

**Regular Meeting #21 - 2014  
Fairfield County Commissioners' Office  
May 15, 2014**

**Elected Officials/Department Heads Roundtable (at The Lodge)**

The Commissioners met at 8:37 a.m. for the Elected Officials/Department Heads Roundtable. 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, Jeff Porter, Dennis Keller, Todd McCullough, Bruce Simmons, Laura Dekle, John Pekar, Holly Mattei, Aunie Cordle, Julie Noyes, Jerry Perrigo, Ann Hammond, Charma Morgan, Brittany Justice, Ashley Cichon, Kathleen Uhl, Lisa Notestone, Lisa McKenzie, Gene Wood, Amy Boyer, Tony Vogel, Rod Barker, Julie Blaesdell, Jon Kochis, Sheriff Phalen, Amy Presnell, Kelly Turben, Jodie Duffee, Carie Fragoso, Suzette Hildinger, Susan Eyerman, Nancy Duffee, Branden Meyer, Kelly Messerly, Jack Davidson, Jeff Baird, Kristi Burre, Jeff Barron, and Judge Vandervoort.

Mr. Kiger welcomed everyone and informed the audience that the tuition reimbursement program was recently approved and that HR would be sending more information by email. He also welcomed the new Director of the Soil and Water Conservation District, Amy Boyer.

Mr. Levacy stated he attended the Senior Citizens Hall of Fame Ceremony on Wednesday that honored three Fairfield County residents, Dorothy Upp and Mr. and Mrs. Beckwith. He reminded everyone that June 12<sup>th</sup> is the County Employee recognition breakfast and encouraged attendance.

Mr. Davis thanked everyone for attending and welcomed the new JFS Director Aunie Cordle. He added that he was proud of the hiring process and the concept of looking within the county first.

Ms. Brown provided an overview of ethics training and encouraged everyone to complete either a webinar or an e-learning course, both of which are no charge. For 2015, there is consideration being given to a policy statement to require ethics training similar to the Governor's executive order for state employees and members of state boards and commissions.

Ms. Cordle presented information on unlawful harassment (see attached). She encouraged everyone to go over the training with their staff.

Ms. Brown reviewed the compensation plan research that was being conducted and encouraged all interested offices to join. Please be in touch with her if you want more information.

- Rapid Fire

- a. Dennis Keller

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Mr. Keller provided an update on the energy project. The project is 85% complete and they are currently working the bugs out of the computer system. Windows are almost completely installed at the government services building and work will soon begin on the court house windows. They are already seeing the benefits from the energy project.

b. Rachel Elsea

Ms. Elsea reviewed the folder contents, placemat, and newsletter (all attached). She also asked that those who have not confirmed their budget hearings do so as soon as possible.

c. Carri Brown

**Storage Needs**

A small work group is visiting Delaware County on June 23 to review centralized records storage. There is room for others to come along if desired. Contact Carri if you want to attend.

The survey showed there are broad, diverse needs for storage. The data provides a good beginning to define the problems and begin creating solutions. 60% of respondents indicated that a 5-10 mile radius for storage of physical assets or records would be acceptable. Some special restrictions are required for access. Tony Vogel, David Miller, Larry Hanna, Randy Carter, Jerry Perrigo, several designees of the Clerk of Courts, Branden Meyer, Jeff Porter, Holly Mattei, and Commissioner Mike Kiger indicated interest in participating in an expanded work group.

**Tussing Road Building**

We are outfitting the Tussing Road building partially with donated furniture from Williams Energy as the Bluegrass Pipeline project is being suspended. If you are interested in the building for office space, contact Carri. JFS, Juvenile Court, the Health Department, and ADAMH have already expressed interest.

**TimeClock Plus**

From the survey regarding TimeClock Plus, 2/3 of the respondents indicated interest in exploring the option. TimeClock Plus, a software tool to improve efficiency and decrease data entry, is in use with Developmental Disabilities. Immediately, there is enough interest in

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exploring the option more, but there are questions about how this would work, with some departments do not fully in favor the idea.

However, there is enough interest to support IT with what they need to move forward in planning for broader use at least with some departments, but there will need to be more work in how this software might be put in place broadly.

