

**Regular Meeting #4 - 2019**  
**Fairfield County Commissioners' Office**  
**February 7, 2019**

**Elected Officials/Department Heads Roundtable**

The Commissioners met at 8:33 a.m. for the Elected Officials/Department Heads Roundtable. 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, Park Russell, Jeff Porter, Aunie Cordle, Donna Fox-Moore, Jon Kochis, Todd McCullough, Tony Vogel Don Rector, Loudan Klein, Jeff Camechis, Jerry Isle, Michael Kaper, Rhonda Myers, John Pekar, Joshua Horacek, Ann Hammond, Branden Meyer, Jessica Murphy, Kelly Turben, Mark Conrad, David Miller, Cindy Hillberry, Dave Burgei, Amy Presnell, Chief Lape, Sheriff Phalen, Rick Szabrak, Mark Conrad, Lisa McKenzie, Carrie Williams, Belinda Nebbergall, Dennis Keller, Kyle Witt, Jon Slater, Jill Boone, Tiffany Nash, Belinda Nebbergall, Carrie Williams, and Jeff Barron.

- Welcome/Announcements from the Board of Commissioners

Mr. Levacy welcomed everyone.

Mr. Fix stated he was happy to attend his first official roundtable and looked forward to learning more from each department. He appreciates everyone's patience as he continues to learn.

Mr. Davis thanked everyone for attending.

- Community Partnership

Dr. Brown reported on a donation: Fairfield County, Ohio, gratefully acknowledges the donation of 1,000 new books titled The Land We Call Ohio. We will use the books for educational and outreach purposes by the county, other political subdivisions (such as schools or the City of Lancaster), and partner non-profit agencies. We expect to distribute them to public employees, partners, and stakeholders for the public purpose of education and awareness. We thank Judy and John Hoberg for the donation to help increase awareness of Ohio's 88 counties and the beautiful state in which we live.

In our ongoing effort to promote how to show gratitude, each department was provided a packet of logo notecards that can be used to write a note of thanks. This is one way to show thanks, and there are many more, such as the GEM program (for employees) or simply saying thank you to a co-worker or stakeholder.

Thank you to Jay Nauman for the billboard to notify residents of a warming area during the very cold weather. Thank you to multiple community partners for setting up warming stations. We have sent thank you notes to each of these partners.

- Organization Connection and Mission

The National Association of Counties theme for national county awareness month (April) is **Connecting the Unconnected**. As we think of our mission to serve, connect, and protect, we in Fairfield County are aligned with this theme. We encourage input and feedback about the theme of connecting with one another. What examples of connecting the unconnected come to mind for you? Please think about this during your departmental updates and in future meetings. This theme will be one thread throughout the state of the county address, which will be held on April 30, at the WigWam in Violet Township.

The overarching mission of county government is to improve the quality of life in Fairfield County while supporting businesses, protecting citizens, and planning for the future. We must connect with one another to accomplish any mission. Thank you for demonstrating you value one another as you are connecting.

Often, there are comments about how important it is to remember we all work for Fairfield County, and we are all connected. We need one another to accomplish our best work.

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From the input for the strategic plan, we know Fairfield County values professionalism (taking pride in our work, communicating effectively, projecting positivity, respecting one another in the workplace, delivering service at the highest standards, and maintaining a strong, skilled organizational knowledge base). Fairfield County also values conservatism (keeping costs down for taxpayers, as well as honoring tradition and history). Teamwork, collaboration, cooperation, and acknowledging the ideas of others are commonly noted values. Accountability and integrity are strong values, as well.

As we head into the planning for the leadership conference part 2, we will be seeking input about how to highlight the importance of connecting with one another and valuing one another.

- Leadership Conference Part 2 – May 16, 2019

A draft agenda for the leadership conference is in the roundtable review packet. Please provide suggestions or comments to Carri Brown. What would it take for you to consider the leadership conference, part 2, a success?

- 2019 Budget Update

A timeline of important dates for the budget cycle was in the roundtable review packet. There will be multiple communications to follow the distribution of the timeline. For example, guidance on budget parameters (and a notation about the 27 pays in 2020, which we have anticipated) will be provided in April.

As we implement the 20 recommendations for retention and recruitment of employees, please reach out to Carri Brown if you have any questions about implementation and impact to the budget. Along with subject matter experts in Human Resources, recruitment and retention committee members will conduct training sessions about performance assessment and will be available for one-on-one training as needed.

Related to the budget, there was a discussion about the expected opening of the Records Center in 2019, first with the Clerk of Courts occupying the offices followed by other departments. We thanked Facilities, Clerk of Courts, and the Commissioners for their work on the Records and Assets project which is on target with project plans. We also look forward to the time when we will no longer be leasing Drew Shoe.

There will be a contracted worker to help lead the process of getting records out of Drew Shoe. The contract with Drew Shoe is targeted to end in 2020. All trash should be removed from Drew Shoe now. Records that can be destroyed should be destroyed now through the proper process with the Data Board.

- Human Resources Update – Valuing Employees

Jeff Porter, HR Director, provided an HR update, including an overview of the new performance assessment tools and the standard merit based increases planned for the end of 2019. (See the attached slide show.)

- Utilities Construction Update

New construction in Fairfield County increased 11.5% last year, and there is an effect of this on the County Utilities. Tony Vogel, Utilities Director, provided an update on Utilities construction. (See the attached slide show.)

Mr. Davis complimented Mr. Vogel on his work during the acquisition of the Greenfield Sewer and Water District.

Mr. Vogel added that Don Rector was a huge help.

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Mr. Rector is excited about the acquisition as it will result in better customer service for those in the district.

- MUNIS Update

In February, departments are being requested to participate in testing for MUNIS updates. Mark Conrad, IT Director, and David Miller, Finance Administrator, provided an overview. (See the attached slide show.)

- Department Updates

Veterans Services - Park Russel – no update.

Dennis Keller – Facilities - The records center is two months from completion. Mr. Keller showed photos for the project. The Auditor's project at 108 N. High Street across is out for re-bid. The Baldwin complex is in the final stages of design. That project will be out for bid this month with an anticipated completion by the end of the year. The Main Street parking lot will be developed this year. The Dog Shelter parking lot will be finished in early spring. The area in front of the jail continues to develop with the old maintenance shop being demolished in the near future.

Aunie Cordle – JFS - April 10<sup>th</sup> is Wear Blue to Work Day and Child Abuse Prevention Breakfast. Everyone is invited to attend. Food assistance was issued early for February. March was funded through the current funding of the federal government.

Tiffany Nash – Health Department – The accreditation site visit was in early November. They are waiting for either an action plan or immediate accreditation. All health departments now need accreditation. There is funding available for failing septic systems should anyone know of anyone needing assistance. There is currently a statewide Hepatitis A outbreak. Contact the Health Department with any questions. The Community Health Assessment kick off meeting is at the end of February.

Donna Fox-Moore – Family, Adult, and Children First Council - March 15<sup>th</sup> is the date for a Trauma Informed Care Training Conference at OUL.

Kyle Witt – Prosecutor's Office – Prosecutor Witt referred everyone to the annual report in the Review Packet. It is also available online. The office just added a legal assistant.

