

**Thursday, September 29, 2011**

The Board of County Commissioners met in regular session on **Thursday, September 29, 2011 at 9:30 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 Maureen T. Frederick to approve the meeting minutes of the September 27, 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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Attorney Denise Smith attending to present the required resolution to accept the obtain Commissioner Frederick's signature on the 2011-2012 Crime Victims Assistance Office of the Attorney General of Ohio. [Continuation Program Grant for the Portage County Prosecutor]/11-0855

The Board of Commissioners authorized Commissioner Frederick to sign the grant acceptance documents.

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Commissioner Marsilio suggested that the Board of Commissioners think about what areas of county buildings may need to be refreshed; she thought that, for example, the Garrettsville High School Art Class may be willing to paint murals in county facilities. She is familiar with the students' work and thinks that the Board of Commissioners would be pleased with the results.

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## **INTERNAL SERVICES**

Present: JoAnn Townend

## **DISCUSSION**

1. The Sheriff sent the Board of Commissioners a correspondence regarding the FEAR system. The Director advised that she is in contact with MTI who is checking to see if they are able to write new software to interface with the FEAR system and allow the doors to open with the press of one button instead of several buttons.

Commissioner Frederick asked if the building is in violation at this time. Commissioner Marsilio asked if the Fire Marshall is concerned; JoAnn Townend responded that it is an area of concern when the Fire Marshall is on site. She noted that this is not a quick fix.

Commissioner Smeiles stated that the letter says that Judge Bell said to build a jail that is compliant. The FEAR system may be obsolete as it interfaces with MTI but he remembered that the original doors and systems were MTI systems.

The Board of Commissioners asked the Director to draft a letter of thanks to the Sheriff and advise that staff is working on it. Director Townend reported that she has been in contact with Major Neal. Commissioner Smeiles asked if there is money for the fix to this system? The Director responded no. The Board asked that the Director let the Department of Budget & Financial Management Director know about this issue.

2. During the August event when the county lost electricity at the Sheriff's Office, Director Jon Barber contacted her to report that the phones were down and asked for a contact person. The next call was that the Sheriff's phones don't work. It was not an equipment issue but the lines were down. The JDC called the phone number in the phone book for problems and AT&T was on the way. The Maintenance Dept does test the generators weekly. She has pricing on a generator company performing a yearly maintenance on the generators.
3. Updates
  - A. The first draft of the nursing home bid is ready for Denise Smith to review. Commissioner Smeiles suggested that this be fast-tracked with Denise Smith. Audrey Tillis and JoAnn Townend are meeting with Howard Wershbaile today to talk about the nursing home financials. Commissioner Smeiles pointed out that the Board of Commissioners has agreed to a January 1, 2012 turnover of the facility. The Director reported that she has about 20 companies interested in the sale of the nursing home. She intends to advertise in the Beacon Journal and the Plain Dealer. Commissioner Smeiles reminded the Board of Commissioners that the city of Ravenna needs to work to get the road dedicated. Commissioner Marsilio replied that she has contacted the city to move this forward. Secondly, the Board of Commissioners has asked the Robinson Memorial Hospital to place a value on the land. Commissioner Frederick asked if there will be a minimum bid and if the county must disclose that there is a collective bargaining agreement in place. JoAnn Townend responded yes to both issues.
  - B. Commissioner Frederick received a call regarding the possible donation of enough pet food to supply the Dog Warden, the APL and possibly the Sheriff's canine corp. The donator suggested that there would be enough food to fill between 1000-2000 square feet. The Board of Commissioners asked the Director to investigate the possible use of the Department of Homeland Security & Emergency Management building, which the Sheriff has taken over.
  - C. Commissioner Frederick advised that that the Community Action Council may be interested in purchasing the One-Stop Building should the Board agree to sell it. Commissioner Frederick has a letter of interest from David Shea.

