

Regular Meeting #3 - 2021
Fairfield County Commissioners' Office
January 26, 2021

Review

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Joshua Horacek, Thomas Lininger, Jeff Porter, and Jon Slater.

Attending virtually were: Jim Bahnsen, Dave Burgei, Donna Fox-Moore, Tony Vogel, Chad Lucht, Jason Dolin, Aunie Cordle, Dennis Keller, Stacy Hicks, Jeff Barron, Lisa McKenzie, Jeremiah Upp, Rick Szabrak, Shannon Carter, Toni Ashton,

- Welcome

Mr. Levacy expressed the Commission's condolences at the passing of Mr. Kochis' father.

- COVID-19 Update

Mr. Kochis reported they are starting to see some markers of good news. At www.coronavirus.ohio.gov you can now see how many people are vaccinated in each community each day. The list of vaccine providers is expanding each week. They are seeing a steady decrease in ICU admissions. The number was at 284 over the weekend which is less than 100 per day. He urged everyone to continue to stay in, social distance, and wear masks.

Mr. Levacy asked if there was any coordination throughout the county.

Mr. Kochis replied the central repository is the state website. The group reviewed the dashboard on the site.

Mr. Davis had questions regarding when teachers would be eligible to receive vaccines.

Mr. Kochis replied that Governor DeWine has stated teachers will be eligible for vaccines starting next week. There is an allotment for the teachers. With the State leading local efforts, the Governor and ODH has said they need to start teachers on time which means being very selective on how many vaccines go to the older population and the teachers. This does slow both groups down. They hope to meet today to possibly partner with another group that may help.

Mr. Davis stated it appeared there was an age order in the group of teachers.

Mr. Kochis replied they were given the option to choose the determining factor and they went with age, just like the other tiers. There were many discussions from schools including the idea of higher risk jobs. The younger population is biologically able to better fight the virus. He believes science backs up that this virus is harder on older people.

The review packet contained articles about the vaccination process. We also had a flier the Board of Health created. This flier was distributed globally at the county. Several county leaders have volunteered to help the Board of Health with the clinics.

Dr. Brown reported that the county offered to contract on behalf of the Board of Health for communication services with Krile Communications, especially to help with communications about vaccinations as there will likely be a time in which increasing participation or demand will be a goal.

The Commissioners thanked Mr. Kochis for his dedication and work.

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- CARES Act/Stafford Act Update

For the CARES Act, a summary of all activity will be available early in February. At this time, there are no additional CARES Act resources available (except for some special grants that will be managed at the department level).

The final total for FMC was \$784,957.88.

There is a resolution for the voting agenda to apply the remaining unused amount to previously certified and uncharged public safety support as well as to use the interest from December in the same manner.

- Legal Update

Mr. Horacek did not have a legal update.

Mr. Davis asked the Sheriff's Office and Prosecutor's Office to keep an eye out for scams especially aimed at the elderly.

- Administration and Budget Update/Carri's List

- a. Announcements

Anyone can email or text a question anytime:

Carri.Brown@FairfieldCountyOhio.gov or (740) 777-8552

We welcome Emylee-Noel Gussler to the Office of the Commissioners. Emylee comes to us most recently from the Ohio EPA. She has a bachelor's degree from The Ohio State University and will be serving the county as an account clerk. She lives in Lancaster and is eager to begin her work with Fairfield County. Please join us in welcoming Emylee.

Dates of Interest

Jan 26 Commissioner Davis – Commissioner Connection video
Jan 28 Virtual Job Fair
Feb 11 EL/DH Virtual Roundtable
Feb 15 Presidents Day
Feb 18 Virtual Job Fair
Feb 23 Commissioner Levacy – Commissioner Connection video

- b. Highlights of Resolutions

Dr. Brown highlighted 19 resolutions for the voting meeting.

We have a resolution to extend the deadline for new dog licenses until July 1, 2021, due to the pandemic and in the spirit of HB 404. There are no penalties until after that timeframe, but existing dog licenses still need to be renewed. The resolution is effective February 1, 2021.

Following up on a resolution from last week appointing the county administrator to the Lancaster Special Improvement District Board, we had a resolution to approve the county administrator to serve on the Destination Downtown Board. The positions are both county positions and do not necessarily need to be filled by the same person, but they historically have been the same person.

