

Regular Meeting #3 - 2019
Fairfield County Commissioners' Office
January 29, 2019

Review

The Commissioners met at 9:02 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, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Loudan Klein, Tony Vogel, Todd McCullough, Dennis Keller, Wil Lloyd, Jon Kochis, Ray Stemen, Chief Lape, Jeff Barron, Mark Conrad, Aunie Cordle, David Glass, David Miller, Branden Meyer, Jon Slater, and Rick Szabrak.

- Welcome
- Legal Update

Mr. Horacek did not have a legal update.

- Administration and Budget Update/Carri's List
 - a. Announcements

The January 29th "time with the Commissioners meeting" is today at 11:30 am.

On February 5, Commissioner Levacy will be attending a conference and serving on a discussion panel. On February 5, Commissioner Fix is unavailable. There is no review or regular meeting on February 5.

There is a roundtable, along with a review session and regular meeting, on February 7th.

The offices will be closed on Presidents' Day, February 18th.

- b. Highlights of Resolutions

Dr. Brown provided highlights of the 21 resolutions for the voting meeting.

We proposed a resolution to reappoint Mr. Sidon to the ADAMH Board.

The County Engineer proposed re-appointment of Jeremiah Upp to the OPWC Integrating Committee, with Eric McCrady as alternate. Here is a link to the posted membership: <http://www.pwc.state.oh.us/DPWIC17.html> We recommended continued participation of Mr. Upp and Mr. McCrady.

The County Engineer proposed to allow weight reductions on county and township roads and to hire 2LMN, Inc. to perform professional engineering services for Berne Township's Savage Hill Road Improvement Project, Phase I.

The County Engineer also proposed a resolution to approve the Road Usage Agreement between Fairfield County and Ohio Power Company, a unit of AEP.

JFS proposed approval of a IV-D contract with DR Court (for child support magistrate services).

We proposed approval of a change order with the Setterlin Company for the Records Center project.

There were *financial resolutions* to approve, such as:

- A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for the dates of October 15, 2018 through November 15, 2018, and to make a correction for the Buckeye Lake Sewer System (two resolutions);

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- A resolution to approve the application for funding to Ohio EPA Division for a 2019 Community Grant relating to Lancaster-Fairfield Community Action Recycling;
- Appropriations from unappropriated funds (and a rescission) for the County Engineer, appropriations for Juvenile Court, and appropriations for the Commissioners (CFLP grant funds) for six resolutions of this type;
- Reimbursements to the children services fund for SSI/SSA payments (two resolutions);
- The repayment of advanced funds by Juvenile/Probate Court;
- The approval of an advance for JFS protective services (for the Kinect grant); and
- The payment of bills.

In queue, we have the license for use approval of the use of unused land by Fisher Catholic High School for purposes of track and field exercises. This is from 2018 discussions. We await an appropriate certificate of additional insured from Fisher Catholic. The license for use was prepared by Assistant County Prosecutor, Joshua Horacek. This was administratively discussed in 2018, but it took several months for Fisher Catholic to review the agreement and obtain a certificate of insurance, which now needs to be adjusted if possible. Once we have the appropriate certificate of insurance, will place the item on a voting agenda.

In queue, we are in process of proposing a new easement for AEP. AEP is in the process of re-building their existing Thornville-Lancaster Transmission line.

When these lines are re-built, AEP will usually update the original easements. In the case of this project, there are a few locations where the original easement is missing or was never recorded. In these scenarios, AEP asks the property owner to then sign a new easement. This is the case for our Baldwin location.

Also in queue are financial resolutions as well as additional IV-D contracts for process service and security.

c. **Administrative Approvals & Budget Update**

Administrative Update

The review packet contained a list of administrative approvals. There were no questions posed.

We briefly talked about the State of the County Address previously. A “save the date” flier is ready, and it will be a part of the roundtable packet. The event will be April 30 at the WigWam. The national county awareness theme is “Connecting the Unconnected” and this works well with the local government mission. Also, an inspirational quote is:

“All good leaders are connectors. They relate well and make people feel confident about themselves and their leader.” – John C. Maxwell

Mr. Davis asked if the location of the State of the County was confirmed at the WigWam.

