

The Portage County Board of Commissioners' meeting came to order on Tuesday, December 6, 2011 at 8:50 AM with the following members present:

Attendee Name	Title	Status	Arrived
Maureen T. Frederick	President	Present	
Tommie Jo Marsilio	Vice President	Present	
Christopher Smeiles	Board Member	Absent	10:24 AM

Also attending throughout the day: Hank Dunckel.

Minutes Approval

Motion to approve the minutes of the December 1, 2011 Board meeting:

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

PUBLIC COMMENT PERIOD

Jake McConnell, Fair Contracting staff of the Laborers-Employers Cooperation and Education Trust, is attending today to discuss the program targeting smaller bridge projects. Projects for consideration are under \$325,000 with a discount for smaller contractors to grow their business. The Board of Commissioners encouraged Mr. McConnell to contact the County Engineer to discuss this opportunity.

There is also money set aside by the Trust to assist in subsidizing the other projects, such as masonry projects. Commissioner Marsilio responded that the Board of Commissioners may be interested in the funding when they decide how to move forward with renovations and repairs to county facilities. Hank Dunckel suggested perhaps the facade of the new Kent Courthouse could be a project. Mr. McConnell pointed out that target funds can be used for anything.

The Board suggested that Mr. McConnell also contact the Township Trustees Association.

Mr. McConnell also commented that he is involved in pre-bid and pre-job meetings for shale projects as the laborers will be doing 60% of the work; ground work, concrete, etc.

Commissioner Marsilio replied that one of the criticisms of fracking is that the jobs created will be low skilled jobs. Mr. McConnell disagreed noting that the companies should be using local laborers.

He commented that Chesapeake Energy plans to build a \$40-50 million office facility in Canton area. Commissioner Frederick suggested that someone should contact Chesapeake to see if they are willing to build in Portage County.

Commissioner Frederick asked how many laborers live in Portage County; Mr. McConnell to find out and email the Board of Commissioners.

Commissioner Frederick asked if there is any outreach to veterans to recruit or present opportunities for those returning from service. Mr. McConnell to contact the Statewide Apprenticeship Coordinator to respond to that question.

Commissioner Marsilio commented that the perception is that if union labor is used, project costs are increased. She thanked Mr. McConnell for the outreach noting that her goal is to spend as little as possible to do a job appropriately. Balancing both is tricky. She added that this seems to be a great program. Mr. McConnell added that higher wages do not result in higher project costs but these projects do create jobs. Wages are only 20-25% of a project.

Laborers are trained at the Drexel Thrash Training Center in Howard, Ohio. Commissioner Marsilio would like to tour that facility to see what the Trust does. She will make that plan for January 2012.

BUDGET & FINANCE

Present: Audrey Tillis

Discussion

Director Tillis is attending to discuss the FY2012 budget.

Commissioner Frederick noted that she feels strongly that the seniors need the Center and would hope the Board could find other options to fund it - perhaps Title XX monies through the Department of Job & Family Services.

Commissioner Marsilio commented that the Board needs to discuss the support for the Portage Development Board. Commissioner Frederick agreed. Director Tillis will pull the support for 2012 now for reconsideration by the Board of Commissioners in the future.

Commissioner Frederick noted that the Adult Probation budget is a high priority for her as it was one of the only entities in the court system that laid off staff. She is concerned with the state requirements that must be met by that department. The Board will look at the department's request after the carryover is established.

The Board agreed that the Director is to proportionately take the remaining \$500,000 across the board from each department as a temporary adjustment to balance the 2012 budget. Commissioner Marsilio and Commissioner Frederick agreed to make the reductions agreeing that the \$500,000 goes directly back from where it came after the carryover is established.

The Director will prepare the final draft of the budget for Board review and then the Board will consider the adoption of the final 2012 budget on December 15th.

OTHER

1. Journal Entry Approval(s)

- a. Processing JV to Move Expenditures from General Fund to Internal Service Fund/Journal Entry
- b. Centralized Accounting Services Journal Voucher - Board Approval by Journal Entry is not necessary
 - i. CASBOC11302011
 - ii. CASSWD11302011

2. Updates

Park District Loan Extension Request - Commissioner Frederick would be in favor of accepting \$10,000 in 2011 and then extending the repayment term for the remaining \$57,000. Commissioner Marsilio would not be in favor of accepting only the \$10,000 payment but would prefer that the District repay the entire \$67,000 owed to the General Fund, since the money is currently due. Commissioner Frederick noted that she has worked with the Park District and they have also met their obligations in the past. The Board agreed to hold this issue for Commissioner Smeiles to comment.

