money does replace General Fund money, why not take back that amount for the General Fund.

Commissioner Frederick stated that the Auditor and Treasurer, as well as other departments, receive monies outside of the General Fund, and suggested that the Board consider letting elected officials know that at the beginning of next year that the new policy would be that the General Fund will receive the benefit when grant funds come in that do not require additional staffing or additional duties etc. The Director noted that there is a requirement to track the grant funding.

Commissioner Marsilio withdrew her previous motion and suggested approving the resolution without the approval for the Prosecutor's Office – Suppl, IV-D & IV-E General Fund Contracts – Revenue Adj. and the Prosecutor - Suppl, JFS & Storm Water Contract Revenue Adjustment. Commissioner Smeiles withdrew his second noting that this is a new issue that requires additional information and discussion. Commissioner Frederick is comfortable moving ahead with the resolution as presented. She suggested that the Board of Commissioners adopt two resolutions; one approving all except the Prosecutor's approvals and the second approving the Prosecutor's items.

Motion by Commissioner Marsilio to approve the General Fund Amendments to the Annual Appropriation removing the portion approving the Prosecutor's Office – Suppl, IV-D & IV-E General Fund Contracts – Revenue Adj. and the Prosecutor - Suppl, JFS & Storm Water Contract Revenue Adjustment. Seconded by Commissioner Smeiles. Roll call vote, all in favor/11-0646

Commissioner Frederick stated that the resolution did not do what she wanted it to do since she did not want to exclude anyone at this juncture because it has not been the Board of Commissioners policy to do so. She had wanted a vote on the entire resolution as presented and she would vote no to exclude the Prosecutor. Commissioner Marsilio suggested that Commissioner Frederick make a motion to allow the Prosecutor's appropriation. Commissioner Frederick responded that she is in favor of approving the Prosecutor's appropriation and not single out the Prosecutor who is operating under the rules that the Board of Commissioners has established.

Prosecutor Victor Vigluicci attending

Director Tillis explained to Mr. Vigluicci that the Board of Commissioners is discussing the question of why the General Fund does not get the benefit when departments get grant funding, for example the IV-E and Storm Water, that will increase the departmental budget but the expense was already occurring in the General Fund. Mr. Vigluicci responded that he actively sought out those funds and noted that he has a good use planned for these funds. Commissioner Smeiles stated that he is willing to revisit the Prosecutor's portion of this proposed resolution on Thursday with additional information. Commissioner Marsilio asked if the Prosecutor intends to return to the General Fund the amount he found in the IV D and IV E contracts? Mr. Vigluicci responded no and added that he intends to spend it on a Drug Task Force project, which he cannot discuss. He pointed out that he continually seeks out contracts like this, with the incentive being the freeing up of revenue to do projects that he would like to do but has no funding for. He added that \$68,530 in payroll money was freed up by entering into the IV E contract and he plans to use about half or about \$40,000 of that payroll money for the Drug Task Force project. Director Tillis offered to review the issue and bring it back to the Board of Commissioners on July 28th.

Commissioner Smeiles noted that the bigger question is the current policy that the Board of Commissioners has just began to discuss which is if any department or elected official finds grant money, should the General Fund money be pulled back since it is replaced by

the grant funds. Mr. Vigluicci replied that he would not continue to seek out money like the IV E funds or grant funds if he has to return the General Fund money; one way to replace General Fund money lost in budget cuts is to find grant funds. Mr. Vigluicci suggested that the Board of Commissioners consider each grant on a case-by-case basis. Departments are looking for money to replenish their budgets reduced by the Board of Commissioners. Commissioner Frederick would like to move forward at the beginning of the year and not now with this issue. Mr. Vigluicci added that he intends to use these funds to benefit the county.

Commissioner Marsilio stated that she would like to hear the Sheriff's input on the use of these funds for a Drug Task Force project. There may be some things that were cut in the Prosecutor's Office but the Sheriff has unique needs like the jail cameras that will cost about \$100,000. Mr. Vigluicci asked if Commissioner Marsilio would like to discuss the Drug Task Force project? She replied that she believes that the Sheriff is the biggest loser whenever the Board of Commissioners fails to capitalize on something that can help the General Fund. Mr. Vigluicci disagreed that every time "you [the Board] find a nickel, it should go to the Sheriff". He continued, stating that these grant funds are found money for the county and had he not brought it to the county, the Board of Commissioners would not be budgeting this money for anybody. He disagrees that "every nickel of found money should be funneled to any particular purpose". When it comes to setting priorities, the Board of Commissioners has no clue how the funds will be used or how necessary or what benefit will come from the expense. Commissioner Marsilio replied that she is not willing to not advance the General Fund when she can since she knows of many other things the money could be used for. Commissioner Smeiles suggested that Director Tillis bring this back on Thursday once she has gathered some additional information. He added that the Board of Commissioners just approved the transfer of \$17,000 from the contingency fund for an ITS purchase. These funds could be used to replace that money. The Board of Commissioners agreed to consider this question again on July 28th.

