

**Regular Meeting #4 - 2021**  
**Fairfield County Commissioners' Office**  
**February 2, 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, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Amy Brown-Thompson, Thomas Lininger, and Ray Stemen.

Attending virtually were: Jim Bahnsen, Aunie Cordle, Dennis Keller, Donna Fox-Moore, Jason Dolin, Jeff Barron, Jeff Porter, Jon Slater, Joshua Horacek, Lisa McKenzie, Stacy Hicks, Dave Burgei, Tony Vogel, Rick Szabrak,

- Welcome
- COVID-19 Update

Jon Kochis updated the Board on COVID-19 responses. We had a new flier from the Board of Health for vaccine information. It was emailed globally. Registration is continuing in a successful manner. February clinics are being planned. County leaders are volunteering to help the Board of Health with their clinics.

Mr. Kochis reviewed the State's COVID dashboard. Fairfield county is just a point behind the average for distribution. That number is based on the number of vaccines each county gets. Fairfield County is using all the vaccine doses they are given. He also reviewed the vaccination plans for schools. Pharmacies send their data to the state which is included on the COVID dashboard. They too are using all the vaccines they are given. The current number of doses received by the Board of Health a week is in the 200s with the total in the county around 1,200 per week. There is no idea how much the doses will increase in the coming months and weeks.

The infection rate has been trending down. Mr. Kochis stated this can be considered consistent. The only indicator that lags behind is the death rate. While the FMC ICU is currently full, only 5% of those patients are COVID patients. He stated that policies effect the infection rate. The more safeguards and protocols, the lower the infection rate will be. What is being seen now is the post-holiday surge were people are not going out and are staying in. If everyone stays in the smaller clusters and practice safeguards, he is hopeful things look better in Spring.

- CARES Act/Stafford Act Update

We reviewed a summary as of January 28, 2021.

The summary (pages 15 and 16 of the CARES Act narrative) noted activity for all intergovernmental receipts and interest. Adjustments were made from the previous estimates based on actual reimbursable expenses for subgrants (and for December interest).

In addition, some uncharged payroll support was charged to complete the uses of the CARES Act funds (with the resolution of last week).

There are remaining eligible expenditures not charged. All CARES Act funds in fund 2868 have been used. We have met the original deadlines.

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<b>OBM Category</b>	<b>Expended as of 1 28 2021</b>
<b>L Public Safety/Public Health Payroll Support</b>	<b>6,091,945.75</b>
<b>N Public Health</b>	<b>1,137,943.10</b>
<b>I Telework Improvements</b>	<b>451,744.78</b>
<b>C COVID testing</b>	<b>343,180.52</b>
<b>R Not Listed, Administrative Leave</b>	<b>213,119.37</b>
<b>G Food Program</b>	<b>52,164.32</b>
<b>D Economic Support</b>	<b>36,850.00</b>
<b>M PPE</b>	<b>27,637.51</b>
<b>Total</b>	<b>8,354,585.35</b>

#### **CARES Act Relief Funds**

All expenditures were evaluated as eligible expenditures for the CARES Act resources. All were necessary due to the pandemic, unbudgeted, and made for goods or services received (or to be received prior to December 30, 2020 based on agreements and the original US Treasury guidance). Legal opinions were sought as needed. Guidance from the US Treasury and state was followed. Here is a description of all expenses.

#### **Public Safety/Public Health Payroll Support**

A legal opinion from the County Prosecutor and documentation from the County Sheriff demonstrate the eligible expenditures relating to public safety payroll support. Guidance from the US Treasury, the Auditor of State, and the State Office of Budget and Management informed the approach taken by the county. \$142,222.01 was charged for the Emergency Operations Center. \$216,214.09 was charged for the Multi-County Juvenile Detention Center. \$67,400.27 was charged for the Board of Health. The remainder was for public safety payroll support for the Sheriff's Office. In each of these categories, there are additional eligible expenditures available.

