

The Portage County Board of Commissioners' regular meeting came to order at 9:35 AM on Tuesday, November 15, 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

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

Motion To: Approve the minutes of the Monday, November 14, 2011 Regular meeting

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

JUDGE GIULITTO

Present: Paula Giulitto, Beverly Lowe and Audrey Tillis

Discussion

Judge Giulitto is attending today to discuss the 2012 budget.

Executive Session

10:00 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider an employee benefits matter and protected health benefits information. Also present: Judge Giulitto and Bev Lowe. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:13 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** 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 no action but noted that the Judge will be moving forward with moving an employee to full-time status immediately.

WOODLANDS AT ROBINSON

Present: Nursing Home Administrator Christa Mayes, Allison Goudy, Human Resources Department Director Karen U'Halie;

Discussion

The Nursing Home Administrator reported a census of 88 plus one with 21 skilled residents.

Ms. Goudy reported that the county car is at the facility. They are collecting insurance cards and checking motor vehicle records. The Board of Commissioners agreed that they would sign blanket approvals to allow staff to travel out of county. Ms. Goudy asked for clarification on taking the county car home. Commissioner Frederick responded that staff should complete the car log and use best judgment when taking the vehicle home. The Nursing Home Administrator noted that Ms. Goudy has been thorough about what is expected from staff when using the county car.

The Nursing Home Administrator will be out of the facility beginning tomorrow but back on November 22nd. She noted that the favored applicant has accepted the Administrator's job with a December 1st start date. The new Administrator will be working in the facility for four days with the Nursing Home Administrator working one day per week. The DON will be on site while the Nursing Home Administrator is out of the facility.

The carpet repair is not completed yet.

Executive Session

10:11 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 **Christopher Smeiles** that the Board of Commissioners move into executive session to consider potential discipline issues and matters protected by law. Also present: Nursing Home, Allison Goudy, Karen U'Halie. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:40 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** 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.

BRIAN KELLEY, ITS CHIEF INFORMATION OFFICER

Director Kelley is attending this morning to talk to the Board of Commissioners about his proposal to replace some of the carpeting in his offices. Mr. Kelley noted that the ITS took some of the old Water Resources Department furniture offered by the Department of Budget & Finance when that department vacated the 3rd floor. Two of his employees will benefit from the donation and the employees will enjoy decent workspace. The carpeting is very old and should be replaced. The Director has had the paneling painted in the past but it needs to be done again. That room would then be fresh and cleaned up with new carpeting. Commissioner Smeiles had sent Mr. Kelley an email this morning about the visit he made with an employee noting that the employee did not have an issue with the current carpeting. Mr. Kelley wants the area cleaned up with new carpeting before moving the large credenzas into the space. Commissioner Marsilio stated that she is fine with the carpet replacement noting that money is tight but potential new employees do come to the 6th floor to visit the Human Resources Department. Room 608 does need new carpet and paint but she would agree with Commissioner Smeiles about doing something with the center area on the 6th floor.

Mr. Kelley responded that if Room 608 is renovated, he could move the equipment from the center area to that area working with Karen U'Halie about how to utilize the space in a cost effective manner. The entire floor is dark and gloomy and needs to be painted. There is little to do except painting and minimal work in the center area and staff needs to take pride in the area.

Commissioner Marsilio asked in terms of storage space, what would a permanent solution look like? Mr. Kelley responded that he was using the Nursing Home as storage but now uses the 6th floor. If Room 608 can be used to store equipment, the department would be okay for now. If that room becomes necessary to use for staff, he would need one room about the same size as Room 608. He added that the purchase of appropriate shelving units would also assist. Commissioner Marsilio suggested that staff look at a more permanent solution using the center area on 6 with shelving and walls.

The Commissioners approved new carpeting for Room 608, and agreed that Mr. Kelley should work with the Human Resources Department Director on repainting and some minimal work in the central area/Journal Entry.

BUDGET & FINANCE

Present: Audrey Tillis

Discussion

OTHER

1. Discussion Item:
 - a. The Director discussed the Travel Reimbursement Request for Department of Budget & Financial Management Staff Joan Lambach. Ms. Lambach attended one day of training which included a meal served at 6:30 PM. The training ended at 6:00 PM and the employee left and ate on the road. The Auditor's Office has refused to pay for Commissioner Frederick noted that the Auditor has suggested that the Board of Commissioners revise their policy on this issue. The Board of Commissioners agreed to sign the employee's reimbursement.

