

Regular Meeting #11 - 2014
Fairfield County Commissioners' Office
March 11, 2014

Review

The Commissioners met at 8:58 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Brian Kuhn, Mayor Dave Smith, Travis Markwood, Jeff Camechis, Tony Vogel, Jeff Barron, David Jones, Mary Beth Lane, Bob Clark, Dennis Keller, Staci Knisley, Aunie Cordle, David Miller, and Ursula LaVeck.

Meeting with Mayor Dave Smith

The Commissioners met with Mayor Smith at 8:58 a.m. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Brian Kuhn, Mayor Dave Smith, Travis Markwood, Jeff Camechis, Tony Vogel, Jeff Barron, David Jones, Mary Beth Lane, Bob Clark, Dennis Keller, Staci Knisley, Aunie Cordle, David Miller, and Ursula LaVeck.

Mr. Davis stated he had had conversations with the Mayor late last week about several issues affecting the community. One of those issues was the upcoming Main Street repaving project.

Mayor Smith stated he and the Chamber had been meeting and working with local businesses regarding the effects the construction would have. He and Mr. Davis are proposing a promotion for city and county employees to encourage patronization of downtown businesses and restaurants during the construction.

Mr. David proposed that every restaurant on the closed stretch be included and that employees be encouraged to eat out. Prizes (donated by Mayor Smith and the Commissioners) would be given to those who frequented the establishments most often.

Commissioners Levacy and Kiger both agreed that this was a great idea.

Mr. Davis stated that the gift cards for prizes would be for the downtown restaurants. Mr. Davis requested that Ms. Brown and the staff begin working on publicizing the promotion. He asked Ms. Cordle with Human Resources to reach out to the restaurants to gauge their interest and support. He added that they cannot do this project and not succeed; this needs to be wildly successful.

Mr. Davis asked what Mr. Bob Clark thought of the idea. Mr. Clark stated it was a great idea as the construction will be a tough time for local businesses.

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Mr. Markwood agreed and stated he liked the collaboration between the city and county and the Chamber hoped to conduct similar efforts for promotion.

Mr. Davis asked Ms. Cordle to report back next Tuesday on the feedback from the restaurants.

Mr. Kiger stated that they may want to include The Well, a new coffee shop that opened in the old Hammonds location.

Mr. Davis stated they wanted to initially stick with businesses directly affected by the parking issues related to Main Street. The details can all be ironed out, though.

Mayor Smith stated that the start date for the construction project was Sunday, April 6th and that he hoped others would promote downtown businesses during this time.

Mr. Davis noted that the prize pool would be funded privately and would not involve any tax dollars.

Ms. Brown stated the city and county could do a joint press release that could be used for internal and external audiences.

Review Continued

The Commissioners met at 9:13 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Brian Kuhn, Mayor Dave Smith, Travis Markwood, Jeff Camechis, Tony Vogel, Jeff Barron, David Jones, Mary Beth Lane, Bob Clark, Dennis Keller, Staci Knisley, Aunie Cordle, David Miller, and Ursula LaVeck.

- Legal Update

Mr. Dolin did not have a legal update.

- Administration and Budget Updates/Carri's List

- a. Jail/Public Safety Facility Work Group Update

Ms. Brown reported that today there was a resolution proposed to approve a contract for services with Bennett & Williams to conduct a subsurface environmental investigation. Included within the services are: a compilation of historical records, soil borings, soil sampling, drill cuttings, borehole abandonment and monitoring, groundwater sampling, abandonment of monitoring wells, and interpretation and presentation of

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results. The plan for the jail project has always included a process of due diligence, which would include technical analyses from subject matter experts. The contract with Bennett & Williams is a part of that due diligence. The cost for the services is not to exceed \$81,430.

Results are expected as soon as possible, with the project completion within 90 days. The abandonment of the monitoring wells is included within the 90 days. The need for additional testing is possible.

