

**Elected Official/Department Head Roundtable
Budget Hearings
Fairfield County Commissioners' Office
October 20-21, 2011**

Elected Official/Department Head Roundtable

Commissioner Kiger called the meeting to order at 8:36 a.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Frank Anderson, Jeff Barron, Lynette Barnhart, Susan Bloom, Carri Brown, Aunie Cordle, Christina Holt, Linda Kauffman, Staci Knisley, Jon Kochis, Gregg Marx, Holly Mattei, Lisa McKenzie, Branden Meyer, David Miller, Jerry Perrigo, Sheriff Dave Phalen, and Judge Laura Smith.

Commissioner Kiger led the Pledge of Allegiance.

▪ **Collaboration Work Group Meeting**

Ms. Brown stated that the next meeting will be held on October 25 at 1:00 p.m. in the government Services Center. She passed around copies of meeting minutes from the October 11 work group meeting. She included a chart of brainstorming activity. She asked that people come to the next meeting prepared to discuss any other, new ideas and any other groups to include in these meetings. She stated that the cap for solo projects is \$100,000 and that \$500,000 is the cap for projects for more than one entity/joint projects.

Commissioner Kiger expressed his thanks to Ms. Brown.

Commissioner Shupe asked whether Ms. Brown had gotten a good response to participate and suggestions.

Ms. Brown stated yes. She stated that the suggestions tend to lean towards administrative ideas. She stated that the first round of applications are due in March, but will likely be more opportunities afterwards.

▪ **United Way Campaign Update**

Ms. Cordle passed around a brochure which discusses the United Way's Campaign. She asked that the staff members be given these and stated that United Way can come do presentations to any offices that would like. She stated that the staff can designate where the money goes or the United Way can choose where the money goes; this can be done by payroll deduction.

▪ **MAPSYS/3SG Update**

Mr. Meyer stated that the proposals from both MAPSYS and 3SG have been given to the Jason Dolin and Randy Carter to review. Once these are approved, the Commissioners will move forward on both of these items.

Ms. Brown asked whether this database will be searchable.

Mr. Meyer stated that in addition to resolution software MAPSYS is also creating the imaging system to view 3SG's scanned images and both will be searchable.

▪ **Roundtable Discussion and Comments**

Sheriff's Office: Sheriff Phalen stated that the Jail Annex at SCI/Camp Reams will be opening very soon. He stated that they were able to obtain office furniture from a government warehouse on Cassidy Avenue.

Engineer's Office: Frank Anderson stated that his office has been scanning documents and that 3SG's scanned images will be helpful to his office. He stated that there are several bridge projects being worked on including: Basil-Western Road, Sugar Grove

Road and bridge deck work on Gunbarrel Road. He stated that they are also working on a new updated map for 2012.

Board of Elections: Susie Boom stated that HB 318 was introduced on Monday, which would move the primary from March to May. She stated that there are three options, leave the Primary in March, move the Primary Election to May or have one in March and a second Primary in May or June. She asked that people contact Tim Schaffer and Jerry Stebelton to ask them to not support having two primaries. She stated that May or June would be preferable because of the redistricting issues. She stated that she had heard from Director Damschroeder that as long as the petition says "primary" they will be accepted, but it was verbal not in writing. She stated that 70% of absentee ballots have been mailed. Her staff has been working to make sure that the voting machines are in great shape, i.e. the machines, servers and computers.

Mr. Anderson asked that the purpose of two primaries is.

Ms. Bloom stated that she does not know the rationale for this. She stated that the local elections in May, then the ones affected by redistricting could be held on June.

Job & Family Services (JFS): Carri Brown stated that volunteering increases job performance. She stated that protective services staff face dangerous situations. Ms. Brown stated that JFS is working to increase their automation efforts and improvements. She stated that the JFS Strategic Plan is posted on their website.

Human Resources: Aunie Cordle stated that the United Way is looking for tax preparers. Ms. Cordle stated that county employees can use their Express Scripts card to get a fly shot.

Ms. Mattei asked about Walgreens.