Dr. Brown replied that it was reserved and a meeting was scheduled with Violet Township officials to discuss the event in more detail.

Mr. Davis referenced the email received from Holly Mattei regarding the proposed May levy for a Community Center in Violet Township. Mr. Davis assumes the community center was separate from the WigWam, but would appreciate a refresher on both facilities if the township is able and willing to provide such an update.

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Dr. Brown stated the Commission hopes to have the April 30th Review and Regular Meetings at the WigWam as well along with tours for interested individuals to follow the State of the County Address.

Mr. Levacy stated he checked on the progress of the WigWam renovations recently. The plan of use is evolving and there is still a lot of work to do. The renovations are coming along nicely.

Mr. Fix confirmed that the two facilities were completely unrelated financially with the WigWam secured by bonds and the proposed Community Center to be taxpayer funded.

Mr. Davis stated the last meeting he attended for the Community Center was when the idea was still in its infancy, but that some of the ideas had been addressed by the acquisition of the WigWam.

Mr. Fix replied that the "wish list" for the Community Center had been altered and whittled down significantly. He added that he can put Mr. Davis in touch with individuals to discuss the Community Center effort.

Budget Update

Targeted dates for the 2019 budget cycle have been set and communicated to financial and budget officers. Budget hearing dates have already been set. We will provide these dates during the February 7th roundtable meeting, and they were in the review packet, too. Initial budget guidance relating to parameters will be emailed in April.

d. Roundtable – February 7th

The first roundtable meeting of 2019 is February 7. A draft agenda was in the review packet. There is a regular meeting scheduled at 10 am following the roundtable meeting, which is scheduled at 8:30 am. (There will be a short review session at 9:45 a.m.)

e. BRAVOs

The county security committee is functioning well with accomplishments documented, action steps identified, and meetings regularly scheduled. Thanks to Jon Kochis, EMA Director, and all members of the group for participating. Thanks to Jay Mattlin and Justin Grant for serving on a dyad to improve fire drill procedures.

Bravo to Rick Szabrak, Economic and Workforce Development Director, for his leadership with the Manufacturing Camp Summit. The summit was very well attended and was encouraging for our area.

Thanks to Staci Knisley, Budget Officer, for managing the govdeals.com site and operations. Certain excess county property is placed on this site for bids in accordance with county procedures.

We presented a certificate to Branden Meyer, Clerk of Courts, for his collaboration in providing Clerk of Courts Title Administration transfers for use on projects, such as the Records Center.

- Old Business

- a. MORPC Insight 2050 Presentation

Dr. Brown reported several county officials and community leaders attended the City of Lancaster's sponsored event, the MORPC Insight 2050 presentation. The

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Power Point presentation is available for review, and the presentation was also recorded if anyone would like to view it.

Mr. Davis stated there were suggestions that Fairfield County should participate on a greater level with MORPC. He is not against this idea, but currently does not understand the return on investment of a larger contribution from the county. He asked who could answer those questions.

Dr. Brown replied that Mr. Klein, Mr. Szabrak, and she had been in several administrative meetings or conversations with MORPC officials and were giving them this year to formulate a response about the return on investment. We also connect regularly with MORPC with the Central Ohio Rural Planning Organization.

Mr. Szabrak added that they have had several meetings but we have not been presented with additional services for the additional investment. He believes the county is currently contributing enough and there is not enough value in what MORPC has presented to date. A portion of Fairfield County is already represented on MORPC through several municipalities, just not the county as a whole.

Mr. Davis reiterated that he is not against joining MORPC, he just wants to see the difference in benefits.

Mr. Klein stated he would get a list of specific benefits received by members.

Mr. Davis thanked him and added he'd like the information to be concise.

Mr. Fix stated it was common sense that MORPC place funds where the participants are located.

Mr. Szabrak replied that currently all funding goes to the MPO which Fairfield County is represented in with the north-west townships and Pickerington. The County (as a whole) is a part of the CORPO which has yet to receive any specific funding. The additional services MORPC has offered are currently taken care of in house for Fairfield County.

Mr. Levacy asked Mr. Szabrak to facilitate an administrative meeting with MORPC and the Commissioners' Office.