JFS also proposed a contract renewal for Functional Training Services.

The County Engineer proposed a purchase of two Western Star cabs through the DAS competitive bidding process.

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We had a resolution to approve the updates to the policy manual, which include the minor updates to recognize the CDL clearinghouse, adjust the cell phone reimbursement policy, and clarify proration of personal days for employees who work fewer than 40 hours weekly.

There were 14 *financial and grant related resolutions* to approve:

- A resolution for the CARES Act, as discussed above;
- Interest credit for December for various entities;
- An account-to-account transfer of appropriations for DR Court, a special revenue fund for visitation;
- Appropriations, memo transactions, and fund to fund transfers for County Engineer projects (five resolutions);
- Appropriations from unappropriated funds to account for an EMA allocation which will match a grant that will be used to support the Board of Health and the conduct of vaccination clinics;
- Appropriations for the Sheriff, Juvenile Court, and Utilities Department;
- Memo transactions and accounting items for the EMA Stafford Act grant;
- The payment of bills over \$100,000.

There were financial and contracting resolutions in queue.

c. Administrative Approvals, Program, & Budget Update

Administrative Update

Administrative Approvals and Updates

The review packet contained a list of administrative approvals. Interviews for the Airport Board vacancy are scheduled for February 2. There are three applicants.

Interviews for the ADAMH Board are in the process of being scheduled. There are three applicants.

Carri Brown will be serving on the Council of Development Finance Agency for MORPC upon request of MORPC.

Fairfield County will be refreshing the energy bids (in conjunction with Palmer Energy) with the top two bidders. The contract templates have been approved to form. The Commissioners previously authorized Carri Brown to sign the master agreement after the rates were refreshed, but given some time has passed, a motion to confirm that would be appreciated.

Motion to authorize Carri Brown to approve the master agreement for the energy aggregation program once bids are refreshed.

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to authorize Carri Brown to approve the master agreement for the energy aggregation program once bids are refreshed.

Discussion: Dr. Brown stated this refreshing would occur on Wednesday, January 27th and that she would report back to the Commission.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

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Budget Update

Previously, we reported state non-auto sales tax receipts for November (to be paid in by counties in February) increased 2% in November 2020, as compared to November 2019. Fairfield County non-auto sales tax data for the same time shows an increase of 6% at about \$1.6 M.

(Last year, we experienced about a 3.4% increase for the same time, overall. We projected a 3% increase in sales tax for the year.)

We now have auto sales tax estimates to from November to be delivered to us in February. That amount is 363,281.50, or 16% above the prior year. Each county experienced wide variances in this category. The state amount for auto sales tax is up 10% for the same time period.

We realize there are multiple variables impacting consumer behavior. The overall increase for February receipts will be about 8%.

There was a rating call with Moody's on January 19. The reviewer stated that the call was the "most productive call she had experienced in a long time."

There were no questions from Moody's during the presentation, and we will respond if any arise.

d. BRAVOs

Bravo to the County Auditor's Office for their exceptional financial reporting. The State Auditor will provide an award to the County Auditor and staff.

Thanks to Adam Barker for helping the Education Service Center install a Blessings Box.

Personnel Policy Manual Update

The Commissioners met at 9:35 a.m. an update on the proposed Personnel Policy Manual Updates. Commissioner Levacy called the meeting to order with the following Commissioners present: Jeff Fix and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Jeff Porter, Jon Slater, Joshua Horacek, and Thomas Lininger.

Attending virtually were: Jim Bahnsen, Chad Lucht, Aunie Cordle, Dave Burgei, Dennis Keller, Donna Fox-Moore, Jason Dolin, Jeff Barron, Jeremiah Upp, Lisa McKenzie, Rick Szabrak, Shannon Carter, Stacy Hicks, Toni Ashton, and Tony Vogel.

Jeff Porter, HR Director, updated the Commission and others on the policy manual update for February. Policies to update relate to the commercial driver license requirements and to the cell phone policy. The cell phone policy will have an effective date of May 1 to allow for implementation (of a stipend or assignment of a phone, if approved by the appointing authority). There are also some minor language changes for clarification to prorate personal days provided if an employee works fewer than 40 hours per week. A summary and the complete manual were in the review packet.

Mr. Levacy thought the change in the cell phone policy was much needed.

