



# Portage County Board of Commissioners

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

Regular Meeting

~ Minutes ~

Deborah Mazanec, Clerk  
330-297-3895

Thursday, November 10, 2011

Commissioners' Board Room

The Portage County Board of Commissioners' meeting came to order on Thursday, November 10, 2011 at 9:35 AM with the following members present:

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

Also attending throughout the day: Mike Sever, Record-Courier; Hank Dunkel

### Minutes Approval

Minutes of the November 8, 2011 Regular Meeting

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Christopher Smeiles, Board Member
<b>SECONDER:</b>	Maureen T. Frederick, Tommie Jo Marsilio
<b>AYES:</b>	Maureen T. Frederick, Christopher Smeiles
<b>ABSENT:</b>	Tommie Jo Marsilio

Recessed 9:58 AM  
Reconvened: 10:00 AM

### INTERNAL SERVICES

Present: JoAnn Townend

#### Discussion

1. Motor Pool's request for software

The Board indicated that during his evaluation, Director Dillon asked for updated software to track and manage the Motor Pool. Director Townend indicated the County owns FLEET through MUNIS and that would work. Since the upgrade, everything has changed and she is working with Director Kelly to set up a web training seminar within the next several weeks for Director Dillon. Director Townend shared that Water Resources, Solid Waste and County Engineer are all invited to attend the training.

2. Job & Family Services return of 2 vans 2004

Job & Family Services is working to reduce their fleet of vehicles. They have two vans they would like to turn back in but not for free. Director Dillon provided value and trade in costs - one van is missing a row of seats but may be utilized by Microfilm/Printshop. There is an auction for vehicles next Saturday which will provide the needed cash to purchase these vehicles. The Veteran Services is using a pool car until their vehicles come in. Mileage on the vehicles are 75,000 and 96,000 and both are 2004 vehicles. Each vehicle has passed Motor Pool inspection. The Board agreed to proceed with the purchase.

3. Woodlands - reporting  
Director Townend would like permission to direct The Woodlands to continue to categorize and chart items through the end of the sale of the facility because once it is sold, financials are going to be needed from October-December. The Board authorized Director Townend to request the Woodlands continue categorizing.
4. Proposals for Performance Contracting.  
Director Townend received 4 proposals for performance contracting for energy savings program. The companies are Amaresco, Brewer Garrett, Johnson Controls and Honeywell. The Board would like to see all 4 and have Director Townend score each company.
5. Director Jon Barber, Office of Homeland Security and Emergency Management indicated there is a lack of heat in his area. Director Townend stated that when the air conditioning is turned off (because Director Barber is attached to Dispatch area), Dispatch gets warm. Commissioner Marsilio asked Director Townend to check with County Engineer or Water Resources to see if they have Mechanical Engineers (which they do not - all are Civil Engineers) so she contacted the Engineering firm that did the water cooling tower work. That company is interested in looking at the problem. The controls are now obsolete. The Board asked that Director Townend contact Major Missimi and Director Barber and advise that we are aware of the problem and the electronics are no longer available and they are working towards a more permanent solution. Commissioner Smeiles asked Director Barber to utilize space heaters in the interim.

### **Resolutions**

1. Enter into an agreement with Paul Earle for legal access for the inmates, January 1, 2012 through December 31, 2012 - not to exceed \$10,400.00 for the year./11-990
2. Declare the necessity to purchase a 12 passenger van for use by the Veteran's office./11-991
3. Declare the necessity to purchase a mini-van for use by the Veteran's office./11-992
4. Set the proposal date for transportation services for Job & Family Services./11-993. Director Townend should verify dates to make sure there is no lack in services.
5. Set the proposal date for qualifications for professional design/engineering services for the Portage County Jail Tank repaint./11-994

RESOLUTION NO. 11-0990

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RE: AGREEMENT FOR LEGAL ACCESS SERVICES  
FROM PAUL M. EARLE FOR THE PORTAGE  
COUNTY JUSTICE CENTER

