

Regular Meeting #7 - 2015
Fairfield County Commissioners' Office
February 12, 2015

Elected Officials/Department Heads Roundtable

The Commissioners met at 8:31 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 Judge Terre Vandervoort, Jeff Porter, Carri Brown, Staci Knisley, Jon Kochis, Andrew Stemen, John Pekar, Aundrea Cordle, Todd McCullough, Randy Carter, Park Russell, Dennis Keller, Branden Meyer, Jeff Camechis, Tony Vogel, Lisa Notestone, Jim Bahnsen, Molly Johnson, Rachel Shafer, Heather Winchell, Ginger Caito, Lori Hampshire, Angie Crawford, Susie Bloom, Leann Glass, Susie Bloom, Amy Boyer, David Miller, Tim Craft, Holly Mattei, Dave Burgei, Michael Kaper, Jeff Barron, Nancy Duffee, Lisa McKenzie, and Susan Eyerman.

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

Commissioner Kiger presented Commissioner Davis with an "I'm In Charge" button for a lighthearted moment.

Commissioner Davis reviewed a time in his life that involved decision making. He stated that in 1996 he had a tough decision to make. He had three career choices and paths that he was contemplating. He scheduled a meeting to discuss his decision with his uncle who was a former Lieutenant and Colonel. His uncle told him that the decision could "affect the rest of your life but it probably will not". At first, Commissioner Davis did not like the answer. As he drove down the driveway, he realized that he had his stress relieved immediately. He allowed the stress of the decision to paralyze him. Commissioner Davis stated that his uncle identified the problem in one sentence.

- **Auditor of State Award with Distinction**

Commissioner Davis stated that he was pleased to have Tim Craft with the State Auditor's office attend the meeting to present Auditor Jon Slater, Jr. the "Auditor of State Award with Distinction".

On behalf of Auditor of State David Yost's office, Mr. Craft presented Mr. Slater and his staff with the "Auditor of State Award with Distinction". Mr. Craft stated that the award should not be taken lightly. The award is hard to get. The Auditor of the State only gives out 50 awards to organizations that also include Villages, Townships, Universities, Local Schools, and other Local Governments. He thanked the Auditor's staff and entire county for their hard work. Mr. Slater stated that the award was not possible without his staff. He appreciates their efforts.

On behalf of the Commission, Commissioner Davis congratulated Mr. Slater and his office for the award.

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In turn, everyone congratulated Auditor Slater and his team for the award.

- Elected Official/Department Heads Updates

- a. Juvenile/Probate Court – Judge Terre Vandervoort

Judge Vandervoort provided an update on the computer upgrade that was completed this week. The upgrade helps her courts cooperate with the State. She will also be hosting training for Continuing Legal Education (CLE) in March. She thanked everyone for their support.

- b. Clerk of Courts – Branden Meyer

Mr. Meyer thanked Assistant Prosecutor Josh Horacek and County Administrator Carri Brown for their support and efforts for the proposed Financial Transaction Device process. Every day, he has customers asking to pay by credit card, debit card, and/or electronic check. Mr. Meyer also stated that the Clerk of Courts office will be upgrading their Courtview computer software.

- c. Veterans Services Commission Office – Park Russell

Mr. Russell provided an update on their search for a new office space. The Request for Proposals (RFP) is almost complete. They are also working on Veteran Identification cards. The cards help the veterans connect with their benefits. They are also working with Lutheran Social Services and will be hosting a Homeless & Veterans Stand Down on May 22nd at the County Fairgrounds.

- d. Facilities and Grounds – Dennis Keller

Mr. Keller provided an update on his projects. He is busy with the Public Safety/Jail project, keeping the architects and designers on task. He is also working with the City of Lancaster to obtain permits. Another project he is working on is the exterior and interior signage project throughout the county buildings.

Mr. Keller also reminded everyone that the FMX system is used for maintenance requests and scheduling rooms. If anyone has yet to sign up for the program, please contact him or go online to the intranet and sign in.

- e. Dog Adoption Center & Shelter – Todd McCullough

Mr. McCullough provided an update on the Center and Shelter. The period for renewing dog licenses has expired. They are working with the Auditor to

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complete the process. He also reported that the Center was recently featured in the Lancaster Eagle Gazette. They have partnered with the Southeastern Correctional Complex-Lancaster to implement a program called "PUPPS" (Prisoner United People and Puppies through Service). Mr. McCullough stated that it is a great collaboration. Another update is that the Center is expanding their hours in March to accommodate customer needs. The Center will be open on Saturday's from 9:00 a.m. to 1:00 p.m.

On behalf of the Commission, Commissioner Davis stated that Mr. McCullough has confirmed the wisdom of the Commission by hiring him as Dog Warden.

f. Job and Family Services (JFS) – Aundrea Cordle

Ms. Cordle provided an update on the reorganization of the Workforce Development division of JFS. In order to maximize service to employees Mike Miller will be doing more outreach locally to businesses. He is working with Economic Development to make sure that efforts are not duplicated. Corey Clark will now have a dual role as Child Support Director and Workforce Director. Ms. Cordle reported that April 8th is "Wear Blue Day". This represents Protective Service Awareness. The April 8 date is on the Commission calendar.

Commissioner Davis stated that he appreciated Ms. Cordle's work.

g. Treasurer Jim Bahnsen

Mr. Bahnsen provided updates on the real estate tax collections. The first half collections are due February 19th. He is trying to keep his office at low stress levels so that when customers are also stressed, they can see happy faces. The collection of real estate taxes is at 49%. Mr. Bahnsen reported that he has made a few changes within his office staff. He has been busy with the Land Bank. He and his assistant Michael Kaper attended a seminar in Canton this week. Mr. Kaper reported that the Land Bank is moving forward with acquiring properties and implementing a grant project.

h. Engineer's Office – Jeff Camechis

Mr. Camechis reported that Engineer Jeremiah Upp could not attend the roundtable. He is at a professional surveying conference.

Mr. Camechis stated that the Engineer's office is busy treating snow and ice condition on roads. They are also busy with plans and drawings for future projects.

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i. Regional Planning Commission (RPC) Office – Holly Mattei

Ms. Mattei provided updates regarding Community Development Block Grant (CDBG) programs. Currently the Environmental Review Record (ERR) for Fiscal Year (FY) 2014 has been approved by the Board of Commissioners. The FY 2014 grant includes the \$300,000 approved for the Village of Carroll. The Request for Proposal (RFP) for the Engineer selection for the Village of Carroll has been completed and plan preparation is in process. The construction invitation to bids will happen in the spring, with construction starting in the summer. Also, CDBG Fiscal Year 2015 program is in process. The State has changed their process. They now require a Community Development Implementation Strategy (CDIS) meeting that will be held on March 17th. All communities that are applying for the grant must attend the CDIS meeting. This CDIS meeting has to be between the 1st and 2nd public hearing regarding the CDBG Fiscal Year 2015. The RPC staff will rank the applications and make a recommendation to the Board of Commissioners.

Ms. Mattei also reported that development and zoning technical assistance has increased. This is a good thing for the office.

j. Board of Developmental Disabilities (BDD) – John Pekar

Mr. Pekar provided updates for BDD's International Accreditation. Every three (3) years BDD is up for the accreditation. At the end of 2014, they were notified that they have received another International Accreditation.