## RESOLUTIONS

1. Approve specifications and set bid date for furnishing vending services for Portage County Offices./11-0850
2. Approve specifications and set the proposal date for Title XX services for the Department of Job & Family Services./11-0851

3. Approve specifications and set the proposal date for performance contracting for the Portage County Board of Commissioners./11-0852
4. Enter into amendment no. 2 to terminate the In-home intervention services with Family and Community Services for JFS./11-0853
5. Amend resolution 10-0664 adoption of the Portage County Vehicle use policy./11-0854

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**DEPARTMENT OF JOB AND FAMILY SERVICES**

Present: Judee Genetin and Terri Burns

The Director is attending to discuss the proposed repayment plan for the 2007 Audit. Staff has identified a source for a JFS payment of \$66,354.32 from the non-reimbursable fund that is used for the purchase of equipment and reimbursement of expenses. This money was earned from incentives for the work done. She is checking with state to make certain that this fund can be used for the repayment.

Commissioner Frederick asked for confirmation that this money is not program money that could be used for clients. The Director responded that there will be no impact on programs for clients or employees; this money has accumulated from 1999 – 2011 and is used for equipment purchases like a vehicle; it is to be a cushion to be used carefully. The fund can sustain the approximate \$66,000 payment over a period of time; she would like to pay over the next five years from this fund noting that incentives will continue to increase the fund. ODJFS verified that these incentive funds can be used for this purpose.

The Director stated that after she received word as to what funds could be used for repayment; Terri Burns indicated that in 2008 there was a significant decrease in the mandated share requirement that the county had to pay. The Board of Commissioners funded JFS at the 2007 rate resulting in \$89,013 over and above what was required; approximately \$33,000 was unspent and still remains in that fund, which belongs to the General Fund/Board of Commissioners. The suggestion is that it could be used by the Board of Commissioners for repayment. The Board of Commissioners thanked staff for thinking of this use.

The offer to the state would be payment this year of \$53,235.21: \$33,366.86 [remaining from additional 2008 mandated share amount, 1/5 of \$66,354.32 for the JFS to pay or \$13,270.86 and 1/5 of the \$32,987.46 or \$6,597.49 for the Board of Commissioners to pay with the balance of \$79,473.42 being due over the next four years. The Board of Commissioners would owe about \$6,597.49 per year for the next four years and the JFS would owe \$13,270.86 per year over the next four years.

Commissioner Frederick asked why the Board of Commissioners agreed to pay more in mandated share than they had to? Ms. Burns responded that the mandated share dropped drastically and that the additional amount provided was matchable dollar-for-dollar with Federal funds which plugged the hole. The \$33,366.86 is the balance that remains. The Director added that the mandated share remains fairly stable at this time. The formula is a complex one that counts certain types of cases and resulted in a correction to the mandated share. Since then, the mandated share formula and approved uses has changed to allow more flexibility and can be used across funds and programs.

Commissioner Marsilio stated that getting a repayment plan approved by the state is a good result in light of where we started. She commended staff for their efforts.

The Board of Commissioners agreed that it is comfortable with the suggested repayment plan. The Director will let the Board of Commissioners know what the state says.

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The Board of Commissioners discussed the possibility that Homeland Security and Emergency Management Office grant funds may not be used to make the lease payments to the county for the Homeland Security and Emergency Management Office storage buildings. Attorney Denise Smith is looking at the grant requirements to determine if that is true.

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10:50 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(5), it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners move into executive session to conference with an attorney for the public body to discuss employee information that must be kept confidential by law. **Also present: Attorney Denise Smith.** Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

11:12 AM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, 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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## HUMAN RESOURCES

