



# REVIEW AGENDA

## BOARD OF COMMISSIONERS

**Tuesday, March 24, 2020**  
**9:00 a.m.**

**Commissioners**  
Steven A. Davis  
Jeffrey M. Fix  
David L. Levacy

**County Administrator**  
Carri L. Brown

**Clerk**  
Rachel A. Elsea

- 1. 9:00 a.m. – Review**
- 2. Welcome**
- 3. Legal Update**
- 4. Administration, Project, and Budget Update/Carri's List**
  - a. Announcements & Date Reminders
  - b. Highlights of Resolutions
  - c. Administrative, Program, & Budget Update
  - d. Bravos
- 5. Old Business**
- 6. New Business**
- 7. General Correspondence Received**
- 8. Calendar Received/Invitations Received**
- 9. FYI**
  - a. Jail Population
  - b. Thank you from Community Action
  - c. GFOA letter – 2018 Certificate of Excellence in Financial Reporting
  - d. Thank you from The Beards – Drew Shoe
- 10. Open Items from anyone in attendance**
- 11. Regular Meeting**
- 12. Adjourn**

**SERVE • CONNECT • PROTECT**



Department  
of Health

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Amy Acton, M.D., MPH, Director

**DIRECTOR'S STAY AT HOME ORDER**

**Re: Director's Order that All Persons Stay at Home Unless Engaged in Essential Work or Activity**

I, Amy Acton, MD, MPH, Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" **Order** the following to prevent the spread of COVID-19 into the State of Ohio:

1. **Stay at home or place of residence.** With exceptions as outlined below, all individuals currently living within the State of Ohio are ordered to stay at home or at their place of residence except as allowed in this Order. To the extent individuals are using shared or outdoor spaces when outside their residence, they must at all times and as much as reasonably possible, maintain social distancing of at least six feet from any other person, with the exception of family or household members, consistent with the Social Distancing Requirements set forth in this Order. All persons may leave their homes or place of residence only for Essential Activities, Essential Governmental Functions, or to participate in Essential Businesses and Operations, all as defined below.

Individuals experiencing homelessness are exempt from this Order, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to use in their operation COVID-19 risk mitigation practices recommended by the U.S. Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health (ODH)). This order does not apply to incarcerated individuals, they are to follow the guidance of the facility in which they are confined. Individuals whose residences are unsafe or become unsafe, such as victims of domestic violence, are permitted and urged to leave their home and stay at a safe alternative location. For purposes of this Order, homes or residences include hotels, motels, shared rental units, shelters, and similar facilities.

2. **Non-essential business and operations must cease.** All businesses and operations in the State, except Essential Businesses and Operations as defined below, are required to cease all activities within the State except Minimum Basic Operations, as defined below. For clarity, businesses, including home-based businesses, may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home).

All Essential Businesses and Operations are encouraged to remain open. Essential Businesses and Operations shall comply with Social Distancing Requirements as defined in this Order, including by maintaining six-foot social distancing for both employees and members of the public at all times, including, but not limited to, when any customers are standing in line.

3. **Prohibited activities.** All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes permitted by this Order. Any gathering of more than ten people is prohibited unless exempted by this Order. This is

in accordance with President Trump's coronavirus guidelines issued March 16, 2020. Nothing in this Order prohibits the gathering of members of a household or residence.

All places of public amusement, whether indoors or outdoors, including, but not limited to, locations with amusement rides, carnivals, amusement parks, water parks, aquariums, zoos, museums, arcades, fairs, children's play centers, playgrounds, funplexes, theme parks, bowling alleys, movie and other theaters, concert and music halls, and country clubs or social clubs shall be closed.

4. **Prohibited and permitted travel.** Only Essential Travel and Essential Activities as defined herein, are permitted. People riding on public transit must comply with Social Distancing Requirements to the greatest extent feasible. This Order allows travel into or out of the State to maintain Essential Businesses and Operations and Minimum Basic Operations.
5. **Leaving the home for Essential Activities is permitted.** For purposes of this Order, individuals may leave their residence only to perform any of the following Essential Activities:
  - a. **For health and safety.** To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members or persons who are unable or should not leave their home (including, but not limited to, pets), such as, by way of example only and without limitation, seeking emergency services, obtaining medical supplies or medication, or visiting a health care professional.
  - b. **For necessary supplies and services.** To obtain necessary services or supplies for themselves and their family or household members or persons who are unable or should not leave their home, or to deliver those services or supplies to others, such as, by way of example only and without limitation, groceries and food, household consumer products, supplies they need to work from home, automobile supplies (including dealers, parts, supplies, repair and maintenance), and products necessary to maintain the safety, sanitation, and essential operation of residences.
  - c. **For outdoor activity.** To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements, as defined below, such as, by way of example and without limitation, walking, hiking, running, or biking. Individuals may go to public parks and open outdoor recreation areas. However, public access playgrounds may increase spread of COVID-19, and therefore shall be closed.
  - d. **For certain types of work** To perform work providing essential products and services at Essential Businesses or Operations (which, as defined below, includes Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure) or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
  - e. **To take care of others.** To care for a family member, friend, or pet in another household, and to transport family members, friends, or pets as allowed by this Order. This includes attending weddings and funerals.
6. **Elderly people and those who are vulnerable as a result of illness should take additional precautions.** People at high risk of severe illness from COVID-19, including elderly people and those who are sick, are urged to stay in their residence to the extent possible except as necessary

to seek medical care. Nothing in this Order prevents the Department Health or local health departments from issuing and enforcing isolation and quarantine orders.

7. **Healthcare and Public Health Operations.** For purposes of this Order, individuals may leave their residence to work for or obtain services through Healthcare and Public Health Operations.

Healthcare and Public Health Operations includes, but is not limited to: hospitals; clinics; dental offices; pharmacies; public health entities, including those that compile, model, analyze and communicate public health information; pharmaceutical, pharmacy, medical device and equipment, and biotechnology companies (including operations, research and development, manufacture, and supply chain); organizations collecting blood, platelets, plasma, and other necessary materials; licensed medical marijuana dispensaries and licensed medical marijuana cultivation centers; obstetricians and gynecologists; eye care centers, including those that sell glasses and contact lenses; home healthcare services providers; mental health and substance use providers; other healthcare facilities and suppliers and providers of any related and/or ancillary healthcare services; and entities that transport and dispose of medical materials and remains.

Specifically included in Healthcare and Public Health Operations are manufacturers, technicians, logistics, and warehouse operators and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.

Healthcare and Public Health Operations also includes veterinary care and all healthcare services provided to animals.

Healthcare and Public Health Operations shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. Healthcare and Public Health Operations does not include fitness and exercise gyms, spas, salons, barber shops, tattoo parlors, and similar facilities.

