

**Regular Meeting #08-46
Fairfield County Commissioners' Office
October 30, 2008**

8:30 a.m. Quarterly Elected Officials/Department Head Roundtable Meeting

The Board of Commissioners met at 8:30 a.m. for a quarterly Elected Officials and Department Head Roundtable meeting. Commissioners present included Jon Myers, Judith Shupe, and Mike Kiger. Also present were Aunie Cordle, Jason Dolin, David Landefeld, Jerry Perrigo, Holly Mattei, Brooks Davis, Frank Anderson, Larry Sheppard, Kathy Mowry, Linda Kauffman, Dave Burgei, Randy Carter, Christina Holt, Joe Spybey, Lisa McKenzie, Tony Vogel, Michael Orlando, Dave Phalen, and Scott Zody.

Commissioner Shupe welcomed all and stated that Commissioner Myers was conducting a radio interview and would join the meeting in progress. Commissioner Shupe introduced Emergency Management Director Jon Kochis for a presentation.

Continuity of Operations Plan (COOP)

Mr. Kochis provided an overview of the Continuity of Operations Plan (COOP) that he is asking all elected officials and department heads to complete and submit to his office in order to develop a countywide plan.

The COOP is modeled after the private sector because that model works better for local government than the Federal Continuity of Government (COG) plan model.

The COOP looks at major scenarios that would disrupt government operations for long term periods, such as a Pandemic Flu outbreak, long-term power outage, physical damage to buildings or facilities, or a chemical/biological threat such as anthrax poisoning.

Mr. Kochis explained that the plan and guidance would be sent via e-mail later that morning to each elected official and department head, and he requests that each agency complete and return the plan no later than November 26th (day before Thanksgiving).

Once completed, the plans will detail the essential function that each agency must complete or be able to complete in the event of a long-term disruption. For example, the Commissioners must approve the payment of bills on a weekly basis.

Mr. Kochis stated that other areas that must be covered include Key Personnel and Communications, Lines of Succession, Alternate Facilities, Delegation of Authority, Files, Records & Databases, and Planning & Training.

Essential functions should be prioritized in the order of what needs to be done the first day, what needs to be done the first week, etc., and what can wait until the disruption is past.

Mr. Kochis stated that he would follow up with the elected officials and department heads, especially on the matter of integrating any existing plans. Mr. Kochis' goal is to have a COOP in place by January.

Ms. Mattei stated that normally RPC would not have any essential items, but if there would be a plat pending, there are some legal timelines that must be followed. Mr. Kochis stated those are items that need to be identified in the COOP, and felt they could work with RPC on those situations.

Mr. Perrigo asked Mr. Kochis if he had specific examples he could offer to the departments, and Mr. Kochis stated that each item in the plan contains one example, and folks should be able to understand what is being asked, but it is up to each agency to identify its essential priorities.

Ms. Smalley asked if the agency point people would be updated as well, and Mr. Kochis stated that the COOP is a document that must be updated on an annual basis. In addition, Mr. Kochis requested that the agencies select point persons who are authorized to make determinations on the spot so the process does not become strung out. Commissioner Shupe stated that in other words, Mr. Kochis needs decision-makers putting these together, and Mr. Kochis agreed.

Ms. Smalley stated her support for the COOP and that it is needed due to past incidents and threats in the Hall of Justice.

Mr. Sheppard expressed concern that this could be a lot of work, as the Engineer's Office has no alternate location and everything they do could be considered essential. Mr. Zody stated that is the point of the exercise and having these plans in place. Mr. Kochis stated that many agencies have some sort of emergency plans, and he is hoping to develop mutual aid agreements with state and neighboring county agencies as part of the Fairfield County plan.

Mr. Vogel stated that these plans are not that hard to do, and it is mainly prioritizing what needs to be done immediately.

Mr. Kochis stated that Job & Family Services would be a good example – if they had to abandon their building, what essential functions and employees would be needed at the alternate locations and what functions and employees could work from home? In the example of Pandemic Flu, it is an event that would be no one's fault, but it is a very real possibility and the county needs to be prepared for such an eventuality.

Roundtable Discussion

Mr. Kochis stated that his office has nearly completed the warning siren project, they are waiting on parts for the last 4 sirens to install and they will be done. In addition, the County Debris Management Plan has been completed and approved by EMA.

Ms. Kauffmann reported that they have applied for a modification on the Revolving Loan Fund to enable the county to provide smaller "micro" loans to businesses and on November 12th, the Route 33 Development Alliance will unveil its new website.

Judge Mowry provided copies of the Domestic Relations Court quarterly newsletter and thanked Joe Spybey for the continued modifications to the 4th floor of the Hall of Justice. The City of Garfield Heights Municipal Court will be coming to Fairfield County to provide a demonstration on their new paperless records system on November 10th.

Ms. Smalley reported that she is having a demonstration involving the Maximus paperless system on November 13th, and the auto title business is becoming very competitive across the state with the slowdown in the economy.

Commissioner Shupe asked if the auto dealers could take their title work any place in the state, and Ms. Smalley stated that cross-county titling allows the dealerships to go anywhere in the state, but her Pickerington Office is providing such good service that Fairfield County is the number 2 county in the state for processing volumes of auto titles (over 100,000).