3. Resolutions

- 1. General Fund Amendments to the Annual Appropriation Resolution/11-1070:
 - a. Commissioner Other, Transfer - RPC FY 2012 Dues and DBFM Internal Service Charge
 - b. Auditor, Transfer - Projected Need
 - c. Clerk of Courts, Transfer - Projected Need
 - d. Budget Commissioner, Transfer - Projected Need

- 2. Other Funds Amendments to the Annual Appropriation Resolution/11-1071:
 - a. 1019, Tax Certification Admin - Supplemental - Supplemental, Projected Need
 - b. 1201, Motor Vehicle And Gas Tax - Transfer, Projected Need
 - c. 1410, Job and Family Services - Transfer, Projected Need
 - d. 5200, PCS General Administration - Supplemental, Projected Need
 - e. 7001, Central Print Shop - Supplemental, Adj to Projected Revenues
 - f. 7040, Centralized Accounting Services - Transfer - Projected shortage
 - g. 8105, Sheriff Gifts & Donations DARE - Supplemental - Projected Need

- 3. Cash Advance Repayment from Fund 1330, Dog and Kennel to Fund 0001, General Fund/11-1072
- 4. Transfer from Fund 0001, General Fund to Fund 7001, Central Print Shop/11-1073
- 5. Transfer from Fund 0001, General Fund to Fund 7002, Central Vehicle Maintenance/11-1074
- 6. Other Adopt the Fee Schedule of Chargeable Services for the Portage County Centralized Accounting Services/11-1075

RESOLUTION NO. 11-1070

- 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 Maureen T. Frederick 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:

		<u>Increase</u>	<u>Decrease</u>
Fund: 0001	General Fund		
	010 Commissioners Other		
00104	Commissioner Other CS	64,500	-
00107	Commissioner Other OE	0	44,500
00109	Commissioner Other ME	0	20,000
	MEMO TOTAL	<u><u>\$ 64,500</u></u>	<u><u>\$ 64,500</u></u>

Note: RPC FY 2012 Dues DBFM Internal Serv Chrg

	100 Auditor		
01104	Auditor Financial Managmt CS	395	1,335
01105	Auditor Financial Managmt MS	1,086	-
01114	Auditor Personal Property CS	700	-
01124	Auditor Real Property CS	14	-
01125	Auditor Real Property MS	0	673
01154	Auditor Weights & Measures CS	18	-
01155	Auditor Weights & Measures MS	127	393
	MEMO TOTAL	<u><u>\$ 2,340</u></u>	<u><u>\$ 2,401</u></u>

Note: Projected Need

	500 Clerk of Courts		
05004	Clerk Common Pleas Ct CS	4,000	-
05005	Clerk Common Pleas Ct MS	0	4,000
	MEMO TOTAL	<u><u>\$ 4,000</u></u>	<u><u>\$ 4,000</u></u>

Note: Projected Need

	<i>Increase</i>	<i>Decrease</i>
913 Budget Commission		
09135 Budget Commission MS	61	-
MEMO TOTAL	<u><u>\$ 61</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

TOTAL MEMO BALANCE ALL AMENDMENTS	<u><u>\$ 70,901</u></u>	<u><u>\$ 70,901</u></u>
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; 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.

Roll call as Follows:

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

RESOLUTION NO. 11-1071

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 Maureen T. Frederick 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:

	<u>Increase</u>	<u>Decrease</u>
Fund: 1019 Tax Certification Admin		
200 Treasurer		
10194 Tax Certification Admin CS	896	-
MEMO TOTAL	<u><u>\$ 896</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

Fund: 1201 Motor Vehicle And Gas Tax		
800 Engineer's Department		
12015 Motor Vehicle/Gas Tax MS	25,000	-
12016 Motor Vehicle/Gas Tax CO	-	25,000
MEMO TOTAL	<u><u>\$ 25,000</u></u>	<u><u>\$ 25,000</u></u>

Note: Projected Need

Fund: 1410 Job And Family Services		
051 Job And Family Services		
14104 Job & Family Services CS	-	15,000
14105 Job & Family Services MS	15,000	-
MEMO TOTAL	<u><u>\$ 15,000</u></u>	<u><u>\$ 15,000</u></u>

Note: Projected need

Fund: 5200 PCS General Administration		
060 Water Resources		
52004 Portage County Sewer CS	100,000	-
MEMO TOTAL	<u><u>\$ 100,000</u></u>	<u><u>\$ -</u></u>