Commissioner Frederick stated that she does not want to exclude the Prosecutor from the resolution. She wanted to vote on the entire proposed resolution and not pull out any of the items. However, she voted yes on the resolution not realizing the Prosecutor's items were removed. Commissioner Marsilio asked if she was making a motion to reconsider; Commissioner Frederick responded that as President she cannot do so. Neither Commissioner Marsilio nor Commissioner Smeiles made the motion to reconsider.

2. Other Funds Amendments to the Annual Appropriation Resolution:/11-647
 - a. 1102, Marine Patrol Grant – Suppl Decrease, Reduce to grant award
 - b. 1111, Sheriff Courtroom Deputies – Transfer, Adj to balance of award
 - c. 1123, Community Intergration Soc CISP – Suppl, Balance of grant award, grant period extended
 - d. 1160, Hazmat Operations – Suppl, Projected need
 - e. 1165, Homeland Security B (SHSP) – Budget for Rent and Correct prior period
 - f. 1166, EMPG Homeland Security Grant – Transfer, Budget for gasoline

- g. 1201, Motor Vehicle And Gas Tax – Suppl, Chip & Seal, Eberly Road/ Coit Road, and Sand Lake Rd/ Waterloo Rd
 - h. 1390, Women, Infants And Children – Suppl, Meet 2011 grant
 - i. 1414, Child Support General Admin – Projected need
 - j. 5200, PCS General Administration – To move budget where needed
3. Transfer from Fund 0001, General Fund to Fund 1481, Prosecutor’s State Grant/11-648
4. Close Fund 1161, Terrorist Training/11-649

OTHER

5. Discussion Memos/ Items:

- a. Human Resources – ID Badging System Supplies
 - b. APL Release of Funds Memo – the Board of Commissioners agreed to meet with the APL to discuss
 - c. Woodlands – ODJFS/ FY 06 Exit Conference – Generations
 - d. Maximus – Preliminary quote on compilation of DBFM chargeback rate.
 - e. Data Processing – Emergency Requests
- Commissioner Marsilio stated that she does not believe that the Board of Commissioners should ignore the advice of ITS Director Brian Kelley who recommended this purchase in order to protect the integrity of the IT system. Commissioner Frederick noted that the UPS replacement has been made using funds that had already been appropriated for a different purchase but not yet spent. The Director is now recommending that the Board of Commissioners consider replacing the funds used to purchase the UPS and the installation costs so that the department can continue with the purchase of the CBOSS Web Redesign & Content Management Proposal (County Web Site) for \$9,559, the Cisco Firewall/VPN Upgrade Project for \$10,000, and the Server Virtualization Project (General Fund Initial/Partial Contribution) for \$20,401.00 approved by the Board of Commissioners on May 24, 2011. Commissioner Frederick wondered if the Board of Commissioners should meet with the ITS Director to discuss whether or not to move forward with the purchase of these three items. Commissioner Frederick asked the Director if there are any proposed uses of the Contingency Fund? The Director noted that there may be some separation monies needed. The sales tax is very good at this point/Journal Entry

UPDATES

On Hold

- i. The Park District is still investigating options for their Loan Extension Request
- ii. Attorney Mike Sharb will provide the Board of Commissioners with a Hattie Larlham Bond Refunding Update
- iii. Coroner Sick Leave Payout – BOC Approve JE #8, 6/16/11, need to review with Coroner – Will process in August
- iv. Close Fund 4004, Cash back to General Fund, Processed BUA JE #, 5/24/11

- v. The Director will look at the Board of Commissioners draft Sick Leave Conversion Policy in August

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NEIGHBORHOOD DEVELOPMENT

Present: Jen King, Dave Vaughan

Commissioner Frederick advised the Board of Commissioners that she emailed Mr. Vaughan today about the 60-day notice given to Silver Oaks residents who are 55 and older and wondered if Neighborhood Development Services has any options for the seniors. She sent that email to Todd Peetz, Kerry Macomber and Mayor Bica, as well. It has been confirmed that there is no federal subsidy at the site. Mr. Vaughan suggested that, if the current owners would allow it, someone host a housing fair on the site and have any complexes with openings attended. The City of Kent may have a contact to get on-site for the Fair. Mr. Vaughan noted that a long-term fix would be for Neighborhood Development Services to work with the city to build a complex to replace Silver Oaks.

Mike Sever added that most of the leases are now on a month-to-month basis after an original one-year lease.

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Staff is attending today for approval and signing of the Neighborhood Revitalization Grant Application in Windham. Jen King noted that the Public Hearing was held last week in conjunction with the Formula Grant Public Hearing.