Mr. Pekar also reported that DiscoverU has received an Award of Distinction. Columbus Business First featured Art & Clay in an article regarding downtown revitalization. He is very proud of their acquisition of Art & Clay in 2009. March is Developmental Disability Awareness month, and the Celebration of Possibilities is on March 26th at the Crossroads Event Center in Lancaster.

k. Soil & Water – Amy Boyer

Ms. Boyer provided updates. They have received grant funds to help local farmers. They are also applying for grant funds from the Ohio Water Commission. The funds would be used for Buckeye Lake. She also reported that they will be having a Drug Collection in the Spring.

l. Emergency Management Agency (EMA) – Jon Kochis

Mr. Kochis provided an update on the Continuity of Operations Plan. The departments are working on their parts of the plan. Once the updates from the departments are received, they will receive another short survey asking

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departments to consider essential functions in more detail. EMA will work with Facilities and IT to compile the information.

m. Information Technology Department (IT) – Randy Carter

Mr. Carter provided updates for his department. IT is asking everyone to dial “9” as an access code to get an outside line rather than using “8”. This will help secure the “8000” block of numbers for other uses. An email will be sent out shortly to everyone. Also, as of March 21st the (740) area code users will have to dial 10 digits now for all calls. IT is enforcing this at the end of the month to get prepared. This affects fax machines also. Call IT for help with this if needed.

n. Sheriff Dave Phalen

Sheriff Phalen reported that the last Prisoner of War veteran in Fairfield County who served in World War II has passed away. He has had the pleasure to spend time with him and has the honor to speak at his funeral. Fairfield County has lost a hero.

o. Economic Development – Bob Clark

Mr. Clark thanked Aundrea Cordle, Mike Miller, and Corey Clark with JFS for their efforts with reorganizing the Workforce Development Department. It is critical for new businesses to have employees ready.

Mr. Clark provided an update about the Alliance. Soon there will be a survey sent out to businesses. This will help identify issues employers are having.

Mr. Clark also provided an update about the Port Authority. The Port Authority is a useful tool for companies to move into Fairfield County. They can help businesses by allowing them to exclude sales tax on their supplies and materials. They will be reaching out to the community for awareness.

Mr. Clark also provided an update about the Revolving Loan Fund. The EDA increased their funding to \$200,000. The increased funding creates more loan availability for larger projects.

Mr. Clark reported that the Tax Incentive Review Council (TIRC) meets on March 11th. The TIRC is responsible for reviewing and updating Enterprise Zone Agreements.

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p. Board of Elections (BOE) – Susie Bloom

Ms. Bloom provided updates regarding the upcoming election. The ballot for May has been finalized. The ballot includes the 3rd Ward of Lancaster, the City of Columbus, and the City of Reynoldsburg. There will be 20 precincts open. The two issues on the ballot are the Southwestern Licking and Walnut Township Local School Districts. The Judgeship that will be open due to Judge Harris not running for office will have a filing deadline of February 18th. If someone is running for office in 2016, the filing deadline is in December of 2015 due to the Primary Election that is held early in 2016.

Ms. Bloom also updated and thanked Human Resources Director Jeff Porter for the “5 minute stretching” information. The BOE office is stretching in the afternoons to keep blood flowing.

Ms. Bloom stated that she wanted to thank everyone in the room for all of the help that they have given their office in the last 6 months. The BOE appreciates and recognizes that they can't do their jobs without all of the departments.

q. Recorder's Office – Lisa McKenzie

Ms. McKenzie reported that the Recorder's Office is working with the Veterans Service Commission Office to provide Veterans Identification cards. The cards provide discounts from businesses around Fairfield County. Because of this effort they have received more than 200+ new DD 214 forms from Veterans and have given out 350 cards. This is a good program for those who have served our country.

r. Common Pleas Court – Susan Eyerman

Ms. Eyerman reported that the Court of Common Pleas Judge Dave Trimmer started this week. He presides over the General Division of the Court.

s. Prosecutor's Office – Jason Dolin

Mr. Dolin reported that Prosecuting Attorney Gregg Marx could not be at the roundtable meeting today because he is involved in a major case. The Criminal division is busy. The Criminal Division won appeals for four criminal cases last year. The Civil Division is busy also. The Civil Division won two Juvenile Court case appeals last year. Prosecutor Marx continues to recruit OSU Law students for internships.

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t. Auditor Jon Slater, Jr.

Mr. Slater reported that his office is ready for the annual audit to begin. The State Auditor's office will be asking for departmental narratives. Ms. Notestone stated that during audits, it is a pleasure to work with officeholders and their staff.

Mr. Slater reported that the Real Estate Office is busy. When tax collection occurs, the Real Estate office is busy. They are also working on validating arms-length sales for the Board of Revision process. They originally set validated sales at 95%. Currently they are at 93%. The market is getting stronger.

Mr. Burgei reported that there is a GIS meeting in March. He will send out additional information.

On behalf of the Commission, Commissioner Davis thanked everyone for attending the roundtable.

- Human Resources Update

- a. Benefits Update

Mr. Porter reported that the open enrollment for health insurance is February 23 through March 6. A worksheet will be mailed to all employees at their home addresses. The worksheet does not have to be filled out unless there are changes. If your employee does not receive the mailing, they need to check with payroll and make sure their address is correct.

- b. Wellness Opportunities

Mr. Porter reported that an electronic newsletter regarding wellness opportunities will be emailed soon. There are "mindfulness" classes offered with our Health Insurance program. Currently there is a class that is full and that is paid 100% by the Health Insurance program. The class helps employees deal with stress.

- c. Training Opportunities

Mr. Porter reported that there are 20 + employees enrolled in the Supervisor 101 Training held tomorrow at Ohio University-Lancaster. There is a Getting to Know Your Benefits/Ohio Ethics Commission training on March 20th.

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d. Comp Plan Update

Mr. Porter reported that the County Compensation Plan has been completed and will be received soon. The information is being compiled and HR will be moving forward soon with additional updates and analysis, along with the participation of all elected officials and department heads.

- Informational Technology Update

a. Social Media Policy

Mr. Carter reported that IT and a small work group have updated the Social Media Policy. He will email the draft policy today. It is also in the review packet. He asked that everyone send comments to him by March 12th so the Data Board and Board of Commissioners can proceed with adopting the policy.

b. Website updates coming soon

Mr. Carter reported that IT has been updating pictures and changing backgrounds with the website. IT will send out a survey monkey asking departments if they want to participate in the updates.

- Access Card Procedures

Mr. Kochis provided an update on the Security Committee Recommendations. The Committee includes Jon Kochis, Lt. Churchill, Andrew Michael Stemen, Randy Carter, and Dennis Keller. The first priority of the committee is to issue new and uniform security access cards. The cards will be updated every four years, following the model of driver licenses. There will be a 30-day comment period for input before the recommendations are implemented.

Ms. Brown thanked the committee for their work. The group intends to always have a clearance period before implementing new procedures.

- Rapid Fire News

a. Administrative Processes

Ms. Brown asked if anyone had any questions with the new administrative processes. There were no questions. She is receiving positive feedback about the efficiency of the processes.

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b. Heart Safe Organizations

Ms. Brown reported that the Utilities Department was the first department to be certified as a Heart Safe Organization. The Dog Shelter and the Engineer's office are interested. Sophia Stevens with the Utility Department offered to volunteer to help departments with the process. Please be in touch with her if you have questions or would like more information.

c. 2015 Special Dates

Ms. Brown reviewed special dates that were included in the roundtable packet.

Ms. Brown asked departments to let her know about any special dates in April. She will include this in April calendar for national county awareness.

