

Special Meeting #14 – 2023
Elected Officials and Department Heads Roundtable
Fairfield County Commissioners’ Office
April 4, 2023

Roundtable Meeting

The Elected Officials and Department Heads met at 1:00 p.m. at the Fairfield County Agricultural Center, 831 College Ave., Lancaster, OH. Commissioner Levacy called the meeting to order, and the following persons were in attendance: Jeff Fix, Dave Levacy, Aundrea Cordle, Rochelle Menningen, Bennett Niceswanger, Park Russell, CJ Roberts, Prosecutor Kyle Witt, Garrett Blevins, Daniel Neeley, Heather O’Keefe, Abby Watson, Joe Ebel, Tim Morris, Luann Davidson, Nikki Drake, Shannon Carter, Clerk of Courts Branden Meyer, Dr. Carri Brown, Alex Lape, Kasey Farmer, Brian Wolfe, Josh Horacek, Dr. David Uhl, Marcy Fields, Jeremiah Upp, Rachel Elsea, Treasurer Jim Bahnsen, Sheriff Alex Lape, Tony Vogel, Rick Szabrak, Jon Kochis, Amy Brown-Thompson, Dr. Brian Varney, Keith Conroy, Lauren Strobe, and Anthony Jones.

Attending virtually: Cheryl Legacy, Nate Wagner, and Alex Lopez.

Welcome

Commissioner Levacy stated he was eagerly anticipating the 2023 Roundtable meetings and welcomed everyone in attendance.

Commissioner Fix stated his excitement to hear the updates from the talented leadership in the county.

County Administration Updates

Economic Development Director, Rick Szabrak, spoke about Hicks Partners, LLC as grant writers, and the benefits they provide the departments. He then introduced the Hicks Partners team of Lauren Strobe, Keith Conroy, and Anthony Jones.

Grant Writing Assistance – Hicks Partners

Keith Conroy with Hicks Partners began with recent activities within Fairfield County which included some of the grants already awarded for the year. He continued by speaking about services, types of grants, and the grant application process. He spoke about other members of the team and provided a Power-Point which is available in the minutes. Mr. Conroy also spoke about grant monies available at the State and Federal levels and provided guidelines for grant readiness and the grant process. He added that organizational readiness meant understanding eligibility and getting grant ready and elaborated on some common pitfalls in the grant process. He concluded by summarizing the grant application process.

Mr. Szabrak stated that the goal was to reconnect everyone at the Roundtable and those who had joined the meeting virtually, with Hicks Partners’ services.

Mr. Conroy provided ways to reach out to the Hicks Partners team members.

Mr. Szabrak added that you could also reach out to the County’s Economic team as well.

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County Employee Newsletter

County Administrator, Aundrea Cordle, stated the County will begin issuing a County Newsletter to make everyone more in tune with what is going on in other departments. She added that the county will also be working with Krile Communications to have a more robust social media presence.

Human Resources Update

Deputy Director of HR, Abby Watson, spoke about switching to the electronic I-9. She added that Equifax will manage the I-9's and ensure their accuracy. She also provided that the pre-employment drug screening will begin soon and that everyone should change their department offer letters to include the drug and alcohol screenings.

Information Technology Update

Dan Neeley, Director of Information Services, spoke about multi-factor authentication and piloting of that program. He also spoke on the progress of the Unified Communications project and stated a couple of departments are operational.

Ms. Cordle spoke about both conversions and stated there are a few changes involved but that they are easily adapted by the users.

Rachel Elsea had two Unified Communications project questions regarding fax machines and phone equipment.

County Auditor, Dr. Carri Brown, asked about headsets for the phone system and laptops. She inquired as to whether they could be purchased with ARP funding or if they would need to be bought through departmental budgets.

Departmental Updates

Sheriff Alex Lape reported his office had begun providing employees with training to manage challenges arising in the law enforcement field. He stated the Sheriff's Office has also moved to 12 hour shifts for deputies in the patrol division which has decreased overtime costs by over 60%. He added his office has continued with the treatment programs with ADAMH and has noted lots of success. The Sheriff also provided that the Community Response team efforts are providing services to the schools and elderly centers, along with providing other programs and social services; and that his office will soon implement some new technologies which will allow callers to share their phones with the dispatcher.

Commissioner Levacy commended Sheriff Lape for the exceptional grade received on the County Jail.

Commissioner Fix proposed a resolution to amend presentation times at the Roundtable meetings.

Director of ADAMH, Marcy Fields, announced that the final phase of the Starlight Center has begun and that she is anticipating that the Center will be operating in July and that a ribbon cutting will be around that same time. She spoke about a multi-family, 24-one-bedroom housing project and thanked the Prosecutor's Office for their assistance with several projects.

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Mr. Szabrak spoke about a project in Violet Township which will create hundreds of new jobs and includes improvements to the roads to accommodate increased traffic generated by the project. He added he was pleased with the success of the Career Expo and stated that the Workforce Center is planning to add additional summer camp programs.

Commissioner Levacy stated that the Fairfield County Workforce Center is the topic of many discussions throughout the state.

Health Commissioner, Joe Ebel, reported that the Health Department had their annual meeting and elected one new board member. He also reported that the WIC dept is moving into new offices and that project DAWN is providing Lock Zone overdose kits.

Extension Educator, Shannon Carter, with the OSU Extension Office reported her office has been offering many different types of classes to the community which include master gardener, pressure cooking, and financial literacy.

Common Pleas and Juvenile/Probate Court Deputy Director of Communications, CJ Roberts, thanked the Commissioners for their support of the Guardianship Program. Ms. Roberts spoke about the youth diversion program, funding for the respite care program for children needing a home for 5-10 nights, and the Reporting Services program.

County Prosecutor, Kyle Witt, reported his office has hired a new Intake Adult Felony Attorney and that they will be upgrading the case managing software to improve efficiency.

Dr. Brown, County Auditor, spoke about an RFP for the sexennial update and asked that all Elected Officials pay attention to the pay dates on their payroll stubs. She added that the payroll office is working on quality assurance. The Auditor also spoke about remote work and municipal income taxes, the audit and the Federal Schedule, and conveyances. She added that real estate addresses can now be updated online and that 98% of CAUV forms have been returned. Regarding annexation maps, the Auditor stated they are getting a lot of attention and that solar maps are the most requested. The Auditor concluded by stating that her office is undergoing structural changes.

Public Information Officer, Rachel Elsea, stated that the Auditor's building at 108 N. High St. will be in the History Tour. She also stated that the office will have an outreach education event with Weights and Measures in September and that November 15th is GIS day and staff will be at the Records Center to go over GIS basics. She spoke about attending a women's leadership event and invited everyone to follow the Auditor's Office on social media.

Dr. Brown stated that the Board of Revision cases reported in the earlier Commissioners' meeting had dropped to 68. She added that there were 1000 informal hearings and that there had been changes in the law on how schools could participate.

Deputy Director of JFS, Heather O'Keefe, reported that the Medicaid monies from the Pandemic will be ending. She stated that Child Protective Services will participate in Wear Blue for Child Abuse Prevention Month and encouraged others to participate. Lastly, the Deputy Director reported that the governor is considering the addition of a Department of Youth.