Various concerns from historical reports and within emails received were previously shared with Bennett & Williams so that these elements could be taken into account. In addition, old reports that Dennis Keller located were provided to Bennett & Williams, as well as to others who had requested them. Further, the contractual elements for the conduct of additional borings are under review and will likely be proposed to the Board of Commissioners in the future.

We remain in the pre-design phase, and the Architects report that they are continuing to conduct research and analysis. They plan to have some renderings or drawings at the State of the County Address.

Further, the Sheriff has scheduled a visit to Scioto County on April 2 at 8 am, and members of the work group will attend. The Scioto County jail was built by Wachtel and McAnally. The next work group meeting is March 14 at 10 am.

Mr. Kiger stated that the Commission has acted with due diligence throughout the entire process and that preliminaries could not be done until a site was chosen. The Commissioners hired a top notch architect and environmental study firm to make sure everything is addressed.

Mr. Davis stated that he still favors the Wheeling Street location and that the Commissioners must guard against getting caught up in the secondary problem (the location) and must have sharp focus on the primary problem of building a new jail.

Mr. Levacy agreed.

Meeting with the Engineer's Office

The Commissioners met with Jeff Camechis for a general update at 9:17 a.m. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, David Uhl, Jeff Camechis, Tony Vogel, Jeff Barron, David

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Jones, Mary Beth Lane, Bob Clark, Dennis Keller, Staci Knisley, Aunie Cordle, David Miller, and Ursula LaVeck.

Mr. Kiger stated he had spoken to Mr. Upp last week and that Mr. Upp had some maintenance concerns with a potential vacation petition coming from Pickerington.

Mr. Camechis stated that the Engineer has met with the City of Pickerington regarding issues and concerns and would like to see a maintenance agreement for certain segmented portions of the road near the proposed area to be vacated.

Ms. Elsea stated that she was expecting the vacation petition last Friday or on Monday but had not yet received it. She added that once the petition was received it would be sent to GIS, the Prosecutor, Engineer, and Regional Planning, as is the standard.

Mr. Davis asked if Pickerington and the county had maintenance agreements for any roads.

Mr. Camechis stated they had an agreement for Hill road to Busey Road.

Mr. Davis asked if the Hill Road agreement could be applied to additional roads.

Mr. Camechis stated that they had drawn up an agreement for these additional areas and submitted it to Jason Dolin for review.

Mr. Davis asked if the maintenance agreement was approved, would the Engineer's concerns be addressed.

Mr. Camechis stated they would.

Mr. Camechis stated the second concern related to the Sheridan Drive sidewalks. He mentioned that there was a maintenance agreement with the city of Lancaster for Sheridan Drive and that annexation possibilities were discussed in 2005 but had not yet happened. The Engineer would like the annexation to go through or for a maintenance agreement to be in place up to Tiki Lane. They would like this before a permit is issued for the sidewalks project.

Mr. Davis stated that he believed at the time, then-Law Director Vandervoort did not agree with having to move in and out of entities with a road.

Mr. Kiger asked if the annexation went through last spring.

Mr. Camechis stated it had not.

Mr. Kiger stated that when an entity has segments of a road and another entity has the other segments, first responders run into jurisdiction problems when responding.

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Mr. Davis stated that he had a high level of confidence that the Sheridan Drive issue would work out.

Mr. Camechis asked how the Cottonwood Court vacation petition was going.

Ms. Elsea stated that she sent the comments back to the petitioners stating that new signatures would be needed since the property description changed. Additionally, the local fire departments were asked to comment if they had any concerns. A copy was sent to the township as well.

Meeting with Mr. David Uhl re: DD Awareness Month

The Commissioners met with Dr. David Uhl at 9:00 a.m. to review DD Awareness Month. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, David Uhl, Jeff Camechis, Tony Vogel, Jeff Barron, David Jones, Mary Beth Lane, Bob Clark, Dennis Keller, Staci Knisley, Aunie Cordle, David Miller, and Ursula LaVeck.