Dave Landefeld asked if there was any update on a northwest office in Pickerington, and Ms. Smalley stated that she, Michael Orlando, and John Pekar from MRDD have been looking at the former 5/3 Bank building on Hill Road that is for sale. The site is right in front on her existing office and is an excellent location to attract walk-in business. In addition, the Treasurer's Office may be interested in having an employee based there for tax payments.

Fran Miller, is representing the county in discussions with the building owner, but MRDD needs so much space that they are now considering moving into the building where the Clerk is currently located if the county purchases the bank. That would free up

additional space in the bank building for other county offices and provide another “one-stop” office, similar to the Liberty Center.

Ms. Smalley invited the Board to come up to Pickerington and visit the site. Mr. Slater stated that he is interested in having one of Ms. Smalley’s employees cross-trained to conduct tax collections in lieu of placing one of his current or a new employee there.

Ms. Smalley stated that one option would be for the county to purchase the building and lease it back to the agencies that would occupy space.

Randy Carter reported that for COOP purposes, the payroll function of the server is located off-site to mitigate against disasters.

Ms. Smalley asked if the fiber optic lines had been laid by the City of Lancaster to the Liberty Center, and Mr. Carter stated that project is expected to be completed soon.

Joe Spybey reported that Todd Noland has returned to work after an extended illness, and the maintenance staff is back to full capacity.

Frank Anderson reported that several projects are winding down, and last week an improvement project that had been bid out came in at less than ½ the Engineer’s estimate, in part because the successful bidder has a project going on in Pickerington right now and can work on both at the same time.

Mr. Anderson stated the Campground Road bridge that had been closed due to an emergency should re-open after some repair work by the City of Lancaster. The city has another improvement project underway on the other end of Campground Road, and will have to close the road for a period, which would have trapped residents with no ingress or egress.

Brooks Davis reported that he had to lay off an employee due to the lack of development activity, and he will be retiring at the end of the year, and the Commission recently approved promoting Holly Mattei to Director upon Mr. Davis’ retirement effective January 1. There is one commercial development that is close to being filed – Sycamore Crossing in Violet Township, and his office has been working on the Open Space/active Transportation Plan with MORPC.

Aunie Cordle reported that Open Enrollment for health care benefits remains open through November 9th, and Flexible Spending claims need to be turned in soon. She encouraged all officials to encourage their employees to take advantage of the program, as it can provide substantial tax savings on income.

Jon Slater reported that his office is busy working on delinquent taxes, and county interest income will likely be negatively affected by the recent Federal Reserve rate reduction.

Sheriff Phalen reported that the 3rd class of Community Watch volunteers will be trained soon, and the county jail population is at record highs, and he is very concerned about his ability to secure out-of-county housing as several other counties are full as well.

Commissioner Myers asked if the City of Lancaster’s jail contract would be up for renewal in 2010, and Mr. Landefeld stated that he believes it would be, but right now the current agreement only requires the city to pay for prisoners convicted under city ordinances, so the city charged the vast majority of criminals under state statutes so they don’t have to pay.

10:00 a.m. Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, October 30, 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 announcements.

Public Comment

There were no public comments.

Approval of Minutes for Tuesday, October 28, 2008

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve the meeting minutes for Tuesday, October 28, 2008

Roll call vote of the motion resulted as follows:

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

Approval of Change Order #1 (Final) Fairfield County Village of Amanda School Street Paving Project – CDBG FY2007

On motion of Judith Shupe and second of Mike Kiger, the Board of Commissioners voted to approve a change order #1 (Final) Fairfield County Village of Amanda School Street Paving Project – CDBG FY2007, see resolution 08-10.30.a

Roll call vote of the motion resulted as follows:

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

Approval of a IV-D contract amendment by and between Fairfield County Job & Family Services, Child Support Enforcement Agency, and Teresa Edwards, Subpoena Plus Service, LLC, Provider

On motion of Mike Kiger and second of Judith Shupe, the Board of Commissioners voted to approve a IV-D contract amendment by and between Fairfield County Job & Family Services, Child Support Enforcement Agency, and Teresa Edwards, Subpoena Plus Service, LLC, Provider, see resolution 08-10.30.b

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

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| 08-10.30.c | Approval of Account to Account Transfer - General |
| 08-10.30.d | Approval of Account to Account Transfer – Job & Family Services Child Support |
| 08-10.30.e | Approval of Account to Account Transfer, Amend the Certificate, Update Receipts, and Appropriate from Unappropriated - Auditor |
| 08-10.30.f | Approval to Appropriate from Unappropriated, Account to Account Transfer, and Fund to Fund Transfer – Flex Spending |
| 08-10.30.g | Approval to Appropriate from Unappropriated – Board of Elections |

Commissioner Shupe asked if item G was the funding requested by the Board of Elections, and Mr. Zody stated that it was. Commissioner Kiger asked if the funding request was the result of Secretary of State directives, and Mr. Zody stated that it was in part due to the tripling of absentee ballots being cast this year, but also due to the increased work and need for overtime to comply with Secretary of State directives.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Judith Shupe, Mike Kiger 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 10:30 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 NOVEMBER 4, 2008 AT 10:00 A.M.**