Fairfield County Board of Developmental Disabilities Superintendent, Dr. David Uhl, extended an invitation to the Board's Celebration of Possibilities event.

Director of Utilities, Tony Vogel, spoke about township sewer mapping and added that he met with the Village of Thurston, and that they are eager to see more development in their area.

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Commissioner Fix highlighted the need for development and thanked Mr. Vogel for being proactive in his approach.

Facilities and EMA Director, Jon Kochis, spoke about upgrades, both structural and electrical, taking place in county offices. He encouraged everyone to speak with Budget Director, Bart Hampson, regarding projects needing attention. He reported that there will be a new contracted cleaning service.

Commissioner Fix stated that Fairfield Center tenants have been giving high praise to the Facilities Department for the work they have done getting the Center's offices ready.

Deputy Director of EMA, Garrett Blevins, spoke about equipment grants, the FEMA approved natural mitigation plan, training exercises and the department's support of 13 different events for the summer.

Chief Deputy Treasurer, Michael Kaper, provided an update on the Land Bank. He stated that the Land Bank was working off a demo grant provided by the State of Ohio and spoke about a project located on Mulberry where the developer is wanting to convert space to tenant apartments and businesses.

The Court of Common Pleas Magistrate, Josh Horacek, spoke about the Court's facilities and lighting and thanked IT and the facilities staff for their work. Mr. Horacek announced that Judge Trimmer would be returning April 17th.

County Engineer, Jeremiah Upp, spoke about the expanded paving program to take place around the county. He added there are several planned bridge replacements and improvements along Refugee Road. He reported on impending changes with force account limits which would allow his office to complete smaller projects.

Commissioner Fix spoke about Jeremiah and the Transportation Improvement District's proactive approach with development and thanked the parties for their work with the townships.

Dr. Varney, County Coroner, spoke about presenting cases at a conference and about addressing specific needs at investigator scenes. He added that he has redefined positions within his office.

Director of the Soil and Water Conservation District, Nikki Drake, reported on a partnership with the Auditors map room for the 2023 plat book and added that her office is also partnering with the Sheriff's Office for a drug collection event in Walnut Township.

Bart Hampson reported that the 2024 budget process has started and that level one opened in ARP on April 4th. He added that he will be sending out budget information and spoke about the Fairfield County reporting group that had been recently established.

County Treasurer, Jim Bahnsen, stated his office just concluded the first half collections and that his staff continues to work on internal projects to keep things moving smoothly. He spoke on investments and investment income.

Clerk of Courts, Branden Myer announced two recent retirements in his office and spoke about the new Title Office at the Fairfield Center which has one of four drive-thru windows in the State of Ohio.

Commissioner Fix thanked everyone in attendance and spoke about the value of the Roundtable meetings.



A G E N D A

B O A R D O F C O M M I S S I O N E R S

Commissioners:
Steven A. Davis
Jeffrey M. Fix
David L. Levacy

County Administrator
Aundrea N. Cordle

Deputy County Administrator
Jeffrey D. Porter

Clerk
Rochelle Menningen

Elected Officials/Department Heads Roundtable

April 4, 2023 ~ 1:00 pm to 4:00 pm
The Agricultural Center

Purpose Statement:

The purpose of the roundtable discussion is to facilitate the review, discussion, and analysis of topics with relevance for Fairfield County elected officials and department heads. It is a time to provide information, network with peers, and plan.

AGENDA

1. Welcome

County Commissioners
Steven A. Davis
Jeffrey M. Fix
David L. Levacy
2. County Administration Updates

- a. Grant Writing Assistance - Hicks Partners
 - b. County Employee Newsletter
 - c. Human Resources Update
 - d. Information Technology Update

Keith Conroy/Brian Hicks

Aunie Cordle

Jeff Porter

Dan Neeley
3. Departmental Updates

All Participants

ADJOURN

Next Roundtable is July 18, 2023, from 1-4 at the Workforce Center

If you have suggestions for topics to address during the next Roundtable, please contact: Aunie Cordle,
Aundrea.Cordle@fairfieldcountyohio.gov



Fairfield County Elected Official and Department Head Round Table Index

(Updates are listed in the order received by the Commissions' Office)

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32-40	Budget
41	Park District



Facilities and EMA

Roundtable

Update

April 4, 2023

Facilities

- Completion of Projects - Fairfield Center, SWAT, Jail Water, Jail Windows, Juvenile Court, Access Control, Judge Berens Courtroom, Records, Conference, Ag Center Conference, Sheriff Conference.
- Ongoing Projects - JFS Wall, Conference Rooms, Fairfield Center, JFS Clock Tower.
- Budget Process and Capital Improvements in meetings with Bart
- New cleaning schedules and assignments.

Emergency Management

- Firehouse Subs grant – \$30,497 public safety dive equipment.
- State Homeland Security Grant - \$69,462 Mobile camera and radio equipment.
- FEMA has approved the updated Fairfield County Natural Hazard Mitigation Plan.
- The annual update to the Fairfield County Emergency Operations Plan was completed and approved by the commissioners in January.
- The Fairfield County Hazmat Team re-certified as a Type II resource in December.
- Since January EMA has hosted 10 separate trainings and exercises ranging from response to battery emergencies to severe weather preparedness. These activities have reached 114 members of the public and 208 first responders.
- Continuing throughout the year we have a full calendar with support to 13 community events ranging from festivals to community days.



Fairfield County
**Health
Department**

R. Joseph Ebel RS, MS, MBA
Health Commissioner

Health Department Roundtable Update – April 2023

COVID-19 cases have continued to be low, with cases falling over the past few weeks. The federal public health emergency is set to expire on May 11th. Federal grants to support local public health staff have already begun to phase out.

New services include the Tobacco Use Prevention and Cessation program, Project DAWN Naloxone distribution, and the Cribs for Kids child safety program.

The Fairfield County Community Health Assessment and Community Health Improvement Plan were both completed. Programs to address health needs will be developed and a new Community Health Assessment will be completed in three years.

Our WIC program staff will be moving into a new office space in our current building in May. Thank you to the County Commissioners for supporting the additional space to better serve our clients.

Sincerely,

R. Joseph Ebel, REHS, MS, MBA
Health Commissioner



County Utilities April 2023 Round Table Update

- **Brookview/Regional Lift Station** – New Lift Station is funded by OEPA. We have purchased property on Birchwood Street in Pickerington near SR 256. We will have additional property should the county need it.

- **American Recovery Act Projects**
 - Grant/Hampton waterline is complete
 - Airport Sewer – Design is complete and will be bid soon
 - Greenfield Interconnect – Under design

- **County Project**
 - New Salt tank – Under construction

- **Subdivisions – 2022 –**
 - **Spring Creek 3.3**
 - **Heron Crossing West**
 - **Graystone** – Section 3 and 4
 - **Meadowmore Reserves** – Section 2
 - **Violet Meadows** –
 - **South Hampton** – Working on Construction
 - **Shoaf Property (Sycamore Creek)** – on hold
 - **The Enclave** – Construction completed



**SOUTH CENTRAL OHIO
MAJOR CRIMES UNIT**
345 LINCOLN AVE
LANCASTER, OH 43130
740-901-1707



Department Update

The South-Central Ohio Major Crimes Unit is an Ohio HIDTA multijurisdictional law enforcement task force that provides drug enforcement and investigative services to the citizens of Fairfield County, Pickaway County, City of Logan in Hocking County, and the City of Athens in Athens County. As part of its comprehensive strategy to combat drug trafficking, its associated crimes and substance use the Major Crimes Unit also employs a robust outreach program called Project F.O.R.T. The FORT team engages with citizens across Fairfield County connecting them to available treatment and recovery services. The South-Central Ohio Major Crimes Unit is made up of the following law enforcement agencies who collaborate within the task force providing personnel and material resources.

