

Regular Meeting #5 - 2016
Fairfield County Commissioners' Office
February 2, 2016

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 Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Spencer Remoquillo, Todd McCullough, Jeff Porter, Mayor Tammy Drobina, Rick Szabrak, Ray Stemen, Dennis Keller, Jon Kochis, Chief Perrigo, Corey Clark, Jeff Bahnsen, Staci Knisley, Scott Zody, Branden Meyer, Tony Vogel, and David Miller.

- Legal Update

Mr. Dolin stated he did not have a legal update.

- Administration and Budget Update/Carri's List

- a. Highlights of Resolutions

Ms. Brown provided highlights of the resolutions.

The first appointments for the Rural Transportation Planning Organization were proposed. Joining the RTPPO was approved last week.

JFS proposed the approval of IV-D (Child Support) contracts (two for process services and one for DR Court magistrate services) and a network placement contract for Child Protective Services. JFS also proposed a memo of understandings with Columbiana, Coshocton, Fairfield, Guernsey, Licking, Monroe, Muskingum, Noble, Perry, and Wayne County Departments of Job and Family Services to come together as Service Transformation Eastern Partners (STEP) to operate a multi-county project as it relates to the implementation of a public assistance county shared services virtual service center.

The Utilities Department proposed approval of engineering services relating to the Allen Road project.

There were multiple financial resolutions to approve, such as:

- Interest allocations for the Health Department and Parks District;
- Placing Licking County related delinquencies of sewer rentals on the tax duplicate for October –November 2015;
- Repayments of advances by the County Prosecutor,
- Appropriations from unappropriated funds and a correction for the County Engineer;

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- Appropriations from unappropriated funds for the Certificate of Title Fund for the Clerk of Courts,
- Financial activity, including an advance, relating to grants that the Sheriff department manages;
- Memo transactions relating to special projects of DR Court and related appropriations for the general fund for visitation services;
- A transfer of appropriations –and- appropriations from unappropriated funds for the capital fund relating to the records/asset center of the future; and
- The traditional bill list and/or “then and now” related approvals.

Following the interview with Ms. Kirchgessner, we planned to add on a resolution to approve her appointment to the WIOA board.

Ms. Melony Rarick now serves on the WIOA Board. She works for Fairfield Medical Center, and her role is changing at the hospital. She proposed the appointment of Ms. Kim Kirchgessner, also from Fairfield Medical Center. Ms. Kirchgessner’s short biography was in the review packet last week. There was an interview for her scheduled after the regular meeting.

b. Administrative Approvals & Budget Update

The review packet contained a list of administrative approvals for the week. Ms. Brown asked if there were questions, and there were none asked.

We have reviewed the facilities related capital planning budget with all known needs and the current appropriations are sufficient for the projects that are now planned. Dennis Keller is working with Susie Bloom with the Board of Elections to arrange for a generator during election season; the generator at the current jail on Wheeling Street is something that may be refurbished for use at Liberty Center.

The conveyance fee report from the County Auditor showed a small increase which was attributed to the transfer of the strip mall between Target and Hobby Lobby. While this is encouraging, budget adjustments will not be made.

c. Jail and Public Safety facility Update

Mr. Keller holds regular meetings with Granger, and Granger continues to progress very well, and we continue to monitor the project. Bennett and Williams representatives are on site during the excavation process. We are working with the Sheriff’s Office to identify the needs for furniture and related equipment that will be needed for the facility.

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The jail population was 229 as of midnight last night.

Mr. Keller reported that they are 75% done with the pilings and that "area D" had all underground work completed. The weather has been a huge help to keeping the project ahead of schedule.

d. Roundtable – February 11th

The Board of County Commissioners is hosting a quarterly roundtable for elected officials and department heads on February 11, beginning at 8:30 a.m. The roundtable will be held in the Board of Commissioners Hearing Room. There is a placeholder for a Board of Commissioners meeting scheduled at 10 am following the roundtable.

Last week, we reviewed the draft agenda, and we are still accepting input for other agenda items. An update of the policy manual and introduction of the work group relating to payroll procedures will be highlighted.

e. Bravos

Bravo to Jill Boone and Angel Sanderson for thoughtfully examining court procedures relating to accounting and payroll in order to improve efficiency and cross training.

Commissioner Kiger thanked Recorder Gene Wood for helping direct customers to the right office.

• Old Business

a. Buckeye Lake State Park Dam

Mr. Levacy encouraged everyone to travel to Buckeye Lake to see the work and transformation. They are working around the clock. The advisory council will meet Tuesday night. Residents seem to now be accepting that the project needs to happen and appreciative that it is moving so quickly.

