

Regular Meeting #6 - 2021
Fairfield County Commissioners' Office
February 11, 2021

Roundtable

The Commissioners met at 8:30 a.m. for the Elected Officials and 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 and Rachel Elsea.

Attending virtually were: Donna Fox-Moore, Jon Kochis, Ginger Caito, CJ Roberts, Lisa McKenzie, Luann Davidson, Michael Kaper, Park Russell, Thomas Lininger, Tony Vogel, Amy Brown-Thompson, Joshua Horacek, Lynette Barnhart, David Landefeld, Jim Bahnsen, Aunie Cordle, James Mako, Jeff Porter, Jeremiah Upp, Jon Slater, Leslie Cooksey, Nikki Drake, Tracy Galway, Aubry Fowler, Chief Churchill, Dave Burgei, Dennis Keller, Chief Collins, Magistrate Boone, Jon Kochis, Kelly Turben, Rhonda Myers, Rick Szabrak, Sheriff Lape, Branden Meyer, Stacy Hicks, Jon Slater, David Miller, Kyle Witt, David Uhl, and Chris Wagner.

- Welcome

The Commissioners welcomed everyone to the meeting.

- Department Updates

- a. Municipal Courts – Judge Landefeld

Judge Landefeld reported he would be leaving before the end of his term and expected Mr. Randall Ullom to be appointed as his replacement.

- b. Emergency Management Agency – Jon Kochis

Mr. Kochis reported the vaccination clinics with the Board of Health are now reaching those at age 79 and above to vaccinate. They are able to vaccinate more people but can only use the supply that they are sent. There is a shortage in the supply. In total, 13,240 (8.4% of the population) has been vaccinated in Fairfield County in the last 40 days. They expect to have 600 doses at the Health Department alone next week (that is not including other avenues that can also distribute the vaccine). He urged everyone to register wherever they can to get the vaccine and get it however they can. He also encouraged people to look outside of the county to get vaccinated if that was an option for them. The Health Department has scheduled appointments on Friday for the following week. The case counts continue to drop as well, which is very promising.

Mr. Levacy stated that Fairfield County has a great system set up and that the issue is the lack of supply.

The question was asked if you could get the vaccine if you've already had COVID.

Mr. Kochis replied that you could, and it was suggested you wait 90 days before you get the vaccine so that the side effects are not as bad as they could be otherwise. You also must wait two weeks after receiving any other vaccine.

- c. Sheriff's Office – Sheriff Lape

The office continues to work with the COVID protocols within the facility and jail. There are several strategic projects in the works, including the review of practices and policies for the property room; general policies and procedures; recruitment; and other items.

- d. JFS – Aunie Cordle

Ms. Cordle has been hosting live events to connect with staff every month. Today they will have Clinton Davis from Community Action at the presentation. Mr. Kochis has joined them in the past. JFS is preparing for Child Abuse Prevention

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Month in April. The staff continues to participate in the NACO Leadership Academy, and this is much appreciated. JFS is beginning a strategic planning process and will be reaching out for feedback.

Ms. Cordle also spoke about the increase in fraudulent unemployment claims. While unemployment is a state system, JFS has become savvy in pointing people in the right direction to help.

e. Economic and Workforce Development – Rick Szabrak

Good things are happening at the Workforce Center. Hocking College is providing testing for MAGNA. Hocking College will host a HVAC class in March. They hope to have 10 enrolled. He also reviewed other programs with the Workforce Center and Economic Development.

Dr. Brown mentioned the County was getting ready to apply for a Tech Cred Grant, and if there were people who would like to be involved (such as employees taking technical courses for HVAC or for IT), they should reach out to her. Ms. Cordle commented that JFS participated in this in the past, and it was very much appreciated.

f. Utilities – Tony Vogel

Mr. Vogel reviewed the growth in the northern part of Fairfield County. He is going through the NACO Leadership Academy, as well, and appreciates that opportunity.

g. Treasurer/Land Bank – Jim Bahnsen & Michael Kaper

The first half collection appears to be running as normal. One change that was made this year is how the Treasurer is accepting cash payments at the drive-thru location.