Ms. Brown reported that the county Customer Service Seminar will be held on March 12th from 8:00 a.m. to 10:00 a.m. The Board of Commissioner adopted the customer service resolution last year following a discussion at the leadership conference. It is important that a representative from every department attend. This is a top priority for our organization.

Commissioner Levacy stated that the people we serve are our customers; treat them well with respect. In private businesses, this is, of course, also important. He sent his staff at his private business to a customer service seminar. The first topic discussed was how to greet and treat someone. This is very important. He encourages attendance to the county customer service seminar.

Commissioner Levacy stated that the Title Division of the Clerk of Courts is a good example of good customer service. The cross-county title service is proof. He congratulated Clerk Meyer for his effort.

Commissioner Kiger and Commissioner Davis thanked the County Executives for leading the seminar.

d. Financial Transaction Devices

Ms. Brown reported that Clerk Meyer led a committee that has met a few times to implement financial transaction devices. The proposal allows for debit cards, credit cards, and electronic checks to be accepted for county receipts. There is a draft resolution for the Board of Commissioner to consider. If your department would like a section excluded, please let her know by the end of February. The resolution sets fees that will not exceed

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5%. Penalties for returned funds will not exceed \$50. The review packet includes the draft resolution.

Ms. Mattei asked how RPC can be included. Ms. Brown asked Assistant Prosecuting Attorney Josh Horacek to research how agencies can also accept the financial transaction devices, as they would likely have to pass their own resolutions.

Commissioner Davis asked that IT research the protection of the customer data. Mr. Carter reported that record retention will have to be discussed. Ms. Brown asked that IT be included in an expansion of the work group.

e. 2016 Budget – Calendar of Dates

Ms. Brown reported that budget entry will begin in April. Ms. Knisley will email the calendar of dates to budgetary officers today. The process follows the patterns of the past.

f. Review packet – checklist

Ms. Brown asked everyone to look over the review packet and checklist. The checklist is a helpful tool to inspire follow up actions.

g. Ms. Brown thanked Keely Pearce for serving as the guest editor for the newsletter.

Ms. Brown thanked Theresa Haynes, Staci Knisley, and Christina Foster for the roundtable set up.

Commissioner Davis asked if anyone has worked in other local governments prior to working for Fairfield County. A majority of people had done so. He asked everyone that has to take a moment and think if the other organizations were anything like Fairfield County. Commissioner Davis stated that there was no other local government like ours. The action of pride and willingness to participate in meetings like this is how we make Fairfield County work.

Commissioner Kiger reminded everyone that next Friday (February 20th) is his birthday luncheon held in the hearing room.

Commissioner Levacy again encouraged attendance at the Customer Service Seminar. It is evident that there is cooperation among all entities. This roundtable meeting is by choice not mandatory. As the agencies cooperate, the residents of Fairfield County win. He thanked everyone for coming.

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Commissioner Davis asked if there were any other comments from anyone.

The roundtable concluded at 9:40 a.m.

Recess

Commissioner Davis stated at 9:40 a.m. that the Commission would take a 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 12, 2015 beginning at 10:03 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Staci Knisley, Jason Dolin, Jeff Porter, Michael Kaper, Jeff Barron, Christina Foster, Dennis Keller, Branden Meyer, Jim Bahnsen, and Jeff Camechis.

Pledge of Allegiance

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

Announcements

Commissioner Davis asked Ms. Knisley 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 Minutes for Tuesday, Febraury 10, 2015, Regular Meeting

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the minutes for the Tuesday, February 10, 2015 Regular Meeting.

Roll call vote of the motion resulted as follows:

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

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Approval of Dog Adoption Center and Shelter resolutions

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Dog Adoption Center and Shelter resolutions:

2015-02.12.a	A resolution authorizing an account to account transfer.[Dog & Kennel] [Dog Shelter]
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Discussion: Ms. Brown reported that the resolution properly classifies expenditures.

Roll call vote of the motion resulted as follows:

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

Approval of Job and Family Services resolutions

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Job and Family Services resolutions:

2015-02.12.b	A resolution regarding Network Placement and Related Services Agreement between Buckeye Ranch and Job and Family Services, Child Protective Services Department [JFS]
2015-02.12.c	A resolution regarding Network Placement and Related Services Agreement between St. Vincent Family Centers, Child Protective Services Department

Discussion: Ms. Brown reported that the agreements were traditional network placement contracts for child protective services.

Roll call vote of the motion resulted as follows:

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

Ms. Knisley announced that the next Regular Meeting is scheduled for Tuesday, February 17, 2015, at 10:00 a.m.

Recess

Commissioner Davis stated at 10:06 a.m. that the Commission would take a short recess.

Review Session

The Commissioners met at 10:09 a.m. to review 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, Staci Knisley, Jeff Camechis, Jeff Barron, Jim Bahnsen, Michael Kaper, Jeff Porter, Branden Meyer, and Dennis Keller.

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General Correspondence Received

- a. *Thank you letter from the family of Stan Robinson for the sentiment and flowers*

Calendar Review/Invitations Received

Commissioner Davis reviewed the following invitations:

- a. Pickerington Chamber Luncheon, Thursday, February 19th at 11:30 a.m.
Commissioner Levacy and Commissioner Kiger will attend.

- Old Business

- o Type II Expedited Annexation received 2.9.15 – 7.389 Acres to the Village of Thurston from Walnut Township

Ms. Brown reported that corrections are being made per the Engineer's Office and GIS requests. The annexation will be on the agenda on Tuesday provided the corrections have been received.

- Issues Bin

- o Sensory Trail project

Ms. Brown reported that a meeting has been scheduled with Dennis Keller, Bob Clark, and Jeff Porter. Jeff Porter is included because of Risk Management. Commissioner Davis stated that he is in favor of finding ways to be helpful to the project.

- Open Items

Ms. Brown reported that updates to the Financial Transaction Device have been updated since the roundtable meeting. The word "expenses" has been expanded by including the language about receipts from a county perspective.

Ms. Brown reported that there is a workshop on March 19th held by PUCO.

Ms. Brown reported that Jeff Porter provided information to help with IT research, as a follow up to the roundtable.

Commissioner Davis stated that appropriate protocols should be taken to protect customer's data.

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Adjournment

With no further business, on the motion of Mike Kiger and a second of Dave Levacy the Board of Commissioners voted to adjourn 10:14 a.m.

Roll call vote of the motion resulted as follows:

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, February 17, 2015, at 10:00 a.m.

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

that the February 12, 2015, minutes were approved by the following vote:

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

ABSTENTIONS: None

*Approved on February 17, 2015


Steven A. Davis
Commissioner


Dave Levacy
Commissioner


Mike Kiger
Commissioner


Staci A. Knisley, Acting Clerk



Fairfield County Board of County Commissioners

Roundtable Discussion for All Elected Officials & Department Heads

February 12, 2015, 8:30 a.m., Board of Commissioners Hearing Room

Purpose Statement: *The purpose of the roundtable discussion is to provide an organized forum to facilitate the review, discussion and analysis of topics that have relevance for Fairfield County elected officials and department heads. It is a time to provide information, network with peers, and plan for the future.*

AGENDA



Welcome/Announcements

Steve Davis, Dave Levacy &
Mike Kiger

"Auditor of State Award with Distinction"

presented to County Auditor Jon Slater & Staff

Tim Craft, AOS

A. Departmental Updates

All Participants

B. Human Resources Update

Jeff Porter

- Benefits update
- Wellness opportunities
- Training opportunities
- Comp Plan update

C. Information Technology Update

Randy Carter

- Social media policy
- Website updates coming in 2015

D. Access Card Procedures

Jon Kochis

E. Rapid- Fire News

Carri Brown

- Administrative processes
- Heart Safe Organizations
- 2015 Special Dates
- Customer Service Seminar – March 12
- Financial Transaction Devices – draft resolution
- 2016 Budget Calendar
- Review of Packet - Checklist

Adjourn

Regular Commissioners' Meeting: 10:00 a.m., following the Roundtable
*If you have suggestions for topics to address during the next Roundtable,
please contact: Carri Brown, cbrown@co.fairfield.oh.us*





Fairfield County @ Work

Roundtable Reminder: The Fairfield County Roundtable is Thursday, February 12, 2015 from 8:30 a.m. - 10:00 a.m. in the Commissioners' Hearing Room.

