

**Regular Meeting #07-28
Fairfield County Commissioners' Office
June 28, 2007**

8:30 a.m. Elected Officials and Department Heads, Roundtable Meeting

Thursday, June 28, 2007

8:30 a.m. – 10:00 a.m.

Quarterly Roundtable Meeting

The Board of Commissioners welcomed elected officials and department heads to the roundtable meeting. Board members attending the meeting were Commissioners Kiger, Shupe, and Myers. Jon Kochis, EMA Director, was welcomed to his first elected official and department head roundtable meeting. Judy Shupe and all recognized Carri Brown for her nearly 19 years of service to Fairfield County and wished her well in her new opportunity with the Ohio Department of Job and Family Services.

Bill Arnett reported that September 26 marks the STEP Ahead seminar focusing on the FISH philosophies. He also reported that the 33 Growth Alliance is now known as the Fairfield 33 Development Alliance, and he looks forward to sharing more information about this partnership in the future.

Frank Anderson reported that on July 23 the Fair Avenue Bridge project will begin. This project has an early November completion date. This project will include some public works grants. Frank reported that the Engineer's Office is very busy with many different projects. Frank indicated that his office has experienced several retirements and replacements.

Gene Wood reported that his office continues to redact social security numbers as appropriate. Real estate sales have been relatively flat in the county.

Kathy Hartman reported that the Clerk of Courts Courtview system continues to be updated and that the office is very busy.

Holly Mattei reported that the subdivision regulations public hearing is coming soon. She has been working on revisions to those regulations – comments are due by July 9th. She has distributed draft copies to interested parties. Today, Brooks Davis is attending training at the statewide Land Trust meeting. James Maco is working on CDBG grant administration. The CDBG public hearing is scheduled for July 3.

Joe Spybey reported that several capital project improvements are underway. He will be in contact with department officials if their physical locations are impacted.

David Landefeld reported that he believed he would miss Carri the most, given her leadership in the Public Safety Hot Zone Committee. He also appreciated her leadership in the work accomplished with his office. David will be joining with the Sheriff for the August 23rd Hot Zone committee presentation. David also reported on legislative changes that could increase potential criminal justice grants.

Debby Henderly reported that the Board of Elections is gearing up for the November election.

Jon Slater reported that he now has an intern. His office is now open at lunch, and he recently sent out 70,000 tax bills.

Jon Kochis reported that he comes to us from Hamilton County. He went to college with our former EMA Director and is eager to make a difference here in Fairfield County. His degree is in Emergency Management. He reported that he will be attending a meeting directly after the roundtable to work on the warning siren implementation. At this time, about 145 county residents are trained as volunteers. He reported on various training activities going on with Emergency Management. On August 25th, there will be an intensive exercise in Millersport. Jon Myers reported that Jon in his first days was dispatched to a fire on Hamburg Road. Jon Kochis stated that he was impressed with the collaborative effort of more than four counties and 120 individuals working to manage a fire in a rural area. Jon K. reported that there were six restaurants to donate food for the workers, and the Red Cross supplied water. Jon K. was impressed with the methods put in place to increase communication. Judy Shupe reported that Susan Nixon Stoughton with the Red Cross stated that the Red Cross needed bottled water to replace the water supply.

Chief Perrigo reported that the Sheriff was out of town, and he recommended that everyone stay away from Millersport on August 25th if they can, given the EMA exercise. Jon Myers asked about the Citizen Patrol program. The Sheriff and the Board will meet on July 17th to discuss the program. Chief Perrigo reported that the proposal was modeled after the Hamilton County program and that there were several volunteers already interested and several retired cruisers available for the project.

Tony Vogel reported that HB 103 could significantly impact how the County Utilities Department would conduct its billing operations and business practices. He hopes that the bill is not passed. It would at least result in monthly bills rather than quarterly bills to manage potential liabilities. He will keep everyone posted.

Carri Brown reported that she would be following up with several elected officials and department heads by e-mail and/or telephone about pending items, such as committee activities and resolutions in queue. She also thanked everyone for all of their support and collaboration here in Fairfield County.

Randy Carter reported that there are 10 laptops available for training purposes. Jon Slater reported that there was a conference room in his area available for reservation and use. Randy Carter also reported that the DP department has made some changes with the vendor for the website, saving money and increasing efficiency.

Jackie Long reported that Judge Kathy Mowry apologizes for not being able to attend today – she is a new Grandma! Grandson Andrew Joshua arrived this week! Jackie reported that a bailiff position is open at the DR Court. She thanked the all of the Courts and Clerk of Courts for the help they have provided to the DR Court recently.