#### **Public Health**

Public health expenditures (and encumbrances) include disinfection and sanitation services as safeguarding measures for the public and employees. The category also includes expenditures for equipment and supplies purchased for safeguarding measures and for the conduct of testing and vaccination clinics. Most expenditures for Fairfield Medical Center are in this category (or within the category of COVID Testing). A total of \$784,957.88 was provided to Fairfield Medical Center overall.

#### **Telework Improvements**

Expenditures were for laptops, printers, and scanners for public employees who were teleworking as part of a safeguarding measure. Some new cell phone expenditures were also included for DD employee who were teleworking. Teleworking allowed for public services to continue while safeguarding measures were in place.

#### **COVID Testing**

COVID Testing expenditures (and encumbrances) were for non-profit hospital expenditures for equipment to improve efficiency of testing, as well as for antibody testing of public safety and court employees.

#### **Administrative Leave**

From March 22- May 29, certain employees of the Clerk of Courts and County Engineer were not able to telework during the state's stay healthy at home order, and salaries for unbudgeted administrative leave as approved by the appointing authority were charged to the CARES Act funds. For Clerk of Courts employees, \$4,656.27 was reimbursed to the general fund, and \$69,124.66 was reimbursed to the Clerk of Courts Certificate of Title Fund. \$139,338.44 was reimbursed to the Motor Vehicle Fund for County Engineer employees.

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**Food Program**

CARES Act funds supported Meals on Wheels in providing shelf stable food to meet community needs and a labeler to support safeguarding. We are pursuing CARES Act related resources (of CDBG) for Meals on Wheels, as well, for different food program expenses.

**Economic Support**

Resources were used for legal services for those facing eviction or in need of assistance to answer questions about unemployment claims. A clinic was held for members of the local Bar Association.

During the funding period, a separate grant was received to provide small business assistance, which will be supplemented by existing general fund grants. In addition, the county made effective referrals to state and federal programs for economic support. Many Chamber members commented on their use of the PPP funds.

**Personal Protective Equipment**

PPE includes the purchases of masks, shields, barriers, gloves, or similar items. Stafford Act resources were used for this category of expenditures (and for certain public health expenditures as an emergency response), as well, and care was taken to coordinate appropriately.

Note: There are other CARES Act related grants, which were accounted for in separate funds. There are other EMA and general fund expenditures made (or in progress) to support the Board of Health.

**Motion to approve the final CARES Act report and to affirm that the expenditures were made in accordance with guidance of the Fairfield County Commission and reviewed in multiple public meetings since the resources were received.**

On the motion of Jeff Fix and the second of Steve Davis the Board of Commissioners voted to approve the final CARES Act report and to affirm that the expenditures were made in accordance with guidance of the Fairfield County Commission and reviewed in multiple public meetings since the resources were received.

Roll call vote of the motion resulted as follows:

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

Dr. Brown thanked Ms. Brown-Thompson for all her help with issuing legal opinions about CARES Act funding, especially very early in the process of review.

- Legal Update

Following up on a discussion from last week, to report a fraud activity or a scam to the Attorney General, use this link:

<https://www.ohioattorneygeneral.gov/About-AG/Contact/Report-A-Scam>

This is also an informational link:

<https://www.ohioattorneygeneral.gov/Media/Coronavirus-Resources-Guidance#faq>

Also, for information on the Ohio AG's Elder Justice Unit, or to get support for a victim of abuse, neglect, or financial exploitation, call 800-282-0515. Local APS referrals can be made to (740) 652-7887.

To report to the Federal Trade Commission:

<https://www.ftc.gov/faq/consumer-protection/submit-consumer-complaint-ftc>

There are some fact sheets at this site.

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The fraudulent unemployment claims are being caught before being paid and are also being advised by a third party who is monitoring it. HR reaches out to the employees who are victims of the fraudulent claims. Individuals who believe their identity was stolen and used to file a fraudulent unemployment claim should visit:

<https://unemploymenthelp.ohio.gov/>

There is an option to click on the red "Report Identity Theft" button, and then complete the reporting form. This will notify ODJFS that you received a 1099-G form due to a fraudulent claim. Your case will be flagged and a new form can be issued to you showing no unemployment income.