Fairfield County Dog Shelter Partners with Prison on Adoption Program



Fifteen years ago, the Southeastern Correctional Complex began "Prisoners United: People and Puppies through Service," a program which allows inmates to train dogs. Recently, the Fairfield County Dog Shelter has partnered with the complex to supply dogs for this program.

"They pull dogs from us that they feel need training or would be a match for their program," shelter operations and community outreach coordinator Kathleen Uhl said. "They place them with an inmate handler who is then training the dog. The

dogs stay with them, sleep with them, 24/7 [for two weeks], until it's deemed they're ready to be put up for adoption to the public."

So far, the dog shelter has supplied six or seven vaccinated dogs; two of these have been adopted. Once the dogs leave the shelter and go to the prison, the shelter is relieved of any liability issues. Additionally, dog warden Todd McCullough said that the partnership is effective in keeping the shelter's population down.

Sergeant Brenda Black, who runs the prison's program, said that participating inmates must have a high school diploma or GED certificate, no prior sex offenses or domestic violence incidents, and no disciplinary issues during incarceration. "It gives the inmates a sense of responsibility and accomplishment. It lets them give back to the community," Black said. Beyond that, McCullough noted that the dogs are great for morale. "[...] When we were walking through the facility [...] the handlers would be walking the dogs to different areas to exercise them or train them [...] and everybody would stop and pet the dog. It really was a positive experience for us." (Adapted from Jeff Barron's article "Dog shelter, prison partner on adoption program," Lancaster Eagle-Gazette, February 3, 2015.)

Fairfield County Reduces Energy Costs

The \$2.8 million Energy Conservation Project initiated in late 2013 by the County Commissioners is already showing significant savings in energy costs, with more savings is yet to come in the future years. According to Dennis Keller, Facilities Manager, the County has already saved over \$75,000 in electric and gas utility costs over the first six months since the project was completed. The savings exceed the anticipated amount for this time frame by about 12%, as documented by Dynamix Energy Services in their Energy Audit Study. The project is expected to save the County the entire \$2.8 million investment over the next 20 years, plus it was able to fund the cost of new windows, lighting, and mechanical systems in several of the buildings. Keller said, "Our hope is that it will contribute to a more sustainable future and create a positive return on investment for years to come."

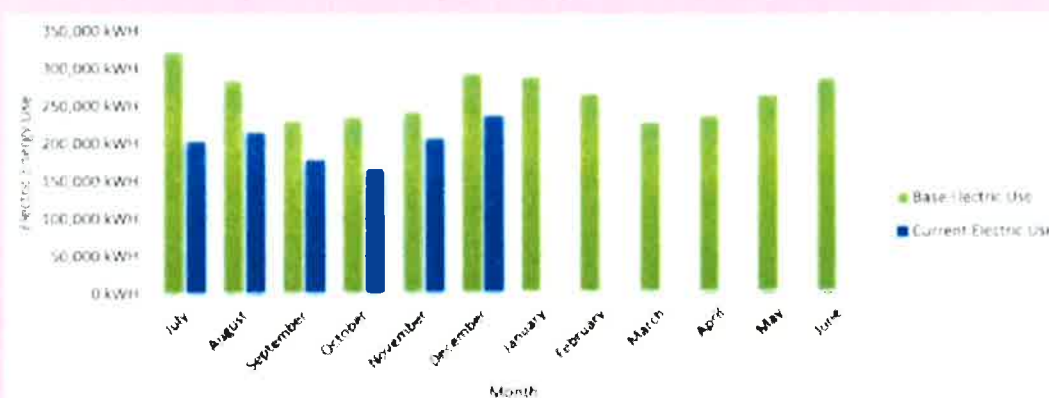


Figure 1: Electric Use by Month

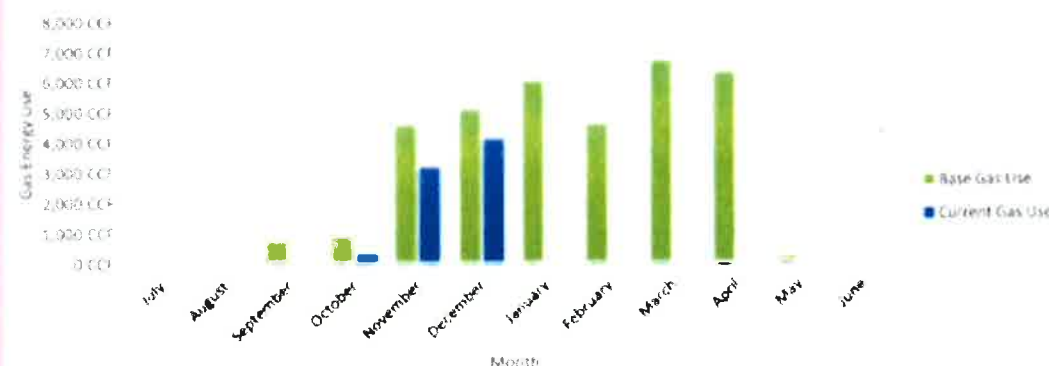


Figure 2: Gas Use by Month

Know Your Paycheck!

This is a good time of the year to review your paycheck! Make sure your address is correct and review your withholdings and deductions.





HR Points of Interest

Open Enrollment

The annual open enrollment will be held February 23 through March 6, 2015. Benefit selections for 2015 will have an effective date of April 1, 2015. Watch for information from Human Resources, coming out soon!

New 2015 Health Insurance Premiums

Reminder ... the new 2015 health insurance premium rates are effective April 1, 2015. The new premium will be reflected on the March 6th paycheck. This is due to our premiums being paid a month in advance.

2015 Wellness and Education Series

Human Resources will be conducting 4 wellness and education series programs in 2015. The first program will take place on March 20th at the Liberty Center!

Getting to Know Your Employment Benefits and the Benefits of Ethics in the Workplace programs will take place at the Liberty Center on March 20th. Sonya Burley from Franklin County Benefits Cooperative and Susan Willeke from the Ohio Ethics Commission will be presenters at the program. Attend and learn more about your medical insurance, drug, vision, dental, and EAP benefits and the importance of ethics in the workplace.

Vision Insurance Facts

- Vision Service Plan - VSP
- We do *not* have a vision card.
- Register at www.vsp.com to locate providers and review benefits.
- VSP Customer Service: 1-800-877-7195

Safety Alert!

Winter can be treacherous, whether they get the forecast right or not!

Please use caution while driving, parking, and accessing the building, and remember to use the following winter safety tips:

- Wear appropriate footwear with tread and/or nonskid soles.
- Do not rush to get out of the weather. Take your time and focus on secure footing.
- Do not wear scarves or hats that restrict your vision. See where your foot is being placed.
- Be extremely cautious with the first few steps out of your vehicle or the building. Assess the conditions before proceeding.
- If the walkway is slippery, use an alternate route, possibly the grass or the drive leading to the parking lot.
- Most importantly, if you are aware of slippery conditions, notify County Maintenance and inform your coworkers.