Michael Orlando reported on the blue ribbon campaign to promote awareness for foster care and adoption. Michael also reported that the Lancaster Glass effort to support displaced workers is on-going. This effort has received tremendously positive feedback. Michael and David Landefeld reported on the child advocacy center initiative. The child advocacy center will co-locate all related child protective services to work together to serve abused children. Michael reported that the center will open on September 1. This is a true community collaborative. There will be no GRF dollars contributed to the effort in the first two years. Michael thanked Dave Harcum for his generosity. Other partners include the Fairfield Foundation and the United Way.

Becky Edwards reported that on July 19th, at 8:30 a.m. at the ADAMH Board Office, there will be a Fairfield First presentation. This is presentation about a community wide needs assessment for social services for children and families. Becky distributed the most recent “telelog” – there are about 10,000 of these distributed about the county. Becky reported that the FCFACF Council is interested in hiring a person to help with grant accounting and administration, for about a day per week. She suggested that a person with MUNIS experience would be helpful.

Rick Warney reported that the Health Department recently achieved federally qualified health center “look alike” status; this will help the department in obtaining grant funds. There was a recent article in the Eagle Gazette about this good news.

Deborah Smalley reported that her association is working on legislation to increase funding for titling services. She reported that the cross county titling that occurs in Fairfield County has resulted in increased business. The cross titling business is very busy. She is very proud of her staff. Deborah also reported that this past year, the Clerk of Courts has “returned more than \$1 M toward bonds, public and general fund.”

Ed Laramée reported that this week, the reappraisal report for new construction was drafted. The informal hearings at senior centers and schools will begin soon. The informal process works well to share information and answer questions. He reported that the Auditor’s Office will announce the dates for the informal hearing – look for the announcement to come. Jon Slater asked Ed if they could connect and develop an announcement about the tax rates and anticipated tax rates.

Ed Laramée reported that there will be additional communication regarding the “pay to play affidavit” – Julia Hilty is working on this draft and it is being reviewed by the County Prosecutor’s Office at this time. David L. reported that there is an Attorney General’s opinion pending. The “office” is thought of as the Board of County Commissioners rather than the individual. Ed believed that the responsible party would be whoever determines the relationship with the particular vendor. Compliance with HB 694 is going to require a great deal of analysis.

Bob Dvoracsky reported that the Comprehensive Annual Financial Report was recently completed. He thanked Bill Arnett for the great narrative on the economic development activities of the county. This narrative was part of the management discussion and analysis of the CAFR. Bob reported that several MUNIS modules are in process of implementation. Bob reported that the HR/Payroll module is on target for an October 1 implementation. He thanked all of the financial and personnel representatives helping with this project. Also, departments soon will be able to print purchase orders.

Jon Myers reported capital projects are in progress, as Joe reported. He asked for people to contact the Board of Commissioners if they had building needs. Joe Spybey is working on several projects, and Jon wanted to be sure that all priorities were being reviewed and examined appropriately.

CORSA University Overview

Aundrea Cordle provided information about CORSA University. Please see the attached handouts. In an effort to provide risk management training to member counties in an efficient, cost effective and direct manner, CORSA (our risk sharing authority, sometimes thought of as an insurance company), purchased a user-friendly computer based interactive training program that is tailored to meet the needs of counties.

The courses are easily navigated and the information provided is fairly easy to understand and relevant. Aunie provided an overview of the interactive training and the reporting capabilities.

(Note: Inside the network, use 320 K; outside of the network, use the 100 K.) We reviewed the training regarding harassment in the workplace. Aunie suggested that she work with different departments to use this “free” training for everyone. It would be good to take advantage of the training, specifically for defensive driving. This is certainly something that should be provided regularly. The harassment and diversity training is also something that should be done regularly. She provided an action item for everyone to call her and set up this interactive training. Aunie indicated that she would concentrate on departments under the Board of Commissioners first. David L. asked if the participation allowed for reduced rates. Aunie reported that CORSA has not indicated this. Frank Anderson reported that the defensive driving could reduce the personal auto insurance expense. Everyone agreed that the CORSA University training is “doable”.