Resolution to authorize the filing of an application with the Ohio Department of Development Office of Housing and Community Partnerships, Neighborhood Revitalization Program./11-645 with Commissioner Marsilio voting no

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Commissioner Frederick commented that she had talked with Mr. Vaughan about Neighborhood Development Services participation in the Portage Development Board. Mr. Vaughan confirmed that the Neighborhood Development Services has not yet joined nor been invited to participate with the Portage Development Board but do have much to offer them. He has not seen the Strategic Plan and does not want being involved with the Portage Development Board to interfere with what the Neighborhood Development Services currently does. Commissioner Smeiles noted that the Portage Development Board is interviewing the top three Director candidates on August 12, 2011.

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11:55 AM Recessed for Lunch

2:00 PM Reconvened

Commissioner Marsilio meeting with a member of the public in the front office

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WATER RESOURCES

Present: Jeff Lonzrick, Dave Sloan, Leigh Prugh

1. **RESOLUTION** - Approving the plans, specifications and estimate of cost, and setting the date and time for acceptance of bids for the construction of Project No. ST-4 (08-100), Streetsboro Biosolids Reduction Facility, in the Streetsboro Sanitary Sewer District No. 4. Commissioner Smeiles stated that he has not yet seen the plans and specs for this building. Director Lonzrick responded that this is a utilitarian building about 80' x 100' and will be used to house equipment. He will get the plans to the Board of Commissioners. Commissioner Smeiles asked if the site could accommodate an addition in the future. The Director responded that the plan is to run the dryer only three days a week for now. It can go to a 7 day a week operation in the future before an addition would be necessary/11-650
2. **JOURNAL ENTRY** - Approval to repair the Franklin Hills WWTP Effluent Piping./Journal Entry.

2:08 PM Commissioner Marsilio attending

3. Attorney Leigh Prugh is attending to discuss a situation in Streetsboro with a Water Resources Department 15' sewer easement along State Route 14. The easement was obtained when the sewer line was constructed about 40 years ago. It was standard practice that the Water Resources Department used 15' easements until recently when the department began to get 20' easements.

Attorney Prugh is in contact with the company's attorney. InSite Real Estate of Illinois owns commercial property near the easement in question. Several years ago, the company built a building on the property; recently it was discovered that at least some portion of the building encroaches about five (5) feet onto the Water Resources Department easement, which is InSite Real Estate's mistake since the easement was in place and recorded before their building was built. The company wants the county to redo the easement and take out 5' and include a reverter.

The company is now concerned that they will not be able to sell the building because of the encroachment problem. They would like the Water Resources Department to amend the easement to 10' instead of 15'. Water Resources Department does not want to do that since the excess room is necessary for maintenance. There is also an issue with the building and the sidewalks in the area, possibly because of the building's proximity to the sewer line. Mr. Sloan reported that the department replaced some of the line recently and noted that they found cracks in the building prior to the start of the project.

The Board of Commissioners agreed that, since the county did nothing wrong, the company must find the solution. Attorney Prugh should let the company know that the Board of Commissioners will not agree to reduce the easement, the company can move the building, or the owner can acquire a new easement and dedicate it to the county and then pay to move the sewer line.

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Commissioner Smeiles reported that he spoke with Travis Wise yesterday regarding his concerns with a variety of county departments and township departments about a business he is trying to open in Randolph Township. Commissioner Smeiles has advised Mr. Wise that the business must comply with

Ohio codes and Building Department regulations. Commissioner Frederick has also been in contact in the past with former Trustee Len McKay.

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STEPHEN GEORGES

Present: Executive Assistant

Mr. Georges is attending today to ask the Board of Commissioners to reconsider the Board's decision to discontinue the Portage Amateur Radio Club's current access to the Portage County Administration Building (PCAB) roof for the maintenance of the repeater that the radio club installed in 1979, as detailed in the Board letter to Larry Solak. Mr. Georges noted that when someone showed up to do maintenance work recently, Jon Barber told him that he could go ahead and work on the repeater any time he would like. The Board has asked that the club remove the equipment no later than September 29, 2011 and return any keys that the club may have for the facility. The club was surprised to get the letter.

The Board noted that they understand that the club stands ready to assist with the provision of civil defense services in an emergency, but the club is not a part of the Homeland Security and Emergency Management Office's Emergency Operations Plan. Mr. Georges stated that it may be true that the club is not a part Emergency Operations Plan but the National Weather Service gets Portage County information only through the repeater at the PCAB – no other entity provides that information through the Sky Warn System that he is aware of.

The Commissioners replied that they are concerned about the liability issues that exist with a non-public entities' equipment on a county facility. Mr. Georges stated that the club has liability insurance and could get copies of the policy for the Board of Commissioners. Commissioner Frederick asked if the county could be named as additionally insured on the club's policy. Mr. Georges asked if the county could be named, would that suffice? Commissioner Smeiles added that the concern was that the roof has leaking issues and the thought was to remove access to avoid additional problems. Mr. Georges replied that the club only accesses the roof every five years for maintenance.