Ms. Cordle stated that Walgreens tried to do a direct marketing campaign, but got greedy during contract negotiations. She stated that Walgreens wants to keep more money and not put more money and not put more money into the plans. Express Scripts has advocated keeping and putting savings in the pockets of the employees. She stated that there are many places to choose from if this negotiation does not get resolved. Ms. Cordle stated that the health insurance rates, April to March changed and the new rates will hopefully come in November. She also stated that BWC claims numbers are even, what falls on, falls off. BWC looks at each department as a whole not by individual person.

Treasurer's Office: Brian Kuhn stated that Escrow Program is going well; there are 1,400 people signed up. Mr. Kuhn stated that the delinquent tax list will be published soon. He stated that the plan with the county's cash is to keep the money liquid and not invest too much.

Recorder's Office: Lisa McKenzie stated that she had nothing to report.

Regional Planning Commission: Holly Mattei stated that the flood plain maps have changed. She stated that the Fairfield Growing Plan was adopted by the Commissioners. She also stated that she has been working with the Engineer's Office on the Election House Road.

Domestic Relations Court: Judge Laura Smith stated that she had nothing to report.

Economic Development: Linda Kauffman stated that the Enterprise Zone Fund Council agreements come up in March.

Ms. Brown asked how many businesses are involved with the Enterprise Zone Fund.

Ms. Kauffman stated that 24 businesses are involved.

Emergency Management Agency: Jon Kochis stated that the Emergency Operations Plan was approved and asked that the offices return the forms if they had not done so already. He stated that for the 5 year mitigation plan, the county can apply for grant funds.

Prosecutor's Office: Gregg Marx stated that Jim Edwards is working half civil, half criminal. He stated that his office is "ready, willing and able" to go pursue the delinquent taxes. He stated that he has hired 4 new attorneys and could fit them within his office budget. He stated that there is a "new spirit in the office." He stated that the indictments are up 40%. He stated that many trials are scheduled and have many people ready to help answer questions.

Soil and Water Conservation District: Christina Holt stated that they are holding a Rain Barrel Workshop on Wednesday, October 26, 6:00 p.m.-7:00 p.m. Also a Litter Prevention Day will be held on October 29, 9:00 a.m.-noon for paper shredding, drug collection and electronics collection.

Auditor's Office: David Miller stated that the new version of MUNIS came out and the bill will be paid. He stated that a disaster recovery server is going to be installed. He stated that the work will be done in house, which will save the county \$80,000-\$90,000. He stated that the Real Estate Section has been busy completing the Board of Revision hearings. He stated that the Finance Office has been working to complete a new budget document. He stated that this information will be presented the Commissioners next week.

Sheriff's Office: Jerry Perrigo stated that he has nothing to report.

Commissioner's Office: Commissioner Davis stated that he has been working with the Historical Parks Levy. So far, there have been 6,643 absentee ballot requests and usually there are 10,000 in a Presidential Election Year. He stated that advertising about Issue 2 could be a reason for this increase. He stated that in the next week 2 more lit pieces will go out to chase the targeted voters; 1,500 signs have been distributed. He expressed his support for the Parks Levy.

Commissioner Shupe thanked everyone for attending the meeting.

Commissioner Kiger stated that the Commissioners are in the middle of budget hearings.

Ms. Kauffman stated that she would welcome any articles from other departments for the Fairfield Advantage, they have 1,800 recipients and the next issue will be October 31.

Commissioner Shupe stated that letters to the editor could be sent to the newspaper.

Ms. Kauffman stated that the deadline for issues articles is soon.

Commissioner Kiger stated that the deadline is this Friday.

Commissioner Davis stated that a lot of the "Parks Friends" think that the Parks Budget will not get funded by the General Fund if the levy fails. He stated that he and Commissioner Shupe had been in the Parks Office to help label the mailings.

Commissioner Shupe asked that people support this levy. She stated that passage of this levy will free up money to spend on something else.

Commissioner Davis stated that the Parks office has been receiving phone calls from people who had received the mailings. He stated that Nauman Outdoor Advertising has electronic billboards in support of the Parks Levy.

The meeting concluded at 9:31 p.m.

Elected Official/Department Head Roundtable- October 20, 2011
Budget Hearings- October 20-21, 2011

Budget Hearing: Prosecutor- Gregg Marx

The Commissioners met to discuss the 2012 budget for the Prosecutor. Commissioner Kiger called the meeting to order at 10:00 a.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Lynette Barnhart, Elisa Dowdy, Staci Knisley, Gregg Marx, Branden Meyer, Jerry Perrigo, and Dave Phalen.