Introduction of IRS Compliance Review

Carri Brown and Aundrea Cordle provided information regarding the future work of the HR Committee regarding IRS compliance and review. IRS compliance for local governments has been a topic of discussion in many different association conferences for elected officials. Elected officials and department heads have probably read several articles in the media regarding other entities experiencing IRS audits. The IRS recently announced that they will be conducting compliance checks where they will review adherence to recordkeeping and information reporting requirements. The HR committee will review and evaluate County processes and accompanying policy. The following areas will be reviewed:

- Cell phone policies
- Uniforms/clothing

- County vehicles driven home
- Meal reimbursement

The participation in the HR committee is open to all departments. Please e-mail Aunie Cordle for more information: cordla@odjfs.state.oh.us. Also, please see the attached handout. Aunie reported she was eager for participation from all departments. The next HR committee will meet on Tuesday, July 31st from 9:00 a.m. – 11:00 a.m. either at JFS or in the Treasurer's conference room. Bob Schultz asked to be placed on the agenda for this meeting, as he wanted to make sure that the records and retention policy be included in the personnel policy manual.

Aunie reported that the personnel policy manual is available on the HR intranet and was recently updated. It will be updated in an ongoing manner. Please review the June 28th memo from Aunie Cordle. It summarizes many of these topics and recent policy statements.

Reminder: Please provide copies of any departmental personnel policies which differ from the county policy manual to Aunie by July 16th for informational purposes.

Bob Schultz, Records and Retention Policy Review

Gene Wood reported that Bob Schultz has been hired by the county to review the current records and retention policies and to offer recommendations for improvement. Elected officials and department heads will recall Bob provided an overview of HB 9 at our last quarterly roundtable. They will also recall the e-mail announcing Bob's contract with the county. Bob reported that he would be working with everyone to make sure the county is in compliance with HB 9.

Bob indicated that he believed Eric Coakley would be his first point of contact. He hoped to begin the departmental visits on July 23rd. He would like for everyone to gather copies of the current records and retention policies. He would like to have copies of the policies, even if the policies were a work in progress. Bob believed it would be helpful to have the policy in the county personnel policy manual.

Bob reported that what Fairfield County is going to accomplish in about two months took Richland County about 14 months to accomplish. He believed that the templates created in Richland County would be helpful for our experience. He also warned everyone that there would be several drafts of policy statements to make the policies work for our departments.

Future Roundtables

August 23, 8:30 a.m.

Commissioners' Hearing Room
Special Roundtable
Child Protective Services Hot Zone Update
Public Safety Priorities Hot Zone Update

**September 19, Budget Retreat
Wagnalls Memorial**

September 27, 2007, 8:30 a.m.

Commissioners' Hearing Room
Quarterly Roundtable

January 31, 2008, 8:30 a.m.

Commissioners' Hearing Room
Quarterly Roundtable

Special Note: Tony Vogel recently received special recognition from the FBI. Congratulations!

10:00 a.m. Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, June 28, beginning at 10:00 a.m., with the following Commissioners present: Mike Kiger, Judy Shupe, and Jon Myers. Also present were: Carri Brown, Aundrea Cordle, and Bill Arnett.

Announcements

Carri Brown reported that there was a proposed resolution for a Change Order – Fairfield County/Walnut Creek Sewer District Leitnaker Pump Station Project – CDBG FY 2005; see resolution 07-06.28.o. An additional resolution for the traffic study is also proposed: 07-06.28.p.

Public Comment

There were no public comments.

Approval of minutes of Tuesday, June 26, 2007

On motion of Judy Shupe and second of Jon Myers, the Board of Commissioners voted to approve the minutes of Tuesday, June 26, 2007.

Roll call vote of the motion resulted as follows:

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

Approval of the Fairfield County Revolving Loan Fund Review Committee's recommendations for funding a proposal for Economic Development Administration Revolving Loan Fund (EDA-RLF) financing

On motion of Jon Myers and second of Judy Shupe, the Board of Commissioners voted to approve the Fairfield County Revolving Loan Fund Review Committee's recommendations for funding a proposal for Economic Development Administration Revolving Loan Fund (EDA-RLF) financing; see resolution 07-06.28.a.

Discussion: Bill Arnett reported that the proposal was for Aerosport. They are retaining jobs in Fairfield County and moving to Canal Winchester.

Roll call vote of the motion resulted as follows:

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

Approval of a disbursement of funds in the Fairfield County Economic Development Administration Revolving Loan Fund program (EDA-RLF)

On motion of Jon Myers and second of Judy Shupe, the Board of Commissioners voted to approve a disbursement of funds in the Fairfield County Economic Development Administration Revolving Loan Fund program (EDA-RLF); see resolution 07-06.28.b.

Roll call vote of the motion resulted as follows:

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

Approval of “memo expenditure”, Fairfield County Job and Family Services

On motion of Jon Myers and second of Judy Shupe, the Board of Commissioners voted to approve a “memo expenditure”, Fairfield County Job and Family Services; see resolution 07-06.28.c.