Commissioner Frederick stated that she talked to Larry Solak and advised him that the county changed from an internal Security Department to coverage by the sheriff, which may lead to accessibility issues for the club. Mr. Georges replied that one person could be assigned as the contact; Commissioner Marsilio responded there would still be a cost for security. Commissioner Marsilio stated that she understands that another club exists and has their repeater somewhere other than the PCAB. Mr. Georges responded that he is not sure where the other club's repeater is but his concern is that suddenly the Board of Commissioners wants the club to remove the repeater. Commissioner Frederick commented that when the club member came to the PCAB they may have had a key to the roof area. Mr. Georges replied that he is not aware of anyone having a key. Commissioner Marsilio asked if Mr. Georges can appreciate the Commissioners' concern that the club can access the roof at any time and may have a key? Mr. Georges responded that the club has never come into the building without notifying the security person on the first floor and that Jon Barber just told the club that they can access the roof any time they need to.

JoAnn Townend attending

Commissioner Marsilio asked Director Townend if she recalled how this issue of the antenna on the building came to the Board of Commissioners' attention. The Director replied that Jon Barber brought it to the Commissioners' attention when the club accessed the antenna on the roof recently. Mr. Georges stated that it would be detrimental to the county to remove the antenna in the case of an emergency – the club provides its service through that repeater. Commissioner Smeiles asked how big the antenna is and Mr. Georges responded that the repeater is in a cage and is not on the antenna itself.

Commissioner Smeiles stated that he did not know that the group is part of the Sky Warn system and an official affiliate of the National Weather Service. He may be inclined to reconsider the removal but issues like insurance, access protocol, and one club member responsible to accompany whoever wants access to the roof must be resolved.

Mr. Georges stated that there are 35-40 members in the club; he added that there was one group at one time but there was a split in the past and two groups were formed.

Commissioner Marsilio commented that she has no doubt that the club provides a good service for the community but her concern is that the club is not a governmental agency and their equipment is on governmental property. She would be interested in additional information about the club's involvement with the National Weather Service. Mr. Georges replied that the FCC licenses club members all over the county to report severe Portage County weather to the PCAB repeater and it related to the National Weather Service. The club also hosts police and fire departments annually for Sky Warn training.

The Board of Commissioners agreed to gather additional information and contact Mr. Georges.

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URC

Present: John Agler, Fred Misischia, JoAnn Townend

On August 3, 2011, the Board of Commissioners met with John Agler and Fred Misischia of the Utility Refund Corporation (URC) to discuss their proposal for Portage County to identify surcharges, tariffs and fees on utilities provided by various industries, including a review of the county's gas, water, electric, propane, telephone and cellular bills, working with the utility companies to uncover any refunds and/or credits due. The Board of Commissioners agreed to move forward with this project and directed JoAnn Townend to work with URC.

Mr. Agler informed the Board of Commissioners that the county will receive a refund, although he does not know how much the refund will be, since this is a long process. The report was submitted to the state.

Commissioner Marsilio asked how URC is paid. Mr. Agler responded that if there is a refund or credit found, they get 50% of the refund or credit of past overcharges but not future overcharges.

Mr. Agler noted that The Torry Group is working with the state of Ohio on an ABBY system, which is an artificial intelligence and voice recognition program. Franklin County is looking at the program now to alleviate issues with residents calling into county offices and being left on hold or left in a queue. ABBY would work 24/7 at 15 cents per minute only when used and human call takers cost 95 cents per

minute and only work M-F. This program saves money for governments, hospitals or even an individual department with customer service issues. The Board of Commissioners agreed to forward a copy of the ABBY information to JFS Director Genetin.

Mr. Agler suggested a conference call with ABBY experts to show how it works and answer any questions the Board of Commissioners may have.

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Commissioner Smeiles stated that he has read the section of Ohio HB 153, which will be discussed at the Records Commission meeting next month. He is concerned about the possible costs associated with this issue, although he agrees that it makes sense to merge functions and share costs.

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RESOLUTION No. 11-0641 - 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 July 26, 2011 in the total payment amount of **\$285,268.12 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, Yea;

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RESOLUTION No. 11-0642 - 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:

07/25/11	1012	\$ 53.05
07/25/11	1008	86,086.92
07/25/11	976	10,000.00
07/26/11	1030	139.00
Total		\$ 96,278.97

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

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RESOLUTION No. 11-0643 - 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 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. 11-0645 - **RE: AUTHORIZING THE FILING OF AN APPLICATION WITH THE OHIO DEPARTMENT OF DEVELOPMENT, OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS, NEIGHBORHOOD REVITALIZATION PROGRAM**

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

WHEREAS: the State of Ohio, Department of Development, Office of Housing and Community Partnerships has a program called the Neighborhood Revitalization Program; and

WHEREAS, this program is designed to offer distressed communities and neighborhoods up to \$300,000 to comprehensively address problem areas in terms of CDBG (Community Development Block Grant) eligible activities; and

WHEREAS, Portage County may apply for these dollars on behalf of the Village of Windham; and