1. Fairfield County Sheriff's Office
2. Lancaster Police Department
3. Fairfield County Prosecutors Office
4. Pickaway County Sheriff's Office
5. Pickaway County Prosecutors Office
6. Logan Police Department
7. Hocking County Prosecutors Office
8. Athens Police Department
9. Ohio University Police Department.

In addition to these agencies the task force collaborates with the Ohio National Guard Counter Drug Program, the Ohio Bureau of Criminal Investigation, the Ohio Narcotics Intelligence Center, the United States Drug Enforcement Administration, and other state and federal law enforcement agencies.

During 2022, the Major Crimes Unit observed a new trend across the jurisdiction in which heroin was replaced by the dangerous synthetic opioid Fentanyl. Additionally, poly drug use to include Fentanyl, and Methamphetamine became normalized. Exacerbating this issue was the introduction of poly drug mixtures across the jurisdiction. Throughout the year the task force saw mixtures of methamphetamine, cocaine, and numerous analogues of the synthetic opioid Fentanyl in single samples. Transnational Drug Trafficking Organizations also introduced Fentanyl pressed into tablet form mimicking legitimate prescription drugs such as Oxycodone and Xanax. As the landscape of drug trafficking and substance use continues to evolve it is anticipated that this dangerous trend will continue.

2022 Enforcement Activity

Cases Opened:	108
Indictments:	48
Search Warrants:	129
Contraband Seizures:	

4/1/2023

Cocaine:	4,087.4	Grams
Heroin	387.4	Grams
Fentanyl:	306.6	Grams
Fentanyl (Counterfeit Rx)	501	UD's
Methamphetamine:	2,209.8	Grams
Methamphetamine (Counterfeit Rx)	500	UD's
Rx Drugs	677	UD's
Marijuana	6,904	Grams
Marijuana Plants	368	Plants
THC Edibles & Cartridges	10,049	UD's
Psilocybin	104.9	Grams
LSD	5	UD's
Firearms	42	
US Currency	\$43,341.00	

Project F.O.R.T. Activity 2022

Number of Engagements:	123
Number of Referrals:	98
Community Events:	39
Naloxone Kits Distributed:	1,250
Naloxone Emergency Boxes Distributed:	41
Overdose Events:	174
Overdose Deaths:	27

The task force in an effort to assist the participating agencies is in the process of deploying thirty (30) Flock License Plate Reading cameras across Fairfield County which were obtained as part of an ARPA Violent Crime grant project.

The task force has replaced its narcotics detection K9 with a new multipurpose K9 and handler. Additionally through grant funding the task force paid for a new multipurpose K9 and handler training for the Lancaster Police Department and the Fairfield County Sheriff's Office.

The Major Crimes Unit is also sharing sophisticated investigative software tools with its participating agencies. These tools include a Digital Evidence Management and analytical product called Scout Pd, facial recognition software called Clearview AI, and First Two are helping our Law Enforcement partners solve crimes.

The task forces outreach program Project FORT was named the "Best Law Enforcement" led Deflection program in Ohio by the Ohio Deflection Association in January.

Project FORT is currently mentoring similar programs in multiple Ohio Counties and the states of Illinois, and New Hampshire

Veterans Service Round table Update



Russell, Park D

To Menningen, Rochelle M

1. Veterans Service office enter into an agreement with Meals on Wheels to help off set the cost of providing meals to veterans and spouse daily.
2. Veterans Service office purchase from Lancaster Public Transportation bus passes for veterans.
3. With the Pact Act of 2022 passing for veterans servicing in Vietnam and the Gulf war the office work loaded has greatly increase.

Park Russell, CVSO Veterans Services Director



3044 Columbus-
Lancaster Rd., NW
Lancaster, OH 43130



740-652-7921 (t)
740-689-6203 (f)



<https://fairfieldcountyohio.gov>



Park.Russell@fairfieldcountyohio.gov

On March 28, 2023, **Fairfield Soil & Water Conservation District** held a joint pond clinic with Carrie Brown at Ohio State University Extension. OSU Aquatic Ecosystems Program Director Eugene Braig gave an overview of common pond issues, and FSWCD Wildlife/Education Specialist Tommy Springer discussed nuisance wildlife. Longhaven Retreat on Stonewall Cemetery Road hosted the 20 people in attendance in their shelter house overlooking their pond.



DRUG COLLECTION & ELECTRONICS RECYCLING DAY

SATURDAY, APRIL 22, 2023 | 10AM-2PM

Walnut Township Fire Department
2435 Blacklick-Eastern Road, Millersport, OH
Please enter through Broad Street entrance

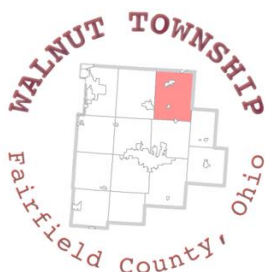
- Prescription pills and capsules will be collected
No aerosols, inhalers, creams, gels, ointments, powders, patches, suppositories, syringes or IVs will be accepted

Please black out all personal information in advance

- Electronic items collected include but not limited to computers, laptops, printers, cables, mice, keyboards, discs, electronic clocks, VHS/DVD players, radios, cell phones
TVs - \$1 per diagonal inch
Computer monitors - \$5 each

Only cash and checks will be accepted as payment for disposal fees.

Drug collection questions? Fairfield County Sheriff's office at (740) 652-7900
Electronic recycling questions? Contact Fairfield SWCD at (740) 653-8154



JFS Department Update

Presenter: Heather O’Keefe, Assistant Director

- Emergency SNAP (Supplemental Nutrition Assistance Program) benefits ended with February allocations. March was the first month without this emergency allotment since February 2020. Notice of this change was sent directly to impacted customers via direct mail, email, text as well as an extensive social media campaign at the state and local levels.
- Pandemic Medicaid is also coming to an end (Return to Normal). Staff are beginning work on the redeterminations that will be done each month, for the next 12 months, as customer applications come up for renewal. During the pandemic, no customers receiving Medicaid could lose their eligibility. Starting April 1st, that policy is no longer in effect.
- April is Child Abuse Prevention Month. Wear Blue to Work is scheduled for April 12th and the annual Awareness Breakfast is that same day from 8:00-10:00am at Life Church.
- ODJFS is working on the establishment of a new statewide reporting portal for abuse and neglect referrals. Franklin County is starting to pilot the system soon and then additional pilot counties will be added. We have offered to be one of those pilot counties.
- The Governor’s Proposed Budget includes the creation of a new cabinet-level department called Department of Children & Youth. This department would administer programs currently housed in 6 different state agencies and would include Children Services, Foster Care, Help Me Grow, Family First Council, Early Education programs, Child Care and Childcare Licensing. This Department is proposed to launch 7/1/23 and transition over the next 18 months to be fully operational by 1/1/25. According to officials, there is no intention to change the structure of the impacted departments at the local level.