Present: Karen U’Halie

1. The Director presented her update on the Job Advertisement Activity noting that use of electronic media will reduce costs. She still intends to use the Record-Courier to advertise local field jobs. JoAnn Townend to prepare the contract with Career Builders for Board consideration.
2. Request to approved revised Position Description for Water Resources/Journal Entry
3. Revision to Evacuation Policy and Policy & Procedures for the Portage County Administration (and Associated Structures). The Board of Commissioners asked that the Director discuss with the Safety/Loss Control Coordinator which buildings will be included in this procedure and verbiage that the Sheriff’s Deputy on duty will be included in the decision made by the Person-In-Charge.
4. The Director presented the draft Accrued Sick Leave (Conversion) Pay-Out Policy for Board discussion. The Director reminded the Board that both Attorney Denise Smith and the County Auditor have made their comments on this draft policy. The Board noted that the goal of this policy is to reward employees while reducing the county liability for payout. The Board agreed that retire/rehire employees will not be eligible for participation in this program since employees received a cash payout upon retirement and can only retire once. Commissioner Frederick commented that other elected officials’ employees continue to accrue leave at the same rate they were accruing when they retired. She is concerned that the county would see huge payouts when those employees leave.

Commissioner Marsilio asked the Director if she is comfortable with the draft. The Director responded that one in five employees in Family Medical Leave go on unpaid status. She is concerned that some employees may use this program and then have no leave available if a serious medical situation would arise.

Commissioner Marsilio would be in favor of moving forward with this program this year. Commissioner Smeiles agreed, commenting that it is good for the employees. Commissioner Frederick stated that she sees the benefit of the program but is concerned about the individual employee.

The Board of Commissioners asked the Director to bring back the policy with the required resolution.

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11:45 AM Recessed to the Solid Waste Management District meeting  
11:55 AM Board of Commissioners reconvened

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**RESOLUTION No. 11-0846 - 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 September 29, 2011 in the total payment amount of **\$372,747.24 for Funds 0001-8102** 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. 11-0847 - 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 September 29, 2011 in the total payment amount as follows:

1. \$ 46,608.05 for Medical Mutual Admin Fees-Fund 7101; and
2. \$ 121,176.36 for Medical Mutual Claims-Fund 7101; and
3. \$ 5,155.23 to Take Care by WageWorks, Inc. for 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, September 30, 2011	\$ 46,608.05
Wire Transfer on Friday, September 30, 2011	\$ 121,176.36
Wire Transfer on Friday, September 30, 2011	\$ 5,155.23

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. 11-0848 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.**

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

**WHEREAS,**

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

**WHEREAS,**

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

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

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

09/29/11	982	\$ 7,600.92
09/29/11	983	34,589.73
Total		\$ 42,190.65

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. 11-0849 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.**

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

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

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

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

**RESOLVED,** that the expenditures listed herein are properly certified by the County Auditor in the amount of **\$7,421.34** as set forth in Exhibit "A" dated **September 29, 2011** shall be paid; and be it further



**RESOLVED,** that the specifications for receiving proposals for Title XX services for the Portage County Department of Job & Family Services be and hereby are approved; and be it further

**RESOLVED,** that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 701, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m., E.S.T. on October 26, 2011; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on October 5, 2011, the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; 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 meetings 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. 11-0852 - RE: APPROVE SPECIFICATIONS AND SET THE PROPOSAL DATE FOR PERFORMANCE CONTRACTING FOR THE PORTAGE COUNTY BOARD OF COMMISSIONERS.**

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

**RESOLVED,** that the specifications for receiving proposals for performance contracting services for implementation of a guaranteed cost reduction program at the Portage County Board of Commissioners facilities; and be it further

**RESOLVED,** that sealed proposals, therefore, will be accepted by the Portage County Director of Internal Services, 7th floor - room 701, Portage County Administration Building, 449 South Meridian St., Ravenna, Ohio until 3:00 p.m., E.S.T. on November 9, 2011; and be it further

**RESOLVED,** that the notice of receiving bids shall be published in the Record Courier on October 7, 2011, the County's website and a copy thereof be posted on the bulletin board of the Board forthwith; 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 meetings 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. 11-0853 - RE: ENTER INTO AMENDMENT NO. 2 FOR IN-HOME INTERVENTION SERVICES BETWEEN THE BOARD OF COMMISSIONERS ON BEHALF OF THE PORTAGE COUNTY DEPARTMENT OF JOB & FAMILY SERVICES AND FAMILY & COMMUNITY SERVICES, INC.**