WHEREAS, the proposed activities of the grant are a combination of Sidewalk Improvements, Flood & Drainage Facilities, Street Improvements, Sewer Facilities, Fire Protection Facility and Equipment, and Clearance. These activities are being proposed in the Maple Grove Neighborhood of the Village of Windham, and

WHEREAS, the Portage County Board of Commissioners has committed matching funds of \$100,000 of the FY 2011 Formula allocation to these activities upon successful award of the Neighborhood Revitalization Grant; now therefore be it

RESOLVED, the Portage County Board of Commissioners authorizes NDS, Inc. to file the Neighborhood Revitalization Grant Application in the amount of \$300,000.00. For the grant period **September 1, 2011** through **August 31, 2013**; and be it further

RESOLVED, that the Board of commissioners also commits up to \$100,000 of the FY2011 Formula allocation to be used for the flood and drainage activity, contingent on successful funding of the Neighborhood Revitalization Grant; and be it further

RESOLVED, Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designate the President of the Portage County Board of Commissioners as Chief Elected Official to sign all necessary documents in connection with this grant; and be it further

RESOLVED, that a certified copy of this resolution be filed with the County Auditor, Department of Budget and Financial Management, Neighborhood Development Services, and Regional Planning Commission; and be it further

RESOLVED, that the Portage County 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, Nay; Christopher Smeiles, Yea;

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RESOLUTION No. 11-0646

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>
Fund: 0001 General Fund		
010 Commissioners Other		
00107 Commissioner Other OE	0	13,369
MEMO TOTAL	\$ -	\$ 13,369

Note: BOC App JE#7 - 7/14 & #1 - 7/14 Termination payoff

<i>011 Budget & Financial Management</i>		
00114 DBFM CS	6,400	-
00115 DBFM MS	5,000	-
0011D DBFM Full Time	0	12,900
0011E DBFM Part Time	1,500	-
MEMO TOTAL	\$ 12,900	\$ 12,900

Note: DBFM Transition

<i>500 Clerk of Courts</i>		
0502D Clerk-Civil/Criminal Full Time	0	1,500
0502M Clerk-Civil/Criminal Overtime	1,500	-
MEMO TOTAL	\$ 1,500	\$ 1,500

Note: Projected Need

<i>520 Municipal Court</i>		
0520O Municipal Court Retirement	85	-
MEMO TOTAL	\$ 85	\$ -

Note: termination payoff shortage

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	<i>Increase</i>	<i>Decrease</i>
700 Sheriff's Department		
07004 Sheriff-General Admin CS	1,870	-
07006 Sheriff-General Admin CO	11,414	-
MEMO TOTAL	<u>\$ 13,284</u>	<u>\$ -</u>

Note: BOC App JE#1, 7/7/11 BOC App JE#7, 7/14/11

TOTAL MEMO BALANCE ALL AMENDMENTS	<u>\$ 27,769</u>	<u>\$ 27,769</u>
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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. 11-0647

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>
Fund: 1102 Marine Patrol Grant		
700 Sheriff's Department		
11024 Sheriff-Marine Patrol CS	1,000	-
11025 Sheriff-Marine Patrol MS	-	5,276
MEMO TOTAL	\$ 1,000	\$ 5,276

Note: Reduce approp. per

Fund: 1111 Sheriff Courtroom Deputies		
700 Sheriff's Department		
11113 Sheriff Courtrm Deputy Fringes	108	1,593
11119 Sheriff Courtroom Deputies ME	-	805
1111D Sheriff Court Deputy Full Time	2,290	-
MEMO TOTAL	\$ 2,398	\$ 2,398

Note: Adj to balance of award

Fund: 1123 Community Integration Soc CISP		
590 Adult Probation		
11233 Comm Integra Soc CISP Fringes	18,371	-
1123D Comm Integr Soc CISP Full Time	40,363	-
1123E Comm Integr Soc CISP Part Time	9,381	-
MEMO TOTAL	\$ 68,115	\$ -

Note: Balance of grant award, grant period

	<i>Increase</i>	<i>Decrease</i>
Fund: 1390 Women Infants And Children		
053 Women, Infants & Children		
13903 Women Infant Children Fringes	7,000	-
13904 Women Infants & Children CS	12,125	-
13905 Women Infants & Children MS	5,000	-
MEMO TOTAL	\$ 24,125	\$ -

Note: Meet 2011 grant

Fund: 1414 Child Support General Admini		
051 Job And Family Services		
14143 JFS Child Support Gen Fringes	4,000	-
1414D JFS Child Support Ge Full Time	-	4,000
MEMO TOTAL	\$ 4,000	\$ 4,000

Note: Projected need

Fund: 5200 PCS General Administration		
060 Water Resources		
52005 Portage County Sewer MS	30,000	-
52009 Portage County Sewer ME	-	30,000
MEMO TOTAL	\$ 30,000	\$ 30,000

Note: To move budget to

TOTAL MEMO BALANCE FOR ALL FUNDS	\$ 901,854	\$ 74,462
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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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WHEREAS, this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District; and