Mr. Keller added that he visited the lake over the weekend and thought they were making great progress.

b. Energy Aggregation Emails and Letters

There was an error within the process of the energy aggregation with Pleasant Township coming on to the county program later than others. About 320-330 customers will receive a credit or refund of about \$19,700. Bill

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Bradish with Palmer Energy (the CCAO partner) has provided copies of the letters the customers will receive.

- New Business (none)
- General Correspondence Received
 - a. CFLP 4th Quarter Report
 - b. Regional Planning Commission Packet
- Calendar Review/Invitations Received
 - a. Retirement Party for Paulette Tiller – Friday, February 5th from 1:00 p.m. to 3:00 p.m. at the Health Department
 - b. Eastman & Smith Welcome Reception for Jaiza Page – Thursday, February 11th from 4:30 p.m. -7:00 p.m. at 100 E. Broad St., Columbus
 - c. 107th Birthday Party for Gladys McAndrews – Tuesday, February 16th at 3:00 p.m. at Lanfair Center for Nursing and Rehab.
 - 1. Ms. Elsea will send a card.
 - d. Senior Citizens Hall of Fame Ceremony – Wednesday, May 18th at 1:00 p.m. at Martin Janis Center, Columbus
- FYI
 - a. Sheriff's Office Wireless 911 percentage disbursal
 - b. Thank you from Community Action for holiday donation
 - c. Mr. Davis stated he will be out of town for most of February but will still be attending the Commissioners' Meetings
- Issues (none)
- Open Items (none)

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HR Policy Manual Update

The Commissioners met at 9:15 a.m. for the HR Policy Manual Update. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Spencer Remoquillo, Todd McCullough, Jeff Porter, Mayor Tammy Drobina, Rick Szabrak, Ray Stemen, Dennis Keller, Jon Kochis, Chief Perrigo, Corey Clark, Jeff Bahnsen, Staci Knisley, Scott Zody, Branden Meyer, Tony Vogel, and David Miller.

Mr. Porter presented an HR Update and proposed Policy Manual revisions (see attached details). The update included county life insurance, FLSA/timekeeping workgroup, benefits, and future matters. The policy manual proposed revisions include updates to vacation accrual for military and federal service, removing the "pilot" aspect of the tuition reimbursement program, updating the FMLA policy to include CareWorks, including wellness payout at separation, and adding a personal leave program.

This will also be reviewed at the Roundtable on February 11th.

Mr. Levacy asked where the doctor is who would be performing the virtual visits on the MyUHC website.

Mr. Porter replied that it was not yet known but it would probably be an in-network provider, just not your local physician.

Mr. Davis asked how the benefits would affect the unions.

Mr. Porter replied that the union contracts would continue to govern the unions and that the unions would revisit items at the next contract update.

Mr. Davis thanked Mr. Porter for the update.

At 9:28 a.m. Commissioner Levacy stated the Commission would be in recess until the 10:00 a.m. Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 2, 2016 beginning at 9:58 a.m., with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Spencer Remoquillo, Rick Szabrak, Todd McCullough, Mayor Tammy Drobina, Branden Meyer, Jon Kochis, Dennis Keller, Corey Clark, Scott Zody, Ron Osgood, Jeff Porter, Tony Vogel, and Jim Bahnsen.

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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 26, 2016

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the minutes for the Tuesday, January 26, 2016 Regular Meeting.

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

Approval of the Clerk of Courts – Title Office Resolutions

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Clerk of Courts – Title Office resolution to appropriate from unappropriated in a major expenditure object category Clerk of Courts Title Fund #2326 Certificate/Title Admin; see resolution 2016-02.02.a.

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

Approval of the Commissioners' Office Resolutions

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

2016-02.02.b 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, 2015 through November 15, 2015 [Commissioners]

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- 2016-02.02.c A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]
- 2016-02.02.d A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2016-02.02.e A resolution approving an account to account transfer in a major object expense category, appropriate from unappropriated into major object categories and fund to fund transfers – Fairfield County Commissioners – Records/Assets Capital Project Fund# 3827 [Commissioners]

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

Approval of the Domestic Relations Court Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Domestic Relations Court resolution approving funding from – Domestic Relations Special Projects Fund #2625 to Visitation Center Fund # 1001; appropriate from unappropriated General Fund; see resolution 2016-02.02.f.