Mr. Szabrak reminded the Commissioners that there are a few tracks with MORPC. One is general membership track, and another is focused on the potential thoroughfare plan from 33 to 70. This is separate and comes with additional costs. Holly Mattei is working on organizing a meeting about a potential thoroughfare.

Commissioner Levacy thanked Mr. Szabrak for that clarification and added he looked forward to hearing more about the meeting regarding the thoroughfare.

- New Business

- a. Insurance Claim re: Airport Maintenance Hangar

Dr. Brown reported sometime after 6 pm on January 23 and prior to 8 am on January 24, aluminum sections and insulation of a maintenance hangar ceiling loosened, fell, and caused damage. We are working through the proper companies, including CORSA and others, to file claims.

An administrative meeting is scheduled February 4 to obtain additional details and to determine steps that need to be taken. The Airport Manager with Sundowners indicated property (a plane) appeared to be repairable. No one was injured.

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Mr. Kochis (Airport Board Member) added that he should have three quotes for clean-up by the end of the day. They hope to be fully operational by early next week.

- b. EG article re: federal shutdown impact on food assistance participants

Following up on earlier updates, Ms. Cordle spoke to the Eagle Gazette about the federal shutdown and its impact on food assistance participants. The article of January 26, 2019, was in the review packet.

- c. EG article re: Glass Museum Board Member Retiring

Mr. Davis stated that the article about the retiring Glass Museum Board Member referenced a disagreement between the Glass Museum and Visitors and Convention Bureau. Mr. Davis reached out to the two boards a while ago and offered for the Commissioners to help mediate any lease issues. The boards were originally open to the idea but have since shown no interest in amicably resolving the dispute. He added that the Commission remains willing to be helpful should the parties change their minds.

- General Correspondence Received

- a. CFLP letter re: closure of 2019 Education and Outreach contract
 - b. Liquor Permit Application for Gregory Rowe

The Sheriff's Office has no concerns regarding this permit.

- Calendar Review/Invitations Received (none)

- FYI

- a. Jail Population is 300.
 - b. Correspondence from Holly Mattei re: Violet Township Community Center
 - c. Functional Training Services Open House

Ms. Cordle will attend.

- d. LPT Ohio Loves Transit Press Release

Dr. Brown stated that LPT would be giving tours of their main loop on February 14th. Carrie Woody invited the Commissioners to attend if able. She indicated she was not able to attend because of meeting commitments for the day.

- e. Law Enforcement Trust Fund Report

We received the *Law Enforcement Trust Fund Report* from the Sheriff noting a 12.31.2018 bank balance of \$87,186.69 and a book balance of \$87,110.28. Examples of 2018 expenditures were headsets, educational ads, and LEADS items.

- f. Ohio Department of Taxation status of tax appraisals

Under Ohio Law, (ORC 5713 and 5713.33) the County Auditor is responsible for the valuation of all real estate. One step is the sexennial re-appraisal (every six years), sometimes referred to as the general appraisal. The other step is a triennial update (every third year between re-appraisals). 2019 will be the reappraisal, and 2022 will be a triennial update for Fairfield County. A notification (journal entry) from the Ohio Department of Taxation was received on Friday, January 25, and it was in the review packet.

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Mr. Slater stated the Auditor's Office would be hosting five meetings in August throughout the county to answer property owners' questions.

Mr. Davis asked what taxing authority would see a benefit from increased evaluations.

Mr. Slater replied that fixed rate levies, emergency levies, some school districts, and 1st 10-mills levies would see a benefit as they are allowed to grow with inflation.

g. Pickerington Senior Center February 2019 Newsletter

- Open Items

- a. Comments from Ray Stemen

Mr. Stemen voiced his concerns with a recent incident in Florida which he believes was a military operation against someone who did not have a criminal record. He stated that nineteen armed men with two armored vehicles, two boats, and a helicopter acted in a way the German Gestapo did. He added that the man's wife is deaf. Mr. Stemen went on to say that social media is being controlled by four groups. This is preventing the public from getting all information and is a violation of first amendment rights.

