

The Portage County Board of Commissioners' regular meeting came to order at 9:30 AM on Thursday, November 17, 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 November 16, 2011

RESULT: ADOPTED [UNANIMOUS]

MOVER: Christopher Smeiles, Board Member

SECONDER: Tommie Jo Marsilio, Vice President

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

INTERNAL SERVICES

Present: JoAnn Townend

Discussion

Woodlands

The Director held the walkthrough of the facility and has already received one bid. The bid due date is December 7, 2011. However, the financials are still not ready so that date may have to be extended. She reported that firms commented that the facility was in excellent shape and well maintained; most appeared to be very interested. The nursing home financial information has been provided to the firm hired by the Board of Commissioners to prepare the reports by Directors Tillis and Townend, as well as nursing home staff for 2010 and 2011. It appears that the management companies previously hired did not set the staff up to succeed nor leave the financials in good shape.

Commissioner Smeiles advised that Steve Colecchi emailed the Board of Commissioners about the footprint of the area, which includes the road. Mr. Colecchi also contacted JoAnn Townend to advise that the hospital would like the Board of Commissioners to consider future hospital development. Commissioner Smeiles asked if the road is to be sold with the nursing home or not? JoAnn Townend responded that the land use agreement includes the road and the building detailed. Easements would have to be made between the new owner, Coleman and the Veterans, once sold. The bids went out with the building, road and parking lot included in the sale.

Justice Center Heating

The Board of Commissioners hired the K Company for preventative HVAC but that contract expired in December 2010; there is no current contact. The K Company has been going in and out of the Justice Center recently working on a variety of issues. She has an engineer coming in next week to look at the entire system before making a decision as to how to move forward. Should the EOC be on its own

system? The Director noted that, if the EOC cannot be handled as it is an inner area, the engineer will have to look at that piece. If that is the recommendation of the engineer, that will happen. She has asked Director Barber to get her a list of meetings scheduled in the EOC so that she can move the meetings elsewhere due to the heating issue. Meetings should not be scheduled until the heating issue is resolved. The space heaters at the EOC to warm the area are not an issue as long as they are an approved item.

Commissioner Smeiles asked if it is possible to temporarily bypass the computer to get heat? The Director replied that county HVAC employee Brian Walinski goes to the Justice Center every morning to check the system to be sure the heat is working. Maintenance confirms that the Jail is heated and the Director has asked Major Missimi for detailed listing of areas that he says are either too hot or too cold.

Riddle Block

Commissioner Smeiles had sent an email to the Director regarding the Riddle Block. There were bids and or contracts to renovate the area over Bar 10, outside improvements and repair. The Director noted that the repairs/improvements must comply with city of Ravenna historical requirements.

Commissioner Marsilio asked if there is a way to get an exception or variance to the city policy requiring the use of certain windows, etc. The Director responded that Architect Ted Manfrass may be the perfect candidate to work with on this project since his office is in the City. She also suggested that the Board of Commissioners send a letter to the city to ask if there is a possibility of a variance.

Commissioner Marsilio suggested that the Board quantify the window replacement, bricks, etc at regular cost vs. the cost to comply with historic requirements since we do not have that information currently. The Director replied that the architect would provide a preliminary cost estimate. The Board could decide whether to move forward in 2012.

Commissioner Frederick suggested that the Board look at all capital projects for cost and urgency and then prioritize the list. She also noted that the Board of Commissioners must decide how we will pay for any or all of this; bond issue? The Director suggested that the Board of Commissioners get someone involved that could cost that out for the Board of Commissioners and then prioritize. The Director believes that the Records Center, Riddle Block, and Justice Center are the worst buildings. The Administration Building and the court house need work but are not as in need as the first three. Commissioner Marsilio asked that the Director get a basic list ready for Board of Commissioners consideration - general maintenance with a balance between the 1999 report without spending money to create that list. What can we do in house? What must be hired out?

Commissioner Frederick pointed out that the energy conservation project initially undertaken by Honeywell that the Board has received bids for must be coordinated with this list so the Board does not spend money twice. Director Townsend responded that energy conservation could also be window replacement, for example, as well as electric savings etc.