- Administration and Budget Update/Carri's List

- a. Announcements

Anyone can email or text a question anytime:

[Carri.Brown@FairfieldCountyOhio.gov](mailto:Carri.Brown@FairfieldCountyOhio.gov) or (740) 777-8552

Dates of Interest

Feb 11 EL/DH Virtual Roundtable

Feb 15 Presidents Day

Feb 18 Virtual Job Fair

Feb 23 Commissioner Levacy – Commissioner Connection video

Dr. Brown noted that Commissioner Davis has a new video posted on the website.

- b. Highlights of Resolutions

Dr. Brown highlighted 17 resolutions for the voting meeting.

Through Economic and Workforce Development, we proposed approval of a service agreement between Area 20 Workforce Development Board (WDB) and The Chmura Team for a labor study. We very much look forward to this study.

JFS proposed two contracts for foster care in network.

The County Engineer proposed approval of a contract with Bud's Inc. for the LIB-26, FAI-TR251-0.406 Bader Road Bridge Replacement Project as well as approval of the related notice to commence.

The County Engineer proposed approval for advertising for the VIO-46 FAI-TR1438-0.376 Village Way Road over Sycamore Creek Bridge Replacement Project, as well as drawings for this same project.

Also, the County Engineer proposed a resolution to approve advertising for the GRE-03 FAI-T114-0.610 Carroll Eastern Road NW Bridge Replacement Project.

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

- A fund-to-fund transfer for the County Engineer (accounting for a project);
- An application for an EPA grant connected with Community Action recycling;
- A grant agreement for the Revolving Loan Fund; this Economic Development Revolving Loan Fund Administration Agreement (the "Agreement") is made and entered into by and between the Ohio Development Services Agency (the "Grantor") and Fairfield County (the "Grantee") for the period beginning January 1, 2021 (the "Effective Date") and ending December 31, 2023 (the "Termination Date"); this relates to CDBG funds;

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- Subordination of a 2012 mortgage as reviewed and recommended by the Lancaster-Fairfield Community Action Agency, consistent with regulations governing the CHIP Program;
- An account-to-account transfer of appropriations for the Commissary fund to properly classify expenditures;
- An advance for a Juvenile Court grant; and
- Appropriations from unappropriated funds for the County Engineer and EMA (non-general fund appropriations).

There were financial and contracting resolutions in queue. For example, we were aware of additional network contracts for placement, Engineer project accounting resolutions, and a resolution to appropriate from unappropriated funds for the general fund to account for a vehicle needed for safe transports from the jail (this was once anticipated from the CARES Act but was moved to the general fund based on the former federal guidance surrounding the timeline of expenditures).

c. Administrative Approvals, Program, & Budget Update

**Administrative Update**

Administrative Approvals and Updates

- The review packet contained a list of administrative approvals. There were no questions.
- Interviews for the ADAMH Board are in the process of being scheduled. There are potentially four applicants.
- Airport Board vacancy interviews were scheduled for February 2 (later today). The Commission review packets contained a rubric for scoring of the applicants and a list of general interview questions for inspiration (the questions can be modified for board vacancies).
- We now have a new master agreement for our energy aggregation program. After the refreshing of bids, Dynegy, the current vendor, was the winning bidder. Without capacity costs, the savings is expected to be about \$42,300, with current usage levels considered (and across all funds). About half of costs are general fund supported. (The historical costs for electricity under this aggregation have been about \$427 K, \$433 K, and \$412 K for 2018, 2019, and 2020. The term of the new contract begins with billing in June 2021, and it is through May 2023. We let Palmer Energy (consultants with CCAO) know of the solar project envisioned later in the year at the Liberty Clerk of Courts Title Office, but that did not impact the refreshed bids. The winning bid amount was \$.03249 per kWh plus capacity costs. The second bid amount was \$.03333 per kWh plus capacity costs.
- We appreciate the partnership with Palmer Energy. They are also available to answer any questions throughout the year from suppliers of the commodity of electricity. We have been able to control costs with the partnership. Also, thanks to Amy Brown-Thompson for being available after hours to finalize the approval to form for the most recent energy aggregation contract.
- For the energy conservation program (part 2), we are organizing all of the programmatic aspects with Dynamix (the vendor who obtained the energy conservation winning bid) in order to prepare for a refresher presentation about what the project will entail. We are planning for a mid-year proposal relating to the financing. Prior to that time, we will be able to provide details of the project aspects. There are components for the administrative courthouse (exterior), a solar pilot, LED lights, HVAC upgrades, flooring, and windows