8. **Human Services Operations.** For purposes of this Order, individuals may leave their residence to work for or obtain services at any Human Services Operations, including any provider funded by the Ohio Department of Aging, Department of Developmental Disabilities, Department of Health, Department of Job and Family Services, Department of Medicaid, Department of Mental Health and Addiction Services, Opportunities for Ohioans with Disabilities, Department of Veterans Services, and Department of Youth Services that is providing services to the public and including state-operated, institutional, or community-based settings providing human services to the public.

Human Services Operations includes, but is not limited to: long-term care facilities; day care centers, day care homes, group day care homes; residential settings and shelters for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness; transitional facilities; home-based settings to provide services to individuals with physical, intellectual, and/or developmental disabilities, seniors, adults, and children; field offices that provide and help to determine eligibility for basic needs including food, cash assistance, medical coverage, child care, vocational services, rehabilitation services; developmental centers; adoption agencies; businesses that provide food, shelter, and social

services, and other necessities of life for economically disadvantaged individuals, individuals with physical, intellectual, and/or developmental disabilities, or otherwise needy individuals.

Human Services Operations shall be construed broadly to avoid any impacts to the delivery of human services, broadly defined.

9. **Essential Infrastructure.** For purposes of this, individuals may leave their residence to provide any services or perform any work necessary to offer, provision, operate, maintain and repair Essential Infrastructure.

Essential Infrastructure includes, but is not limited to: food production, distribution, fulfillment centers, storage facilities, marinas, and sale; construction (including, but not limited to, construction required in response to this public health emergency, hospital construction, construction of long-term care facilities, public works construction, school construction, essential business construction, and housing construction); building management and maintenance; airport operations; operation and maintenance of utilities, including water, sewer, and gas; electrical (including power generation, distribution, and production of raw materials); distribution centers; oil and biofuel refining; roads, highways, railroads, and public transportation; ports; cybersecurity operations; flood control; solid waste and recycling collection and removal; and internet, video, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services).

Essential Infrastructure shall be construed broadly to avoid any impacts to essential infrastructure, broadly defined.

10. **Essential Governmental Functions.** For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, legislators, judges, court personnel, jurors and grand jurors, law enforcement and corrections personnel, hazardous materials responders, child protection and child welfare personnel, housing and shelter personnel, military, and other governmental employees working for or to support Essential Businesses and Operations are categorically exempt from this Order.

Essential Government Functions means all services provided by the State or any municipality, township, county, political subdivision, board, commission or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing Essential Government Functions. Each government body shall determine its Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions.

This Order does not apply to the United States government. Nothing in this Order shall prohibit any individual from performing or accessing Essential Governmental Functions.

11. **Businesses covered by this Order.** For the purposes of this Order, covered businesses include any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function it performs, or its corporate or entity structure.

**12. Essential Businesses and Operations.** For the purposes of this Order, Essential Businesses and Operations means Healthcare and Public Health Operations, Human Services Operations, Essential Governmental Functions, and Essential Infrastructure, and the following:

- a. **CISA List.** On March 19, 2020, the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency (CISA), issued a *Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response*. The definition of Essential Businesses and Operations in this Order includes all the workers identified in that Memorandum.
- b. **Stores that sell groceries and medicine.** Grocery stores, pharmacies, certified farmers' markets, farm and produce stands, supermarkets, convenience stores, and other establishments engaged in the retail sale of groceries, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, prepared food, alcoholic and non-alcoholic beverages, any other household consumer products (such as cleaning and personal care products), and specifically includes their supply chain and administrative support operations. This includes stores that sell groceries, medicine, including medication not requiring a medical prescription, and also that sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences and Essential Businesses and Operations:
- c. **Food, beverage, and licensed marijuana production and agriculture.** Food and beverage manufacturing, production, processing, and cultivation, including farming, livestock, fishing, baking, and other production agriculture, including cultivation, marketing, production, and distribution of animals and goods for consumption; licensed medical marijuana use, medical marijuana dispensaries and licensed medical marijuana cultivation centers; and businesses that provide food, shelter, and other necessities of life for animals, including animal shelters, rescues, shelters, kennels, and adoption facilities;
- d. **Organizations that provide charitable and social services.** Businesses and religious and secular nonprofit organizations, including food banks, when providing food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities;
- e. **Religious entities.** Religious facilities, entities and groups and religious gatherings, including weddings and funerals.
- f. **Media.** Newspapers, television, radio, and other media services;
- g. **First amendment protected speech.**
- h. **Gas stations and businesses needed for transportation.** Gas stations and auto supply, auto-repair, farm equipment, construction equipment, boat repair, and related facilities and bicycle shops and related facilities;
- i. **Financial and insurance institutions.** Bank, currency exchanges, consumer lenders, including but not limited, to pawnbrokers, consumer installment lenders and sales finance lenders, credit unions, appraisers, title companies, financial markets, trading and futures

exchanges, payday lenders, affiliates of financial institutions, entities that issue bonds, related financial institutions, and institutions selling financial products. Also insurance companies, underwriters, agents, brokers, and related insurance claims and agency services;

- j. **Hardware and supply stores.** Hardware stores and businesses that sell electrical, plumbing, and heating material;
- k. **Critical trades.** Building and Construction Tradesmen and Tradeswomen, and other trades including but not limited to plumbers, electricians, exterminators, cleaning and janitorial staff for commercial and governmental properties, security staff, operating engineers. HVAC, painting, moving and relocation services, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses and Operations;
- l. **Mail, post, shipping, logistics, delivery, and pick-up services.** Post offices and other businesses that provide shipping and delivery services, and businesses that ship or deliver groceries, food, alcoholic and non-alcoholic beverages, goods, vehicles or services to end users or through commercial channels;
- m. **Educational institutions.** Educational institutions-including public and private pre-K-12 schools, colleges, and universities-for purposes of facilitating distance learning, performing critical research, or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible. This Order is consistent with and does not amend or supersede prior Orders regarding the closure of schools;
- n. **Laundry services.** Laundromats, dry cleaners, industrial laundry services, and laundry service providers;
- o. **Restaurants for consumption off-premises.** Restaurants and other facilities that prepare and serve food, but only for consumption off-premises, through such means as in-house delivery, third-party delivery, drive-through, curbside pick-up, and carry-out. Schools and other entities that typically provide food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site due to the virus's propensity to physically impact surfaces and personal property. This Order is consistent with and does not amend or supersede prior Orders regarding the closure of restaurants;
- p. **Supplies to work from home.** Businesses that sell, manufacture, or supply products needed for people to work from home;
- q. **Supplies for Essential Businesses and Operations.** Businesses that sell, manufacture, or supply other Essential Businesses and Operations with the support or materials necessary to operate, including computers, audio and video electronics, household appliances; IT and telecommunication equipment; hardware, paint, flat glass; electrical, plumbing and heating material; sanitary equipment; personal hygiene products; food, food additives, ingredients and components; medical and orthopedic equipment; optics and photography equipment; diagnostics, food and beverages, chemicals, soaps and detergent; and firearm and ammunition suppliers and retailers for purposes of safety and security;



