

**Regular Meeting #08-35
Fairfield County Commissioners' Office
August 21, 2008**

8:30 a.m.- Commissioner's Quarterly Roundtable Meeting

The Board of Commissioners met at 8:30 a.m. to conduct a quarterly roundtable meeting with county elected officials and agency department heads. Commissioners present included Jon Myers, Judith Shupe and Mike Kiger. Also present were Bill Arnett, Brooks Davis, Frank Anderson, Barb Curtiss, Dave Phalen, Jerry Perrigo, Jason Dolin, David Landefeld, Richard Berens, Ed Laramée, Frank Hirsch, David Miller, Dave Burgei, Perry Orndorff, Jeffrey Bender, Cheri Shaw, Jay Sheperd, Joe Spybey, Michael Orlando, Nora Getz, Lisa McKenzie, Jon Slater, Jon Kochis, Aunie Cordle, Paul Unger and Scott Zody.

Commissioner Myers welcomed all and asked Barb Curtiss to introduce Paul Unger for a Records Storage update.

Ms. Curtiss introduced the new Auditor's Finance Director Dave Miller, then introduced Mr. Unger. Mr. Unger is with HMU Consulting, which primarily assists law firms with efforts to become paperless. Mr. Unger was hired under contract to evaluate the county's current records situation.

Mr. Unger provided an overview of his efforts to date, stating that he had met with the Records Commission in December, and was charged with developing a survey to send to county offices to identify current records situations and identify future needs.

Mr. Unger stated that based upon the results he has received to date, there is a large backfile problem of paper records. The cost to scan those records into electronic files, it costs about \$150-200 per 3,000 pages, or one banker's box.

Mr. Unger recommends the county explore implementing a system to work forward and catch up with old files as times allows, but image as many new records as possible. If left unchecked, there problem will grow and become worse as time goes on. As far as what systems are the best, Mr. Unger stated there are different systems available, but some are specialized and non-convertible between offices or functions.

Mr. Unger recommends having the survey evaluated and use to assess agency needs, and have a consultant develop an RFP to vendors once specific needs are identified and use one or two agencies as pilot projects to test software and programs.

Cheri Shaw asked what the offices could do with current records, and Mr. Unger stated that most records would need to be secured until they could be scanned, and even then some paper records might still need to be kept.

Ms. Shaw stated that her office has papers on file from the 1800's and thousands of records and documents and no personnel to address the issue. Mr. Unger stated that is a policy and budget call for each agency to make.

Ms. Curtiss stated that a possible answer is a county archive building with a part-time employee to act as custodian and retriever of records & begin the scanning of records.

Mr. Landefeld asked if Mr. Unger had a particular office in mind for a pilot project, and Mr. Unger stated that he did not have enough information gathered to make a recommendation at this point.

Mr. Unger explained that an average office of 15 people might require 500 square feet of storage space for records. That size of an operation would likely require 2 full time positions for records storage and management, costing approximately \$80,000 per year for labor & benefits, plus additional storage needs each year and storage and copying costs. Over 5 years, your costs could be as much as \$400,000.

A new database system to scan records electronically could cost as little as \$50-100,000, and last several years, and improve staff efficiency. There is a program called Laserfiche that many public agencies use for scanning records.

Ms. Curtiss asked Michael Orlando to describe the new system that JFS is using. Mr. Orlando stated the system they have been using in the Child Support section since July has shown some promise, but the primary function of the system is for case management, and records storage is a secondary benefit. Mr. Orlando stated that if there is a cheaper alternative available, he would certainly be interested, as EDMS is from a sole-source vendor.

Ms. Curtiss asked if the new system meshed with public records laws, and Mr. Orlando stated that with the new system, since they are not creating paper records, it technically does not become a record.

Ms. Shaw stated that her office has been doing data imaging since 1994, and it is a great benefit to finding records, but issues they have come across in this process include the transition of technology and conversion, and the system is only as good as the operator using it.

Ms. Curtiss stated that she would like a system that doesn't require a paper record. Ms. Shaw agreed, but stated her office receives a lot of paper records from other sources that they are required to keep and maintain.

Ms. Curtiss stated that she would like to take the next step and retain Mr. Unger to perform the evaluation of the surveys and make recommendations for pilot programs that could be discussed at the Budget Retreat.

Commissioner Kiger asked if it might be better to contract out scanning and imaging of old records instead of hiring new employees, and Ms. Curtiss stated she is willing to look at all options.

Mr. Unger stated that each agency needs to determine those kind of decisions on their needs based upon their budgets. In addition, there may already be some solutions out there for folks to take advantage of.

Ed Laramée asked how much centralization is occurring with respect to records management, and Ms. Curtiss stated that indexing and properly categorizing records becomes the main issue there.

Mr. Unger stated that some agencies could benefit from consolidating but most operate on their own "islands".

