



Portage County Board of Commissioners

449 South Meridian Street
Ravenna, OH 44266

Regular Meeting

<http://www.co.portage.oh.us>

~ Minutes ~

Amy Hutchinson, Acting Clerk
330-297-3600

Thursday, November 7, 2011

10:12 AM

Commissioners' Board Room

The Portage County Board of Commissioners' meeting came to order on Monday, November 7, 2011 with the following members present:

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

MINUTE APPROVAL

Minutes of November 3, 2011 Regular Board Meeting

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

Present: Charlene Badger

The Executive Assistant is attending today to provide the Board of Commissioners with her departmental review.

The Executive Assistant is responsible for the performance of administrative work in support of the Board of Commissioners as well as professionally assisting the Board of Commissions in communicating with the public, other elected officials, (local, county, state, and national), the press and all departments of Portage County government.

Particular job functions were discussed.

Commissioner Frederick asked which departments have the most complaints. Assistant Badger indicated that she is able to resolve a lot of the complaints because she has experience with so many

different layers of government. She knows the City, the courts, the Prosecutor's Office, most of the attorneys so she is able to assist in the Board's place to know who to refer the public to. Ms. Badger feels there isn't one certain area for complaints, its too broad but with her background she is able to assist in many different areas. Commissioner Frederick asked if there was any follow up procedure to see if that person was satisfied with the delivery of service? Ms. Badger indicated she doesn't do a follow up but always suggests that if the person isn't satisfied with the response to contact her back and she would look into the issue further or provide additional numbers for Directors, etc.

Ms. Badger indicated that she received 75 on-line complaints not counting the complaints coming in or ones referred to her. Commissioner Frederick asked over what period of time did we receive 75 complaints and what were the issues? Ms. Badger said it just varies - but a lot of complaints seem to be about the roads.

Commissioner Smeiles suggested that Ms. Badger create a log specific to complaints and what follow up action was taken and provide updates to the Board so they are informed if they would happen to run into someone.

Commissioner Smeiles indicated that when the Clerical Specialist used to process Indigent Defense, she estimated it took about 20 hours a week. He asked if it still takes that much time. Ms. Badger indicated it takes approximately 10 hours a week, sometimes more. Ms. Badger shared that payment of Indigent Defense is over \$500,000 a year and it does help that she has a court background to know the terminology. She also expressed concern over the end of the year shut down of the County system. This allows the invoice to back up considerably for payment in January and February.

Commissioner Frederick asked if she has had an opportunity to look into the LEPC Public Information Officer that is gone to improve upon systems? Ms. Badger indicated that she was Public Information Officer but the Health Department also had a Public Information Officer and there was overlap. After the exercise, there was a Public Information Officer group formed which meets quarterly. The group works on streamlining processes in preparation for a real emergency. The Public Information Officer job is going to be an important position in case of an emergency.

Ms. Badger also indicated she reviews tax bills.

Commissioner Smeiles noted Ms. Badger taking meeting minutes for the Solid Waste Policy Board meeting and wondered if the county shouldn't be charging Solid Waste funds for Ms. Badger's time?

Commissioner Marsilio asked what specifically does Ms. Badger like most about her job, how the Board could support her better and if she could remove an item from her list, what would it be? Ms. Badger responded that she's unsure why she reviews tax bills. Commissioner Frederick indicated it was for the exemptions. She would like to remove Indigent Defense but feels she has a good handle on the invoices and a professional working relationship with all the attorneys. She enjoys the part of her job where she handles spur of the moment issues on behalf of the Board of Commissioners. Ms. Badger indicated the only issue she's concerned about is when there's items being discussed in the Boardroom

which relate to something she does, she misses the discussion because she's not always available. Commissioner Marsilio shared that regardless of how the structure of the direct reports look, she suggests the Board combine Deb, JoAnn, Charlene and key staff people who overlap be invited to attend the first part of the meeting agenda a morning staff meeting so everyone knows what's going on. Commissioner Frederick agreed that this would work effectively for the County.

Ms. Badger stated that press releases are a necessary function of this department and reviewing publications from other departments is another big task of hers, as well. She further shared that there was another incident last week where an employee in Job & Family Services sent out a brochure which hadn't been reviewed by her or authorized by Director Genetin. Commissioner Marsilio asked that Ms. Badger follow up with Director Genetin to see if there was a consequence to that employee.

