



Portage County Board of Commissioners

449 South Meridian Street
Ravenna, OH 44266
<http://www.co.portage.oh.us>

Regular Meeting

~ Minutes ~

Deborah Mazanec
330-297-3895

Tuesday, November 1, 2011

9:30 AM

Commissioners' Board Room

Call to Order

Attendee Name	Title	Status
Maureen T. Frederick	President	Present
Tommie Jo Marsilio	Vice President	Present
Christopher Smeiles	Board Member	Absent

Minutes Approval

It was moved by Tommie Jo Marsilio, seconded by Maureen Frederick to approve the meeting minutes of the October 27, 2011 meeting. Commissioner Smeiles absent, motion carries

Also attending throughout the day: Mike Sever, Record Courier; Hank Dunckel; Marsha Muster; Gwen Fischer

Woodlands

Present: Christa Mayes, DON, Allison Goudy, Karen U'Halie, Denise Smith

Discussion

The Nursing Home Administrator reported a census of 88 plus 1 with 13 Medicare residents and six private pay residents.

The Nursing Home Administrator advised the Board of Commissioners that the employee refrigerator in the break room is not working. The fridge is unplugged and marked out of order so that employees do not attempt to use it.

The Nursing Home Administrator reported that the floors have been cleaned by the company that cleans at the Ravenna Courthouse and they look amazing. She would like to have some paint touched up around the registers and door frames. The Board of Commissioners suggested that she talk to Director Townend.

Executive Session

Motion to move into Executive Session

9:50 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 **Maureen T. Frederick** that the Board of Commissioners move into executive session to discuss a potential discipline issue and matters required to be kept confidential by federal law or rules or state statutes. **Also present:** Nursing Home Administrator, DON, Allison Goudy, Karen U'Halie and Denise Smith. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

Motion to move out of Executive Session

10:00 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent, Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

After exiting Executive Session, the Board of Commissioners took action by Journal Entry.

Prosecutor

Present: Denise Smith

Discussion

Review of the Prosecutor's Pending List

1. The Board of Commissioners discussed the 911 Planning Committee vs. Board of Commissioners authority. Attorney Smith met with the Department of Homeland Security & Emergency Management Director to discuss the 911 Planning Committee's Technical Advisory Committee who is currently researching how to move forward to Next Generation. She advised that the decision has yet to be made as to whether or not the agreement will be between AT&T and Portage County with Portage County retaining all of the 911 fees or between AT&T and each political entity. Commissioner Frederick suggested that all parties should meet, not the technical staff but the political entity leadership, to discuss the decision without fragmented discussions. Attorney Smith noted that the fee provision sunsets on December 31, 2012. Attorney Smith added that the Plan will need to be amended by the 911 Planning Committee when the decision is made to move forward with an AT&T contract. Attorney Smith noted that Director Barber has advised that the county is now in compliance now.
2. Commissioner Marsilio asked if the Prosecutor's Office tracks the storm water services as provided in a contract that the Board recently signed for \$15,000. She added that residents are unhappy with the program already and she would like to be able to report to residents what work is being accomplished for money being spent. Attorney Smith responded that she would be happy to keep track of Prosecutor hours if all of the other entities that the Storm Water Program contracts with do so as well. She added that there

- is no building in the county so no inspections are being done etc. Attorney Smith noted that the JFS time tracking was to get federal reimbursement not to track the time spent.
4. Chad Hawkes is working with Director Barber on the investigation of the EMA lease payment for building and the use of grant funds.
 5. The ODOT improvement at Cotton Corners was reviewed by attorney Leigh Prugh. She will send an email to complete that file.
 6. The Beck Energy Agreement is still on hold awaiting a response from the company.
 7. The One Community fiber cable request is on hold awaiting a response from the company.
 8. Attorney Smith requested that the Board of Commissioners remove the issue of the participation with Sourcing Office from the pending list. She has issued her opinion and there is nothing else for her office to do.
 9. Attorney Meduri has provided his review of the Lakeside Sand and Gravel proposal for Coit Road land.
 10. Attorney Meduri has provided his review of the access to Cleveland Road (former County Engineer's facility)
 11. The Sheriff's staff met with the Board of Commissioners and agreed to contact the Judges to discuss and get consensus on a new confinement cost policy at the Jail.

