

**Thursday, August 18, 2011**

The Board of County Commissioners met in regular session on **Thursday, August 18, 2011 at 9:25 AM** with the following members present:

Maureen T. Frederick

Tommie Jo Marsilio

Christopher Smeiles

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It was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to approve the meeting minutes of the August 16, 2011 meeting. All in favor, motion carries

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Also attending throughout the day: Mike Sever, Record-Courier; Charlene Badger; Hank Duncel

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### **PUBLIC COMMENT PERIOD**

A group of residents attending today to discuss the Kent Courthouse project.

Commissioner Frederick commented that at the last Safety Committee Meeting, one of the Muni Judges advised that court cases either are or will be up 500%. Commissioner Marsilio responded that she has not heard that from the Judges and thinks that the notion that the caseload is up is not correct.

One gentleman asked if the Board of Commissioners has gotten a blue print of the court? Commissioner Smeiles asked who has been in the current Kent courthouse. He noted that the Judges' first request was for 39,000 square feet of space for the new facility, which was not reasonable. Shared space was discussed and the facility was configured into a smaller footprint. The blueprint that the Committee is looking at was created after a review of the space needs and how all needs will fit together; currently at 24,000 square feet. One issue yet to be decided is whether to have a basement.

A gentleman suggested that the County build the building to allow a third floor to be built in the future. He noted that you need a building plan – is the building square, round, rectangular – before moving forward. Commissioner Smeiles responded that if there is a floor added, security personnel must be added for protection. The true cost of the building is the personnel costs and utilities.

The Board of Commissioners distributed the proposed layout for the courthouse, which is a two-story building. There are secure corridors, assigned spaces and public areas with restrooms, etc. The footprint is still being "tweaked". Commissioner Smeiles would like to include a basement; Commissioner Marsilio noted that would be an additional 6,000 square feet making this a 30,000 square foot building. Commissioner Frederick added that the Clerk of Courts advised the Board that she must keep court records for 50 years and will need adequate storage with on-site access. The current basement has water in it and not usable. The gentleman responded that the sandstone issue, which allows water to come into the building, can be solved.

Another member of the public asked if anybody knows about digital records; why is the county keeping paper copies? Commissioner Marsilio responded that Ohio law requires records to be saved

either on paper or microfilm. She would prefer to keep the records at the Records Center, which may not be a convenient, but would alleviate the need for a basement or additional storage space.

Commissioner Marsilio stated that the footprint distributed allows for a sally port that has areas to contain prisoners, another containment area upstairs, 3,000 square feet of public waiting rooms, private attorney areas, etc. She does not believe it is necessary or appropriate to approve three times the current space for the new facility and is not in favor of approving this footprint.

Commissioner Frederick noted again that the final plan will be based on all of the variables about space needs and assured the public that the number has come down from the original wish list.

Commissioner Smeiles pointed out that there is one courtroom for the Magistrate and the second larger courtroom for the Judge and jury trials. The first floor is the public areas that are accessed more often with the Clerk of Courts on that floor. One of the courtrooms must have a wheelchair access in accordance with state and federal law since it is new construction. The Board of Commissioners is trying to make sure that there is not an excess of space.

A member of the public asked what will happen in 25 years when the caseload may be up 1000% and our population decreases? He does not want each employee to have a private bathroom! Commissioner Marsilio agreed.

Commissioner Smeiles commented that some of the bathrooms have been planned. For example, Adult Probation will use a restroom for urine testing. Commissioner Marsilio responded that the department currently works out of an office and that works okay. Commissioner Smeiles disagreed. He added that this will not be a Taj Mahal. This is the process; we talked about current and future needs and got all players involved. The current 7,000 square foot facility is too small and not adequate.

A gentleman responded that the facility was not meant to be a courthouse but a Post Office.

Commissioner Frederick added that energy efficiency is also being paid attention to. Honeywell recently advised the Board of Commissioners that the new Prosecutor's building is one of the most expensive to run with utilities costs. Commissioner Smeiles added that the plan is to compromise with something bigger than the current facility and smaller than the original proposal. The Board of Commissioners intends to keep the cost of furnishings down as well.