Ms. Brown suggested that the County Auditor or his designees and Aundrea Cordle with Human Resources come together to form a work group to evaluate the options. She suggested an additional opportunity for elected officials and department heads to offer input and feedback once a work group has its recommendations in place, perhaps by the end of the year. As a side note, TimeClock Plus is not expected to eliminate the Employee Self Service option, but would be a complement to it. Please be in touch with the County Auditor or David Miller if you are interested in the work group.

**Jail**

- The Architect continues to connect with the Sheriff and his departments.
- The Architect estimates a premium for the foundation for a jail built at the existing site of the Wheeling Street jail of \$1.5 M. This estimate is from August 2013.
- We await information from the soil analysis which may increase that cost. The estimate of \$2 M has been discussed as a reasonable estimate for the foundation premium. This is a general estimate.
- There are no plans to seek contracts with the federal government to house federal prisoners.
- Bennett and Williams, our contracted subject matter experts for environmental consultation, is in the process of analyzing and evaluating the environment. We have a verbal indication that the soil is not hazardous waste, but we await the report.

**Clarence E Miller Building**

The next steps in considering the fate of the Clarence E. Miller Building are to review options relating to the sale or donation of the property and to request an AG opinion about the maintenance of the cemetery.

**Camtasia Videos**

The County has licenses to use Camtasia, a type of software that has screen recorder capabilities to capture anything on your computer screen. You can import camera video, music, photos, and more to customize your

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videos for training or outreach. JFS, the Dog Shelter, and others are coming together to explore options. If you are interested, contact Todd McCullough or Rachel Elsea – or attend an Administrative Connections meeting. In the future, some examples will be shared at a Roundtable if there is interest.

**Budget Hearings** – A schedule of the voluntary hearings are in the Roundtable folder. Please confirm as soon as you can.

**Budget Parameters** – A copy of the budget parameters letter is in the Roundtable folder. Please adhere to the parameters or provide an assessment or evaluation if you cannot adhere to them.

**Checklist** - A checklist of follow up actions is in the Roundtable folder. People have reported that they really like having a checklist for follow up actions.

- Elected Official/Department Heads Updates

- a. ADAMH – Rhonda Meyers

- Ms. Meyers provided information on her recent meeting with Senator Balderson regarding keeping the FY2013 state budget unchanged. (Information attached)

- b. EMA – Jon Kochis

- Mr. Kochis provided an update on the tornado sirens and added that EMA recently received a grant that will allow them to purchase software to break the county into quadrants for siren usage so that only sirens in the areas of a warning go off.

- c. Sheriff Dave Phalen

- Sheriff Phalen reported that there would be a Police Memorial ceremony on Friday, May 16<sup>th</sup> at noon in honor of those officers in Fairfield County who have lost their lives. The Sheriff's award luncheon was to take place later that day. They are working on renewing the contract for services in the northern part of the county.

- d. Prosecutor – Jason Dolin

- Mr. Dolin reported that the Prosecutor and Board of Elections would be hosting a seminar on June 26<sup>th</sup> at 6:00 p.m. at the Liberty Center for townships and municipalities. The purpose of this seminar is to inform the

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entities on how to get levies on the ballot. The civil division is now undertaking larger tax delinquencies and the criminal division is on a record pace for indictments with 212 in the first four months of the year. They are also working on upgrading the matrix for their cases.

e. Clerk of Courts – Branden Meyer

Mr. Meyer reminded everyone that they are welcome to use the conference room at the Hall of Justice. It seats 8-10 and has computer capabilities. Please let Ms. Nancy Duffy know if you would like to use it.

- Energy Project Software Demonstration

Mr. Keller provided a demonstration of the web based software that maintenance will be using to monitor the heating and cooling systems in all county buildings.

- Fairfield National Bank Vendor Presentation

President Steve Wells and Ms. Kim Sheldon presented information on FNB's services to county offices.

Mr. Wells stated FNB is the primary depository for the county and that they have a great working relationship. The money FNB holds for the county is used for local lending and goes back to helping the community. He thanked the county for their relationship.

Ms. Sheldon stated she recently met with Ms. Brown and Mr. Kiger regarding financing options for Fairfield County (see handout). FNB provides financing for both businesses and not-for-profits (for which they have non-taxable interest rates). They have many public relationships within Fairfield County and offer many types of public financing. Ms. Sheldon went on to say there are many advantages for the county to work with FNB.