2. Updates

The Director noted that Commissioner Frederick had asked about paying the Regional Planning Commission ¼ of their 2012 dues payment or \$35,000, as requested by the Executive Committee/The Board of Commissioners agreed to make that payment early. Commissioner Frederick noted that it may come up to put off the debt payment since they anticipate difficulty with the budget in December.

Indigent Defense will need additional funds; the Director will check the Maintenance utility budget.

RESOLUTIONS

1. Other Funds Amendments to the Annual Appropriation Resolution/11-1000:
 - Fund 1160, Hazmat Operations - Supplemental, Projected Need
 - Fund 1165, Homeland Security B (SHSP) - Transfer, Projected Need
 - Fund 1201, Motor Vehicle And Gas Tax - Supplemental, Projected Need
 - Fund 1210, Safety Studies - Supplemental, 2011 Guardrail
 - Fund 1416, JFS Kinship Navigator - Supplemental, Anticipated Expenses
 - Fund 1902, Franklin Township Sidewalk - Supplemental, Franklin Twp. Local
 - Fund 4217, Frost Rd Bridge Replcmt - Supplemental, Frost Rd Culvert
 - Fund 4218, Cooley Rd Bridge Replcmt - Supplemental, Cooley Rd
 - Fund 5200, PCS General Administration - Supplemental, Flushing Truck
 - Fund 5316, PCS W Branch Mobile Home Park - Supplemental, Anticipated Expenses

2. Close Fund 4001, Training Facility Range/11-1001

3. Resolution to amend the General Fund Appropriation/11-0997

RESOLUTION NO. 11-0997

- RE: AMENDMENT TO THE GENERAL FUND 2011
ANNUAL APPROPRIATION RESOLUTION
NO. 10-1142 ADOPTED DECEMBER 16, 2010

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

RESOLVED, that it has become necessary to amend the General Fund 2011 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below:

	<i>Increase</i>	<i>Decrease</i>
Fund: 0001 General Fund		
010 Commissioners Other		
00104 Commissioner Other CS	100,000	-
00107 Commissioner Other OE	0	102,300
MEMO TOTAL	\$ 100,000	\$ 102,300

Note: BOC Appr 11/15/2011 Indigent, ITS Carpet, & Domestic Supplies

016 Building Maintenance

00164 Justice Center Maint CS	1,300	-
MEMO TOTAL	\$ 1,300	\$ -

Note: BOC Appr 11/15/2011

550 Domestic Relations

05505 Domestic Relations MS	1,000	-
MEMO TOTAL	\$ 1,000	\$ -

Note: BOC Appr 11/15/11

TOTAL MEMO BALANCE ALL AMENDMENTS	\$ 102,300	\$ 102,300
------------------------------------------	-------------------	-------------------

; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the 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.

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

RESOLUTION NO. 11-1000

RE: AMENDMENT TO THE NON GENERAL FUND
2011 ANNUAL APPROPRIATION RESOLUTION
NO 10-1143 ADOPTED DECEMBER 16, 2010

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

RESOLVED, that it has become necessary to amend the Non General Fund 2011 Annual Appropriation in the amounts and for the purposes set forth in the enumeration shown below:

	<i>Increase</i>	<i>Decrease</i>
Fund: 1160 Hazmat Operations		
930 Emergency Management Agency		
11604 Hazmat Operation CS	7,300	-
MEMO TOTAL	<u><u>\$ 7,300</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

Fund: 1165 Homeland Security B (SHSP)		
930 Emergency Management Agency		
11654 Homeland Security B (SHSP) CS	-	7,000
11655 Homeland Security B (SHSP) MS	7,000	-
MEMO TOTAL	<u><u>\$ 7,000</u></u>	<u><u>\$ 7,000</u></u>

Note: Projected Need

Fund: 1201 Motor Vehicle And Gas Tax		
800 Engineer's Department		
12014 Motor Vehicle/Gas Tax CS	40,000	-
MEMO TOTAL	<u><u>\$ 40,000</u></u>	<u><u>\$ -</u></u>

