

**Regular Meeting #7 - 2016**  
**Fairfield County Commissioners' Office**  
**February 11, 2016**

**Elected Officials/Department Heads Roundtable**

The Commissioners met at 8:30 a.m. for the Elected Officials/Department Heads Roundtable. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Eisea, Jeff Porter, Todd McCullough, Jeff Camechis, Cheryl Downhour, Luann Davidson, Jerry Isle, Jim Bahnsen, Jason Dolin, Lisa McKenzie, Branden Meyer, Dennis Keller, Tony Vogel, Chief Perrigo, Gail Beck, Park Russell, Scott Zody, Rick Szabrak, Amy Boyer, Lori Lovas, Jill Boone, Larry Hanna, Sheriff Dave Phalen, Bart Hampson, Aunie Cordle, David Miller, Lisa Notestone, Jon Slater, Dave Burgei, David Uhl, Randy Carter, and Jon Kochis.

Mr. Davis welcomed everyone to the Roundtable, thanking them for attending and participating.

Mr. Kiger invited everyone to his birthday lunch on Friday, February 19<sup>th</sup> from 11:30 a.m. – 1:00 p.m. in the Commissioners Hearing Room.

Mr. Davis addressed the resent suggestions by certain city council members that the jail construction was causing arsenic in the water levels. This is false, and the Commissioners are happy to provide reports by both their experts and the city's experts. The latest reading was 13 but the levels have read as high as the 50s in recent years (prior to construction). The Commissioners continue to stay with science.

Ms. Brown welcomed the new courthouse greeter, Josh Stage.

Mr. Stage thanked everyone for the opportunity to work in the courthouse.

- Elected Official/Department Heads Updates

- a. Veterans Service Commission – Park Russell

Mr. Russell reported that their move was coming along slowly. They are currently awaiting ATT's final work and hope to be moved in two months.

- b. Auditor – Jon Slater

Mr. Slater stated the deadline has recently passed for dog licenses. They have 24,000 dogs licensed in the county. He thanked Mr. McCullough and Mr. Bahnsen for their help. The 2016 triennial real property values will be updated this year. There should be an increase in property values.

- c. Economic Development – Rick Szabrak

Mr. Szabrak reported that the Revolving Loan Fund is very active. They recently finalized loans for Bruce Chiropractic and FunBus. They will also be closing on a new loan for a new OBGYN in the near future. The office is working on site certification for five sites in Fairfield County for JobsOhio. Additional they will be taking over the WIOA board and will be featured in the Focus on Business Magazine later this month.

- d. Facilities – Dennis Keller

Mr. Keller reported he has been spending a lot of time of the jail site. They may finish the last of the caissons today and have the pilings all installed by the end of the week. This would complete the deep foundation portion of the project. They are right on schedule with the overall project.

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The new Liberty Center roof is 75-80% complete but has been a bit delayed with this week's weather.

- e. Dog Adoption Center & Shelter – Todd McCullough  
Mr. McCullough thanked the Auditor's office for their help in changing internal processes to streamline the dog licenses process. This was a huge help. They have been overwhelmed with the support for the recent large rescue. The dogs are all spoken for. They also have several interns through Ohio University.
- f. Human Resources – Jeff Porter  
Mr. Porter reminded everyone that open enrollment was currently going on and said he'd have more of an update later.
- g. Sheriff's Office – Sheriff Dave Phalen  
Sheriff Phalen stated that the state has mandated an additional 11 hours of training. The annual awards ceremony will be later in the spring. Additionally, the jail population has been holding in the low 200s for the last two years which is a good sign.  
Mr. Davis asked Sheriff Phalen to express the Commissions' gratitude for everyone's service.  
Sheriff Phalen added that they were also appreciative of the partnerships with the other public service agencies in the community.
- h. Treasurer's Office – Jim Bahnsen  
Mr. Bahnsen reported that first half collections were due on February 18<sup>th</sup>. They are now contracting with Brinks for the transfer of their money. This is working well.
- i. Prosecutor's Office – Jason Dolin  
Mr. Dolin reported that the Relax Inn litigation was still pending. This is driven by a tremendous amount of criminal activity with several felony convictions from the site in the last few years. They are hopeful the owners have seen the errors in their ways. He added the owners are being begrudgingly cooperative and that if they do not cooperate they will move forward with the case and attempt to close the business.
- j. Recorder – Lisa McKenzie  
Ms. McKenzie reported that things are currently slow in the office so they are taking the opportunity to upgrade equipment. They expect things to pick up again this Spring.
- k. Regional Planning Commission – Gail Beck  
RPC is accepting CDBG apps through April 15<sup>th</sup>. They are completing 2014 projects and starting 2015 projects. The building department is going well, and sub-division activity is picking up as well.
- l. Utilities – Tony Vogel  
Mr. Vogel thanked RPC for taking over the building department as it made more sense for them to handle that. He added that Don Sherman would be leaving in a few weeks to take a job in Circleville.