Dr. Uhl thanked the Commissioners for their support and partnership and added that Director Pekar was unable to join them as he had a scheduling conflict. DD serves over 1,100 individuals in the county. March is DD Awareness Month both in Ohio and across the country.

Dr. Uhl reported that Governor Kasich signed an executive order a few years ago ordering that employment first be the primary employment source for those with developmental disabilities. DD does this through their internships and Project Search (and FMC for high school students) and DiscoverU (at the mall for adult clients). There are also several social enterprises including Sweet Innovations, Square 7, Art and Clay, and the green house. Job Fusion works with local businesses and provides support in hiring and training individuals with developmental disabilities providing them with competitive community employment.

Mr. Levacy asked out of the 1,100 served, how many of those were employed.

Dr. Uhl replied that many of the individuals need very little assistance. The sheltered workshop has 140 individuals and an additional 65 are placed in the community. They are currently working very diligently to increase the number place in community employment.

Ms. Brown stated she enjoyed reading about the DiscoverU partnership and asked for some photos to possibly use for the State of the County Address.

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Dr. Uhl stated he would provide some photos. He added that an individual recently received full time employment with benefits – and this was a first for the program.

Dr. Uhl also updated on everyone on Forest Rose. They are doing a program called “Dollars for Technology” that helps students communicate with their families, some for the very first time. Teachers raised money to match the \$60,000 invested for this program by DD. Additionally, a physical therapist started a driver’s education program for students receiving their first motorized wheelchairs allowing them to get their temps and then licenses.

The Opportunity Center is focused on providing community employment for its individuals and has a very successful Master Gardeners program.

Mr. Uhl invited the Commissioners to the Celebration of Possibilities dinner on March 27th at the Bloom-Carroll Middle School.

Mr. Davis stated he was inspired by the update.

Ms. Brown mentioned she was looking forward to the June meeting and October Leadership Conference to be held at the Pickerington DD Office.

Review Continued

The Commissioners met at 9:48 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, David Uhl, Jeff Camechis, Tony Vogel, Jeff Barron, David Jones, Mary Beth Lane, Bob Clark, Dennis Keller, Staci Knisley, Aunie Cordle, David Miller, Branden Meyer, and Ursula LaVeck.

- **Administration and Budget Updates/Carri’s List continued**
 - a.
 - b. Clarence E. Miller Building Assessment and Survey

Mr. Kiger stated that he had spoken to Dave Fey. Mr. Fey has interest in the CEM building.

Ms. Brown reported that the Clarence E. Miller building work group met on Friday, March 7, at 1:00 p.m. During that meeting, Steve Luchtenberg of VPL Architects presented information from his professional assessment of the building and site. Generally speaking, the assessment includes an estimate for construction improvements of \$5 million for basic office space upgrades. Housing and other types of upgrades would increase costs due to specific requirements related to use. Mr. Luchtenberg is going to send an electronic file of the assessment to post along with the electronic

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survey for public input. He is going to send pictures of the building and site, and Dennis Keller, Facilities Operations Manager, plans to prepare pictures and a "looping" slide show for the April 8 public meetings. The purpose of the public meetings is to offer information about the assessment and to give an opportunity to provide input about the use of the building.

Mr. Luchtenberg is also scheduled for a short presentation to the Board of Commissioners on March 18th at 10:30 a.m. Today, the review packet includes a draft agenda for the April 8 meetings, a draft survey for public input, and a narrative about the history of the Clarence E. Miller building. The narrative is an excerpt from Board of Health 2013 Annual Report. Ms. Brown reported that she invited Larry Hanna to the public meetings. She also invited Dean Jim Smith with Ohio University-Lancaster.

A news release will be issued late next week. Advertisements about the April 8 meetings will be placed in the media. Once everyone has had a chance to review the electronic survey and offer input, it will be placed in Survey Monkey and then available on our website (in March). Please provide feedback about the survey to Ms. Brown by March 15. Ms. Brown reported that a flyer about the survey will be created and circulated at the State of the County address on March 25.