Note: Projected Need

		<i>Increase</i>	<i>Decrease</i>
Fund: 7001	Central Print Shop		
	<i>013 Central Print Shop</i>		
70013	Central Print Shop Fringes	-	7,418
70014	Central Print Shop CS	-	1,948
70015	Central Print Shop MS	4,210	-
7001D	Central Print Shop Full Time	-	9,844
	MEMO TOTAL	<u><u>\$ 4,210</u></u>	<u><u>\$ 19,210</u></u>

Note: Adj to Projected

Fund: 7040	Centralized Accounting Service		
	<i>011 Budget & Financial Management</i>		
70405	Centralized Accounting Serv ME	-	500
70406	Centralized Accounting Serv CO	500	-
	MEMO TOTAL	<u><u>\$ 500</u></u>	<u><u>\$ 500</u></u>

Note: Projected shortage

Fund: 8105	Sheriff Gifts & Donations DARE		
	<i>700 Sheriff's Department</i>		
81054	Sheriff Gift Donation DARE CS	-	665
	MEMO TOTAL	<u><u>\$ -</u></u>	<u><u>\$ 665</u></u>

Note:

TOTAL MEMO BALANCE FOR ALL FUNDS	<u><u>\$ 145,606</u></u>	<u><u>\$ 60,375</u></u>
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WHEREAS, the remaining balance owed by the Dog and Kennel, Fund 1330 at December 26, 2007 was \$274,401.34, and

WHEREAS, according to Resolution No. 07-1243 the Board reclassified the remaining debt as a cash advance and \$15,401.34 shall be repaid in FY 2008 and the remaining \$260,000.00 shall be repaid on or before December 31st each year starting in FY 2009 for the next thirteen (13) years in equal payments of \$20,000.00, and

WHEREAS, the initial payment stated in Resolution No. 07-1243 was amended and approved by Resolution No. 08-1229 to be \$14,401.34 (\$274,401.34 - \$260,000.00), and

WHEREAS, the remaining 13 payments were set for \$20,000.00 each year starting in FY 2009; now therefore be it

RESOLVED, that the FY 2010 cash advance scheduled repayment of \$20,000.00 (3rd of 13) be authorized as follows:

FROM:
FUND 1330, DOG & KENNEL
 ORGCODE - 13300459
 Debit Expense Account
 Object 921000 - Advance-Out Returns \$ 20,000.00

TO:
FUND 0001, GENERAL FUND
 ORGCODE- 00100002
 Credit Revenue Account
 Revenue Source 291000 - Advance-in- Repayment \$ 20,000.00

and be it further

RESOLVED, that the County Auditor is hereby requested to process said cash advance repayment by Journal Entry, and that a certified copy of this resolution be filed with the Portage County Dog Warden, the County Auditor 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: Maureen T. Frederick, President
AYES: Maureen T. Frederick, Tommie Jo Marsilio
ABSENT: Christopher Smeiles

RESOLUTION NO. 11-1073 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 7001, CENTRAL PRINT SHOP

WHEREAS, the Portage County Central Print revenues are projected to be less than the FY 2011 projected expenses and the fund is in need of additional operating cash to meet current and future cash flow requirements; now therefore be it

RESOLVED, that the transfer in the amount of \$10,000.00 be made as follows:

FROM:

FUND 0001, GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object 910000- TRANSFERS OUT \$ 10,000.00

FUND 7001, CENTRAL PRINT SHOP

ORGCODE - 70010132

Revenue Account

Object 280000 - TRANSFERS IN \$ 10,000.00

and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management, and the Internal Services Department, 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: Maureen T. Frederick, President
AYES: Maureen T. Frederick, Tommie Jo Marsilio

ABSENT: Christopher Smeiles

RESOLUTION NO. 11-1074 - RE: TRANSFER FROM FUND 0001, GENERAL FUND TO FUND 7002, CENTRAL VEHICLE MAINTENANCE

WHEREAS, the Portage County Central Vehicle Maintenance revenues are projected to be less than the FY 2011 Certification and the fund is in need of additional operating cash to meet current and future cash flow requirements; now therefore be it

RESOLVED, that the transfer in the amount of \$30,000.00 be made as follows:

FROM:

