

Regular Meeting #10 - 2019
Fairfield County Commissioners' Office
March 19, 2019

Review

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Tony Vogel, Todd McCullough, Corey Clark, Chief Lape, Tiffany Nash, Loudan Klein, Jeff Porter, David Miller, Dave Burgei, Jeremiah Upp, Dennis Keller, Jeff Barron, Mark Conrad, a nursing intern, Patrick O'Malia, Jon Slater, Aunie Cordle, Anna Tobin, and Sarah Clagg.

- Welcome
- Legal Update

Mr. Horacek did not have a legal update.

- Administration and Budget Update/Carri's List

a. Announcements

March 26 – Time with the Commission; Mock Election

March 28 – Lunch -n- Learn with Fairfield Medical Center

April 10 – Wear Blue for Child Protective Services Awareness/Breakfast

April 25 – Circus Night at JFS

April 19 – Good Friday, closing at noon

April 22 – Earth Day, with a proclamation expected on April 23

The State of the County Address is April 30 at the WigWam. The review and regular meeting will be held at the WigWam, the Violet Township offices.

b. Highlights of Resolutions

Dr. Brown provided highlights of 23 resolutions for the voting agenda.

We proposed a proclamation for Kidney Health Awareness. Tiffany Nash from the Department of Health accepted the proclamation, and Todd McCullough, Dog Warden, shared some information and family experiences.

JFS proposed seven contracts for protective placement in network for child protective services.

The County Engineer proposed approval of advertising for a bridge project in Berne Township, a change order for the Fosnaugh School Road culvert project, and a change order for 2018 resurfacing.

There were financial resolutions to approve, such as:

- Capital outlay appropriations from unappropriated funds for the Airport from airport funds;
- Reimbursement and levy movement transactions for JFS (four resolutions);
- An account to account transfer of appropriations for JFS;
- A fund to fund transfer for EMA;
- A memo expense for the receipt of a CORSA reimbursement for the Park District;

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- Appropriations of \$250,000 for the additional amount estimated for the Baldwin project, as well as two other resolutions for accounting matters identified for the Records and Assets project fund;
- Debt service transfers; and
- A repayment of an advance from the Sheriff's Office from a grant fund.

There were various other resolutions that are works in progress. For example, RPC had a series of five CDBG participation agreements in progress, and JFS was working on a lease renewal for a vehicle to use for non-emergency Medicaid transportation purposes. We had TID reappointments in queue, as well as a resolution for appropriations from unappropriated funds for the Sheriff (for a special revenue fund). EMA will propose the mitigation plan, as the normal update, next week.

c. **Administrative Approvals, Program, & Budget Update**

Administrative Update

The review packet contained a list of administrative approvals, and there were no questions posed.

State Auditor Announcement – Scorecard for Public Records Access

The State Auditor announced on March 12th that there will be an online scorecard to score entities on their procedures for access to public records, based on the normal review the State Auditor is already conducting. There will be a State Auditor bulletin on the matter, but probably not until July.

Commission departments are already maintaining a log and are reporting on performance relating to access. Dr. Brown requested information about what the State Auditor's scorecard will include. Information about the effort may warrant an evaluation of current procedures. Quarterly, we share information about the log maintained within the Commissioners' Office.

Electronic Idea Box

The electronic idea box proposal was ready to go for April implementation, County Awareness Month. We will seek elected official and appointing authority participation for the nominal financial rewards. We have kept it simple with an FAQ document.

What is Fairfield County's electronic idea box?

The electronic idea box is a way for employees (and those with a county email address) to offer an idea to improve any aspect of Fairfield County local government. You can offer an idea through an efficient tracking system.

Why is there an electronic idea box?

Following up to conversations during the "Time with the Commission" meeting on January 29, 2019, the County Commissioners proposed an **electronic idea box**. During the "Time with the Commission" meeting and in follow-up discussions, people indicated they would like to offer an idea electronically.

We also know innovation is found at all levels of an organization. We want to foster a learning culture and give more opportunities for all employees to share ideas.

How does the electronic idea box differ from a suggestion box?

This will be a virtual box where people can share ideas anytime. All ideas will be evaluated, and all participants will receive a response.

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The idea box is in place to bring about innovation, learning, and engagement; we are seeking solutions. There are other more appropriate avenues for complaints, such as conversations with a supervisor.

Ideas will not be provided anonymously – we want you to own your innovation, and we want to show our appreciation for your thoughts. We want to publicly praise employees when ideas are implemented, too. To all employees, there will be regular reports about the ideas.

What kind of incentives are there for people to use the electronic idea box?

We hope you contribute ideas because you want to help Fairfield County be the best it can be and you feel valued in participating.

Again, we will follow up on all ideas. Even if idea cannot be implemented, it may inspire new learning or additional ideas.

There will monetary awards (pending elected official and appointing authority approval for their employees) for the best ideas implemented. There will be gold (\$500), silver (\$200) and bronze (\$100) levels. Awards will be announced annually in November. Elected Officials and Commission Department Heads are ineligible for awards but can still participate by sharing ideas in this way, of course. Beginning in 2020, individuals with the best ideas will be honored at the State of the County Address.

How do I send an idea?

You can send email to rt-fc-ideabox@co.fairfield.oh.us

Additional Communications Highlights

We are reviewing having a county wide Facebook page to complement our Twitter activity. There will be one-way communication. In addition, we will be preparing an online newsletter. Thanks to Rachel Elsea who will lead the newsletter effort, with its first edition in April, County Awareness Month.

Humane Society Update

Last week, we talked about the Fisher Catholic license for use and the Beavers Field update forthcoming on June 11. This week, we are aware of a small renovation project (with private costs of about \$60K) the Humane Society is seeking to undertake. The project is for office space renovation, minor building adjustments, improvements for air conditioning for dogs, and a minor driveway widening (which will be helpful to maintenance staff accessing the area around the building for snow removal). The minor construction will help Humane Society operations, and we are supportive of the project. Dennis Keller and Carri Brown met with Corey Schoonover on March 13th and have reviewed the lease for alignment with the Humane Society proposal, which is completely aligned. (During the March 13th meeting, the Fisher Catholic use of property was also discussed.)

Corey Schoonover provided a letter (as required by the lease), and that letter is in the review packet, along with a response letter for permission to proceed. We have scheduled a meeting with the Humane Society with the Commissioners on June 11 (the same day as the Beavers Field update) so that there can be an update on the progress from the Humane Society.