Roundtable notes



McKenzie, Lisa R

To Menningen, Rochelle M

Reply Reply All Forward

Wed 3/29/2023 11:45 AM

The Recorder's office is excited to be in our new space. The customer service area is now located at the opposite end of the hall and our employees all have a desk in their own personal space. I would like to thank the maintenance Tammy Smith & the maintenance staff, along with Jon Kochis for all their hard work and dedication to creating an inviting space for our constituents.

The real estate market has slowed just at the right time, as we are proofing our over 700,000 pages of documents that were scanned as part of our project to get more documents online.

Thank you to the Auditor's finance and payroll offices for their assistance these past few weeks. Thank you to Amberly in HR for going the extra mile to assist me in the hiring process while I am away. Lastly, thank you to Christina Foster for always being willing to help.

Our county is blessed with hard working caring individuals working to keep our county strong.

Lisa McKenzie
Fairfield County Recorder

210 E. Main St.
Room 205
Lancaster, OH 43130

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<https://fairfieldcountyohio.gov>

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OFFICE OF THE CORONER

L. Brian Varney, M.D., Coroner

Roundtable Update April 2023

Dr. Varney and Chief Investigator Michael Hardway will be presenters at the annual Ohio State Coroner's Association conference in May.

Dr. Varney and Chief Investigator Michael Hardway are currently assessing our transportation and hold services for decedents to assure that our office has the most timely and responsive system in place. Area funeral homes are being approached first to assess their interest in providing services on a contract basis.

Thanks to the addition of a part-time administrative assistant for the office, great progress has been made on digitizing records. Our office holds records dating back over 100 years.



SERVE • CONNECT • PROTECT

2022 Year in Review

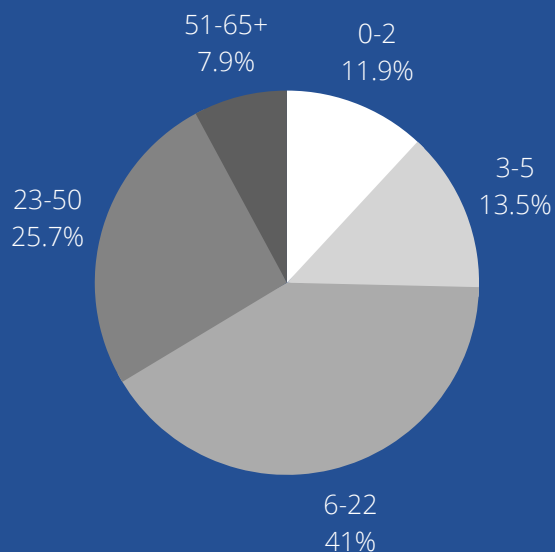
Program Enrollment



Number on Fairfield DD's Waiting List

0

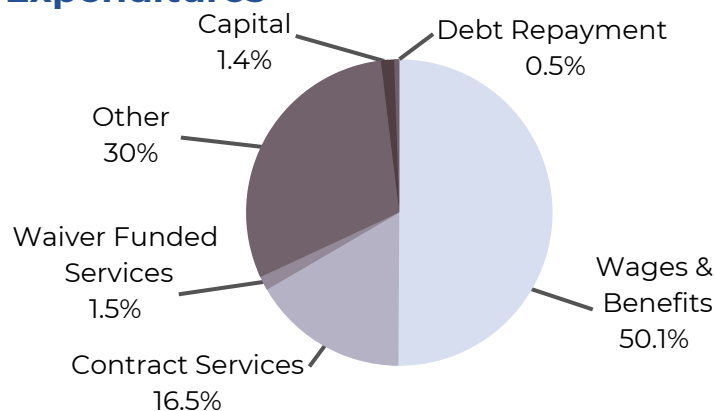
Enrollment by Age



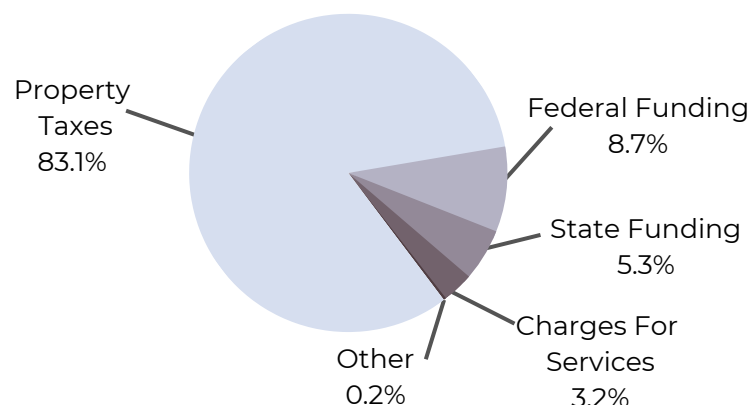
Fairfield DD does not have a waiting list. When needs arise, we connect people with community resources that can assist them.

2022 Financials

Expenditures



Revenue



INITIATIVE HIGHLIGHTS

01

Independence



Fairfield DD focuses on supporting everyone on their journey toward greater independence. We have invested strategically in assistive technology which provides opportunities for people to perform tasks, once thought impossible, on their own.

Inclusion

02

Early Intervention works to empower children and families to be part of their communities. Playgroup is held at the Northwest Branch Early Literacy Center of the Fairfield County District Library and is open to all families with children ages 0-5.



03

Inspired Workforce



Fairfield DD employs a team of passionate, dedicated people committed to growth and development. Rebecca, at Forest Rose School, created an innovative guide for the hygiene room. It includes medical definitions, observations, and specific diagnosis data while maintaining the confidentiality and dignity of students.

Collaboration

04

Fairfield DD, SOCIL, and Connexion West collaborate weekly for Solutions for Life. Participants practice roundtable methodology which facilitates independence and self-determination.



To: Fairfield County Commissioners, Elected Officials and Department Heads

From: Fairfield County Human Resources Department

April 4, 2023 - Roundtable

Subject: Fairfield County Human Resources and Health Benefit Plan Update

Biometric Screenings – Points towards Virgin Pulse for completing your biometric screening is being offered again in 2023! Onsite screenings will begin to be scheduled in early Fall. Feel free to schedule with your doctor or the Wellness Clinic if you'd like to complete sooner.

Wellness Clinic – Reminder: Temporary location is 131 N. Ewing Street, Ste. A. next to FMC. Utilize hospital and Pavilion parking for most direct access. Hours: Mon., Wed., Fri. 9 a.m.-4:30 p.m., Tues. & Thurs. 10 a.m.-5:30 p.m.

Remember you are welcome to call ahead **and** be sure to let the registrar know you are a Fairfield County employee to be given priority.

Permanent move is expected to be sooner than originally planned. Planning to have some type of an open house opportunity to see new facility closer to move date!