Mr. Davis appreciated the recommended changes. He also noted he has been walking more, and while the weather is bad he's been going to the fitness center at the Record's Center. He commented on how clean the facility was.

Mr. Porter stated they appreciated that people are using it. They will be reminding employees of all fitness opportunities throughout the county. They will be announcing a new wellness opportunity soon as well as tele-based nutrition counseling. They will be looking at some socially distanced fitness classes as well.

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Review (continued)

The Commissioners met at 9:42 a.m. to continue review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Jeff Porter, Jon Slater, Joshua Horacek, and Thomas Lininger.

Attending virtually were: Jim Bahnsen, Chad Lucht, Aunie Cordle, Dave Burgei, Dennis Keller, Donna Fox-Moore, Jason Dolin, Jeff Barron, Jeremiah Upp, Lisa McKenzie, Rick Szabrak, Shannon Carter, Stacy Hicks, Toni Ashton, and Tony Vogel.

- Old Business

- a. ODOT Communication
- b. Commissioner Communications – CCAO Summary Received

- New Business

- a. Communication from the City of Lancaster

We are examining the possibility of accepting two remnant properties at the Liberty Center.

- b. Vaccination Clinics

Mr. Davis stated he could imagine the process being very controversial, but he thinks it is going very well. The supply is outside of the County's control so they should not spend a whole lot of time worrying about it. He hopes there is a time in the near future where the supply exceeds the demand.

- General Correspondence Received

- a. Petition for Road Name Change – Received January 20th, sixty days expire on March 21, 2021.
- b. TID Meeting – January 28th
- c. February 2nd RPC Meeting has been canceled

- Calendar Review/Invitations Received (none)

- FYI

- a. Jail Population – 222
- b. Sheriff's 2020 Law Enforcement Trust Fund Report
- c. DD Newsletter

- Open Items

Mr. Slater reported his office was in the process of finalizing the W-2s to be out to employees electronically tomorrow and in the mail on Friday.

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Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, January 26, 2021 beginning at 9:52 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Jeff Porter, Jon Slater, Joshua Horacek, and Thomas Lininger.

Attending virtually were: Jim Bahnsen, Chad Lucht, Aunie Cordle, Dave Burgei, Dennis Keller, Donna Fox-Moore, Jason Dolin, Jeff Barron, Jeremiah Upp, Lisa McKenzie, Rick Szabrak, Shannon Carter, Stacy Hicks, Toni Ashton, and Tony Vogel.

Pledge of Allegiance

Commissioner Levacy asked everyone to rise as able, and he led the Pledge of Allegiance.

Announcements

Commissioner Levacy asked if there were any announcements.

Public Comment

Commissioner Davis asked if anyone from the public who would like to speak or offer comments. There were no comments.

Approval of Minutes for Tuesday, January 19, 2021

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Tuesday, January 19, 2021 Regular Meeting.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Commissioners' Resolutions

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the following Commissioners' Office resolutions:

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|--------------|---|
| 2021-01.26.a | A resolution of conversion of prior year 2020 encumbrance (X-mode) to current year appropriation, Memo transactions, and appropriate from unappropriated into the CARES Act grant fund# 2868 – Fairfield County Commissioners [Commissioners] |
| 2021-01.26.b | A resolution approving the appointment of the County Administrator to the Destination Downtown Lancaster Board [Commissioners] |
| 2021-01.26.c | A resolution to approve to appropriate from unappropriated into a major expenditure category for General Fund# 1001 & additional grant match transfer for EMA – Fairfield County Commissioners [Commissioners] |
| 2021-01.26.d | A resolution to approve a memo expense for interest allocation reimbursements for Fairfield Department of Health, Fairfield County Parks, & Fairfield County Port Authority – Fund #7012, #7321, #7308, & #7865, – Fairfield County Commissioners [Commissioners] |

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

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Approval of the Dog Shelter Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Dog Shelter resolution authorizing the waiver of Dog License Renewal Penalty Fees through June 30, 2021; see resolution 2021-01.26.e.