At that time, Corey Schoonover will also be providing a program update. (The county provides \$7,500 annually to the Humane Society for its partnership, classified as contract services. The lease for the building is a "\$1 lease", so that is also a county contribution to support the operations and long-time partnership with the Humane Society.)

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County Facilities Planning – Update

Last week, we talked about the rebidding for the Baldwin project and the financial structure (bringing the cost to about 22% of a new build). We have the financial structure in place for the market adjustment.

This week, we have started work on the Real Estate Offices. This work should be completed by the end of 2019, with several staff members from the Auditor's Office relocating to that building from the Courthouse in early 2020. To perform the construction work, it is necessary to allocate space around the building for the contractors use by their heavy equipment and for storage of materials. A construction fence has been installed blocking off a portion of the parking lot from the public to create a safe work zone. This will reduce the number of parking spaces in the parking lot and change the flow of parking traffic through the lot. Dennis Keller emailed a sketch to all employees. We are planning to use other available parking lots owned by the County, such as the temporary gravel lot at the former site of the Main Jail, the Wheeling St Lot north of the temporary gravel lot, and the Pearl Alley lot east of the Amstutz Building along Main Street. We are also planning ways to professionally document the upgrades at the Real Estate Offices.

A small work group will be evaluating the next steps for moving employees from mezzanine areas to main floor areas. We will also be examining the flow of traffic and customer service.

In addition, we will be opening the Records Center soon. Please see the press release issued last week about the opening. The projected dedication date is May 28, with a Commission meeting being held at that location. The Clerk of Courts will be the first office to use the Records Center.

The procurement tools located on the Intranet (sample RFQs, RFPs, ITBs, and definitions) have been helpful to other offices, such as ADAMH as they prepare for a construction project. The Commission is providing the Alternative School site to ADAMH for crisis stabilization, to build a 14-bed facility. The plan is to donate the parcel and its contents to ADAMH for their construction project. ADAMH has legal powers to own property for the provision of mental health services.

The county shares the priority of addressing the addiction crisis. In addition to providing the contribution to the project, Carri Brown and Dennis Keller are supporting the project by serving on the architect scoring team, using their established tools for accepting bids and opening them, and providing multiple helpful hints about project management.

Budget Update

With the implementation of the 20 recommendations for recruitment and retention of employees, there is an opportunity for merit based increases. To participate in merit based increases, departments must use the county approved performance assessment tools and comply with the county compensation plan.

We continue to hold great interest in the state budget proposal. We are thankful for the governor's proposed increases for the priorities of children and indigent attorney fees. We are encouraged with support for transportation initiatives, too.

Meals on Wheels will be conducting a presentation on their budget proposal for 2020. There may be changes to the proposed use of levy dollars (fees will need to be increased, and perhaps, grant dollars can be increased), and the Commissioners will formally approve the budget with its regular budget process.

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Mr. Davis is pleased with the governor's state budget proposals but is concerned with what will happen in the legislature. The county's five-year outlook is looking slightly better with new information and the governor's budget.

Others agreed about the concern of how the legislature will change the executive proposals.

d. BRAVOs

Thanks to Donna Fox-Moore for her leadership with events at the FCFACF Council.

Bravo to Rachel Elsea for synthesizing what she heard at the DD lunch n learn and thinking about ways to help people lead meaningful lives and reach their potential.

IT reported last week the MUNIS upgrade is complete and all associated applications are back up and running. This includes MUNIS, ESS, and TCM. MUNIS 2019 looks a bit different now, and Jay Mattlin with IT provide a MUNIS 2019 Documentation folder to help users. Thanks, Jay!

- Old Business

- a. Right-sizing the MCJDC Contribution from Fairfield County

Commissioner Davis will be meeting with members of the judiciary and MCJDC representatives on March 20. He looks forward to hearing from the judiciary regarding their current and future needs as well as discussing right-sizing the contributions.

- b. ADAMH Follow Up to Presentation

Commissioner Fix and Commissioner Levacy attended the ADAMH Awards ceremony on Tuesday, March 12, and there are some pictures in the review packet. We are partners with reentry and probation efforts, including those targeting community alternative to prison. We continue to be supportive of ADAMH and related programs, especially as connected with reducing the population of the jail.

Along with ADAMH, we look forward to continuing to advance reentry and outreach efforts. Reentry is meeting its objectives:

- Case studies and citizen feedback give qualitative evidence on how problems of reentry are mitigated. Here are three representative quotes from cases:
 - *"I wanted to express my sincere gratitude towards your effort to help me find a place to live. I also hope you know how valuable your efforts are for the community. The Counseling Center was a life changing experience and I owe this transformation occurring in my life to you."*
 - *"I was incarcerated for one year for my fourth OVI. During my incarceration in the Fairfield County Jail, I met the reentry coalition. After I was released, a year later, I walked into the reentry office with no personal possessions. They helped me so much, from getting a phone, to a bus pass, as well as helping me build a resume and applying at a sober living facility. I have found employment at a job I enjoy! Reentry was an important factor in my successes. If you do good things and are willing to put in the work, reentry will help you the way they have helped me. God Bless Them."*