A woman asked what other areas have excessive space? Commissioner Marsilio responded that she believes that Adult Probation too big, the first floor behind Adult Probation for building storage may be unnecessary, there are holding cells on the first and second floors, which is wasteful; the archive storage too big and not reasonable or prudent; the second floor Bailiff's Office at 400 square feet is too large for two employees; the bonus file storage and evidence areas are redundant. The Law Library is too big and may be unnecessary and wasteful; the large Magistrate's courtroom is too big and both courtrooms do not need to be handicap accessible. She would prefer not to build the private conference areas for attorneys to meet with clients; there is more storage on the second floor and the Judges suites for Judge and staff is more than generous.

Commissioner Frederick stated that the last meeting concluded with the Board of Commissioners asking that the Judges and Clerk of Courts to be conservative.

### **JoAnn Townend attending**

Commissioner Frederick added that the Board of Commissioners have asked the Judges to work with Internal Services Director JoAnn Townend to keep the new facility as utilitarian and practical as possible keeping in mind the case increases and the change in the felony case to Municipal Court. The Safety Committee is also discussing the addition of one more Judge.

Commissioner Marsilio asked Commissioner Frederick if she is comfortable with the space. Commissioner Frederick responded that the Clerk of Courts did discuss the imaging of documents and the need for on-site storage of records. With the reduction of felonies to misdemeanor charges, the county will also have to have a half way house. She wondered if the county will we have to use the Records Center for that purpose? She has also heard talk of an additional pod for the Sheriff; shelving for the Records Center is also necessary.

Commissioner Smeiles commented that the Board of Commissioners appreciates that the public is spending energy on this issue. He suggested that the public also pay attention to the state since the state dictates how the county has to keep its records with duplication after duplication. Public expects the government to find a file if it is needed and we all pay for that cost.

Commissioner Frederick reported that the Board of Commissioners is hiring a construction manager to oversee the project and conserve costs. JoAnn Townend will coordinate with them.

Jim Hudson thanked the Board of Commissioners for allowing them to speak. The Board of Commissioners thanked the audience for attending.

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### **INTERNAL SERVICES**

Present: JoAnn Townend

### **DISCUSSION**

1. One Stop Building – the Director noted that the Prosecutor has looked at the deed and advised that the Board of Commissioners can sell the building. The Board will wait to hear from the State about relocating staff to the Administration Building before moving forward.
2. Honeywell Proposal – The Director asked if the Board of Commissioners was ready to move forward with a bid. Commissioner Marsilio asked what the bid would be for? The Director responded that the bid would be to select the best qualified firm to look at the facilities and tell the Board of Commissioners how much equipment will cost to replace to be more energy efficient, what windows and/or lighting could be changed to save on electric bills. If the Board of Commissioners decides to move forward with some improvements, the company will work out how to go to energy savings bonds for the replacement. The bidding will provide the details of how much improvements will cost. The company would guarantee an energy savings and will indemnify the County with a pay back guarantee. Commissioner Marsilio stated that there is no

down side to bidding out since the bid does not have to be awarded. The Director replied that the bid will do one of two things: either bid to get company to do the second piece or bid for qualifications?

Commissioner Smeiles responded that since there are no projects to bid on, he would like to do an RFQ to see who is best qualified. The Director replied that the next step would be to approve whatever projects the Board wants to move forward with. She added that any company can respond to the RFQ. Commissioner Smeiles asked if there would be a conflict with hiring a company who is chosen as most qualified and then awarding the work to that company? JoAnn Townend responded that the Board would go out for qualifications and then choose a company who would do the work guaranteeing a reduction in costs. She suggested that the Board of Commissioners issue an energy savings RFQ and then listen to the proposals from companies. Commissioner Marsilio added that energy savings means money savings. She noted that there is lots of property in the county in disrepair and energy is not the only savings that the Board of Commissioners should consider. Director Townend pointed out that Honeywell did not do a comprehensive study on anything other than energy. Commissioner Smeiles suggested that the Board of Commissioners move forward with the RFQ process to see who is interested and qualified. The Board of Commissioners must be prepared to borrow the money, do the work and hope that the energy savings will pay off the bond.