WHEREAS, the Board of Commissioners has need for legal assistance and clerking services in order to provide access to the legal system for inmates held in the Portage County Jail; and

WHEREAS, Paul M. Earle, Attorney at Law, represents that he is professionally qualified to perform the services requested under this Agreement; now therefore be it

RESOLVED, that the Board of Commissioners hereby agrees to enter into a Legal Access Services Agreement by and between the Board of Commissioners and Paul M. Earle, Attorney at Law, as stipulated in the Scope of Services within said Agreement, effective January 1, 2012 through December 31, 2012 at a compensated rate of \$200.00 per visit in a total agreement amount not to exceed \$10,400.00 per year; 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.

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

RESOLUTION NO. 11-0991 - RE: DECLARE THE NECESSITY TO PURCHASE A VEHICLE FOR USE BY THE PORTAGE COUNTY VETERANS SERVICE OFFICE.

WHEREAS, pursuant to ORC 307.41 the Portage County Board of Commissioners declares it necessary to purchase one (1) 2012 Ford Twelve Passenger Van for use by the Portage County Veterans Service Office; and

WHEREAS, the purchase of the vehicle will be from the CUE (Community, University and Education) Purchasing Association vehicle contract; and

WHEREAS, payment of the vehicles will be from the funds within the Veterans Service Office, General Fund; now therefore be it

RESOLVED, that the Portage County Board of Commissioners declares it necessary to purchase one (1) 2012 Ford Twelve Passenger van for use by the Portage County Veterans Service Office; and be it further



**MOVER:** Christopher Smeiles, Board Member  
**SECONDER:** Maureen T. Frederick, President  
**AYES:** Maureen T. Frederick, Christopher Smeiles  
**ABSENT:** Tommie Jo Marsilio

RESOLUTION NO. 11-0993 - RE: SET PROPOSAL DATE FOR TRANSPORTATION SERVICES FOR THE DEPARTMENT OF JOB & FAMILY SERVICES.

RESOLVED, that the proposal specifications for the transportation for the Department of Job & Family Services hereby are approved; and be it further

RESOLVED, that sealed proposals, therefore, will be accepted by the Director of the Portage County Office 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 December 14, 2011; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on November 14, 2011, a copy thereof be posted on the bulletin board of the Board forthwith and posted on the County website; 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.

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

RESOLUTION NO. 11-0994 - RE: SET PROPOSAL DATE FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN/ENGINEERING SERVICES FOR THE PORTAGE COUNTY JAIL TANK REPAINT

WHEREAS, the Portage County Water Resources Department has a need for professional design services for professional design/engineering services to paint and metalize potable water storage tanks.

WHEREAS, Professional design/engineering firms submitting qualifications and letters of interest shall be registered with and currently doing business in the State of Ohio; now therefore be it

RESOLVED, that the proposal specifications, for professional design/engineering services for the Portage County Water Resources Department 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 December 12, 2011 ; and be it further

RESOLVED, that the notice of receiving proposals shall be published in the Record Courier on November 14, and November 21, 2011 and a copy thereof be posted on the County's website and 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.

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

**Recessed:** 10:25 Am

**Meeting Reconvened:** 12:51 Pm

Commissioner Marsilio attending at 1:10 Pm

### **BOARD OF ELECTIONS**

Present: Linda Marcial and Faith Lyons

### **Discussion**

Director Marcial and Director Lyons are attending today to discuss the 2012 budget.