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- *"My whole life I have never been one to ask for help but this time was different. I was wasting away in jail wondering if I would ever get back to my life. I was then introduced to the reentry coalition... Without hesitation (they) connected me with Lutheran Social Services and their sober living program. I have only scratched the surface of the resources available to me and can truly thank Val and the reentry coalition for guiding me in the right direction. As long as I am doing the next right thing she is there to help any way she can...thank you for helping me regain control of my life."*
- Connections among county departments and community partners have increased efficiency of referrals and have improved organizational knowledge. The coalition has more than 120 members who meet regularly to share information. Citizens meet in separate peer support groups. A process for community referrals is in place, where once there were no such referrals. An average of 1,000 referrals are now made annually for counseling, housing, job, and basic needs.
- From 2014 through 2016, and additional 242 women with addiction and behavioral health disorders received intensive counseling.
- There is evidence of reduced recidivism. At the end of 2016, among a cohort of 190 participants (who had graduated or were no longer participating in the voluntary program), 152, or 80%, had *not* returned to jail for a three-year period. This outcome was significantly better than the threshold designated as a primary goal of the project and better than state averages. This means the recidivism rate for the group was about 20%, less than previous county experiences and less than the state average of 27%. The national average is about 40%. In other words, the recidivism measure was significantly better than hoped when there was reentry treatment. Further, among those who graduate, compared to those who exited, there was a statistically significant reduction in recidivism. Reentry and volunteer group treatments made a significant difference.
- Also, among a larger group, there were 5,034 days of incarceration logged prior to the program. After the program's treatment, there were 1,004 days of incarceration logged. If participants were to average a similar number of pre-and post- jail days without intervention, then the program resulted in 4,030 fewer days in jail. While it is understood that incidence of jail time is impacted by multiple factors, the reduction of days spent in jail has a practical significance. With an average daily cost of approximately \$70, the 4,030 days translate to cost avoidance of \$282,100.
- Internal and external stakeholder support improved with social media use and additional awareness activities. Stakeholder support contributed to the sustainability strategy. In addition, volunteers and community resources for peer counseling groups increased from one to more than 20.
- Financial support (within a budgeted line item) was approved unanimously to continue the basic program. In addition, the Commissioners approved a new, related partnership by resolution.
- The program's strong connections set the stage to compete for additional grant funding, of which \$361,976 was approved in 2018 to target alternatives to incarceration.
- Program leaders are positioned to evaluate new services (such as mental health counseling and cognitive behavior therapy classes) for inmates. Magistrates and administrators are attending classes and training sessions so there is knowledge about what is available and what works.

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- Policy changes were inspired by case results, and the program coordinator is now stationed at the jail. State leaders indicate this strong connection between law enforcement and reentry is rare. The program is based on the value assumption that when all partners work closely with law enforcement and community partners, reentry efforts will be more successful.
- An added benefit is how law enforcement officers have reported less violence in the jail since the opening of the new jail and the inclusion of reentry programming at the jail. While the reports can be contributed to multiple factors, including a safer building and more staffing, some of the impact can theoretically be attributed to the program because inmates are now engaged in a productive purpose instead of being idle. It is necessary to provide access to meaningful pursuits to give inmates a sense of purpose, which reduces violent behaviors.

To follow up on the presentation from Rhonda Myers, we sent her a note of thanks and provided reentry information, which intersects with ADAMH priorities, especially as they relate to sober housing. The top three priorities for the levy expenditures for ADAMH are crisis stabilization, school-based prevention, and community-based prevention.

Mr. Davis stated he thought it was productive and appropriate for the Commission to review prior decisions, in this instance to review grant projects to see what was beneficial and if something should continue once the grant funding is gone.

Mr. Levacy added that there has been a lack of education and treatment, and a change in philosophy has resulted in needing to look at new and better ways to address addiction and mental health.

c. DELTA H Tour and Economic Development

Commissioner Levacy, Rick Szabrak, and several other people toured the DELTA H facilities on Tuesday last week. DELTA H is a recipient of a county workforce development grant, and the Eagle Gazette published a story on the project. The news article was in the review packet.

In addition to the workforce training grant for DELTA H, the county has provided other training grants to bring new jobs to Fairfield County.

Fairfield County is committed to the priority of economic and workforce development. The county's strategic plan (on the county website), which includes input and feedback from community partners and all employees, reflects the priority of economic and workforce development.

The strategic plan is found here:

<https://www.co.fairfield.oh.us/COMMISH/pdf/Strategic-Plan-for-Fairfield-County.pdf>

- New Business (none)
- General Correspondence Received (none)
- Calendar Review/Invitations Received
 - a. Bremen Chamber Lunch – Thursday, March 28th at 12:00 p.m. at Worthington Industries
 - i. Commissioner Fix will attend.
 - b. Davis-Bresse nuclear Power Station Tour – Wednesday, April 3rd at 11:00 a.m. in Oak Harbor, Ohio

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- c. Grand Opening – Millersport Library Kiosk – Thursday, April 4th at 4:00 p.m. at 2201 Refugee Street, Millersport
 - i. Commissioner Levacy will attend.
 - ii. There was a great article in the Eagle-Gazette about the kiosk.

- FYI

- a. Jail Population is 286

- b. Center for Community Solutions Fairfield County demographics summary

We received the Center for Community Solutions demographics summary for Fairfield County and reviewed it. The summary can be helpful for reporting or grant acquisition.

- c. Article re: Medicaid

We reviewed an article in the media and were appreciative of Laura Holton, deputy director of JFS community services, for her participation on the statewide work group for Medicaid operations.

- d. Thank you to James Mako for leadership re: state monitoring of CDBG programs

We thanked James Mako, RPC Planner, for his leadership with the state monitoring of CDBG programs, for which there was a positive monitoring session this past week. We will likely see increased attention to documentation of outreach for fair housing and may see other minor adjustments.

- e. Tyler's Light 5k Run/Walk Information (in Commissioners' boxes)

- f. Airport 50th Anniversary Celebration – May 18th

We reviewed the article about the Airport Anniversary celebration and thanked Rick Szabrak and other members of the Airport Board for their planning. We thanked the Eagle Gazette for printing multiple news articles during Sunshine Week.

- g. Cyber-attacks statistics

Dr. Brown reported statistics from an article: The rate of cyber-attacks increased 1300% between 2006 and 2015 according to federal government reports. The primary objective of cyber defense is to raise awareness. Also, more than half of Americans have experienced some form of identity theft or fraud relating to hacking. Employees are a big part of our approach to cyber security. We are continuing to conduct cyber security training with employees and users of the county network.

- h. Fairfield County IT upgrading computers in 2019; survey responses to be reviewed

On a related IT note, we in Fairfield County are upgrading computers in 2019 and will report on the total purchase levels once more information is available. Initial survey responses about IT needs show a desire for video conferencing capabilities and more integration.

- i. Community Action Recycling Newsletter (reviewed and in the newsletter folder)

- Open Items

Ms. Cordle presented the Commissioners with a one-page summary of the Lancaster Festival Impact Study. This will be included in the state of the county packets.

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Meals on Wheels Update

The Commissioners met at 9:30 a.m. for an update from Meals on Wheels. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis, Commissioner Fix and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Tony Vogel, Todd McCullough, Corey Clark, Chief Lape, Tiffany Nash, Loudan Klein, Jeff Porter, David Miller, Dave Burgei, Jeremiah Upp, Dennis Keller, Jeff Barron, Mark Conrad, a nursing intern, Patrick O'Malia, Jon Slater, Aunie Cordle, Ed Laramée, Anna Tobin, and Sarah Clagg.