FUND 0001, GENERAL FUND

ORGCODE - 00100009

Debit Expense Account

Object 910000- TRANSFERS OUT \$ 30,000.00

FUND 7002, CENTRAL VEHICLE MAINTENANCE

ORGCODE - 70020142

Revenue Account

Object 280000 - TRANSFERS IN \$ 30,000.00

and be it further

RESOLVED, that the County Auditor is hereby requested to make said transfer by Journal Entry, and that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management, and the Internal Services Department, 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: Maureen T. Frederick, President
AYES: Maureen T. Frederick, Tommie Jo Marsilio
ABSENT: Christopher Smeiles

RESOLUTION NO. 11-1075 - RE: ADOPT THE FEE SCHEDULE OF CHARGEABLE SERVICES FOR THE PORTAGE COUNTY

CENTRALIZED ACCOUNTING SERVICES

- WHEREAS,** the Portage County Board of Commissioners adopted Resolution 11-0745, Create Fund 7040, Centralized Accounting Services, to establish an internal services fund for centralized accounting services for departments and agencies under the authority of the Portage County Board of Commissioners and the Solid Waste Management District Commissioners, and
- WHEREAS,** the Board contracted with Maximus for guidance in determining a metrology and template for charging back costs incurred for providing centralized accounting services to Portage County Departments, and
- WHEREAS,** service areas were identified and it was determined that departments would be charged back through a monthly internal services charge of actual expense incurred in Fund 7040 and indirect cost identified through the County's Cost Allocation Plan based on an allocation of employee effort for each service area established, and
- WHEREAS,** it is recommended that a cash reserve of 4 months (\$150,000.00) be obtained in the fund, to be established by a reserve rate of 110% of the chargeback to departments, now therefore be it resolved
- RESOLVED,** the Portage County Board of Commissioners that set the chargeback rate for Centralized accounting services at 110% of actual and indirect expenditures incurred in Fund 7040, Centralized Accounting Services, allocated by employee effort for each service area determined by the Director of the Department of Budget & Financial Management; and be it further
- RESOLVED,** that the chargeback rate of 100% will be used when cash reserve is above \$150,000.00 in Fund 7040, Central Accounting Services; and be it further
- RESOLVED,** that the above chargeback rate is adopted by the Portage County Board of Commissioners to be used for centralized accounting services performed by the Department of Budget and Financial Management until such said time a revision is needed; and be it further
- RESOLVED,** that a certified copy of this resolution be filed with the County Auditor, the Department of Budget and Financial Management and the Portage County Solid Waste Management District, 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:	Maureen T. Frederick, President
AYES:	Maureen T. Frederick, Tommie Jo Marsilio
ABSENT:	Christopher Smeiles

BOARD COMMENT

Commissioner Marsilio reported that she saw two Portage County vehicles in a parking lot of a restaurant last week in Kent. She emailed the Directors and asked what county business was conducted and the response was none, they were at lunch. She understands that the practice and/or policy is that if you are driving by a restaurant, it is okay to stop but employees are not permitted to leave the office to go to lunch in a county vehicle. Commissioner Frederick agreed to move into an executive session to discuss this issue.

10:05 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider a potential employee discipline matter. **Also present:** Deborah Mazanec. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

10:24 AM Commissioner Smeiles attending

10:26 AM Commissioner Frederick left the Executive Session

10:38 AM Commissioner Frederick attending

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 no action. The Board asked that the Clerk pull the vehicle logs for several employee assigned vehicles.

NURSING HOME

Present: Christa Mayes, Jill Nelson, Susan Doherty, Allison Goudy, Denise Smith, Karen U'Halie

Nursing Home Administrator Mayes introduced the new Nursing Home Administrator Susan Doherty.

Executive Session

10:40 AM In accordance with the Ohio Rev. Code Ann. 121.22(G)(1), it was moved by **Tommie Jo Marsilio**, seconded by **Maureen T. Frederick** that the Board of Commissioners move into executive session to consider potential employee discipline and matters that must be kept confidential by federal law or regulations or state statutes. **Also present:** Christa Mayes, Allison Goudy, Jill Nelson, Sue Doherty, Denise Smith and Karen U'Halie. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

11:10 AM Upon conclusion of the above referenced discussion, it was moved by **Tommie Jo Marsilio**,

seconded by **Maureen T. Frederick** that the Board of Commissioners move out of executive session. Roll call vote: Christopher Smeiles, Absent; Tommie Jo Marsilio, Yea; Maureen T. Frederick, Yea.

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

CITY OF RAVENNA

Discussion

Present: Economic Development Director Kerry Macomber and Tim Carl of MIT Products, Inc.