Mr. Laramée asked if that meant old records could be centralized, but new records that are imaged would be separate, and Mr. Unger stated that even archives would need to be separated or properly segregated in order to be able to find and retrieve them.

Ms. Curtiss stated there remains a problem of storing current records and what to do with them as well as the long term problem of having to store certain paper records for a long time.

Commissioner Myers asked what can be destroyed, and Ms. Curtiss stated that each agency should adhere to the Records Retention schedules that were developed last year. Ms. Shaw stated that her office has gone through their files and already destroyed what they are no required to retain.

Ms. Curtiss stated that if there is something that is not currently on the retention schedule that an office believes it should be retaining, they need to contact Eric Coakley in her office and go through the process of amending their retention schedule to add it.

Commissioner Myers asked if Mr. Unger is recommending creating electronic records, then destroying the paper records. Ms. Curtiss stated that it depends on what can legally be destroyed, as some records are required to be kept in a paper form.

Mr. Laramée stated that there is some need for ready access of certain records that would make it worthwhile to e-file for ease of retrieval.

Mr. Orlando stated that he believes Ms. Curtiss is on the right track, and storage of old files and initiating the electronic copying of new files makes sense, and supports the establishment of a storage facility.

Ms. Curtiss stated that she would like to retain Mr. Unger and have him conduct an appraisal of the surveys and make recommendations.

Commissioner Shupe asked what timeframe the review would entail, and Mr. Unger stated that he was not sure. Commissioner Myers asked how much funding was left from the Budget Retreat allocation, and Ms. Curtiss stated that there is approximately \$172,500 left, and if the Board is OK with moving forward, she would retain Mr. Unger to do that work.

Commissioner Myers asked what other counties are doing, and Ms. Curtiss stated that several counties are far ahead of Fairfield, but some have systems that are not user friendly, such as Montgomery County, where it can take up to a week to retrieve a record via a contracted storage company.

Commissioner Myers asked how many boxes of records Fairfield County has, and Ms. Curtiss stated that several years ago, Ted Abbott conducted a study of that and counted boxes, but she has been unable to locate a copy of the study. She is also trying to obtain a copy of a study conducted by Kimball & Associates that did a similar study.

Ms. Shaw stated that Delaware County has an archive, and Ms. Curtiss stated that the City of Circleville uses Laserfiche.

Commissioner Myers asked if the Records Committee would have a recommendation in time for the Budget Retreat, and Ms. Curtiss stated that it would be her goal to do so.

The Board proceeded to take reports from those present.

Bill Arnett stated that there are two potential small manufacturing projects that are considering the Canal Point industrial park, and the Revolving Loan Committee is set to close on another loan for a project. In addition, the Route 33 Development Alliance is working on marketing materials for the corridor, and the Historical Parks Hot Zone Committee will meet next week to begin working on a report for the Budget Retreat.

Brook Davis reported that he will be taking an early retirement at the end of the year approved by the Regional Planning Commission to generate some savings for the agency. He is also working on the Greenspace and Trail portion of the County Comprehensive Plan, and should be holding some public hearings on that soon. He is also working with Liberty and Walnut township on updating their zoning codes.

Frank Anderson stated that Marietta Road improvements should be moving forward now that his office has received approval under Federal guidelines for that project. There are also two bridge projects that have been approved, but funding will not be available until 2014 for those improvements.

Ms. Curtiss reported that the post-audit conference is scheduled with the Board next week, and asked if the new state bid contracts had been announced yet. Commissioner Myers asked Mr. Zody to check on those, and Mr. Kochis stated those should be posted on the Department of Administrative Services website.

Sheriff Phalen stated that his Civil Division Office will be extending their public work hours from 8-4 to 8-5 by re-arranging staff hours to provide more service to the public. In addition, his office is working with the Village of Baltimore Police Chief to focus more effort on internet sexual predators. Sheriff Phalen suggested the county provide employees information relative to the value of the fringe benefits they receive, such as health care, in these difficult economic times. Also, the second class of Community Watch volunteers recently graduated and will soon begin patrolling.

Finally, the Sheriff reported that their radio system is in need of approximately \$1 million worth of repairs, and they are working to make incremental improvements to the system to improve coverage.

Dave Landefeld reported that his office has hired Dave Kessler to work on elderly abuse and exploitation cases with Job & Family Services, as this has become a larger issue recently.

The Prosecutor is also investigating an alleged case of voter fraud involving a person who may have voted twice – once in Muskingum County and once in Fairfield County.

Jon Kochis reported that his office is wrapping up working with FEMA on receiving reimbursements for the March snowstorm emergency declaration – the county should receive approximately \$250,000 for that event.

Frank Hirsch stated that he has had several public records requests relative to the recent e coli outbreaks recently and has been busy addressing those, and his staff has been monitoring for West Nile virus the past few weeks, but no positive cases have been found yet. Unfortunately, the clinic was turned down for accreditation by the Federal government, but they intend to try again next year.