The Annual report was also discussed during the meeting. The Board discussed options for cost saving measures (it costs \$25,000) such as printing a summary or to have it available on the website. Commissioner Frederick agreed that it's a valuable tool but some elected officials have changed and she would like to see it updated. The majority of expense comes from printing the document. Commissioner Marsilio suggests that it be available electronically or provide a summary instead. It would be nice to have it available on the website but not all citizens have access. The Board should shop around for better pricing since the economy has changed. Commissioner Marsilio would be interested in having some type of report available for the public. Ms. Badger will look into cheaper options for Board consideration. Commissioner Smeiles shared that the Ohio Revised Code allow the Board to prepare some type of County report and the notion is that if you spend money on it, it should be a countywide effort. Commissioner Frederick asked if each elected official could be recognized in an abbreviated annual report with an annotation of the programs and business hours for each department. For example, how many people saved with homestead exemption.

Commissioner Marsilio asked what makes up the annual report expense? She would like to see a copy of the report and a breakdown of costs from the previous year. Ms. Badger indicated it was \$9,000 for design and \$2,000 for the Record Courier to place in the newspapers and the rest was printing costs. Ms. Badger indicated she compiled all the data from the elected officials, wrote the report and/or managed their wording; a designer made the cover and provided the layout. Ms. Badger received 3 bids for the report. Commissioner Frederick indicated the report is very nice and a wonderful resource. Commissioner Marsilio does have an interest in some type of document but not with that high of a price tag. Ms. Badger will explore cheaper options and return with additional information to the Board.

Ms. Badger asked if the Board needs any additional information from her and Commissioner Frederick requests a brief update on the Veterans' Memorial. Commissioner Smeiles suggested the Board authorize several maintenance workers to work overtime in order to help set up and tear down chairs for this event./Journal Entry.

The Board agreed to authorize overtime for two (2) maintenance staff workers to assist Director Barber with the set up and tear down of the Veterans' Day ceremony chairs on Friday, November 11, 2011.

Director JoAnn Townend, Internal Services to coordinate scheduling.

Commissioner Marsilio asked if there are any decorations or bows for the event. Commissioner Frederick asked if Ms. Badger would see if someone could donate small flags for next year's event and Commissioner Marsilio wanted to look into this idea for this year with small tags attached to them marking the event. Ms. Badger will check with the Salvation Army to see if they are providing coffee this year and she will inspect the landscaping and bricks before the ceremony. Commissioner Smeiles suggests the Trustees work with the Maintenance personnel to make sure the outside area is in order.

Commissioner Smeiles asked about the preparation of a media statement for The Woodlands. He asked that Ms. Badger contact them for a current status and report back to the Board.

MOTOR POOL

Present: Joe Dillon

Director Dillon is attending today to provide the Board of Commissioners with his departmental review.

Portage County Mission Statement:

"As the principal executive organization of county government, the Board of Commissioners, along with its departments, is committed both to providing efficient government and to promoting the welfare and strategic development of the Portage County Community"

Motor Pool:

Departmental Goals and Mission:

Provide safe and reliable vehicles-equipment for the most years of dependable service while maintaining cost efficiency.

Future goals/Updates/Improvements/Suggestions/Questions/Concerns: Directly from Director Dillon's report:

1. Better Repair invoicing and inventory software. Old system very time consuming and repetitive. Old system a lot of hand writing and paper filing. Takes a long time to review history.
2. Software that incorporates gas log mileage with vehicle maintenance to better track and maintain vehicle services. GPS-Tracking-mileage
3. Get on a rotation schedule for new vehicles
4. Department vehicle inventory requirements
5. Encourage you come out and view how efficient the Motor Pool is.
6. Make sure new vehicles purchases are needed and proper new vehicles purchased.
7. Looking for a small cost savings for 1 year or a larger cost savings for multiple years to come

8. What is best for each department or what is best for the County-tax payers. True Cost. Billing issues
9. Use myself, Motor Pool to your advantage. Lower maintenance costs. Provide cost savings.
10. One County Repair Facility

Benefits-

- I. All vehicles serviced with County Technicians.
 - II. Pay for tools and equipment only 1 time
 - III. Pay for technician training only 1 time.
 - IV. Utilize County repair facility for all vehicles, equipment and trailers.
 - V. Lower utility costs
 - VI. Consolidation
 - VII. Utilize all shop tools for all departments, vehicle and equipment. Common sense.
 - VIII. Fewer Technicians. Lower cost.
 - IX. Fewer fuel systems
 - X. Repair service truck
 - XI. Offset cost by offering our services to outside agencies at a discounted rate. Cities, townships, municipalities, schools, and state agencies. Both parties benefit!!!
11. Lower vehicle/equipment repair costs-

- I. Insure all departments are following Vehicle Use Policy.
- II. Insure all departments are using the County Motor Pool.