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(at the HOJ), similar to the previous proposal prior to the pandemic, but we will have more details about the market and timelines for completion. We will place a meeting on the agenda well in advance of the financing discussion. We will continue to monitor interest rates, as well. And on a related note, we will see if there are any additional, reasonable refinancing options as the interest rates are low.

- On January 12<sup>th</sup>, we listed various actions taken to support cultural competencies and an environment of inclusivity. During roundtables, we will be discussing topics for reflection to prepare for a training presentation at the 2021 leadership conference. In addition, JFS is talking an Inclusive Listening: Pushing Through Our Biases course, and that is something to add to our January 12<sup>th</sup> list. It is encouraging to see this action from our largest department, and one concentrating on the core value of customer service. There are multiple training opportunities with Service Skills, as well. Please contact HR if you need support with the Service Skills module.
- The NACo leadership academy training is being met with a lot of positive accolades. Thank you to the County Commissioners for supporting this training.
- We have made some progress in obtaining information for the firing range for the Sheriff's Office. We are working on developing a cost proposal, for which there would likely be new appropriations. Also, we are beginning to reinstate capital projects.
- The Humane Society is working on a puppy clinic and some additional expansions. All appears to be within their current lease, and they have full funding for the effort. Dennis Keller and Carri Brown will be connecting with Corey Schoonover on February 10<sup>th</sup> at 8 am and will prepare a letter of response about the expansion. We will also invite Corey Schoonover in for an update later in the year.
- If available, we will also invite Al Beavers for a similar update on Beavers Field.
- We have made progress on the planning and design of the Foster the Future murals and will be presenting to the City of Lancaster in March. The murals will be completed in the summer or early fall. We are keeping a project narrative.
- Idea Box Summary for January 2021

**Idea 43:**

An employee suggested setting copier defaults to black & white.

Response: Not all copiers are color copiers, and for those that are both black & white and color, departments are encouraged to use black and white double-sided copies whenever operationally appropriate. This is monitored and selected at the department level based on operational need. Thanks for the reminder.

**Idea 44:**

An employee suggested revising the RPC fee schedule with annual inflationary increases.

Response: RPC leadership will review and evaluate.

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**Idea 45:**

An employee suggested that there could be an increased amount of time for re-signing into the computer noting it was a “waste of time to have to sign on multiple times” throughout the day.

Response: This is a Cybersecurity issue. Not only is it a best practice to have the screen lockout, but it was also a state IT audit finding that we have the lockout occur no longer than 15 minutes. In addition to that, we highly recommend that anytime someone walks away from their computer, that they manually lock it down. The issue is that if you are away from the computer and the screen is not locked, then anyone can walk up to your computer and have access to everything that you have access to within your system. Thanks for understanding.

**Idea 46:**

An employee suggested labeling doors with numbers of letters at JFS to help with giving directions.

Response: This is being reviewed and updated right away. Thanks!

45 of 46 ideas have been addressed. One idea about passwords for the computer system is being reviewed by IT.