Discussion: Mr. Porter stated this was in the spirit of HB 404 extending renewal fee penalties until July 1. New dog licenses must comply with the regular deadlines.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Domestic Relations Court Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Domestic Relations Court resolution authorizing an account to account transfer for the adjustment of Personal Services and Fringe Benefits – Justice for Families (2848); see resolution 2021-01.26.f.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Emergency Management Agency Resolutions

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Emergency Management Agency resolution for memo transactions and increase receipts relating to the Stafford Act Relief Fund #2649 (subfund 8253) for EMA; see resolution 2021-01.26.g.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Engineer's Office Resolutions

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the following Engineer's Office resolutions:

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|--------------|---|
| 2021-01.26.h | A resolution of increase appropriations, appropriate from unappropriate, account to account and fund to fund transfer for LIB-45 bridge replacement final retainage [Engineer] |
| 2021-01.26.i | A resolution of increase appropriations, appropriate from unappropriate, account to account and fund to fund transfer for BLO-35 culvert replacement final retainage [Engineer] |
| 2021-01.26.j | A resolution to purchase two Western Star 4700SF Single Axle Cab and Chassis. [Engineer] |
| 2021-01.26.k | A resolution of increase appropriations, appropriate from unappropriate, account to account and fund to fund transfer for WAL-38 bridge replacement final retainage [Engineer] |
| 2021-01.26.l | A resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3434 WAL-38 Bridge Replacement Project [Engineer] |

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2021-01.26.m A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for vehicle repairs [Engineer]

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Human Resources Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Human Resource resolution to approve recommendations and updates to the 2021 Personnel Policy Manual for Fairfield County employees; see resolution 2021-01.26.n.

Discussion: Mr. Davis thanked Mr. Porter for leading a forwarding thinking operation. Mr. Porter thanked him and added it is a team effort.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the JFS Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the JFS resolution regarding a Purchase of Service Contract between Functional Training Services, Inc. and Job & Family Services, Community Services Division; see resolution 2021-01.26.o.

Discussion: Dr. Brown thanked JFS for their organized approach to include required documentation with the proposed resolution.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Juvenile/Probate Court Resolutions

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund #2036 Department of Youth Services (reclaim) Fund; see resolution 2021-01.26.p.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Sheriff's Office Resolution

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Sheriff's Office resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2593 Concealed Handgun License; see resolution 2021-01.26.q.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

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Approval of the Utilities Office Resolutions

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Utilities Office resolution to appropriate from unappropriated in a major expenditure object category Utilities Fund 5842 Greenfield Sewer Admin; see resolution 2021-01.26.r.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Approval of the Payment of Bills

On the motion of Steve Davis and the second of Dave Levacy, the Board of Commissioners voted to approve the Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2021-01.26.s.

Discussion: Dr. Brown reviewed the bill list which included CARES Act funding for FMC and payment to Community Action for recycling services.

Roll call vote of the motion resulted as follows:
Voting aye thereon: Steve Davis and Dave Levacy
Absent: Jeff Fix

Open Items

Commissioner Levacy stated at 10:01 a.m. that the Commission would be in recess until the State Auditor arrived.

Meeting with State Auditor Faber

The Commissioners met at 10:10 a.m. for a meeting with State Auditor Faber. Commissioner Levacy called the meeting to order with the following Commissioners present: Jeff Fix and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Thomas Lininger, State Auditor Faber, and representatives from the Auditor's Office.

Attending virtually were: Jim Bahnsen, Aunie Cordle, Dave Burgei, Dennis Keller, Donna Fox-Moore, Jason Dolin, Lisa McKenzie, Nikki Drake, and Shannon Carter.

State Auditor Faber presented the Auditor's Award of Distinction for financial reporting to Jon Slater, County Auditor. Out of 6,000 entities audited by the state, less than 5% of those audited receive the award. The Fairfield County Auditor has been receiving the award for the past 25-30 years. Mr. Faber thanked the Commissioners and everyone else who works with on the County audit for getting everything done.

Jon Slater shared his thanks to Auditor Faber for his leadership and thanked his own staff for their dedication.

Mr. Levacy thanked Auditor Slater for his good work and noted it was one more example of the good work done throughout the county.

Dr. Brown thanked Auditor Slater for the CAFR which was very helpful in the presentation to Moody's last week.

The Commission met with State Auditor Faber to talk about current topics of interest. Commissioner Davis highlighted some of the topics discussed in the Investment Advisory Committee meeting, such as having a longer-term outlook with corporate bond investments during this unique time for Fairfield County.