Prosecutor's Correspondence

1. October 28, 2011 e-mail from Denise Smith regarding Honeywell Energy Savings Assessment preliminary overview/Attorney Smith has asked the company to provide a redacted proposal for energy savings since the company marked the proposal as confidential since it includes trade secret information.
2. October 28, 2011 e-mail from Vic Vigluicci, regarding the OVW Grant, which was not selected for Fiscal Year 2011 funding/Forwarded to the Department of Budget & Financial Management.
3. October 31, 2011 e-mail from Vic Vigluicci, Prosecutor's Office, regarding sick leave conversion/Attorney Smith will contact DBFM Director Tillis to discuss this issue/Attorney Smith advised that Ohio statutes allow other elected officials to have a policy different from the Board of Commissioners without adopting the Board of Commissioners' Personnel Policy Manual. Commissioner Marsilio responded that the Board of Commissioners would like the elected officials to have the same policy as the Board for the use of leave time or as close as possible to the Board's. Attorney Smith reported that she is working on a memo the elected officials about the retire/rehire process for employees reminding them that an employee can choose not to request a

payout of leave upon retirement but, if rehired, there will be no payout when they leave. An employee can only retire once.

Executive Assistant

The Executive Assistant presented the revised birthday card for the state of Ohio. The Board of Commissioners agreed that they liked this version, which will go to the state. The Executive Assistant intends to frame a copy to hang here in the Commissioners' Office.

Commissioner Marsilio would like the Board of Commissioners to honor Army 1st Lt. Ashley I. White Stumpf, who was killed Oct. 22 in Afghanistan to remember the soldier and her family - Ashley's husband and parents. The Executive Assistant suggested that the Board make a special mention of Portage County residents lost in the war at the Veterans Day event.

Commissioner Marsilio stated that she attended the memorial service for Ashley yesterday and the Sheriff and deputies were a part of the event - they did a fine job.

The Executive Assistant to contact the family - and prepare a resolution for Board consideration.

Department of Budget & Financial Management

Present: Audrey Tillis, JoAnn Townend, County Auditor, Bill Steiner

Discussion

OTHER

Updates

- a. The Director presented the revised department budget development information for FY 2012
- b. The Director will provide the departments the details for the onetime - Supplemental Adjustment
- c. The Board of Elections will need a 2012 budget increase due to the Presidential Election and the second primary.

The County Auditor is attending to discuss the one-time payment to full-time Compensation Management Employees. She has advised that this payment to employees is subject to OPERS meaning that some will not receive the \$750 minimum payment. Commissioner Marsilio responded that the Board believes that this is a good plan and noted that the elected officials can choose to give a lump sum to their employees. Commissioner Frederick agreed and added that the Board wanted to give lower paid employees the payment. Commissioner Marsilio added that the intent is to give this one-time payment to meritorious employees. The Auditor commented that this is a wonderful program but

she would have liked to have met with the Board of Commissioners before the decision was made to go forward.

Executive Session

Motion to move into Executive Session

10:50 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen Frederick** that the Board of Commissioners move into executive session to discuss a compensation issue. **Also present:** Department of Budget & Financial Management Director Audrey Tillis and Internal Services Director JoAnn Townend. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

Motion to move out of Executive Session

11:15 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent, Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

Internal Services

The Department of Job & Family Services has asked the Director to begin the process to hire PARTA to provide transportation services for their department and not go out for an RFP. The Director suggested that the RFP process be followed - the Board of Commissioners agreed that the Director should follow the RFP process and that PARTA could bid, if they so desire.

11:25 AM Recess to Solid Waste Management District Meeting

11:40 AM Reconvene Board of Commissioners

11:40 AM Lunch Recess

1:05 PM Meeting Reconvened

Dog Warden - Departmental Review

Present: Dave McIntyre

The Dog Warden is attending today to provide the Board of Commissioners with his departmental review. The Dog Warden is in the process of creating a complete Policy Manual with staff input and addresses all operational issues.

Commissioner Frederick asked the Dog Warden for an update of the woman who wanted to donate pet food to the county. The Dog Warden responded that she has a non-profit group that helps families who need pet food. She worked with a company and got 15,000-20,000 pounds of food to distribute.