Budget Update

Thinking about sales tax, we projected an increase of 3% for the calendar year of 2021. We realize there are multiple variables impacting consumer behavior. The overall increase for February receipts will be about 8%, and we will monitor this.

Casino revenues for February (for activity of October – December 2020) have been received. They were \$457,414, similar to 2019 (October – December of 2018) and just below 2020 (October – December of 2019) – and on target for the projected \$1.75 M for the calendar year. There is no change recommended to the projection.

We will learn more from Moody’s about the county bond rating on the afternoon of February 2.

d. BRAVOs

Thank you to Lisa McKenzie and her staff for their good example of adaptability. We shared a video globally about their experience with new technology.

Bravo to Tony Vogel and the Utilities Department for helping Dennis Keller and the Facilities Department with a sewer clog.

Thanks to all of the county employees who have been volunteering to help the Board of Health with vaccination clinics.

Thank you to Jon Kochis and team for their ongoing work during the pandemic.

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- Old Business

- e. Commissioner Communications – CCAO Summary Received

Commissioner Fix was invited to participate in a work group to provide input about Ohio University Pickerington. Rick Szabrak will serve as an alternate to the work group.

Mr. Davis stated he had a conversation with Dana Moore regarding high-profile residents at MCJDC. She stated that the MCJDC was on top of the issues.

Commissioner Davis indicated he received some positive feedback about his recent video post.

- New Business

- General Correspondence Received

- Calendar Review/Invitations Received

- a. Conference Call/ Q&A Session with Governor DeWine and ODH Senior Deputy Director Lance Hines – Friday, February 5<sup>th</sup> from 9:00 a.m. – 10:00 a.m. (link to be provided)
  - b. Virtual Police Chiefs Meeting – February 5<sup>th</sup> at 9:30 a.m. (conflict noted)
  - c. Virtual Lancaster State of the City Address – February 25<sup>th</sup> at 8:00 a.m. (link to be provided)
  - d. Rachel Elsea confirmed the Commissioners' planned attendance at the February 12<sup>th</sup> MCJDC meeting
  - e. Dr. Brown noted that the State of the County address is currently scheduled for May 11<sup>th</sup> and a video option may be needed.

Mr. Davis would like to consider pushing this back to the fall in an effort to hold an in-person event.

Mr. Fix agreed that the event should be pushed back to the fall.

A date in September will be booked for a tentative in person event.

- FYI

- a. Jail Population – 217
  - b. Walnut Township MARCS Tower article
  - c. Distinctly Paramount Exhibit come to DACO – June 5, 2021 through January 2, 2022
  - d. Common Pleas Court Report for 2020
  - e. Worthington Industries Press Release

- Open Items

Dr. Brown reported Jeremiah Upp weighed in on the remnant properties proposed for transfer to the county, and we will proceed with the process for the transfers.



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Commissioner Levacy indicated he was aware of progress being made on the project to build a tornado shelter at Fairfield Beach. We are gathering information to plan for loaning money to Walnut Township for this project. Treasurer Bahnsen has been contacted.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 2, 2021 beginning at 9:52 a.m., with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Amy Brown-Thompson, Thomas Lininger, and Ray Stemen.

Attending virtually were: Jim Bahnsen, Aunie Cordle, Dave Burgei, Dennis Keller, Donn Fox-Moore, Jeff Barron, Jeremiah Upp, Jon Slater, Liza McKenzie, Rick Szabrak, Stacy Hicks, 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 Levacy asked if anyone from the public who would like to speak or offer comments. There were no comments.

**Approval of Minutes for Tuesday, January 26, 2021**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, January 26, 2021 Regular Meeting.