With these steps, the Clarence E. Miller work group has met the task of implementing a plan to obtain public input and provide information about the building and site. The work group of Carri Brown, Dennis Keller, Jeff Porter, Holly Mattei, Staci Knisley, Rachel Elsea, and Donna Fox-Moore will regroup to review the survey responses late in April or early in May. Thanks go out to Mr. Luchtenberg and members of the work group for their expertise and skills in furthering the objective of the work group.

Mr. Davis stated that this process is a model for decision making. The Commission is not planning on spending \$5 million for office spaces, but the Commissioners will hear everyone's ideas and make a decision, then act on that decision.

Mr. Kiger and Mr. Levacy agreed.

Mr. Kiger added that the mission of the Commission, since Mr. Kiger and Mr. Davis have joined, is to make decisions and act on those decisions.

Mr. Brown pointed out that there are various, broad options presented in the survey, and Mr. Luchtenberg plans to have conceptual drawings for the hearings as well.

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Mr. Davis stated that he appreciates the work of Ms. Brown and the workgroup and looks forward to the conclusion.

c. Update from the March 4th meeting with Anna Tobin, MOW Director

Ms. Brown reported that on Tuesday, March 4, she and members of the Commissioners' staff met with Ms. Anna Tobin, Meals on Wheels Director, to review the current checklist of deliverables and county government processes. Ms. Brown provided a slide show to Ms. Tobin to help her become acclimated with terms associated with government accounting.

During the meeting, the group discussed the deliverables yet to be delivered by Meals on Wheels and reviewed the submission of the levy budget. After discussion, Ms. Tobin indicated she would be updating the submission, and after the updates were made, she would request a meeting with the Board of Commissioners. Ms. Brown offered Ms. Tobin an additional meeting to review the proposal if she wanted an additional meeting.

In addition, during the March 4 meeting, Ms. Brown requested copies of contracts that are in effect for the budget period or a summary of the contracts that are expected. She also requested a list of positions, salaries, and titles. Further, she requested a summary of annual services provided by Meals on Wheels, a blank copy of the Meals on Wheels application form for grants, and a blank copy of the criteria form. As previously reported, the Board of Commissioners will need to submit the Meals on Wheels proposed budget to the Budget Commission for inclusion in the Tax Budget. As a reminder, Ms. Brown reported that in this context, the budget refers to the levy budget alone.

During the March 4 meeting, Ms. Brown reported that she also requested that Ms. Tobin seek a proposed date and time that she and the Meals on Wheels Board would want to review and evaluate contractual elements for the new contract. Ms. Tobin requested copies of previous contracts, and they were provided. Ms. Tobin expressed appreciation for the meeting and a little time to acclimate to her new position.

Commissioner Kiger stated at 9:56 a.m. that the Commission would be in recess until the Regular Meeting at 10:00 a.m.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, March 11, 2014 beginning at 10:05 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown,

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Rachel Elsea, Staci Knisley, Jason Dolin, Mary Beth Lane, Branden Meyer, Tony Vogel, Jeff Barron, Bob Clark, David Jones, Ursula LaVeck, Bob Hedges, Ray Stemen, Jon Kochis, David Miller, David Uhl, Jeff Camechis, Dennis Keller, Aunie Cordle, Bill Miller, and Josh Messerly.

Pledge of Allegiance

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

Announcements

Commissioner Kiger asked Ms. Elsea if there were any announcements. There were no announcements.

Public Comment

Commissioner Kiger asked if anyone from the public who would like to speak or offer comments. There were no public comments.

Approval of Minutes for Tuesday, March 4, 2014

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Minutes for Tuesday, March 4, 2014.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Adult Probation Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Adult Probation resolution to amend the certificate, conversion of prior year 2013 encumbrance to current year appropriation, reduce current year appropriations Adult Community Based Correction 2689; see resolution 2014-03.11.a.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Auditor's Office Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Auditor's Office resolution to appropriate from unappropriated in a major expenditure object category for GIS Fund #2443; see resolution 2014-03.11.b.