Mr. Marx read an opening statement. He stated that he has increased the hours of Jim Edwards and Jason Dolin. He stated that Mr. Edwards has requested to do more civil work.

Commissioner Shupe asked who does work for the townships.

Mr. Marx stated that Mr. Dolin does work for the county elected officials/departments and Paul Morehart does work for Violet Township. He stated that the needs of the townships and the county are greater than in the past. He stated that his office is going to work on collecting delinquent tax money. He stated that Mr. Edwards has met with the County Treasurer and County Auditor. He stated that the Common Pleas judges schedule their trials too close together. He stated that the law enforcement budgets are strained. He supports helping the law enforcement agencies if possible. He had the opportunity to hire additional staff and took time to interview them, hiring 4 people. Darrin Meade from Auglaize County has 15 years experience; Melissa Shiffel from Wood County has jury trial experience; Darcy Cook from Lancaster has federal experience and worked for Judge Harris and Judge Trimmer; and Jocelyn Kelly worked for Jones Day. He has also gotten many "free" attorneys by using law students.

Commissioner Shupe asked whether the attorneys get overtime.

Mr. Marx stated no. He stated that office morale is great, "never been better." He stated that he is hopeful that the Commissioners will grant the budget, the salary line item. He stated that there was a small increase in the computer budget. He stated that the two vehicles that his investigators use are getting old and constantly in need of repair.

Ms. Knisley stated that if it is needed, the Commissioners have historically given it.

Mr. Marx stated that he plans to do more outreach to law enforcement and the public.

Commissioner Kiger stated that he would like to see the VOCA Grant in the budget instead of having to ask for it.

Mr. Marx stated that he does not want the money included.

Ms. Knisley stated that Jennifer Boggs handles the VOCA Grant.

Commissioner Davis stated that he would rather see the known expenditures in the budget rather than not, if it not too much trouble.

Ms. Knisley stated that this could be a separate line item in the budget.

Mr. Marx stated that he would like to purchase computer equipment this year and some next year.

Ms. Barnhart stated that the MUNIS line item was added.

Ms. Knisley inquired why.

Ms. Barnhart stated that she received an email from the Finance Office.

Ms. Knisley stated that MUNIS is a General Fund expenditure, so it does not need to be a separate line item.

The meeting concluded at 10:24 a.m.

Budget Hearing: Sheriff- Dave Phalen, et al.

The Commissioners met to discuss the 2012 budget for the Sheriff. Commissioner Kiger called the meeting to order at 10:25 a.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Elisa Dowdy, Staci Knisley, Ed Laramée, Branden Meyer, Jerry Perrigo, and Dave Phalen.

Commissioner Davis asked whether SCI/Camp Reams will open on November 4.

Chief Perrigo stated yes.

Commissioner Davis asked whether the number of inmates will be 280.

Chief Perrigo stated yes.

Sheriff Phalen stated SCI/Camp Reams will take up to 280 inmates.

Commissioner Kiger asked why the bed number dropped.

Sheriff Phalen stated that SCI has 100 beds and he is requesting \$1.3 million. If the Sheriff's budget remains flat the office will suffer. There will be \$80,000 in step increases; Overtime will be an additional \$100,000; \$160,000 more on fuel; \$60,000 in Workers' Compensation; \$58,000 in Contract Services for a total of \$518,000. He stated that 13 people have left the Sheriff's Office. He stated that he needs two more sergeants. He stated that there will not be a day trip supervisor and a Violet Township Substation supervisor. He stated that he also needs detectives; the detective bureau is 100s of cases behind. He stated that they had 82 arrests in 2 months mostly drug related. The Sheriff stated that he does not have enough personnel to "fix" the opiate addiction problem. He also stated that they do not have enough dispatchers.

Commissioner Davis stated that he does not want to see budget numbers are not accurate. He stated that he prefers to see the fuel line item to reflect a true, accurate estimate. He asked which line items are not reflecting the numbers on the 2012 budget that will be actual numbers.

Ms. Dowdy stated that the Contract Services line item should be \$400,000; Repair and Maintenance will be \$143,000 and fuel will be \$260,000.