Ms. Tobin reviewed the attached budget for 2020. She indicated that Meals on Wheels maintains partnerships with various boards and agencies to better support the seniors in Fairfield County. Their three strategic plan priorities are caregiver supporter, in-home mental health services, and volunteer chore assistance. They will hold community meetings to prepare for the 2020-2025 strategic plan cycle.

The 2020 revenue includes the new levy. The biggest changes are to salary (three new hires and 2% increases) and occupancy (they now must pay property taxes and have a new building) line items. At the end of 2020 they are projecting \$245,000 in unappropriated funds. Meals on Wheels is appreciative of the Commissioners' support.

Mr. Levacy was very impressed with the ride-along he took earlier in the year. He asked that Meals on Wheels consider increasing their community grants for reentry efforts.

Dr. Brown explained further that there would be some connections with community grants for Judge Vandervoort's proposed Probate Indigent Guardianship Board. This effort is appropriate for levy dollars because of the shared clients. The Commissioners thinking is that with the levy dollars increasing, the amount awarded in community grants could be increased as well, as this is a critical part of community support. The community grants were not increased in the proposed budget. She asked that the Meals on Wheels board consider this option and get back with the Commissioners by November. They can do that administratively as they are reviewing other adjustments, such as updates for codified fees.

Ms. Tobin replied that they would take that under consideration and invited the Commissioners to come tour the new facilities. They just moved in this past weekend. She has spoken with Judge Vandervoort and will discuss the idea of the Probate Indigent Guardianship Board at the next Meals on Wheels meeting.

Dr. Brown reminded everyone that no public levy funds were used for the new facility.

Mr. Davis asked a few questions regarding the layout of the facility.

Dr. Brown asked Ms. Tobin if they were ready to receive donated books discussed earlier for distribution to clients, and she stated they were.

Commissioner Levacy stated at 9:48 a.m. the Commission would be in recess until the Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, March 19, 2019 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Tony Vogel, Shar Bails, Chief Lape, Jeremiah Upp, Ed Laramée, Corey Clark, Todd McCullough, Tiffany Nash, a health department intern, Dennis Keller, David Miller, Jon Slater, Mark Conrad, Dave Burgei, and Jeff Barron.

Pledge of Allegiance

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

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Announcements

Commissioner Levacy asked if there were any announcements.

There were no announcements.

Public Comment

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

There were no public comments.

Approval of Minutes for Tuesday, March 12, 2019

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, March 12, 2019 Regular Meeting.

Roll call vote of the motion resulted as follows:

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

Approval of the Commissioners' Resolutions

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

- | | |
|--------------|---|
| 2019-03.19.a | A resolution authorizing the approval of a proclamation. [Commissioners] |
| 2019-03.19.b | A resolution to approve a memo expense for reimbursement for Fairfield County Park District – Fund # 7308 [Commissioners] |
| 2019-03.19.c | A resolution to appropriate from unappropriated in major expenditure object category for the Fund# 2800 – Fairfield County Commissioners/Airport [Commissioners] |
| 2019-03.19.d | A resolution authorizing fund to fund transfers from the General Fund # 1001 to: #4483, #4529, #4485, #4663, #4809, #4819, & 4851 - Debt Service Payments for 2019 [Commissioners] |
| 2019-03.19.e | A resolution to appropriate from unappropriated funds in a major category expense for transfers, Fund# 1001 – Fairfield County Commissioners [Commissioners] |
| 2019-03.19.f | A resolution approving an account to account transfer into a major expense object category for transfers, Fund# 1001 - Fairfield County Commissioners [Commissioners] |
| 2019-03.19.g | A resolution to approve a fund to fund transfer from the General Fund# 1001 to the Record/Assets Capital Project Fund# 3827 -& Appropriate from Unappropriated #3827 - Fairfield County Commissioners [Commissioners] |

Discussion: The Commissioners presented Ms. Nash and Mr. McCullough with the proclamation recognizing Kidney Awareness Month.

Roll call vote of the motion resulted as follows:

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

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Approval of the Engineer's Office Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Engineer's Office resolutions:

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|--------------|---|
| 2019-03.19.h | A Resolution to Approve Advertising for the BER-42 Schwilk Road Bridge Repair Project. [Engineer] |
| 2019-03.19.i | A resolution to approve a Change Order for the AMA-22, FAI-CR4-5.086 Fosnaugh School Road over a Tributary to Turkey Run Bridge Replacement Project. [Engineer] |
| 2019-03.19.j | A resolution to approve a Change Order for the FAI-CR12/16/90 Resurfacing Project. [Engineer] |

Roll call vote of the motion resulted as follows:

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

Approval of the Job & Family Services Resolutions

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

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|--------------|--|
| 2019-03.19.k | A resolution regarding Network Placement and Related Services Agreement between Applewood Centers, Inc., and Job and Family Services, Child Protective Services Department [JFS] |
| 2019-03.19.l | A resolution regarding Network Placement and Related Services Agreement between The Village Network, Child Protective Services Department [JFS] |
| 2019-03.19.m | A resolution regarding Network Placement and Related Services Agreement between National Youth Advocate Program and Job and Family Services, Child Protective Services Department [JFS] |
| 2019-03.19.n | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS] |
| 2019-03.19.o | A resolution approving an account to account transfer Fund 2018 Public Assistance [JFS] |
| 2019-03.19.p | A resolution regarding Network Placement and Related Services Agreement between Advantage Family Outreach & Foster Care, and Job and Family Services, Child Protective Services Department [JFS] |
| 2019-03.19.q | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS] |
| 2019-03.19.r | A resolution regarding Network Placement and Related Services Agreement between Skyfall Residential Homes, LLC, and Child Protective Services Department [JFS] |
| 2019-03.19.s | A resolution to approve a memo receipt and memo expenditure for Fairfield County Job & Family Services' Children Services Fund and Protective Service Levy Fund, respectively [JFS] |
| 2019-03.19.t | A resolution regarding Network Placement and Related Services Agreement between Safehouse Residential Services and Job and Family Services, Child Protective Services Department [JFS] |

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| 2019-03.19.u | A resolution regarding Network Placement and Related Services Agreement between Department of Mental Health-Eastway Corporation, Child Protective Services Department [JFS] |
| 2019-03.19.v | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS] |

Discussion: Ms. Cordle stated several of the resolutions were for placement services. Mr. Levacy asked if the cost of placement continues to increase. Ms. Cordle estimated she receives one notice a week that a provider's service costs are increasing. This is a supply and demand issue. Mr. Levacy asked if Ms. Cordle thought anything in the governor's proposal would be helpful. She replied there were a few things, but that the most helpful addition was creating Kristi Burre's new position.