Aundrea Cordle reported that open enrollment for health benefits will begin soon, and may include a summary of benefits in the next issue of the County Chronicle. Ms. Curtiss asked if there needed to be an increased awareness of Deferred Compensation for the employees, and Ms. Cordle stated the challenge usually is educating new employees of that benefit. Commissioner Myers asked if many employees were taking advantage of the flexible spending program, and if reminders were being sent out to employees to let them know to get their claims in by the end of the year, and Ms. Cordle stated her office is making efforts to do that.

Cheri Shaw reported the county now has 20 beds reserved for its use at the Multi-County Juvenile Detention Facility, and usually fills more than that – 80% of their cases involve alcohol or drug abuse. Commissioner Myers asked if they were seeing an increase in the number of female cases, and Ms. Shaw stated they were. Mr. Landefeld stated that there is an increase in the number of heroin cases, and 80-85% of his cases have drug or alcohol involvement.

Judge Berens reported that the re-entry court is having some success, where he is releasing certain prisoners back to society and having them in for periodic checks and hearings before him.

Jon Slate reported there are 1400 active foreclosure cases in the county representing about 2% of all county real estate parcels. The normal active caseload is 3-400.

Perry Orndorff reported there is an increase in the number of active timber sales in the county, and his office is attempting to assist landowners with those. Mr. Zody asked if Mr. Orndorff was referring citizens to the ODNR Call Before you Cut program, and Mr. Orndorff stated that he was doing so.

Dave Miller, the new County Finance Director in the Auditor's Office, introduced himself and stated that he is working to get up to speed on the MUNIS system and is looking forward to working with everyone.

Commissioner Myers stated that the Board is working on budget figures for 2009 and is very concerned about projected revenue figures for next year, as most indicators are flat at this time.

Lisa McKenzie reported that the Recorder does some scanning of documents currently, but does not have the staff or capability to do any back-scanning at this point.

Commissioner Myers asked if the Recorder was using microfiche, and Ms. McKenzie stated they copy files to disks, and one is kept on-site and the other is sent to a storage facility in Pennsylvania.

10:00 a.m. Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday August 21, 2008 beginning at 10:00 a.m., with the following Commissioners present: Jon Myers, Judith Shupe and Mike Kiger. Also present were Jason Dolin and Scott Zody.

Announcements

There were no Public announcements.

Public Comment

There were no public comments.

Approval of minutes of Tuesday August 19, 2008

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the minutes for Tuesday August 19, 2008

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers

Approval of Rejection of Bids, CDBG FY2007 Fairfield County, Village of Sugar Grove Water Line Project

On motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve the rejection of bids for the CDBG FY2007 Fairfield County Village of Sugar Grove Water Line project, see resolution 08-08.21.a

Mr. Dolin stated that he had received a letter of concern from the apparent low bidder, and they are unhappy. Commissioner Myers asked if the Prosecutor's Office had provided a letter of recommendation, and Mr. Dolin stated that he had. Mr. Dolin stated the Revised Code permits the Board to reject all bids, and he believes that is the safest course of action.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers

Approval of an Order of Suspension for an employee of Fairfield County Job & Family Services, Community Services

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve an order of suspension for an employee of Fairfield County Job & Family Services, Community Services, see resolution 08-08.21.b

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Approval of Agreement with Ed Heston Auto Repair and Cycle Sales for the purchase of 1 (one) 2008 QLink Commuter 250cc Motor Scooter - Sheriff

On motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve to Approval of Agreement with Ed Heston Auto Repair and Cycle Sales for the purchase of 1 (one) 2008 QLink Commuter 250cc Motor Scooter, see resolution 08-08.21.c

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger and Jon Myers

Approval of Financial Resolutions

On the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the following financial resolutions:

- 08-08.21.d Approval of Amended Certificate & Request for Appropriations from Unappropriated Funds – Job & Family Services
- 08-08.21.e Approval of Memo Expenditure – Job & Family Services
- 08-08.21.f Approval of Payment of voucher without an appropriate carry-over purchase order - Commissioners
- 08-08.21.g Approval of Fund to Fund Transfer – Insurance
- 08-08.21.h Approval of Account to Account Transfer - EMA
- 08-08.21.i Approval of Account to Account Transfer – Adult Probation
- 08-08.21.j Approval of Account to Account Transfer - MRDD
- 08-08.21.k Approval to Appropriate from Unappropriated

Roll call vote of the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Adjournment

With no further business to come before the Board, on the motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to adjourn at 10:20 a.m.

Roll call vote on the motion resulted as follows:
Voting aye thereon: Mike Kiger, Judith Shupe and Jon Myers.

Mike Kiger
Commissioner

Jon D. Myers
Commissioner

Judith K. Shupe
Commissioner

Scott A. Zody, Clerk/Manager

THE NEXT COMMISSIONERS' REGULAR MEETING IS SCHEDULED FOR TUESDAY AUGUST 26, 2008 AT 10:00 A.M.