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Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Clerk of Courts Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Clerk of Courts Office resolutions:

- | | |
|--------------|---|
| 2014-03.11.c | A resolution approving an account to account transfer into a major object expense category for Other – Clerk of Courts Title #2326 [Clerk of Courts- Legal] |
| 2014-03.11.d | A resolution approving an account to account transfer into a major object expense category for Other – Clerk of Courts Legal #1001 [Clerk of Courts-Legal] |

Discussion: Mr. Meyer stated that the first resolution was for \$30 for a cash drawer startup for an employee. The second resolution was for the fourth floor of the Hall of Justice as they have not had a cash drawer and would have to go between floors. This will improve customer efficiency. Mr. Davis stated that knowing the difficult environment, he appreciates Mr. Meyer's work.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

Approval of the Commissioners' Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners' Office resolution authorizing the approval of a proclamation recognizing March as Developmental Disabilities Awareness Month; see resolution 2014-03.11.e.

Discussion: Dr. Uhl thanked the Commissioners for their partnership and support.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Steve Davis, and Mike Kiger

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners' Office resolution authorizing the approval of a proclamation recognizing March 17 – March 22 as "Sunshine Week"; see resolution 2014-03.11.f.

Discussion: Ms. Brown reported that Sunshine Week promotes an open, honest, and transparent government. Mr. Davis asked Ms. Brown if the website previously received

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a "D" grade. Ms. Brown stated that was correct, but the current grade is an A- and we continue to improve. She encouraged everyone to check out the website for the Sunshine Review pages. Mr. Davis thanked everyone for improving the website.

Roll call vote of the motion resulted as follows:

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

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Commissioners' Office resolutions:

- | | |
|--------------|---|
| 2014-03.11.g | A resolution to approve a contract by and between the Fairfield County Commissioners and Bennett and Williams, Environmental Consultants, Inc. – Fairfield County Commissioners [Commissioners] |
| 2014-03.11.h | A resolution declaring a fixed asset (Trane Tracer ES server) obsolete and donating said fixed asset to the Multi-County Juvenile Detention Center. [Commissioners] |
| 2014-03.11.i | A resolution authorizing the approval of an amendment to an agreement (2013-04.02.f) with the Fairfield County Historic Parks District. [Commissioners] |
| 2014-03.11.j | A resolution authorizing the approval of a request for payment and status of funds report – FY2012 CDBG & Home Funds – Drawdown for \$6,481 [Commissioners] |

Roll call vote of the motion resulted as follows:

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

Approval of the Emergency Management Agency's Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Emergency Management Agency resolutions:

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| 2014-03.11.k | A resolution authorizing the approval of repayment of an advance to the General Fund from EMA Fund 2091 (subfund 8046) PUCO Grant Fund FY12 [EMA] |
| 2014-03.11.l | A resolution authorizing the approval of repayment of an advance to the General Fund from EMA 2724 (subfund 8050) Citizen Corps Program Grant Fund [EMA] |

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Roll call vote of the motion resulted as follows:

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

Approval of the Engineer's Office Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Engineer's Office resolutions:

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|--------------|---|
| 2014-03.11.m | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for equipment replacement[Engineer] |
| 2014-03.11.n | A resolution to amend the certificate, update receipt line item & request for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 2050 for work completed in various subdivisions [Engineer] |

Roll call vote of the motion resulted as follows:

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

Approval of the JFS Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following JFS resolutions:

