

**Regular Meeting #07- 2013  
Fairfield County Commissioners' Office  
February 14, 2013**

**Roundtable Discussion for All Elected Officials and Department Heads**

The Commissioners met at 9:30 a.m. to hold a roundtable discussion for all elected officials and department heads. Commissioner Davis called the meeting to order with the following Commissioners present: Steven Davis, Mike Kiger, and Dave Levacy. Also present were Jeff Barron, Carri Brown, Bob Clark, Aundrea Cordle, Jason Dolin, Rachel Elsea, Staci Knisley, Lisa Notestone, Tony Vogel, Jane Hanley, Laura Smith, Mark Conrad, Dennis Keller, Dave Phalen, Susan Bloom, John Pekar, Debbie Smalley, Lisa McKenzie, Gene Wood, Luann Davidson, Heather Winchell, Cindy Hillberry, Britney Lee, Jon Kochis, Jon Slater, Julie Noyes, Lisa Notestone, Perry Orndorff, Jerry Perrigo, Holly Mattei, and Lynette Barnhart.

**A. Welcome/Announcements:**

Mr. Davis opened the meeting by thanking everyone for attending and expressing his appreciation for the good turnout. He stated there is much optimism and encouragement from the Commissioners' Office with the new staff acquisitions. Ms. Brown has gotten off to a running start and has many internal and external changes in the works. Ms. Elsea started this week as the new Commissioners' Clerk. Mr. Davis stated the new staff changes will improve services as the staff is exceedingly talents. The Commissioners' Office will recalculate expenses as the hired talent costs more money.

**B. Update about Open Enrollment for Health and Life Benefits**

Ms. Cordle presented information regarding the Open Enrollment for benefits. The system is moving from Ms. Noyes entering all the information to the employees inputting and updating their own information.

Ms. Cordle covered four key areas in her presentation: Benefit Plan Changes, Employee Contributions, Open Enrollment (February 11 – March 3), and Employee Enrollment.

Ms. Cordle stressed that coverage does not rollover for anyone and all employees who wish to continue their benefits must enroll in the new system.

Employees are to contact HR with any questions or concerns.

Aunie Cordle – [acordle@co.fairfield.oh.us](mailto:acordle@co.fairfield.oh.us) – 652-7890

Julie Noyes – [jnoyes@co.fairfield.oh.us](mailto:jnoyes@co.fairfield.oh.us) – 652-7893

Jay Shepherd – [jshepherd@co.fairfield.oh.us](mailto:jshepherd@co.fairfield.oh.us) – 652-7894

(Detailed power point presentation is attached.)

**C. Advanced Innovative Management System**

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Ms. Brown stated that each department is to have interviews (if they haven't already) for the innovation study in order to apply for the LGF grant.

Randy Carter was unable to attend so Mark Conrad gave an update on his behalf. Mr. Conrad asked that each department sign off on the workflow (see attached) and also add and notes/corrections and return to Mr. Carter. They are getting around to all of the departments to do the interviews.

Ms. Brown added that there is plenty of time to work through the process as the contract with 3GS is not up until October 31<sup>st</sup>.

Ms. Smalley added that 3GS is a great company to work with.

**D. State of the County Address, March 26**

Mr. Davis stated that discussions have been had about content and asked Ms. Brown to provide an update.

Ms. Brown thanked those who have replied to her email asking for update and accomplishments from the last year. She asked everyone to see any slide show additions to her by February 28<sup>th</sup>.

Ms. Brown asked that everyone send information, mark their calendars, and attend the State of the County Address.

**E. Department Updates**

1. Sheriff's Department – Sheriff Dave Phalen.
  - a. SCRAP team is going a great job. Averaging 1 meth lab a week.
  - b. Loretta's Grace Haven (which saves the county thousands of dollars a week) is having a fundraiser at Fairfield Christian on February 22<sup>nd</sup>.
  - c. Mr. Davis mentioned the conversation he had with a gentleman who praised the Major Crimes Unit and Scrap for their work.
2. Regional Planning – Holly Mattei
  - a. Recently moved offices to the 3<sup>rd</sup> floor.
  - b. Thanks to Dennis Keller and Tony Vogel for help in orchestrating the move.
3. Facilities Manager – Dennis Keller
  - a. Three weeks into the job and moving along with special projects.
4. Human Resources – Aunie Cordle
  - a. No update other than thanking Julie Noyes for all her work on Open Enrollment.