Mr. Carl owns property on Beecher Street and plans to build equipment for the railroad to use to remove and install rails. He would plan to test the equipment on the county-owned tracks for three to four minutes at a time. He would need an agreement with Board of Commissioners for use of the rail line. He noted that the ABC Railroad is one of his current customers under the Wheeling Lake Erie Railroad Company. He would access the line at the Day Street crossing.

Ms. Macomber noted that Mr. Carl is currently employing five and plans to bring in another ten employees. Commissioner Marsilio thanked Mr. Carl for bringing new jobs to Portage County; Commissioner Smeiles commented that he is pleased, as well. He would also like to increase the use of the line; Ms. Macomber agreed.

The Board of Commissioners agreed that they are comfortable moving forward subject to the Prosecutor sign off, if necessary. Ms. Macomber agreed to contact Les Ashley of the Akron Barberton Cluster Railroad (ABCR) to discuss how to move forward, since the ABCR has exclusive use of the tracks in accordance with the current operating agreement with the Board of Commissioners.

BOARD COMMENT

Commissioner Smeiles asked if Commissioner Marsilio had checked with Workers Comp regarding the recommended carryover amount. She has not yet heard back for that inquiry.

Commissioner Smeiles also suggested moving from a detailed budget to generalized budget so that each department can manage its own budget without the Board creating the detail. Commissioner Frederick thought that may be more palatable; Commissioner Smeiles noted that this would avoid the issue of "you did not give me enough for postage, etc".

If the Board of Commissioners moves to that process, they would have to reconsider the resolution the Board adopted when John Lehman was the Department of Budget & Financial Management Director.

Commissioner Frederick responded that the Board of Commissioners has been methodical in the equitable distribution of funds. She agreed that the Board of Commissioners does not need to line item individual budgets.

The Board of Commissioners should discuss this issue with Director Tillis

RESOLUTION No. 11-0161 - 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 December 6, 2011 in the total payment amount of **\$633,757.20 for Funds 0001-8101** 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:	Maureen T. Frederick, President
AYES:	Maureen T. Frederick, Tommie Jo Marsilio
ABSENT:	Christopher Smeiles

RESOLUTION NO. 11-1062 - 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:

12/05/11	195	\$ 166.01
12/05/11	196	2,111.62
12/05/11	197	181.38
12/05/11	198	114.52
12/05/11	199	8,447.58

12/05/11	154	6,370.00
12/05/11	157	17,120.33
12/05/11	162	51,054.00
	164	29,889.15
Total		\$ 115,454.59

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

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

RESOLUTION NO. 11-1063 - 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 **\$1,439.00** as set forth in Exhibit "A" dated **December 6, 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: Maureen T. Frederick, President
AYES: Maureen T. Frederick, Tommie Jo Marsilio
ABSENT: Christopher Smeiles

RESOLUTION No. 11-1064 - RE: ACCEPT AMENDMENT TO KCI ASSOCIATES OF OHIO PROPOSAL FOR PROVIDING CONSTRUCTION INSPECTION AND TESTING SERVICES FOR THE WATERLOO ROAD RESURFACING PROJECT IN SUFFIELD AND RANDOLPH TOWNSHIPS, PORTAGE COUNTY, OHIO.

WHEREAS, the Portage County Commissioners, by Resolution No. 11-0659, accepted the proposal of KCI Associates of Ohio to provide construction inspection and testing services for the Waterloo Road Resurfacing Project in Suffield and Randolph Townships, Portage County, Ohio, and

WHEREAS, the Portage County Engineer was authorized to generate a purchase order for KCI Associates of Ohio in the amount of \$24,500.00, and

WHEREAS, additional construction inspection and testing services are required of KCI Associates of Ohio in order to complete the project, now therefore be it

RESOLVED, that the Portage County Commissioners hereby accepts amendment to KCI Associates of Ohio proposal for providing construction inspection and testing services for the Waterloo Road Resurfacing Project in Suffield and Randolph Townships, Portage County, Ohio, and be it further

RESOLVED, that the Portage County Engineer is hereby authorized to increase the purchase order for KCI Associates of Ohio by an additional \$5,000.00 in order to complete said project, 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: Maureen T. Frederick, President
AYES: Maureen T. Frederick, Tommie Jo Marsilio
ABSENT: Christopher Smeiles

RESOLUTION No. 11-1065 - RE: ACCEPTANCE OF DONATION TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.

WHEREAS, The office of the Portage County Dog Warden received a donation of \$100.00 for upgrades to the facility from:

Rachel Jones
1895 Basswood Dr.
Kent Ohio 44240

now therefore be it

RESOLVED, The Board of Portage County Commissioners does hereby accept the donation on behalf of the Office of the Portage County Dog Warden;

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

RESOLUTION No. 11-1066 - RE: ACCEPTANCE OF DONATION TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.