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

**WHEREAS,** an agreement between the parties was entered into and known as Portage County Contract No. 20110158 (the “Original Contract”) on January 28, 2011 by Resolution No. 10-1129 to provide In-Home Intervention Services titled “Fast Track” to stabilize families and prevent removal of children from their homes, reunite families separated by a removal and link families to other community services; and

**WHEREAS,** an Amendment No. 1 was entered into on September 22, 2011 through Resolution No. 11-0804; and

**WHEREAS,** the parties desire to amend the Original Contract; now therefore be it

**RESOLVED,** that the Board of Portage County Commissioners does hereby enter into Amendment No. 2 between the Board of Commissioners on behalf of the Portage County Department of Job & Family Services (“PCDJFS”) and Family & Community Services, Inc. (“FCS”); and be it further

**RESOLVED,** that, pursuant to the terms of the Original Contract, FCS provided written notice to PCDJFS advising of their intent to terminate the Fast Track contract effective September 30, 2011 as a result of staffing changes; and be if 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 meetings 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. 11-0854**

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**RE:**

**AMEND RESOLUTION 10-0664 ADOPTION OF THE PORTAGE COUNTY VEHICLE USE POLICY.**

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

**WHEREAS,**

Resolution 10-0664 was adopted July 15, 2010 to adopt the vehicle use policy used to regulate the purchase, lease, use and service of all County vehicles for all County departments; and

**WHEREAS,**

Section III Personal Vehicles, Section D currently reads: Unless specifically authorized by the proper appointing authority to do so, personal vehicles shall not be used, and mileage reimbursement will not be authorized, for county business travel that exceeds fifty (50) miles from point of origin to destination and return. For trips of this nature a county vehicle must be used, if available. If no county vehicle is available mileage reimbursement may be requested for use of a personal vehicle; now therefore be it

**RESOLVED,**

that the Board of County Commissioners reviewed and does hereby amend Section III Personal Vehicles, Section D to read as follows: Personal vehicles may be used and mileage reimbursement will be authorized for County business travel upon prior written approval by the Elected Official or Director of the County department or agency when it is more efficient in either time or expense to utilize a personal vehicle rather than a County vehicle; 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 meetings 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. 11-0855**

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**RE:**

**ACCEPT THE 2011-2012 CRIME VICTIMS ASSISTANCE OFFICE OF THE ATTORNEY GENERAL OF OHIO. (CONTINUATION PROGRAM) GRANT FOR THE PORTAGE COUNTY PROSECUTOR.**

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

adopted:

**WHEREAS,** the Portage County Board of Commissioners adopted Resolution 11-0527, which authorized the application to the Crime Victims Assistance Office of the Attorney General of Ohio, to fund four (4) positions:

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

**WHEREAS,** the Portage County Board of Commissioners fully supports the Portage County Prosecutor's Office in its efforts to support the victims of crime in Portage County; now therefore be it,

**RESOLVED,** the Board of Portage County Commissioners does hereby agree to accept the Crime Victims Assistance Office of the Attorney General of Ohio VOCA Grant Award on behalf of the Portage County Prosecutor's Office, for \$107,801.00 with a General Fund Match of \$35,934.00 for a project total of \$143,735.00 and the SVAA Grant Award of \$10,157.00 **with no local match** for the period October 1, 2011 through September 30, 2012; and be it further

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

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

Voice vote as follows:

Maureen T. Frederick, Yea;

Tommie Jo Marsilio, Yea;

Christopher Smeiles, Yea;

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## **RESOLUTIONS**

September 29, 2011

1. Approval of the meeting minutes from the September 27, 2011 regular Board meeting.

2. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/11-0846
3. Approve the wire transfers as presented by the County Auditor./11-0847
4. Approve the Journal Vouchers, as presented by the County Auditor./11-0848
5. Approve the Then & Now Certification, as presented by the County Auditor./11-0849