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5. Board of Elections – Susie Bloom
  - a. Voter Registration will be back online as of March 1<sup>st</sup>. This will be for change of address only.
  - b. The precincts for the upcoming primary have been released (see attached).
  - c. Participated in EMA shake out.
  - d. Thank you for all your support during the general election. All election day data has been uploaded to the website.
  
6. Fairfield County DD – John Pekar
  - a. 5<sup>th</sup> Annual Celebration of Possibilities dinner is scheduled for March 28. If anyone is interested in attending they should call Gaynor at 652-7220. Josh Blue will be performing again this year.
  - b. Mr. Davis encouraged everyone to attend saying it was a great event.
  
7. Emergency Management Agency – Jon Kochis
  - a. Thank you for participating in Shake Out drill. Please send any pictures if you have them. 2.7 million people participated nationwide.
  - b. EMA is still offering ASAP plans to anyone who would like one. Currently working with nursing homes and home health agencies.
  - c. Please update personal information in MUNIS so that you can be contacted regarding any building closures. If you have problems updating information send updates to the Auditor's office and they will add it.
  
8. Economic Development – Bob Clark
  - a. Working with some start-up businesses and one that will be re-opening.
  - b. Just completed two revolving loan applications.
    - i. Buckeye Lake Winery: 4 full time employees, 10 part time.
    - ii. Smoke Stack: has a buyer. 1 full time employee, 4 part time.
  - c. Meetings with cities, villages, and townships to discuss expectations and how ED can help.
  - d. Welcomes any ideas and encourages any information regarding struggling businesses.
  - e. Send all events to their department for their newsletter.
  - f. Mr. Davis stated that he appreciates Mr. Clark's focus on jobs creation.
  
9. Coroner's Office – Luann Davidson
  - a. Appreciates the new office at GCB.
  - b. Case numbers are up. Over 300 cases for 2012 (usually average 250-270). Had 120 on sight investigations.
  
10. Prosecutor's Office – Jason Dolin
  - a. Concluded outreach to senior citizens regarding elder abuse.
  - b. Working with the treasurer to collect taxes. Have collected \$97,000 thus far.

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- c. Filing a case where Fairfield County is owed \$30,000 in back due taxes.
- d. Looking at new software for tax collection.

11. Clerk of Courts – Debbie Smalley

- a. Have over 1 billion records.
- b. Have found a warehouse to store records. Thank you to IT, Mr. Vogel, and Mr. Keller for help with this. Will cost \$3/square foot.
- c. Looking into microfilming and are doing a study to determine the feasibility.
- d. Found \$1.4 million dollars which was used to help underwrite the Sheriff's office.
- e. Are expanding Pickerington office to the space next door. Open house in March or April.

12. Utilities – Tony Vogel

- a. Opened new office on Lockville Road in January.

13. Domestic Relations – Judge Laura Smith

- a. Thank you to Commissioners for security at GSB. Hope this is a starting point for full time security coverage.

14. Recorder's Office – Gene Wood

- a. Recently retired and was rehired.
- b. Thanked you to Commissioners and Auditor for their help during that time.
- c. Strong end of the year for 2012. Will pick up again in March.

15. Historical Parks – Kelly Messerly

- a. 36 maintenance projects to be done by June 30.
- b. Then will focus on making parks look more like parks.
- c. Johnson bridge will be updated (oldest bridge in the county).
- d. Kite Fly Out at Smeck Farm on April 13<sup>th</sup>.

16. Soil and Water Conservation – Perry Orndorff

- a. Will have a tree sale this Spring with for the scholarship and grant fund.
- b. Drug collection and paper shredding scheduled for Saturday, April 27 from 9:00 a.m. to 12:00 p.m. in Violet Township.
- c. Four staff will be certified to write EMA plans.

17. Auditor's Office – Jon Slater

- a. Board meeting at the end of the month regarding records retention. Please send records that need to be destroyed.
- b. Thank you for corporation regarding internet and network updates.

18. Treasurer's Office – Brian Kuhn

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- a. Bills have been sent to collect \$80 million for the first half. \$30 mill has been collected thus far and they should get around \$10 mill a day towards the end as mortgage companies hold off on their big bills until the due date. The collections process is going well.
- b. Escrow program now allows for automatic withdrawals from bank accounts.
- c. Working with the prosecutor for a tax lien sale in April or May.

19. Engineer's Office – Jeremiah Upp

- a. Snow and ice removal is going well.
- b. Will begin trash pickup in March, followed by the construction season.
- c. Funded projects are: Berne Township road intersection, 2 bridges, and roads in Greenfield and Liberty townships.
- d. Engineer's office received an award from United Way for 600% participation.

20. Chief Perrigo – Sheriff's Office

- a. No additional update.