The Director noted that once the in depth study is done, the Board of Commissioners can choose which building to update. Commissioner Marsilio asked if the Maintenance Department has been able to provide an inventory of issues with each building – common sense items? The Director responded that they are working on a list of common sense issues/Journal Entry

A member of the public asked if the law requires the energy savings study be done? Commissioner Marsilio responded that it is not required by law; the statute only addresses remodeling or new constructions. This process allows the County to bond the repairs. Commissioner Frederick added that this program allows the borrowing of money at a reduced rate and that there are several companies specializing.

3. The URS Corporation has asked for a temporary construction easement for the CSX line at Riverbend Blvd in Kent and is offering to pay \$330 for that easement. Commissioner Marsilio asked if the company is indemnified and insured? The Director responded that the Board does not have much choice in whether or not to approve. Commissioner Smeiles asked how did the company arrived at \$330 – what is the formula and how long is the easement for? The Director responded that the \$330 appears to be the fair market value.

Commissioner Frederick asked what if something unforeseen happens such as at Day Street in Ravenna? Commissioner Marsilio responded that the insurance and indemnification would cover that.

The project is for 23' of track for six months to raise two bridges on Riverbend Blvd. Commissioner Smeiles added that this project is on the Freedom Secondary line and is to raise a small pedestrian bridge to allow double-decker trains.

Commissioner Smeiles suggested that the Director contact Chris Craycroft about the disruption to the trail bridge. Commissioner Marsilio is okay with moving forward since there is no downside but would like more money, which the Director will discuss with URS.

4. The Director reported that she has a response from JFS Director Judee Genetin to the Board's questions about three of the JFS contracts:
  - A. PRC Information & Referral Services with United Way 211
    - a. The United Way disseminates information through their yellow booklets, via Website and on a walk-in basis
    - b. The agreement for 7/1/11 – 6/30/12 for \$140,004.90. Salaries are supported by the budget.
    - c. United Way 211 is a 24/7 operation.
    - d. As of July, 9523 units of service were provided to clients at or below 200% of poverty
  - B. Help Me Grow Services Coordination with Family & Community Services:
    - a. The agreement for 7/1/11 to 6/30/12 is for \$316,000.00. The budget covers payroll for administration and fiscal oversight
    - b. What services do they provide? Support to expectant parents, newborn and toddlers so that they start school ready to learn
    - c. How many clients have been helped? Last year, 382 families were helped
  - C. Title XX Senior Mobile Meal Services is the Best Choice Senior Meal Program
    - a. The meal program that operates out of the Record Center
    - b. What seniors is it affecting? Those 60 years and older referred by JFS Adult Protective Services
    - c. How many clients were helped? Only four were referred last year but only two used the service

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Commissioner Frederick stated that she has asked the Executive Assistant to prepare a response for Board of Commissioners' review to residents concerned with the Robinson Memorial Hospital proposal that the Board of Commissioners consider changing the hospital's ownership status from county-owned to not-for-profit.

Commissioner Frederick suggested that the Board of Commissioners consider hosting a public forum to hear public comment on this proposal.

The Board of Commissioners noted that they are waiting for the detailed term sheet from the hospital to start the review process. Commissioner Smeiles stated that Mr. Colecchi had advised that if we don't do something now, the future of the hospital may be in jeopardy.

The Board of Commissioners agreed to host an evening meeting at Maplewood within the next 30-45 days and invite the hospital to attend and speak first.

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**Department of Budget & Financial Management Director Tillis attending**

The Board of Commissioners discussed the purchase of cameras for the Jail at a cost of about \$106,000. The Director advised that there are funds in the Contingency to cover this purchase, should the Board agree to move forward/Journal Entry the cameras for the Jail and the Board Room video streaming project.

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**JFS DIRECTOR**

Present: Judee Genetin

1. Resolution for Child Placement Services/11-0731

Commissioner Smeiles asked the Director to provide a quarterly report of the Child Welfare Levy Fund.

2. The Director presented the signed GAPP Youth Contract, which the Board of Commissioners must approve by Resolution and sign/11-0732. Originals forwarded to the Internal Services Department to process. The Director noted that the Prosecutor has approved this agreement as to form.