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

Approval of the Engineer's Office Resolutions

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

- 2016-02.02.g A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for equipment purchases [Engineer]
- 2016-02.02.h A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for plastic culvert pipe stock and 2016 sign purchasing [Engineer]
- 2016-02.02.i A Resolution to approve to rescind Resolution # 2016-01.26.o a resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for plastic culvert pipe stock and 2016 sign purchasing [Engineer]

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Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

Approval of the JFS Resolutions

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following JFS resolutions:

- 2016-02.02.j A resolution to approve a Memorandum of Understanding for Service Transformation Eastern Partners (STEP) [JFS- Human Resources]
- 2016-02.02.k A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Subpoena Service Plus [JFS]
- 2016-02.02.l A resolution regarding Network Placement and Related Services Agreement between A New Leaf and Job and Family Services, Child Protective Services Department [JFS]
- 2016-02.02.m A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Fairfield Information Services & Associates, LLC, d.b.a. American Court Services and Job & Family Services [JFS]
- 2016-02.02.n A resolution regarding Network Placement and Related Services Agreement between Eastway Behavioral Healthcare, Child Protective Services Department [JFS]
- 2016-02.02.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]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

Approval of the Prosecutor's Office Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Prosecutor's Office resolution authorizing the approval of repayment of an advance to the General Fund from 2784 org 8027 Victims of Crime Act Grant; see resolution 2016-02.02.p.

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Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

Approval of the Regional Planning Commission Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Regional Planning Commission resolution to appoint members to the Central Ohio Rural Transportation Planning Organization (RTPO); see resolution 2016-02.02.q.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

Approval of the Sheriff's Office Resolutions

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Sheriff's Office resolutions:

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|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2016-02.02.r | A resolution authorizing the approval of an advance from the General Fund to Sheriff's Office HOPE Grant Fund 2812 [Sheriff] |
| 2016-02.02.s | A resolution authorizing the approval of an advance from the General Fund to Sheriff's Office Resource Center Grant Sub Fund 8117 [Sheriff] |
| 2016-02.02.t | A resolution authorizing the approval of repayment of an advance to the General Fund 2813-8085 Resource Center FY15. [Sheriff] |
| 2016-02.02.u | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 8117 FY16 Resource Center [Sheriff] |

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

Approval of the Utilities Office Resolutions

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Utilities Office resolution authorizing time and material work authorization no. 160501 to agreement for engineering services for the Allen Road waterline project Utilities Water Fund 5046; see resolution 2016-02.02.v.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

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Approval of Payment of Bills Resolutions

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the following Payment of Bills resolutions:

- 2016-02.02.w. A resolution to approve the payment of vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance]
- 2016-02.02.x A resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval [Commissioners]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis, Mike Kiger, and Dave Levacy

Ms. Elsea announced that the next Regular Meeting is scheduled for Tuesday, February 9, 2016, at 10:00 a.m.

Commissioner Levacy stated at 10:06 a.m. that the Commission would be in recess until the 10:15 interview with Kim Kirchgessner.

Interview with Kim Kirchgessner re: WIOA Board Member Position

The Commissioners met at 10:19 a.m. to interview Kim Kirchgessner for the WIOA Board Member Position. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown and Rachel Elsea.

Mr. Levacy welcomed Ms. Kirchgessner and asked her to provide a brief history and how she came to be interested in serving on the WIOA Board.

Ms. Kirchgessner stated that she and her husband have lived in Lancaster most of their lives. They have two grown children and are raising four of their grandchildren. She is a member of St. Mark's Church and is very involved with children.

Ms. Brown stated she had met with Ms. Kirchgessner in the hall and Ms. Kirchgessner had expressed her excitement in attending the WIOA meetings. Mr. Szabrak will be leading the meetings at some point. This appointment is through June 2016.

Ms. Kirchgessner added that she would be filling the vacancy left by another FMC employee who has moved to a new position. She added that she was eager to learn the role and to help. She stated that she had an opportunity to meet Mr. Szabrak earlier in the day.

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Approval of the Commissioners' Office Resolution

On the motion of Steve Davis and the second of Mike Kiger, the Board of Commissioners voted to approve the Commissioners' Office resolution to approve the appointment of Ms. Kim Kirchgessner to the Area 20 WIB Board; see resolution 2016-02.02.y.

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

Mr. Davis stated at 10:25 a.m. that the Commission would be in recess until the 11:00 a.m. Executive Session.

Review Continued

The Commissioners met at 10:57 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, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Holly Mattei, Jeremiah Upp, Marc Fishel, and Angel Jarvis.

Executive Session to discuss Pending Litigation

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Pending Litigation at 10:58 a.m.

Discussion: Commissioner Davis stated that the following people be present: Commissioner Davis, Commissioner Levacy, Commissioner Kiger, Carri Brown, Rachel Elsea, Holly Mattei, Jeremiah Upp, Marc Fishel, and Angel Jarvis.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy, and Mike Kiger

On the motion of Dave Levacy and second of Mike Kiger, the Board voted to exit Executive Session at 11:19 a.m.

Roll call on the motion as follows:
Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

Review Continued

The Commissioners met at 11:19 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 Mike Kiger. Also