WHEREAS, The office of the Portage County Dog Warden received a donation of \$25.00 for upgrades to the facility from:

Charles and Judith Femec

5852 Rhodes Rd.
Kent, Ohio 44240

now therefore be it

RESOLVED, The Board of Portage County Commissioners does hereby accept the donation on behalf of the Office of the Portage County Dog Warden;

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

RESOLUTION No. 11-1067 - RE: ACCEPTANCE OF DONATION TO THE OFFICE OF THE PORTAGE COUNTY DOG WARDEN.

WHEREAS, The office of the Portage County Dog Warden received a donation of \$25.00 for upgrades to the facility from:

Richard and Lynda Novak
7657 Cooley Rd.
Ravenna, Ohio 44266

now therefore be it

RESOLVED, The Board of Portage County Commissioners does hereby accept the donation on behalf of the Office of the Portage County Dog Warden;

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

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

RESOLUTION NO. 11-1068 - **RE: AUTHORIZING THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF COST FOR PROJECT NO. SH-W (11-070), PCWR BULK WATER FILL STATION, IN THE PORTAGE COUNTY REGIONAL SEWER DISTRICT.**

WHEREAS, this Board by Resolution No. 74-78, adopted April 11, 1974, established Portage County Regional Sewer District, hereinafter called the "SEWER DISTRICT"; and

WHEREAS, it has become necessary for the Portage County Water Resources Department to request authorization to prepare plans, specifications and estimate of cost for the Project No. SH-W (11-070), PCWR Bulk Water Fill Station, hereinafter referred to as the "PROJECT"; and

WHEREAS, the Portage County Water Resources Department currently provides potable water purchase to contractors and businesses from temporary hydrant meters located throughout the county; and

WHEREAS, the "PROJECT" is necessary to provide a secure central location to purchase water. Water buyers shall be able to purchase through an automated metering system minimizing coordination and time from Water Resources' personnel; now therefore be it

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

- Section 1. That said authorization to prepare plans, specifications and estimate of cost for said PROJECT is hereby given.
- Section 2. That it is hereby found and determined that all formal actions of this Board concerning and relation to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

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

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

RESOLUTION No. 11-1069 - **RE: ACCEPT THE OHIO DEPARTMENT OF DEVELOPMENT, OFFICE OF COMMUNITY DEVELOPMENT FOR THE 2011 CDBG SMALL CITIES FORMULA ALLOCATION COMMUNITY DEVELOPMENT FUNDS**

WHEREAS, the Portage County Board of Commissioners adopted Resolution 11-0651 on July 26, 2011 and approved the filing of an application for the 2011 Community Development Block Grant Formula Allocation monies in the amount of \$407,000 and the City of Streetsboro is required to utilize \$42,000 from the Streetsboro Economic Development RLF plus up to \$6,300 for administration; and

WHEREAS, Portage County desires to utilize these monies for projects including: Conversion of a house into a women's shelter for homeless female Veterans in Portage County; Rehab of a building for the Deerfield Historical Society; Acquisition of a building located at 105, 107 and 109 East Main Street in the City of Ravenna for 10 low-income individuals with chronic mental illness and/or other disabilities; Countywide Home Repair Program to assist 15 LMI households in Portage County; fair housing services and eligible administration and implementation to serve low and moderate income households; now therefore be it

RESOLVED, that the Portage County Board of Commissioners accepts the 2011 CDBG Small Cities Formula Allocation in the total amount of Four Hundred Seven Thousand Dollars (\$407,000); and be it further

RESOLVED, that the grant period begins September 1, 2011 and ends February 28, 2013; and be it further

RESOLVED, Portage County agrees to comply with all State and Federal Regulations and Guidelines in the administration and implementation of these funds and designates the President or Vice-President of the Portage County Board of Commissioners, as the Chief Elected Official to sign all necessary documents in connection with this grant; and be it further

RESOLVED, 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]
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MOVER:	Tommie Jo Marsilio, Vice President
SECONDER:	Maureen T. Frederick, President
AYES:	Maureen T. Frederick, Tommie Jo Marsilio
ABSENT:	Christopher Smeiles

INVITATIONS

1. Invitation from the Portage Development Board and Team NEO to an introduction and conversation to discuss the JobsOhio Regional Office now at Team NEO on Wednesday, December 14, 2011, 3:00 PM, Maplewood Career Center Conference Room A.

