

**Regular Meeting #07-13
Fairfield County Commissioners' Office
March 22, 2007**

Elected Official and Department Head Roundtable Meeting

March 22, 2007

8:30 a.m. – 10:00 a.m.

Attending: Mike Kiger, Jon Myers, Judy Shupe, Carri Brown, Dave Phalen, Debby Smalley, Aunie Cordle, Kathy Mowry, Barb Curtiss, LuAnn Davidson, Beth Seifert, Frank Anderson, Matt Keefe, Peter Kukla, Debby Henderly, Ed Laramée, Rich Bowlen, Michael Orlando, Randy Carter, David Burgei, Brooks Davis, Lisa McKenzie, Gene Wood, Mike Miller, Perry Orndorf, Don Sherman, Jon Slater, Jeff Camechis, Eric Coakley, Bill Arnett, Becky Edwards, Cheri Shaw, Julia Hilty, Becky Carpenter, David Landefeld, Nina Morgan, Jeneanne Nelson, Nancy Mace, Kelly Turben, and Donna Gilman.

Commissioner Mike Kiger began the meeting with thanks for all of the positive feedback about quarterly Roundtable Meetings. Bill Arnett, Peter Kukla, Rich Bowlen, and Carri Brown were introduced in their new positions. The other ***Elected Official and Department Head Roundtable Meetings*** (all to begin at 8:30 a.m. and to be held in the Commissioners' Hearing Room) are confirmed as follows:

- Thursday, June 28, 2007
- Thursday, September 27, 2007
- Thursday, January 31, 2008

Barb Curtiss asked if the budget retreat was scheduled for the September roundtable, and Mike Kiger responded that the budget retreat was scheduled separately: ***The Budget Retreat is tentatively scheduled for Wednesday, September 19th***. Please take a look at this date and see if you could participate in a full day meeting on this day. For the week of Monday, September 17, there likely will be other brief departmental meetings in connection with the budget retreat, if the retreat is ultimately scheduled on Wednesday, September 19th. Please let Carri know of your thoughts on your availability during this week.

Today's Roundtable Meeting was dedicated to an overview of Substitute House Bill Number 9, signed by the Governor on December 27, 2006. The law is effective June 27, 2007. (If you want a Bill summary, please go to: <http://www.legislature.state.oh.us>) The title of the presentation was ***Record Management Issues for Ohio's Public Agencies and Officials***.

Our guest speaker was Robert W. (Bob) Schultz. Bob has conducted several presentations in the state of Ohio about the topic of records management and access to public records, and he comes to us highly recommended.

Bob is a principal in the consulting group of Robert W. Schultz & Associates, and he provides training and advice to jurisdictions throughout Ohio concerning information and record management issues.

Bob has authored the “Managing Public Records” section of the Ohio Attorney General’s publication: *An Ohio Sunshine Laws Update*. He has also authored the “Managing a Public Records System” section of the Ohio Auditor of State’s *Ohio’s Open Government Resource Manual*. He has been honored to earn awards from the Attorney General of Ohio, the Ohio Association of Chiefs of Police, the Ohio Department of Rehabilitation and Corrections/Bureau of Audit Detentions and several local public agencies for his exceptional efforts to serve and educate public agencies.

We were happy to have Bob here with us today as a follow-up to Sunshine Week. We also welcomed his colleague, John. Bob and John indicated they would stay as long as necessary to answer questions.

A slide show presentation and additional communication was e-mailed to all elected officials and department heads, in connection with the Roundtable meeting.

Bob also indicated that he would be sending a spreadsheet to cross reference code citations to use when records are redacted. When that spreadsheet is received, Carri will distribute it to everyone. Bob indicated that he would appreciate feedback and information about any cross references which need corrected, as this is the first spreadsheet of its kind, working in connection with Ohio’s Attorney General and State Auditor.

Bob encouraged everyone to connect with the County Prosecutor with any questions about public records requests.

In Bob’s closing statements, he encouraged everyone to take the issues of “records management” seriously. He commented that the media is influencing the legislature at this time, without regard to business processes or functionalities of the public agencies, making this a very challenging time, even more challenging in the past. There are very few cases documenting problems for releasing “too much information” – while there are many high profile cases related to not releasing information.