Note: PROJECTED LOCAL

Fund: 1210 Safety Studies		
800 Engineer's Department		
12104 Safety Studies CS	244,326	-
MEMO TOTAL	<u><u>\$ 244,326</u></u>	<u><u>\$ -</u></u>

Note: 2011 GUARDRAIL

	<i>Increase</i>	<i>Decrease</i>
Fund: 1416 JFS Kinship Navigator		
051 Job And Family Services		
14164 JFS Kinship Navigator CS	45,488	-
MEMO TOTAL	<u><u>\$ 45,488</u></u>	<u><u>\$ -</u></u>

Note: Anticipated expenses

Fund: 1902 Franklin Township Sidewalk		
800 Engineer's Department		
19024 Franklin Township Sidewalk CS	30,000	-
MEMO TOTAL	<u><u>\$ 30,000</u></u>	<u><u>\$ -</u></u>

Note: FRANKLIN TWP. LOCAL

Fund: 4217 Frost Rd Bridge Replcmt		
800 Engineer's Department		
42176 Frost Rd Bridge Replcmt CO	34,500	-
MEMO TOTAL	<u><u>\$ 34,500</u></u>	<u><u>\$ -</u></u>

Note: FROST ROAD CULVERT

Fund: 4218 Cooley Rd Bridge Replcmt		
800 Engineer's Department		
42186 Cooley Rd Bridge Replcmt CO	37,000	-
MEMO TOTAL	<u><u>\$ 37,000</u></u>	<u><u>\$ -</u></u>

Note: COOLEY ROAD

Fund: 5200 PCS General Administration		
060 Water Resources		
52006 Portage County Sewer CO	375,000	-
MEMO TOTAL	<u><u>\$ 375,000</u></u>	<u><u>\$ -</u></u>

Note: Flushing Truck

		<u>Increase</u>	<u>Decrease</u>
Fund: 5316	PCS W Branch Mobile Home Park		
	060 Water Resources		
53166	W Brnch Mobile Home Park CO	39,015	-
	MEMO TOTAL	<u>\$ 39,015</u>	<u>\$ -</u>

Note: Anticipated expenses

TOTAL MEMO BALANCE FOR ALL FUNDS	<u>\$ 859,629</u>	<u>\$ 7,000</u>
-----------------------------------------	-------------------	-----------------

; and be it further

RESOLVED, that the notes of explanation in this resolution are for informational purposes only and are not intended to restrict the expenditure of those appropriated funds to any single purpose. Such funds are for the use of all expenditures that are lawful under the approved appropriation; and be it further

RESOLVED, that a certified copy of this resolution be filed with the 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.

RESULT: ADOPTED [UNANIMOUS]

MOVER: Tommie Jo Marsilio, Vice President

SECONDER: Christopher Smeiles, Board Member

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

RESOLUTION NO. 11-1001 - RE: CLOSING OF FUND 4001, TRAINING FACILITY RANGE

WHEREAS, fiscal activity has ceased in Fund 4001, Training Facility Range, all payments have been made and the Treasurer's Cash Balance is \$0.00; now therefore be it

RESOLVED, that Fund 4001, Training Facility Range is hereby closed; and be it further

RESOLVED, that a certified copy of this resolution be filed with the Portage County Auditor, Portage County Sheriff and the Department of Budget and Financial Management, 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:	Tommie Jo Marsilio, Vice President
SECONDER:	Christopher Smeiles, Board Member
AYES:	Maureen T. Frederick, Tommie Jo Marsilio, Christopher Smeiles

Executive Session

11:23 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider hiring issues. Also present: Department of Budget & Financial Management Director Tillis. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

11:27 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** 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 no action.

11:27 AM COMMISSIONERS RECESSED TO THE SOLID WASTE DISTRICT MEETING

11:40 AM BOARD OF COMMISSIONERS RECONVENED

11:42 AM LUNCH RECESS

1:15 PM MEETING RECONVENED

EMA DIRECTOR

The Director is attending to advise the Board of Commissioners that the 911 Technical Advisory Committee (TAC) met this morning. The Director believes that the Prosecutor's Office should issue a legal opinion regarding a community's ability to tell the 911 system where their calls should be answered. The Board of Commissioners agreed to the need for that request. Commissioner Marsilio stated that the question is, will the Prosecutor answer a question from the TAC and offered to send the question to the Prosecutor from the Board of Commissioners. The Director will get the information to the Clerk to prepare a draft question for Board consideration.

