

**Regular Meeting #09-37
Fairfield County Commissioners' Office
September 8, 2009**

9:30 a.m. Meeting with Doug Ballou and Staci Knisley

The Board of Commissioners met with Doug Ballou and Fiscal Clerk Staci Knisley for an update on the County telephony project. Commissioners present were Jon Myers and Mike Kiger. Absent was Judith Shupe. Also present were Jason Dolin and Scott Zody.

Mr. Ballou stated that he had some update numbers for the Board relative to leasing vs. purchasing a new phone system. Commissioner Myers asked what the difference was between the old and new numbers, and Mr. Ballou stated that the county is paying more for the current system today than in 2007, when the cost figures were first factored, so the savings experienced with a new system would be greater. Mr. Ballou stated that due to an oversight on the preferred vendors part, the county would also receive a \$14,000 credit on the new system, so the first year savings would now be \$65,000. Ms. Knisley noted that the Job & Family Services agency figures were included in those numbers as well, so the savings would not be 100% credited to the General Fund.

Commissioner Kiger asked what percentage of the savings would be credited to JFS, and Ms. Knisley stated it would be approximately 25%. Commissioner Kiger noted that the outlying year savings looked to be significant, and Mr. Ballou stated the overall savings for the county would amount to \$1 million over 10 years.

Commissioner Myers asked what the out-of-pocket costs would be for the system, and Mr. Ballou stated the annual payment would be the lease payment, which would include installation and maintenance, and is a very attractive lease agreement.

Commissioner Myers noted that saving increase substantially in years 5-10, and asked what the up front costs would be for a purchase option. Mr. Ballou stated the purchase price would be approximately \$700,000, but that figure includes the cost for MRDD and the Utilities Department, who would be paying for their portion of the system themselves.

Commissioner Myers asked if the current wiring project occurring in county buildings was part of the preparation for the telephony project, and Ms. Knisley stated it was, and also includes life/safety, fire protection and data lines for the computer system.

Commissioner Myers asked if the project is ready to move forward immediately, and Mr. Ballou stated the phones could be installed over a weekend. Commissioner Myers asked if much training would be required, and Mr. Ballou stated there would be about a 2-week period under which all employees would need to be trained in the use of the system by professional trainers supplied by the vendor.

Commissioner Myers asked if Mr. Ballou and Ms. Knisley had seen the system in operation, and Ms. Knisley stated they had traveled to Clermont County to see the system in operation, and Clermont County spoke very highly of the system.

Mr. Dolin asked what the system will do, and Mr. Ballou stated it will do everything – voicemail, caller ID, messaging, etc. Ms. Knisley stated the big savings will come from the per line charge and maintenance.

Commissioner Myers asked what the county would pay after year 1, and Ms. Knisley stated the county saves funds in each year of the lease - \$65,000 in the first year and \$80,000 in the second year, etc.

Mr. Ballou stated that he is still working out some minor details with Mr. Dolin on the lease agreement and contract, but expects another draft contract from the vendor today or tomorrow.

Ms. Knisley asked Mr. Dolin if he had reviewed the long distance contract, and Mr. Dolin stated that he believed he had, but would check again and get back to her.

Commissioner Kiger asked what the training on the system would involve, and Mr. Ballou stated the training would be approximately 1 hour and would involve hands-on training for all employees.

Commissioner Myers asked how long it would take for the system to be installed, and Mr. Ballou stated it would take approximately 8-10 weeks, because the equipment would need to be ordered from the manufacturer, delivered, then installed.

Commissioner Kiger asked if there would be service support for the system from the vendor, and Mr. Ballou stated there would, and the new system has a self-diagnosis program built into it that in some cases will fix itself without the county even knowing there was a problem. Ms. Knisley stated that feature alone would save hours of her time that it currently spent calling AT&T with problems.

Commissioner Kiger asked if there would be an ability to add lines, and Mr. Ballou stated with the new infrastructure and wiring, adding lines is very easy.

Commissioner Myers stated that the county needs to move forward with the project, and Ms. Knisley stated the contract and lease need to be finalized first, hopefully by next week.

Mr. Ballou stated that today's phones are system based so most changes can be made via software and programming, so the phones themselves could last several years longer.