Mr. Davis stated he spoke with Mr. Horacek regarding an issue. He requested an opinion about the process to withdraw from MCJDC considering the County has gone from 18-20 incarcerated youths per day to an average of 6 incarcerated youths per day due to Judge Vandervoort's change in philosophy. The Commission has been patient for several years asking MCJDC to evaluate the service the County receives for the amount of funding they provide. He wants to put the Commission in a position to put the argue a bit more aggressively so that MCJDC takes the County more seriously.

Todd McCullough – Dog Shelter – Thank you to Dennis and his team for their help when two heaters went out in December. Todd reported the effort to help increase the behavior of spaying or neutering dogs is working.

Loudan Klein – Regional Planning Commissioner - The CDBG grant administration is ramping up. Water Street bridge construction is beginning. The building department saw an uptick in 2018. This is just in unincorporated areas excluding Violet Township. Residential development approved 122 home sites. This year they have 123 lots. He does not see this area of development slowing down. They had 180 lot splits in 2018. He thanked the Commissioners and Facilities for their office updates.

Rick Szabrak – Economic Development – The county awarded two training grants to local businesses who will add 40 employees to the area. The Career Readiness Program is in full swing. The key audience is the 700 students a year who graduate and do not go to college. The Airport is celebrating its 50<sup>th</sup> anniversary May 18<sup>th</sup>. On Wednesday Mr.

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Szabrak and Mr. Klein met with the EPA on a project to place electronic vehicle charging stations. There is currently one in the entire county and the goal of the project is to increase that number.

Jeff Camechis – Engineer – Mr. Upp is at the Engineer's Conference in Columbus. Salt only works over 15 degrees. This week they have moved on to working on potholes. They will bid out bridges beginning this morning.

Jerry Isles – OSU Extension – Mr. Isles referred the group to the handout in the roundtable packet.

Michael Kaper – Treasurer – First half real estate taxes are due February 21<sup>st</sup>. The next few weeks will be very busy. They average 800 pieces of mail a day.

Michael Kaper - Land Bank – They are entering the final year of the residential demolition award from the federal government. They have demolished 40 properties so far with another 6-10 planned. They have applied for a grant to clean up Working Man's Friend. The project, cleaning up the tanks and recovering the top soil, will be completed this year. They will also remove the building, making the entire area a green area. They anticipate putting the lot up for sale due to the location.

Ann Hammond will be retiring effective February 28<sup>th</sup>. A celebration will be held on February 27<sup>th</sup>.

Sheriff Phalen and Chief Lape – Sheriff's Office – The Sheriff's Office is responsible for calling the snow emergencies. They've had to call two level three emergencies since he has been Sheriff. They make the determinations by calling the deputies who are on the road. There can be a big difference between different areas of the county. They are currently in the process of planning their awards banquet. It should be scheduled in the near future.

Chief Lape reminded everyone not to drive through high water. They have issued an RFP for pharmacy services at the jail. The jail received a 96% inspection rate. Lt. Hodder did a great job preparing for the inspection.

John Pekar – Developmental Disabilities - March is DD Awareness month. Several activities will be held. Friday March 1<sup>st</sup> there will be free coffee at Square 7 while Channel 6 broadcasts between 5:00 a.m. and 7:00 a.m. That evening begins a month-long art exhibition. There will also be a DD Lunch and Learn on March 12. The annual Celebration of Possibilities will be March 28<sup>th</sup>.

Rhonda Myers – ADAMH – The Annual Dinner is Tuesday, March 12<sup>th</sup>. The speaker will be Sarah McIntosh. They are taking nominations for the annual awards. Last year they honored six first responders. The ADAMH board has received a \$500,000 grant to obtain and renovate a building for mental health crisis housing. They are currently looking for a building should anyone have any suggestions or ideas. The ADAMH board and opiate task force have been partnering on grants. They received a \$60,000 grant to purchase bags (that eliminate the effectiveness of prescription drugs that are no longer needed) and to purchase public service announcements.

Branden Meyer – Clerk of Courts – The review packet included a letter reviewing the paper size change for titles. They will be replacing all title printers. This was not communicated to the auto dealers. Senate Bill 263 passed, and that changes the notary laws. They will now be filled with the Secretary of State's office. Mr. Meyer will send more information as it is available. The office is excited about the records center.

Jon Slater – Auditor – When reviewing items at Drew Shoe, please contact finance if you find an item with an asset label. Dog License dog tag collections have been completed. Thank you to Todd for his work. The office is in the middle of the 2019 reappraisal. It will be due and payable in 2020. Public meetings will be held in August. Thank you to everyone for allowing their fiscal employees to review the new MUNIS updates. The

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office is in the midst of the 2018 audit. They will reach out to each office as needed. They appreciate the cooperation.

Nikki Drake – Soil and Water – The weather has increased the number of calls received due to the amount of rain received. The office is replacing their engineer and hope to hire a technician soon.

Mark Conrad – IT – Microsoft has announced Windows 7 will be obsolete in 2020. They will stop support and updates. He encouraged everyone to look at what their current computers are running. Computers with Windows 7 will need replaced.

Jill Boone – Common Pleas Court – The new notary process should be more streamlined once the wrinkles are ironed out. It will save people money if they renew now. Thank you to the Engineer's office for their work with the blood drive. Magistrate Boone reviewed partnerships working to address the drug epidemic.

Lisa McKenzie – Recorder's Office – No report

- Rapid Fire News

Data Board Policy – Cybersecurity training is required to maintain access to the county network.

What have we done to... We continue to encourage departments to reflect at each meeting on what they have done to enhance the quality of life through customer service, to improve business operations, to protect citizens, and to prepare for the future (by creating value, improving technology, etc.) at the end of each meeting. During the roundtable, there were many examples of mission-related work.

Please review the strategic plan and summary of themes in the packet. An updated strategic plan is found here:  
<https://www.co.fairfield.oh.us/COMMISH/pdf/Strategic-Plan-for-Fairfield-County.pdf>

A summary of goals (for the short term) was in the review packet. This was not intended to be an exhaustive or all-inclusive list. Your feedback is always welcome.

Please review the 2019 Special Dates and the checklist in the roundtable packet.

- Review of Resolutions

Dr. Brown provided highlights of 31 resolutions for the voting agenda.

We proposed a license for use approval of the use of unused land by Fisher Catholic High School for purposes of track and field exercises. (We received the appropriate certificate of additional insured from Fisher Catholic. The license for use was prepared by Assistant County Prosecutor, Joshua Horacek. This was administratively discussed several times in 2018, but it has taken several months for Fisher Catholic to review the agreement and to obtain the appropriate certificate of insurance.)

The County Engineer proposed approval of advertising and drawings for projects (five resolutions). In addition, the County Engineer proposed approval of an agreement between Fairfield County and ADR & Associates, LTD. to develop construction plans.

The County Engineer proposed a resolution to lower the speed limit on Carroll-Eastern Road after determining the statutory vehicular speed limit established by Section 4511.21, Revised Code of Ohio, is greater than that considered reasonable and safe on Carroll-Eastern Road (CR21) beginning at the Carroll Corp Limit and ending at Coakley Road. The County Engineer proposed a speed limit of 45 mph instead of 55 mph.

As previously reviewed, we proposed approval of an easement for AEP near the Baldwin property.

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RPC proposed a resolution to approve a change order for the Baltimore bridge project funded by CDBG funds, along with county and RPC support, as previously reviewed.