Kent Courthouse

The Director stated that Commissioner Smeiles had sent an email out with the following questions:

1. Commissioner Smeiles asked if Don Trocchio is “on board” yet for the survey? He noted that one of the first things needed for the architect is a boundary survey. This needs to include a “topo” and “Utilities” identified on the map/Director Townend to get several quotes since the Judges will require that.
2. Commissioner Smeiles asked if there is any progress with Ruhlin Company and the construction management contract/Ruhlin is still reviewing the contract with their legal staff. They have talked with the architect already to get an idea of the building size.
3. Who is checking on the Environmental Phase One and Phase Two for the site/The Director is assuming that the purchaser will have these completed. If not, the Board of Commissioners would have to have them done. Commissioner Frederick asked, if it is customary for the current owner to pay, why would the county pay? The Director responded that the Board needs to know the condition of the property before taking ownership. Commissioner Smeiles added that there was a gas station on the site at one time and the tanks were removed; BUSTR should have that report on file. The Director agreed to contact BUSTR to get a copy of that report if the current owner does not have a copy.

The Board of Commissioners agreed that they do not want the site if it is not “clean” and if there is an issue with one of the current tenants. Commissioner Marsilio noted that she does not want to spend money on a lot that the county does not own.

4. What is the status of the “soil boring” contract/Director Townend has four proposals in hand and is ready to move as soon as we are ready. Commissioner Smeiles suggested that we choose the firm and open the PO to be ready to move forward. Commissioner Smeiles noted that time is of the essence adding that PARTA needs to reduce their project due to the higher pricing that came in due to the delay of the project.
5. Have we received approval from the Judges to expend the above monies? Let’s work out a system where we don’t need to bother the judges on every invoice but instead a “blanket” approval like we are doing with the architect contract.

Maintenance Salary

The Director reported that there is about \$20,000 in the Maintenance salary line that could be moved into the Maintenance repair line to redo a coil at the Justice Center at a cost of \$6,000/Journal Entry

Energy Conservation Project

Commissioner Smeiles commented that the Board of Commissioners has the four proposals for the energy conservation project and asked if Honeywell can bid since they performed the initial assessment. Honeywell redacted the Portage County information, which they considered to be a trade secret, from the report they issued that was given to the other firms. He asked if the other firms should be allowed to come in to make the same assessment. The Director responded that the Board of

Commissioners issued an RFQ and not an RFP so that the Board could consider the firm's qualifications and not a proposal. She does not believe that there is an issue since the intent is to contact clients listed to see if the anticipated savings were realized and if the client saw results. The feedback comes from the references and/or clients.

HUMAN RESOURCES

Present: Karen U'Halie, Jeff Lonzrick, Michelle Ripley

Discussion

1. The Board of Commissioners asked the Director to review their Travel & Expense Reimbursement Policy to see if the Board should revise that policy. Commissioner Smeiles pointed out that the Auditor believes that she is the final word on what reimbursements are approved. Commissioner Frederick stated that the Auditor is simply trying to comply with the requirements within the Commissioners' policy. For example, an employee recently purchased dinner on the road after a conference when a meal was provided. Therefore, the Auditor should not pay for a meal; Commissioner Frederick understands the auditor's concerns that there is a policy. Commissioner Smeiles replied that the request for reimbursement came before the Board of Commissioners and the Board approved the request. Once approved, the Auditor should not question that approval. If the Auditor and staff become less selective about reimbursements for all other departments then perhaps he would reconsider a policy revision.

Commissioner Frederick stated that this conversation is not about the Commissioner Smeiles luncheon but is about another employee or two that purchased meals when a meal was provided when the seminar/training was paid for. The Board of Commissioners' policy does not allow reimbursement in that case. Commissioner Marsilio stated that, if there is a good reason for the purchase of a meal, then the Board should consider reimbursement. She added that she intends to methodically review the Board of Commissioners' Personnel Policy Manual to see if there should be changes made.