The Land Bank has set up a mini-grant program which is available to local governments and area non-profits to help assist with the improvements of properties.

h. Auditor (Auditor, IT, GIS, REA) – Jon Slater

The Auditor's Office remains busy. They are busy with CUA, applications, and processing dog tags.

Dr. Brown thanked the Auditor for their help in preparing for the Moody's Bond rating. The county recently received a rating of Aa2.

i. Recorder – Lisa McKenzie

After 20 years, the office has changed reporting vendors. They are very excited with the new vendor. They are currently implementing property fraud alert, a free service to all Fairfield County property owners that notifies them if something is filed in their name.

Dr. Brown thanked Ms. McKenzie and her staff for their example of adaptability with new technology.

j. Common Pleas Court – Magistrate Boone (who had to leave early based on a hearing)

Common Pleas Court has been adapting to the pandemic by providing new services with technology. They have demonstrated innovation and positive leadership. Dr. Brown provided several examples.

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k. Juvenile/Probate Court – CJ Roberts

Ms. Roberts reported a lot of focus is on the recent murder case. She also reported that Tracy Galway has joined the office to replace Becky Edwards, who will be with the Court for period of time under contract.

l. Engineer's Office – Jeremiah Upp

Mr. Levacy applauded the snow removal crews for their work.

Mr. Upp stated the primary focus is taking care of the roads and keeping them clean. Crews remain on a staggered start due to the COVID protocols. Everyone in the office is staying healthy. They are gearing up for the construction season, which will include the Bader Road Bridge improvements and several paving projects.

Mr. Upp thanked Mr. Vogel for his help with the stormwater lift station they manage at Buckeye Lake. This was a huge benefit to the homeowners.

m. Prosecutor's Office – Kyle Witt

Prosecutor Witt reported they recently had a new murder case come before the office. While they handle a lot of cases, when there is a murder, they have to handle it in a unique way. All three of the divisions are working on the case. Otherwise, it is business as usual, processing cases and keeping people safe.

n. Coroner's Office – Luann Davidson

Ms. Davidson reported last year they investigated 436 cases. Two types of work they do that is not commonly known in the community are the identification of bones and other body parts found in the community. They work with anthropologists and forensic dentists to help identify the remains. The office then works to determine what kind of ground they are working on. The remains are not always human, but they could be animal remains. Another area they have had a lot of work in recently is identifying next of kin. The office has helped FMC and funeral homes recently. Thank you to Kelly Robberts in the Sheriff's Office for helping push out those requests to the community to help.

Mr. Levacy thanked the Coroner's Office for their terrific work and willingness to go above and beyond the call of duty.

o. Clerk of Courts – Branden Meyer

The Clerk's Office is open with the staff members that are healthy. They received a grant to purchase a fingerprint machine for the Sheriff's Office. That will be kept in the Clerk's Office to avoid having to send individuals to the Sheriff's Office to be fingerprinted. They are also now accepting passport applications again.

p. Facilities – Dennis Keller

The department has been busy with the surge of winter weather. On a snow day, they come in at about 3:00 a.m. or 4:00 a.m. to make sure the parking lots and sidewalks are clear for when people come in for work. There are daily heating problems during these cold days.

A new maintenance technician has been hired and will start next Monday.

The UV disinfection for HVAC installation is about 40% done (mainly in the smaller buildings). They are also starting to look at Phase 2 of the energy conservation project. The One Stop at the Liberty Center will be having a solar array

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installed to see what kind of return is received using solar energy and to learn more about solar processes.

q. Human Resources – Jeff Porter

The personnel policy manual acknowledgments for 2021 will be sent out this week. They can be updated through ESS or on paper. The Weight Watchers Reimagined program has been launched. Employees can sign up for a reduced price. They will also move to a new nutritional counselling program.

They continue to monitor the unemployment fraud daily and are working with Sedgwick to identify any claims that ay have been made. Any fraudulent claim made is reported to the Sheriff's Office as part of their open report. They have also communicated about the state hotline to report unemployment fraud.

r. Dog Shelter – Jeff Porter

There are new deputy wardens who have joined the office from Franklin County.