- b. Tree.Church Shelter

Chief Lape announces that the Tree.Church would be opening as a warming shelter from 9:00 a.m. to 5:00 p.m. on Wednesday to accommodate the homeless who are not allowed in the shelter at that time. Commissioner Davis indicated he would check about a billboard to advertise this.

- c. Lighthouse Retirement

An employee of the Lighthouse will be retiring in February. A reception will be held on February 8th.

Commissioner Levacy stated at 9:52 a.m. that the Commission would be in recess until the Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, January 29, 2019 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Josh Horacek, Amy Brown-Thompson, Rick Szabrak, Mark Conrad, Dennis Keller, Aunie Cordle, Branden Meyer, Ray Stemen, Tony Vogel, David Miller, Jon Slater, Todd McCullough, Chief Lape, Jon Kochis, and Chad Reed.

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.

There were no announcements.

Public Comment

Commissioner Levacy asked if anyone from the public who would like to speak or offer comments.

There were no public comments.

Approval of Minutes for Tuesday, January 22, 2019

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the minutes for the Tuesday, January 22, 2018, Reorganization Meeting.

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

Approval of the Commissioners' Resolutions

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

- | | |
|--------------|---|
| 2019-01.29.a | A resolution to appropriate from unappropriated in a major expenditure object category for Fund# 2736, Subfund# 8177 - FY2018 CFLP Grant |
| 2019-01.29.b | A resolution correcting the certification to the county auditor delinquent water and sewer rentals on tax duplicate – Buckeye Lake Sewer System – Water & Wastewater Department. [Commissioners] |
| 2019-01.29.c | A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for the dates of October 15, 2018 through November 15, 2018 [Commissioners] |
| 2019-01.29.d | A resolution to appropriate from unappropriated into a major expense category for fund # 2736, Subfund#8210 – FY2019 CFLP Grant – Fairfield County Commissioners [Commissioners] |
| 2019-01.29.e | A resolution to approve the application for funding to Ohio OEPA Division for a 2019 Community Grant for A resolution to approve the application for funding to Ohio EPA Division for a 2019 Community Grant for Lancaster-Fairfield Community Action Recycling. [Community Action] |
| 2019-01.29.f | A resolution to approve the reappointment of Mr. Joseph Sidon to the Fairfield County ADAMH Board [Commissioners] |

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

Approval of the Engineer's Office Resolutions

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

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|--------------|--|
| 2019-01.29.g | A Resolution to Allow Weight Reductions on County and Township Roads for 2019. [Engineer] |
| 2019-01.29.h | A resolution to authorize Jeremiah D. Upp and Eric McCrady to be reappointed to the OPWC Integrating Committee. [Engineer] |
| 2019-01.29.i | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2580-Subdivisions for subdivision inspections of Meadowmoore Reserve Section 1 Phase 1 and 2 [Engineer] |
| 2019-01.29.j | A Resolution to approve to rescind Resolution # 2019-01.22.e, approval for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 2580 for inspections of Meadowmoore Reserve S1 P1&2 [Engineer] |
| 2019-01.29.k | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for towing services [Engineer] |
| 2019-01.29.l | A resolution to hire 2LMN, Inc. to perform professional engineering services for Berne Township's Savage Hill Road Improvement Project, Phase I. [Engineer] |
| 2019-01.29.m | A resolution to approve the Road Usage Agreement between Fairfield County and Ohio Power Company, a unit of AEP [Engineer] |

Roll call vote of the motion resulted as follows:

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Voting aye thereon: Steve Davis, Jeff Fix, and Dave Levacy

Approval of the Emergency Management Agency Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Facilities resolution for approval of Change Order No. 2 to the contract between the R.W. Setterlin Company and the Fairfield County Commissioners; see resolution 2019-01.29.n.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the JFS Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following JFS resolution:

- | | |
|--------------|---|
| 2019-01.29.o | A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Fairfield County Domestic Relations Court [JFS] |
| 2019-01.29.p | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services [JFS] |
| 2019-01.29.q | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services [JFS] |
| 2019-01.29.r | A resolution authorizing the approval of an advance from the General Fund to Kinnect-30 days to Family Grant sub-fund #8185 org. 12207219. Fairfield County JFS. [JFS] |

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Approval of the Juvenile/Probate Court Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolutions:

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|--------------|--|
| 2019-01.29.s | A resolution authorizing the approval of repayment of an advance to the General Fund from Fund #2856 Child Abuse & Neglect Discretionary Fund (QIC) [Juvenile/Probate Court] |
| 2019-01.29.t | A resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court Fund #2408 Drug Court Program Fund [Juvenile/Probate Court] |

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Payment of Bills

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2019-01.29.u.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

Commissioner Levacy stated at 10:04 a.m. that the Commission would be in recess until the 11:30 Time with the Commissioners event.