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**INVITATIONS**

September 29, 2011

1. Notice of the NEOTEC/ITAC REACH Compliance Seminar in Akron on Thursday, October 27, 2011 from 8:30 AM – 1:00 PM.
2. Notice from Brian Kelley of the EfficientGovNetwork regional conference in Akron on Thursday, October 13<sup>th</sup>.
3. Invitation from Kent State University to the educational retreat on “International Mindedness for Moving Ohio Forward” at the Bertram Inn on Monday, October 17, 2011 from 9:00 AM – 1:00 PM.

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**INCOMING CORRESPONDENCE**

September 29, 2011

1. September 21, 2011 correspondence from the Ohio Department of Job and Family Services to the Executive Director of the GAPP regarding the WIA Audit/The Board of Commissioners agreed that this was a great effort.
2. September 27, 2011 request from the Portage County Public Defender for a 2011 budget increase of \$4,328.92 for staff replacement and vacation payout. Request forwarded to the Department of Budget & Financial Management.
3. September 22, 2011 request from the Wood County Board of Commissioners that the Portage County Board of Commissioners join them in opposing the proposed lease of the Ohio Turnpike/the Board of Commissioners agreed to take no action.
4. September 21, 2011 correspondence from the Portage County Law Library Resources Board suggesting the appointment of Attorney Chad Murdock as replacement for Dennis Zavinski on that Board/Referred to the Executive Assistant. The Board will continue to contact others that may be interested in serving.

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**JOURNAL ENTRY**

September 29, 2011

1. The Board of Commissioners acknowledged the receipt of the September 27, 2011 Amended Certificate of Estimated Resources for the year beginning January 1, 2011, as submitted by the Portage County Budget Commission.
2. The Board of Commissioners acknowledged the receipt of the Monthly Expenses for August 2011 for the Portage County Jail, as presented by the Portage County Sheriff's Office.
3. The Board of Commissioners acknowledged the receipt of the September 26, 2011 notice from the Board of Elections of the display of the galley proofs for the November 8, 2011 General Election.
4. The Board of Commissioners signed the Payment Authorization for the Print Shop for payment for three magnetic signs for the EPA SWIF Grant in the amount of \$91.02, as presented by the Regional Planning Commission.
5. The Board of Commissioners signed the Payment Authorization for Rhoads Print Center/Copy Print for payment for three 20"x30" foam core boards for the EPA SWIF Grant displays in the amount of \$43.74, as presented by the Regional Planning Commission.
6. The Board of Commissioners signed the purchase requisition for Emerald Environmental, Inc. of Kent for asbestos specifications, visual inspection and final clearance for the Park District house located at 5795 Lakewood Road in Ravenna for \$3,137.50, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #03 is funding this expense.
7. The Board of Commissioners signed the purchase requisition for Coleman Professional Services of Kent for reimbursement of tree services for the Kevin Coleman house located at 133 Vine Street in Ravenna for \$240.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #03 is funding this expense.

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**REFERRED**

September 29, 2011

1. Undated WARN notice received September 26, 2011 from the SMG Group, Inc./Forwarded to the Portage Development Board and the JFS Workforce.

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**INFORMATION ONLY**

September 29, 2011

1. September 20, 2011 correspondence from the Portage County Law Library Resources Board in support of the recommendation to name the Law Library in memory of Dennis Zavinski.
2. September 22, 2011 correspondence from Portage County Judge Enlow in support of the recommendation to name the Law Library in memory of Dennis Zavinski.

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**PLEASE ADD TO THE AGENDA**

September 29, 2011

1. The Department of Budget & Financial Management presents the OCJS Quarterly Final Financial Status report for the Courtroom Deputies JAG/Byrne Grant for Commissioner Frederick's signature/Journal Entry.