3. The Director presented the CSEA Performance for July 2011, commenting that staff is doing a great job.

4. The Director presented the PA Performance for July 2011, commenting that staff is doing a great job here as well

5. The Director continues to work with JoAnn Townend and AT&T on the purchase of a phone system.

6. Commissioner Marsilio reported that she met yesterday with the Ashtabula and Geauga County Local Elected Officials for GAPP, JFS Directors and Craig Sernik to discuss how to get the Policy Board to focus on policy in the future and to have the LEOs begin to take control of the GAPP meetings to make them a better use of time. The Directors will continue to meet to discuss a change in structure to benefit citizens and make the system more employer friendly.

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**WATER RESOURCES & HUMAN RESOURCES**

Present: Jeff Lonzrick and Karen U’Halie

**Water Resources Risk Management Position**

The Board of Commissioners discussed the addition of this position to the Water Resources Department as recommended by Director Lonzrick. Commissioner Frederick stated that she has heard from an employee that a job description was written with a person in mind. She wanted to discuss what the Human Resources Department is capable of handling in this job description.

Director U’Halie responded that the Water Resources Department job description is detailed and in depth and covers many issues. Can Human Resources Department cover all the items in the description? No, there are items in this job description that are germane only to the Water Resources Department such as sampling equipment, monitoring etc. The Human Resources Department does not have the expertise to handle those special needs. Director Lonzrick stated that he is not certain that this would be a 40 hour per week job without the pre-treatment program being implemented. This position would also cover the functions associated with the program. Initially it will take 40 hours per week to catch up with required trainings. Director U’Halie had asked Director Lonzrick to contact other counties to see if there could be a sharing of position. Mahoning County replied that they believe it best to have a dedicated Water Resources Department position. From the Human Resources Department perspective, a full time trainer for safety and other related training could be kept busy. Commissioner Marsilio commented that the Human Resources Department staff is doing a great job with the limited staff. Director U’Halie responded that a true trainer would be able to learn, get up in front of a group and train employees. The Director noted that the Sheriff, Water Resources Department, County Engineer and Solid Waste Management District would take up a majority of the trainer’s time. Even the Board of Commissioners’ departments could use a full time trainer, someone who can prioritize and keep to a schedule. There are a lot of things that should be done but there is no time. Commissioner Frederick stated that she would not want to see any Water Resources Department rate increases due to the addition of a position.

Director U’Halie stated that this should be a supervisor position. Commissioner Smeiles pointed out that there are cost savings in the Water Resources Department since Harold Huff was not replaced and there were four layoffs. However, Commissioner Smeiles would like to have the position in the Human Resources Department to look at all facilities, not just Water Resources Department. Once the trainings are caught up, the employee will be available for other duties. He asked who does OSHA inspections in the county now? Director U’Halie responded nobody at this time.

Commissioner Marsilio asked if there are any of the functions of the position done now? Director Lonzrick responded that staff is trying but not able to do much although some employees do attend seminars for certification. An in-house trainer could train in-house to save money.

Director U’Halie stated that this may not be a 40 hour job but the first focus could be safety but also a back up for other Water Resources Department supervisors. The new hire would have the Safety/Loss Control Coordinator for support. Commissioner Frederick would prefer to “beef up” the Human Resources Department to be able to handle the needs of other departments.

Commissioner Smeiles stated the he thinks the position should be under Human Resources Department to service countywide. Commissioner Marsilio would like to see the position directly under the Board of Commissioners since risk cannot be handled by one person to include Workers Comp, safety etc. The Board of Commissioners needs a Risk Management Department but the budget would not allow that at this point. To contain the costs that need to be contained at this time; the bottom line is money.

Commissioner Smeiles suggested that the Board authorize the hire of Risk Management Supervisor under the Human Resources Department/Journal Entry.

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11:55 AM Lunch Recess

2:15 PM Board of Commissioners reconvened

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**NEIGHBORHOOD DEVELOPMENT SERVICES, INC.**

Present: Dave Vaughan; John Saunders, Regional Director of NeighborWorks; Kathryn Gibbons, NeighborWorks; Mike Bogo; John Capitoni

The NeighborWorks program is a great success in Portage County. The new term is workforce housing and not affordable housing.