Time with the Commissioners

The Commissioners met at 11:30 a.m. for Time with the Commissioners. (Please see the attached agenda and packet.) Commissioner Levacy called the meeting to order with the following Commissioners

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present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Staci Knisley, Christina Foster, Shar Bails, and numerous other Fairfield County employees.

Mr. Levacy thanked everyone for attending.

Mr. Fix introduced himself.

Dr. Brown reviewed the attached packet.

The Commissioners answered questions from those in attendance. Topics included the new policy changes, actions to address the opioid epidemic, state funding for local governments, and opportunities and challenges for Fairfield County.

The Commissioners thanked everyone for attending and encouraged them to maintain an open stream of contact with Dr. Brown if they'd like to meet individually with her at any time.

Adjournment

With no further business, on the motion of Jeff Fix and a second of Steve Davis the Board of Commissioners voted to adjourn at 12:29 p.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Steve Davis, and Dave Levacy

The next Regular Meeting is scheduled for Thursday, February 7, 2019 at 10:00 a.m.

Motion by: _____ Seconded by: _____
that the January 29, 2019 minutes were approved by the following vote:

YEAS:
ABSTENTIONS: None
*Approved on February 7, 2019

NAYS: None

Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Jeff Fix
Commissioner


Rachel A. Elsea, Clerk

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A G E N D A

B O A R D O F C O M M I S S I O N E R S

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

County Administrator
Carri L. Brown

Clerk
Rachel A. Elsea

Throughout 2019, the Fairfield County Commission will be holding additional meetings (as compared to its regularly scheduled meetings) to reach out to employees and members of the public. Please see the attached list of special dates for 2019 for examples.

This is being done based on input and feedback for the communications plan.

The purpose of holding additional meetings is to increase opportunities for informational exchanges. The first "Time with the Fairfield County Commission" in 2019 will be held at the Administrative Courthouse at 210 East Main Street in Lancaster on January 29th.

Here is a draft agenda:

Time with the Fairfield County Commission

Location: Fairfield County Administrative Courthouse

When: January 29, 11:30 am – 12:30 pm

Purpose: An additional opportunity to share information as part of the Fairfield County strategic plan & communications plan

Agenda

- A. Welcome to all Employees and Attendees
- B. Review of Strategic Plan
- C. Review of Current Policy Changes
- D. Other news...
- E. Open Questions and Answers
- F. Adjourn

The meeting is considered work time for county employees. Supervisors are encouraged to allow interested employees the opportunity to attend.

There will be more opportunities in 2019 at other locations in the county.

In addition, if any employee would like to schedule an administrative meeting about county business **anytime**, he or she can call or email Carri Brown, 740 652 7096 or carri.brown@fairfieldcountyohio.gov

Finally, a simple lunch will be served on January 29th. An electronic RSVP will be sent to all employees so that we can prepare.

Thank you for all that you do for the people of Fairfield County.

S E R V E • C O N N E C T • P R O T E C T

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Strategic Plan for Fairfield County, Ohio - 2018-2020
Issued May 17, 2018
Updated August 15, 2018; October 2, 2018; November 13, 2018; November 28, 2018

The responses have been synthesized into a taxonomy of five themes with action steps which can be further outlined within an overall group comprised of appropriate leaders. These themes were further reviewed to determine if the themes and actions accurately depicted a mid-term strategic approach for the overall county operations, knowing that there are multiple, departmental strategic plans in existence, as well.

Relating to the themes, the questions asked were:

1. Do the themes relate to Fairfield County as a local government overall?
2. Is there a theme missing in this initial analysis?
3. Do the action steps relate to the themes?
4. What action steps should be added?