Commissioner Smeiles stated that the Auditor is attempting to micro manage the Commissioners' Departments and requests a policy change to assist in that micro managing. Commissioner Frederick responded that she might also be trying to avoid an audit finding. Commissioner Smeiles would prefer not to revise the policy at this time; Commissioner Marsilio agreed noting that she intends to have the Policy Manual review done by January 2012 for a Board discussion.

2. Position Descriptions

The request today is for approval of the following:

- a) New position - Safety & Training Supervisor to comply with training and OSHA requirement as a countywide position under the Human Resources Department
- b) Revised - Safety & Loss Control Coordinator will remain as a DAT 5 with revised duties

Director U'Halie has worked with Water Resources Department Director Jeff Lonzrick and Michelle Ripley to create the two revised job descriptions. There is an MCO and TPA in place but the Safety and Loss Control Coordinator (SLCC) still spends lots of time managing these claims. The current SLCC cannot spend time on some of the duties in the current position job description

Commissioner Marsilio responded that many counties have a full-time person to manage claims in house, which assists in saving the county money repeatedly. The claims are managed in-house best. She commended staff on the work that is done currently.

The Director noted that Michelle Ripley's focus is on Workers Comp, etc. and she is invaluable in the coordination of Workers Comp issues.

Commissioner Marsilio asked how the new position would be funded. Director U'Halie responded that the Workers Comp fund should not pay entirely for the new position and most elected officials will not use the person specifically. Commissioner Marsilio asked how many departments this new person could provide service for. How much can one person do? Will the Water Resources Department use this person 100% of the time? Jeff Lonzrick responded that the Water Resources Department could use a person 100% of the time or at least 80% of the time. Director U'Halie added that the new employee will spend 50% out of the office in training and working with departments and elected officials.

Michelle Ripley stated that she was not prepared to discuss the issue today since she is attending for an AED use discussion, but stated that Workers Comp is a confusing issue. Relying upon the TPA or MCO does not allow in-house management. She has Directors asking for advice and is third in line for the PIC line. She is not certain how the position of the SLCC could make less money than the new position, which has been factored as a supervisor. Director U'Halie responded that the position is a supervisor to allow the person to shut down a job site.

Commissioner Smeiles stated that this is the third time that the Board of Commissioners has discussed this and has asked the Director to prepare this job description. The Water Resources Department needs this position to train staff on a number of issues ASAP. The County Engineer would also take advantage of this position if it became available and make payment for those services. Commissioner Smeiles would support a countywide position at a cost of \$40,684-\$47,000, which is job target since employee safety is critical. He would add the objective that the county should be working toward maintaining OSHA requirements. He thinks that there is a need for two people. Commissioner Frederick knows that the Board of Commissioners has talked about this several times but needs to review the information and then consider at a later date. Commissioner Smeiles responded that there would be one new position and a revision of the duties for the current SLCC to include different duties. The two positions will work together to provide office and field coverage.

Commissioner Smeiles stated that the Water Resources Department would pay for a portion of the new employee based on the use of the employee. The job starts at \$40,684 plus benefits but today's market will not provide any applicants at that rate. She noted that \$47,860 is job worth plus benefits; the maximum is \$56,000. Commissioner Frederick wants to know the dollar commitment before deciding; the Board of Commissioners agreed.

Commissioner Smeiles stated that any accident would cost the Board of Commissioners more than that salary. Commissioner Marsilio stated that the Board of Commissioners must decide how much to post to pay before moving forward. Director U'Halie could not recommend hiring into this position at the high end of the scale since the Board must look at who this person will be supervising.

Michelle Ripley stated that her current salary does not include responsibility for being in the PIC line and the use of AEDs on a weekend. She does not believe that this new employee should make more than she is currently making. She added that former SLCC Jim Hale made much more than her within several years when she has been here for six years and is not making as much.

Commissioner Marsilio commented that the Board needs someone to write policies as well as to enforce policies. She would like the Water Resources Department to pay for at least 1/2 of the salary but would like to review the proposed job descriptions. She would also like to review the current SLCC job description in light of the information and comments provided today by Michelle Ripley.

Commissioner Smeiles suggested that the Board of Commissioners read the draft job descriptions and make a decision on December 1st during the Human Resources Department meeting.