### **COUNTY TREASURER**

Present: Steve Shanafelt

**Discussion**

Director Shanafelt is attending today to discuss the 2012 budget

**RESOLUTIONS**

1. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/11-985
2. Approve the wire transfers as presented by the County Auditor./11-986
3. Approve the Journal Vouchers, as presented by the County Auditor./11-987
4. Approve the Then & Now Certification, as presented by the County Auditor./11-988
5. Resolution of support for the city of Ravenna’s application for Federal Transportation Enhancement Program (TEP) funds programmed by the AMATS to complete the construction of the North Chestnut Street sidewalk and declaring an emergency (City of Ravenna)/11-989

Executive Assistant attending to discuss the Law Library candidates Chad Murdock and S. Kim Kohli who both applied for Dennis Zavinski's position on the Law Library Board. The Board agreed the Executive Assistant should send correspondence to the Library Board indicating the Board of Commissioners advertised and received another potential candidate for an interview. Upon further discussion, it was brought up that due to a death, the appointment must be made within sixty (60) days (from September 10, 2011). The Board agreed both candidates are well qualified and appointed S. Kim Kohli to replace Dennis Zavinski on the Board/Resolution No. 11-0995

RESOLUTION No. 11-0985 - RE: BILLS APPROVED AND CERTIFIED TO THE PORTAGE COUNTY AUDITOR FOR PAYMENT.

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 November 10, 2011 in the total payment amount of \$325,227.13 for Funds 0001-8106 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.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Christopher Smeiles, Board Member

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

RESOLUTION NO. 11-0986 - 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 November 10, 2011 in the total payment amount as follows:

1. \$4,993.31 to Take Care by WageWorks, Inc. for processing claims for Medical Mutual; and
2. \$ 88,289.39 to Medical Mutual for claims; and
3. \$ 47,809.56 to Medical Mutual for Admin Fees; 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, November 11, 2011	\$ 4,993.31
Wire Transfer on Friday, November 11, 2011	\$88,289.39
Wire Transfer on Friday, November 11, 2011	\$47,809.56

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.

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

RESOLUTION NO. 11-0987 - RE: APPROVAL OF JOURNAL VOUCHERS/ENTRIES.

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:

11/09/11	596	\$ 45.00
11/09/11	602	13,381.36
11/09/11	598	24,500.00
Total		\$ 37,926.36

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.

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

RESOLUTION NO. 11-0988 - RE: ACCEPTANCE OF THEN AND NOW CERTIFICATIONS FOR PAYMENT.

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 \$4,044.51 as set forth in Exhibit "A" dated November 10, 2011 shall be paid; 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.

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

RESOLUTION NO. 11-0989 - RE: A RESOLUTION SUPPORTING THE CITY OF RAVENNA APPLICATION FOR FEDERAL TRANSPORTATION ENHANCEMENT PROGRAM (TEP) FUNDS PROGRAMMED BY THE AKRON METROPOLITAN AREA TRANSPORTATION STUDY (AMATS) TO COMPLETE THE CONSTRUCTION OF THE NORTH CHESTNUT STREET SIDEWALK, AND DECLARING AN EMERGENCY.

WHEREAS, North Chestnut Street Sidewalk Completion Project is important for providing a safe corridor for the residents of Portage County; and

WHEREAS, the North Chestnut Street Sidewalk Completion Project is a critical component to the City of Ravenna Sidewalk Improvement Plan, which serves many public destinations, including the Ravenna High School, Robinson Memorial Hospital, and the Portage County Nursing Home; now therefore bet it

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

SECTION 1. That the Mayor of Ravenna is hereby authorized to apply for Federal Transportation Enhancement (TEP) Funds programmed by the Akron Metropolitan Area Transportation Study (AMATS) for the following:

- (1) Project Title: North Chestnut Street Sidewalk Completion project;  
Project Description: To continue the existing sidewalk on Chestnut Street north to Loomis Parkway to allow pedestrians a safe location to travel and promote wellness;  
Project Termini: North corner of the Ravenna High School property to Robinson Memorial Hospital; Project Cost: \$118,000

SECTION 2. That the Portage County Board of Commissioners acknowledges and understands the AMATS "Funding Policy Guidelines" and confirms to the best of its knowledge that the information contained in the project application is accurate, that it intends to diligently pursue that project, and that a 20% local share will be provided by City of Ravenna and is required to match federal funds.