Bob also recommended that if you can destroy “it” and you use “it” in the course of your regular business, he recommended that there is a policy statement in the records and retention policy for that specific record. He commented that the records and retention policy needs to be communicated and serious attention needs to be applied to the creation, communication, and implementation of the policy.

The legislature and the media intend for this issue to be given appropriate attention. Bob commented that in most cases, everyone is getting better at managing records.

Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, March 22, 2007, beginning at 10:30 a.m., with the following Commissioners present: Mike Kiger, Jon D. Myers, and Judith K. Shupe. Also present was Carri Brown.

Announcements and Public Comment

There were no announcements or public comment.

Approval of Minutes of Tuesday, March 20, 2007

On motion of Judith K. Shupe and second of Jon D. Myers, the Board of Commissioners voted to approve the minutes of March 20, 2007.

Roll call vote of the motion resulted as follows:

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

Review Session

There were no resolutions or bill lists to approve on this date.

The Board of Commissioners met at 10:35 a.m. to review correspondence, pending items, and future action items.

Present at the review session were Jon Myers, Judith Shupe, Mike Kiger, and Carri Brown.

- A letter to all Township Trustees was approved for distribution on Tuesday, March 27.
- The postage meter need is under review. There is a potential of obtaining on-line quotes.
- Lancaster Glass leadership is working with Job and Family Services leadership for the Rapid Response program in an impressive and compassionate manner. Michael Orlando reported to Carri Brown that he was encouraged with the compassion being demonstrated to employees. The announcement about the plant closing was formally made yesterday.
- Judy Shupe reported that she and Carri Brown met with Chris Agnitsch yesterday. The idea of using the Fairfield County Economic Development Department as the first point of contact for the 33 Growth Alliance was viewed as a positive thing. The letterhead/logo will be determined.

- All Commissioners reported that they planned to attend the CFLP meeting tomorrow morning at 9:00 a.m. in Licking County.
- Jon Myers reported that he was going to meet with the Traffic Committee today at 11:00 a.m. He anticipates the Committee asking for a monetary contribution of about \$15,000 from the county, and the Board members responded that they were open to such a contribution if other stakeholders were also supporting the study with a monetary contribution.
- The purpose statement of the Public Safety Hot Zone Committee was approved by the Board as follows - The Committee will:
 - document a "needs assessment" relating to public safety facilities (including the needs for EMA, a Sheriff's public safety facility, & associated parking),
 - develop the initial phases of a project plan for a multi-use facility,
 - present an analysis of funding options, and
 - summarize the Committee's recommendations to the Board of Commissioners for project implementation.
- Commissioner Jon Myers followed up on the question regarding the amounts reported as overpayments to AlternaCare by Meals on Wheels. Commissioner Myers reported he called AlternaCare, who indicated that they have retained Vorys, Sater, Seymour and Pease as counsel. AlternaCare reports that they believe they have a strong position to argue that they do not owe the overpayment. It was also reported that Meals on Wheels Director Phyllis Saylor had not directly contacted AlternaCare. There were issues surrounding the original contract, evidenced by the existence of the new language and addendum. Also, the amount of time that had passed before Meals on Wheels had identified the overpayment was an additional concern. No one desired the expense of a lawsuit, which could be more than the actual overpayment that has been reported. There is no specific audit finding at this point in time, and the suggestion was to bring Meals on Wheels back to the Board for a discussion about documenting the situation with a complete narrative about the questions on both sides of the case, as there appears to be a strong possibility that the overpayment identified by Meals on Wheels would not be seen as an overpayment by a jury. In addition, the Board of Commissioners discussed the advantages of Meals on Wheels having an Advisory Board in place to obtain stakeholder input and feedback and to have the ability to draw upon the broad expertise that usually comes with such an Advisory Board.

Adjournment

With no further business to come before the Board, on motion of Jon D. Myers and on the second of Judith K. Shupe, the Board of Commissioners voted to adjourn the meeting at approximately 10:55 a.m. Roll call vote of the motion resulted as follows: Voting aye thereon: Jon D. Myers, Judith K. 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, March 27, 2007, at 10:00 a.m.**