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

Approval of the Sheriff's Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Sheriff's Office resolution authorizing the approval of repayment of an advance to the General Fund (Fund 2812 HOPE Grant); see resolution 2019-03.19.w.

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

Adjournment

With no further business, on the motion of Jeff Fix and a second of Dave Levacy, the Board of Commissioners voted to adjourn at 10:05 a.m.

Roll call vote of the motion resulted as follows:

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

The next Regular Meeting is scheduled for Tuesday, March 26, 2019 at 10:00 a.m.

Motion by: _____ Seconded by: _____
that the March 19, 2019 minutes were approved by the following vote:

YEAS:
ABSTENTIONS: None
*Approved on March 26, 2019

NAYS: None


Steven A. Davis
Commissioner


Dave Levacy
Commissioner


Jeff Fix
Commissioner


Rachel A. Elsea, Clerk



2020 LEVY BUDGET EXHIBITS

EXHIBIT	DESCRIPTION
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- | | |
|---|---|
| 1 | Cover Letter |
| 2 | 2020 Levy Budget |
| 3 | Description of Line Items 530000, 8900, 550305 & 531100 |
| 4 | Salary by Position |
| 5 | Year End Units of Service Report |
| 6 | Annual Specification Compliance Review COAAA |
| 7 | Annual Report |



Exhibit #1

February 28, 2019

To: Carri Brown
County Administrator
Fairfield County Commissioner's Office

From: Anna Tobin
Executive Director
Meals on Wheels of Fairfield County, Inc.

Subject: 2020 Levy Budget Packet

Please find the enclosed 2020 levy budget and operations budget which were approved by the Meals on Wheels Board of Trustees on February 28, 2019. Also included in the budget packet are the supporting documents, the annual report, 2018 units of service report, and the annual compliance review by COAAA.

I look forward to meeting with you and the commissioners at a determined time to review the submission and answer any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Anna Tobin'.

Anna Tobin
Executive Director

MEALS ON WHEELS-OLDER ADULT ALTERNATIVES OF FAIRFIELD COUNTY, INC.

Exhibit 2

page 1

		Proposed	Proposed	Approved	Approved
		2020 Levy	2020 Full	2019 Levy	2019 Full
REVENUE					
4000	Public Support		26,000		33,740
4500	Levy Funds used in operating budget 2020	2,592,791	2,838,000	1,710,000	1,710,000
	Levy funds carried over to 2021	245,209	0	486,802	486,802
4600	Grants		6,740		
5000	Government Receipts		759,677		719,404
6000	Program Revenues		234,240		220,240
6600	Interest		950		350
TOTAL REVENUE- levy funds represent 73% of our budget		\$2,838,000	\$3,865,607	\$2,196,802	\$3,170,536
EXPENSES					
7000	Salaries; incl. vacation, sick, holidays*	897,609	1,229,602	716,020	1,137,907
7100	Employee Taxes, BWC	109,500	150,000	90,268	130,822
8000	Professional Fees	71,843	98,415	74,396	107,820
8100	Supplies and Raw Food	487,275	667,500	426,144	617,600
8200	Telephone	10,205	13,980	5,920	8,580
8300	Office Expenses	22,630	31,000	20,700	30,000
8400	Occupancy	62,305	135,030	57,070	82,710
8500	Rental/Maintenance	26,499	36,300	22,977	33,300
8600	Printing/Promotion	7,811	10,700	7,280	10,550
8700	Fleet Expense	97,674	133,800	85,422	123,800
8800	Training/Recognition	6,801	9,317	5,796	8,400
8900	Specific Assistance	259,827	358,566	232,013	336,250
9000	Dues/License/Subscriptions	2,708	3,710	2,077	3,010
9100	Travel Expense	1,314	1,800	1,035	1,500
9200	Fundraising Expense	0	6,000	0	6,000
9400	Miscellaneous	949	1,300	897	1,300
9500	Insurance	141,839	194,300	125,787	182,300
9900	Equipment	146,000	146,000	83,000	83,000
530000	Service Provider Contracts/ personal care/homemaking	90,000	90,000	90,000	90,000
53111	Levy Fees	35,000	35,000	35,000	35,000
550000	payback county	0	0	0	16,500
550305	Grants to community	115,000	115,000	115,000	115,000
TOTAL EXPENSES		\$2,592,791	\$3,467,320	\$2,196,802	\$3,161,349
CASH FLOW		\$245,209	\$398,287	\$0	\$9,187
			\$153,078		
	Levy Account Projected Balance Year End 2020				
	Projected carryover levy funds into 2020 fiscal year	\$1,178,973			
	Levy funds not used in 2020 budget	\$245,209			
	Balance of Levy funds on account beginning 2021	\$1,424,182			

		EXHIBIT #3
Line item: 530000 Contract Services		
Contracts Agreements:	Contract Amount	Services Provided
Friendly Care	\$15,000	Homemaking, Personal Care, IH Respite
Amity Home Health Care	\$8,000	Homemaking, Personal Care, IH Respite
Canal Winchester Human Services	\$7,000	Transportation
Interim Healthcare of Lancaster	\$15,000	Homemaking, Personal Care, IH Respite
Home Helpers	\$15,000	Homemaking, Personal Care, IH Respite
Aging in Place	\$15,000	Homemaking, Personal Care, IH Respite
New provider	\$15,000	Homemaking, Personal Care, IH Respite
TOTAL :	\$90,000	
included in #8900 Specific Assistance		
Adaptive Equipment	\$3,250	fully covered
Emergency Utility Assistance	\$6,000	fully covered
Lifeline Emergency Response Buttons	\$119,700	\$6,300 covered by caregiver;
Ensure nutritional supplements	\$8,000	fully covered
Recreation Supples	\$3,000	fully covered
Chair Volleyball Program	\$1,100	fully covered
Automated Telephone Sevice	\$1,500	fully covered
Restaurant Sites	\$105,410	80% covered by levy; 15% cash match on 20%
Home Repair and CGSP local cash match	\$11,867	15% local cash match on caregiver funds
TOTAL Line Item:	\$259,827	
Line Item: 550305 Senior Grants		
SENIOR GROUPS	GRANTS TO COMMUNITY	
Amanda	COAAA	
Baltimore	FairHOPE Hospice	
Bremen	Information & Referral	
Carroll seniors club	Lanc-Fairfield Community Action	
Canal Winchester	Lancaster Public Transit	
Fairfield Beach	Ollivedale-Lancaster Parks & Recreation	
Millersport	Fairfield Center for DisAbilities	
Pleasantville	Pickerington Senior Center	
Rushville	Samaritan Center-Adult Daycare	
Stoutsville		
Sugar Grove		
Total Grants to Senior Groups & Community:	\$115,000	
Line item: 531100 Levy Fees		
Treasurer & Auditor Fees Paid	\$35,000	