Factual Fridays - Tina Anderson, our FMC representative who manages the wellness clinic has offered to help with our newest offering to staff, the Factual Friday series. Current topics planned are biometric screenings, men's health, women's health, and diabetes. We look to schedule more!

For all Fairfield County benefit plan members, each Factual Friday attended will result in 100 pts. towards Virgin Pulse. Attend all four currently scheduled webinars and receive an extra 100 pts. This ends up totaling 500 potential points!

EAP – Jackie Tripp, EAP consultant, to be joining Factual Friday sessions in the future.

Reminder! Jackie is currently onsite at the Workforce Center Tues. – Thursday, but available to employees 5 days a week.

If offices wish to schedule group interaction or trainings, please reach out to Abby Watson/Amberly Hannum.

Claim Review- 2023 insurance claims have been higher than expected so far this year. Claim cost evaluation will continue to be monitored and slight, but necessary adjustments considered for 2024.

I-9 Changes – Partnered with Equifax to ensure federal compliance/audit readiness for our form I-9's. Equifax will take the weight off Fairfield County's shoulders in monitoring this.

- Electronic I-9 process - completion is already underway. Departments have begun switching from paper I-9's to electronic.
- Audit & Remediation – communication has been given to each department HR/Payroll representative to begin the process of scanning in paper I-9's for all active employees and those terminated effective July 1, 2019-current.

- The Work Number - Allows for employee verifications to be channeled through Equifax. Ex: Employees will have one number to give out to lenders when applying for loan. Details will be listed on MyMobileWallet.com for easy access.

Personnel Policy Manual Update- Approved in March and sent out to staff. Please continue to see that all employees acknowledge the updated PPM. Feel free to reach out to County HR for a completion list of your department employees. Acknowledgements are to be completed by April 21, 2023.

Preemployment Drug/Alcohol Screenings- Screenings will be completed by Fairfield County Municipal Courts. Commission Departments have been piloting preemployment screenings and will be implementing with the rest of departments in July. A testing procedure for potential new hires will be forthcoming. Note: Offer/Assignment letters will need to be adjusted to reflect conditional or contingent upon not only background check requirements, but now favorable drug/alcohol screenings. Please reach out if you have any questions on adjusting your verbiage.

Employee Recognition Event – New location! – Administrative Courthouse courtyard, August 1, 11:30 a.m. – 1 p.m. Please be sure to encourage those celebrating a milestone anniversary to attend.

Leadership Conference – May 23, 8 a.m.-noon @ the Liberty Center. Looking forward to the training and hoping for an interactive experience.

To: Fairfield County Commissioners & All Employees
From: Dr. Carri Brown, County Auditor
Date: March 30, 2023
Subjects: Current Agricultural Use Value Program – Record High Renewal Rate of 98%; Budget Commission Meetings; Payroll Update; “Federal Schedule”; Save the Date Notices; and Most Recent Newsletter

Current Agricultural Use Value Program – Record High Renewal Rate of 98%

For property tax purposes, land used for commercial agriculture may be valued according to its current use, as opposed to the "highest and best" potential use. This provision in Ohio law is for the Current Agricultural Use Value (CAUV) program. There are more than **5200** Fairfield County parcels in CAUV. **By permitting values to be set below market values, CAUV results in a lower property tax bill.** The state sets unappealable CAUV values based on soil types.

CAUV renewal applications are due (for the second codified deadline) on April 3, 2023. To qualify for CAUV, land must meet one of two requirements during the three years preceding an application:

- Ten or more acres must be devoted exclusively to commercial agricultural use; or
- If under ten acres are devoted exclusively to commercial agricultural use, a farm must produce an average yearly gross income of at least \$2,500.

This year, the County Auditor’s CAUV team has coordinated an extensive outreach effort to increase renewal rates. More than 98% (a record high percentage) of applications have been renewed prior to the April 3 deadline. This effort will result in fewer Board of Revision hearings for CAUV and has increased community understanding of the process.

Budget Commission Meetings

A Budget Commission Meeting is scheduled April 3, 2023, to review and approve the Board of Health apportionments for fiscal year 2024. The next Budget Commission meeting is August 7, 2023. **Tax budgets continue to be waived, and a revised, efficient process is in place for the reviews.** We continue to receive positive feedback about the efficiency and effectiveness of the new process, which has saved resources across multiple political subdivisions.

Payroll Update

In the last weekly update, it was noted how elected officials are paid slightly ahead to comply with codified salary disbursements and to allow for efficient processing of retirement contributions. This week, we are reminding officers at the departmental level about the importance of accuracy in processing payroll. **We are working with departments for quality assurance purposes.** While we typically redo payroll if there would otherwise be an underpayment for an employee, whenever a situation like this occurs, there will be multiple pay advices (even if there is only one correction for one employee). There could be additional costs from our bank associated with direct deposit processes.

“Federal Schedule”

The county’s schedule of expenditures of federal awards, sometimes simply called the Federal Schedule, is a list of the county’s expenditures of federal assistance (or federal grants) for a calendar year, noting the grantor, grant number, and amount. This report is the primary report that the State Auditor will use to determine programs to audit. **Chris Wagner, Financial Systems Director, will be working with departmental grant administrators to compile data for the county’s Federal Schedule.** Please make analyzing your grant awards a priority. All departments are involved, and JFS, DD, and the Commissioners have significant awards for the current audit period.

Save the Date Notices

Save the Date for September 21, the County Auditor’s Continuing Education & Outreach Breakfast (to be held at the Fairgrounds) and November 18, the County Auditor’s GIS Day (to be held at the Records Center).

Newsletter

The March 2023 Newsletter is attached.

AUDITOR'S LEDGER:

News from the County Auditor's Office



From the Desk of County Auditor Carri Brown

What an exciting month March has been. I am pleased to have been officially sworn in as the Fairfield County Auditor, and look forward to this opportunity to serve my community with a commitment to excellence and a duty to connect and protect.

Our staff has been pleased to have many recent opportunities to connect with our community through presentations, events and gatherings. These include Jeopardy! at the Fairfield County Educational Service Center, upcoming Mental Health First Aid Trainings for our staff, and The Ohio University Women's Leadership Summit, to name a few. In addition, our employees have been engaged in their family activities and involvements outside of work, which you will read more about below.

In this edition of *Auditor's Ledger*, we share information on the lot split process and internal control manual. You will also find information about the April Map of the Month: Property Sales Heat Map, Sunshine Week and more!

If you missed a previous issue of our newsletter, you will find all of them posted online. We encourage you to visit our websites for ongoing updates and important information:

- [General County Auditor Information](#)
- [Real Estate Assessment Information](#)

Kindest regards,

A handwritten signature in blue ink that reads "Carri L. Brown".

Carri Brown, PhD, MBA, CGFM
County Auditor

News From the Auditor's Office

Dr. Carri L. Brown Sworn-in as Fairfield County Auditor

The Fairfield County Auditor's Office is pleased to announce that Dr. Carri L. Brown has been sworn-in for her first four-year term as Fairfield County Auditor. Mr. Stephen Brown, Esq., Dr. Brown's husband, administered the oath on Monday, March 6.