We proposed a minor (\$1,250) amendment to the VPL contract relating to the adjustments made at the Records Center project.

JFS proposed approval of IV-D contracts for security and for process service. We continue to be appreciative of the JFS leadership relating to the IV-D contracts. There were *financial resolutions* to approve, such as:

- Acknowledgement of grant terms of conditions for MCU (JAG);
- Interest allocations for the Parks District and the Health Department;
- Appropriations for FCFACF and JFS (along with a reduction of appropriations to manage grant accounting) (three resolutions);
- WIOA reimbursements of expenses;
- Memo transactions to correct Juvenile Court accounting;
- Four resolutions for account to account transfers of appropriations for FCFACF, Juvenile Court, IT (relating to Commissioners allocation and payment of cybersecurity training), and the Sheriff (relating to vehicles – Chief Lape reports an efficient process this year, with eight new vehicles instead of six. The base price of the model increased, and contracted services are now classified properly with capital outlay. The increased cost of vehicles with the two additional ones and changes is about \$52,000, and this was within their budget with this account to account transfer of appropriations);
- Memo transactions and appropriations for the County Engineer projects. Along with a rescission of a resolution for project management purposes (three resolutions of this type);
- A fund to fund transfer of appropriations and accounting for the Engineer's facility note debt;
- An advance for EMA (grant funds); and
- The payment of bills.

#### **Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, January 29, 2019 beginning at 10:01 a.m., with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Dennis Keller, Jeff Porter, Aunie Cordle, Joshua Horacek, Amy Brown-Thompson, Branden Meyer, Loudan Klein, Todd McCullough, Jon Kochis, Dave Burgei, David Miller, Michael Kaper, Chief Lape, Rick Szabrak, Jeff Camechis, Jeff Barron, Mark Conrad, and Donna Fox-Moore.

#### **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.

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**Approval of Minutes for Tuesday, January 29, 2019**

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 29, 2018, 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 Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to approve the following Commissioners' Office resolutions:

- |              |  |
|--------------|--|
| 2019-02.07.a | A resolution approving an account to account transfer in a major object expense category – Fund# 1001, General Fund – Juvenile Court [Commissioners]                   |
| 2019-02.07.b | A resolution authorizing the approval of a license for use of property by Fisher Catholic High School. [Commissioners]   |
| 2019-02.07.c | A resolution approving an account to account transfer into major expense object category – Fund#1001 – Human Resources & Information Technology (I.T.) [Commissioners] |
| 2019-02.07.d | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]                       |
| 2019-02.07.e | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]              |

Roll call vote of the motion resulted as follows:

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

**Approval of the Economic Development Resolution**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Economic Development resolution to approve the reimbursement of expenses incurred by Board of County Commissioners Economic Development Department, the administrative and fiscal agent for the Workforce Innovation and Opportunity Act Area 20/21 for administering the program as a memo expenditure for fund 7831 Workforce Innovation OPP Act 20/21; see resolution 2019-02.07.f.

Discussion: Mr. Davis applauded Mr. Szabrak for his work. Mr. Szabrak thanked the Commissioners and Dr. Brown for the guidance.

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 Resolutions**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Emergency Management Agency resolution authorizing the approval of an advance from the general fund to EMA – Fund 2091 (subfund 8211) PUCO Hazmat Training Grant 2019 and Appropriate from Increase Certificate; see resolution 2019-02.07. g.

Discussion: Mr. Kochis thanked the Commissioners for their support for the annual Hazmat training.

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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:

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|--------------|--|
| 2019-02.07.h | A Resolution to Approve Advertising for the VIO-35, FAI-CR9-1.983 W. Columbus Street over Sycamore Creek Bridge Replacement Project. [Engineer]  |
| 2019-02.07.i | A resolution to request for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 2580 for inspections of Meadowmoore Reserve S1 P1&2 [Engineer]  |
| 2019-02.07.j | A resolution to revise prima facie speed limit for Carroll-Eastern Road (CR21) [Engineer]  |
| 2019-02.07.k | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2580-Subdivisions for various subdivision inspections [Engineer]  |
| 2019-02.07.l | 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 as of 2/1/19 [Engineer]                                   |
| 2019-02.07.m | A Resolution to Approve Advertising for the MAD-08, FAI-CR69-6.047 Clearcreek Road over a Tributary to Clear Creek Bridge Replacement Project. [Engineer]  |
| 2019-02.07.n | A resolution authorizing a fund to fund transfer. [Engineer]   |
| 2019-02.07.o | A resolution to approve the Agreement between Fairfield County and ADR & Associates, LTD. to develop construction plans. [Engineer]  |
| 2019-02.07.p | A Resolution to Approve the Construction Drawings for the VIO-35, FAI-CR9-1.983 W. Columbus Street over Sycamore Creek Bridge Replacement Project. [Engineer]  |
| 2019-02.07.q | A Resolution to approve to rescind Resolution # 2019-01.29.i, 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] |
| 2019-02.07.r | A Resolution to Approve Advertising by the County Engineer to Sell Scrap Metal and Aluminum. [Engineer]  |

Discussion: Mr. Camechis stated that a few of the resolutions were for bridge renovations or replacements and the speed reduction was in preparation for the new school on Carroll-Eastern Road.

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

**Approval of the Facilities Resolutions**

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



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- 2019-02.07.s            A resolution approving an easement and right of way with American Electric Power. [Commissioners] [Facilities]
- 2019-02.07.t            A Resolution to approve an Amendment No.2 to the contract between VPL Architects, Inc. and the Fairfield County Commissioners, as approved with resolution 2018-05.29.q [Facilities]

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

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

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Family, Adult, and Children First Council resolutions:

- 2019-02.07.u            A resolution to appropriate from unappropriated in a major expenditure object category Family, Adult & Children First Council Fund 7521, Children's Committee [Family, Adult and Children First Council]
- 2019-02.07.v            A resolution approving an account to account transfer Fund 7521 Family Adult Children First Council. [Family, Adult and Children First Council]

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:

- 2019-02.07.w            A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Fairfield County Sheriff Department [JFS]
- 2019-02.07.x            A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Fairfield County Sheriff Department [JFS]
- 2019-02.07.y            A resolution to approve reducing appropriations in a major expense object category – Sub-Fund # 8185 (12207219) – Kinnect-30 days to Family Grant - Fairfield County JFS [JFS]
- 2019-02.07.z            A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Sub-Fund # 8185 (12207219) – Kinnect-30 days to Family Grant - Fairfield County JFS [JFS]

Discussion: Ms. Cordle thanked the Sheriff's Office for their partnership.

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 memo transactions for Fund 2856 (Child Abuse and Neglect Discretionary Activities Fund), Fund 1001 (General Fund), and Fund 2481 (Juvenile Recovery Fund) to correct grant related accounting; see resolution 2019-02.07.aa.

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

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**Approval of the Major Crimes Unit Resolution**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Major Crimes Unit resolution to authorize the Fairfield County Commissioners to sign the Fairfield-Hocking Athens Major Crimes Unite Pre-Award Conditions Forms – JAG 2019; see resolution 2019-02.07.bb.

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

**Approval of the Regional Planning Commission Resolution**

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Regional Planning Commission resolution to approve change order #1 for the Fairfield County CDBG – Village of Baltimore FY 2017 Bridge and Water Line Improvement Project; see resolution 2019-02.07.cc.