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m. OSU Extension – Jerry Isles

Mr. Isles reported that they have had several trainings lately. A new training program is a state wide program for nutrient certification for safer water. They will host a meeting on March 29<sup>th</sup> with Terry Gerhardt of ODNR regarding the Food Modernization Safety Act. They are also updating the local food guide and will be setting up farm tours.

n. Coroner – Luann Davidson

Ms. Davidson stated that 2015 was a record year for coroner cases with over 300+ investigations. At least 12 deaths were drug overdoses. They are receiving frequent requests for public records. She thanked the Sheriff for the dedicated line through the dispatcher. A large project for 2016 is converting documents from as early as 1930 to make them more accessible.

o. Board of Developmental Disabilities

Dr. Uhl reported that March would be DD Awareness Month. The kick-off event would be a bus tour on March 4. LHS will host a showing of “Where Hope Grows on March 24<sup>th</sup> and the Celebration of Possibilities dinner will be held on March 31<sup>st</sup>.

p. Clerk of Courts – Branden Meyer

Mr. Meyer reported the title offices processed 205,000 titles in 2015 (this was up 40,000 from the previous year). All records have been moved to the Baldwin Drive property. He thanked Dennis and Mark for their work. He asked everyone to review the slide show presentation regarding records which was included in the packet.

q. Engineer – Jeff Camechis

Mr. Camechis reporter they were just about caught up on snow plowing. Once the snow has melted they will begin filling potholes. Two bridge projects (Landis and Duncan Roads) will start at the end of the month.

r. Common Pleas Court – Jill Boone

Ms. Boone reported the court has submitted its application to get the Drug Court Certification from the Supreme Court. This would allow for more grant funding opportunities. Additionally they are renovating the law library and upgrading security.

s. Domestic Relations Court – Lori Lovas

Ms. Lovas stated DR Court was undergoing security upgrades as well.

t. JFS – Aunie Cordle

Ms. Cordle referenced the JFS update in the packet. Additionally, they are working on transferring the WIOA board activities. They are also working on the state effort to make sure all JFS offices in the state are working to employ all individuals who are employable. She reminded everyone to wear blue for Child Abuse Prevention Awareness on April 13<sup>th</sup>.

u. Soil and Water – Amy Boyer

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Ms. Boyer reported the SWCD has remained busy through the winter thanks to the weather. Additionally they will host collection days in the spring.

v. Auditor – Lisa Notestone

Ms. Notestone reported that the State Auditor was finishing school audits and is expected to start the County Audit in March.

w. Health Department – Larry Hanna

Mr. Hanna reported that the Health Department is working on their accreditation. All Health Departments are required to be accredited by 2020. They are currently working on the Community Health Assessment and hope to apply for accreditation by fall 2017 with an answer by 2019.

x. EMA – Jon Kochis

Mr. Kochis reported that Spring is severe weather season. There will be a weather spotter course on March 30<sup>th</sup> which will include a CERT class. He encouraged everyone to participate in the state wide tornado drill on March 23<sup>rd</sup> at 9:50 a.m. The drill will only last 5 minutes.

y. Ms. Brown thanked Veterans Services for their patience in the move processes and thanked IT for their help. She added that visitation would be moving to the Amstutz building once the VSC was in its new home. Re-entry is currently using the second floor.