AED Discussion

Jeff Lonzrick left the meeting at 11:30 AM

Karen U'Halie and Michelle Ripley

The SLCC would like to readdress the County's AED Standing Orders and duties applicable to the Safety and Loss Control Coordinator. Medical Director Dr. Raub wants to meet and discuss the event each time the AED is used. He does not want to read about the use of an AED in the paper. The departments affected since they are 24/7 operations are the Sheriff, Nursing Home and Juvenile Detention Center.

Ms. Ripley noted that she is learning of events by reading of them in the paper or hearing about the incidents 10 days later. The Medical Director is not comfortable signing the AED orders after the fact. This is the SLCC issue as well as the Medical Director's issue. Either the facility as an on-site coordinator to work with the Medical Director or the SLCC could be assigned to work weekends.

The takeover would be responsible for the supplies; maintenance etc. and Michelle Ripley would be removed. She asked the Sheriff and Captain Ricky Neal about taking this on - but they have cancelled

three different meetings. The question is either designate someone on-site and take over or cooperate with Dr. Raub and Michelle Ripley. The Board of Commissioners agreed to send a letter to the Sheriff about this issue.

11:55 AM LUNCH RECESS

1:26 PM MEETING RECONVENED

INTERNAL SERVICES

Present: JoAnn Townend

Discussion

The Internal Services Director is attending today to provide the Board of Commissioners with her departmental review of Microfilm, Motor Pool, Maintenance, Purchasing, Internal Services and Building Department.

JOB & FAMILY SERVICES

Present: Judee Genetin

The Director noted that she has no issue with the Board of Commissioners approving the request from the Village of Garrettsville to release the back taxes due in the amount of \$406. The Board approved that request by Journal Entry today.

Executive Session

2:40 PM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** that the Board of Commissioners move into executive session to consider compensation and employment issues. **Also present:** JFS Director Judee Genetin. Roll call vote: Christopher Smeiles, Yea; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

3:00 PM Upon conclusion of the above referenced discussion, it was moved by **Christopher Smeiles**, seconded by **Tommie Jo Marsilio** 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.

BOARD COMMENT

Commissioner Marsilio stated that the Board of Commissioners has been working on the possible restructuring of their departments. She encouraged the Commissioners to be serious about leadership and streamlining to move the restructuring of the Board's departments forward. She asked that the Board plan to make a decision as early as next week.

Commissioner Frederick responded that she made the original suggestion that the Board of Commissioners consider streamlining and restructuring of the Boards' Departments. However, she would like to finalize the look at the entire budget picture of county needs and savings. No matter

2. \$ 650.00 to Take Care by WageWorks, Inc. for admin fees for Medical Mutual;
and

as set forth in the Accounts Payable Warrant Report on file in the office of the Portage County Auditor; and be it further

RESOLVED, that the Board of Commissioners authorizes the wire transfer for the charges relating to health benefits, as presented by the Portage County Auditor's Office:

Wire Transfer on Friday, November 18, 2011 \$ 161,762.14

Wire Transfer on Friday, November 18, 2011 \$ 650.00

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. 11-1004 - 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:

11/17/11	946	\$ 11,494.71
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11/17/11	943	16,194.01
11/17/11	944	13,841.43
11/17/11	945	143,514.00
11/17/11	942	3,704.60
11/17/11	939	24,009.00
11/17/11	833	690.42
Total		\$ 213,448.17

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. 11-1005 - 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 **\$125.00** as set forth in Exhibit “A” dated **November 17, 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: Christopher Smeiles, Board Member SECONDER: Tommie Jo Marsilio, Vice President AYES: Maureen T. Frederick, Tommie Jo Marsilio, Christopher Smeiles
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INCOMING CORRESPONDENCE

1. Discussion: Term Sheet for Robinson Memorial Hospital/Holding for information from Attorney Mike Sharb.
2. Discussion: AED program/The Board of Commissioners discussed this issue today with the Human Resources Department Director and SLCC coordinator.
3. Discussion: (1) Station 30 sign (2 versions: Block & Script); (2) Overhead garage doors, as presented by Homeland Security and Emergency Management Office Director Jon Barber/The Board of Commissioners agreed that the Director should get quotes for alarming and/or cameras for this site before the Board considers approval of this purchase. The Board hopes that there would be EMA monies to fund this purchase
4. November 16, 2011 e-mail from Dave Vaughan, Neighborhood Development Services, regarding an Aurora renovation/The Board of Commissioners agreed to ask the Neighborhood Development Services, Inc. to contact the resident and explain the waiver process one more time.
5. Discussion: The Board of Commissioners agreed to confirm a photo at the Eberly Road bridge at 8:45 AM on Tuesday, November 22, 2011.