They have extended the deadline for dog registrations until June.

They are working on community outreach and facility improvements.

s. Regional Planning Commission – James Mako

Mr. Mako echoed Mr. Vogel and Mr. Upp's comments on the strong development growth in the northern part of the county. He does not see this slowing down anytime soon. He has a presentation available for residential development growth over the past five years should anyone be interested in that. The office is working on updates to the county subdivision regulations. Building permits have also been at an all time high and do not show signs of slowing down.

They are now transitioning into the project phase for CDBG and will work with the communities on the projects. RPC has applied for a CARES Act related grant on behalf of the county to help Meals on Wheels and should hear about that application soon.

Dr. Brown announced that after 22 years, Gail Beck recently retired as the Administrative Assistant and Shar Bails (from the Commissioners' Office) was hired as her replacement.

Mr. Mako also announced the hire of Tamara Ennist who was hired later last year. The office is now fully staffed.

New Employee of the Commissioners' Office

There is a new employee of the Commissioners' Office based on the promotion of Shar Bails to the RPC Administrative Assistant position.

Emylee Gussler is a new account clerk 2 with the Commissioners' Office. She comes to use from the Ohio EPA and she has a bachelor's degree from The Ohio State University. She will be responsible for accounts payable, financial transactions, purchasing, and general clerical support for the budget officer. When you see, Emylee, please welcome her to Fairfield County.

Dr. Brown also thanked Donna Stalter at JFS for the new fact sheets for the building department of RPC. The fact sheets have been posted on the RPC website.

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t. Soil and Water Conservation – Nikki Drake

Soil and Water is busy with their annual tree sale. Order forms are on their website and Facebook page. There are usually over 100 customers, and the tree packets can be anywhere from a handful of trees to 100 trees. They also give free trees to fifth graders. They nominated a local farmer for an Ohio Master Farmer Award, and he was chosen for the award: Congratulations to Gary Waidlech.

u. OSU Extension – Aubry Fowler

Ms. Fowler thanked the Commissioners and other departments for their partnership and support. Most of the 2020 programs have been wrapped up, and they are beginning to look at program outreach for 2021 and how to have that outreach done safely in person. They will begin going out to the schools for 4H recruitment soon.

v. Veterans Services – Park Russell

The office is open from 8:00 a.m. – 4:00 p.m. and they continue to serve. Transportation has been increasing. They have taken about 20 veterans for their COVID-19 vaccinations in the last few weeks. Veterans are able to set up appointments for the vaccines through their local clinics.

w. DD – David Uhl

Over the last few weeks, they have coordinated with the Health Department for COVID clinics at Forest Rose. He could not speak highly enough for how easy it was to work with the Health Department. They vaccinated nearly 300 people who support those individuals with developmental disabilities. Second dose clinics will begin next week.

x. County Parks District – Ginger Caito

The Parks District will be going on the ballot on May 4th for a levy renewal. Last year was a very busy year completing projects. Commissioner Levacy indicated he was eager to tour the Mamburg Park, and Ms. Caito invited him to reach out with some suggested times for a tour.

y. Major Crimes Unit

Dr. Brown thanked Commander Lowe for being so responsive to a particular case that involved multiple political subdivisions. Commander Lowe has a number of contacts in various counties and this is very beneficial to our county when cross jurisdictional collaboration is needed. She also commented on the successes of Project FORT.

z. FCFACF – Donna Fox-Moore

Ms. Fox-Moore thanked everyone in the community for the collaboration and support. This year they will work with their partners to review their Service Mechanism Program. She also reviewed the other programs and thanked the many partners who were serving children and families.

Ms. Fox-Moore commented on the NACo Leadership Academy, which has been inspiring to her.

- Honoring Diversity/Culture of Inclusivity

Mr. Porter spoke about needing to treat others the way they wanted to be treated without making assumptions. It is important to understand the biases that everyone has. These issues will be brought up and discussed in future roundtables and activities. Dr. Brown commented on the recent EEOP and various trainings available to all.