At the end of the summary of the themes, there are links to departmental strategic plans, which align with the overall themes. It is expected that there will be ongoing updates to the action steps, with leaders and small groups developing goals, as has been the process for multiple departments within the county over time.

The themes are listed in order of prevalence within the SWOT analysis from the most prevalent to the least prevalent, although the themes appeared throughout the survey.

Strategic Themes

1. **Fighting the opioid and drug epidemics** & implementing community responses
2. **Valuing employees** & improving recruitment and retention of employees
3. **Improving technology** and records retention services
4. **Improving business opportunities**
5. **Securing funding** and monitoring expenditures to help provide for resources to meet growing demands on services

Updates to the Strategic Plan

Fairfield County is dedicated to obtaining additional input and feedback. The strategic plan and its themes have been discussed in public meetings from May 2018 – August 2018. Those meetings included County Commission meetings, elected official and department head meetings, Fairfield County Family, Adult, and Children First Council meetings, and community group meetings, such as Lancaster/Fairfield County Community Action Board meetings. The strategic plan is posted on the Fairfield County website with a notation about contacting the County Administrator if there are suggestions. The County Administrator's email address is listed: carri.brown@fairfieldcountyohio.gov In addition, the strategic plan is a working document that is updated. The header of the document will note the dates in which updates are made.

Recommendation by Number

Recommendation 1

Add at least six new public meeting dates in 2018 - 2020 to engage employees at multiple county buildings or locations, beginning with the all-staff meeting in December 2018 at Job and Family Services.

Recommendation 2

Advertise opportunities for employees to be involved in work groups, such as the environmental stewardship work group. This should be done twice a year.

Recommendation 3

Ask employees what they want.

Recommendation 4

Implement a centralized onboarding program to communicate benefits to new employees.

Recommendation 5

Increase opportunities for merit-based financial rewards.

Recommendation 6

Implement a vacation leave conversion program.

Recommendation 7

Implement new performance assessment tools.

Conduct training in 2019 so that the tools can be used for the budget period beginning January 1, 2020.

Recommendation 8

Increase opportunities for merit-based rewards, such as an additional personal day, knowing financial rewards in the public sector are restricted.

Recommendation 9

In 2019, provide an array of tools for supervisors and managers to review, such as written documents to help with implementing job shadowing programs, leadership development programs, mentoring programs, supervisory training, and various training modules (soft skills and technical skills).

Recommendation 10

Adjust the travel and expense reimbursement limits for professional conferences or events held in metropolitan areas if expenditure levels are approved by the appointing authority and documented prior to the attendance at the professional conference or event.

Recommendation 11

Place in the policy manual multiple options for departments to institute for employee recognition programs.

Recommendation 12

Continue the tuition reimbursement program.

Recommendation 13

Update the vacation accrual schedule to allow employees to use and accrue vacation earlier in their career.

Recommendation 14

Adjust the sick leave conversion policy to allow employees using up to 56 hours of sick leave to convert sick leave to personal hours on a scaled program.

Recommendation 15

Add a holiday to the county approved holiday schedule for the Friday of the Fairfield County Fair, to encourage attendance at the fair, improve business opportunities, honor agricultural values, and promote social and family activities.

Recommendation 16

Encourage elected officials and department heads to examine flexible work schedules and the concept of working at home.

Recommendation 17

Continue to improve health and well-being through exercise equipment offerings. Communicate locations of the equipment to all employees in 2019 and annually.

Recommendation 18

Pilot the use of filtered water machines as part of the wellness program.

Recommendation 19

Introduce a new Health Advocate program to help members and their families understand available benefits.

Recommendation 20

Annually, communicate full compensation and benefits to employees in an employee specific manner.

Fairfield County Manager Performance Assessment



Employee Name: Click or tap here to enter text.
Department: Click or tap here to enter text.

Title: Click or tap here to enter text.
Supervisor: Click or tap here to enter text.

Review Type: Choose an item.
Review Period Begin: Click or tap to enter a date.

Review Date: Click or tap to enter a date.
Review Period End: Click or tap to enter a date.