The TAC meets again on December 6th at 10:00 AM at the Kent State Stockdale Building (PD) and

would like a decision from the Prosecutor by that meeting. The TAC continues to review and update the policy manual.

DBFM WORK SESSION

Budget Development FY 2012 Continuing Discussion and Summary.

Executive Session

2:25 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** that the Board of Commissioners move into executive session to consider a compensation issue. Also present: Department of Budget & Financial Management Director Tillis. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

2:40 PM Commissioner Frederick left the Executive Session

3:00 PM Commissioner Frederick attending

3:05 PM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**, seconded by **Christopher Smeiles** 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 no action.

WATER RESOURCES

Present: Jeff Lonzrick and Audrey Tillis

Discussion

Aurora Meadows

The roads have been paved as of Saturday, November 12, 2011. The residents are pleased with the paving. The Board thanked the Director for his efforts. The County Engineer had refused to assist with the project but one of the Water Resources Department employees was able to assist. Fabrizi paid the entire bill but the county will reimburse up to \$25,000.

Request to purchase a Vactor flush truck

The Director noted that the department must perform regular maintenance on the sanitary sewer systems. There are 11 wastewater treatment plants and three water treatment plants that require periodic maintenance of facilities. Currently, during emergency situations, the department dispatches tanker trucks to assist, although those trucks are not designed for pumping down sections of the sewer system. On average, the department spends \$224,000 a year bidding out services that this vehicle and employees will provide. This new vehicle would reduce the response time and provide more efficient service. The Director noted that there is \$115,000 in unused USDA Rural Development grant funds that could be used toward this purchase, as recommended by Kelly Hettick of that office. There is a payback period of four years and the truck should last 16 years; it will be parked in the new O&M Building/Journal Entry.

COUNTY ENGINEER

Present: Mickey Marozzi, Robert Schlagenhauser, and Audrey Tillis

Discussion

The County Engineer is attending today to discuss the 2012 Tax Map budget.

The Board of Commissioners agreed to send a letter to the County Auditor regarding the possible use of REA funds for Tax Map employee pay increases and then look for other funds to support a pay increase for employees like storm water, Water Resources Department, Department of Homeland Security & Emergency Management, cost allocation plan etc.

Commissioner Marsilio asked the County Engineer if there is any way to reduce what is farmed out by his office engineering-wise. Mr. Marozzi responded that it would require additional staff; he has opted to use consultants since he does not have revenue to maintain a constant staff of engineers and a planner, which would take double his budget. It is more efficient to hire consultants on an as needed basis.

MUNICIPAL COURT JUDGES

Present: Kevin Poland, Barb Oswick, Mark Fankhauser, Linda Fankhauser, and Audrey Tillis

Discussion

The Judges are attending today for a 2012 budget discussion.

Judge Fankhauser noted that there is \$8 million in outstanding debt to Portage County in fees for convictions from 1995 - 2008. He is currently citing those people into court to collect that debt. Out of 2000 of Judge Watson's files, beginning on July 15, 2011, he has collected \$45,000. This has increased the postage costs and if the other two Judges go to this process, additional postage funds will be needed.

The Judge noted that the court has assessed a fee for those who do community service that will collect \$70,000-\$80,000 per year for the Adult Probation Department.

The Judges commented that this is a lot of extra work for staff and they need to be rewarded for this extra service to the county. Judge Oswick stated that it would be nice if, we are bringing money in, the staff would enjoy some incentive to do this work. Commissioner Marsilio commended the Judges for finding money; Commissioner Smeiles stated that the Board would love to give all employees an increase due to the tough financial times and the increase to the health benefits. Employees are a priority but the light bills must be paid. He also appreciates the work done by the Judges to find monies.

Judge Poland noted that the Judges want to be fair with the Board of Commissioners and employees and will continue to work with the Board.

Commissioner Marsilio recognized that all of the Judges are residents and taxpayers and it is appropriate for the Judges to express their concerns about departments and added employees.

CLERK OF COURTS

Present: Linda Fankhauser and Audrey Tillis

Discussion

The Clerk of Courts is attending today for a 2012 budget discussion. She proposes uses Auto Title Funds again this year. The Board of Commissioners must continue to work on the full county budget and meets with the Sheriff tomorrow.