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 approving an account to account transfer Fund 1001; see resolution 2019-02.07.dd.

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 to approve the payment of vouchers without appropriate care-over purchase orders for all Departments that are approved by the Commissioners; see resolution 2019-02.07.ee.

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

**Additional Comment**

Mr. Davis thanked Mr. Nauman for putting the notice on the electronic sign informing people of the warning centers. He added that Mr. Nauman does so much for the community with so little acknowledgement.

**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.

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- Administration and Budget Update/Carri's List

- a. Announcements

The offices will be closed on Presidents' Day, February 18<sup>th</sup>.

Sunshine Week is March 10-16. Please let Carri Brown know if you have news releases for Sunshine Week.

DD will provide an update and a lunch n learn session on March 12. March is DD Awareness Month.

Save the Date: The State of the County Address is April 30 at the WigWam. The review and regular meeting will be held at the WigWam.

- b. Highlights of Resolutions

Dr. Brown reviewed the resolutions prior to the Regular Meeting.

- c. Administrative Approvals & Budget Update

**Administrative and Program Update**

The review packet contained a list of administrative approvals.

One of the approvals was for services for Hunters Run Conservancy District. The District will in the future approach the County and the City to contract on its behalf (effectively operating as a loan, as the amounts paid for the contract for services would be recouped) to support a feasibility study, which is necessary for the District to conduct its appropriate assessments and improvements. When the District is ready, we will schedule a time to evaluate their proposal.

We have issued an RFP for vending services in county buildings. Proposals, which should have no cost to the county, are due March 1. The RFP advertisement will be in the media and is on the website.

The Records Center project is right on track. We envision three spaces that can be used for "hoteling", offices for HR, and a small exercise area for all employees, in addition to the main records center. We will report soon on how to use boxes for storage, as we envision a one-time centralized purchase followed by departmental purchases. The Clerk of Courts will be in the Records Center in the Spring, with other departments to follow.

Energy Aggregation Update: On Tuesday, February 5, at the RPC meeting, Mr. Bob Snavelly gave an update to RPC members about the county energy aggregation program. Current participants include Pleasant Township, Richland Township, Walnut Township, Village of Baltimore, Village of Millersport, and the Village of Rushville. With the energy aggregation program, based on market information, Palmer Energy recommended refreshing fixed pricing (from a recent RFP) for a 24-month term with Constellation Energy and FirstEnergy Solutions. The review packet contained a summary of the RFP from Palmer Energy.

**Motion to authorize the County Administrator to work with Palmer Energy relating to the energy aggregation program.**

On the motion of Steve Davis and the second of Jeff Fix, the Board of Commissioners voted to authorize the County Administrator to work with Palmer Energy relating to the energy aggregation program in order to refresh fixed pricing from a recent RFP for a 24-month term with Constellation Energy and FirstEnergy Solutions and to authorize the County Administrator to sign all necessary contracts and documents for this process, with the County Administrator reporting back to the Board of Commissioners following the administrative approvals.

**Regular Meeting #4 - 2019  
Fairfield County Commissioners' Office  
February 7, 2019**

Roll call vote of the motion resulted as follows:

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

Cost Allocation Plan Proposal: On February 4, 2019, Dr. Brown received a proposal from the MGT Consulting Group for the preparation of cost allocation plan services for 2018, 2019, and 2020. The County is currently under contract with Maximus for such services for 2017 (already completed), 2018 (in progress), and 2019. The consulting services are not required to be bid; however, we want to thoughtfully consider all proposals. The value of the current contract is \$11,500 annually; MGT proposes a 15% reduction, for an annual cost savings of \$1,725.

Making a change while the current process is underway this year (for 2018 to be used in 2020) and in the middle of a contract term is problematic; there are costs in paying the existing vendor an amount for changing if they have conducted work. In addition, there are no service problems reported with the current vendor who has been responsive and provided service as expected. In fact, representatives of the County Auditor's Office, the Budget Officer, and department heads speak very highly of the current vendor and the work the current vendor is accomplishing in an independent manner. The cost allocation report that we are now receiving meets needs. Further, there is a learning curve involved in changing vendors. County Auditor representatives mentioned there would be burden in changing the process, given how the current vendor is very familiar with reports and the organization.

After discussion, we believed the best course of action was to maintain the current vendor. Costs associated with training could outweigh savings, especially at a time when there are multiple system upgrades (taking the attention of multiple financial officers).

For the next contract period, we can consider opening the item up for an additional review. The Commissioners' Office has already marked its contract monitoring calendar for this review.

Dr. Brown provided an additional observation in that there has been no increase in the cost of services from the current vendor since 2010, when the annual charge changed from \$11,000 to \$11,500.

#### **Budget Update**

We provided budget related dates within the roundtable packet. Initial budget guidance relating to parameters for 2020 will be emailed in April. For 2020, there is an additional pay (there are 27 pays) which has budget implications of an additional approximate \$743,000 to be budgeted in the calendar year.

#### **d. BRAVOs**

Bravo to the facilities management team for keeping parking lots and walkways as safe as possible during inclement weather. Thank you to the Engineer's Office for their work on the roads.

Thank you to multiple employees and partners for their support of the Hunters Run Conservancy District in their time of need.

Thank you to financial and payroll officers for their hard work in testing the MUNIS system.

Bravo to Christina Foster, Payroll Officer and Account Clerk, for Commission Departments, for providing insight into a jail medical billing, saving \$8,000 in one conversation. Thanks also to Laura Holton, Valerie Carpico, and Lt. Hodder for participating in the review.

**Regular Meeting #4 - 2019**  
**Fairfield County Commissioners' Office**  
**February 7, 2019**

- Old Business

- a. Debriefing of Services During Severe Cold Weather

Thank you to Jay Nauman for the billboard to notify residents of a warming area during the very cold weather. Thank you to multiple community partners for setting up warming stations. We have sent thank you notes to each of these partners. We debriefed with EMA and others about the severe cold weather responses. EMA will work with other community leaders to create a climate shelter plan.

- New Business

- a. Electronic Idea Box

Following up on the January 29<sup>th</sup> Time with the Commission meeting, we proposed an electronic idea box. Dr. Brown will work with IT to develop a pilot program, and we can monitor and evaluate it. Please see the attached one-page summary.

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. State of the City Address – Wednesday, February 27<sup>th</sup> at 7:30 a.m. at Olivedale
    - 1. Commissioner Levacy will attend.

- b. Pickerington Chamber Lunch – Thursday, February 21<sup>st</sup> at 11:30 a.m. to Zion Church, Pickerington
    - 1. Commissioner Levacy will attend.

- c. The Future of Water – A Conversation with Seth Siegel – Thursday, February 21<sup>st</sup> at 5:30 p.m. at the Grange Audubon Center in Columbus

- d. ADAMH Annual Dinner – Tuesday, March 12<sup>th</sup> at 6:30 p.m. at the Liberty Center
    - 1. Commissioners Levacy and Fix will attend.

- FYI

- a. Jail Population is 289. (The Sheriff's Office maintains historical records of the jail population.)