Commissioner Marsilio asked what the Board of Commissioners could do to assist the operations. The Dog Warden responded that cleaning the pens is an issue since the facility remains full. Kennel doors are a priority next year to assist with that effort; he has already talked to Maplewood about that project. The Dog Warden's 2004 vehicle was at the Motor Pool for a week for repairs, which was a hardship. He believes that the office is "getting there"; getting close to where he wants to be with the kennels, which is an ongoing process.

EMA Director

Present: Jon Barber, Gwen Fischer, Marsha Mason

Discussion

Commissioner Frederick noted that she emailed Director Townend about the heating situation at the Justice Center. Director Barber responded that he was in contact with Director Townend and understands that staff is working on the fix.

Representative Clyde will be attending the EMA Meeting tomorrow at the EOC.

911 Planning Committee

Commissioner Frederick noted that Attorney Smith reported that she met with Director Barber to discuss the 911 Planning Committee's Technical Advisory Committee, which is currently researching how to move forward to Next Generation. She advised that the decision has yet to be made as to whether or not the agreement will be between AT&T and Portage County with Portage County retaining all of the 911 fees or between AT&T and each political entity. Commissioner Frederick had suggested that all parties should meet, not the technical staff but the political entity leadership, to discuss the decision without fragmented discussions. Commissioner Frederick asked the Director how to get all of the political entities to one consensus as to how to go forward making sure that the 911 funds are used properly. The Director responded that his goal would be to come up with a plan for the entire county. There are six different systems in Portage County. The Director sees a solution but the other players may not agree. In a perfect world it would be a single call center and a single dispatch center for the county. He suggested that the Board of Commissioners have a conversation with Mayor Bica, who has indicated that he may be willing to move forward as a single dispatch center. He added that the PAFERS folks commissioned a study about how to create a fire district in the county and are

willing to facilitate central dispatch; however, the ORC calls for the Sheriff to be the central dispatch unless he opts out of that.

Commissioner Frederick commented that the money is available now for the AT&T contract but the future is unknown. Jon Barber responded that he has no idea what the other PSAPs intend to do with their money. He reminded the Board that the fees sunset on December 31, 2012. Once in compliance in 2012, the 911 fees collected may be used for any purpose since we are compliant. Portage County is at end of life equipment and outdated and not next generation equipment. The Director reminded the Board of Commissioners that the Fire and Police Chiefs Associations are both in favor of central dispatch and provided letters to the Board of Commissioners last year. The Director continues to encourage the central dispatch solution. If grant funds were available for going to central dispatch, most would go to that solution immediately. He added that there are county teams in place like the HAZMAT Team and wondered why we have not moved to countywide dispatch.

Commissioner Frederick stated that it is important to get concurrence from the other political entities. The Director replied that the consensus must come from the subdivision leaders. Commissioner Frederick wondered if the Board of Commissioners should encourage the Sheriff to meet with Mayor Bica to discuss central dispatch.

Hiram Township resident Gwen Fischer is attending and asked what citizens can do to assist in the central dispatch issue. The Director responded that the countywide 911 system is made of up six PSAPs. (Public Service Answering Point). These PSAPs answer 911 calls and dispatch to those callers with the Sheriff transferring calls to the correct dispatch center. In other US communities that have gone to central dispatch, calls are not transferred. He asked how we get Portage County from here to there. Commissioner Frederick stated that she has been in countless meetings where this has been explored and discussed with great representation. Attendees agree that central dispatch is necessary but cannot convince council, mayors, etc to move in that direction.

Transfer of Security Assets

The Sheriff has all of the equipment needed to operate and do the job; the question is whether or not to transfer the actual equipment to the Sheriff. The Director has completed the forms for the transfer Security Department equipment to the Sheriff. There is one more piece that he must prepare a form for before the Board of Commissioners signs the transfer paperwork. He added that the equipment going to the Human Resources Department was never tagged so a transfer is not necessary. The Director asked who will pay the maintenance service contracts in the future for all of this equipment; he added that the Internal Services Director was involved in charging a variety of departments. Should the Board of Commissioners keep the asset and pay for the

maintenance agreement or transfer the equipment to the Sheriff and the Human Resources Department along with the maintenance agreements/Clerk to discuss with JoAnn Townend.