1. Management	Exceeds	Meets	Partially Meets	Does Not Meet
o Interprets and responds quickly to new situations, methods, and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Recognizes and clearly defines problems and areas to improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Solves issues and follows up on decisions, taking corrective action within limits of authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Shows flexibility for new ideas, programs, technology, and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Suggests new ways to improve processes, policies, work flows, and the work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Establishes, monitors, and adapts well developed short and long-term plans to meet goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Prioritizes tasks, duties, and assignments, while able to deal with unscheduled situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Properly assigns personnel and effectively uses resources of the work unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Makes decisions in a timely manner and considers the impact on customers, employees, and stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

2. Organizational Relationships	Exceeds	Meets	Partially Meets	Does Not Meet
o Inspires a shared vision; communicates in a way that shows others how they contribute to department goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Encourages others and offers help to further the mission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Implements directions and plans received from leadership independent of personal likes/dislikes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Accepts criticism and feedback from management with minimal defensiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Shows professional communication in expressing and advocating points of view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Respects others and honors diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Responds to current and anticipates future needs of customers and employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

3. Supervision	Exceeds	Meets	Partially Meets	Does Not Meet
o Delegates assignments commensurate with an employee’s capabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Holds employees accountable for acceptable levels of performance and adherence to work rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Exhibits fair and impartial exercise of authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Effectively motivates employees and develops teamwork to accomplish goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Acts as a positive role model	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Adjusts management techniques and styles when working with employees with different skills and abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Maintains two-way communication and regularly meets with staff to share information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Clearly defines performance standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<input type="radio"/> Evaluates employee job performance regularly based on measurable and objective criteria and results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Identifies and provides coaching, training, leadership opportunities, and appropriate resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

4. Budget & Expense Management	Exceeds	Meets	Partially Meets	Does Not Meet
<input type="radio"/> Makes sound decisions exhibiting an awareness of costs, benefits, and alternatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Shows innovation in reducing expenses and/or increasing resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Offers suggestions for controlling costs and treats resources with proper public purpose in mind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

5. Communication	Exceeds	Meets	Partially Meets	Does Not Meet
<input type="radio"/> Demonstrates skill in written and oral communications; conducts effective presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Develops listening skills and works to comprehend others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Adapts communication techniques to meet needs of the audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Professionally interacts with other employees and the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

6. Job Knowledge	Exceeds	Meets	Partially Meets	Does Not Meet
<input type="radio"/> Demonstrates a thorough knowledge of defined area of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Uses technical and professional knowledge to meet job requirements and improve work unit activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Challenges processes to benefit internal and external stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Directs effort toward personal improvement and remains up to date on technical knowledge related to the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Understands the function of the department and applies current laws, regulations, policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> Shares knowledge with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

7. Overall Assessment of Performance
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards

8. Additional Contributions/Accomplishments
Click or tap here to enter text.

DIRECTOR: I have discussed this performance review with the Next Level Supervisor.

Printed Name	Signature	Date
NEXT LEVEL SUPERVISOR: I have prepared this performance review and discussed it with the employee.		

Printed Name	Signature	Date
EMPLOYEE: I have reviewed the evaluation and have discussed it with my supervisor. My signature does not necessarily indicate my full agreement. I understand that I may make comments and that I may also attach a separate statement of agreement/disagreement.		

Printed Name	Signature	Date
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GOALS/DEVELOPMENT GUIDE

Development objectives are established with each employee in an effort to promote their continued growth and advancement within their position and the department. In establishing these objectives, the supervisor should consider: (1) job assignments which will optimize the use of the employee’s talents, provide appropriate broadening experience and capitalize on the job interests of the employee; and (2) training activities and development experiences which will help the employee to do the present job better, as well as prepare the employee for future assignments.

A meeting to outline the goals, development objectives and training plans for this employee for the next review period will be held on Click or tap to enter a date.. These objectives should be mutually agreed upon.

