

**Regular Meeting #6 - 2017**  
**Fairfield County Commissioners' Office**  
**February 7, 2017**

**Review**

The Commissioners met at 9:01 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Branden Meyer, Ray Stemen, Michael Kaper, Jim Bahnsen, Rick Szabrak, Dennis Keller, Jon Kochis, Todd McCullough, Tony Vogel, Joshua Horacek, Amy Brown-Thompson, James Mako, Spencer Remoquillo, and Chief Perrigo.

- Legal Update

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

- Administration and Budget Update/Carri's List

- a. Announcements

The State of the County Address will be April 25. We will have the address at Crossroads on Fair Avenue. The theme for the address is Brilliant Ideas @ Work, which mirrors the National Association of Counties Theme for Awareness Month (also April). Please send suggestions for the address to Carri Brown, County Administrator.

- b. Highlights of Resolutions

Ms. Brown provided highlights of resolutions.

There was a resolution to approve the Fairfield County Emergency Operations Plan and sign the Promulgation Statement as has been the pattern in previous years. A copy of the Plan was delivered to the office last week. There will be an update from Jon Kochis, EMA Director, on Tuesday (today) during the review session. During that time, he will also share some details about a pilot project involving Tollgate School.

Treasurer Bahnsen proposed a resolution to approve travel, similar to the resolutions proposed and approved for the County Auditor and County Clerk of Courts.

There was a resolution approving the elected official bond in accordance with statute for Probate and Juvenile Court Judge Vandervoort as proposed by the County Prosecutor.

The Sheriff proposed the purchase of seven SUVs (as discussed during the budget hearings). The purchase was proposed as part of the DAS state bidding competitive process.

A month to month lease is proposed for approval, as a renewal.

There were financial resolutions to approve, such as:

- Memo expenditure for the County Engineer relating to Ditch Maintenance Districts (multiple resolutions);
- Account to account transfers of appropriations to properly classify expenditures for the Clerk of Courts Title Department and Family Adult and Children First Council;
- A CDBG final draw and report for the 2015 grant;
- The repayment of an advance for the Airport;
- Appropriations from unappropriated funds for EMA and the County Engineer (non-general revenue funds); and

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- The payment of bills (including a separate cash disbursement journal or bill list for the UHC funding for the health benefit plan) and payment and approval of then and now certifications as needed.

Last week we talked about the pending resolutions for the UHC contract and medical services at the jail. Added to the list of pending resolutions was a contract renewal for the state to lease space at the Hall of Justice for probation. This is expected to be for the same terms as the current lease.

c. Administrative Approvals & Budget Update

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

The casino deposits (first quarter of 2017) for the October-December 2016 period were reviewed. \$401,521 was received, representing 23% of our annual estimate of \$1.75 M. Last year's first deposit was 25% of the annual estimate. We will continue to monitor the deposits. No budget adjustments are necessary.

d. Jail and Public Safety Facility Update

The most recent report on the jail population shows the population at 227.

There is an administrative meeting scheduled Monday, February 13<sup>th</sup> to review and update FFE estimates. We will also discuss demonstration of efficiency and savings.

Dennis Keller had some pictures to share of the project progress including the bunk rooms, control room, and kitchen.

Mr. Keller also stated that on Monday they completed the section in Area D necessary for the trainings.

e. Roundtable – February 9<sup>th</sup> Agenda

An elected official and department head roundtable meeting is scheduled February 9<sup>th</sup>.

During the roundtable, the draft policy changes for the County personnel manual will be proposed. There will be a clearance period for comments and clarification. The Commissioners will meet with the HR Director, as well, on February 14.

f. Bravos

Thank you to Staci Knisley, Justin Grant, and members of the County Auditor's Office for working with new procedures for the payment of UHC funding for the county health benefit plan. The first separate bill list for the revised process is scheduled today.

- Old Business

a. CRMS Updates & Training

We continue to receive positive feedback about the Commissioners' Resolution Management System modules. Rachel Elsea is leading a CRMS update and training on February 23 at 9 am in the Commissioners' Hearing Room.

b. Cyber Security

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Following up on Roundtable discussions in 2016 and following up on various assessments, there is an administrative meeting scheduled on March 2 to offer support in providing resources for employee training and to obtain a list of additional actions the IT team suggests for the county to improve cybersecurity, anticipating there may be actions to implement beyond what was already been implemented in 2016.