Dave Vaughan noted that NeighborWorks just provided \$350,000 for housing green habilitation, which will be used in conjunction with the CHIP funding, which was just approved. Commissioner Frederick stated that she is pleased the one source of funding is used in conjunction with another source, as she believes that the public appreciates that.

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Commissioner Marsilio advised the Board of Commissioners that she has a meeting with Department of Budget & Financial Management Director Audrey Tillis and Internal Services Director JoAnn Townend to discuss how to create a realistic charge list for services provided at the Motor Pool. She notes that both Motor Pool Director Joe Dillon and Sheriff's Major Dale Kelly do a great job but both are frustrated by the current system.

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**RESOLUTION No. 11-0726 - 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 August 18, 2011 in the total payment amount of **\$252,331.77 for Funds 0001-8300** 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. 11-0727 - 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 August 18, 2011 in the total payment amount as follows:

1. \$ 113,663.15 for Medical Mutual Claims-Fund 7101; and
2. \$ 5106.59 to Take Care by WageWorks, Inc. for processing claims for Medical Mutual; 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, August 19, 2011	\$ 113,663.15
Wire Transfer on Friday, August 19, 2011	\$ 5,106.59

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. 11-0728 - 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







**RESOLVED,** that the Board of Portage County Commissioners does hereby authorize PCDJFS to enter into an Agreement between the Department of Job and Family Services' various service providers for child placement and related services as stipulated in the Agreement for a period from July 1, 2011 until June 30, 2012; and be it further

**RESOLVED,** that the Director of the Portage County Department of Job and Family Services, or her designee, is hereby authorized to execute any and all documents necessary to enter into agreements with various specific service providers for child placement and related services; and be it further

**RESOLVED,** that the basic rate is not to exceed \$5,000,000 annually; 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 was as follows:

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Yea;

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**RESOLUTION No. 11-0732**

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**RE:**

**ENTER WORKFORCE INVESTMENT ACT YOUTH SERVICES AGREEMENT BETWEEN THE PORTAGE COUNTY BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND THE GEUGA, ASHTABULA, PORTAGE PARTNERSHIP, INC. (GAPP).**

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

**WHEREAS,** Title I of the Workforce Investment Act of 1998 (WIA) requires that WIA Area 19, which consists of Geauga, Ashtabula, and Portage Counties, must maximize employment and training resources, coordinate resources and provide service programs, including employment and training services to Youth; and

**WHEREAS,** the Geauga, Ashtabula, Portage Partnership, Inc. (GAPP) has been designated as the Fiscal Agent for Title I WIA funds and other workforce development activity funding sources; and

**WHEREAS,** GAPP issued a Request for Proposal dated September 17, 2010 from interested vendors for proposals for WIA Year-Round Training Services for Youth for the WIA

Program Year 2011, and for an additional year should GAPP agree, at its sole discretion, to extend the contract for an additional year; and

**WHEREAS,** GAPP shall enter into agreements with Youth Vendors in Portage County to provide Year Round Training Services for Youth for the WIA Program Year 2011; and

**WHEREAS,** on December 1, 2010, the WIA Area 19 Workforce Investment Advisory Board and the Chief Elected Officials voted to enter into an agreement with the provider for the provision of those WIA Youth Services as set forth in the agreement; now therefore be it

**RESOLVED,** that the Board of Commissioners agrees to enter into an agreement with the Geauga, Ashtabula, Portage Partnership, Inc. (GAPP) on behalf of the Portage County Department of Job & Family Services for the provision of WIA Year-Round Training Services for Youth for the WIA Program Year 2011, and for an additional year should GAPP agree at its sole discretion to extend the contract for an additional year, in an amount of One Hundred Thirty Thousand Dollars and No Cents (\$130,000.00); and be it further

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

Voice Vote as Follows:

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

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**RESOLUTIONS**

August 18, 2011

1. Approval of the meeting minutes from the August 16, 2011 regular Board meeting.
2. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/11-0726
3. Approve the wire transfers as presented by the County Auditor./11-0727
4. Approve the Journal Vouchers, as presented by the County Auditor./11-0728
5. Approve the Then & Now Certification, as presented by the County Auditor./11-0729
6. Resolution presented by the County Engineer to accept the proposal of ms consultants, inc. and enter into an agreement for providing construction testing/inspection services for the Coit Road Bridge Replacement Project in Shalersville./11-0730