REFERRED

1. The Board of Commissioners received a notice regarding a filing entitled Plaintiff's Response to reply of Defendants Motion for Protective Order as presented by the Cuyahoga County Common Pleas Court. Referred to Prosecutor's Office.
2. November 9, 2011 correspondence from Patricia Carey, Western Reserve RC&D Council, regarding a member at large position to the RC&D council. Referred to Executive Assistant.

INFORMATION ONLY

1. The Board of Commissioners received a News Release entitled NACO applauds 3% withholding tax repeal as presented by NACo.

PLEASE ADD TO THE AGENDA

1. Garrettsville Village acquired the property located at 8143 Main Street in Garrettsville through forfeiture by way of a delinquent tax foreclosure action filed on behalf of the Portage County Treasurer in Portage County Common Pleas Case No. 2008-CV-805.

According to Village Solicitor Michelle Stuck regarding the request from the Village of Garrettsville for the release of \$1,035.54 in delinquent property taxes on three parcels forfeited to the Village/Journal Entry.

A. There are three parcels associated with this request:

19-001-00-00-166-000 - \$55,833.52 prior delinquency

19-001-00-00-169-000 - \$27,876.19 prior delinquency

19-001-00-00-170-000 - \$ 8,085.31 prior delinquency

B. There are nine parties to this request. Response to move forward *must be unanimous*:

1. Board of Commissioners (\$1,035.54)
2. Department of Job & Family Services - (Children Services Levy -\$446.36)
3. Portage County Health Department
4. Mental Health and Recovery Board
5. Portage County Board of Developmental Disabilities (PCBDD)
6. Garrettsville EMS
7. Garrettsville Fire Department
8. Maplewood
9. Garrettsville Schools

C. In accordance with ORC 5722.21, the Village asks each taxing authority to agree to relinquish its claim on the delinquent monies. Once all nine parties agree, the Village will provide copies of the releases to the Portage County Auditor, Prosecutor, Treasurer and any other appropriate authority to move forward.

D. Portage County Assistant Prosecutor Chad Hawkes has been working with Attorney Stuck and can answer any questions that the Board of Commissioners has.

2. November 16, 2011 email from Attorney Leigh Prugh including a draft agreement for the Timberstone Subdivision/The Board of Commissioners will discuss this issue with Attorney Prugh next week.
3. November 17, 2011 email from SLCC Michelle Ripley asking if the Board of Commissioners would like to continue the POWOW program for another eight weeks/Journal Entry.

JOURNAL ENTRY

1. The Board of Commissioners authorized payment of the November 8, 2011 Invoice for Professional Services rendered during October 2011 for \$175.00, as requested by Clemans Nelson & Associates, Inc. and approved by the Human Resources Department Director Karen U'Halie.
2. The Board of Commissioners acknowledged the receipt of the Kennel Disposition Report and Intake Report for November 7, 2011 through November 13, 2011, as presented by Dog Warden Dave McIntyre.
3. The Board of Commissioners signed the payment authorization form for Emerald Environmental for Specifications Preparation Services for 5795 Lakewood Road, Ravenna for **\$2,500.00**, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #03 is funding this expense.
4. The Board of Commissioners signed the payment authorization form for Coleman Professional Services for tree services at 133 Vine Street in Ravenna for **\$240.00**, as presented by the Regional Planning Commission. The B-F-10-1CJ-1 Formula Grant Activity #02 is funding this expense.
5. The Board of Commissioners acknowledged the receipt of the November 15, 2011 Amended Certificate of Estimated Resources for the year beginning January 1, 2011, as submitted by the Portage County Budget Commission (cc: Department of Budget & Financial Management).
6. The Board of Commissioners authorized Commissioner Frederick to sign the release of the Portage County claim upon the delinquent real property taxes of \$1,035.54 currently owed and the release of the Portage County Department of Job and Family Services Children Services Agency claim upon the delinquent real property taxes of \$446.36 currently owed for the following three (3) Portage County Parcel Numbers, as presented by the Village of Garrettsville:
 - A. 19-001-00-00-166-000
 - B. 19-001-00-00-169-000
 - C. 19-001-00-00-170-000