Intern

The Board of Commissioners accepted the commendation from Jon Barber, Director of the Portage County Office of Homeland Security and Emergency Management, and agreed that Scott McRitchie may participate in a Spring 2012 300 hour, unpaid internship with the Portage County Homeland Security and Emergency Management Office. Mr. McRitchie is an Emergency Management student at Akron University. His work schedule will be determined before he begins but will consist of shadowing staff and assisting in day-to-day Homeland Security and Emergency Management Office operations. He will also attend some evening meetings and events on the weekends. The Board of Commissioners also agreed that Director Barber is to work with the Prosecutor's Office and the Safety/Loss Control Coordinator to determine what release agreement is necessary before the student begins the internship. Director Barber should also determine what type, if any, clearance would be required for Mr. McRitchie/Journal Entry.

Storage of Vehicles

Safety/Loss Control Coordinator Michelle Ripley has drafted a letter to township, city and village officials addressing the use of Portage County vehicles that are stored in their facilities. The letter details the conditions of use of the vehicles. The Board of Commissioners asked that the letters be addressed to the individual official and not a form letter.

Sheriff's Radios

The Director brought up the radio issue at the Sheriff's Office. He noted that the county is radio band compliant with licenses in play ready for narrow band; the county must be ready by the deadline of December 20, 2012. The study the county paid for from RCC recommended putting up five towers to allow communications; the proposal today is just for the Sheriff not a countywide system. He met with Major Missimi and received the information about the Sheriff's equipment needs (vehicle radios and portable radios). He then met with Jeff Mitchell of Mitchell Communications about options. It would cost \$50,000 per tower to build out the five towers or partner with cell phone companies which requires engineering studies. The current system has Mantua and Rootstown repeaters which get the signal from the officers, increase the signal and send it to the Sheriff's Office. There are dead spots in the county, which is not good. If building five towers does not work, the water towers would not work; maybe the signal could go to the Sheriff's car with a vehicle repeater to boost the signal.

The Director reported that SHSP grant funds have paid for the hard, backbone equipment in the Sheriff's Office. The Sheriff bought ten new portable radios for the ten new cars; The Board bought 14 new portable radios for deputies in the courthouse and admin building with the Homeland Security and Emergency Management Office paying for four radios.

The Director presented a sales quote from Mitchell Communications for \$191,384 as an option to the \$250,000 needed to set up five towers plus the \$90,000 for the portable and mobile radios. The Director noted that there is a need to buy the mobiles and the portables in either option. The sales quotes would be \$91,384 vs. the \$250,000 for the towers since both options require the purchase of the radios. He added that this quote is for an ICOM solution and not a Motorola solution.

Gwen Fischer stated that she is here to talk about fracking but is interested in how the fracking will work with the Homeland Security and Emergency Management Office. Jon Barber replied that he has been in touch with the fracking companies and will continue to work with them. Ms. Fischer asked how this will work in Ohio, noting that it is not easy to figure out how this happens, how does reporting occur, etc. since there are not enough resources! Jon Barber responded that any Portage County spills are reported to the Spills Line. In most cases, the Portage County Department of Homeland Security & Emergency Management would respond to the spill and report up to the EPA. The regional HAZMAT team is a five county team that could respond, mitigate and contain any spill.

Marsha Muster stated that she lives on SR 82 in Hiram Township and is worried about tanker accidents. Jon Barber responded that the ODOT will be monitoring what is being hauled.

Water Resources

Present: Jeff Lonzrick, Leigh Prugh, Ben and Ron Kotkowski, Gwen Fischer, Marsha Mason

Discussion

DISCUSSION

Shalersville Mining Proposal

The Director has the report from the hydrologist for the proposed Sand & Gravel Operations in Shalersville, as directed by the Board of Commissioners. The report shows that there are no issues with the proposed drilling although there may be a need for dredging in the future. The Director contacted the EPA and the ODNR and they are not concerned about the proposal, although they would not put that in writing. The Director will work with the Internal Services Director on the draft bid specs and then forward the bid specs to the Prosecutor's Office. Commissioner Frederick is concerned that the state offices will not put their comments in writing; the Director responded that it is common practice not

to do so. The Director will also work with Attorney Meduri on the potential zoning issues.