WHEREAS, pursuant to authorization by this Board contained in Resolution 08-0252 adopted March 18, 2008, the County Water Resources has caused to be prepared and submitted for approval plans, specifications and estimate of cost for Project No. ST-4 (08-100), Streetsboro Biosolids Reduction Facility; and

WHEREAS, Summit County sewage is processed at the Streetsboro Wastewater Treatment Plant under an agreement with Portage County Water Resources; and

WHEREAS, a portion of the project construction cost shall be supported by Summit County and made available to reimburse the Portage County Water Resources Department; and

WHEREAS, due to the concern for continued availability of viable land application sites, adequate storage during time periods where land application cannot be made, and continued use of a Class B product; and

WHEREAS, the project is necessary to produce a Class A product as recommended in the 2007 study "Biosolids Study and Analysis"; and

WHEREAS, this Board by Journal Entry on April 26, 2011 agreed to move forward with the Project contingent upon receipt of a written commitment for participation from Summit County, Ohio; and

WHEREAS, Summit County, Ohio has since submitted their written commitment for financial participation in the PROJECT; now therefore be it

RESOLVED, by the Board of Commissioners of Portage County, Ohio:

Section 1. That said plans, specifications and estimate of cost for said PROJECT hereto be and the same are hereby approved.

Section 2. That said plans, specifications and estimate of cost shall be filed in the office of the Clerk of this Board and in the office of the County Water Resources and kept continuously on file for inspection by all persons interested therein.

Section 3. That sealed bids for the construction of the PROJECT will be accepted by the Portage County Commissioners until 2:00 PM on August 31, 2011 at their office on the seventh floor of the County Administration Building, 449 South Meridian Street, Ravenna, Ohio.

Section 4. That the Notice of receiving bids shall be posted in the Record Courier on August 1 and August 8, 2011 and the Clerk of this Board is directed to post said Notice on the official bulletin board in the office of the County Commissioners. This advertisement for bids can also be found on Portage County's website at: www.co.portageco.oh.us under county bid notices.

Section 5. 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 that all deliberations of this Board and of 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 was as follows:

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

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RESOLUTION No. 11-0651 - RE: AUTHORIZING FILING AN APPLICATION WITH THE OHIO DEPARTMENT OF DEVELOPMENT, OFFICE OF HOUSING AND COMMUNITY PARTNERSHIPS FOR THE 2011 CDBG SMALL CITIES FORMULA ALLOCATION FUNDS

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

WHEREAS: Portage County is permitted to apply for 2011 Formula Allocation monies in the amount of \$407,000 and the City of Streetsboro is required to utilize \$42,000 from the Streetsboro Economic Development RLF plus up to \$6,300 can be utilized for administration; and

WHEREAS: Portage County desires to utilize these monies for projects including: Installation of curb along Maple Grove Road in the Village of Windham in conjunction with the Portage County Neighborhood Revitalization Grant; Conversion of house into a women’s shelter for homeless female Veterans in Portage County; Rehab of building for the Deerfield Historical Society; Acquisition of a building located at 105, 107 & 109 East Main Street in the City of Ravenna for 10 low-income individuals with chronic mental illness and/or other disabilities; Countywide Home Repair Program to assist 6 LMI households; Demolition of the Palms Motel in the City of Streetsboro; Fair Housing services and eligible administration and implementation to serve low and moderate income households; and

WHEREAS: The City of Streetsboro will utilize their RLF funds for the following projects: Remainder of the costs for the demolition of the Palms Motel; Lease then purchase for \$1.00 after a 3-year period a 12 passenger van for the Streetsboro Senior Center; Home Repair Program for seven households located in the City of Streetsboro; and eligible administration and implementation to serve low and moderate income households; now therefore be it

RESOLVED: The Board of Portage County Commissioners authorize the filing of the 2011 CDBG Small Cities Formula Allocation in the amount of \$407,000, which includes an allocation of \$42,000 for the City of Streetsboro to be administered by the Portage

3. July 21, 2011 e-mail from Commissioner Frederick, regarding Ohio JFS FY06 Exit Conference for The Woodlands at Robinson/ Allison Goudy confirmed that staff is working on the completion of documents for the Ohio JFS FY06 Exit Conference for The Woodlands At Robinson. Once completed, MultiCare will review.
4. July 21, 2011 correspondence from Todd Peetz, Regional Planning Commission, regarding Technical Assistance Hours/Journal Entry
5. July 7, 2011 memo from Todd Peetz, Regional Planning Commission, regarding by-law amendment dues.
6. July 22, 2011 e-mail from Joe Dillon, Motor Pool, regarding vehicle maintenance/Information only.
7. July 19, 2011 e-mail from Karen Carmany, Portage Animal Protective League, regarding the humane officer/Commissioner Frederick would like to release the APL funds by Journal Entry today, as requested noting that next year may be a different issue. Commissioner Smeiles would like to talk to the APL to confirm their expectation and to be certain that previous issues have been resolved. Commissioner Marsilio added that she has received calls from current and previous APL employees as well as the public who are concerned about the day-to-day operations. Commissioner Frederick reminded the Board that Karen Carmany had advised them that she intended to retire and then spend more time on site. Clerk to schedule the APL to meet with the Board of Commissioners.