Mr. Davis added that Michael Orlando received the Mary Good Award at the United Way banquet on Wednesday night.

Ms. Brown had a few additional matters to bring up.

- 1. There will be a career expo at OU on March 6<sup>th</sup>. There is a flier to post (see attached).
- 2. Grant Seminar will be held on March 28 at 10:00 a.m. in the CHR. This will be repeated later in the year. Please RSVP to Ms. Brown. Seminar will take roughly one and a half hours.

Mr. Kiger encouraged everyone to attend the regular meetings. They have had to table resolutions for large ticket items because clarification was needed from offices not in attendance. Mr. Kiger also thanked Mr. Vogel for the good transition.

Mr. Levacy stated that Sheriff Phalen is looking for a secure area to store evidence. He congratulated the offices on how well they work together. Also thanks Ms. Brown, Mr. Keller, Mr. Clark, and Ms. Elsea for joining the office and stated they are great assets.

Mr. Davis stated that the Commissioners are making an effort to be more accessible and are asking if concerns are addressed and resolved at the end of each meeting. They would like to know how they can be more helpful.

Commissioner Davis announced at 9:55 that a brief recess would be held followed by the beginning the Regular Meeting at 10:00 in the Commissioners' Hearing Room.

**Commissioners' Regular Meeting**

Regular Meeting #7-2013- February14, 2013

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A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 14, 2013 beginning at 10:01 a.m., with the following Commissioners present: Steven Davis, Mike Kiger and Dave Levacy. Also present were Jason Dolin, Jon Kochis, Staci Knisley, Jeff Barron, and Rachel Elsea.

**Pledge of Allegiance**

Commissioner Davis asked everyone to rise as able, and he led the Pledge of Allegiance.

**Announcements**

Commissioner Davis asked Ms. Elsea if there were any announcements. Ms. Elsea stated that she had no announcements.

**Public Comment**

Commissioner Davis asked if there were anyone from the public who would like to speak or offer comments. No public comments were made.

**Approval of the Emergency Management Resolutions**

On the motion of Dave Levacy and second of Mike Kiger, the Board of Commissioners voted to approve the following Clerk of Courts' resolutions:

2013-02.14.a A resolution to appropriate from unappropriated in a major expenditure object category EMA Fund 2722 (subfund 8028) Citizen Corps Program FY2010 CERT For Vets [EMA]

2013-02.14.b A resolution authorizing the approval to extend the due date for an advance repayment for Fund 2735 (Subfund 8022) State Homeland Security FY2011 grant [EMA]

2013-02.14.c A resolution authorizing the approval of an advance from the general fund to EMA – Fund 2722 (subfund 8028) Citizen Corps FY2010 Supplemental CERT Training for Vets [EMA]

2013-02.14.d A resolution authorizing the approval to extend the due date for an advance repayment for Fund 2722 (Subfund 8028) Citizen Corps Program FY2010 grant [EMA]

Discussion: Mr. Kochis stated that all the resolutions are financials for the veterans certification class for military members.

Roll call vote of the motion resulted as follows:

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Voting aye thereon: Dave Levacy, Mike Kiger and Steve Davis

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, February 19, 2013 at 10:00 a.m.

Commissioner Davis announced at 10:04 a.m. that a brief recess will be held followed by the continuance of review in Commissioner Kiger's office.

**Review Session**

The Commissioners met at 10:06 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steven Davis, Mike Kiger, and Dave Levacy. Also present were Jeff Barron, Staci Knisley, Jason Dolin, and Rachel Elsea

**Mr. Kiger's Invitation to serve on the County Commissioners Association of Ohio Subcommittees.**

Mr. Kiger stated that had been appointment to the CCAO Public Safety Committee board. He is concerned since their meetings are at 10:00 a.m. on Tuesdays. He will miss the first meeting on March 26<sup>th</sup> due to the State of the County Address. He would like to serve, but wanted to make sure meetings could be changed if necessary (possibly to Tuesday afternoons) when there is a conflict.

Mr. Davis stated he thought it may be possible to look into evening sessions during those conflicts.

Mr. Kiger added that he was also appointed to the Tax and Finance board, but does not have a meeting schedule yet. This is a statewide committee.

Mr. Levacy had not additional comment.

**Executive Session to discuss pending litigation**

On motion of Steve Davis and second of Mike Kiger, the Board voted to enter into Executive Session to discuss pending litigation at 10:10 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Kiger, Commissioner Levacy, Carri Brown, Aundrea Cordle, Rachel Elsea and Staci Knisley.

Roll call vote of the motion as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy.