- b. Communication from Lancaster Club Apartments re: residential development

- c. City of Lancaster Law Director 2019 Annual Report

- d. Prosecutor 2019 Annual Report

- e. Hall of Justice has 99,000 visitors annually per report from Deputy Marvin

- Open Items (none)

**Executive Session – Economic Development (ORC 121.22 (G)(8))**

On the motion of Steve Davis and second of Jeff Fix, the Board voted to enter into Executive Session to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance and to determine that the executive session is necessary to

**Regular Meeting #4 - 2019  
Fairfield County Commissioners' Office  
February 7, 2019**

protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project at 10:30 a.m.

Discussion: Commissioner Davis 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, Mike Petit, Rick Szabrak, and representatives from Blue Label Packaging Company.

Roll call on the motion as follows:

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

On the motion of Steve Davis and second of Jeff Fix, the Board voted to exit Executive Session at 10:58 a.m.

Roll call on the motion as follows:

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

**Review (continued)**

The Commissioners met at 10:58 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 and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Mike Petit, Amy Brown-Thompson, Joshua Horacek, Rick Szabrak, and representatives from Blue Label Packaging Company.

**Motion to Authorize proper notice to be given on February 11 for the consideration of the enterprise zone agreement relating to Blue Label Packaging Company dba Blue Label Digital Printing to be placed on a public meeting voting agenda on April 16, 2019, unless the Lancaster City Schools were to waive the notice period at which time the agreement could be placed on the agenda prior to April 16<sup>th</sup>.**

On the motion of Jeff Fix and second of Steve Davis, the Board voted to authorize proper notice to be given on February 11 for the consideration of the enterprise zone agreement relating to Blue Label Packaging Company dba Blue Label Digital Printing to be placed on a public meeting voting agenda on April 16, 2019, unless the Lancaster City Schools were to waive the notice period at which time the agreement could be placed on the agenda prior to April 16<sup>th</sup>.

Roll call on the motion as follows:

Voting aye thereon: Jeff Fix, Steve David, and David Levacy

**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 11:01 a.m.

Roll call vote of the motion resulted as follows:

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



1. 2. 3.

4. 5. 6. 7. 8. 9. 10.





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# Welcome & Announcements February 7, 2019

*Commissioners Davis, Fix, & Levacy*

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# Community Partnership Highlight

*Carri Brown*



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# Organizational Connections & Mission

*Carri Brown*



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# Leadership Conference Part II

## Thursday, May 16th

*Carri Brown*

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# Budget Planning

*Carri Brown*

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## What you can expect prior to the budget hearing for 2019 expenditures...

- Table of Organization, updated
- Discussion about comp plan and performance assessments
- Discussion about any new grants or facilities projects
- Any policies to supplement the county policy, if revised
  - Information needed to update county policies
  - Consistency is a goal
  - Support from HR (for overall risk management)

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## Human Resources Update

*Jeff Porter*

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## Recommendations

Twenty recommendations in the following areas:

1. Organizational culture, communication and employee involvement
2. Financial Rewards
3. Performance Assessment
4. Career Development, Training, and Recognition
5. Work-Life Balance




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## Moving Forward

1. Adjustments to vacation accrual and sick leave conversion have taken place
2. Performance assessment tools have been finalized
3. Trainings will take place for supervisors on use of performance assessment tools in preparation for 2020 budget year
4. In order to qualify for county merit based pay program, appointing authorities and departments must follow the county compensation plan and utilize the approved performance assessment tools



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Utilities Update

Tony Vogel

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Fairfield County Utilities	
<u>2018 -2023 Residential Development</u>	<u>Units/Lots</u>
Heron Crossing	180
Lake Forest	90
Lake Forest Condos	81
Estates at Lake Forest	50
Wellington	188
Wellington (future)	66
Overland Park Apartments	175
Enclave Condos	112
Meadowmore Reserve	192
Spring Creek	132
Chesapeake	24
Violet Meadows	40
Total Residual Units	1,330
SERVE • CONNECT • PROTECT	

# Violet Township Development



- Violet Meadows
- Meadowmore Reserve
- Chesapeake
- Enclave of Meadowmore
- Lake Forest
- Lake Forest Condos
- Estates at Lake Forest
- Heron Crossing
- Spring Creek
- Wellington
- Overland Park



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# Fairfield County Utilities

Current/Potential  
Commercial Development

Units/Lots

Sherman Middle School	1
Sureshot Commercial Bldgs.	5
Bloom Carroll Elementary	1
Outerbelt Brewery	1
BCCO Dispensary	1
Storage Units at Coonpath	15
Gilliam Commercial Lots	4
Lake Forest Commercial Lots	3
Violet Community Center	1
SR 204 Gas Station & Plaza	4



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# Violet Township Development

How does this effect county and services?

- Population increase (Violet Township)
- We have already planned for wellfield expansion.

Services in Violet Township

- Commissioners – Government Services Center  
JFS, Health Department, Courts
- Sheriff – Substation
- Title – Office in Pickerington
- FCDD – Office on SR 256



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# Fairfield County Utilities

Questions ?



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# MUNIS Update

*Mark Conrad & Jay Matlin*

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## Benefits to Fairfield County!

- Dedicated Early Adopter Coordinator at Tyler Technologies to assist with planning and project oversight
- Priority issue resolution through support and development
- Influence product quality and feature value
- Develop strategic relationship with MUNIS



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## Fairfield County's Contribution

- Assign project lead(s) to work with Tyler
- Provide resources for maximum test coverage
- Review release documentation provided
- Thoroughly test core components of implemented modules
- Provide high level documentation of test coverage
- Implement Munis release into LIVE prior to General Availability



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## What to Test

- Connectivity
- Your Processes
- Complementary products (MSS, TCM, Dashboard, etc)
- Performance
- Usability
- No issue is insignificant
- Review 'What to Test' document

**Test your normal, daily procedures**



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## Timeline

- **February 4**
  - Full testing phase of 2019.1 begins  
(Support available to accept cases)
- **March 1**
  - Upgrade LIVE/TRAIN to 2019.1
- **March 4**
  - Normal processing in LIVE and  
continue to report issues through EA



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## Resources Available

- Tyler Community
- Munis KnowledgeBase
- Release Documentation
- Enhancement Webinars  
(Sneak Peek sessions)
- Release Administration application