- New Business

- General Correspondence Received

- a. Regional Planning Commission Packet
- b. Thank you from Johanna Pearce, JFS, for Holiday and Personal Leave Policies

We received a nice thank you note from Johanna Pearce of JFS – this is timely given the policy manual update is occurring at this time

- Calendar Review/Invitations Received

- a. OBGYN Associates of Lancaster Ribbon Cutting – Tuesday, February 14<sup>th</sup> at 4:30 p.m.
  - 1. Commissioners Levacy and Kiger will attend.
- b. Pickerington Chamber Lunch – Thursday, February 16<sup>th</sup> at 11:30 a.m.

- FYI

- a. Notice from Shaw's Restaurant – Provided by the County Auditor to the Visitors Bureau and DACO – Summary of Tax Year 2016 included in the review packet
- b. Annual Report from Lancaster City Law Director for 2016
- c. Annual Report for LETF from the Sheriff for 2016
- d. Annual Report from Probate Court for 2016
- e. HR Trainings – February 21st – Health Benefit Plan and Ethics Training
- f. Upcoming DACO Events

- Issues Bin (none)

- Open Items (none)

**EMA Update**

The Commissioners met at 9:18 a.m. for an EMA update. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Branden Meyer, Ray Stemen, Michael Kaper, Jim Bahnsen, Rick Szabrak, Dennis Keller, Jon Kochis, Todd McCullough, Tony Vogel, Joshua Horacek, Amy Brown-Thompson, James Mako, Spencer Remoquillo, and Chief Perrigo.

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Mr. Kochis stated that this year's plan did not have many changes due to the overhaul completed last year. The summary page in the packet explains the changes.

Mr. Levacy asked what interaction EMA had with the Health Department.

Mr. Kochis replied that they work together frequently in terms of emergency planning. He explained that page two of the packet contained the executive summary. This plan will be considered at the Regular Meeting later in the day. All county departments are given an opportunity to review their sections.

Mr. Levacy asked how they worked with the Health Department during the botulism outbreak.

Mr. Kochis replied that they worked very closely at FMC and learned that the next time they should both run operations from the EMA operations center.

Mr. Kochis went on to state that Fairfield County is one of two counties in Ohio (the other being Delaware) to participate in the FEMA STEP pilot program that teaches emergency preparedness to fourth and fifth graders. Tollgate Middle School in Pickerington will be participating. The goal is roll out the program throughout the state next year.

Ms. Brown added that this program is broader than school related emergencies and encourages community involvement and emergency preparedness in the home.

**Executive Session to discuss the Potential Purchase of Property**

On the motion of Dave Levacy and second of Mike Kiger, the Board voted to enter into Executive Session to discuss the Potential Purchase of Property at 9:28 a.m.

Discussion: Commissioner Levacy stated that the following people be present: Commissioner Levacy, Commissioner Kiger, Carri Brown, Rachel Elsea, Josh Horacek, Amy Brown-Thompson, Braden Meyer, Dennis Keller, Rick Szabrak, and Mark Conrad.

Roll call on the motion as follows:

Voting aye thereon: Dave Levacy and Mike Kiger

Abstaining: Steve Davis

On the motion of Mike Kiger and second of Dave Levacy the Board voted to exit Executive Session at 9:52 a.m.

Roll call on the motion as follows:

Voting aye thereon: Mike Kiger and Dave Levacy

Abstaining: Steve Davis

**Review**

The Commissioners met at 9:52 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: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Josh Horacek, Amy Brown-Thompson, Braden Meyer, Rick Szabrak, and Mark Conrad.

At 9:52 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 7, 2017 beginning at 10:01 a.m., with the following Commissioners

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present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Joshua Horacek, Amy Brown-Thompson, Mary Beth Lane, Spencer Remoquillo, Ed Laramée, Branden Meyer, Jon Kochis, Aunie Cordle, Holly Mattei, Chad Reed, Jeremiah Upp, Jon Slater, Dennis Keller, Jeff Porter, and Ray Stemen.

**Pledge of Allegiance**

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

**Announcements**

Commissioner Davis asked if there were any announcements.

There were no announcements.

**Public Comment**

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

Mr. Ray Stemen of 2444 West Point Road in Lancaster shared his observations regarding state and national issues on the national political scene, particularly education as he encouraged everyone to contact their federal representatives to support the nomination for the President's cabinet for the Department of Education.