- r. **Transportation.** Airlines, taxis, transportation network providers (such as Uber and Lyft), vehicle rental services, paratransit, marinas, docks, boat storage, and other private, public, and commercial transportation and logistics providers necessary for Essential Activities and other purposes expressly authorized in this Order;
  - s. **Home-based care and services.** Home-based care for adults, seniors, children, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness, including caregivers such as nannies who may travel to the child's home to provide care, and other in-home services including meal delivery;
  - t. **Residential facilities and shelters.** Residential facilities and shelters for adults, seniors, children, pets, and/or people with developmental disabilities, intellectual disabilities, substance use disorders, and/or mental illness;
  - u. **Professional services.** Professional services, such as legal services, accounting services, insurance services, real estate services (including appraisal and title services);
  - v. **Manufacture, distribution, and supply chain for critical products and industries.** Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, as well as products used by other Essential Businesses and Operations.
  - w. **Critical labor union functions.** Labor Union essential activities including the administration of health and welfare funds and personnel checking on the well-being and safety of members providing services in Essential Businesses and Operations - provided that these checks should be done by telephone or remotely where possible.
  - x. **Hotels and motels.** Hotels and motels, to the extent used for lodging and delivery or carry-out food services.
  - y. **Funeral services.** Funeral, mortuary, cremation, burial, cemetery, and related services.
13. **Minimum Basic Operations.** For the purposes of this Order, Minimum Basic Operations include the following, provided that employees comply with Social Distancing Requirements, to the extent possible, while carrying out such operations:
- a. The minimum necessary activities to maintain the value of the business's inventory, preserve the condition of the business's physical plant and equipment, ensure security, process payroll and employee benefits, or for related functions.
  - b. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
14. **Essential Travel.** For the purposes of this Order, Essential Travel includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section.
- a. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses and Operations, or Minimum Basic Operations.



- b. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
- c. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
- d. Travel to return to a place of residence from outside the jurisdiction.
- e. Travel required by law enforcement or court order, including to transport children pursuant to a custody agreement.
- f. Travel required for non-residents to return to their place of residence outside the State. Individuals are strongly encouraged to verify that their transportation out of the State remains available and functional prior to commencing such travel.

**15. Social Distancing Requirements.** For purposes of this Order, Social Distancing Requirements includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

- a. **Required measures.** Essential Businesses and Operations and businesses engaged in Minimum Basic Operations must take proactive measures to ensure compliance with Social Distancing Requirements, including where possible:
  - i. **Designate six-foot distances.** Designating with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance;
  - ii. **Hand sanitizer and sanitizing products.** Having hand sanitizer and sanitizing products readily available for employees and customers;
  - iii. **Separate operating hours for vulnerable populations.** Implementing separate operating hours for elderly and vulnerable customers; and
  - iv. **Online and remote access.** Posting online whether a facility is open and how best to reach the facility and continue services by phone or remotely.

**16. Intent of this Order.** The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the greatest extent possible. When people need to leave their places of residence, whether to perform Essential Activities, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times and as much as reasonably possible comply with Social Distancing Requirements. All provisions of this Order should be interpreted to effectuate this intent.

**17. Enforcement.** This Order may be enforced by State and local law enforcement to the extent set forth in Ohio law. To the extent any public official enforcing this Order has questions regarding what services are prohibited under this Order, the Director of Health hereby delegates to local health departments the authority to answer questions in writing and consistent with this Order.

**18. COVID-19 Information and Checklist for Businesses/Employers.** Business and employers are to take the following actions:

- a. Allow as many employees as possible to work from home by implementing policies in areas such as teleworking and video conferencing.
  - b. Actively encourage sick employees to stay home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began. Do not require a healthcare provider's note to validate the illness or return to work of employees sick with acute respiratory illness; healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
  - c. Ensure that your sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members. Consider encouraging employees to do a self-assessment each day to check if they have any COVID-19 symptoms (fever, cough, or shortness of breath).
  - d. Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately. Restrict their access to the business until they have recovered.
  - e. Reinforce key messages — stay home when sick, use cough and sneeze etiquette, and practice hand hygiene — to all employees, and place posters in areas where they are most likely to be seen. Provide protection supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.
  - f. Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.
  - g. Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).
- 19. No limitation on authority.** Nothing in this Order shall, in any way, alter or modify any existing legal authority allowing the State or any local health department from ordering (1) any quarantine or isolation that may require an individual to remain inside a particular residential property or medical facility for a limited period of time, including the duration of this public health emergency, or (2) any closure of a specific location for a limited period of time, including the duration of this public health emergency.
- 20. Savings clause.** If any provision of this Order or its application to any person or circumstance is held invalid by any court of competent jurisdiction, this invalidity does not affect any other provision or application of this Order, which can be given effect without the invalid provision or application. To achieve this purpose, the provisions of this Order are declared to be severable.
- 21. Previous Orders superseded.** This Order supersedes, only to the extent that it conflicts, and amends any previous Order which conflicts with the provisions of this Order.
- 22. Duration.** This Order shall be effective at 11:59 p.m. on March 23, 2020 and remain in full force and effect until 11:59 p.m. on April 6, 2020, unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date.

COVID-19 is a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person. The virus is spread between individuals who are in close contact with each other (within about six feet) through respiratory droplets produced when an infected person coughs or sneezes. It may be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

On January 23, 2020, the Ohio Department of Health issued a Director's Journal Entry making COVID-19 a Class A reportable disease in Ohio.

On January 28, 2020, the Ohio Department of Health hosted the first statewide call with local health departments and healthcare providers regarding COVID-19.

On January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak of COVID-19 a public health emergency of international concern.

On January 31, 2020, Health and Human Services Secretary, Alex M. Azar II, declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19.

On February 1, 2020, the Ohio Department of Health issued a statewide Health Alert Network to provide local health departments and healthcare providers with updated guidance for COVID-19 and revised Person Under Investigation (PUI) criteria.

On February 3, 2020, the Ohio Department of Health trained over 140 personnel to staff a call center for COVID-19, in the event it was needed.

On February 5, 2020, the Ohio Department of Health began updating and notifying the media of the number of PUIs in Ohio every Tuesday and Thursday.

On February 6, 2020, the Ohio Department of Health updated all agency assistant directors and chiefs of staff on COVID-19 preparedness and status during the Governor's cabinet meeting.