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|--------------|---|
| 2014-03.11.o | A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and Fairfield Center for disAbilities and Cerebral Palsy, Inc. [JFS] |
| 2014-03.11.p | A resolution regarding approval of four (4) operating lease agreements between Gordon Flesch Company, Inc., and Job & Family Services [JFS] |
| 2014-03.11.q | A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and MSV Express, Inc. [JFS] |
| 2014-03.11.r | A resolution regarding approval of a Purchase of Service Contract by and between Fairfield County Job & Family Services, and Dublin Express Transport Solutions, LTD, d.b.a. Wheels To Go [JFS] |
| 2014-03.11.s | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services [JFS] |

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Roll call vote of the motion resulted as follows:

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

Approval of the Prosecutor's Office Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Prosecutor's Office resolution to appropriate from unappropriated funds in a major category expense, based on a reimbursement made to the GRF from the Ohio State University (Fairfield County Prosecutor) #1001; see resolution 2014-03.11.t.

Roll call vote of the motion resulted as follows:

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

Approval of the Utilities Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Utilities resolutions:

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|--------------|---|
| 2014-03.11.u | A resolution authorizing the approval of repayment of an advance to the General Fund 2777 Home Sewage Septic Systems.[Utilities] |
| 2014-03.11.v | A resolution to amend the certificate, update receipt line item & request for appropriations for fund 2673, Building Department [Utilities] |

Roll call vote of the motion resulted as follows:

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

Approval of the Payment of Bills Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Payment of Bills resolutions:

- | | |
|--------------|--|
| 2014-03.11.w | A resolution to approve the payment of vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance] |
| 2014-03.11.x | A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval. [Commissioners] |

Roll call vote of the motion resulted as follows:

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

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On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Payment of Bills resolution authorizing the approval of payment to Wachtel & McAnally for architectural services for the Fairfield County Jail project; see resolution 2014-03.11.y.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Mike Kiger
Abstaining: Dave Levacy

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, March 18, 2014 at 10:00 a.m.

Mr. Davis stated there would be substantive review following the Regular Meeting.

Commissioner Kiger stated at 10:17 a.m. the Commission would be a ten minute recess followed by an Executive Session to discuss Personnel in the Auditor's Office in Commissioner Kiger's Office.

Review

The Commissioners met at 10:30 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Mary Beth Lane, Jon Kochis, David Miller, Ursula LaVeck, Tony Vogel, Jeff Barron, Ray Stemen, Jon Slater, Staci Knisley, and Aunie Cordle.

Executive Session to discuss Personnel in the Auditor's Office.

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Personnel in the Auditor's Office at 10:30 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Aunie Cordle, Jason Dolin, Jon Slater, David Miller, and legal counsel.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger

On the motion of Steve Davis and second of Dave Levacy, the Board voted to exit Executive Session at 10:51 a.m.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy, and Mike Kiger

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The Commissioners met at 10:51 a.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Staci Knisley, Aunie Cordle, Jeff Barron, Ursula LaVeck, Dennis Keller, Tony Vogel, and Ray Stemen.

- **Administration and Budget Updates/Carri's List**

- a. Budget Hearings and Quarterly Updates Scheduled

Ms. Brown reported that last week, the 2014 Schedule for the Calendar Year 2015 Budget was emailed to all elected officials, department heads, and financial or budget officers. In addition, the budget hearings have been scheduled. The target date for approving the 2015 budget is December 9. The review packet includes a schedule of these hearings. Quarterly updates to review the budgeted and actual activity with the Board of Commissioners have also been scheduled.

- b. Sunshine Week Proclamation

Ms. Brown thanked the Board for the ***Proclamation Recognizing March 17-March 22 as "Sunshine Week"***. James Madison, the father of our federal Constitution, wrote that "consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives." Fairfield County commits during this Sunshine Week, commemorating the anniversary of James Madison's birth on March 16, and throughout the year to work diligently to enhance the public's access to government records and information, to increase information provided electronically and online, and to ensure that all meetings of deliberative bodies under its jurisdiction are properly noticed and open to the public.

The review packet includes a schedule of the news releases scheduled for the week. In addition, the office is dedicated to responding to requests for public records requests in a timely manner. A monitoring chart has been implemented for such a purpose, and the chart will be reviewed quarterly along with the budget reviews.