Roll call vote of the motion resulted as follows:

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

**Approval of the Commissioners' Resolutions**

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

2021-02.02.a            A resolution authorizing the subordination FY 2012 Community Housing Improvement Program (CHIP) for Christopher and Amy Butts  
[Community Action]

2021-02.02.b            A resolution to approve the application for funding by the Ohio EPA for the 2021 Community and Litter Grant. It would primarily support a tire collection event in the fall of 2021. [Community Action]

Roll call vote of the motion resulted as follows:

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

**Approval of the Economic Development Resolutions**

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

2021-02.02.c            A resolution authorizing the approval of Revolving Loan Fund Economic Development Administration Agreement [Economic & Workforce Development]

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2021-02.02.d      Approval of a Service Agreement between Area 20 Workforce Development Board(WDB) and The Chmura Team. [Economic & Workforce Development]

Roll call vote of the motion resulted as follows:

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

**Approval of the Emergency Management Agency Resolution**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Emergency Management Agency resolution to appropriate from unappropriated in a major expenditure object category EMA 2090 Emergency Management Agency Fund and 2707 Emergency Management Performance Grant; see resolution 2021-02.02.e.

Roll call vote of the motion resulted as follows:

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

**Approval of the Engineer's Office Resolutions**

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

2021-02.02.f      A Resolution to Approve the Contract with Bud's Inc. for the LIB-26, FAI-TR251-0.406 Bader Road Bridge Replacement Project [Engineer]

2021-02.02.g      A resolution authorizing a fund-to-fund transfer. [Engineer]

2021-02.02.h      A Resolution to Approve the Construction Drawings for the VIO-46 FAI-TR1438-0.376 Village Way Road over Sycamore Creek Bridge Replacement Project. [Engineer]

2021-02.02.i      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for unemployment [Engineer]

2021-02.02.j      A Resolution to Approve Advertising for the GRE-03 FAI-T114-0.610 Carroll Eastern Road NW Bridge Replacement Project. [Engineer]

2021-02.02.k      A Resolution to Approve Advertising for the VIO-46 FAI-TR1438-0.376 Village Way Road over Sycamore Creek Bridge Replacement Project. [Engineer]

2021-02.02.l      A Resolution to Approve the Notice to Commence for the LIB-26, FAI-TR251-0.406 Bader Road Bridge Replacement Project [Engineer]

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 resolutions:

2021-02.02.m      A resolution regarding Network Placement and Related Services Agreement between Quality Time with Wisdom., Child Protective Services Department [JFS]

2021-02.02.n      A resolution regarding Network Placement and Related Services Agreement between Applewood Centers, Inc., Child Protective Services Department [JFS]

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2021-02.02.o           A resolution regarding Network Placement and Related Services Agreement between Back to Basics for Boys and Job and Family Services, Child Protective Services Department [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 Resolution**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Juvenile/Probate Court resolution authorizing the approval of an advance from the General Fund to #2856 Child Abuse and Neglect Discretionary Activities Fund and appropriate from unappropriated; see resolution 2021-02.02.p.

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

**Approval of the Sheriff's Office Resolution**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Sheriff's Office resolution authorizing an account-to-account transfer Fund 2442 Commissary; see resolution 2021-02.02.q.

Discussion: Mr. Davis asked what this resolution was for. Dr. Brown replied it was a reclassification of expenditures. The Commissary fund can be changed if beneficial to the inmates.

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

**Open Items**

Mr. Davis asked that someone from the Sheriff's Office be present in person to explain all resolutions proposed by the Sheriff's Office.

Commissioner Levacy stated at 9:56 a.m. that the Commission would be in recess at 9:56 a.m. until the airport board vacancies.

**Airport Board Vacancy Interview – Scott Richardson**

The Commissioners met at 10:17 a.m. for an interview with Scott Richardson. 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, Amy Brown-Thompson, Thomas Lininger, Ray Stemen, Jon Kochis, and Staci Knisley.

Attending virtually were: Jim Bahnsen, Dennis Keller, Jeremiah Upp, Rick Szabrak, and Scott Richardson.

Mr. Levacy welcomed Mr. Richardson and asked him to provide some information about himself.

Mr. Richardson reviewed the last 47 years of his life as an airline pilot. He would like to give back to Fairfield County.