On February 7, 2020, the Ohio Department of Health and the Ohio Emergency Management Agency met to conduct advance planning for COVID-19.

On February 13, 2020, the Ohio Department of Health conducted a Pandemic Tabletop Exercise with State agencies to review responsive actions should there be a pandemic in Ohio.

On February 14, 2020, the Ohio Department of Health held a conference call with health professionals across the state. The purpose of the call was to inform and engage the healthcare community in Ohio. Presentations were provided by the Department of Health, Hamilton County Public Health, and the Ohio State University.

On February 27, 2020, the Ohio Department of Health and the Ohio Emergency Management Agency briefed the directors of State agencies during the Governor's cabinet meeting regarding preparedness and the potential activation of the Emergency Operations Center.

On February 28, 2020, the "Governor DeWine, Health Director Update COVID-19 Prevention and Preparedness Plan" was sent to a broad range of associations representing healthcare, dental, long-term care, K-12 schools, colleges and universities, business, public transit, faith-based organizations, non-profit organizations, and local governments.

On March 2, 2020, the Ohio Department of Health activated a Joint Information Center to coordinate COVID-19 communications.

On March 5, 2020, the Ohio Department of Health hosted the Governor's Summit on COVID-19 Preparedness, a meeting with the Governor, cabinet agency directors, local health department commissioners, and their staff.

On March 6, 2020, the Ohio Department of Health opened a call center to answer questions from the public regarding COVID-19.

On March 9, 2020, testing by the Department of Health confirmed that three (3) patients were positive for COVID-19 in the State of Ohio. This confirms the presence of a potentially dangerous condition which may affect the health, safety and welfare of citizens of Ohio.

On March 9, 2020, the Ohio Emergency Management Agency activated the Emergency Operations Center.

On March 9, 2020, the Governor Declared a State of Emergency in Executive Order 2020-01D.

On March 11, 2020, the head of the World Health Organization declared COVID-19 a pandemic.

On March 11, 2020, testing by the Ohio Department of Health confirmed that one (1) more patient was positive for COVID-19 in the State of Ohio.

On March 11, 2020, the Ohio Departments of Health and Veterans Services issued a Joint Directors' Order to limit access to Ohio nursing homes and similar facilities.

On March 15, 2020, the Ohio Department of Health issued a Director's Order to limit access to Ohio's jails and detention facilities.

On March 15, 2020, the Ohio Department of Health issued a Director's Order to limit the sale of food and beverages, liquor, beer and wine to carry-out and delivery only.

On March 15, 2020, the CDC issued Interim Guidance for mass gatherings or large community events, stating that such events that consist of 50 or more people should be cancelled or postponed.

On March 16, 2020 the Ohio Department of Health issued a Director's Order closing polling locations for the March 17, 2020 primary election.

On March 17, 2020 the Ohio Department of Health issued a Director's Order for the management of non-essential surgeries and procedures throughout Ohio.

On March 17, 2020 the Ohio Department of Health issued an Amended Director's Order to limit and/or prohibit mass gatherings and the closure of venues in the State of Ohio.

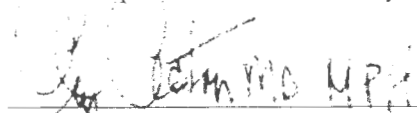
On March 19, 2020, the Ohio Department of Health issued a Director's Order closing hair salons, nail salons, barber shops, tattoo parlors, body piercing locations, and massage therapy locations.

Multiple areas of the United States are experiencing "community spread" of the virus that causes COVID-19. Community spread, defined as the transmission of an illness for which the source is unknown, means that isolation of known areas of infection is no longer enough to control spread.

The CDC reports that people are most contagious when they are most symptomatic (the sickest) however some spread might be possible before people show symptoms although that is not the main way the virus spreads.

Mass gatherings (10 or more persons) increase the risk of community transmission of the virus COVID-19.

Accordingly, to avoid an imminent threat with a high probability of widespread exposure to COVID-19 with a significant risk of substantial harm to a large number of people in the general population, including the elderly and people with weakened immune systems and chronic medical conditions, I hereby **ORDER** effective at 11:59 p.m. on March 23, 2020, all persons are to stay at home or their place of residence unless they are engaged in Essential Activities, Essential Governmental Functions, or to operate Essential Businesses and Operations as set forth in this Order. This Order shall remain in full force and effect until 11:59 p.m. on April 6, 2020, unless the Director of the Ohio Department of Health rescinds or modifies this Order at a sooner time and date. To the extent any public official enforcing this Order has questions regarding what services are prohibited under this Order, the Director of Health hereby delegates to local health departments the authority to answer questions in writing and consistent with this Order.



Amy Acton, MD, MPH  
Director of Health

March 22, 2020

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**REQUEST FOR PUBLIC ASSISTANCE**

OMB Control Number 1660-0017  
Expires December 31, 2019

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

**Privacy Act Statement**

Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.

|  |                             |
|--|-----------------------------|
| APPLICANT (Political subdivision or eligible applicant)<br>Fairfield County, Ohio                        | DATE SUBMITTED<br>3 22 2020 |
| COUNTY (Location of Damages. If located in multiple counties, please indicate)<br>Fairfield County, Ohio |                             |

**APPLICANT PHYSICAL LOCATION**

|  |                     |               |                   |
|--|---------------------|---------------|-------------------|
| STREET ADDRESS<br>210 East Main Street |                     |               |                   |
| CITY<br>Lancaster                      | COUNTY<br>Fairfield | STATE<br>Ohio | ZIP CODE<br>43130 |

**MAILING ADDRESS (If different from Physical Location)**

|                 |      |       |          |
|-----------------|------|-------|----------|
| STREET ADDRESS  |      |       |          |
| POST OFFICE BOX | CITY | STATE | ZIP CODE |

**Primary Contact/Applicant's Authorized Agent**

**Alternate Contact**

|   |  |
|---|--|
| NAME<br>Carri Brown                                   | NAME<br>Rachel Elsea                                   |
| TITLE<br>County Administrator                         | TITLE<br>Commissioners' Clerk                          |
| BUSINESS PHONE<br>740 652 7096                        | BUSINESS PHONE<br>740 652 7091                         |
| FAX NUMBER<br>740 687 6048                            | FAX NUMBER<br>740 687 6048                             |
| HOME PHONE (Optional)<br>740 777 8552                 | HOME PHONE (Optional)                                  |
| CELL PHONE<br>740 777 8552                            | CELL PHONE<br>740 215 5998                             |
| E-MAIL ADDRESS<br>carri.brown@fairfieldcountyohio.gov | E-MAIL ADDRESS<br>rachel.elsea@fairfieldcountyohio.gov |
| PAGER & PIN NUMBER                                    | PAGER & PIN NUMBER                                     |

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? ☐ YES ☒ NO

Private Non-Profit Organization? ☐ YES ☒ NO

If yes, which of the facilities identified below best describe your organization? essential government services facilities

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety safety services of a governmental nature. All such facilities must be open to the general public."

**Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.**

**OFFICIAL USE ONLY: FEMA -** \_\_\_\_\_ **-DR-** \_\_\_\_\_ **-** \_\_\_\_\_ **FIPS#** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_



**ADMINISTRATIVE AUTHORITY ITEMS  
FAIRFIELD COUNTY COMMISSIONERS' OFFICE  
MARCH 14, 2020 TO March 20, 2020**

**Fairfield County Clerk of Courts- Legal Division**

- AA.03.18-2020.d An administrative approval to approve an agreement with MAPSYS for a renewal of VEEAM maintenance and support [Clerk of Courts- Legal]

**Fairfield County Commissioners**

- AA.03.17-2020.a An Administrative Approval for the payment(s) of the United Health Care (UHC) invoice for the Fairfield County Self-Funded Health Benefits Program – Fairfield County Board of Commissioners [Commissioners]
- AA.03.18-2020.a An Administrative Approval for payment of invoices not more than \$50,000 without carry-over purchase orders for all Departments that are approved by the Commissioners [Commissioners]
- AA.03.18-2020.b An Administrative Approval for the payment of invoices for departments that need Board of Commissioners' approval and have bills presented that are not more than \$50,000 per invoice [Commissioners]
- AA.03.20-2020.a An Administrative Approval for an agreement with Remo Remo Design LLC [Commissioners]

**Fairfield County Economic & Workforce Development**

- AA.03.17-2020.d An Administrative Approval for an agreement between Fairfield County and Cultivate for an Entrepreneurial Support Grant. [Economic & Workforce Development]

**Fairfield County Human Resources**

- AA.03.17-2020.c An administrative approval to amend the Fairfield County Compensation Plan schedule and assign pay ranges [Fairfield County Human Resources]

**Fairfield County Regional Planning Commission**

- AA.03.17-2020.e AN ADMINISTRATIVE APPROVAL IN THE MATTER OF FY 2018 FAIRFIELD COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ALLOCATION PROGRAM [Regional Planning Commission]

**Fairfield County Sheriff**

- AA.03.17-2020.b An Administrative Approval for a settlement agreement with an employee of the Sheriff's Office [Sheriff]

**Fairfield County Utilities Department**



AA.03.16-2020.a An Administrative Approval for the Purchase Agreement with Bob Boyd Auto Family, and the Fairfield County Utilities [Utilities]

**Fairfield-Hocking Major Crimes Unit**

AA.03.18-2020.c An Administrative Approval for Major Crime Unit: Project FORT [Sheriff - Major Crimes Unit]



## BOARD OF COMMISSIONERS

### Commissioners

Steven A. Davis

Jeffrey M. Fix

David L. Levacy

### County Administrator

Carri L. Brown

### Clerk

Rachel A. Elsea

March 19, 2020

Mr. Jared Jodrey  
Ohio Development Services Agency  
Office of Community Development  
77 South High Street; P.O. Box 1001  
Columbus, OH 43216-1001

Dear Mr. Jodrey,

I am writing to request an amendment to the grant agreement between the Ohio Development Services Agency and the Fairfield County Board of Commissioners for Grant Number B-F-18-1AV-1. As you may recall, Fairfield County applied for Community Development Block Grant funding through the Allocation Program to complete several projects within the county. Per the grant agreement, Fairfield County requested \$21,000 for ADA improvements for Fairfield County's Meals on Wheels building located in Lancaster. In addition, the County requested \$100,000 for street improvements within the Village of Millersport. The Fairfield County Regional Planning Commission (RPC) is providing administrative oversight for the grant project.

It came to our attention in December of 2019 that Meals on Wheels would not be able to meet the construction deadline of August 31, 2020, for their ADA improvement project. In order for the County to make use of its Allocation Program funding, Fairfield County respectfully requests an amendment to the grant agreement to shift \$21,000 from the Meals on Wheels ADA improvement project to the Village of Millersport street improvement line item.

The Fairfield County Board of Commissioners has advertised and held a public hearing to discuss this proposed amendment with the residents of Fairfield County. In addition, legislation has been passed by the County to formally request this amendment. We would like to note that the Village of Millersport street improvement project is currently under contract and work should commence on that project in the near future.

RPC will continue to perform administrative oversight of the County's CDBG program.

Thank you for consideration of the adjustment. Please feel free to contact me with any questions at 740-652-7096.

Sincerely,

Dr. Carri L. Brown  
County Administrator

CC: Mary Oakley

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## BOARD OF COMMISSIONERS

**Commissioners**  
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Jeffrey M. Fix  
David L. Levacy

**County Administrator**  
Carri L. Brown

**Clerk**  
Rachel A. Elsea

**FOR IMMEDIATE RELEASE**  
**Friday, March 13, 2020**

### **Fairfield County to Celebrate Sunshine Week**

**Lancaster, Ohio** – The Fairfield County Board of Commissioners will celebrate Sunshine Week beginning March 15<sup>th</sup>.

The Board will issue a proclamation on Tuesday, March 17<sup>th</sup> which states, “Fairfield County commits (during this Sunshine Week, commemorating the anniversary of James Madison’s birth on March 16<sup>th</sup>, and through the year) to work diligently to enhance the public’s access to government records and information, to increase information provided electronically and online, and to ensure that all meetings of deliberative bodies under its jurisdiction are properly noticed and open to the public.”

Sunshine Week is a national initiative to promote a dialogue about the importance of open government and freedom of information.

Commissioner Steve Davis, Board President, stated, “We are pleased to continue the traditions of Sunshine Week, and we encourage citizens of Fairfield County to visit our website or call us anytime with questions about public records.”

During the week, Fairfield County will issue news releases about topics of interest to the public.

The Frequently Asked Questions webpage can be found here: <http://www.co.fairfield.oh.us/sunshine-review-ten-point-checklist.html>.

For more information please contact Carri Brown, County Administrator,  
[carri.brown@fairfieldcountyohio.gov](mailto:carri.brown@fairfieldcountyohio.gov)

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**Board of County Commissioners**

Steven A. Davis

Jeffrey M. Fix

David L. Levacy

March 13, 2020 - For Immediate Release

Contact: Rick Szabrak, 740-652-7162 / [rick.szabrak@fairfieldcountyohio.gov](mailto:rick.szabrak@fairfieldcountyohio.gov)

**Fairfield County is excited to announce the first recipient of its Entrepreneurial Support Grant.** Cultivate, an entrepreneur center based in Grove City, has received a grant to help expand into a Pickerington location. It's the first entrepreneur center in Fairfield County.