Objectives or Key Job Responsibilities (What You Will Do)	Measurement/Timing (How Will You Quantify, Verify, or Observe Success? What Critical Milestones Should Be Considered?)	Outcomes (A Summary of Your Progress to Date)	Results
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<div><input type="checkbox"/> Exceeded</div> <div><input type="checkbox"/> Met</div> <div><input type="checkbox"/> Partially Met</div> <div><input type="checkbox"/> Did Not Meet</div> <div><input type="checkbox"/> N/A</div>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<div><input type="checkbox"/> Exceeded</div> <div><input type="checkbox"/> Met</div> <div><input type="checkbox"/> Partially Met</div> <div><input type="checkbox"/> Did Not Meet</div> <div><input type="checkbox"/> N/A</div>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<div><input type="checkbox"/> Exceeded</div> <div><input type="checkbox"/> Met</div> <div><input type="checkbox"/> Partially Met</div> <div><input type="checkbox"/> Did Not Meet</div> <div><input type="checkbox"/> N/A</div>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	<div><input type="checkbox"/> Exceeded</div> <div><input type="checkbox"/> Met</div> <div><input type="checkbox"/> Partially Met</div> <div><input type="checkbox"/> Did Not Meet</div> <div><input type="checkbox"/> N/A</div>

Fairfield County Employee Performance Assessment



Employee Name: Click or tap here to enter text.
Department: Click or tap here to enter text.

Title: Click or tap here to enter text.
Supervisor: Click or tap here to enter text.

Review Type: Choose an item.
Review Period Begin: Click or tap to enter a date.

Review Date: Click or tap to enter a date.
Review Period End: Click or tap to enter a date.

1. Quality and Quantity of Work	Exceeds	Meets	Partially Meets	Does Not Meet
o Works accurately and ensures follow-up is made	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Completes assignments thoroughly and within required time frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Maintains an acceptable volume of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Looks for better ways to perform the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Works independently when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Demonstrates an extremely low error ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Accepts and acts on feedback when improvement is needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Prioritizes work and is prepared to deal with unscheduled situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

2. Cooperation, Teamwork and Customer Service	Exceeds	Meets	Partially Meets	Does Not Meet
o Develops a sense of trust with customers by showing an attitude of caring, patience, and empathy				
o Responds to suggestions and criticism with minimal defensiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Assists and shares knowledge with customers, co-workers and supervisors without being prompted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Keeps supervisors and others advised of problems or practical ideas/solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Adheres to guidelines and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Accepts and embraces change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Works to build positive internal and external relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Takes an active interest in performance of the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Respects others and honors diversity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

3. Knowledge of Work and Technical Application	Exceeds	Meets	Partially Meets	Does Not Meet
o Fully uses job-relevant technical skills and appropriate computer systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Refrains from making repeated mistakes which are similar in nature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Maintains and updates knowledge and technical skills as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Understands and applies departmental policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

4. Dependability and Attendance	Exceeds	Meets	Partially Meets	Does Not Meet
o Consistently arrives to work and meetings on time and prepared to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Meets deadlines for projects and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Accepts responsibility and works with minimal direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Adheres to established guidelines and rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

o Plans for scheduled absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

5. Communication	Exceeds	Meets	Partially Meets	Does Not Meet
o Writes with very few grammatical errors, in a style that is easy to understand				
o Clearly and professionally conveys information in verbal and written formats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Is positive in communication and develops rapport with customers and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Listens attentively to ideas, questions, and concerns expressed by co-workers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

6. Problem Solving and Good Judgement	Exceeds	Meets	Partially Meets	Does Not Meet
o Demonstrates the ability to clearly identify and define problem areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Formulates realistic solutions in a timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Participates constructively in group problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Adheres to the confidentiality policy at all times and avoids potential conflicts of interest or an appearance of impropriety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Considers alternatives and consequences before making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Refrains from gossip and does not make derogatory remarks about others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exceeds Standards <input type="checkbox"/> Meets Standards <input type="checkbox"/> Partially Meets Standards <input type="checkbox"/> Does Not Meet Standards				
Comments	Click or tap here to enter text.			

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8. Additional Contributions/Accomplishments
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Printed Name	Signature	Date
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NEXT LEVEL SUPERVISOR: I have prepared this performance review and discussed it with the employee.

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Save the Date

2019 State of the County Address
“Connecting the Unconnected”

Tuesday, April 30th

11:30 a.m.

The WigWam in Pickerington

More information to come