Mr. Levacy asked if there was anything that would hamper Mr. Richardson from attending the board meetings.

Mr. Richardson replied he is currently retired from the airlines and military, so his schedule is open.

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Mr. Levacy asked what Mr. Richardson could bring to the board that is missing.

Mr. Richard replied he does not know if anything is missing, but his aviation background is fairly extensive. After reviewing the policy and mission statements of the Airport Board and Commissioners, he believes the only thing lacking is the highlight about the beauty of flying. He thinks promoting a pastime that can lead to an occupation is important. It is important to keep aviation fun.

Mr. Fix thanked Mr. Richardson for his interest. He asked Mr. Richardson how he thought the airport could be tied to economic development of the county.

Mr. Richardson referenced land near the airport that could allow for more flights to come in. He also mentioned the possibility to expanding commercial flights at the airport.

Mr. Davis stated that a number of people had reached out to the Commissioners' Office to speak highly of his experience, which is rare. He also noted that his resume is one of the best they have received for any board position. He asked Mr. Richardson what he thought was going well at the airport.

Mr. Richardson stated that having all the tenant space occupied was great. The draw is obviously there. He thinks it would be interesting to get on the Board and talk to the tenants to see what their needs are and what they think the airport could do.

Dr. Brown stated there were several board members in attendance. She introduced them and the Airport Clerk. She also asked Mr. Richardson for an explanation of his leadership style and what that would mean relative to the Airport Board.

Mr. Richardson stated it is first important to recognize that someone has a leadership style. His would be to encourage people to do their best and develop their skill sets instead of dictating what he wants from them.

Mr. Richardson closed by saying it was fun to be back in Central Ohio after his time away. He has enjoyed seeing the growth of the airport.

**Airport Board Vacancy Interview – Tom Brennan**

The Commissioners met at 10:32 a.m. for an interview with Tom Brennan. 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, Amy Brown-Thompson, Thomas Lininger, Ray Stemen, Jon Kochis, and Staci Knisley.

Attending virtually were: Jim Bahnsen, Dennis Keller, Rick Szabrak, Scott Richardson, and Tom Brennan.

Mr. Brennan stated he has always had an affinity for aviation. He spent years working for an aviation company and ended up going into sales for that company. He now works for a logistics company that does much of the same. He has attained a lot of knowledge over the years and would like to see what he can do to give back.

Mr. Levacy mentioned there are three very qualified candidates for this position.

Mr. Fix asked what Mr. Brennan saw for the airport in the next five to ten years and how that impacts economic development.

Mr. Brennan replied it depended on what the goals of the Commissioners were - whether the main goal was to maintain the status quo or to grow the airport. When he looks at the minutes of the Airport Board, he does not see much fuel being sold or maintenance being done, but the airport is in more a maintenance mode. If the Commissioners would like to see the airport grow, there are companies that can be brought in, but they will need certain approaches and infrastructure to support growth. Mr. Brennan would like to see expansion.

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Mr. Davis thanked Mr. Brennan for his interest and echoed Mr. Levacy's comments regarding having three qualified candidates. He asked that Mr. Brennan remain interested should someone else receive the appointment.

Dr. Brown asked Mr. Brennan to describe his leadership philosophy and how that will help the Airport Board.

Mr. Brennan replied his philosophy is that you work as a team. He described how he has done this in his occupation. He is willing to give his time and passion to the board.

Mr. Fix asked Mr. Brennan to explain further what his business does.

Mr. Brennan explained how they transport organs that have been donated for transplants. He detailed the other services they provide and that they deal with airports of all sizes all over the world.

**Airport Board Vacancy Interview – Vance Tope**

The Commissioners met at 10:54 a.m. for an interview with Vance Tope. 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, Amy Brown-Thompson, Thomas Lininger, Ray Stemen, Jon Kochis, and Staci Knisley.

Attending virtually were: Jim Bahnsen, Dennis Keller, Rick Szabrak, Scott Richardson, and Vance Tope.