**Approval of Minutes for Tuesday, January 31, 2017**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the minutes for the Tuesday, January 31, 2017 Regular Meeting.

Roll call vote of the motion resulted as follows:

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

**Approval of the Clerk of Courts – Title Office**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Clerk of Courts – Title Office resolution approving an account to account transfer in a major object expense category; see resolution 2017-02.07.a.

Roll call vote of the motion resulted as follows:

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

**Approval of the Commissioners' Office Resolutions**

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

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|--------------|--|
| 2017-02.07.b | A resolution authorizing the approval of repayment of an advance to the General Fund from the FAA grant fund# 3034, sub fund# 8116 – Fairfield County Commissioners/Airport [Commissioners]  |
| 2017-02.07.c | A resolution approving the bond of Terre Vandervoort for the Office of Judge of the Fairfield County of Common Pleas, Probate, and Juvenile Division, and ex officio Clerk of Court of Common Pleas, Juvenile, Term commencing February 8, 2015. [Commissioners] |
| 2017-02.07.d | A resolution authorizing the approval of a renewal lease agreement with Gandee Precision Machine Inc. [Commissioners]  |

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2017-02.07.e      A resolution authorizing the approval of a request for payment and status of funds report for the FY2015 CDBG Allocation - \$ 21,806 [Commissioners]

Roll call vote of the motion resulted as follows:

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

**Approval of the Emergency Management Agency Resolutions**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Emergency Management Agency resolutions:

2017-02.07.f      A resolution approving the Fairfield County Emergency Operations Plan and signing of the Promulgation Statement [EMA] [EMA]

2017-02.07.g      A resolution to appropriate from unappropriated in a major expenditure object category EMA 2091 (Subfund 8051) Hazardous Materials Emergency Preparedness 2013/2014 Fund [EMA] [EMA]

Roll call vote of the motion resulted as follows:

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

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

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

2017-02.07.h      A resolution to increase appropriations, appropriate from unappropriated, fund to fund transfer, and a memo expenditure from fund 2580-Subdivisions to fund 2024 – Motor Vehicle [Engineer]

2017-02.07.i      A resolution to request for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 2050 for annual inspections in various subdivisions 1/20/17-1/31/17 [Engineer]

Roll call vote of the motion resulted as follows:

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

**Approval of the Family, Adult, and Children First Council Resolution**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Family, Adult, and Children First Council resolution approving an account to account transfer; see resolution 2017-02.07.j.

Roll call vote of the motion resulted as follows:

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

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

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Sheriff's Office resolution to approve the purchase of seven vehicles (Ford Interceptor SUVs) from Lebanon Ford, with the State of Ohio

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Department of Administrative Services state competitive bidding process, for use by the Fairfield County Sheriff's Office; see resolution 2017-02.07.k.

Roll call vote of the motion resulted as follows:

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

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

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Treasurer's Office resolution granting Fairfield County Treasurer James N Bahnsen permission to attend; see resolution 2017-02.07.l.

Roll call vote of the motion resulted as follows:

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

**Approval of Payment of Bills Resolutions**

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

- |              |  |
|--------------|--|
| 2017-02.07.m | A resolution to approve the payment of the vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance] |
| 2017-02.07.n | A resolution authorizing payment(s) to United Health Care for purposes of the Fairfield County Health Benefits Plan – Fairfield County Board of Commissioners [Commissioners]    |
| 2017-08.07.o | 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: Dave Levacy, Mike Kiger, and Steve Davis

**Adjournment**

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn at 10:06 a.m.

Roll call vote of the motion resulted as follows:

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

The next regular meeting for the Board of Commissioners is scheduled for Thursday, February 9, 2017, at 10:00 a.m.

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Motion by:

Seconded by:


that the February 7, 2017, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

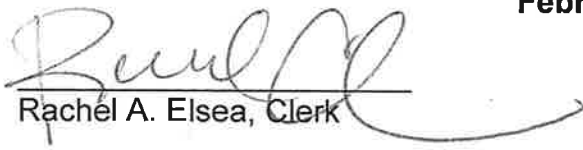
\*Approved on February 14, 2017

  
Steven A. Davis  
Commissioner

  
Dave Levacy  
Commissioner

  
Mike Kiger  
Commissioner

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Rachel A. Elsea, Clerk