Meals on Wheels Older Adult Alternatives

Exhibit 4

COMPENSATION REPORT

POSITIONS	Levy	Percentage of Levy to Full	Intergovernment al and Other	Percentage of Intgovernmental and Other	Total
Executive Director	53,391	0.73	19,747	0.27	73,138
Director of Operations	43,566	0.73	16,113	0.27	59,679
Director of Administrative Services	36,380	0.73	13,456	0.27	49,836
Director of Aging Services	33,175	0.73	12,270	0.27	45,445
Nutrition Services- 12 FT 26 PT	504,567	0.73	186,621	0.27	691,188
Aging Services-5 FT 2 PT	128,871	0.73	47,665	0.27	176,536
Administrative Services 4 FT 1 PT	97,659	0.73	36,120	0.27	133,779
Total	897,609	0.73	331,992	0.27	1,229,601

3776 South High Street
Columbus, Ohio 43207-4012
www.coaaa.org/ email: coaaa@coaaa.org



Your Aging and Disability Resource Network

(614) 645-7250
1-800-589-7277
(614) 645-6200 TTY/TDD

Community Based Services for Older Adults Provider Structural Compliance Review Summary Report

Provider: Meals on Wheels-OAA of Fairfield Co.

Review Dates: October 23 – October 25, 2018

Service(s) Reviewed: Congregate Meals, HDMs, Supportive Services, Home Repair, and Transportation

Reviewer(s): Cheryl Wilson, LSW and Kathy Niper, LSW

Provider Staff present: Sara Clagg, Director of Administrative Services; Cindy Wells, Assistant Executive Director; Anna Tobin, Executive Director; and Amber Goines, Nutrition Services Manager

COAAA Contract Compliance

Section XVII 6: The provider agrees to comply with the Ohio Revised Code 173.38 and the Ohio Administrative Code 173-9 when hiring an applicant for, or retaining an employee in a paid direct care position.

Criminal background check conducted for B. Roby was not conducted using 1 of the 6 required codes. *A description of your process and plan to ensure compliance were received. A receipt showing a new check was initiated for Mr. Roby was also received. The results of the check are requested, when received.*

Provider Service Specifications

173-3-06.6 Transportation Service

Central Ohio Area Agency on Aging • Cindy L. Farson, Director

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- No evidence a bureau of motor vehicle check (noting fewer than 6 points) has been conducted for driver L. Mohler. *Results of a check that includes this information are requested before he resumes driving.*
- The statement obtained for L. Mohler to indicate he has no medical or physical condition that might impair safe driving, passenger assistance... was signed by a nurse practitioner, and not a licensed physician as required by rule. *A signed statement was received 10/25/18. No additional evidence of compliance is requested.*
- No evidence L. Mohler has successfully completed training in CPR and first aide. *Evidence he has completed training is requested before he resumes driving.*

Meals, Supportive Service, and Home Repair

No deficiencies noted

The following documentation is requested as evidence of compliance by January 10, 2019 (45 business days from the date of this letter):

1. Results of the criminal record check conducted for B. Roby, when received.
2. Results of a Ohio Bureau of Motor Vehicle check for L. Mohler.
3. Evidence L. Mohler has successfully completed CPR & first aide training.

Comments: A sample unit of service/billing audit was conducted for all services. No billing errors were noted.

✓ **Final Summary**
 Letter to follow
 Revised Summary

If you have any questions regarding your review, please contact me at cwilson@coaaa.org or (614) 645-8424.


Signature of COAAA Reviewer

11/02/18
Date


Signature of Provider Staff

11/7/18
Date

3776 South High Street
Columbus, Ohio 43207-4012
www.coaaa.org/ email: coaaa@coaaa.org



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(614) 645-6200 TTY/TDD

Ohio Administrative Code (OAC) 173-39-04 Provider Structural Compliance Review Exit Conference Summary

Provider: Meals on Wheels, Older Adult Alternatives of Fairfield Co.

Review Date: October 23 – October 25, 2018

Service(s) Reviewed: HDMs and ERS

Reviewer(s): Cheryl Wilson, LSW & Kathy Niper, LSW

Provider Staff Present: Sara Clagg, Director of Administrative Services; Cindy Wells, Assistant Executive Director; Anna Tobin, Executive Director; and Amber Goines, Nutrition Services Manager

Individuals Reviewed: (M.B.) #1478131, (G.C.) #1705728, (H.N.) #1120456, (F.S.) #1721970, (C.W.) #1085137, (R.C.) #1736787, (D.C.) #1420892, (J.D.) #1718297, (G.D.) #858555, (P.E.) #1696940, (P.H.) #809002, (E.M.) #862914, (N.P.) #1597071, (B.R.) #1745891, (C.S.) #1206610, (D.S.) #707042, and (J.T.) #1495055

Agency Staff Reviewed: C. Sulick, J. Briggs, V. Wiseman, L. McDonald, L. Mohler, J. Vickroy, and B. Roby

OAC 173-39-02 ODA Provider Certification: requirements for every provider

(B)(4)(k): "The provider shall comply with the criminal records check requirements under rule 173-9-01 of the Administrative Code."

Deficiencies in this area are outlined in the level one disciplinary action faxed and mailed to you 10/30/18. *Evidence of compliance requested is outlined in this letter.*

(B)(6)(a): "The provider shall bill only for a good or service if the provider complies with the requirements under this rule and the requirements, including the service verification requirements, under any rule in Chapter 173-39 of the Administrative Code regulating a good or service ODA certified the provider to provide."