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

Approval of an account to account transfer of appropriations, Fund 2060, MRDD

On motion of Jon Myers and second of Judy Shupe, the Board of Commissioners voted to approve an account to account transfer of appropriations, Fund 2060, MRDD; see resolution 07-06.28.d.

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

Approval of a re-appointment of a Board Member to the Fairfield County Alcohol, Drug Addiction and Mental Health Services Board – Jerry Woodgeard

On motion of Judy Shupe and second of Jon Myers, the Board of Commissioners voted to approve a re-appointment of a Board Member to the Fairfield County Alcohol, Drug Addiction and Mental Health Services Board – Jerry Woodgeard; see resolution 07-06.28.e.

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

Approval of an amendment of an ENTERPRISE ZONE AGREEMENT between Windsor Equity LLC, Fairfield County, and the City of Lancaster

On motion of Judy Shupe and second of Jon Myers, the Board of Commissioners voted to approve an amendment of an ENTERPRISE ZONE AGREEMENT between Windsor Equity LLC, Fairfield County, and the City of Lancaster; see resolution 07-06.28.f.

Discussion: Bill Arnett reported that this amendment was approved by the Lancaster Board of Education and the City of Lancaster. It is the proposal that came from the Tax Incentive Review Council. Jon Myers asked if additional amendments were permitted, and Bill Arnett reported that additional amendments were permitted.

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

Approval of an appointment of a board member to the Fairfield County Revolving Loan Fund Review Committee- Mr. Tim Hansley, City of Pickerington Development Director

On motion of Jon Myers and second of Judy Shupe, the Board of Commissioners voted to approve an appointment of a board member to the Fairfield County Revolving Loan Fund Review Committee- Mr. Tim Hansley, City of Pickerington Development Director; see resolution 07-06.28.g.

Discussion: Jon Myers asked how long Mr. Hansley had served as Development Director for Pickerington, and Bill Arnett reported that he had been in the position for about seven months. However, Mr. Hansley has many more years of experience in the field, including experience in high growth areas such as Delaware County.

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

Approval of items relating to the operations of the County Engineer

On motion of Jon Myers and second of Judy Shupe, the Board of Commissioners voted to approve resolutions noted below for the operations of the County Engineer.

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| 07-06.28.h | Approval of a contract with The Shelly Company for the 2007 resurfacing project – Fairfield County Engineer |
| 07-06.28.i | Notice of Commencement - 2007 resurfacing project – Fairfield County Engineer |
| 07-06.28.j | Approval of a Contract Bid Award – FAI-CR83-1.551 Blacklick Road NW Profile Improvement Project |
| 07-06.28.k | Declaration of Necessity of BLO-31 Lithopolis Road over a Tributary of Little Walnut Creek Bridge Replacement Project |
| 07-06.28.l | Approval of a Fund to Fund Transfer, Motor Vehicle Fund 2024, to OPWC State Government Fund 3434, the County Engineer |

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

Approval of a subsidy grant application for the Department of Youth Services Subsidy Grant – Fairfield County Juvenile Court

On motion of Judy Shupe and second of Jon Myers, the Board of Commissioners voted to approve a subsidy grant application for the Department of Youth Services Subsidy Grant – Fairfield County Juvenile Court; see resolution 07-06.28.m.

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

Approval of an account to account transfer for the Fairfield County ADAMH Board

On motion of Judy Shupe and second of Jon Myers, the Board of Commissioners voted to approve an account to account transfer for the Fairfield County ADAMH Board; see resolution 07-06.28.n.

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

Approval of a Change Order – Fairfield County/Walnut Creek Sewer District Leitnaker Pump Station Project – CDBG FY 2005

On motion of Jon Myers and second of Judy Shupe, the Board of Commissioners voted to approve a Change Order – Fairfield County/Walnut Creek Sewer District Leitnaker Pump Station Project – CDBG FY 2005; see resolution 07-06.28.o.

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

Approval of a revision to the Board of County Commissioners' Allocation to the City of Lancaster for a traffic study

On motion of Jon Myers and second of Judy Shupe the Board voted to approve a revision to the Board of County Commissioners' Allocation to the City of Lancaster for a traffic study; see resolution 07-06.28.p.

Discussion: Carri Brown reported that on June 26th, the Board approved a payment to the City of Lancaster for \$15,000 for the county's share of a traffic study to evaluate current and projected traffic conditions and to develop a recommendation for the appropriate roads and lanes along Ewing Street and US Rt 22 and US Rt 37, to better serve area residents and businesses. On June 27th, the Board learned of existing aerial photos which will reduce the shared cost to \$11,250. The Board instructed the check which is to be held today to be voided and a new check to be processed for the lower amount.