The Office of County Auditor is unique in that the term begins the second Monday in March following the general election. Dr. Brown was appointed Acting County Auditor by the Fairfield County

Commissioners on October 25, 2021, prior to being appointed by the Republican Central Committee in November 2021 to fill the remainder of an unexpired term. She was elected to office in November 2022, and began her elected four-year term of office on March 13, 2023.

With more than 35 years of leadership experience in human services, financial management, and county administration, Brown has stated that it is "humbling and rewarding to serve as County Auditor" in the office where she began her career in public service and drafted the first annual comprehensive financial report for the county. Brown added, "It was such an honor to celebrate with the team of the County Auditor's Office at a breakfast swearing-in ceremony. I am grateful for the work that so many people accomplished to make the morning a truly special and memorable occasion. The County Auditor's team is comprised of truly dedicated leaders who have hearts for service to others."

Auditor's Office Releases Fact Sheet Explaining Lot Split Process



The Fairfield County Auditor's Office has released a fact sheet explaining the process of lot splits. This document reviews which properties are considered "non-exempt" and "exempt" and provides a step-by-step process for filing for a lot split (or to join lots).

County Offices involved in the process include the Fairfield County Auditor's Map Room, Fairfield County Engineer, Fairfield County Health Department, and the Fairfield County Regional Planning (or City or Village official). Final deeds are filed with the Fairfield County Recorder's Office.

Auditor Carri Brown, stated, "There are multiple steps involved in the lot split process. To make things more convenient and effective, we have created a quick reference guide to help residents who are interested in this process. Our thanks go out to Stacy Knight, County Auditor's Mapping Technician, who noticed a need for the guide and quickly created one to be of help to the public."

The fact sheet can be found [here](#). For more information, contact the Fairfield County Real Estate Assessment Offices at (740) 652- 7030.

Sunshine Week!

The Fairfield County Auditor's Office participated in Sunshine Week March 12 – 18. During Sunshine Week, and throughout the year, the Auditor's Office works diligently to enhance the public's access to government records and information, to increase information provided electronically and online, and to ensure that all meetings of deliberative bodies under its jurisdiction are properly noticed and open to the public.

Sunshine Week is a national initiative to promote a dialogue about the importance of open government and freedom of information. It is held annually during the week of March 16 to coincide with President James Madison's birthday. President Madison is known as the Father of the Constitution and a key advocate for the Bill of Rights.



If information is the currency of democracy, we must continue to be diligent in providing clear and accurate information to the citizens we serve. Fairfield Auditor Carri Brown, stated, "The success of our local government depends on having an informed and participatory citizenry in an open, transparent environment. We encourage our county residents to ask questions and review materials about public services. We answer all requests for records in a timely manner, too."

During Sunshine Week, members of the County Auditor's Office participated in continuing education sessions about open meetings and access to public records.

Internal Control Manual

Earlier in January 2023, the Auditor's Office issued an updated internal control manual for the county.

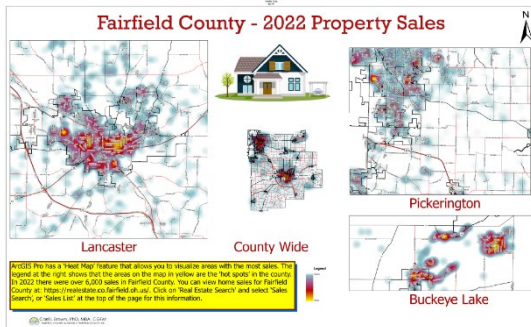
The manual now includes all relevant materials in one place. This revision was based on input from department heads and officials using the manual. The beginning of the manual has a master listing of what is included in the manual. New topics in the manual are as follows:

- Segregation of duties as an internal control aspect,
- Notations about ethics, fraud management, and related party transactions,
- Cell phone reimbursement policy, matching the county policy manual,
- A slide show about proper public purpose,
- A summary of uniform taxability and meal reimbursements,
- Reference materials about procurement policy and procedures, and
- Notations about the capitalization threshold at \$10,000, as of January 2023.

This document can also be found on the [intranet](#) for employees. If anyone has any questions or would like a presentation for your department, please contact Chris Wagner, Financial Systems Director, at chris.wagner@fairfieldcountyohio.gov or (740) 652-7042.

Community Connections

April Map of the Month – Property Sales Heat Map



The April Map of the Month is a “heat map” showing real estate sales data in Fairfield County. The map was created by Randy Carter, Mapping Technician. Check out the previous maps of the month [here](#).

At the end of the year, we will have a vote for the favorite map of the month!

County Auditor’s Jeopardy! at the Education Service Center



On March 3rd, Auditor Brown presented at the Fairfield County Superintendents Meeting. The group played Auditor’s Office: Jeopardy! and was the most successful (and competitive!) group to date. We are pleased to report the superintendents got every question right. Our students are in great hands!

Thank you to Dr. Marie Ward for arranging for the presentation.

Mental Health First Aid, Resiliency, & Other Training

Mental health first aid and resiliency training sessions have been conducted or are scheduled for County Auditor employees. These training opportunities are in response to employee requests made during the annual County Auditor retreat and in follow-up meetings. **Thank you to ADAMH and Juvenile Court for their collaboration with these trainings.** Assigned and required trainings, such as training for Ethics, Sunshine Law (completed during Sunshine week), defensive driving, and avoiding unlawful harassment, have been completed by County Auditor employees as of the first quarter of 2023. Additional technical training sessions are scheduled for subjects surrounding real estate, mapping, financial reporting, and weights and measures.



CELEBRATE WOMEN 2023

WOMEN EMPOWERING WOMEN

On March 24th several women in our office attended the 17th Annual OU Celebrate Women event at Ohio University-Lancaster. This event focused on empowering women to be more confident and in control of their lives.

The Auditor's Office was represented by Jen Dickerson, Rachel Elsea, Jessica Fergusson, Angel Horn, Lori Kidder, and Michelle Wright. Several other employees from Fairfield County attended as well.



Rachel McCoy, Community Connection Coordinator at Fairfield DD, was named this year's Jane Johnsen Women of Vision award recipient! Ms. McCoy serves on the county's Environmental Stewardship Committee and volunteers a lot of her time in local schools. Congratulations, Rachel!



Auditor Brown presenting Mary Ann Murphy, the conference's keynote speaker, with the Making Waves award.



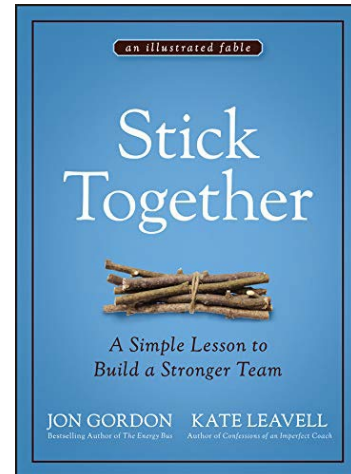
Auditor Brown and her close friend China Widener (Principal, US Consulting Tech Sector Leader at Deloitte Consulting). Ms. Widener flew in from Texas to lead a session titled "Owning Your Career"



Auditor Brown speaking during a breakout session with other ATHENA awardees.