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JOURNAL ENTRY

July 26, 2011

1. Board of Commissioners' signature requested on the July 26, 2011 correspondence to release the mortgage on real property owned by Nora McGonagle located at 6640 Crescent Lane, Brady Lake, Ohio as requested by the Neighborhood Development Services. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted. (Commissioner Smeiles to abstain).
2. Board of Commissioners' signature requested on the purchase requisition for the Ohio Conference of Community Development Spring quarterly meeting for \$95.00 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense.
3. Board of Commissioners' signature requested on the payment authorization form for the City of Ravenna for Neighborhood Development Services demolition soft costs for \$4500 and Housing Development soft costs for \$5250 for a total of \$9750.00 as requested by the Regional Planning Commission. The B-Z-08-062-1 Neighborhood Stabilization Program is funding this expense.
4. Board of Commissioners' signature requested on the purchase requisition for Lisa Reeves, CDBG Specialist for travel reimbursement to oversee Formula Grant projects for a total estimated amount of \$150.00 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Project activities will fund this expense.
5. Board of Commissioners' authorization requested to allow use of the Courthouse lawn on Friday, August 12, 2011 from 6:00-9:00 PM for the Brown Middle School Summer Band Concert as requested by the Ravenna School District.

6. Board of Commissioners' authorization requested to have Commissioner Frederick sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report Draw No. 459 as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Account No.	Amt Requested
B-F-10-1CJ-1	Demolition/Clearance	01	\$ 100.00
B-F-10-1CJ-1	Conversion/Rehab/Renovation	02	1500.00
B-F-10-1CJ-1	Fair Housing Program	07	1000
B-F-10-1CJ-1	General Administration	08	2500
Total			\$5100

7. Board of Commissioners' signature requested on the Quarterly Fiscal Report for Surface Water Improvement Fund Grant No. 10SWIF-111 for period ending June 30, 2011 as requested by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.

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REFERRED
July 26, 2011

1. July 18, 2011 correspondence from Joan Pearson, regarding an Eagle Scout award reception on Sunday, August 21, 2011, Faith United Methodist Church, Brimfield, 1:00 PM, Court of Honor 2:30 PM. Referred to Executive Assistant.

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PLEASE ADD TO THE AGENDA
July 26, 2011

1. Resolution to authorize the filing of an application with the Ohio Department of Development Office of Housing and Community Partnerships for the 2011 CDBG small cities formula grant allocation funds, as presented by the Regional Planning Commission.

Commissioner Marsilio would make a motion to approve this resolution removing the project for the installation of curb along Maple Grove Road in the Village of Windham in conjunction with the Portage County Neighborhood Revitalization Grant. Commissioner Smeiles replied that he would encourage Commissioner Marsilio to support the project but noted that the application must be approved in full and that piece cannot be removed. Commissioner Marsilio responded that she does not believe that she would be a good steward of public money if she approved this project. Commissioner Marsilio voting no, adding that the basis for her vote was only the Windham project; she found the others to be an appropriate expenditure of public money/11-0651

2. Discussion: Portage County Administration Building access issue/The Board of Elections experience problems gaining access to the PCAB on Saturday, July 23rd. They contacted Jon Barber, who came and let them into the facility. Director Barber reported to the Board of Commissioners that there was a system problem and not a key card issue. He had to reboot the system with the help of the

vendor. Commissioner Marsilio commented that she has email Dale Kelly and JoAnn Townend to make certain that there has been a resolution to this issue.

Attorney Leigh Prugh attending

3. Discussion: 911 Phase II compliance issue/Sheriff's request for 911 Funds

The Sheriff has asked for the transfer or use of \$100,000 from Fund 4008 (911 Fund) to the Sheriff's Dispatch budget. He has advised that he intends to use these funds to subsidize dispatch personnel costs (covering 911 calls) for 2011, and to assist in the training of dispatchers to be 911 call takers.

Attorney Leigh Prugh has advised the Board of Commissioners that, before the Board considers approval of the use of these funds to pay for personnel expenses, the county must certify "to the state 9-1-1 coordinator that it has paid for all wireless 9-1-1 equipment and training already, and is currently providing wireless enhanced 9-1-1 service". The Board will ask Sheriff Doak to complete the PUCO Certification Application to be returned to the PUCO before there can be a consideration of using the funds for training purposes. Commissioner Frederick expressed her concern that the Department of Homeland Security & Emergency Management Director had advised the Board of Commissioners that he had advised the state that the county was in phase II compliance and that has not been done.

Commissioner Frederick asked if the Portage County 911 Committee should meet to discuss the Sheriff's request. She also wondered if the other PSAPs are using or have used any of their funds for personnel costs. Lastly, she is concerned about the FAA mandate that the county go to narrow band by the end of 2012 and that will be costly.