When Director Dillon started at the Motor Pool, he basically was handed the keys to the building and that was it. He didn't receive any direction from the prior Human Resources Department on employee evaluations so they were never completed. When the last technician was hired, the current Human Resources Department asked him if he completes his employee evaluations. After discussing the issue with Director U'Halie, he now has them current for this year. He would like to suggest that a packet be presented to Directors indicating specific procedures to follow with new hires.

Director Dillon shared that he judges the department's success on the amount of tow bills received. There is a huge decrease in the amount of tows primarily because of the way vehicles are maintained and yearly safety inspections.

The department is now selling scrap metal and used oil. Director Dillon commented that they've also been buying in bulk to save the County money. Oil, gas, antifreeze and transmission fluid are all purchased in bulk. Specialty oils are still purchased in smaller quantities.

Commissioner Frederick asked about the safety issue with the lifts at the garage. He replied the situation has been rectified with the purchase of the new equipment.

Director Dillon indicated he and his employees use their own hand tools and toolboxes from home. The Clerk will check with Water Resources, County Engineer and Solid Waste to see if they supply their own equipment. The tool box alone costs \$12,000 to \$20,000. If the mechanics use county equipment, they are stored in a county owned cabinet and typically an engraver is used to identify the equipment. If the equipment is over a certain amount, it will be inventoried. For insurance reasons, Commissioner Smeiles asked for clarification about what County insurance covers or will not cover. Director Dillon indicated that there's an inventory list for each employee and those tools listed should be covered under the County's policy. Commissioner Frederick asked that this issue be clarified with Director Townend. Director Dillon indicated that most tools are covered under lifetime warranty in case they break but items like drill bits are typically purchased through the County if they break.

Director Dillon would like to see more cooperation with the Departments following the Vehicle Use Policy. He feels a vehicle inventory requirement list would be helpful. He has a list of what they have but not requirements of what they need to keep in circulation. She wonders if they are in some type of rotation or if it was simply just a shift change.

Commissioner Marsilio suggests a letter to the Commissioners' Department Heads and Elected Officials indicating that in order to get the best utilization of what vehicles they have, the Board is asking for a vehicle inventory requirement list of what vehicles are needed for the department.

Rusted brakes are a problem with lack of use vehicles. Water Resources' SUV has been a problem in the past. Director Dillon indicated they have been told and the vehicle may have been put into rotation. The Treasurer's DRETAC car is a 2007 with 11,000 miles and is minimally used. Maybe it would be better served as a pool car?

Commissioner Smeiles shared that Dale Kelley has indicated there is a US government surplus of HUM VEES and he would like to apply for 3-4 vehicles for use during bad weather. These vehicles would need to be returned to the State once the County has no use for them any long. Inmates can clean and repaint the vehicles with commissary funds. Director Dillon added that a lot of SUV type vehicles are being used for business trips when smaller vehicles should be used instead (ie. conferences) EMA doesn't have any smaller vehicles but Director Dillon suggests he could use a pool car to save on tires, gas, etc.

Commissioner Smeiles asked about Director Dillon's request for software for the Motor Pool. Director Dillon would like to see a software package to save staff time and money. Director Dillon and Director Townend should work with ITS Director Brian Kelley for the latest software to include a program for

vehicle service, inventory, mileage log, gas usage, etc. and computers to go along with the software and bring back a recommendation to the Board. The Board also requests they check into MUNIS software to see what's available and bring back a cost estimate.

Director Dillon suggests the Board work on some type of rotation schedule for new vehicles on a per year basis. All he needs to know is that the Board will be getting 10 vehicles (for example) and he can figure who needs the vehicles the most.

There was discussion about a possible consolidation of motor pools for more efficiency. The County Engineer, Water Resources, Solid Waste and County all have Motor Pools. Director Dillon shared that a team effort might be something the Board may want to consider. Commissioner Smeiles indicated that County Engineer and Water Resources employees are union employees which would create problems. HUMMERS can be serviced at the Motor Pool and EMA vehicles must be outsourced because of their size. Commissioner Frederick asked what do other counties do? Director Dillon indicated Trumbull County works on everything at one centralized facility.

The Board agrees that this issue should be looked at. Commissioner Smeiles suggests that the County Engineer, Water Resources, Solid Waste and Ron Habowski brainstorm. Commissioner Smeiles would like to see a study done.