Cultivate Pickerington will be located at 19 N. Center St. It will provide entrepreneurs with business decision tools, digital marketing tools, business training and events, business planning and funding support, networking and referrals, and office, meeting, kitchen and studio spaces.

"This will be a great addition to our county and to Pickerington," said Jeff Fix, Fairfield County Commissioner. "We're glad that the county could support this venture. Small business is the backbone to our economy. Helping entrepreneurs become successful will be critical to the growth of our county."

Fairfield County's Entrepreneurial Support Grant is available to not-for-profit organizations and public entities that help drive entrepreneurship in Fairfield County. The goal of the grant is to provide a framework for more residents to pursue starting their own business. Cultivate was awarded \$15,000 per year for the next three years. The City of Pickerington and the Pickerington Area Chamber of Commerce are also contributing to Cultivate; they partnered with the county to bring the entrepreneurship center here.

Cultivate is a nonprofit that helps entrepreneurs change the trajectory of their life through business ownership. They deploy funding and resources to help entrepreneurs be successful.

"We're excited to join the Pickerington community," said Matt Yerkes, Executive Director of Cultivate. "Our non-profit has served hundreds of aspiring entrepreneurs and small businesses since 2016, and we believe that we will be positioned to serve small and emerging businesses throughout Fairfield County."

Yerkes plans to have the center opened by early April. He said there will be space for a dozen businesses as well as membership options for entrepreneurs still in the launch phase and small business owners that do not need a space but still would like growth support.

"We have already built a wonderful partnership between the Chamber and Cultivate, and we look forward to offering new programs to assist entrepreneurs and help them grow their business, or even just get started," said Theresa Byers, President and CEO of the Pickerington Area Chamber of Commerce. "I look forward to partnering on events with Cultivate and getting Matt and his team connected to Pickerington, Violet Township and Fairfield County businesses."

Cultivate will provide a presentation to the Fairfield County Commissioners on Tuesday, March 17<sup>th</sup>, at 9:30 a.m., at the Administrative Courthouse, 210 East Main Street, Floor 3, in Lancaster. For more information about Fairfield County's Entrepreneurial Support Grant, visit [www.co.fairfield.oh.us/dev/](http://www.co.fairfield.oh.us/dev/). For more information about Cultivate, visit [www.cultivateoh.io](http://www.cultivateoh.io).

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## BOARD OF COMMISSIONERS

**Commissioners**  
Steven A. Davis  
Jeffrey M. Fix  
David L. Levacy

**County Administrator**  
Carri L. Brown

**Clerk**  
Rachel A. Elsea

**FOR IMMEDIATE RELEASE**  
**Saturday, March 14, 2020**

### **Fairfield County Commission to hold Emergency Regular Meeting re: County Operations during COVID-19 Pandemic**

**Lancaster, Ohio** - The Fairfield County Commissioners will hold an emergency regular meeting to discuss County Operations during the COVID-19 Pandemic on Monday, March 16<sup>th</sup> at 9:00 a.m. The meeting will be held in the Commissioners' Hearing Room on the third floor of the Administrative Courthouse located at 210 East Main Street in Lancaster, Ohio.

For more information please contact Carri Brown, County Administrator, at [carri.brown@fairfieldcountyohio.gov](mailto:carri.brown@fairfieldcountyohio.gov) at (740) 652-7096.

###

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# Fairfield County Office of Emergency Management and Homeland Security



FOR IMMEDIATE RELEASE: March 16, 2020

## Fairfield County EMA Cancels Emergency Weather Spotter Training

**Lancaster, Ohio, March 16, 2020.** The Fairfield County Emergency Management Agency wants to announce that the NWS Weather Spotter Training course that was scheduled for Wednesday, March 25, is being postponed. With the caution that is being recommended to minimize the spread of the COVID-19 Coronavirus, we feel that this precautionary measure is the best choice. We will send out communication to all the participants that have registered to make sure they are aware of the postponement. Once a future date is secured, then we will also communicate that information as soon as it is known.

Thank you for doing your part in helping slow the spread of the COVID-19. By limiting the meeting of large groups, we hope that we can save people from getting sick and passing along the virus.

Questions: Call the Fairfield County EMA **740-654-4357**

### Media Contact Information:

Jon Kochis  
Director, Fairfield County EMA  
740-654-4357

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### Mission

To establish, coordinate and sustain partnerships throughout Fairfield County, united in efforts to prepare for emergencies and to minimize loss of life and property and help the community to return to normalcy when they occur.

240 Baldwin Drive • Lancaster, Ohio 43130  
Phone: (740) 654-4357 • Email: [jkochis@co.fairfield.oh.us](mailto:jkochis@co.fairfield.oh.us)



March 19, 2020 - For Immediate Release

Contact: Rick Szabrak, 740-652-7162 / [rick.szabrak@fairfieldcountyohio.gov](mailto:rick.szabrak@fairfieldcountyohio.gov)

## **Fairfield33.com Providing Information for Businesses During COVID-19 Pandemic**

Along with the health risks, the COVID-19 pandemic is causing disruption to businesses and residents across the country and in Fairfield County. In an effort to help local businesses, the Fairfield 33 Development Alliance is providing updates on resources available to businesses as well as residents.

Local restaurants have been ordered to close their dining rooms, but there are more than 180 restaurants in Fairfield County that remain open and offer carryout service. Fairfield33.com has posted a list of restaurants across the county that offer carryout or delivery service. The 33 Alliance has also started an advertising campaign that promotes: "Carryout is Open. Eat Local."

"The service sector has the largest employment base in the county," said Fairfield County Economic and Workforce Development Director Rick Szabrak. "There are a lot of employees and businesses that will face hardships during this time. The more we can support them by ordering delivery or carryout, the better. If you are choosing to isolate, there are ways to show support through purchasing gift cards or merchandise."

There will also be updates on local retailers, grocers, and pharmacies that remain open and any adjustments to their hours. The site also will serve as a resource for businesses needing loans or other support through local, state or federal programs. The Small Business Administration is offering low interest loans and Fairfield County's Revolving Loan Fund offers fixed-rate loans to local businesses for business expansion or retention of employees.

The Fairfield 33 Development Alliance is collaborating with the Lancaster-Fairfield Chamber of Commerce, Pickerington Area Chamber of Commerce, Destination Downtown Lancaster, Visit Fairfield County and local economic development departments to bring the latest resources and information to the public.

Many companies and organizations are offering relief to individuals impacted by the pandemic. Utility companies are withholding shutoff of services and Spectrum cable is offering free broadband to residents without current service. Fairfield33.com will provide updates on other support services such as unemployment insurance as they become available.