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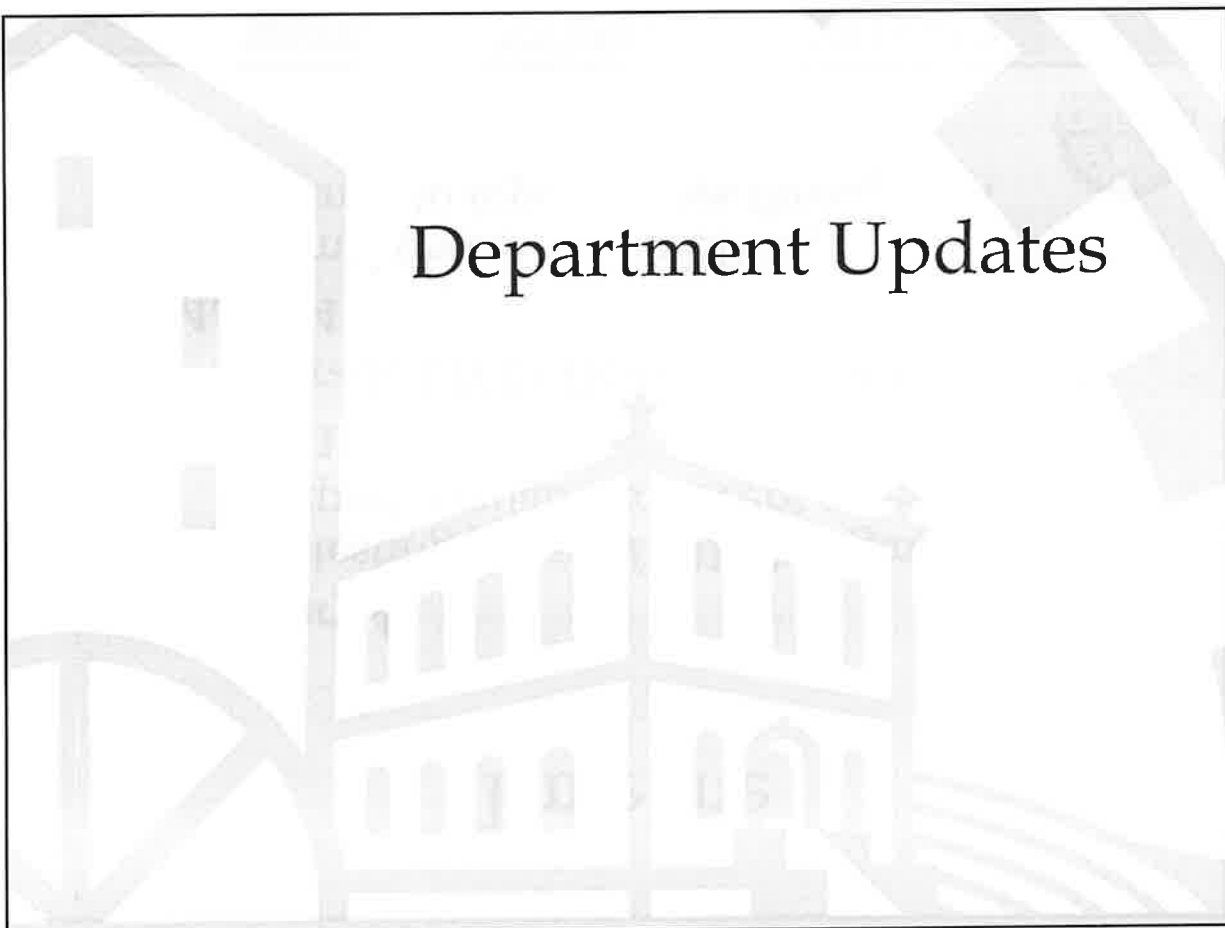
## Summary

- The Early Adoption Program is mutually beneficial
- Success depends upon collaborative effort
- Tyler is committed to the ongoing improvement and expansion of the Early Adoption Program – ongoing feedback is encouraged
- By participating in the Early Adoption Program we become an active stakeholder in the delivery of the highest quality, “customer tested” release.

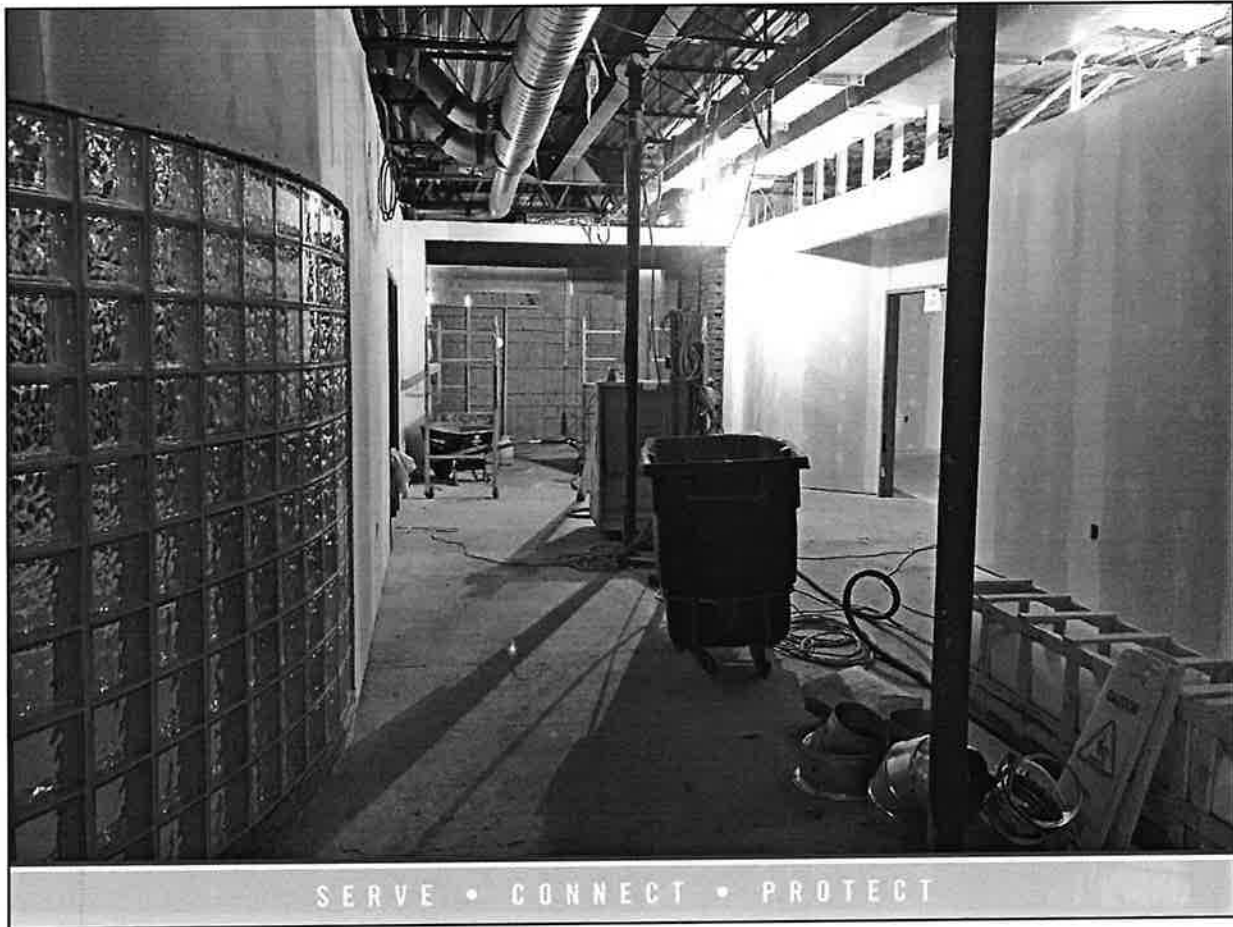
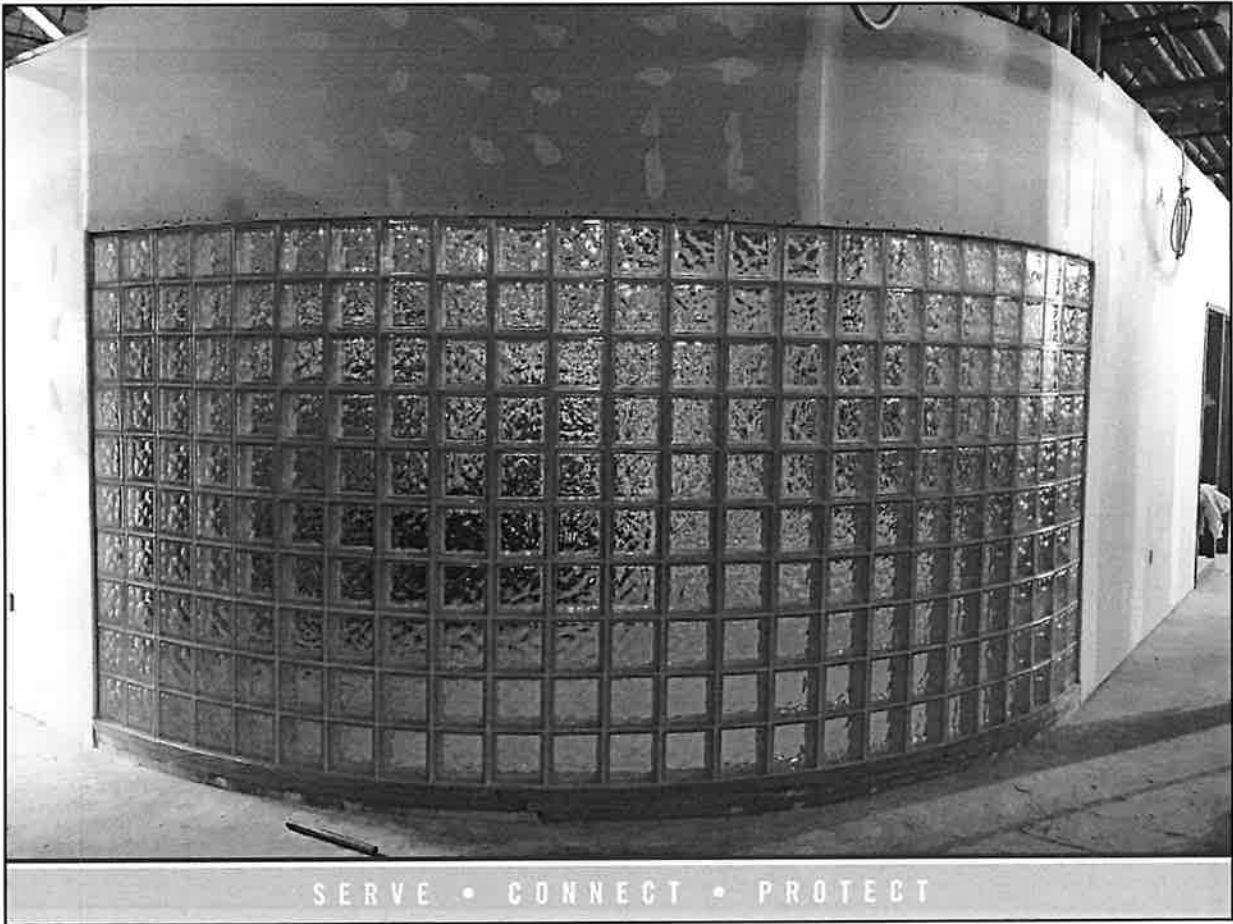