Family, Adult, and Children First Council Recognizes Two JFS Employees



Congratulations to Laura and Karen!

On November 20, during the Family, Adult, and Children First Council's annual meeting, two employees from Job and Family Services were recognized for their exceptional leadership and commitment to our community, both locally and statewide.

Laura Holton, Chief Deputy Director of Community Services and Performance Initiatives, was recognized with the Council's "Firefly Award." This award recognizes individuals who have made a significant contribution to the human services community. Laura was specifically acknowledged for her contributions to the statewide roll-out of the new Medicaid system. Her work not only benefited JFS customers, but every other county within the state of Ohio.

Karen Wolfe, Protective Services Family Based Care Supervisor, was recognized for her commitment to the Parent Project by becoming a certified trainer. Karen teaches this program, which focuses on helping parents and children deal with difficult parenting situations. She has contributed over one hundred hours to the program in the past year.

Deferred Compensation

Now's a good time to consider making an ongoing contribution to the deferred compensation program!

Deferred Compensation Contacts:

- CCAO Deferred Compensation Program
Tonya Stockton
1-800-284-0444, Ext. 667
614-284-1379 (Cell)
tonya.stockton@gwrs.com
- Ohio Public Employees Deferred Compensation Program
Jason Brown
1-877-644-6457
740-701-6994 (Cell)
brownj29@nationwide.com



Be Mine, Valentine!

With Valentine's Day quickly approaching, here are some fun facts about the holiday:

- **When in Rome.** Valentine's Day originated in ancient Rome as the rowdy mid-February fertility festival, Lupercalia. Later, in the 5th century, Pope Gelasius chose February 14th for St. Valentine's Day, in order to Christianize the holiday.
- **My Funny Valentine.** Who St. Valentine was remains a mystery, since there was more than one Christian clergy named "Valentine." One clergyman was sentenced to death for performing wedding ceremonies in secret after Roman Emperor Claudius II banned marriage for young Roman men (he believed that single men made better soldiers).
- **Pick a card, any card.** In the 1840s, factories produced the first Valentine's Day cards in mass quantities. Today, an estimated 1 billion Valentine's Day cards are sent annually.
- **"A rose by any other name would smell as sweet..."** More than 220 millions roses are produced for this holiday in a year.

Facts provided by The History Channel (www.history.com)

Classic Vanilla Cupcakes with Easy Vanilla Icing

From the Kitchen of Carri Brown

Classic Vanilla Cupcakes

½ cup softened butter

¾ - 1 cup of sugar

2 eggs

¼ teaspoon of salt

2 teaspoons vanilla extract

1½ cups all-purpose flour

½ teaspoon baking powder

⅔ cup cold milk

Preheat oven to 350° Fahrenheit. Cream butter and sugar. Add eggs 1 at a time, beating after each addition. Stir in vanilla. In a separate bowl, stir together all dry ingredients. Add to butter mixture; stir in milk. Bake for 18 - 24 minutes. Yields 12 cupcakes.

Easy Vanilla Icing

4 Tablespoons unsalted butter, room temperature

2 cups confectioners' sugar

2 Tablespoons milk

½ teaspoon vanilla extract

1 pinch of salt

In a small bowl, beat together butter, sugar, milk, vanilla, and salt until light and fluffy.

Have a recipe to share? Send it to Rachel Elsea.

The Commissioners are on Twitter!
@FarifieldCoOhio



If you do not have a twitter account but have news to tweet, please send it to Rachel Elsea.

Roundtable and Commissioners' Meeting Topics

Is there something you would like to discuss at a Roundtable or Commissioners' Meeting? Contact Carri Brown at cbrown@co.fairfield.oh.us with input anytime.

Newsletter Submissions

Have something to share? Want to see something in the newsletter? Please send all submissions to Rachel Elsea at relsea@co.fairfield.oh.us

**FAIRFIELD COUNTY, OHIO
BOARD OF COMMISSIONERS**

PAGE 1

TITLE: ELECTRONIC SIGNATURE

**RESOLUTION
NO:**

EFFECTIVE

DATE: ????, 2015

PURPOSE:

To authorize and provide procedures to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record as required to facilitate secure authentication of electronic financial transactions and other electronic records.

SCOPE:

This policy applies to all Fairfield County (County) Information Technology systems and processes that use electronic signature or other means to process financial transactions and other electronic records.

DEFINITIONS:

"Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means. An electronic record is not capable of retention by the recipient to print or store the electronic record. Electronic Signature systems should provide the signatory and recipient with the ability to print a copy of the document.

"Electronic signature" (E-Sign) means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. Electronic signatures have the equivalent level of legal protection that is given to paper-based signatures. All security procedures and technologies should provide a reasonable level of authentication and integrity based on risk and purpose.

"Security procedure" means a procedure employed for the purpose of verifying that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. "Security procedure" includes a procedure that requires the use of algorithms or other codes, identifying word or numbers, encryption, or callback or other acknowledgment procedures.

"Digital Certificate" means an attachment to an electronic message used for security purposes. The most common use of a digital certificate is to verify that a user sending a message is who he or she claims to be and to provide the receiver with the means to encode a reply.

"Identification and Authentication" means the verification of the identity of a requesting entity (a person, computer, system or process). Once it is determined who may have access to a system, the identification and authentication (I&A) process helps to enforce access control to the system by verifying the identity of the entity. Systems may use a variety of techniques or combinations of techniques such as user-ID, password, personal identification number, and digital certificates, to enforce I&A depending upon the level of access control required to protect the system.

"Integrity" means the assurance that information is not changed accidentally or through a malicious or otherwise improper act. Any changes occurring through the transmission or processing of an E-Sign record should either invalidate the signature or clearly show the change and create a security log identifying the user or system that produced the change and the time that it occurred. Comparative record audits and internal control procedures should also be considered to ensure the integrity of the information. These control procedures should be recorded in the system documentation along with any changes to the application, system environment, and operating procedures during the lifetime of the system.

"Risk Assessment" means a process concerned with identifying, analyzing and responding to Information Technology (IT) security risks. Risk assessment attempts to maximize the results of positive events and minimize the results of negative events.

"Interface Requirements" means that the County must require a separate and distinct action on the part of the person for each signature action. The separate and distinct action must be clearly marked as indicating the user's intent to electronically sign a record. The separate and distinct action may include a series of keystrokes, a click of a mouse or other similar action.

"Nonrepudiation" procedures are designed to ensure that the signatory adopted or assented to the record or electronic transaction. An example would be to add a statement as follows: **"By pressing the "Submit" button you are certifying that you are the authorized user of this system and agree that you are submitting an Electronic Signature which is comparable to your written signature for the purposes of this document."**

Per the Ohio Revised Code § 304.01:

(B) "County Office" means any officer, department, board, commission, agency, court, or other instrumentality of a county.

(E) "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Note: The signature can be by a County employee or a citizen transacting with the County.

Ohio Revised Code § 304.02:

Prior to a county office using electronic records and electronic signatures, a county office shall adopt, in writing, a security procedure to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record. A security procedure includes, but is not limited to, a procedure requiring algorithms or other codes, identifying words or numbers, encryption, or callback or other acknowledgment procedures.

All E-Sign projects will be reviewed and approved by the Fairfield County Data Processing Board (FCDPB).