Please visit Fairfield33.com for more information.

###





## BOARD OF COMMISSIONERS

**Commissioners**  
Steven A. Davis  
Jeffrey M. Fix  
David L. Levacy

**County Administrator**  
Carri L. Brown

**Clerk**  
Rachel A. Elsea

**FOR IMMEDIATE RELEASE**  
**Thursday, March 19, 2020**

### **Fairfield County Encourages a Complete Count for the US Censuses**

**Lancaster, Ohio -** Being counted in the upcoming US Census is important to ensure adequate resources make their way to various county and local programs that serve residents.

While US Census day is April 1, self-response begins on **March 23<sup>rd</sup>** and continues through July.

By April 1, every home is expected to have received an invitation to participate in the national population count. Once those invitations arrive, people may respond online, by telephone or by mail. The respective telephone numbers, mailing addresses, and web addresses for residents to use when responding will be provided in the invitations mailed to residences.

Commission President, Steve Davis, stated "The method of responding is up to the individual, but we really need for people to respond so that we have an accurate count for Fairfield County."

Federal funds for grants to states, counties, and communities are based on population totals and breakdowns by sex, age, race and other factors. A community benefits the most when the census counts everyone.

The Fairfield County Commissioners have created multiple tools to encourage residents to participate in the US Census. There are videos at <https://www.co.fairfield.oh.us/>

Also, please see the attached fact sheet about how the federal government will invite citizens to participate.

You can visit [2020Census.Gov](https://2020Census.Gov) for information about the census.

For more information please contact Carri Brown, County Administrator, at [carri.brown@fairfieldcountyohio.gov](mailto:carri.brown@fairfieldcountyohio.gov) at (740) 652-7096.

###

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Fairfield County Job and Family Services  
239 W. Main St., Lancaster, Ohio 43130  
Aundrea N. Cordle, Director

**PRESS RELEASE**

**For immediate release**

## **Circus Night & Child Abuse Prevention Breakfast Cancelled**

**LANCASTER, Ohio (Friday, March 20, 2020)** – The Child Abuse Awareness Prevention Month Breakfast scheduled in April will be cancelled based on the Governor's order to cancel events with more than 100 people in attendance. This will help reduce the spread of the 2019 Novel Coronavirus (COVID-19).

Job and Family Services has also cancelled our annual Circus Night family event that is held in April. We, along with so many partners in our community, look forward to hosting this evening of family fun and will be looking to reschedule this event once we have greater knowledge and information on the scope of the coronavirus. We appreciate your understanding and will remain in contact as we determine a rescheduled date.

"Your health and safety remain our top priority," said Aundrea Cordle, Fairfield County Job and Family Services Director. "We will continue to follow the recommendations sent out from our Governor's office and our local Health Department in regard to holding large public gatherings."

Feel free to reach out to us if you have any questions by calling Donna Stalter, public information specialist, at [donna.stalter@jfs.ohio.gov](mailto:donna.stalter@jfs.ohio.gov) or 740-215-7870.

###



# THANK YOU!

Dear Commissioner Davis

Thank you for being a judge for our 2020 Third Grade Recycling Billboard Contest. 17 schools and 1,461 students participated in this year's contest and the competition was fierce! Alex L. from Berne Union Elementary School won first place with her drawing of "Save the Wildlife with Recycling". Alex's artwork will soon be reproduced into a billboard to be displayed at the corner of Main St. and Memorial Dr. for the month of April. We greatly appreciate your time for judging this year's contest.



Sincerely,

Keri Hunt

*Keri Hunt*



## Brown, Carri

---

**From:** Elsea, Rachel A  
**Sent:** Friday, March 20, 2020 10:20 AM  
**To:** Elsea, Rachel A  
**Subject:** Communication for Elected Officials and Department Heads

Hello all:

Thank you for your patience and hard work during these challenging times. During a time of crisis, such as the emergency presented by the COVID 19 pandemic, we need to work hard to be innovative, just as we are working hard to keep our community safe.

A co-worker recently commented to me that every generation has a global struggle, and this is ours. I know we can get through this together.

Now is the time to stay calm and connected. We need to encourage one another and plan for the future. Here are some requests for the coming days:

- Please restrict new hires: hire only those that are needed to address the COVID-19 emergency.
- If you can delay an expenditure, such as a capital expenditure, delay it for now.
- Please use appropriations only as needed to address the emergency and maintain current operations.

As more information is known, we will continue to reach out. We expect the coming months will be very difficult based on the impact of the pandemic, and we thank you for restricting spending as much as possible now.

That will help us maintain our services for the public in the future.

Thank you for all that you are doing now. Please be sure to take care of yourself.

Look out for one another and stay well.



## BOARD OF COMMISSIONERS

### Commissioners

Steven A. Davis

Jeffrey M. Fix

David L. Levacy

### County Administrator

Carri L. Brown

### Clerk

Rachel A. Elsea

April 1, 2020

Dear Elected Officials and Department Heads:

Thank you for your patience and hard work, especially during these challenging times.

The purpose of this memorandum is to provide guidance for the 2021 budgeting process. We know that reductions in casino revenues, sales tax revenues, and interest income will present problems for all of us. We already watching our spending and not hiring new staff. We need to keep on the path of planning to weather this storm.

There have been changes in the process, so please invest time in reading this guidance. Please call or email me if you have questions. Items highlighted in green refer to commonly asked questions or reminders. Please also review this memorandum with departmental financial officers.

### ***Level 1 Access for Budget Entry Begins April 7***

April 7 marks the first day of the 2021 budget planning period. Level 1 access for entering data into MUNIS (the system used for budget entry and accounting) for 2021 will open on that day. This is the first step in budget process, which sets a foundation for the approval of the county appropriation measure. This appropriation measure (or 2021 budget) is targeted for approval on December 8. Back-up dates are December 15 and 22.

### ***Budget Parameters for General Fund Expenditures Are Provided***

There is an understandable uncertainty surrounding estimates for revenues and expenditures. However, the following parameters give guidance for *general fund expenditures*.

**Plan no increase in salaries for employees in 2021.** You will recall the plan for merit-based increases was a part of the 20 recommendations approved by the Board of Commissioners in 2018 to help demonstrate how the county values employees and exemplary customer service. We were able to put that plan in place for 2020, but we must now pause based on the economy. This means that existing employees at existing rates will be the salary line. We will review the details for each department.

- As a standard, add **no new employees** to your current table of organization. *In preparation for budget hearings, each department will be asked to provide a current table of organization and to justify the proposed table of organization for 2021. We will compare that to the previous table of organization.*

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## BOARD OF COMMISSIONERS

### Commissioners

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### County Administrator

Carri L. Brown

### Clerk

Rachel A. Elsea

- **Estimate a 2% increase in health insurance expenditures, calculating the 8% increase**

This estimate is based on claims experiences, as opposed to increases in costs of administering the plan.