Commissioner Myers asked if there is a maintenance contract as part of the agreement, and Mr. Ballou stated there is free maintenance in the first year, and a cost of approximately \$50,000 in each of the following years, which is built into the lease payments.

Commissioner Myers asked what would happen with the old phones, and Mr. Ballou stated he would recommend having Cincinnati Bell, the vendor, dispose of them. Mr. Dolin stated that he would like to confirm that is an option prior to committing to that.

10:00 a.m. Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, September 8, 2009 beginning at 10:00 a.m., with the following Commissioners present: Jon Myers and Mike Kiger. Absent was Judith Shupe. Also present were Ritta Seitz, Michelle George, Jason Dolin and Scott Zody.

Announcements

There were no announcements.

Public Comment

There were no public comments.

Approval of minutes of Tuesday, September 8, 2009

On motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve the minutes for Tuesday, September 8, 2009.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jon Myers and Mike Kiger

Approval of Proclamation of Recognition – Charity Newsies

On motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve a Proclamation of Recognition for the Charity Newsies of Fairfield County, see resolution 09-09.08.a

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

Approval to Certify Drainage Maintenance Districts to the Fairfield County Auditor

On motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to certify Drainage Maintenance District to the Fairfield County Auditor, see resolution 09-09.08.b

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

Approval of Certification of the Fairfield Metropolitan Housing Authority 2010 Annual Plan with the Fairfield County Community Housing Improvement Strategy

On the motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve the Certification of the Fairfield Metropolitan Housing Authority 2010 Annual Plan with the Fairfield County Community Housing Improvement Strategy, see resolution 09-09.08.c

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

Approval of Request for payment and status of funds report – FY2008 HOME – Drawdown #194 - Commissioners

On the motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve a Request for payment and status of funds report – FY2008 HOME – Drawdown #194 – Commissioners, see resolution 09-09.08.d

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

Approval of Quarterly subgrant report - Sheriff

On motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve a Quarterly subgrant report for the Sheriff's office, see resolution 09-09.08.e

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

Approval of Sale of Vehicle by the Fairfield County Juvenile Court

On motion of Jon Myers and the second of Mike Kiger, the Board of Commissioners voted to approve a sale of a vehicle by the Fairfield County Juvenile Court, see resolution 09-09.08.f

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

Approval of a Contract for Services between the Fairfield County Board of Commissioners, administrative agent for the Fairfield County Family, Adult & Children First Council and the Fairfield County ADAMH Board

On motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve a Contract for Services between the Fairfield County Board of Commissioners, administrative agent for the Fairfield County Family, Adult & Children First Council and the Fairfield County ADAMH Board, see resolution 09-09.08.g

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

Approval of Repayment of an Advance to the General Fund, forgive partial advance, appropriate from unappropriated and fund to fund transfer – CSBG Funds – FY2008 Fund 2730 - Commissioners

On the motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve a Repayment of an Advance to the General Fund, forgive partial advance, appropriate from unappropriated and fund to fund transfer – CSBG Funds – FY2008 Fund 2730 – Commissioners, see resolution 09-09.08.h

Commissioner Kiger noted the forgiven amount was only \$0.41

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

Approval of an Advance from the General Fund to the Rock Mill Fund #7676 – Historical Parks

On the motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve an Advance from the General Fund to the Rock Mill Fund #7676 – Historical Parks, see resolution 09-09.08.i

Commissioner Kiger stated the advance would be repaid by the end of 2009, and is required due to the state funding from the Art & Cultural Facilities Commission being a reimbursement grant.

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

Approval of Financial resolutions

On motion of Jon Myers and second of Mike Kiger, the Board of Commissioners voted to approve financial resolutions as follows:

- 09-09.08.j Approval of Fund to Fund transfer – Insurance to General
- 09-09.08.k Approval of Account to Account transfer – Youth Services Fund
- 09-09.08.l Approval of Account to Account transfer - Maintenance
- 09-09.08.m Approval of Account to Account transfer - Commissioners
- 09-09.08.n Approval of Account to Account transfer - FACFC
- 09-09.08.o Approval of Account to Account transfer – Juvenile Court
- 09-09.08.p Approval to Appropriate from Unappropriated - Engineer
- 09-09.08.q Approval to Appropriate from Unappropriated - Engineer

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

Approval of Authorization for Payment of Bills, September 8, 2009, check date September 11, 2009

On the motion of Jon Myers, and second of Mike Kiger, the Board of Commissioners voted to approve the authorization for payment of bills September 8, 2009, check date September 11, 2009, see resolution 09-09.08.r

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

Review Session

The Board of Commissioners met to review legal issues, correspondence, and pending and future action items. Commissioners present were Jon Myers and Mike Kiger. Absent was Judith Shupe. Also present were Staci Knisley, Ed Laramée, Holly Mattei, Jason Dolin and Scott Zody.