The Board of Commissioners noted that the Village acquired the property located at 8143 Main Street in Garrettsville through forfeiture by way of a delinquent tax foreclosure action filed on behalf of the Portage County Treasurer in Portage County Common Pleas Case No. 2008-CV-805. In accordance with ORC 5722.21, the Village asks each of the nine taxing authorities to agree to relinquish its claim on the delinquent monies. Once all nine parties unanimously agree, the Village will provide copies of the releases to the Portage County Auditor, Prosecutor, Treasurer and any other appropriate authority to move forward.

7. The Board of Commissioners accepted the Internal Services Director's recommendation and authorized the transfer of \$20,000 from the Maintenance Department salary line to the Maintenance Department repair line for a coil repair at the Justice Center, which will cost \$6,000. The Department of Budget & Finance to prepare the necessary resolution.

8. On August 11, 2011, the Board of Commissioners accepted the recommendation of the Human Resources Department and authorized the Safety Loss Control Coordinator (SLCC) to offer Sheriff's Department employees a "Power On Weight Off Workout" Program at the Ravenna Athletic Center (RAC). This was an eight week program requiring two sessions per week. The SLCC noted that the Safety Budget would be used to pay for this Program and not the General Fund. The Board of Commissioners also agreed to authorize the purchase of a commercial treadmill for use at the Justice Center with a review of its use in six and twelve months to determine its effectiveness, also to be paid for from the Safety Budget.

On September 6, 2011, the Board of Commissioners authorized the purchase of two TRX (rubber band suspension systems) at \$189.00 each, Kettle Bells at an estimated cost of \$400.00, and a treadmill from Woodway Sales at \$7,600.00 to include shipping and assembly for a total cost of an estimated \$8,378.00. These items are to be used to update the wellness and fitness Power On Weight Off Workout Program onsite at the Justice Center. The Board also agreed to authorize employee participation in the onsite program without a RAC membership for a \$10.00 fee to offset costs. The Safety Budget will be used to pay for this Program.

Today, the Board of Commissioners agreed to continue the on-site program at the Justice Center for an additional eight weeks at a cost of \$1,500. Each participant will be assessed a one-time fee of \$10.00 to offset costs. The Board of Commissioners noted that the BWC Safety Budget will be used to pay for this extended Program.

9. After meeting today in an Executive Session with JFS Director Judee Genetin, the Board of Commissioners approved that following job descriptions:

- A. PCSA Supervisor - Support Services as a MGT 04 (revised)
- B. JFS Administrative Secretary as a DAT 03 (new position)
- C. Employment Services Counselor (One-Stop) (revised)
- D. CSEA Attorney as an ATTM 02 (revised)
- E. Fiscal and Personnel Specialist as a DAT 04 (revised)
- F. Business Service Representative as a DAT 04 (new position)

10. The Board of Commissioners signed the Personnel Action Form authorizing the reclassification of Sharon Spence from a PCSA Administrative Assistant to the PCSA Supervisor - Support Services as an MGT 4 at \$18.66/hour, effective November 21, 2011, as presented by JFS Director Judee Genetin.

11. The Board of Commissioners signed and approved the following Personnel Requisition, as presented by the JFS Director Judee Genetin:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Department of Job & Family Services	Administrative Secretary	DAT 03	Post Externally

RESULT: ADOPTED [UNANIMOUS]
MOVER: Christopher Smeiles, Board Member
SECONDER: Tommie Jo Marsilio, Vice President
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 17, 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 3:10 PM

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

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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