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**JOURNAL ENTRY**

September 29, 2011

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

1. The Board of Commissioners acknowledged the receipt of the September 27, 2011 Amended Certificate of Estimated Resources for the year beginning January 1, 2011, as submitted by the Portage County Budget Commission.
2. The Board of Commissioners acknowledged the receipt of the Monthly Expenses for August 2011 for the Portage County Jail, as presented by the Portage County Sheriff's Office.
3. The Board of Commissioners acknowledged the receipt of the September 26, 2011 notice from the Board of Elections of the display of the galley proofs for the November 8, 2011 General Election.
4. The Board of Commissioners signed the Payment Authorization for the Print Shop for payment for three magnetic signs for the EPA SWIF Grant in the amount of \$91.02, as presented by the Regional Planning Commission.
5. The Board of Commissioners signed the Payment Authorization for Rhoads Print Center/Copy Print for payment for three 20"x30" foam core boards for the EPA SWIF Grant displays in the amount of \$43.74, as presented by the Regional Planning Commission.
6. The Board of Commissioners signed the purchase requisition for Emerald Environmental, Inc. of Kent for asbestos specifications, visual inspection and final clearance for the Park District house located at 5795 Lakewood Road in Ravenna for \$3,137.50, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #03 is funding this expense.
7. The Board of Commissioners signed the purchase requisition for Coleman Professional Services of Kent for reimbursement of tree services for the Kevin Coleman house located at 133 Vine Street in Ravenna for \$240.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #03 is funding this expense.
8. The Board of Commissioners authorized Commissioner Frederick to sign the OCJS Quarterly Final Financial Status report for the Courtroom Deputies JAG/Byrne Grant for the 9<sup>th</sup> quarter of the grant period through August 31, 2011, as presented by the Department of Budget & Financial Management.

9. The Board of Commissioners signed the September 29, 2011 correspondence to the Portage County Auditor requesting that staff process the Local Government Match for the 2011-2012 Victim Assistance (VOCA) Federal Grant, as presented by the Department of Budget & Financial Management as follows:

	Org.	Object.	Project	Amount	Description
Debit	00100004	492100	-	\$35,934.00	Local Share
Credit	14813001	194000	1A575	\$35,934.00	Local Share/Match

10. The Board of Commissioners approved the revised job description for the Portage County Water Resources Department Biologist, as presented by the Human Resources Department Director and approved the Water Resources Department Director.

11. On September 27, 2011, the Board of Commissioners authorized Attorney Denise Smith to send a written appeal to the Ohio Public Employees Retirement System (OPERS) in the matter of the determination for a former employee.

Today, after meeting in an Executive Session with Attorney Smith, the Board of Commissioners agreed that an appeal is not necessary in this matter.

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 **September 29, 2011**. There being no further business to come before the Board, it was moved by Christopher Smeiles, seconded by Tommie Jo Marsilio to adjourn the official meeting at **11:55 AM**. 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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**PAY-INS FOR THE MONTH OF SEPTEMBER 2011**

09/06/11	21435	Reimbursement from Attorney Erik Jones \$450.00
09/09/11	21494	Resource Energy Oil Lease \$ 32.92
09/09/11	21497	Ohio Public Defender – Assigned Counsel: \$ 10,663.10 for May 2011, Death Penalty: \$ 8,599.50 for May 2011, Public Defender: \$ 21,819.21 for June 2011 Total: \$ 41,081.81
09/20/11	21643	Beck Energy Oil Lease \$ 60.47
09/20/11	21646	Portage County Regional Airport Authority Loan Payment (Resolution No. 03-0029) Payment First of Ten \$ 42,277.10
09/22/11	21697	Enervest Operating Oil Lease \$242.15