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One billing error noted for 1 individual- 1 HDM billed in error for (J.T.) #1495055, for 07/11/18 (no documentation to show meal was delivered). *Paperwork will be forwarded to PASSPORT billing staff to recover 1 unit (meal) for this individual. A plan to prevent future billing errors is requested.*

OAC 173-39-02.1 - 173-39-02.17 ODA Certified Provider Service Specifications:

Home Delivered Meals

One billing error noted (see above)

Emergency Response Service:

No deficiencies noted

The following documents must be submitted by January 10, 2019 (45 business days from the date of this letter):

- 1. A plan to prevent future billing errors.

✓ **Final Summary**

 Letter to follow

 Revised Summary

Please sign & return a copy of this letter upon receipt.

As a provider, you have the right to challenge any of the documented findings or proposed determination, (see Rule 173-39-08 for further information). If you have any questions regarding your review, please contact me at (614) 645-8424 or cwilson@coaaa.org.

Cheryl Wilson
Signature of Reviewer

11/02/18
Date

Anna Yobin
Signature of Provider Staff

11/7/18
Date

Year to Date Statistics DEC 2018 Exhibit 5

	Clients	YTD Units	Unit	STLY	STLY Units
<u>NUTRITION DIVISION</u>	Served	12/31/2018	Defined	Served	12/31/2017
Commodities Supplemental Food Program	315	3,681	One Food Box	322	3,752
Congregate Meals	772	46,077	One Meal	783	49,693
Ensure Nutritional Supplement	49	211	One Case	61	313
Home Delivered Meals	1,153	190,353	One Meal	1129	179,282

AGING SERVICES DIVISION

Case Management / Assessments	1180	1632.5	One Hour	1127	1,889
Durable Medical Equipment	172	182	One Client	133	140
H.E.A.P.	22	16.75	One Hour	11	8.75
Home Repair	24	\$19,886	Dollars Spent	18	\$17,916
Homemaking	156	1,353.50	One Hour	137	1,416
In-Home Respite	1	1.5	One Hour	0	0
Lifeline Emergency Response Systems	570	5,047	Per Month	549	5,026
Personal Care	29	890.50	One Hour	55	1,443
Phone Incoming Referrals/Assistance		16,510	One Phone Call		13,520
Representative Payee	30	880	One Hour	34	863
Tele-Friend	16	37.25	One Hour	13	77
Transportation (one-way trips)	42	1,814	One-Way Trip	34	1,906
Utilities Assistance (Shut-Off)	16	\$4,845	Dollars Paid	14	\$4,996
<u>CAREGIVER SUPPORT:</u>					
CSP Daycare	0	0	One Day	1	10
CSP ER Home Delivered Meals	14	564	One Meal	0	0
CSP Emergency Utility	0	\$0	Dollars Paid	0	\$0
CSP Homemaking	38	511.75	One Hour	26	273
CSP Home Repair	0	\$0	Dollars Spent	0	\$0
CSP In-Home Respite	20	472.25	One Hour	13	277
CSP Institutional Respite	0	0	One Day	0	0
CSP Lifeline ERS	26	201	One Month	19	99
CSP Personal Care	31	1080.25	One Hour	29	991



Meals on Wheels Older Adult Alternatives has been providing nutritious meals to seniors living in Fairfield County for over forty-five years. The agency has grown and expanded over the years from serving a few hundred home cooked meals to serving 236,994 meals and offering over 21 services and opportunities to support the health and well-being of older adults in Fairfield County. Each year brings increased growth in the number of services provided by the agency as the senior population continues to escalate.

During 2018, the agency continued working on the relocation project. A capital campaign, fundraising events, donations, and grant awards provided capital to begin renovations at the new location. The new facility will provide the operational capacity to keep pace with the ever increasing senior population and corresponding demand for services. This past November, Fairfield County voters approved the renewal of the Meals on Wheels Senior Services levy which provided an additional .3 mil to support services provided by and through Meals on Wheels of Fairfield County.

Engaging the community in the important and necessary work of the agency is vital to the success of Meals on Wheels. The agency presented 104 radio spots, three television promotions, made 41 community presentations, and participated in 25 community events during 2018. The agency recruits volunteers year round and partners with community groups to assist with meal delivery, food packaging, board membership, event assistance, pet food collections, and senior care packages.

Meals on Wheels services are key to the health and well-being of older adults in our county. In fact, over 95% of home delivery clients report that the meals they receive through the Meals on Wheels program allows them to remain living independently in their own homes. 97% of home delivery clients report Meals on Wheels provides them with a sense of safety through the daily visit provided by their meal delivery driver.

The agency is supported in part by a Meals on Wheels Senior Services levy, Title III funding through the Central Ohio Area Office on Aging, grants, donations and fundraising events. The 4th Annual March for Meals Event was a success in raising funds to support the work of the agency and in raising awareness to senior isolation and hunger. Meals on Wheels strives to be good stewards of funds received by the agency and values honesty, integrity, and fairness in all of our dealings because we are here to serve our community.

2018 Services a Glance

Meals on Wheels Older Adult Alternatives of Fairfield County served 2,440 clients and care givers during 2018.



NUTRITIOUS MEAL

The agency provided 190,917 home delivered meals, 46,077 community site meals, 3,681 food boxes, 211 cases of liquid supplements, 5,114 blizzard/emergency meals and 209 Farmer's Market coupons. Nutrition transportation included 1,814 one-way trips for grocery shopping or congregate dining to older adults living in the city of Lancaster.



SAFETY CHECK

The agency provided 182 pieces of adaptive equipment, 24 minor home repairs, 16 utility assists, and 596 Emergency Response Systems. The agency also provided a combined total of 4,312 hours of personal care, homemaking, in-home respite and adult day care service.



FRIENDLY VISIT

The agency provided 16,510 callers with referral and assistance, 1,632 hours of case management which included 1,269 assessments, 149 tele-friend calls, 880 hours of Representative Payee Service, 22 HEAP application appointments, and 55 Medicare counselling appointments.

Mission: To improve the quality of life for older adults and enable independent living for as long as safely possible.

To: Commissioners Davis, Fix, & Levacy
From: Carri Brown
Date: March 2, 2019
Subject: Meals on Wheels 2020 projections

By contract Meals on Wheels is to provide projections for their budget by March 1 for the ensuing year. The enclosed attachment for this purpose was delivered on March 1. A date will be set to review the projections, as well as program services, later this month, as soon as Meals on Wheels leadership has a chance to review their schedules. For now, here are some quick observations regarding the projections that were delivered.