- c. State of the County Address – March 25

Ms. Brown stated the theme is: Prepare. Respond. Thrive. She suggested we should schedule a time to be at Liberty Center to run through the address next week or the day before the address. A draft agenda has been prepared. The Lancaster/Fairfield County Chamber will send

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invitations. They have not sent them yet. However, we have sent reminders to the elected officials and department heads several times, and we have requested input several times.

Also in the review packet is a draft proclamation for reference. It is for April National County Government Month, and it will be proposed on 3.25. The theme is consistent with the State of the County Address theme. Ms. Elsea is preparing a calendar of events.

Mr. Kiger stated at 10:56 a.m. that the Commission would be in recess until the First Public Hearing for CDBG 2014.

Public Hearing – First Public Hearing for CDBG 2014

The Commissioners met at 11:02 a.m. for the First Public Hearing for CDBG 2014. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, James Mako, Holly Mattei, Tammy Drobina, Pat Byers, Greg Butcher, Mary Jo Smith, Diane Schorr, Diane Boso, Paul Kemmer, Bob Clark, Donna Fox-Moore, Jeff Barron, Dennis Keller, Ray Stemen, and Jon Slater.

Mr. Kiger opened the hearing and thanked everyone for attending.

Mr. Mako asked everyone to sign in and reviewed the CDBG programs (see attached).

Ms. Fox-Moore reviewed the Fairfield County Community Housing Impact & Preservation Program (CHIP) (see attached).

Mr. Mako also presented information on the Fair Housing Program as it is something the state and RPC take very seriously. The two sections are protected class discrimination for sale and rental properties as well as Landlord/Tenant issues (rights and responsibilities for each are outlined in both). If anyone does have a concern or complaint, they should contact RPC.

Mr. Kemmer stated he was a supporter of finding funding to fix failing septic systems. This is something the public needs educated about as it is a serious problem.

With no other comments or questions Commissioner Kiger closed the hearing at 11:17 a.m.

Review continued

The Commissioners met at 11:23 a.m. to continue review of legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave

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Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Tony Vogel, Ursula LaVeck, Ed Laramée, Ray Stemen, Jeff Barron, Dennis Keller, and Holly Mattei.

- Administration and Budget Updates/Carri's List

- a. The Leadership Connection

Ms. Brown reported that The Leadership Connection (TLC) is an initiative designed to strengthen the cohesiveness of the Commissioners' department heads. Carri Brown, Aunie Cordle, and Todd McCullough met to begin preparing for the 4 hour team building meeting that will occur in summer. The meeting will be held at the Utilities administrative office. Attendees will be Commissioners' department heads. A draft agenda has been sent to these department heads for input and feedback. There has been a lot of positive energy surrounding the effort.

- New Business

- a. Conveyance Fees and Casino Revenues

Mr. Davis stated they would need to keep an eye on the conveyance fees as the weather changes.

Mr. Laramée didn't think the weather would factor into the situation too much. He added that the casino revenue was troublesome due to the slots. Slots have not been approved for veteran halls and they were looking at other locations as well.

Mr. Davis stated that if they ran the casino numbers for the year, their estimates were on target.

Mr. Laramée stated he was concerned with the direction of the revenues.

Mr. Kiger stated that this showed the Commission's low budgeting was wise.

Mr. Davis stated they will need a longer look at the numbers to have a better understanding.