INCOMING CORRESPONDENCE

1. Discussion: Term Sheet for Robinson Memorial Hospital/Hold for Attorney Sharb's response to several Board questions.
2. November 30, 2011 e-mail from Jon Barber, Office of Homeland Security and Emergency Management, regarding Station 30/The Director will discuss the purchase of cameras and/or alarm with the Department of Budget & Financial Management.
3. November 25, 2011 correspondence from Leah Thomas-Dalton, Ohio Public Utilities Commission, regarding flashing light upgrade project. Contract must be returned by December 31, 2011/Clerk to contact the ABC Railroad to discuss.
4. November 30, 2011 e-mail from Chris Craycroft, Park District, requesting an amendment to the loan repayment schedule. Operating fund budget projection spreadsheet also included/Hold for the December 8th Board meeting.
5. Does the Board of Commissioners want to adjust the afternoon December 15, 2011 calendar? Commissioner Smeiles attending the Portage Development Board Executive Committee Meeting at noon and then the JOED meeting at 3:00 PM/Board of Commissioners agreed not to reschedule.
6. The County Commissioners Association of Ohio presented Invoice No. 19551 dated November 21, 2011 for 2012 membership dues to the County Commissioners' Association of Ohio in the amount of \$8,859.00. (2011 dues were \$8,859.00)/Journal Entry

REFERRED

1. The Board of Commissioners received a Record Hearing Notice for Case No. 11-ABL-06-0199 as presented by the State Personnel Board of Review (Kline). Referred to Prosecutor's Office.
2. November 30, 2011 correspondence from Karen Stacko, Portage County Regional Airport Authority, including the pre-application for the FAA Grant Year 2012 for the Runway Rehabilitation, Phase 2 and Taxiway Rehabilitation Phase 2. Referred to Department of Budget & Financial Management.

INFORMATION ONLY

1. December 5, 2011 Neighborhood Development Services email to Ellen Varney regarding her request for assistance from the Board of Commissioners for her concerns and complaints on a CHIP project.

PROSECUTOR CORRESPONDENCE

1. November 29, 2011 correspondence from Denise Smith, regarding Public Safety Answering Point (PSAP).
2. In accordance with ORC 321.261, the Portage County Prosecutor presents the activity in the DRETAC account through December 1, 2011/Journal Entry.
3. December 1, 2011 correspondence from Attorney Leigh Prugh to Steel Valley Construction Company.

PLEASE ADD TO THE AGENDA

1. December 1, 2011 correspondence from Chief Probation Officer Jim Eskridge regarding the FY 2012 Adult Probation Office/Information only until the carryover is established.
2. December 5, 2011 email from the Portage County Prosecutor regarding his request for outside representation in a lawsuit/Commissioner Smeiles agreed to respond to the Prosecutor to advise him that the Board of Commissioners is following the direction of Attorney Denise Smith after a March 2010 meeting with her and CORSA Attorney Elizabeth Miller that CORSA should provide representation.
3. December 5, 2011 email from Theodore Voneida regarding the sale of county water for fracking purposes/information only. The Board agreed that they would hear public comment during the public comment period. Commissioner Marsilio noted that the Board of Commissioners sells bulk water to other consumers and the Board of Commissioners should not refuse to sell bulk water for fracking purposes. Commissioner Frederick noted that residents' concerns about the purity of water and also the processing of water that is used. She noted that Portage County cannot regulate that use.
4. December 6, 2001 email from Gwen Fischer regarding the sale of county water for fracking purposes/information only.

JOURNAL ENTRY

December 6, 2011

1. The Board of Commissioners authorized Commissioner Frederick to sign the Ohio Public Works Commission Appendix E - Disbursement Request Form and Certification Request No. 5 for CGU20 for Coit Road Bridge Replacement, as presented by the Portage County Engineer.
2. In accordance with ORC 325.07, the Portage County Sheriff presents the Monthly Record of Proceedings and Transactions for the Sheriff's Office - Civil Division for the month of November, 2011.