Book Club Update

During team meetings, the County Auditor features a book club with employee selected books. The most recent selection comes from Chris Wagner, Financial Systems Director. Chris is recommending reading *Stick Together* by Jon Gordon and Kate Leavell. *Stick Together* is a "quick read" that delivers a crucial message about the power of belief, ownership, connection, love, inclusion, and consistency. The authors tell the story of a basketball team learning how they can be stronger together and then apply lessons for business teams – or any team at all.



Get to Know Our Team

County Employee Participates in the Ohio Beef Expo

The Ohio Beef Expo is the premier event for Ohio's beef industry attracting over 30,000 beef industry enthusiasts annually. Each Spring the Ohio Beef Expo provides attendees with a unique experience that highlights education, sales, youth programs, industry retail opportunities, and more - in one centralized place at the Ohio Expo Center in Columbus, Ohio.

The Ohio Cattlemen's Association, along with many volunteers, work together to make this event possible. Brade Wright, the son of County Auditor's Payroll Trainer, Michelle Wright, pictured below, participated in the junior show of this premier event. He and his heifer, "Jolene," were awarded Reserve Champion Percentage Simmental Heifer and went on to win Fifth Overall Breeding Heifer.



Marathons do not always mean running!

Dr. Carri Brown has completed marathons with a combination of walking and running. She has stated she is not going to break any records to win a race – but she does have stamina and is trying to encourage others with charitable fundraising. Purists think of marathons and running, but walking has great benefits for health, too. Brown began stepping up her efforts in walking longer distances in May of last year. Since that time, she has logged more than 4,600 miles, a distance that exceeds a round trip to Los Angeles from Lancaster. Here she just completed a race in Austin, Texas last month.

“It was a surprisingly cold and rainy day, but it was great to complete the event with friends,” stated Dr. Brown.

If you are interested on walking distances, [here is an article](#) of interest.



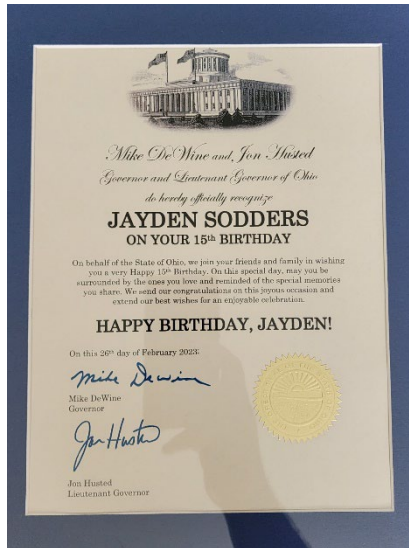
Swimming their way to victory

Ainsley and Graeme Elsea, children of Communications Officer Rachel Elsea, recently participated in the Southeast Ohio and West Virginia YMCA Championships in Canton. Both kids earned points for the LYST Stingrays who placed 2nd overall. Graeme also swam in the Futures (8 and under) Championships in Parkersburg where he placed 1st in the 25Y breaststroke and 50Y freestyle (breaking the 50Y freestyle championship record) and 2nd in his 25Y freestyle.



A visit from Governor DeWine

Noel Sodders, one of our real estate appraisers, caught up with his mother's cousin, Governor DeWine, at Noel's Uncle's retirement party. Pictured are Noel, Governor DeWine, and Jayden (Noel's son).



Resources



Follow Your Auditor's Office On
Social Media!

Do you follow us on social media? Stay up-to-date with the latest happenings from your Auditor's Office!

- [LinkedIn](#)
- [Facebook](#)
- [Instagram](#)
- [Twitter](#)
- [YouTube](#)



Public Records Requests

The mode, median, and average response time for public records requests to the County Auditor's Office is within one day. If you have a request, please contact Rachel Elsea at rachel.elsea@fairfieldcountyohio.gov.

Frequently Used Forms

Most of the County Auditor forms can be found on our website. Special thanks go out to Angel Horn, Deputy Auditor, for updating our vendor forms.

[Search Forms](#)

April Dates of Interest

April is National County Government Month – look for social media posts highlighting our services.

- 3 – CAUV extended application deadline
- 7 – Good Friday – Offices will close at noon
- 18 – Tax Day
- 30 – Adopt a Shelter Pet Day
- 30 – 1st Quarter Lodging tax due

Coming in 2023!

- The REA Building at 108 North High Street will be on the Heritage Tour June 24-25, 2023

SAVE THE DATE

Save the Date!

- September 21st - Auditor's Continuing Education & Outreach Breakfast (at the County Fairgrounds)

- November15th - GIS Training Day (at the Records Center)

Fairfield County Auditor's Office | [Website](#)

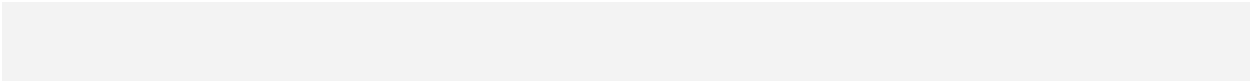


Fairfield County Auditor's Office | 108 North High Street, Lancaster, OH 43130

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Your Fairfield County Auditor's Office: AT-A-GLANCE



31.375
FULL-TIME
EMPLOYEES



33.875
2.5 full-time
employees fewer
than one year ago

41.55%
of employee salaries
are supported by the
General fund

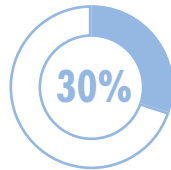


55.45%
of salaries are supported
by the **Real Estate
Assessment fund**

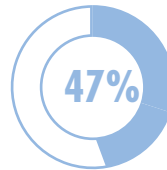
COUNTY AUDITOR EMPLOYEES ARE highly trained, skilled, and experienced.



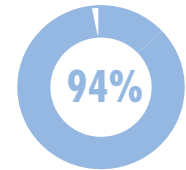
have obtained a
professional certification or
association certificate



have an **associate degree**
or two-year certificate within a
technical discipline



have a **bachelor's degree**
or higher, which is above
the state average of 29.7%



have at least **5 years** of
governmental service

Above national and state averages for education and experience

COUNTY AUDITOR EMPLOYEES ARE highly-engaged in outreach and community efforts.

Professional Organizations

Employees are actively involved in a number of professional organizations, including: Association of Government Accountants, County Auditor Association of Ohio, Destination Downtown Lancaster, Government Finance Officers Association, International Association of Assessing Officers, Lancaster Special Improvement District, and Mid-Ohio Regional Planning Commission.



Civic Organizations

Employees are school volunteers and coaches. Many are church volunteers and are involved in other civic groups.

Employees are active participants in:

- United Way
- Salvation Army
- Meals on Wheels
- Chamber of Commerce
- Rotary Clubs
- The Masons
- Moose Lodge
- Eagles
- Pink Hope Society
- Fairfield Medical Center TWIGs
- Lancaster Ohio Biker Club
- Charity Newsies
- Red Cross

Highlights in Fairfield County

April 2023



Planning for the Future of Your Farm Workshop participants, January 19, 2023



Spring Pond Management Workshop, March 28, 2023



Hugus Pruning Workshop, March 30, 2023



Keith Eichhorn, MGv, presenting on seed-starting, March 9, 2023

Agriculture and Natural Resources

We are off to a successful start for 2023 ANR programming and trainings.