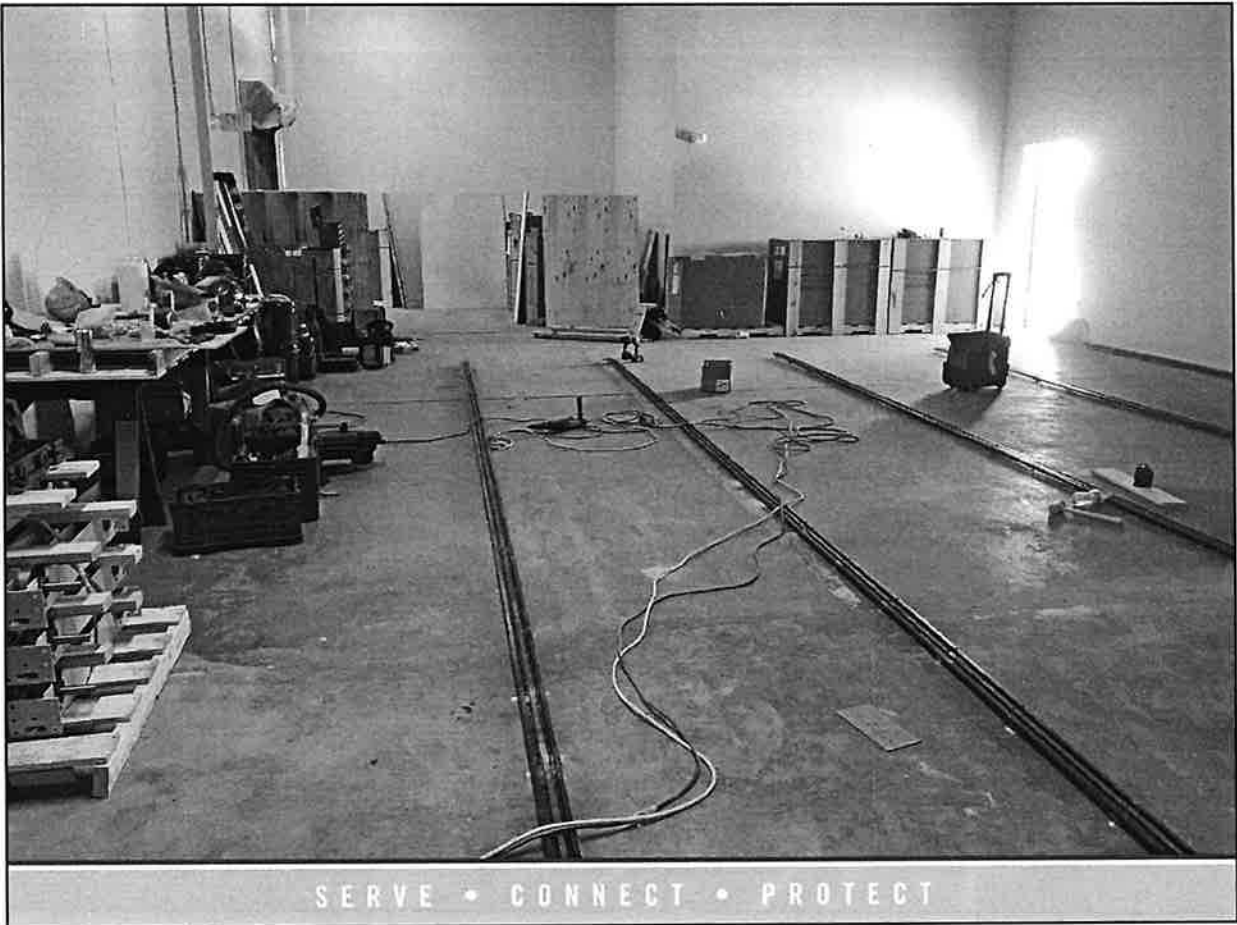
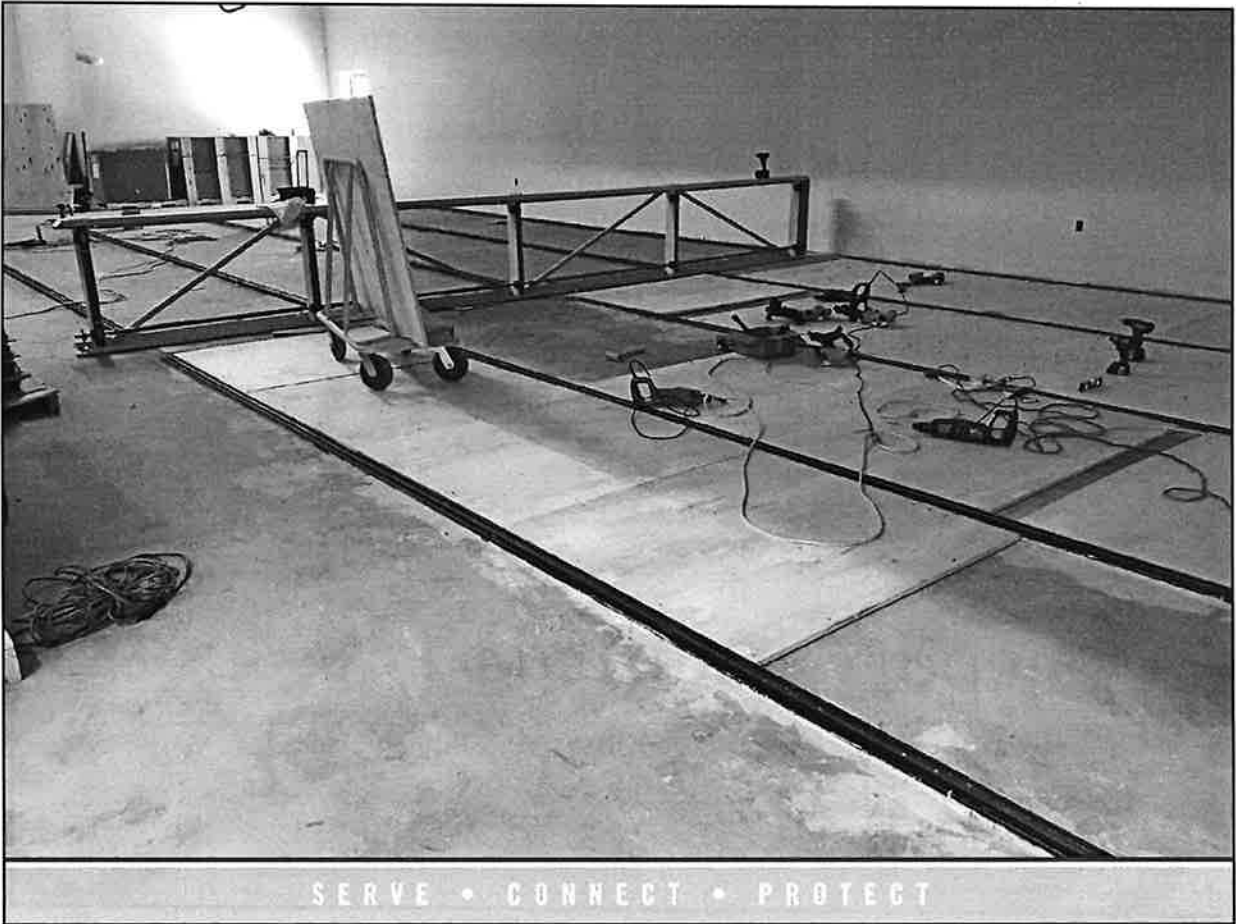
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## Department Updates