Commissioner Smeiles stated that the Clerk of Courts has always been lean and mean budget wise. Director Tillis cautioned the Board of Commissioners and the Clerk of Courts that the Auto Title monies are not a recurring funding source.

RESOLUTIONS

1. Approval of the meeting minutes from the November 14, 2011 regular Board meeting.
2. Approve bills as presented by the County Auditor and reviewed by the Department of Budget & Financial Management/11-0996
3. Approve the Journal Vouchers, as presented by the County Auditor/11-None.
4. Approve the Then & Now Certification, as presented by the County Auditor/11-0998.
5. Resolution to adopt the County Holiday Observation Schedule for the year 2012/11-0999.

RESOLUTION No. 11-0996 - 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 15, 2011 in the total payment amount of **\$709,774.77 for Funds 0001-7219** 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.

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

RESOLUTION NO. 11-0998 - 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 **\$11,229.10** as set forth in Exhibit "A" dated **November 15, 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.

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

RESOLUTION NO. 11-0999 - RE: COUNTY HOLIDAY OBSERVATION SCHEDULE FOR THE YEAR 2012

RESOLVED, that the following holiday schedule be and hereby is adopted for the 2012 calendar year:

HOLIDAY	DATE OBSERVED
New Year's Day	Monday, January 2, 2012
Martin Luther King Day	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Memorial Day	Monday, May 28, 2012

Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Veterans Day	Monday, November 12, 2012
Thanksgiving Day	Thursday & Friday - November 22 & 23, 2012
Christmas	Tuesday, December 25, 2012
New Year's Day	Tuesday, January 1, 2013

;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:	Tommie Jo Marsilio, Vice President
SECONDER:	Christopher Smeiles, Board Member
AYES:	Maureen T. Frederick, Tommie Jo Marsilio, Christopher Smeiles

INVITATIONS

1. Invitation from Citizens for Addiction Recovery and Education for the "Rally for Recovery" event on Friday, November 18, 2011, 6:30 PM on the Courthouse Lawn.
2. Invitation from the Aurora Chamber of Commerce for the 2011 Holiday Party, Awards and Silent Auction on Wednesday, December 7, 2011, ThornCreek Winery & Garden, Aurora.
3. Invitation from Mac Ltt Liquid Tank Trailers for the Grand Opening and Ribbon Cutting ceremony on Tuesday, November 22, 2011, 11:30 AM, 1400 Fairchild Ave., Kent.
4. Invitation from First Merit for the Holiday Reception on Tuesday, December 6, 2011, 5:00-8:00 PM, First Merit Tower Lobby, Akron.
5. Meeting notice from Geauga County for the OPWC District 7 Meeting on Wednesday, November 16, 2011 at the Geauga County Garage, 10:00 AM.

INCOMING CORRESPONDENCE

1. Discussion: Term Sheet for Robinson Memorial Hospital/Hold for a response from Attorney Mike Sharb about the conflict of interest question.
2. November 8, 2011 e-mail from Director Jon Barber, Office of Homeland Security and Emergency Management, regarding Cheseapeake drilling sites/Information only.

3. November 7, 2011 e-mail from Director Joe Dillon, regarding follow up to his Departmental review/Information only.

REFERRED

1. November 9, 2011 correspondence from Karen Carmany, Portage Animal Protective League, requesting funding for the Humane Officer for the 2012 calendar year. Referred to Department of Budget & Financial Management.
2. The Board of Commissioners received a Notice of Voluntary Dismissal of Plaintiff's complaint pursuant to Civil Rule 41 (A)(1)(a) - US Bank vs. Lackne aka Lackner. Referred to Prosecutor's Office and Treasurer's Office.
3. November 9, 2011 correspondence from Jack Madved, Health Department to Solid Waste, regarding the Solid Waste Quarterly Inspection. Referred for the next Solid Waste agenda.

INFORMATION ONLY

1. November 8, 2011 e-mail from Mickey Marozzi, County Engineer, regarding Pierce Road closure, Nelson Township.
2. November 9, 2011 e-mail from Gwen Fischer, regarding well cementing to protect water supplies.