- Leadership Conference Follow Up

Ms. Brown provided a quick follow up on the Leadership Conference action items. She and Ms. Cordle are working with Mr. Barker to finalize the county logo. The GEM electronic recognition program is working and a video would be shown at the end of the meeting. She thanked IT for their work in creating the program and Mr. McCullough for his working getting the tutorial set up. Ms. Brown also encouraged everyone to keep sending her Bravos to include in the review meeting.

- Website Updates/ Transparency

Ms. Brown asked those who have not done so already to review the online checkbook and forward to Ms. Elsea items that should be redacted. While these may be public records, it may make sense for offices to require the information be requested directly. There are currently two years uploaded. The checkbook will not contain employee pay information but that is readily available through the Buckeye Institute and from county personnel. Please direct any questions about the transparency effort to Ms. Elsea.

- Human Resources Update

Mr. Porter reviewed Open Enrollment which is February 8 – February 26<sup>th</sup>. The Board of Commissioners is expected to approve the personnel policy manual at the February 23<sup>rd</sup> meeting. Changes of interest include three personal days, vacation accrual changes for those with prior service, and basic life insurance coverage at \$50,000 per employee.

- Time Keeping Work Group

Mr. Porter reported that with the proposed changes to the Fair Labor Standards Act they were taking the opportunity to look at the policies and implement a consistent plan. Mr. Porter asked anyone interested in serving on the workgroup

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to let him know. The next meeting is February 25<sup>th</sup>. The hope is to have something implemented the first pay period of July 2016.

Mr. Zody added that this is a pretty substantial project and that the group hopes to find a consistent path that will work for almost anyone. He added that in order to have flexibility you must first have accountability.

Mr. Porter noted they would have training on the Fair Labor Standards Act hosted by Marc Fishel.

- Rapid Fire News

Ms. Brown reviewed the 2016 Special Dates, 2016 Budget Hearing schedule, Records Center slide show, OU Internships (contact Todd McCullough if you are interested and he can get you in contact with OU), and the checklist.

The group viewed the GEM tutorial video (<https://youtu.be/qRK7u4ALdyQ>).

Mr. Keller stated that he has received several calls about the new Records Center on Baldwin Drive. He reminded everyone that it is not open yet, but when it does open there will be a process for storing items there as it will not be a dumping group.

Mr. Kochis added that the security committee is willing to attend building meetings. He would be happy to attend these meetings to discuss each building's security.

Mr. Davis thanked everyone for attending.

Mr. Davis stated at 9:40 a.m. the Commission would be in recess until the 10:00 Regular Meeting.

#### Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, February 11, 2016 beginning at 10:03 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Branden Meyer, Rick Szabrak, Dennis Keller, Todd McCullough, Jeff Porter, Jim Bahnsen, Jason Dolin, Scott Zody, Jon Slater, Jon Kochis, Aunie Cordle, and David Uhl.

#### Pledge of Allegiance

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

#### Announcements

Commissioner Davis asked Ms. Elsea 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. There were no public comments.

#### Approval of Regional Planning Commission Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Regional Planning Commission resolution to rescind Change Order #2 – Village of Carroll FY 2014 Projects; see resolution 2016-02.11.a.

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Discussion: Ms. Brown stated she spoke with Ms. Mattei. They are matching the records to what is expected and therefore, the earlier change is not needed.

Roll call vote of the motion resulted as follows:

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

**Approval of 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 authorizing the approval of a service agreement by and between Fairfield County Sheriff's Office and the Village of Bremen; see resolution 2016-02.11.b.

Discussion: Ms. Brown stated this was a contract renewal.

Roll call vote of the motion resulted as follows:

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

Ms. Elsea announced that the next Regular Meeting is scheduled for Tuesday, February 16, 2016, at 10:00 a.m.

**Adjournment**

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn 10:02 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 Tuesday, February 16, 2016, at 10:00 a.m.

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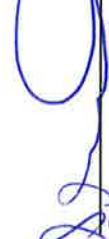
Motion by: *Dave Levacy* Seconded by: *Mike Kiger*

that the February 11, 2016, minutes were approved by the following vote:


YEAS: *Levacy, Kiger, Davis* NAYS: None

ABSTENTIONS: None

\*Approved on February 16, 2016

  
Steven A. Davis  
Commissioner

  
Dave Levacy  
Commissioner

  
Mike Kiger  
Commissioner

  
Rachel Elsea, Clerk