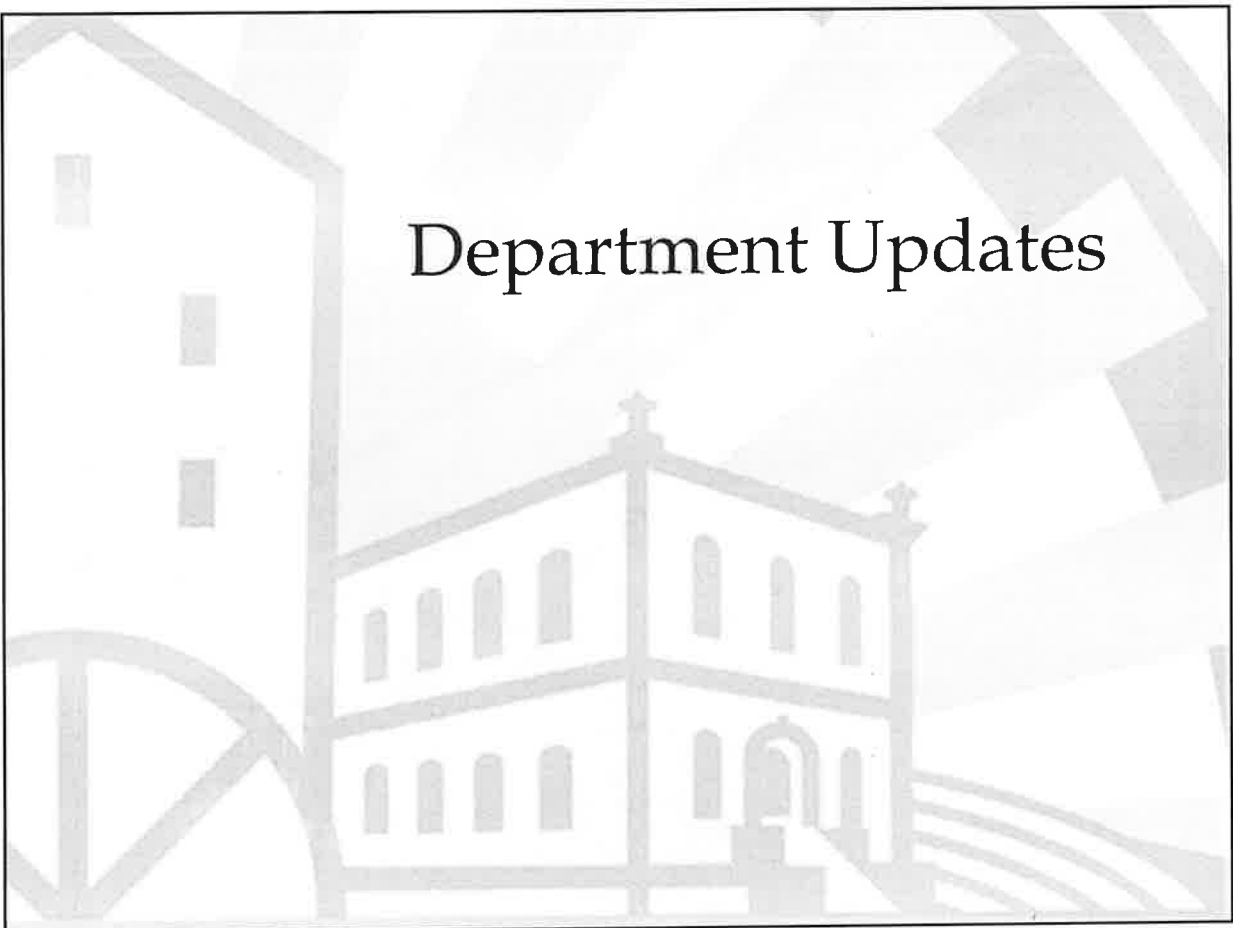
















# Rapid Fire News

Data Board Policy  
What have we done to...?  
2019 Special Dates  
Review of Packet & Checklist

*Carri Brown*

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*Thank you for attending  
today's Roundtable!*