Mr. Kiger stated that the FNB presentation is an extension of the Commissioners' desire to use local businesses.

Mr. Levacy thanked Ms. Brown and Ms. Elsea and all of the staff for the work in organizing the Roundtable and newsletter.

Mr. Davis thanked the staff as well and expressed his appreciation of the service of everyone in attendance.

The Roundtable concluded at 10:13 a.m.

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**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held at the Courthouse on Thursday, May 15, 2014 beginning at 10:38 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Dennis Keller, Branden Meyer, and Jeff Barron.

**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 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 for approval of FY2015 Community Based Correction Act Program 407 Subsidy Grant Agreement; see resolution 2014-05.15.a.

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 following Commissioners' Office resolutions:

2014-05.15.b	A resolution to appropriate from unappropriated into a major expense category for fund # 2807 – Ohio EPA grant, 2014 Community Recycling Grant – Fairfield County Commissioners [Commissioners]
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2014-05.15.c        A resolution to appropriate from unappropriated in major expenditure object category for the Fairfield County Commissioners 'Office Fund # 1001[Commissioners]

2014-05.15.d        A resolution to appropriate from unappropriated in major expenditure object category for other, fund# 1001 & payment to the Fairfield County Municipal Court - Fairfield County Commissioners 'Office [Commissioners]

Discussion: Ms. Brown commented that the recycling grant was a helpful, new grant that was awarded in a competitive environment. She was appreciative of the efforts of Ms. Bratton and Community Action in pursuing the grant.

Roll call vote of the motion resulted as follows:

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

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, May 20, 2014 at 10:00 a.m.

**Meeting with RPC re: CDBG Recommendations**

The Commissioners met at 10:45 a.m. to discuss RPC's CDBG recommendations. 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, Branden Meyer, James Mako, Holly Mattei, and Courtney VanDyke.

Ms. Mattei stated the communities did a great job communicating their needs at the hearing and stated RPC was providing two recommendation options. The first option would be to fund two Carroll projects which provide additional leverage for competition of the matching grant. Option A would also include Lancaster Public Transit and Walnut Creek Sewer Project as neither has received this funding in a long time.

The second option is being recommended as an alternate in the resolution in case Carroll does not receive any funding. At that place they will replace one of the Carroll projects with the Walnut paving project. The critical infrastructure grants will also be included in the resolution.

Mr. Davis asked what would happen if there was not an alternative in the resolution.

Ms. Mattei stated if they did not include the alternative and Carroll did not receive funding they would need to hold another public hearing and reopen for applications. The state advises including an alternative option in the resolution.

Mr. Davis asked if the Commissioners had done a resolution with an alternative option before.

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Ms. Mattei stated they had not so long as she had been the director; however it is becoming more common.

Mr. Davis asked why Carroll's project was ranked above Walnut Township's.

Ms. Mattei stated they went through several meetings with Carroll and residents identified their top ten projects to include. Projects 1-4 are in the NPR and 5 (the basketball court) and 7 (Center Street curb project) (6 is not competitive and thus not included) are not in the NPR. With this scenario they can fund 6 of the 10 projects.

She added that Walnut Township is in need of a lot of paving and received funding the past two years. Option B would fund two of the four projects. RPC would like to apply for a competitive grant for this project next year due to the severity of its need.

Mr. Levacy asked if LPT applied for one vehicle or three.

Ms. Mattei stated they original federal grant was for three vehicles, but that they had only applies for one in this process. The resolution for these projects will be ready for next Tuesday.

Mr. Mako added that the resolution would be pretty straightforward.

All three Commissioners gave RPC the nod to move forward.

**Review**

The Commissioners met at 10:56 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 (joining the meeting at 9:06 a.m.), Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, and Branden Meyer.

Mr. Kiger stated he had invited Emily Schmidbauer from Congressman Striver's Office to the Roundtable on Wednesday and was happy she was able stop by.

Ms. Brown reported an updated equitable sharing form from the Prosecutor was received by the office with corrected balances reflected.

Mr. Davis stated he met with Mike Lieber, Executive Director of the YMCA, and thought the meeting was positive.

Ms. Brown will connect with the Sheriff and JFS regarding the Mature Works staffing in terms of finding any options for the Trustee supervision.