Ms. Mattei informed the Board that due to her agency budget situation, the Regional Planning Commission has authorized her to close her office every Friday for the remainder of the year to balance the budget. Commissioner Kiger asked if the RPC had formally approved that, and Ms. Mattei stated they had, noting that Fridays are the slowest day of the week for her office.

Commissioner Kiger asked if that would have any adverse impact upon the employee health insurance benefits, and Ms. Mattei stated it would not, as that was covered in the Voluntary Cost Savings Program (VCSP) adopted previously by the ROC. Commissioner Myers asked if the Board of Commissioners would need to change their policy manual to reflect that, and Mr. Dolin suggested reviewing this with Human Resources Director Aunie Cordle. Mr. Laramée stated there may need to be changes to the overarching health insurance agreement with Franklin County if employees are reducing their hours below the 35 hour per week threshold.

Commissioner Kiger stated that the Commissioners adopt a Personnel Policy Manual, then each elected official adopts their own and send any changes from the Commissioners policy in as addendums.

Mr. Laramée stated the furlough issue is different, because it is a temporary change rather than a permanent change in policy. Mr. Dolin stated the Commissioners administer the health plan for all county employees, and eligibility would be applicable under the Plan.

Commissioner Myers asked what the hours for the RPC staff would be with the closure of the office on Fridays, and Ms. Mattei stated the hours would be cut to 28 per week. Mr. Dolin stated the language would need to be carefully crafted to reflect that.

Commissioner Myers asked if the authority is tied to each appointing authority, and Mr. Laramée stated not necessarily. Mr. Dolin stated it would not apply to those not participating in the VCSP, and Mr. Laramée stated the county may need to inform Franklin County of the change.

The Board contacted Human Resources Director Aunie Cordle via telephone to discuss the health insurance issue. Mr. Dolin stated the question is whether the Commissioners as the health plan administrator need to take any action relative to the VCSP for those who go to less than 35 hours per week. Ms. Cordle stated that currently employees take leave without pay for various reasons, subject to a VCSP or not, and there are a few that voluntarily work less than 35 hours per week for extended periods. Ms. Mattei

stated that is the current situation with the RPC, that there will be an extended period of their office working less than 35 hours. Ms. Cordle stated each county establishes its eligibility requirements under the health plan, and Fairfield County is no under any obligation to notify Franklin County, but suggested making a change specific to the RPC VCSP.

Commissioner Myers asked if it would be necessary to change the Personnel Policy manual, and Ms. Cordle stated not particularly, as the policy manual is intended to reflect long term or permanent policy, and the VCSP is intended to be short term. Mr. Zody asked Ms. Cordle if the current VCSP adopted by the Board would require amending to reflect employee's ability to take unpaid leave in less than full day increments, and Ms. Cordle stated if that is the intent, then it should be amended to clarify that option.

The Board discussed the potential implementation of a mandatory 10-day furlough and any requirements in order to initiate such an action. Ms. Cordle stated she would contact Mark Fishel to see if he had any insight from a legal standpoint.

Ms. Mattei stated as she understood the situation, there would need to be two resolutions adopted – one to amend the current VCSP for the Commissioners, and a second to address those agencies that would decrease their hours to less than 35 but retain full health insurance coverage for employees.

Adjournment

With no further business to come before the Board, on the motion of Jon Myers and the second of Mike Kiger, the Board of Commissioners voted to adjourn at 11:30 a.m.

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

Mike Kiger
Commissioner

Jon D. Myers
Commissioner

Judith K. Shupe
Commissioner

Scott Zody, Clerk/Manager

THE NEXT REGULAR MEETING OF THE COMMISSIONERS' IS SCHEDULED FOR TUESDAY, SEPTEMBER 15, 2009 AT 10:00 A.M.