The Security Procedures relating to E-Sign Systems developed or procured under authority of the FCDPB will be managed by the FCDPB representative and coordinated with agency staff and their Business Account Representative. All E-Sign Project Plans must contain a Security Assessment, which identifies and documents the level and type of technology used to provide security for the system. This assessment will become a permanent component of the Project File and associated System Documentation.

PROCEDURES:

As part of the Information Technology project planning process, the FCDPB will complete an assessment of the risk for the use of the application by completing an "Electronic Transaction Security Assessment." The risk assessment identifies the appropriate security level by analyzing the impact of a security breach and the probability of an attempt to breach security. The agency risk assessment shall consider the nature of the information and the systems, the business purpose, the operating environment, the existing protections, the impact of a security breach, and the likelihood of a breach occurring. This process is initiated by each agency completing an "Electronic Transaction Security Assessment Request".

E-Sign systems shall receive a comprehensive Security Assessment to verify that an electronic signature created by the system is that of a specific person and for detecting changes or errors in the information in an electronic record. This Security Assessment must include, but is not limited to, a procedure requiring algorithms or other

codes, identifying words or numbers, encryption, or callback or other acknowledgment procedures. **The system documentation must include the specific security procedures and processes automatically employed by the system or conducted by security administrators, to ensure the identity of the signatory and the integrity of the electronic records stored within the system.**

RISK ASSESSMENT BY EACH COUNTY AGENCY:

- (1) A representative of the FCDPB will assist Agencies in completing an assessment of the transaction risk for the use of the set of similar electronic transactions. The transaction risk assessment identifies the appropriate security level by analyzing the impact of a security breach and the probability of an attempt to breach security.
- (2) In determining the potential impact of a security breach, county agencies shall consider the:
 - (a) intended use of the electronic record or signature;
 - (b) type of information being transmitted, received or stored;
 - (c) network used;
 - (d) degree of risk to the county;
 - (e) degree of risk to the users of the system;
 - (f) degree of risk to third parties;
 - (g) projected volume of transactions;
 - (h) estimated cost;
 - (i) potential legal liability; and
 - (j) appropriate requirements for authentication of identity.
- (3) Impact of a Security Breach. The potential impact of a security breach falls into one of four categories: low-impact, medium-impact, high-impact, and very high-impact.
 - (a) Low-impact: A security breach is considered low-impact if: (i) there is no impact of a breach of security or (ii) the impact is slight or so insignificant that there would be no or only a slight and negligible financial loss, loss of the public's trust or adverse legal consequences.
 - (b) Medium-impact: A security breach is considered medium-impact if the impact is limited in nature. Limited in nature means that: (i) the financial loss when averaged for the electronic transaction set is less than ten thousand dollars to the business, citizen, state or other entity involved, or (ii) there are no major adverse legal implications, or (iii) the breach would cause at least some but not significant public distrust of the county.
 - (c) High-impact: A security breach is considered high-impact if: (i) compromised security would have a significant impact so that the financial harm when averaged for the electronic transaction set ranges from ten thousand dollars to five hundred thousand dollars, or (ii) the breach would result in media scrutiny and significant public distrust, or (iii) the breach would have adverse legal consequences.
 - (d) Very High-impact: The result of a security breach that has a very high impact would be extremely serious. This type of breach results in: (i) financial loss when averaged for the electronic transaction set exceeding five hundred thousand dollars, or (ii) considerable legal violations, or (iii) intense media scrutiny and widespread, deep public distrust.
- (4) Probability of an Attempt to Breach Security. The primary consideration is the value of a security breach to a person attempting a breach. Value includes financial gain, unauthorized access to confidential information, and the ability to harass, embarrass or shock. The probability is characterized as low, medium or high.
 - (a) Low-probability: A low-probability electronic transaction is one that would have little value to someone attempting a breach, and therefore, the likelihood of breach attempts is small with any attempts likely to be none or few and limited in effort.
 - (b) Medium-probability: A medium-probability electronic transaction is one which would provide value to someone seeking to breach security.
 - (c) High-probability: A high-probability electronic transaction would provide great value to someone should he or she breach security.

SECURITY LEVELS:

In general, there are four levels of security that apply to internal E-Sign applications. Security Level "A" provides the minimum level of security for E-Sign systems. Security Level "D" provides the highest level of security:

Security Level A: Applications must use, at a minimum, a unique user-ID and an alphanumeric password consisting of at least eight characters, or other security procedures or features as approved by the County. In cases where a user password is used for Electronic Signature authentication, a statement notifying the User should be provided at the point where the User logs into the system. An example would be: **"This Password acts as an Electronic Signature and is comparable to the authorized user's written legal signature. Passwords must never be shared or revealed to anyone else. Revealing a password exposes the authorized user to responsibility for actions that another party may make in the use of that password."**

Security Level B: The addition of a smartcard or other physical device with a unique proprietary password combined with the password requirements described in Level A.

Security Level C: Agencies must use either digital certificates for authentication or a combination of a unique user-ID, password (described above), and a physical device such as a smartcard. The transmission of user-IDs and passwords must be encrypted using secure sockets layer (SSL) or equivalent encryption when transmitted over the Internet or wireless transmission. Digital certificates used for electronic signatures require a significant infrastructure known as public key infrastructure (PKI). Therefore, County employees may use a PKI only with the approval of the Data Board.

Security Level D: Security Level D requires a unique user-ID and password, a digital certificate issued under PKI, and a physical device such as a smartcard or biometric.

The above Security Levels are provided as guidelines. There may be cases where additional levels or types of security technology may be required. Each proposed E-Sign system and project will have its own set of variables which must be reviewed in the Security Analysis. These include the intended use of the signature; type of documents or information stored on the system; audit requirements; potential liability or cost of a security breach; network used, and degree of risk to the County or users of the system. Therefore, it's important that the business and functional requirements, and operating environment for each proposed E-Sign system is fully identified, analyzed, and documented before a Project Plan for development or purchase is approved.

References:

Rule 123:3-1-01 of the Ohio Administrative Code: Use of Electronic Signatures and Records

Ohio Revised Code §304.02: Adoption of Security Procedures for Use of Electronic Records and Signatures

Special Dates 2015 Planning

January 2015

1 – New Year's Day - Offices Closed
19 – MLK Day - Offices Closed

February 2015

12 – EO/DH Roundtable
16 – Presidents' Day – Offices Closed

March 2015

6 – Public Records Training
12 – Customer Service Seminar
15-21 – Sunshine Week
20 – Getting to Know Your Benefits/
Ethics Training by Ohio Ethics
Commission @ Liberty Center
24 – State of the County Address
31 – Quarterly Budget Update

April 2015 – National County Month

3 – Good Friday – Close at Noon
8 – Wear Blue for Prot. Serv. Awareness
23 – Candlelight Walk Circus Night

May 2015

14 – EO/DH Roundtable
25 – Memorial Day – Offices Closed

June 2015

9 – Review and Regular Meetings at
Utilities Office
30 – Quarterly Budget Update

July 2015

3 – Independence Day – Offices Closed

August 2015

13 – EO/DH Roundtable

September 2015

7 – Labor Day – Offices Closed
16 – United Way Day
29 – Quarterly Budget Update

October 2015

8 – Leadership Conference

TBD – County Surplus Auction

22 – Budget Hearings

29 – Budget Hearings

November 2015

5 – Budget Hearings
11 – Veterans Day – Offices Closed
12 – Budget Hearings
19 – EO/DH Roundtable
19 – Budget Hearings
26 & 27 – Thanksgiving – Offices Closed

December 2015

24 – Christmas Eve – Close at noon
25 – Christmas Day – Offices Closed



Fairfield County Board of County Commissioners

Customer Service Seminar (DRAFT)

March 12, 2015

8 am – 10 am

**Fairfield County Utilities Department
6670 Lockville Road, Carroll, OH 43112**



Learning Outcomes:

- Define “customer service” for Fairfield County government
- Recognize elements of communication to improve for internal and external stakeholder relationships
- Understand how effective customer service affects an organization

Who Should Attend: Excellent customer service should happen at every level. At least one person per department should attend so that information can be provided at all levels as a follow up communication. Attendance will be taken.