Commissioner Davis stated this is approximately \$292,000, the total being \$10,377,000 overage. He stated that the priority section numbers are listed in the 2012 budget. He asked the Sheriff what is not listed in the \$10,377,000 budget.

Sheriff Phalen stated that there is a shortage in road officers, there is no maintenance person, no nurse, 911 Coordinator and no lieutenant.

Commissioner Davis stated that there is not a scenario where the \$10,377,000 will where "we end up."

Commissioner Shupe asked for a true, actual number so transfers don't have to be done later. She stated if there is a known expense, then to include it in the budget.

Commissioner Kiger asked about the jail nurses.

Sheriff Phalen stated that the nurse was budgeted into the SCI's budget.

Commissioner Kiger stated that the Hall of Justice does not have enough deputies.

Sheriff Phalen stated that there are 4 detectives, who are 400 cases behind.

Commissioner Kiger asked whether the 911 Coordinator position can be combined again as it was in the past.

Ms. Knisley asked whether the 911 Fund can fund the coordinator.

Chief Perrigo stated yes.

Sheriff Phalen stated that the dispatch center needs 18 people, they have 13 people. He stated that he may have to close the Detective Bureau or Major Crimes Unit.

Commissioner Davis stated that the Commissioners do not want the Sheriff's Office to go backwards. He asked how much forward they can go. He stated that the Commissioners are on the Sheriff's side. He stated that the Commissioners will do everything to help move the ball forward.

Sheriff Phalen stated that knows the Commissioners have a tough job and feels that law enforcement is the highest priority.

Commissioner Shupe asked whether the salary line items include step increases and raises.

Ms. Dowdy stated that she put in a 2% increase, there is no contract yet.

Commissioner Shupe asked whether new, revised budget numbers will be submitted.

Commissioner Davis agreed. He requested an updated budget to reflect actual numbers.

The meeting concluded at 11:01 a.m.

Budget Hearing: Domestic Relations Court- Judge Laura Smith

The Commissioners met to discuss the 2012 budget for the Domestic Relations Court. Commissioner Kiger called the meeting to order at 3:27 p.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Jeff Barron, Staci Knisley, Ed Laramée, Lori Lovas, Branden Meyer, and Judge Laura Smith.

Commissioner Kiger asked Judge Smith whether she wanted to start.

Judge Smith asked the Commissioners to ask her questions.

Commissioner Shupe asked why the insurance was figured in higher.

Ms. Lovas stated that two new employees have family insurance.

Judge Smith stated that her office has a very stable budget.

Judge Smith stated that furniture is a priority; most is falling apart.

Commissioner Shupe asked which items on the list are the priorities.

Judge Smith stated that the witness table chairs, the guardian ad litem tables and Magistrate Wagner's table top. Judge Smith stated that their recording equipment needs to be replaced.

Commissioner Kiger suggested that Randy Carter be consulted.

Judge Smith stated that she attended Supreme Court training regarding back up of court data. She stated that Courtview is only backed up on the system in the Courthouse. She stated that other counties have agreements between courts, i.e. Hocking County would back up our data and we would back up theirs.

Ms. Lovas stated that the Hall of Justice backup should not be in the Courthouse.

Commissioner Kiger stated that there are records backed up at the Engineer's Office.

Mr. Laramée stated yes. He stated that needing the records and having access to them is important.

Commissioner Davis asked whether there has been a fluctuation in the number of case filings.

Judge Smith produced a sheet showing the re-opened filings. She stated that there is a very large load of emergency case filings, which are mostly drug related.

She stated that the number of cases where is no attorney involved on either side has grown.

Commissioner Davis asked how the increase looks.

Judge Smith stated that the increase is steady.

The meeting concluded at 12:53 p.m.

Budget Hearing: Job & Family Services- Michael Orlando, et al.

The Commissioners met to discuss the 2012 allocation for Job and Family Services (JFS). Commissioner Kiger called the meeting to order at 1:00 p.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Jeff Barron, Rich Bowlen, Carri Brown, Corey Clark, Aunie Cordle, Jason Dolin, Laura Holton, Staci Knisley, Ed Laramée, Branden Meyer, and Michael Orlando.