SECTION 3. That it is hereby found and determined that all formal actions of the Board of Commissioners concerning and relating to the passage of this Resolution were taken in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were meeting open to the public and in compliance with the law.

SECTION 4. This Resolution is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety convenience and welfare of Portage County and the inhabitants thereof, for the reason that it is to apply for this funding within the next 30 days, and provided that it receives the approval of two-thirds of the members of the Board, shall be in full force and effect from and after its passage and approval; otherwise to be in full force and effect from and after the earliest period allowed by law.

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

RESOLUTION NO. 11-0995

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**RE: APPOINTMENT TO THE PORTAGE COUNTY  
LAW LIBRARY RESOURCES BOARD.**

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

**WHEREAS,** Ohio Revised Code 307.511 establishes the requirements for members of the Law Library Resources Board who shall be residents of Portage County; and

**WHEREAS,** This Board is a public agency that will manage the legal resource needs of the county, including the county law library and have its budget approved by the Board of County Commissioners; and

**RESOLVED,** that the Portage County Board of Commissioners does hereby appoint the following member to an unexpired term beginning immediately and until December 31, 2014:

S. Kim Kohli, Attorney at Law  
8121 Main St.  
Garrettsville, OH 44261

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.

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

**INCOMING CORRESPONDENCE**

1. November 4, 2011 correspondence from Mary Greer, regarding hydraulic fracturing for natural gas. Executive Assistant to send thank you and indicate upon research there is no legal remedy for the Commissioners nor does the Board have any jurisdiction.

**REFERRED**

1. The Board of Commissioners received an Amended Complaint Jury Demand Endorsed Hereon for Case No. CV-11-766002 as presented by the Cuyahoga County Common Pleas Court. Referred to Prosecutor's Office.

## **PROSECUTOR**

1. November 4, 2011 correspondence from Leigh Prugh to Anthony Calabrese III Esq., regarding Aurora Meadows Subdivision./Discussion with Water Resources.

## **PLEASE ADD TO THE AGENDA**

1. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to sign the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter 2011 cash draw request in the total amount of \$86,097 for the EMPG FY11 Grant No. EMW-2011-EP-00003-S01, as presented by the Director of the Portage County Office of Homeland Security and Emergency Management. Documents reviewed by Director Audrey Tillis, Department of Budget & Financial Management with no exceptions noted./Journal Entry.
2. The Board of Commissioners acknowledged receipt of the draw down request of funds using the online grant payment request system from the US Department of Justice for the OVV Enforcement of Protection Orders Grant No. 2007-WE-AX-0048 to reimburse October 1, 2011 through November 4, 2011 expenses for \$29,460.23 as requested by Director Audrey Tillis, Department of Budget & Financial Management./Journal Entry
3. The Board of Commissioners acknowledged receipt of the November 9, 2011 memo from Department of Budget & Financial Management, indicating a draw down request for the OVV Grant to Encourage Arrest Policies and Enforcement of Protection Orders, Grant No. 2007-WE-AX-0048 was submitted on-line for 3<sup>rd</sup> Quarter 2011 as presented by Director Audrey Tillis, Department of Budget & Financial Management./Journal Entry

Commissioner Frederick commented that the County Auditor is questioning the Commissioners' meal reimbursement policy as being contradictory in areas. The Board suggests the Human Resources Department review the policy at its next meeting.

Commissioner Frederick discussed several e-mails she received that surfaced at the Regional Planning Commission's Executive and Full Board Meeting and Business After Hours meeting. She indicated David Shea from Community Action Council inquired about the Board's appointment to the Community Action Council Board. Currently, Steve Shanafelt is the Commissioners' representative on the Board. The Commissioners agreed they would like Steve to continue to serve in this capacity and asks the Executive Assistant to send a thank you to Steve and a letter to David Shea at Community Action Council.