Roll call vote of the motion resulted as follows:

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

Review Session

The Board of Commissioners met at 10:15 a.m. to review correspondence, pending items, and future action items. Present at the review session were Mike Kiger, Judy Shupe, Jon Myers, Bill Arnett (for a portion of the meeting), Aundrea Cordle, and Carri Brown. Carri Brown provided a list of all pending items:

- Items pending with the County Prosecutor were reviewed. The next item to be approved by the County Prosecutor is likely the South Central easement for underground lines at Election House Road to serve as back-up for Ety Road developments. Judy Shupe reported that with the Prosecutor, the Engineer was happy to have progress with the letters regarding the road hazards after not having experienced progress for a long period of time.
- Pending items with the Facilities Manager were reviewed. The Liberty Center renovations bid opening is scheduled for July 11th.
- Carri reported that the resolution for the Board of Election insurance offering was pending a decision from the Board of Commissioners.
- The telephone committee will proceed as planned, with the consultant following up with interviews at this time. Randy Carter and Staci Knisley will continue with the telephone committee meetings.
- Randy Carter and Staci Knisley will also attend the August 22nd meeting regarding an electronic resolution tracking system.
- Tony Vogel continues to work on plans for the Utilities Building to be located at Liberty Center.
- The Veteran Services bid opening for its van is scheduled for July 19th.

- On July 17th, the Sheriff will meet with the Board to provide additional information about the Citizen Patrol proposal. Aunie Cordle reported that she has worked with the Sheriff regarding CORSA implications, as the program likely would be covered, yet it would need to be brought formally before CORSA as the program evolved.
- Resolutions are prepared in draft form for the lodging tax renewal and the access management public hearings.
- The Board awaits information regarding the appraisal of the Babbert Rd. vacation related items.
- There has been no response from Meals on Wheels regarding the Board's offer to help create an advisory council.
- The City of Lancaster has yet to respond to the Board's offer to sell the Chestnut Street parking lot and has yet to respond to the June 5th letter regarding the CIC proposal. With respect to the CIC proposal, Roy Hart prepared a prosecutor's opinion noting the intent and requirements of the ORC have been met, and the letter is enclosed with the June 28th review packet.
- Schedules through the end of July are prepared and are on the shared drive. They will also be included in the "Commissioners' department head" packets

Bill Arnett reported that Anchor Hocking is negotiating with the state about BWC and other development items. He stated that Mark Hedstrom with Anchor Hocking sent a letter to BWC, and he copied various officials. Bill will draft a proposed letter to be sent by the Board of Commissioners. Bill reported that Anchor Hocking has had trouble connecting with the Lt. Governor and Director of Development, Lee Fisher.

Aunie Cordle reported upon the insurance committee meeting yesterday. The Board will receive a proposed resolution for an employee share "holiday" in August. Aunie reported that a meeting was held with the actuary without her knowledge. She commented that the previous correspondence about insurance and her responsibilities did not address the "chair" of the committee. The recently drafted memo regarding an evaluation of the committee was put on hold at this time. The Board would like to have a meeting regarding the insurance committee and responsibilities on July 17th at 3:00 p.m. Carri was instructed to invite Aunie, Ed Laramie and Bob Dvoracsky to the meeting with the Board of Commissioners.

The Regional Planning Commission sent a memo to the Board on June 27th indicating that the RPC was contacted by the Village of Thurston on June 26th and was informed that the village was withdrawing its application to participate in the 2007 CDBG grant. The village was not able to realize the local match for the project as anticipated. The RPC recommended that the \$27,500 originally slated for Thurston be used to increase the Sugar Grove water line improvement project.

The RPC provided other potential funding scenarios. After discussion, the Board decided to approve the RPC recommendation to increase the Sugar Grove water line improvement project. A public hearing for the CDBG grants will be held on July 3, 2007, at 1:30 p.m.

The Board awaits an additional pending item from Walnut Township Trustees: they are to provide a letter of their understanding of the Summerland Beach project prior to the Board of Fairfield County Commissioners providing a letter of understanding to Licking County.

Adjournment

With no further business to come before the Board, on motion of Jon Myers and on the second of Judy Shupe, the Board of Commissioners voted to adjourn the meeting at approximately 10:40 a.m. Roll call vote of the motion resulted as follows: Voting aye thereon: Jon Myers, Judy Shupe, and Mike Kiger.

Mike Kiger
Commissioner

Jon D. Myers
Commissioner

Judith K. Shupe
Commissioner

Carri L. Brown
Clerk/Manager

THE NEXT REGULAR COMMISSIONERS' MEETING IS SCHEDULED TUESDAY, July 3, at 10:00 a.m.