Mr. Levacy welcomed Mr. Tope and asked him to tell a bit about himself.

Mr. Tope explained his love for aviation. He is a part owner of a plane based in Baltimore. Aviation has been a big part of his life, and he wants to pass that on to others.

Mr. Levacy stated that there were three very qualified applicants. He asked if Mr. Tope was not selected, was he willing to keep his name on the list for the next opening?

Mr. Tope replied he absolutely was.

Mr. Fix asked what Mr. Tope saw as possibilities for the airport five to ten years down the road.

Mr. Tope replied there were many folds to that, such as what the need in Lancaster for jets coming in and out. He thinks there is room to expand with a restaurant, noting they already have a museum. These things draw a general aviation flyer in to spend time.

Mr. Davis asked what Mr. Tope thought the airport was doing right.

Mr. Tope was very impressed with the anniversary event two years ago which he noted was not easy to pull off. He mentioned the flight school and how far the hangars have come along since he learned to fly.

Mr. Fix asked for more information about Camp Wyandot.

Mr. Tope replied that his wife is the camp nurse. Since he has a full-time job he cannot serve on the staff, but he thought the next best thing would be to serve on the board. He has been a board member for a year and has two more years remaining. He enjoys helping the kids mature and become young adults.

Dr. Brown asked about Mr. Tope's leadership philosophy and how it would relate to the Airport Board.

Mr. Tope replied as a retired Lt. Col. in the Air Force and with his pastoral experience, he felt you need to have strong leadership on site. Strong leadership was needed to adapt to the various

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hurdles. He mentioned the flight school adapting in a pandemic and how they might be able to make changes to attract new students.

Mr. Tope concluded that when he worked in the airport in his youth he did not even know about the board. Now that he knows about the board he would love to serve and believes he would bring a good knowledge of aviation to the board.

**Executive Session – The Employment and Compensation of Public Officials**

On the motion of Steve Davis and second of Jeff Fix, the Board voted to enter into Executive Session to discuss the employment and compensation of public officials at 11:05 a.m.

Discussion: Commissioner Levacy stated that the following people be included in the executive session: Commissioner Davis, Commissioner Levacy, Commissioner Fix, Carri Brown, Rachel Elsea, representatives from the Prosecutor's Office, representatives from Human Resources, and Sheriff Lape, Chief Collins, and Chief Churchill.

Roll call on the motion as follows:

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

On the motion of Jeff Fix and second of Steve Davis, the Board voted to exit Executive Session at 12:24 a.m.

Roll call on the motion as follows:

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

**Review (continued)**

The Commissioners met at 12:24 p.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, Amy Brown-Thompson, Thomas Lininger, Jeff Porter, Marc Fishel.

The Commissioners reviewed the airport board vacancy interviews.

**Approval of the Commissioners' Office Resolution**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners resolutions approving the appointment of Mr. Scott Richardson to the Fairfield County Airport Authority Board; see resolution 2021-02.02.r.

Discussion: Mr. Davis stated all candidates were incredibly talented. This is one of the deepest appointment processes they have had in a number of years. He is hopeful the candidates not included in the motion will continue to desire to be appointed. Mr. Fix agreed.

Roll call vote of the motion resulted as follows:

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

*My dear Mr. [illegible]*

*Yours truly*

**Adjournment**

With no further business, on the motion of Steve Davis and a second of Jeff Fix, the Board of Commissioners voted to adjourn at 12:30 p.m.

Roll call vote of the motion resulted as follows:

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

The next Regular Meeting is scheduled for February 9, 2021 at 10:00 a.m.

Motion by:  
Seconded by:  
that the February 2, 2021 minutes were approved by the following vote:

YEAS:  
NAYS: None

ABSTENTIONS: None

\* Approved on February 9, 2021

  
Steven A. Davis  
Commissioner  
  
Dave Levacy  
Commissioner  
  
Jeff Fix  
Commissioner  
  
Rachel A. Elsea, Clerk