County levy expenditures are increasing in importance to the overall organizational budget for Meals on Wheels.

County levy expenditures are increasing in importance to the overall organizational budget for Meals on Wheels. With the 2019 budget, county levy expenditures comprised 69.29% of the full budget. With the 2020 budget, county levy expenditures are proposed to comprise 73.42% of the budget. With county levy expenditures, significant increases are proposed for multiple categories relating to direct services, highlighted in yellow below, and relating to either direct or indirect services, highlighted in blue. The increases in the projections are somewhat expected, given the increase in the county levy approved at the November 2018 election for collections in 2020.

With the projections, salaries increased overall based on increases in rates and increases in number of filled positions or expected positions. (I requested a copy of the table of organization, but it is fair to conclude there will be new positions or filled vacancies. There appears to be a standard 2% increase in rates for 2020 over 2019. There was discussion at the end of 2018 to suggest the 2% increase in standard wages, following analysis which showed previous increases beyond this standard.) Wage related taxes show increases consistent with the increase in salaries; insurance expenses are expected to increase 12.76%.

Projections for supplies (such as raw food), fleet expenses, maintenance, and equipment show increases based on the need for services. While services for congregate meals are decreasing, home delivered meals are increasing. For example, there were 190,353 home delivered meals for 1,153 clients in 2018, compared to 179,282 home delivered meals for 1,129 clients in 2017. The agency projects increased needs for home delivered meals in 2019 and 2020, as well as increased service needs in other categories. The chart below is for county levy expenditures only.

Table A - County Levy Expenditure Projections for Meals on Wheels

Meals on Wheels	2020	2019	increase \$	increase %
Salaries	697,807	749,020	-51,213	-6.84%
Employee taxes	104,000	100,318	3,682	3.67%
Professional services	71,843	74,396	-2,553	-3.43%
Supplies, Raw Food	487,275	426,144	61,131	14.35%
Telephone	10,305	9,920	385	3.88%
Office Expenses	22,630	20,700	1,930	9.32%
Occupancy	62,305	57,070	5,235	9.17%
Rental	26,499	22,977	3,522	15.33%
Maintenance	26,499	22,977	3,522	15.33%
Printing	7,811	7,280	531	7.29%
Promotion	7,811	7,280	531	7.29%
Fleet	97,674	85,422	12,252	14.34%
Training	6,801	5,796	1,005	17.34%
Assistance	259,827	232,013	27,814	11.99%
Dues	2,708	2,077	631	30.38%
Travel	1,314	1,035	279	26.96%
Misc.	949	897	52	5.80%
Insurance	141,202	125,887	15,315	12.16%
Equipment	146,000	83,000	63,000	75.90%
Service Providers	90,000	90,000	0	0.00%
Levy fees, statutory	35,000	35,000	0	0.00%
Community grants	115,000	115,000	0	0.00%
	2,592,789	2,196,802	395,987	18.03%

Non-levy expenditures for the organization are projected to decrease, comparing 2019 and 2020.

Non-levy expenditures for the organization are projected to decrease, comparing 2019 and 2020. Looking at expenditures by category, non-levy expenditures for the organization decrease in most categories, highlighted in green in the chart to follow on the next page. Most significantly, there is a shift in how salaries are paid (in terms of source of funds). Overall non-levy expenditures are projected to drop by more than \$90,000 for the one-year period. A portion of the aggregate reduction is based on how the organization will be making its last payment to the county for the interest free loan made to cover architecture services, given such expenditures were erroneously paid by the organization out of county levy funds.

Non-levy expenditures increase in the categories of telephone and occupancy expenses. Both categories relate to the organization's move to their new site at the former Cedar Heights school. The organization may have debt relating to occupancy, but that is not certain from the records presented.

Table B - Non-levy expenditure projections for Meals on Wheels

Meals on Wheels	2020 full	2019 full	non-levy 2020	non-levy 2019	non-levy change
Salaries	1,229,602	1,137,907	331,993	421,887	-89,894
Employee taxes	150,000	130,822	40,500	40,554	-54
Professional services	98,415	107,820	26,572	33,424	-6,852
Supplies, Raw Food	667,500	617,600	180,225	191,456	-11,231
Telephone	13,980	8,580	3,775	2,660	1,115
Office Expenses	31,000	30,000	8,370	9,300	-930
Occupancy	135,030	82,710	72,725	25,640	47,085
Rental					
Maintenance	36,300	33,300	9,801	10,323	-522
Printing Promotion	10,700	10,550	2,889	3,270	-381
Fleet	133,800	123,800	36,126	38,378	-2,252
Training	9,317	8,400	2,516	2,604	-88
Assistance	358,566	336,250	98,739	104,237	-5,498
Dues	3,712	3,010	1,002	1,335	-333
Travel	1,800	1,500	186	186	0
Fundraising	5,000	5,000	5,000	5,000	0
Misc.	1,300	1,300	351	403	-52
Insurance	194,300	182,300	52,461	56,513	-4,052
Equipment	146,000	83,000	0	0	0
Service Providers	90,000	90,000	0	0	0
Levy fees, statutory	35,000	35,000	0	0	0
Community grants	115,000	115,000	0	0	0
	3,467,320	3,144,849	874,531	948,047	-73,516
Payback County loan	0	16,500	0	16,500	-16,500
	3,467,320	3,161,349	874,531	964,547	-90,016

Revenue projections support the expenditure projections.

Revenue projections support the expenditure projections. However, with the full budget of Meals on Wheels, public support projections decrease in 2020, as compared to 2019. There are some revenue categories with increases, such as grants, governmental receipts, and program revenues. We are aware of the new CDBG grant for the organization. The most significant revenue change with the projections is the increase in the county levy.

The carry-over for going concern is appropriate, given what is known today. Most of the composite carry-over relates to county levy funds.

One request to consider is for Meals on Wheels to increase the community grants projection to support community needs.

One request to consider is for Meals on Wheels to increase the community grants projection to support community needs. Only county levy funds are used for community grants. Community grants are budgeted at \$115,000 in 2019 and 2020. We are aware of a new grant request anticipated for 2020 (given 2019 grants have already been approved) for the Probate Court Guardianship Board. Perhaps, there can be some discussion to increase community grants from levy funds, as these funds are most appropriate for direct services, and the community need exists.