Draft Agenda:

A. Kick-off & Introductions

- a. 2014 Board of Commissioners resolution
- b. “Branding” and defining “customer service”
- c. Expectations of exceptional public service

B. Customer Service Overview – Internal and External Customer Service

- a. Defining your product or service
- b. Examples of internal customer service
- c. Examples of external customer service
- d. Importance of stakeholder relationships
- e. Communication elements
- f. How effective customer service affects an organization

C. Customer Service Standards – Purpose and Process

- a. Positive attitudes, courtesy
- b. Timeliness
- c. Accuracy
- d. Going the extra mile

D. Videos



<https://www.youtube.com/watch?v=Ta9JTbGYZe4>

<https://www.youtube.com/watch?v=XK3cNcuvuMs>

Break

E. Standards Development

- a. Examples of how to develop standards
- b. Homework assignment

F. Customer Satisfaction Assessment (Departmental Level and Overall)

- a. Examples of how to assess satisfaction
- b. Homework assignment

G. Recognizing Exceptional Customer Service

- a. Examples of how to recognize exceptional customer service
- b. Homework assignment

H. Wrap-up - Review

- Define “customer service” for Fairfield County government
- Recognize elements of communication to improve for internal and external stakeholder relationships
- Understand how effective customer service affects an organization
- Homework assignments: Integration, Standards, Customer Satisfaction Assessment, and Recognition

I. Next Steps

J. Adjourn

2015 SCHEDULE FOR CY 2016 BUDGET

Wednesday, April 8, 2015	Letter from the Board of Commissioners setting parameters for 2016 Budget – LEVEL 1 IS OPEN IN MUNIS FOR DATA ENTRY
Friday, May 1, 2015	LEVEL 1 ACCESS ENDS
Thursday, June 18, 2015	Send notice to Eagle Gazette & This Week News/Pickerington to advertise Public Hearing – Commissioners Office
Wednesday, June 24, 2015	LEVEL 2 ACCESS ENDS (last access for Tax Budget)
Thursday, June 25, 2015	Commissioners will file proposed Tax Budget with County Auditor
Thursday, June 25, 2015	Hearing advertised in Lancaster Eagle Gazette & This Week News
Wednesday, July 8, 2015	Commissioners' Public Hearing @ 9:00 a.m. for the Tax Budget – Commissioners' Office
Tuesday, July 14, 2015	Commissioners' by resolution adopt Tax Budget
Wednesday, July 15, 2015	Submit adopted Tax Budget to County Auditor - (by the 20 th of July per ORC 5705.30)
August 2015 (TBD)	Budget Commission Hearing for Tax Budget
August 2015 (TBD)	Budget Commission will authorize amount and rates for the necessary tax levies to the County Auditor
August 2015 (TBD)	The Budget Commission will certify the Tax Budget (by September 1 st – ORC 5705.27)
Friday, August 28, 2015	LEVEL 3 ACCESS ENDS – last time for General Fund departments to make changes to their requests by data entry
Monday, September 7, 2015	Check carryover purchase orders and cash – review the reduction and cancellation of prior year & current year purchase orders
Thursday, October 8, 2015	County Leadership Conference @ DD Regional Office in Pickerington
October 23 – November 19 (later dates TBD if necessary)	Budget Hearings
Monday, November 30, 2015	LEVEL 4 ACCESS ENDS – final time for outside fund departments to make changes to their requests by data entry
December 8, 2015	Appropriation Measure for 2015 -target date of adoption on Dec 8 th with the 15 th as a back-up date

A resolution to authorize acceptance of payments by financial transaction devices for county expenses

WHEREAS, During the County Leadership Conference held in October of 2014, county leaders, including elected officials and department heads, expressed interest in accepting payments by financial transaction devices and further developed an informal group to review elements of an invitation to bid or request for proposal for acceptance of payments by financial transaction devices, and

WHEREAS, Ohio Revised Code 301.28 outlines the steps to take to authorize the acceptance of payments by financial transaction devices for county expenses, and

WHEREAS, the Board of Commissioners may adopt a resolution authorizing the acceptance of payments by financial transaction devices, and

WHEREAS, the County Auditor, in accordance with Ohio Revised Code 955.013, has advised by letter that the registration of dogs and kennels may be included in the Board of Commissioners established procedures,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS, FAIRFIELD COUNTY, OHIO:

1. That the Board of County Commissioners authorizes the acceptance of payments by financial transaction devices for all county expenses in all county departments.
2. To list the county expenses that may be paid for through the use of a financial transaction device: The Board of Commissioners lists by default all county expenses, including but not limited to court fees, dog and kennel registrations, tax payments, and all charges for services.
3. The Board authorizes the use of electronic checks, credit cards, debit cards, or charge cards as financial transaction devices for electronic payment of funds for all departments.

A resolution to authorize acceptance of payments by financial transaction devices for county expenses

4. A surcharge not to exceed 5% is authorized as a surcharge or convenience fee for persons using a financial transaction device. The departmental elected official or department head accepting the payments will ensure that the surcharge does not exceed 5%.
5. Uniform application of surcharges or convenience fees among different types of county expenses is not required.
6. For payments that are returned or dishonored for any reason, persons shall be charged and pay a penalty not to exceed \$50.00.
7. The County Treasurer is designated as an administrative agent to solicit proposals.

cc: County Treasurer Jim Bahnsen



ROUNDTABLE

BOARD OF COUNTY
COMMISSIONERS
HEARING ROOM

February 12, 2015

ANNOUNCEMENTS

- Welcome
- Announcements

Commissioners

Steve Davis, Dave Levacy, & Mike Kiger



**AUDITOR OF STATE AWARD WITH
DISTINCTION PRESENTED TO
COUNTY AUDITOR JON SLATER**



- Presented by Tim Craft,
Representing State Auditor Yost



DEPARTMENT HEADS & ELECTED OFFICIALS

Highlights ...

what's new in your area.



HUMAN RESOURCES UPDATE

- Benefits update
- Wellness opportunities
- Training opportunities
- Comp Plan update

○ *Jeff Porter, HR and Risk Management Director*



INFORMATION TECHNOLOGY UPDATE



- Social media policy will be on intranet
- To be finalized in April 2015
- Website updates coming in 2015



ACCESS CARD PROCEDURE UPDATE

- Security Committee Recommendations
- Schedule of Dates for Pictures
- Thank you to committee members:
 - Jon Kochis
 - Lt. Churchill
 - Andrew Michael Stemen
 - Randy Carter
 - Dennis Keller



ACCESS CARD SAMPLE



HIGHLIGHTS

- Everyone will be issued an **access card in 2015**. All existing access cards must be returned. Access cards not returned or re-issued will be disabled.
- Standard card design for all departments and affiliations.
- **Cards will expire after four years.**
- Photos will be re-captured shortly before cards are to be (re-)issued.
- Departments may issue non-access identification cards; FC IT will assist if needed.
- **Reprints** due to lost or destroyed access cards will incur a \$10 charge to cover costs



RAPID FIRE

- Administrative processes
- Heart Safe Organizations
- 2015 Special Dates
- Customer Service Seminar – March 12
- Financial Transaction Devices – draft resolution
- 2016 budget – calendar of dates
- Review packet – checklist
- Thank you to Keely Pearce, guest editor for the newsletter

Carri Brown, County Administrator



ANY QUESTIONS?