- **All other categories of expenditures, including allocations to special revenue funds and agencies, will be held flat.**

Elected officials and department heads presenting proposals outside of standard parameters need to be prepared to justify proposals. Please contact me if you need additional information or a template to help with justification and evaluation.

Budgets for all funds should be justified with the most current information available at the departmental level. **If you are introducing a new grant, please be prepared to discuss needs for grant matches and the plan for continuing operations once the grant term has ended.**

Also, please contact me now if you have suggestions for facility upgrades if the upgrades are **non-cosmetic** or related to security. This information is helpful for planning. We are delaying expenditures as much as possible.

Please follow the *deadlines communicated with the parameters, attached.*

*All requests* should be placed within MUNIS even if there are conversations surrounding the requests. If anyone has any trouble entering data into MUNIS, please contact me as soon as possible.

As more information is known, it will be provided to all departments. Parameters could change, of course.

***Tuesday, June 16, is the Deadline for the "Tax Budget"***

The Tax Budget at Level 2 must be completed by all departments by June 16. *Deadlines through the end of 2020 are attached.*

For those new to the process, please know that data entered in MUNIS at a lower level automatically moves to the subsequent level, yet you have opportunity to make changes prior to the deadlines that are noted. For example, data from Level 1 automatically move to Level 2, until Level 2 closes. Level 2 data then move to Level 3, and so forth.

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## BOARD OF COMMISSIONERS

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### *Additional Information – Helpful Hints & Budget Hearings*

- As a helpful hint, rounding numbers to the nearest dollar is recommended because this helps to avoid the need for low value resolutions.
- Remember that at the fund level, the total estimated expenditures may not exceed the sum of the estimated carry over cash plus estimated revenues. Training is available on this concept if needed.
- This year, as has been the practice in the past, there will be voluntary departmental budget hearings before the Board of County Commissioners. Please contact Rachel Elsea, [rachel.elsea@fairfieldcountyohio.gov](mailto:rachel.elsea@fairfieldcountyohio.gov) now if you do not know your date or need to change the date.
- If you would like to schedule a pre-hearing conference or need more information regarding the parameters or procedures, please call me or email me at [carri.brown@fairfieldcountyohio.gov](mailto:carri.brown@fairfieldcountyohio.gov). In addition, I will be reaching out to everyone for clarification and an administrative review as needed.
- If you are proposing a project to receive a grant that is in the name of Fairfield County or if the Board of County Commissioners or County Administrator will serve as administrative agent (or if there is a grant match), please be sure to be in touch with me to discuss parameters surrounding grant projects.
- Additional helpful hints from Staci Knisley, Budget Officer and Airport Clerk, are attached.

Thank you for your time and effort in preparing your estimates for 2021. Thank you for your calm, steady leadership as we move forward and do all that we can to continue services for the people of Fairfield County.

Kindest regards,

Carri Brown  
County Administrator

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## **2020 SCHEDULE FOR CY2021 BUDGET**

|                             |   |
|-----------------------------|---|
| Tuesday, April 7, 2020      | <b>LEVEL 1 IS OPEN IN MUNIS FOR DATA ENTRY</b> - Letter from County Administrator will be sent to all setting parameters & providing guidance for the 2021 budget evaluation (guidance and parameters may be adjusted as more information is known) |
| Monday, April 27, 2020      | <b>LEVEL 1/INITIAL BUDGET – BUDGET ENTRY ACCESS ENDS</b>  |
| Thursday, June 11, 2020     | Send notice to Eagle Gazette & This Week News/Pickerington to advertise Public Hearing – Commissioners (ORC 5705.30)  |
| Tuesday, June 16, 2020      | <b>LEVEL 2/TAX BUDGET – BUDGET ENTRY ACCESS ENDS</b>  |
| Thursday, June 18, 2020     | Commissioners will file proposed Tax Budget with County Auditor<br>Hearing advertised in Lancaster Eagle Gazette & This Week News   |
| Monday, July 6, 2020        | Commissioners’ Public Hearing @ 9:00 a.m. for the Tax Budget –Commissioners’ Hearing Room   |
| Tuesday, July 14, 2020      | Commissioners by resolution adopt Tax Budget  |
| Wednesday, July 15, 2020    | Submit adopted Tax Budget to County Auditor –<br>(by the 20 <sup>th</sup> of July per ORC 5705.30)  |
| August 2020 (TBD)           | Budget Commission Hearing to set rates for necessary tax levies   |
| August 2020 (TBD)           | Budget Commission to authorize rates for the necessary tax levies   |
| August 2020 (TBD)           | The Budget Commission will certify the Tax Budget (by September 1 <sup>st</sup> – ORC 5705.27)  |
| Thursday, September 3, 2020 | <b>LEVEL 3 - BUDGET ENTRY ACCESS ENDS – final time for General Fund departments to make changes in MUNIS Budget Entry</b>   |
| Monday, September 14, 2020  | Check carryover <b>purchase orders</b> and cash – review the reduction and cancelation of prior year & current year purchase orders   |
| September 22– October 21    | Administrative Review of Budget Proposals to Compare Against Guidance and Parameters  |
| October 22 – October 29     | Budget Hearings – Elected Officials/Department Heads & Commissioners evaluate proposals/submissions and will continue to prepare (Additional dates TBD if necessary)  |
| Monday, November 23, 2020   | <b>LEVEL 4 – BUDGET ENTRY ACCESS ENDS – final time for non-general fund departments to make changes in MUNIS Budget Entry</b>   |
| Tuesday, December 8, 2020   | Appropriation Measure (budget approval) for 2021 -target date for adoption - Dec 8 <sup>th</sup> ; back-up dates – December 15 <sup>th</sup> and December 22 <sup>nd</sup>  |



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

March 10, 2020

David Levacy  
President  
Fairfield County  
210 East Main Street  
3rd Floor  
Lancaster, OH 43130

Dear Mr. Levacy:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2018 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

Michele Mark Levine  
Director, Technical Services Center

March 17, 2020

Dear County Commissioners,

I'm and I wanted to express our  
gratitude to all the wonderful  
people that we have had the  
opportunity to work with during  
your time of leaving space at the  
Old Shoe Factory Storage. We  
have valued the friendship and  
kindness of many people from the  
various departments. What a great  
group of people to work with!! Thank-  
you for the opportunity that you  
provided for us as a business.  
It has been a blessing to our  
family. —

Sincerely,

Jim & Debbie Board

DBA Old Shoe Factory Storage