The Board of Commissioners asked Attorney Prugh to investigate: 1) the difference between a 911 call taker and a dispatcher, 2) if a 911 call taker would be included in the dispatch bargaining agreement, and 3) the legal authority of the 911 Committee vs. the Board of Commissioners regarding approval of the Sheriff's request. Which entity makes that decision for approval?

The Board of Commissioners agreed to wait for a response from the Ohio Interim 911 Coordinator's office to the question posed by Homeland Security and Emergency Management Office Director Barber asking if the other five Portage County PSAPs should be included in the county Certification of Phase II compliance or if each PSAP must complete the Certification and send to the state. Has any Portage County PSAP filed their Certification?

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INFORMATION ONLY

July 26, 2011

1. July 22, 2011 e-mail from Joe Dillon, Motor Pool to Steve Shanafelt, Treasurer, regarding vehicle maintenance.
2. July 25, 2011 e-mail from Kent Area Chamber of Commerce, regarding the Weekly Update.

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JOURNAL ENTRY

July 26, 2011

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

1. The Board of Commissioners signed the July 26, 2011 correspondence to release the mortgage on real property owned by Nora McGonagle located at 6640 Crescent Lane, Brady Lake, Ohio, as presented by the Neighborhood Development Services. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted. (Commissioner Smeiles to abstain).
2. The Board of Commissioners signed the purchase requisition for the Ohio Conference of Community Development Spring quarterly meeting for \$95.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #8 General Administration is funding this expense.
3. The Board of Commissioners signed the payment authorization form for the City of Ravenna for the Neighborhood Development Services demolition soft costs for \$4,500 and the Housing Development soft costs for \$5,250 for a total of \$9750.00, as presented by the Regional Planning Commission. The B-Z-08-062-1 Neighborhood Stabilization Program is funding this expense.
4. The Board of Commissioners signed the purchase requisition for Lisa Reeves, Regional Planning Commission CDBG Specialist, for travel reimbursement to oversee Formula Grant projects for a total estimated amount of \$150.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Project activities will fund this expense.
5. The Board of Commissioners authorized the use of the Courthouse lawn on Friday, August 12, 2011 from 6:00-9:00 PM for the Brown Middle School Summer Band Concert, as presented requested by the Ravenna School District. Forwarded to the Internal Services Director to prepare the necessary agreement.
6. The Board of Commissioners authorized Commissioner Frederick to sign the State of Ohio Office of Housing and Community Partnerships Request for Payment and Status of Funds Report Draw No. 459

Grant No.	Activity Name	Account No.	Amt Requested
B-F-10-1CJ-1	Demolition/Clearance	01	\$ 100
B-F-10-1CJ-1	Conversion/Rehab/Renovation	02	1,500
B-F-10-1CJ-1	Fair Housing Program	07	1,000
B-F-10-1CJ-1	General Administration	08	2,500
Total			\$ 5,100

as presented by the Regional Planning Commission as follows. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted:

7. The Board of Commissioners signed the Quarterly Fiscal Report for Surface Water Improvement Fund Grant No.10SWIF-111 for the time period ending June 30, 2011, as presented by the Regional Planning Commission. Documents reviewed by the Department of Budget & Financial Management with no exceptions noted.
8. The Board of Commissioners accepted the recommendation of Water Resources Department Interim Director Jeff Lonrick and authorized the department to use Vash Construction & Excavating of Streetsboro to provide all services necessary to repair the Franklin Hills WWTP effluent piping at a cost not to exceed \$14,425.

9. The Regional Planning Commission has advised the Board of Commissioners that the county is eligible for a reimbursement of \$7,999.35, which was overpaid by the county in membership dues. The Regional Planning Commission has offered to provide additional Technical Assistance (TA) Hours to the county in lieu of a cash refund.

Today, the Board of Commissioners agreed to accept the additional Regional Planning Commission Technical Assistance Hours and designate them for the revision of the Portage County Subdivision Regulations.

10. The Board of Commissioners acknowledged the retirement of James Kline, Environmental Services Worker at The Woodlands at Robinson, effective August 5, 2011, as presented by Woodlands staff.

11. The Board of Commissioners authorized The Woodlands at Robinson to advertise as follows:

DEPARTMENT	JOB TITLE	GRADE	ACTION
The Woodlands at Robinson	Environmental Services Worker Replacement for James Kline	CLHE 3	Post Internally

12. The Board of Commissioners accepted The Woodlands at Robinson staff recommendation and approved the job description for a Food Service Supervisor as an MGT 2.

13. The Board of Commissioners accepted the recommendation of Department of Budget & Financial Management Director Tillis and agreed to transfer \$17,833 plus the cost of electrician services from the Contingency Fund to the Information Technology Services budget to cover the cost of the replacement of the ITS UPS (Uninterrupted Power Supply) unit.

All in favor, 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 26, 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 **3:50 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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