The Board requests the Clerk draft correspondence to the County Engineer, Solid Waste, Sheriff Doak and Water Resources indicating the Board would like set up a committee to discuss the possibility of consolidating efforts of all county vehicle storage and maintenance. Joe should coordinate this effort.

In regards to outsourcing, everything should come through Director Dillon and he would make the decision if it should be outsourced or not. Drug task force vehicles do not come through the Motor Pool. Director Dillon should make the recommendation of who the best facility is to outsource. There are no vehicle safety inspections done on those vehicles that do not go through the Motor Pool, as well. The Board would like Director Dillon to compile a list of problems he is having by department and the Board will address them individually.

Meeting Recessed: 12:11 PM

Reconvened: 1:27 PM

HUMAN RESOURCES

Present: Karen U'Halie

Director U'Halie is attending today to provide the Board of Commissioners with her departmental review.

Mission Statement: To provide value to the Board of Commissioners and other elected officials and protect the County funds and assets by constantly offering reliable and up to date information on topics of employment labor law, benefit risk management and workers compensation management.

Our goal is to be a confidential and reliable source providing quality services to all county employees and the public with speed and accuracy in a friendly and cooperative manner.

In the past year and a half, the department had to learn to how to condense and combine. Director U'Halie indicated the Procedure Manual has become very helpful since benefit specialist has been off and reception position is now vacant.

Director U'Halie does have one main concern regarding "hiring practicing concerns". In the meeting minutes from August 29, 2011, policy to create addressing friends and relatives. She wonders if there's something she should be doing? Commissioner Marsilio indicated that we have a lot of scenarios where people are connected. Director U'Halie indicated that a lot of times she doesn't know until after the fact. The Board agreed that Director U'Halie is doing what is required of her and there's really no way of knowing.

Director U'Halie indicated her employee evaluations are up to date and are done on a yearly basis.

Commissioner Smeiles appreciates the professionalism Director U'Halie provides to the citizens and the department provides to the County. The Board realizes the department is buried. He suggests Director U'Halie provide specific ways the Board can assist her.

Worker's Comp and benefits are the biggest items which are brought before the Board quarterly with soft tissue injuries being the most common type of Worker's Comp.

Commissioner Smeiles wondered about the stipend increases. Director U'Halie indicated that she has been busy with Director Tillis' interviews and not really too involved. Any information she received, she forwarded to the Board.

Commissioner Frederick asked where the most turnover is coming from? Director U'Halie indicated the Nursing Home then Job & Family Services. Commissioner Frederick asked about the pay scale - if it would have anything to do with the turnover. Director U'Halie believes that both are large department and now with Director Genetin's presence and plan of action at Job & Family Services, the level of performance has been raised. She also indicated that the Sheriff employs a lot of part time positions and when full time positions become available with paid benefits, people leave for that reason. Other department, such as Water Resources, have a hard time finding qualified people with the certification needed to fill certain positions.

Director U'Halie would like to see more training. She has attended SERB training but has lost the contacts because she hasn't attended lately due to time and money constraints. The Board reminder her that it is important to stay current with required training.

The Board requests Director U'Halie provide a written summary so the Board will remember the discussion from today.

Commissioner Frederick shared how impressed she is with Director U'Halie's professionalism and her balanced approach.

Recessed: 2:10 PM

Reconvened: 2:28 PM

JOURNAL ENTRY

November 7, 2011

1. The Board agreed to authorize Director JoAnn Townend, Internal Services to coordinate two (2) maintenance staff workers to assist Director Barber with the set up and tear down of the Veterans' Day ceremony chairs with the appropriate overtime for the event scheduled Friday, November 11, 2011 from.
2. The Board of Commissioners authorized Domino's Pizza of Kent, Ohio to set up a booth at the Portage One Stop Hiring Fair on Wednesday, November 9, 2011 from Noon to 2:00 PM.
3. Based on the Prosecutor's recommendation related to proposed roadway restoration within the Aurora Meadows Subdivision, the Board of Commissioners desires concurrence from the Mantua Township Trustees and the Portage County Engineer's Office. Upon favorable response from Mantua Township and the Portage County Engineer's Office that the proposed repairs are acceptable, the Board of Commissioners directs the Water Resources Department and the Prosecutor's Office to move forward with the repairs as soon as is practical.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Tommie Jo Marsilio, Vice President

SECONDER: Christopher Smeiles, Board Member

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

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **November 7, 2011**. There being no further business to come before the Board, it was moved by and seconded by to adjourn the official meeting at **2:35 PM**.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Amy Hutchinson, Acting Clerk

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