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## INCOMING CORRESPONDENCE

August 18, 2011

1. Discussion: Sheriff's recommendation for an auction of seized/lost items with proceeds being designated toward purchase of equipment for Sheriff and not to the General Fund/Journal Entry.
2. Discussion held from August 16, 2011: August 9, 2011 response from Gary Garnet of the National Weather Service to the Board's inquiry as to what Portage County groups participate in the Skywarn Program/Commissioner Frederick stated that she is okay with allowing the Club to access the roof. Commissioner Marsilio responded that Mr. Georges had represented to the Board of Commissioners that not allowing the Club to access the roof will end storm warnings in Portage County as they are the exclusive provider to information to the National Weather Service. That is not case according to Mr. Garnet. Commissioner Smeiles stated that he is okay with the equipment remaining on the roof as long as there is an agreement in place that address liability issues. Commissioner Marsilio would prefer that the equipment be removed/Journal Entry.
3. Discussion: Board decision regarding the size and design of the Kent Courthouse/Journal Entry.
4. August 15, 2011 e-mail from Randy Roberts, Building Department, regarding the National Waterways correspondence. The County Engineer agrees with Mr. Roberts comments. /Information only.

Commissioner Frederick wondered if there was any response from the Aurora East residents to the Board of Commissioners' letter suggesting that they band together to share the cost of the \$5,000 deposit, which, if shared between the 324 homeowners in the subdivision, would be an investment of about \$15.50 per home. Commissioner Smeiles remembered that the Board received one response disagreeing with that suggestion.

5. Does the Board of Commissioners want to confirm a meeting with the OSU Extension Service Advisory Committee as a follow-up to the Regional CCAO meeting in September? The committee is offering either Thursday, October 13<sup>th</sup> or Thursday, October 6<sup>th</sup> from 8:00 AM-9:00 AM for this meeting. Please note that Commissioner Marsilio is not available for the October 6<sup>th</sup> meeting/The Board of Commissioners agreed to meet on October 13<sup>th</sup> but would prefer to meet here in their Board Room.
6. Discussion: JoAnn Townend advised that the video conferencing for the Board Room will cost \$13,117.00 in total/Journal Entry.
7. The Portage County Budget Commission presents the Local Government Fund Allocation for 2012. Forwarded to the Department of Budget & Financial Management.

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## JOURNAL ENTRY

August 18, 2011

1. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for August 8, 2011 through August 14, 2011, as presented by Dog Warden Dave McIntyre.
2. The Regional Planning Commission presents the payment authorization form for the Hummel Construction Company of Ravenna's payment for the demolition of the existing retaining wall area and asphalt, construction of the bioretention cell, asphalt shaving and repaving, and parking lot striping for a total cost of \$7,050. The #10SWIF-111 EPA Grant is funding this expense.

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**INFORMATION ONLY**

August 18, 2011

1. August 12, 2011 correspondence from Lynda Tushar objecting to the Robinson Memorial Hospital's request to change its status to not-for-profit.

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**PROSECUTOR**

August 18, 2011

1. August 16, 2011 correspondence from Attorney Denise Smith to Ben Sutton regarding a litigation matter/Information only.

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**PLEASE ADD TO THE AGENDA**

August 18, 2011

1. Discussion: How to contact the residents of the trailer park located at 4364 Sandy Lake Road who will be affected if the landowner does not pay delinquent sewer charges/ the Board of Commissioners agreed that Water Resources Department should work with the Executive Assistant to create a flyer that can be distributed by hand. The Board also agreed that either the Dog Warden or Maintenance workers might be able to walk the property and distribute the flyers; the Water Resources Department would pay that employee.
2. Sheriff Doak presents the Certification of the Wireless 9-1-1 Government Assistance Fund for Personnel Costs for Commissioner Frederick's signature/Journal Entry.
3. Discussion: Sheriff's Doak's suggestion for the establishment of a confinement cost policy/Forwarded to Denise Smith to determine if and how Portage County establish this policy.
4. Discussion: Brady Lake residents' concerns. The Board of Commissioners noted that the Prosecutor's Office has advised that they cannot assist the residents in this matter, which is a private matter. Commissioner Marsilio noted that she has agreed to meet with the residents to discuss their concerns although this is not the Board of Commissioners' jurisdiction. She would hope to give the residents a substantive answer, if possible.
5. Neighborhood Development Services advises that the Portage County 2012 CHIP was funded.