Ben Kotkowski presented some information regarding the public bid, which the Board of Commissioners will forward to the Internal Services Director and the Prosecutor's Office.

OHM Garage - Update on the Mezzanine Contract

The final report shows that the concrete has between 11-17% air and too much water resulting in cracking. The engineers are now investigating options to repair; the Director will continue to work with the contractor.

Ms. Fischer presented information for Board review about fracking. Commissioner Marsilio asked Ms. Fischer if she is opposed to the mining of sand and gravel in Shalersville. She responded that she is not opposed to that mining but not familiar with the proposal; she is attending today for the Homeland Security and Emergency Management Office and Water Resources Department meetings with the Board of Commissioners.

Executive Session

Motion to move into Executive Session

2:50 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(3), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. **Also present:** Jeff Lonzrick, Attorney Leigh Prugh. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

Motion to move out of Executive Session

2:55 PM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent, Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

JFS Director

Present: Judee Genetin, Audrey Tillis, Karen U'Halie

The Director is attending to discuss the one-time payment approved by the Board of Commissioners for full time CMS employees.

Commissioner Marsilio noted that there are employees who have not had any increase for a long time. The Board of Commissioners could not support increases but could give a one-time payment.

3:30 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to. **Also present:** Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

4:08 PM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

Resolutions

1. Approval of the meeting minutes from the October 27, 2011 regular Board meeting.
2. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management./11-0961
3. Approve the Journal Vouchers, as presented by the County Auditor./11-0962
4. Approve the Then & Now Certification, as presented by the County Auditor./11-0963

I. Resolution No. 11-0961

RE: Approval of Bills Certified to the County Auditor

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tommie Jo Marsilio, Vice President
SECONDER:	Maureen T. Frederick, President
AYES:	Maureen T. Frederick, Tommie Jo Marsilio
ABSENT:	Christopher Smeiles

II. Resolution No. 11-0962

Approve the Journal Vouchers as presented by the County Auditor

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Tommie Jo Marsilio, Vice President

SECONDER: Maureen T. Frederick, President
AYES: Maureen T. Frederick, Tommie Jo Marsilio
ABSENT: Christopher Smeiles

III. Resolution No. 11-0963

Approve the Then & Now Certification as presented by the County Auditor

RESULT: ADOPTED [UNANIMOUS]
MOVER: Tommie Jo Marsilio, Vice President
SECONDER: Maureen T. Frederick, President
AYES: Maureen T. Frederick, Tommie Jo Marsilio
ABSENT: Christopher Smeiles

Invitations

1. Invitation for the Tree City Awards Annual Dinner and Silent Auction on Wednesday, November 16, 2011, Kent State University Student Center Ballroom Balcony 3rd Floor, 6:30 PM.

Incoming Correspondence

1. October 25, 2011 correspondence from Todd Peetz, Regional Planning Commission, indicating technical assistance hours utilized and available for the 3rd quarter 2011 - 109.25 as of September 18, 2011/Information only.
2. October 27, 2011 correspondence from Janet Esposito, County Auditor, regarding luncheon reimbursement/The Board of Commissioners agreed that the Auditor has the obligation to reimburse Commissioner Smeiles for this expense. Hold for Commissioner Smeiles to bring back.
3. October 20, 2011 Invoice presented by the Kent Regional Business Alliance for reimbursement for expenditures incurred April 1, 2011 through September 30, 2011 while administering the Portage County Revolving Loan Fund for \$3,204.18. Documents reviewed by the Department of Budget & Finance who has asked the KRBA to redo the request and resubmit.

Journal Entry

1. The Board of Commissioners authorized payment of the October 20, 2011 Invoice as reimbursement for expenditures incurred April 1, 2011 through September 30, 2011 while administering the Portage County Revolving Loan Fund for \$3,204.18 as requested by the Kent Regional Business Alliance. Documents reviewed by the Department of Budget & Finance with no exceptions noted.

2. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Community Development Block Grant Program Status Report for Project No. B-F-10-1CJ-1 as requested by the Regional Planning Commission.
3. The Board of Commissioners signed the purchase requisition for McLean Home Improvements for roof replacement for homeowner Karen Sharp located at 1688 Crock Road, Streetsboro for \$5,000.00 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
4. The Board of Commissioners signed the purchase requisition for MIR Electrical LTD For attic insulation and an electrical upgrade for homeowner Michael Smith located at 9265 June Drive, Streetsboro for \$5,000.00 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
5. The Board of Commissioners signed the purchase requisition for P&G Enterprises for installation of a furnace and AC for homeowner Jerry Knapp located at 8822 SR 14, Streetsboro, Ohio for \$5,000.00 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
6. The Board of Commissioners signed the purchase requisition for McLean Home Improvements for installation of a furnace and AC for homeowner Connie Kessler located at 10024 N. Delmont, Streetsboro for \$4,000.00 as requested by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
7. The Board of Commissioners acknowledged receipt of the Portfolio Report for September 2011 as presented by the Portage County Treasurer's office.
8. The Board of Commissioners acknowledged receipt of the Kennel Disposition Report dated October 17-23, 2011.
9. The Board of Commissioners acknowledged receipt October 27, 2011 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2011 as presented by the Portage County Budget Commission.
10. The Board of Commissioners authorized Commissioner Frederick to sign the State of Ohio Office of Community Development Request for Payment and Status of Funds Report Draw No. 464 as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Account No	Amt Requested
B-F-10-1CJ-1	Conversion/Rehab/Re novate	02	\$34,500
B-F-10-1CJ-1	Parks & Reek Facilities	03	15,000
B-F-10-1CJ-1	Home/Building Repair	06	4,800
B-F-10-1CJ-1	Home/Building Repair	06	6,000
B-F-10-1CJ-1	Home/Building Repair	06	6,000
B-F-10-1CJ-1	Home/Building Repair	06	6,000
B-F-10-1CJ-1	Fair Housing	07	1,100
B-F-10-1CJ-1	General Administration	08	5,000
Total			\$78,400.00

Documents reviewed by the Department of Budget & Finance with no exceptions noted.

11. The Board of Commissioners authorized payment of Invoice No. 2011-024 dated October 25, 2011 for \$50,000 for 4th Quarter payment (November 1, 2011) pursuant to the Agreement between the Portage Development Board and Portage County as presented by the Portage Development Board.

Motion to approve the following actions:

It was moved by Commissioner Marsilio, seconded by Commissioner Frederick to approve the following actions:

1. The Board of Commissioners accepted the recommendation of Jon Barber, Director of the Portage County Office of Homeland Security and Emergency Management, and agreed that University of Akron Emergency Management student Scott McRitchie may participate in a 300 hour, Spring 2012, unpaid internship with the Portage County Homeland Security and Emergency Management Office. Mr. McRitchie's work schedule will be determined before he begins but will consist of shadowing staff and assisting in day-to-day Homeland Security and Emergency Management Office operations. He will also attend some evening meetings and events on the weekends. The Board of

Commissioners also agreed that Director Barber is to work with the Prosecutor's Office and the Safety/Loss Control Coordinator to determine what release agreement is necessary before the student begins the internship. Director Barber should also determine what type, if any, clearance would be required for Mr. McRitchie.

2. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Community Development Block Grant Program Status Report for Project No. B-F-10-1CJ-1, as presented by the Regional Planning Commission.
3. The Board of Commissioners signed the purchase requisition for McLean Home Improvements of Ravenna for a roof replacement for homeowner Karen Sharp, 1688 Crock Road, Streetsboro for \$5,000.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
4. The Board of Commissioners signed the purchase requisition for MIR Electrical LTD of Uniontown for an attic insulation and an electrical upgrade for homeowner Michael Smith, 9265 June Drive, Streetsboro for \$5,000.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
5. The Board of Commissioners signed the purchase requisition for P&G Enterprises of Ravenna for the installation of a furnace and A/C for homeowner Jerry Knapp, 8822 State Route 14, Streetsboro for \$5,000.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
6. The Board of Commissioners signed the purchase requisition for McLean Home Improvements of Ravenna for the installation of a furnace and A/C for homeowner Connie Kessler, 10024 N. Delmont, Streetsboro for \$4,000.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #06 will fund this expense.
7. The Board of Commissioners acknowledged the receipt of the Portfolio Report for September 2011, as presented by the Portage County Treasurer.
8. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report dated October 17-23, 2011, as presented by the Dog Warden.
9. The Board of Commissioners acknowledged the receipt of the October 27, 2011 Certificate of the County Auditor that the Annual Appropriations from each fund does not exceed the Amended Official Certificate of Estimate Resources for the fiscal year beginning January 1, 2011, as presented by the Portage County Auditor.