Reporter Mike Sever indicated there is a box that is hanging by a wire at the main entrance on the right hand side. Director Townsend will look into the issue.

## **JOURNAL ENTRY**

November 10, 2011

1. In accordance with the ORC Section 325.07, the Board of Commissioners acknowledged receipt the

Portage County Sheriff's Transportation of Prisoners Report for September 2011.

2. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report and Intake Report for October 31, 2011 through November 6, 2011 for, as presented by Dog Warden Dave McIntyre.
3. The Board of Commissioners signed the payment authorization form for the City of Kent for acquisition of 350 Harris Street, Kent for \$4,000.00 as requested by the Regional Planning Commission. The B-Z-08-1CJ-1 Neighborhood Stabilization Program Housing Development is funding this expense.
4. The Board of Commissioners authorized Commissioner Maureen T. Frederick to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 3 for the OPWC Project No. CGS13 Lovers Lane Reconstruction Project, as presented by the County Engineer's Office.
5. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to sign the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter 2011 cash draw request in the total amount of \$86,097 for the EMPG FY11 Grant No. EMW-2011-EP-00003-S01, as presented by the Director of the Portage County Office of Homeland Security and Emergency Management. Documents reviewed by Director Audrey Tillis, Department of Budget & Financial Management with no exceptions noted.
6. The Board of Commissioners authorized Steve Shanafelt to continue to serve as the Commissioners' representative to the Community Action Council Board of Portage County.
7. The Board of Commissioners authorized the part time permanent hire of Susan Donerty as Administrator of The Woodlands at Robinson effective December 1, 2011 as presented by The Woodlands at Robinson Director Christa Mayes. The Board of Commissioners agreed that this hire is contingent upon the applicant passing a pre-employment physical and drug screen and motor vehicle record check, if applicable.
8. The Board of Commissioners authorized Director Jon Barber, Office of Homeland Security and Emergency Management, to sign the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter 2011 cash draw request in the total amount of \$86,097 for the EMPG FY11 Grant No. EMW-2011-EP-00003-S01, as presented by the Director of the Portage County Office of Homeland Security and Emergency Management. Documents reviewed by Director Audrey Tillis, Department of Budget & Financial Management with no exceptions noted.
9. The Board of Commissioners acknowledged receipt of the draw down request of funds using the online grant payment request system from the US Department of Justice for the OVW Enforcement of Protection Orders Grant No. 2007-WE-AX-0048 to reimburse October 1, 2011 through November 4, 2011 expenses for \$29,460.23 as requested by Director Audrey Tillis, Department of Budget &

Financial Management.

10. The Board of Commissioners acknowledged receipt of the November 9, 2011 memo from Department of Budget & Financial Management, indicating a draw down request for the OVW Grant to Encourage Arrest Policies and Enforcement of Protection Orders, Grant No. 2007-WE-AX-0048 was submitted on-line for 3<sup>rd</sup> Quarter 2011 as presented by Director Audrey Tillis, Department of Budget & Financial Management.
11. The Board of Commissioners approved the following Personnel Requisitions, as presented by the Water Resources Department Director Jeff Lonrick

DEPARTMENT	JOB TITLE	GRADE	ACTION
Water Resources Department	PT Electrician (Replacing Steve Paulus)	Elec/1	Post Internally and Externally

<b>RESULT:</b> ADOPTED [UNANIMOUS] <b>MOVER:</b> Christopher Smeiles, Board Member <b>SECONDER:</b> Tommie Jo Marsilio, Vice President <b>AYES:</b> Maureen T. Frederick, Tommie Jo Marsilio, Christopher Smeiles
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**ADJOURN**

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **November 10, 2011**. There being no further business to come before the Board, it was moved by Christopher Smeiles and seconded by Tommie Jo Marsilio to adjourn the official meeting at 2:01 PM. All in favor, motion carries.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Amy Hutchinson, Acting Clerk

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