**AUTHORIZATION OF EXPENSES FOR THE MONTH OF SEPTEMBER 2011**

8-26-11	Bill Steiner, SWANA Ohio Conference, Cincinnati, Ohio, September 8, 2011 \$40.00
8-22-11	Gregory Johnson, Duane Dawson, and Robert Symsek, Taser Instructor Training, in house training, Fall 2011 \$75.00
8-29-11	Todd Peetz, OCCD Spring Quarterly, May 4-5, 2011 \$95.00
8-22-11	WIC Dieticians & Breastfeeding Peer Helpers, 10 <sup>th</sup> Annual Breastfeeding Conference, Boardman, Ohio, October 14, 2011 \$1325.00
8-19-11	Judee Genetin, Child Welfare Legal Symposium, Independence, Ohio, September 22-23, 2011 \$12.00
8-17-11	Judee Genetin, Northeast Regional Group Meeting, Richfield, Ohio, August 29, 2011 \$12.75
8-25-11	Nancy Dailey and Amy Cooper, WIC Regional Director Meeting, Middlefield, Ohio, September 15, 2011 \$180.00
8-24-11	Marie Minard and 4 future new hires, Crisis Training (Fundamental concepts) Akron, Ohio, November 14-17, 2011 \$355.00
8-24-11	Marie Minard, Crisis Training (Interim Reporting), Akron, Ohio, September 9, 2011 \$32.75
8-22-11	Tris Crisp, Motors and Controllers, Streetsboro, Ohio, September 21, 2011 \$175.00
8-22-11	Judge Mark Fankhauser, Traffic laws for Judges, Beachwood, November 17, 2011 \$50.00
8-26-11	Anita Carr, Darla Hylton, and Barb Morse, September/October 2011 Quarterly Fraud Control, Akron, Ohio, September 22, 2011 \$38.25
8-30-11	Richard Badger, OAM 2011 Fall Conference, Columbus, Ohio, September 21-23, 2011 \$613.00
8-30-11	Brian Kelley, Ohio GFOA, Cleveland, Ohio, September 22, 2011 \$12.00
8-25-11	Maureen T. Frederick, Christopher Smeiles, Tommie Jo Marsilio, CCAO Seminar: Ohio's State Budget, Akron, Ohio, September 13, 2011 \$40.00
8-30-11	Joe Rischlin, Ohio GIS Conference, Columbus, Ohio, September 29-30, 2011 \$414.00
8-31-11	Brian Kelley, Infra Guard Meeting, Cleveland, Ohio, September 16, 2011 \$10.00
9-12-11	Don West, Ohio Public Works Seminar, Twinsburg, OH, October 13, 2011, \$0.00
9-6-11	Brian Kelley, NEO SIM Meeting, Independence, OH, \$0.00
8-25-11	Robert White, IBP-How The Brain Forms New Habits; Why Will Power Is Not Enough, Independence, OH, October 7, 2011, \$114.00
9-7-11	Christopher Smeiles, Mantell v. Health Professionals, LTD al case management conference,

	Akron, OH, September 8, 2011, \$35.00
9-6-11	Bonnie Howe, Ohio Recorder's Association 2011 Fall Continuing Education, Dublin, OH, September 26-27, 2011, \$109.99
9-8-11	Rebecca Hayes, Ohio Elder Abuse Cross Training, Akron, OH, August 11 & 12, 2011, \$48.84
9-6-11	Jill Nelson, Pam Cree, Impact of the New PPS Rule on Assessments Therapy & Payment, Alliance, OH, September 30, 2011, \$250.00
9-8-11	Brian Kelley, Efficient Gov Network Regional Collaboration Conference, Akron, OH, October 13, 2011, \$12.00
9-8-11	Craig Boyce, Ohio Transportation Engineering Conference, Columbus, OH, October 25-26, 2011, \$300.00
9-13-11	Anthony Zumbo, PCSO 2011 Fall Seminar, Canton, OH, October 13-14, 2011, \$300.00
9-12-11	Brian Kelley, Ohio Digital Government Summit, Columbus, OH, September 20, 2011, \$15.00
9-6-11	Cynthia Hustler, Advanced Hearing Officer Training, Cleveland, OH, September 15, 2011, \$109.00
9-15-11	Robert Luli, Water & WW Workshop, Stark County, October 12, 2011, \$119.00

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