- Old Business

- a. Interim Treasurer

Ms. Brown reported that Ms. Elsea was doing a good job keeping s all informed of important dates. For example, the Republican Central

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Committee had reserved the Liberty Center for March 26th to appoint a new Treasurer.

b. JFS Director Posting

At the last meeting, Ms. Brown indicated she would create an announcement for a JFS Director posting. She reported that she emailed a draft to the Commissioners and to Rachel Elsea. In order to prepare a draft posting, Ms. Brown first retrieved the JFS Director's position description. With Director Orlando's performance assessment and review, Orlando and she evaluated the position description as part of the normal process. Therefore, the position description is current. To draft a position posting, she:

- Analyzed recent announcements for professional positions with our county and identified the critical elements that were included.
- Analyzed announcements for similar positions in other Ohio counties and confirmed the critical elements we included were consistent with postings in the field.
- Drew upon her in-depth knowledge of JFS and the director position.
- Consulted with Director Orlando to obtain his input and feedback on the draft.
- Reviewed professional and academic journals relating to postings for professional positions and found that clarity of expectations and connections to the organizational mission were important.

The result of that analysis and evaluation was what she emailed to the Commissioners. She did not place the draft in the review packet as that could have been misconstrued as an actual posting. With the exception of consulting with Director Orlando, she did not consult with any other individual. Ms. Elsea reviewed the posting for readability.

Mr. Davis liked the posting and still preferred to post internally to send a message to county employees that there is room for advancement.

Mr. Levacy agreed.

Mr. Kiger stated that because someone was qualified did not mean they were the best candidate. He was fine with the posting internally if it was county-wide and not just JFS.

Mr. Davis stated he appreciated Mr. Kiger's willingness to post internally first and that the decision was a hybrid resulting from the discussions last week. The Board has not always been of one mind when making personnel decisions, but they have shown a united front.

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After discussion, the Board of Commissioners decided to post the position internally (countywide). The posting will be circulated to all county employees.

Once applicants send their letters of interest and resumes to Carri Brown by March 21, the next steps for the selection process will be outlined. Ms. Brown recommended involving the senior leadership of JFS in a double blind assessment of a relevant project for JFS operations. Further, panel interviews with the Board of Commissioners and the Executive Director are expected.

Ms. Brown and Mr. Orlando have set aside time to review transition items. Ms. Brown reported that Mr. Orlando had identified his resignation date as April 14 in his resignation letter. However, she is aware that Mr. Orlando plans some vacation days in April. Mr. Orlando reported he would be available for any questions that arose during that time.

Mr. Davis stated they will remain cognizant of "plan B" to avoid a leadership gap should a replacement not be chosen by April 14th.

- General Correspondence Received

- a. Thank you from Fairfield Area Humane Society for FY2014 stipend.

- Ms. Brown shared this news with Mr. McCullough.

- b. COAAA Minutes from December 5th and Agenda from March 6th

- Calendar Review/Invitations Received

- a. Chillicothe VAMC Regional Director's Meeting – Thursday, March 27th at 9:00 a.m. at AMVETs in Logan

- b. Lancaster-Fairfield Community Action Annual Dinner – Thursday, May 15th at 6:00 p.m. at Crossroads

- All three Commissioners plan to attend.
(Mr. Davis may not be able to make it)

- FYI

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- Open Items

- a. MORPC Boundary Update

Ms. Mattei provided an update on the MORPC Boundary Subcommittee. The Subcommittee recommended the NPO invite Liberty Township and Baltimore with the intention of MORPC talking to those entities. MORPC will also speak to the larger communities who were opposed to hear their concerns.

Mr. Davis asked if they chose "recommendation one".

Ms. Mattei stated that was correct.

Ms. Brown stated that Ms. Mattei does a great job representing the county.

The Commissioners agreed.

- b. Conversation with Mr. Stemen

Mr. Stemen stated that he and his wife had witnessed the DD internship program at FMC and were very impressed with both the students and teachers.

Mr. Davis asked Mr. Stemen how he came about deciding to attend the Commission meetings regularly.

Mr. Stemen stated he was trying to become more involved and was very concerned with Agenda 21.

Mr. Davis thanked Mr. Stemen for his involvement.

Executive Session to discuss Pending Litigation

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Pending Litigation at 11:46 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Jason Dolin, and Tony Vogel.

Roll call on the motion as follows:

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