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- Budget Update & Rapid News- Dr. Carri Brown

Deadline Reminder

The deadline for resolutions (approved by Finance and the Prosecutor, as needed) for Tuesday is Friday at noon prior to the Tuesday. This is the same deadline for all types of resolutions.

New Software or Hardware?

New software or hardware needs to be approved by the Data Board, which meets quarterly. You can also provide information to IT or the County Administrator for the Data Board. They will connect.

Communications update – videos, newsletter, lunch n learn sessions

In 2021, the Commissioners are postings videos on the website, which has a new look! There will be quarterly newsletters and multiple lunch n learn sessions for all. Please see the special dates, lunch n learn dates, the plan for proclamations, and budget hearing schedule for 2021 in the roundtable packet.

CARES Act update

We in Fairfield County have completed the CARES Act Relief Fund Accounting. There are remaining eligible expenditures not charged. All CARES Act funds in fund 2868 have been used. We have met the original deadlines.

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

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.

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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.

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.

There are some exciting Economic Development grants, too, relating to the Revolving Loan Funds.

Reminder: Please be sure to send in the CARES Act inventory sheets by February 16th; there were emails about this sent in October through February.

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2021 Budget – letter to come in early April

There will be email communication about the 2022 budget sent by email early in April.

Work Group Opportunities

If you would like to participate in work groups, contact Carri Brown prior to February 16 to be included in the invitations to participate.

1. IT Strategies Work Group
2. Post Pandemic Information and Celebrations
3. Space Utilization/Services in the Pickerington Area (Clerk of Courts Title)
4. Recruitment and Retention (ongoing from 2017)
5. Environmental Stewardship (ongoing from 2017)
6. Renting Jail Space

Training

All employees must take Ethics training, Cybersecurity training, and training about unlawful sexual harassment. There are multiple options for taking this training, such as online training. IT will send out information about Cybersecurity training. HR will send out information about the required training. There will be these three trainings at the Leadership Conference on September 23rd if you plan to attend that training.

Public Records Training must be taken by all elected officials or their designees each term. There are online options.

Go-To- Meeting (with some Zoom and Teams comments, too) will be held on February 27.

Review of Packet – Checklist/Dates/Proclamations

We reviewed the checklist, dates, proclamations, and the newsletter.

What have we done to accomplish the mission...

As we continue to serve, connect, and protect, thank you for all that you are doing to support the people of Fairfield County.

Open Items

Mr. Fix thanked everyone for the updates. He stated the updates were good reminders of how fortunate Fairfield County is that everyone works together in a cooperative manner.

Highlights of Resolutions

Dr. Brown highlighted the resolutions for the voting agenda.

We had two resolutions regarding the process for reducing a speed limit based on documented studies (this was for the traditional process with Department of Transportation involvement and recommendation based on engineering studies); a signature for confidential funds for MCU grants; and a contract renewal for Functional Training Services for JFS.

Thank Yous

Dr. Brown thanked the NACO Leadership participants and everyone who is helping EMA and the Health Department as volunteers.

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Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, February 11, 2021 beginning at 10:22 a.m., with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown and Rachel Elsea.

Attending virtually were: CJ Roberts, Michael Kaper, Thomas Lininger, Nikki Drake, Joshua Horacek, Chief Collings, Amy Brown-Thompson, Tony Vogel, James Mako, Jon Slater, David Uhl, and Chris Wagner.

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 comments.

Approval of Minutes for Tuesday, February 9, 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, February 9, 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 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:

- 2021-02.11.a A resolution to request the Director of Transportation review the engineering and traffic investigation documents and then, as the Board is advised by the Director of Transportation, to approve that recommended revision to revise prima facie speed limit for Sugar Grove Road (CR50) [Engineer]
- 2021-02.11.b A resolution to request the Director of Transportation review the engineering and traffic investigation documents and then, as the Board is advised by the Director of Transportation, to approve that recommended revision to revise prima facie speed limit for Hill Road (CR18) [Engineer]

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

Approval of the JFS Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the JFS resolution regarding a Purchase of Service Contract between Functional Training Services, Inc. and Job & Family Services, Community Services Division; see resolution 2021-02.11.c.