Mr. Orlando presented a 7 page Executive Summary of a 32 page PowerPoint that he prepared. He stated that JFS kept their request flat within the parameters at \$1.87 million. Since 2000, JFS has reduced their allocation. He stated that the monthly average of children in custody is 180; they receive 5,000 abuse/neglect inquiries per year. In 2007 the Hot Zone Committee tried to control costs by pushing the Child Protective Services levy, which passed in 2008. He stated that JFS has suffered a decrease in state and federal funding. Mr. Orlando addressed the Commissioners' question on what JFS would do with 10 percent more verses 10 percent less. If JFS is decreased, it will increase the risk to result in fewer investigations; because of the levy they are able to investigate 40% of the calls. With an increase, more placements for children and more investigations will get done. For 2011, 20 newborn babies were placed in agency care; a record number. Opiate addiction is a huge problem. He stated again that the JFS request stays within the parameters. Less dollars means more risk, more dollars means more resources.

Commissioner Kiger asked how many employees JFS has.

Mr. Orlando stated that JFS has 172 full time equivalents.

Commissioner Kiger asked what the total number of cuts from state/federal sources is.

Ms. Brown stated that JFS has lost over \$2 million in state/federal funding. She further stated that the total budget for 2011 was \$15.5 million.

Commissioner Kiger asked how much money the levy raised.

Ms. Brown stated \$3.1 million and of the \$3.1 million, 12% still remains there.

Commissioner Davis asked whether the whole fund would be spent if there would be carryover.

Commissioner Kiger asked whether the levy can only be used for protective services.

Mr. Orlando stated yes. He stated that JFS has controlled costs in very difficult economic times. He stated that JFS is down 12 investigators from before and Fairfield County is surviving better than other counties.

Commissioner Davis stated that 8-10 budget hearings have been had and some of the elected officials and department heads seemed very apprehensive about having them. He thanked Mr. Orlando for the respect he and staff have showed. He stated that JFS was the only department that explained that they would do with a 10% increase and a 10% decrease.

Commissioner Shupe thanked Mr. Orlando for keeping his budget request within the parameters.

The meeting concluded at 1:28 p.m.

Budget Hearing: Emergency Management Agency- Jon Kochis

The Commissioners met to discuss the 2012 budget for the Emergency Management Agency (EMA). Commissioner Kiger called the meeting to order at 1:29 p.m. with the following Commissioners present: Judith Shupe, Steven Davis and Mike Kiger. Also present were Jeff Barron, Carri Brown, Staci Knisley, Jon Kochis, and Branden Meyer.

Mr. Kochis stated that EMA's Performance Grant, EMA receives up to 50% reimbursement. He stated that the match allows them to fund other grant opportunities. For every dollar that EMA receives from the Commissioners they receive about a \$2 return.

Commissioner Shupe asked how Fairfield County ranks among the other counties.

Mr. Kochis stated that Fairfield County is on the lower end of funding for counties the same size. For the comparable counties, they put in one dollar and the state puts in 50c, for Fairfield County, puts in 50c and the state puts in 50c. Licking County and Delaware County have a budget a 1/3 larger than Fairfield County. He stated that he waiting to see what his funding will be before he addresses his staffing needs. He would like a part-time logistics coordinator who will do data entry and GIS functions.

Commissioner Davis stated that one the General Fund dollars are transferred to EMA, where does the left over money go.

Mr. Kochis stated that he always spends every dollar that EMA is given; the General Fund dollars are spent first, then the state dollars second.

Commissioner Davis stated that if a staff vacancy occurs for several weeks, where does that unspent salary money go.

Mr. Kochis stated that salary is first priority, the equipment is second. He stated that their "narrow banding" needs to be upgraded and all of the tornado sirens at a cost of \$1,400 per siren. He is hoping to get funds from Homeland Security for this. Mr. Kochis inquired about raises. He stated that raises for two staff members will not have much affect the General Fund.

The meeting concluded at 1:44 p.m.

Adjournment

With no more business to discuss, the Board of Commissioners adjourned at 1:45 p.m.

Motion by: Steven Davis

Seconded by: Mike Kiger

that the minutes were approved by the following vote:

YEAS: Steven Davis, Mike Kiger

NAYS: None

ABSTENTIONS: None

*Approved on November 8, 2011

Mike Kiger
Commissioner

Judith K. Shupe
Commissioner

Steven A. Davis
Commissioner

Branden C. Meyer, Clerk