THANK YOU FOR ATTENDING THE ROUNDTABLE!

- *A regular meeting and review with the Board of Commissioners will be held at 10:00 a.m. following the Roundtable meeting.*



2.12 Roundtable “Checklist”

_____ Review *Fairfield County @ Work* – Several articles of interest are included in the newsletter – Thanks to Keely Pearce with JFS, Guest Editor

_____ Contract Jeff Porter if you have any questions relating to benefits, wellness, training or the comp plan project

_____ Review the social media policy and provide feedback to Randy Carter by 3.12.2015

_____ Contact Jon Kochis by 3.12.2015 if you have any questions or input about the Security Committee recommended procedure for access cards

_____ Review schedule of dates for 2015 and the 2016 budget calendar; contact Carri with questions

_____ Plan who will attend the Customer Service Seminar on March 12

_____ If you are interested in becoming a Heart Safe Organization, contact Sophia Stevens with Utilities

_____ Review the Financial Transaction Devices draft resolution and provide input to Carri Brown by the end of February 2015

FAIRFIELD COUNTY BOARD OF ELECTIONS
(CANDIDATE LIST FOR PRIMARY ELECTION 2015)

(Not Certified)

COUNTY OFFICES

Fairfield County Municipal Judge – 1 Judge – 6 year term (Full Term Begins 1/1/16)

David L. Landefeld 1767 Northwood Dr NE, Lancaster OH 43130 (R)

Fairfield County Municipal Clerk – 6 year term (Full Term Begins 1/1/16)

Valeda A. Slone 117 E Church St, Amanda OH 43102 (R)

CITY OFFICES

City of Lancaster

Mayor – 4 year term (New Term Begins 1/1/16)

Gregory A. Russell 706 Barr Dr SW, Lancaster OH 43130 (D)

Brian S. Kuhn 1119 E Fair Ave, Lancaster OH 43130 (R)

Auditor – 4 year term (New Term Begins 1/1/16)

Tricia Nettles 447 W Hubert Ave, Lancaster OH 43130 (R)

Director of Law- 4 year term (New Term Begins 1/1/16)

Randall T. Ullom 1974 Wacker Dr, Lancaster OH 43130 (R)

President of Council – 2 year term (New Term Begins 1/1/16)

Robert B. Hedges 332 E Main St, Lancaster OH 43130 (R)

Council at Large (3 seats to be elected) – 2 year terms (New Terms Begin 1/1/16)

Jerry Woodgeard 114 Luther Ln, Lancaster OH 43130 (D)

Gina M. Bentle 1783 Wacker Dr, Lancaster OH 43130 (R)

Jon E. Hale 1602 Baltimore Rd NW, Lancaster OH 43130 (R)

David A. Uhl 2648 Heidelberg Dr, Lancaster OH 43130 (R)

First Ward (1 seat per Ward) – 2 year term (New Term Begins 1/1/16)

Melody Arent Bobbitt 1852 Frank Dr, Lancaster OH 43130 (D)

Second Ward (1 seat per Ward) – 2 year term (New Term Begins 1/1/16)

Michael Fracassa 1846 Autumn Dr, Lancaster OH 43130 (R)

Third Ward (1 seat per Ward) – 2 year term (New Term Begins 1/1/16)

Randy Groff 311 E Wheeling St, Lancaster OH 43130 (R)

Tawny Sniderman 418 Lake St, Lancaster OH 43130 (R)

FAIRFIELD COUNTY BOARD OF ELECTIONS
(CANDIDATE LIST FOR PRIMARY ELECTION 2015)
(Not Certified)

CITY OFFICES (Continued)

Fourth Ward (1 seat per Ward) – 2 year term (New Term Begins 1/1/16)
Tom Stoughton 1424 Wheeling Rd NE, Lancaster OH 43130 (R)

Fifth Ward (1 seat per Ward) – 2 year term (New term Begins 1/1/16)
Harry E. Hiles 914 Second St, Lancaster OH 43130 (D)

Sixth Ward (1 seat per Ward) – 2 year term (New term Begins 1/1/16)
Rudy A. Touvell 133 Harrison Ave, Lancaster OH 43130 (D)
Becky Tener 512 Maud Ave, Lancaster OH 43130 (R)

City of Reynoldsburg

Mayor – 4 year term (New Term Begins 1/1/16)

City Attorney – 4 year term (New Term Begins 1/1/16)

President of Council – 4 year term (New Term Begins 1/1/16)

City Council Ward 4 – 4 year term (New Term Begins 1/1/16)

May 5, 2015 Primary - Certified Questions and Issues List

	Entity	Millage / Percent	Type	Additional, Renewal, or Replacement	Purpose	Duration
1						
2	Southwest Licking Local School District	7.8 mills	Tax Levy	Renewal	Emergency Requirements	5 yrs
3	Walnut Township Local School District	7 mills	Tax Levy	Additional	Emergency Requirements	5 yrs

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(CANDIDATE LIST FOR PRIMARY ELECTION 2015)**

(Not Certified)

CITY OFFICES (Continued)

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Becky Tener *512 Maud Ave, Lancaster OH 43130* **(R)**

City of Reynoldsburg

Mayor – 4 year term (New Term Begins 1/1/16)

City Attorney – 4 year term (New Term Begins 1/1/16)

President of Council – 4 year term (New Term Begins 1/1/16)

City Council Ward 4 – 4 year term (New Term Begins 1/1/16)

May 5, 2015 Primary - Certified Questions and Issues List

	Entity	Millage / Percent	Type	Additional, Renewal, or Replacement	Purpose	Duration
1						
2	Southwest Licking Local School District	7.8 mills	Tax Levy	Renewal	Emergency Requirements	5 yrs
3	Walnut Township Local School District	7 mills	Tax Levy	Additional	Emergency Requirements	5 yrs



HOUSE OF REPRESENTATIVES
REPRESENTATIVE STEVE HAMBLEY

TO: All House Members
FROM: Representative Steve Hambley
DATE: February 10th, 2015
RE: Co-Sponsor Request – Special Elections

I will soon be introducing legislation to eliminate the February special election and change the way local governments are required to pay for special elections in certain circumstances. As the legislature continues to look at the relationship between the state and local governments, it is important for the General Assembly to give our local partners the flexibility they need to manage their budgets.

Since counties are creatures of statute, repealing certain state mandates, particularly those that relate to Boards of Election, can increase the fiscal efficiency of those governments. Eliminating the February special election is a good compromise that still allows school districts and other taxing authorities the opportunity to go on the ballot three times in one year while reducing the burden on our election officials and county government. The pre-funding language will help counties manage the Board of Elections budget more effectively, which is particularly important since they can seek mandamus funding orders in the courts. This legislation is supported by the County Commissioners Association of Ohio and the Ohio Association of Election Officials.

If you are interested in co-sponsoring this legislation, please contact my legislative aide, Mike Cunningham, at 466-8140 or Michael.cunnington@ohiohouse.gov, by close of business Wednesday, February 18th, 2015. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Steve Hambley". The signature is written in a cursive, flowing style.

Rep. Steve Hambley
Ohio House of Representatives, 69th district