PROSECUTOR CORRESPONDENCE

1. November 9, 2011 e-mail from Leigh Prugh, including correspondence to Anthony Calabrese III Esq. regarding Aurora Meadows subdivision sanitary improvements/Information only.
2. November 8, 2011 e-mail from Leigh Prugh to Joel Holt, Williams, Welser, Kratcoski & Can, LLC, regarding Timberstone subdivision/Information only.

PLEASE ADD TO THE AGENDA

1. November 7, 2011 email from Attorney Denise Smith regarding the additional information about the Sourcing Office/Information only at this time.
2. November 10, 2011 correspondence from Garrettsville Mayor Craig Moser requesting Board consideration of the release of claim upon delinquent taxes for three parcels located in Garrettsville/The Board of Commissioners agreed that they would approve this request after receiving additional information.

JOURNAL ENTRY

1. The Board of Commissioners authorized payment of the invoice for \$8.88 for Apiary services provided during October 2011, as presented by Portage County Apiary Inspector James Just. Documents reviewed by the Department of Budget & Finance with no exceptions noted.
2. The Board of Commissioners acknowledged the receipt of the November 9, 2011 Certificate of the

County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate of Resources, as presented by the Portage County Auditor.

3. The Board of Commissioners authorized payment of the November 8, 2011 Invoice for Professional Services rendered during October 2011 for \$175.00, as presented by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
4. The Board of Commissioners signed the purchase requisition for Mail Finance Inc. for annual CDBG postage for \$120.00, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #08 General Administration will fund this expense.
5. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 2 Final for the OPWC Project No. CGv24 Tallmadge Road Resurfacing Project, as presented by the County Engineer.
6. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Public Works Commission Appendix E Disbursement Request Form and Certification No. 4 for the OPWC Project No. CGU20 Coit Road Bridge Replacement Project, as presented by the County Engineer.
7. The Commissioners approved the purchase of new carpeting and paint for Administration Building Room #608, as requested by CIO Brian Kelley. The Board of Commissioners also agreed that Mr. Kelley should work with the Human Resources Department Director on a recommendation for the shared use of the center area on the sixth floor.
8. The Board of Commissioners accepted Water Resources Department Director Jeff Lonzrick's recommendation and authorized the purchase of a Vactor flush truck through the State Procurement Contact at a cost of \$375,000. Internal Services Director JoAnn Townend to coordinate this purchase.

The Board of Commissioners also authorized the hire of two Water Resources Department employees; 1) Equipment Operator I and 2) a Laborer who will be assigned to operate the Vactor flush truck and associated equipment.

9. After meeting today with Department of Budget & Finance Director Audrey Tillis in an Executive Session, the Board of Commissioners accepted her recommendation and authorized the following part-time hires, contingent upon the applicants passing a pre-employment physical and drug screen and motor vehicle record check, if applicable, effective November 28, 2011:
 - A. Kevin W. Egler as a Data and Budget Entry Clerk, COMOT 4 - Grade B at \$13.08 with an increase to COMOT 4 - Grade A at \$13.74 after the successful completion of a one year anniversary.
 - B. Dawn P. Wilt as a Data and Budget Entry Clerk, COMOT 4 - Grade B at \$13.08 with an increase to COMOT 4 - Grade A at \$13.74 after the successful completion of a one year anniversary.

anniversary.

10. The Board of Commissioners approved the Media Policy for use by the Portage County nursing home The Woodlands at Robinson, as recommended by the Nursing Home Administrator.
11. After meeting in an Executive Session today with The Woodlands at Robinson staff, the Board of Commissioners accepted staff recommendation and agreed to accept the resignation of the following staff members:

- A. David Adkins, LPN, effective November 28, 2011
- B. Elizabeth Kline, Food Service Worker/Cook, effective November 30, 2011

12. The Board of Commissioners signed and approved the following Personnel Requisition, as presented by The Woodlands at Robinson:

DEPARTMENT	JOB TITLE	GRADE	ACTION
The Woodlands at Robinson	LPN (replacement for David Adkins)	LPN 3	Post Internally
The Woodlands at Robinson	Food Service Worker/Cook (replacement for Elizabeth Kline)	FSW 4	Post Internally

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

ADJOURNMENT

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on November 15, 2011. There being no further business to come before the Board, it was moved by Tommie Jo Marsilio and seconded by Christopher Smeiles to adjourn the official meeting at 5:21 PM.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

*

*

*

*