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## JOURNAL ENTRY I

August 18, 2011

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

1. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report for August 8, 2011 through August 14, 2011, as presented by Dog Warden Dave McIntyre.
2. The Regional Planning Commission presents the payment authorization form for the Hummel Construction Company of Ravenna's payment for the demolition of the existing retaining wall area and asphalt, construction of the bioretention cell, asphalt shaving and repaving, and parking lot striping for a total cost of \$7,050. The #10SWIF-111 EPA Grant is funding this expense.
3. After meeting today with Human Resources Department Director Karen U'Halie and Water Resources Department Director Jeff Lonzrick, the Board of Commissioners authorized the creation of the position of Risk Management Supervisor under the Human Resources Department and agreed that staff should create the job description for that position.
4. The Board of Commissioners authorized the Dog Warden to purchase parking and Fair passes for volunteers working at the Dog Warden's Booth at the Portage County Randolph Fair on August 23-August 28, 2011 at a cost not to exceed \$160.00.
5. The Board of Commissioners accepted the quote from IQM2, Inc. for the MinuteTraq software program and associated files that will allow the Board of Commissioners to provide live video streaming of their Board Meetings from their Board Room. The ongoing monthly cost for this project will be \$648 per month with a possible 5% cost of living increase per year. The Board of Commissioners noted that travel expenses will be invoiced separately in accordance with the agreement, which the Internal Services Director will process.
6. The Board of Commissioners accepted the quote from Integrated Precision Systems, Inc (IPS) of Twinsburg for the purchase and installation of the equipment necessary to provide live video streaming of the Board of Commissioners' meetings at a cost of \$1,477.00.
7. The Board of Commissioners authorized the purchase of cameras in an amount not to exceed \$106,000 for the Portage County Jail, as recommended by Portage County Sheriff Doak. JoAnn Townend to coordinate this purchase, which will be funded by the General Fund Contingency.
8. The Board of Commissioners authorized Commissioner Frederick to sign the Certification for the Wireless 9-1-1 Government Assistance Fund for Personnel Costs, as prepared by the Portage County Sheriff. The Board of Commissioners noted that this Certification must be presented to the State 9-1-1 Coordinator before they can consider using \$100,000 of the 9-1-1 Wireless Funds for training and compensations costs for Dispatchers/911 Call Takers.

9. The Board of Commissioners agreed that the Internal Services Director should prepare an energy savings Request For Qualifications (RFQ) to locate companies interested in and qualified to provide energy saving services to the Board of Commissioners.
10. The Board of Commissioners accepted the Sheriff's recommendation and authorized an auction of seized/lost items with the proceeds designated toward the purchase of equipment for the Sheriff and not to the General Fund, to the extent permitted by Ohio Law.

All in favor, motion carries.

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**JOURNAL ENTRY II**

August 18, 2011

Motion by Christopher Smeiles, seconded by Maureen T. Frederick to approve the following actions:

1. The Board of Commissioners agreed to proceed with the footprint for the Kent Municipal Courthouse not to exceed 24,942 square feet for the first and second floors plus a basement. The Board of Commissioners noted that Internal Services Director JoAnn Townend will work with the Architect to conserve space.
2. The Board of Commissioners agreed that the Portage Amateur Radio Club may continue to house its equipment on the roof of the Portage County Administration Building in accordance with a new agreement between the Club and the Portage County Board of Commissioners. The agreement will address insurance, indemnification and access issues at a cost of \$1.00 per year. The Internal Services Director to coordinate the signing of this agreement.

Commissioner Marsilio voting no, motion carries.

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We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **August 18, 2011**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to adjourn the official meeting at **2:45 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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