10. The Board of Commissioners authorized Commissioner Frederick to sign the State of Ohio Office of Community Development Request for Payment and Status of Funds Report Draw No. 464, as presented by the Regional Planning Commission as follows:

Grant No.	Activity Name	Account No	Amt Requested
B-F-10-1CJ-1	Conversion/Rehab/Re novate	02	\$34,500
B-F-10-1CJ-1	Parks & Reek Facilities	03	15,000
B-F-10-1CJ-1	Home/Building Repair	06	4,800
B-F-10-1CJ-1	Home/Building Repair	06	6,000
B-F-10-1CJ-1	Home/Building Repair	06	6,000
B-F-10-1CJ-1	Home/Building Repair	06	6,000
B-F-10-1CJ-1	Fair Housing	07	1,100
B-F-10-1CJ-1	General Administration	08	5,000
Total			\$78,400.00

Documents reviewed by the Department of Budget & Finance with no exceptions noted.

11. The Board of Commissioners authorized payment of Invoice No. 2011-024 dated October 25, 2011 for \$50,000 for the 4th Quarter payment to the Portage Development Board pursuant to the Agreement between the Portage Development Board and Portage County, as presented by the Portage Development Board.
12. After meeting today with Water Resources Department Director Jeff Lonzrick, the Board of Commissioners agreed that the Director should work with Internal Services Director JoAnn Townend to create the bid specifications for a sand and gravel extraction proposal for county owned land in Shalersville Township.

13. After meeting in an Executive Session today with The Woodlands at Robinson staff, the Board of Commissioners accepted the staff recommendation and authorized the termination of an LPN for job performance effective November 1, 2011.

14. After meeting in an Executive Session today with The Woodlands at Robinson staff, the Board of Commissioners accepted the staff recommendation and signed the Personnel Requisition for The Woodlands at Robinson, as follows:

DEPARTMENT	JOB T I T L E	GR	ACTION
The Woodlands at Robinson	LPN	LPN	Post internally

Commissioner Smeiles absent, motion carries.

<p>RESULT: ADOPTED [UNANIMOUS] MOVER: Tommie Jo Marsilio, Vice President SECONDER: Maureen T. Frederick, President AYES: Maureen T. Frederick, Tommie Jo Marsilio ABSENT: Christopher Smeiles</p>

Referred

1. October 24, 2011 correspondence from Susan Carbon, US Department of Justice Office on Violence Against Women, regarding non funding for Grant No. 2011-X0642-OH-WE (Encourage Arrest Policies and Enforcement of Protection Orders Program). Referred to Department of Budget & Financial Management.
2. October 25, 2011 correspondence from Michael Hailer, Ohio Department of Development, regarding a reduced notice of available funds for Grant No. B-F-09-1CJ-2. Referred to Regional Planning Commission.

Additions to the Agenda

1. October 31, 2011 e-mail from Vic Vigluicci, Prosecutor's Office, regarding sick leave conversion/Attorney Smith will contact DBFM Director Tillis to discuss this issue/The Board of Commissioners discussed this issue with Attorney Smith. Attorney Smith advised that the statutes allow other elected officials to have a policy different from the Board of Commissioners without adopting the Board of Commissioners' Personnel

Policy Manual. Commissioner Marsilio responded that the Board of Commissioners would like the elected officials to have the same

Adjourn

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **November 1, 2011**. There being no further business to come before the Board, it was moved by Commissioner Marsilio and seconded by Commissioner Frederick to adjourn the official meeting at **4:10 PM**. Commissioner Smeiles absent, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

ABSENT

Christopher Smeiles, Board Member