3. The Board of Commissioners acknowledged the receipt of the December 2, 2011 Certificate of County Auditor that the Total Appropriations from each fund do not exceed the Official Estimate Resources for the fiscal year beginning January 1, 2011, as presented by the Portage County Auditor.
4. The Board of Commissioners signed the Journal Entry authorizing payment of the Regional Planning Commission Administration Fees billed for the 2008 NSP Grant [B-Z-08-1-1CJ-1, FKA B-Z-08-062-1] for the time period October 31, 2011 through November 13, 2011. The Department of Budget & Financial Management reviewed the documents recommending approval for payment.
5. The Board of Commissioners signed the Journal Entry authorizing payment of the Regional Planning Commission Administration Fees billed for the B-F-11 Formula Grant [B-F-11-1CJ-1] for the time period January 10, 2011 through July 31, 2011. The Department of Budget & Financial Management reviewed the documents recommending approval for payment.
6. The Board of Commissioners authorized payment of the October 2011 Statement for professional services rendered during the month of November 2011 for \$6,250.00, as presented by Attorney Ron Habowski.
7. In accordance with ORC 321.261, the Board of Commissioners acknowledged the receipt of the Portage County Prosecutor's report of activity in the DRETAC account through December 1, 2011.
8. The Board of Commissioners signed the December 6, 2011 request to the Portage County Auditor asking that staff transfer expenditures from the General Fund to the Centralized Accounting Services Fund for the period July 1, 2011 through November 30, 2011 in the amount of \$94,548.03 by crediting the General Fund account for \$94,548.03 shown below and debiting this amount to Fund 7040:

Object Description	Org	Object	Debit	Credit	Journal
Employee Full Time Salaries	70400113	311200	59,936.64		New Fund Created
Employee Full Time Salaries	00110003	311200		59,936.64	New Fund Created
Part Time/Seasonal Salaries	70400113	311300	3,139.20		New Fund Created
Part Time/Seasonal Salaries	00110003	311300		3,139.20	New Fund Created
PERS	70400113	321010	8,830.61		New Fund Created
PERS	00110003	321010		8,830.61	New Fund Created
Medicare	70400113	321200	830.34		New Fund Created
Medicare	00110003	321200		830.34	New Fund Created
Health Benefits	70400113	321500	10,799.27		New Fund Created
Health Benefits	00110003	321500		10,799.27	New Fund Created
Registration Fees	70400114	400101	180.00		New Fund Created
Registration Fees	00110004	400101		180.00	New Fund Created

Membership Dues	70400114	400180	150.00			New Fund Created
Membership Dues	00110004	400180		150.00		New Fund Created
Telephone	70400114	412100	516.08			New Fund Created
Telephone	00110004	412100		516.08		New Fund Created
Object Description	Org	Object	Debit	Credit		Journal
Software Maintenance	70400114	413320	2,495.00			New Fund Created
Software Maintenance	00110004	413320		2,495.00		New Fund Created
Materials & Supplies	70400115	500000	681.47			New Fund Created
Materials & Supplies	00110005	500000		681.47		New Fund Created
Photocopy Print Pub	70400115	521100	298.09			New Fund Created
Photocopy Print Pub	00110005	521100		298.09		New Fund Created
Equip Less Than \$5000	70400115	596300	691.33			New Fund Created
Equip Less Than \$5000	00110005	596300		691.33		New Fund Created
Software	70400116	641000	6,000.00			New Fund Created
Software	00110006	641000		6,000.00		
		Total	94,548.03	94,548.03		

9. The Board of Commissioners signed the Personnel Action Form accepting the resignation of Darrylyn Hamilton as a Social Service Worker 3, effective December 2, 2011, as presented by the JFS Director.
10. The Board of Commissioners signed and approved the following Personnel Requisition, as presented by JFS Director Judee Genetin:

DEPARTMENT	JOB TITLE	GRADE	ACTION
Department of Job & Family Services	Social Service Worker 3 Replacement for Darrylyn Hamilton	JFS J	Post Internally and Externally

11. The Board of Commissioners authorized payment in January 2012 of the County Commissioners' Association of Ohio (CCAO) Invoice #19551 for \$8,859 for 2012 dues.
12. After meeting with The Woodlands at Robinson staff in an Executive Session, the Board of Commissioners agreed to accept staff recommendation as follows:

- A. The Board of Commissioners agreed to terminate an LPN for an unsatisfactory probation period, effective December 7, 2011.
- B. The Board of Commissioners agreed to terminate an part-time STNA for an unsatisfactory probation period, effective December 7, 2011

13. 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	Full-time LPN (replacement)	LPN/1	Post Internally

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

ADJOURN

We do hereby certify that the foregoing is a true and correct record of the Portage County Board of Commissioners' meeting on **December 6, 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 11:45 AM.

Maureen T. Frederick, President

Tommie Jo Marsilio, Vice-President

Christopher Smeiles, Board Member

Deborah Mazanec, Clerk

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