- Nearly 80 pesticide and/or fertilizer applicators joined us for recertification training in January and February.
- We hosted 28 attendees for the Planning for the Future of Your Farm Workshop, a day-long program on farm succession planning, presented by David Marrison, OSU Farm Management Field Specialist, and Robert Moore, Attorney with OSU Agricultural & Resource Law Program.
- Presented a virtual program with Fairfield SWCD in February, exploring the offerings in this year's SWCD tree sale.
- We kicked off our Backyard Gardening Series on March 8th at the Fairfield County District Library with a presentation on indoor seed-starting.
- Our March 28th Spring Pond Management Clinic at Longhaven Retreat in Hocking Township hosted 18 participants and featured Eugene Braig, Aquatic Ecosystems Program Director for OSU Extension.
- Spring brought our annual hands-on Fruit Tree Pruning Workshop at Hugus Fruit Farm on March 30th. Participants came from Pickaway, Fairfield and Perry Counties to learn from Ralph Hugus.
- Carrie Brown, Extension Educator, presented on Small Woodland Management at the Ohio Woodland, Water, Wildlife Conference on March 1st and the Central Ohio Small Farm Conference on March 11th.
- Published since 1995, Stan Smith, Program Assistant, serves as the editor of the *Ohio BEEF Cattle Letter*, a publication of the Ohio State University Beef Team. It has over 5,100 subscribers and has published over 1,300 weekly issues. Check it out at <https://beef.osu.edu>.
- Participated in scheduling and weighing-in 101 animals for 68 local youth as they begin preparations for the 2023 Fairfield County Market Beef Show. Participation continues to grow as this equals the largest number involved in the project in 17 years.

Master Gardener Volunteer Program

- In 2022, the Fairfield County Master Gardeners celebrated 27 years in Fairfield County. The 43 active Master Gardeners gave-back over 2,800 hours in community education and outreach. The value of each Master Gardener give-back hour is \$29.50 resulting in over \$82,000 within Fairfield County. Some of the major areas of MGv work is the planning and maintenance of the garden area at the Fairfield County Ag Center, Learning Never Ends Gardens in Pickerington and Lancaster, as well as support at the Wagnall's Memorial Library Teaching gardens.
- In 2023, the Master Gardeners are inviting the public to their monthly meetings to learn more about Seed Starting, Critter Control, and the economic importance of Trails Visits through out the County. Forty engaged adults attend the monthly educational meetings.



THE OHIO STATE UNIVERSITY

4/4/2023
EXTENSION

fairfield.osu.edu



4-H Day



Junior Leaders at a school visit.



Candling Eggs



Pressure Cooker Lunch-n-Learn at Keller Market House, March 21, 2023

4-H Youth Development

- Shared 4-H information with 21 schools in Fairfield County, including 3 in-person visits where current 4-H'ers shared their stories.
- 4-H Day was held on March 4th with over 50 families attending to learn about 4-H opportunities available to them. Thank you to the 100 youth and adult volunteers who made this event possible
- ChickQuest programming is active in the classrooms again, reaching over 2100 youth in 16 schools this year.
- This year, 255 active 4-H Volunteers, including 31 new volunteers will organize and lead 53 Project clubs and 27 Cloverbud clubs. Our county enrollment deadline is April 15th, so clubs are starting their initial meetings and members are selecting projects.
- Fairfield County Junior Leaders are collecting plastic bottle caps to be made into outdoor furniture to be used in public spaces around the county.

Family and Consumer Sciences

- Renewed interest in home food preservation can be attributed to the rise in home gardeners, the local foods movement, an economical method to extend fruits and vegetables, and the health benefits of eating fresh produce. Last summer, 150 people learned how to preserve foods safely using USDA recommended food safe handling practices from food preservation classes on canning, freezing and dehydrating. More classes are planned for this summer.
- The American Psychological Association has indicated that stress is a major health problem for Americans and our nation's youth are no exception. A small group of middle school girls at a Fairfield County school participated in a 4-week mindfulness and stress reduction series. These classes were designed to help increase awareness of their emotions and learn how to express them in safe ways. The programs equipped youth with practice and skills to strengthen the mind and body connection
- Food preparation programs are underway at Keller Market House and the Pickerington Library with classes on slow cooking and pressure cooking. Participants learn how to safely cook nutritious food in these appliances while saving time and time.

SNAP-Ed

- Completed series at Medill Elementary (K-3rd grade), Gorsuch West Elementary (1st grade), and Tussing Elementary (K-1st grade)
- Beginning series at Mt. Pleasant Elementary (K-4th grade) and Millersport Elementary (K-6th grade).
- Presenting classes with Job & Family Services.
- Planning two series of the Cooking Matters class for summer
- Creating a working partnership with Lancaster Parks and Recreation to display nutritional information along the bike path near Forest Rose School.
- Developing programming for FY24

Fruit and Peanut Butter Dip
Servings: 6 | Prep time: 20 mins | Total Time: 20 mins

Ingredients
1 cup plain low-fat yogurt
2 1/2 cups peanut butter OR nut butter
4 cups fruit, sliced

Instructions
1. Before you begin, wash your hands, surfaces, utensils, and produce.
2. To make the dip, soften peanut butter in microwave for 10 to 20 seconds on high.
3. Stir yogurt into peanut butter in small bowl.
4. Refrigerate.
5. Prepare fruit by washing and slicing.
6. Arrange fruit on plate with bowl of dip in the center. Cover and refrigerate until ready to serve.

Nutritional Information:
Calories 280 | Total Fat 12g | Sodium 150mg | Total Carbs 32g | Protein 10g

For this and more recipes visit: go.osu.edu/easyhealthyrecipes or scan the QR Code above

THE OHIO STATE UNIVERSITY
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MyPlate.gov

Adults need 30 minutes of moderate to vigorous physical activity per day.
Youth 2 years and up need 60 minutes of moderate to vigorous physical activity per day.

Free activities include:
Walking | Skate Boarding | Jogging | Running | Roller Skating | Biking

SNAP Ed – Bike Path Sign

Office Hours: Monday - Friday, 7:30 am – 4:00 pm



THE OHIO STATE UNIVERSITY

4/4/2023
EXTENSION

fairfield.osu.edu

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Jeffrey M. Fix

David L. Levacy

County Administrator

Aundrea N. Cordle

Deputy County Administrator

Jeffrey D. Porter

Clerk

Rochelle Menningen

Commissioners Finance Department
Bart Hampson Budget Director

Department updates:

- 2024 Budget
 - Level 1 is open in ERP for data entry on April 4, 2023.
 - Level 3 budget entry access ends on August 28, 2023, for General Fund departments.
 - No substantial changes in the process or parameters for 2024.
- Budget Meetings have been scheduled over the next two months.
- ARPA
 - The 2023 first quarter ended March 31, 2023 and the State and Local Fiscal Recovery Funds (SLFRF) report is due April 30, 2023.
 - Village of Baltimore Water Project, Pleasantville Water Project, and the Walnut Creek Sewer District Project are all in the process of starting.
 - Five additional projects are slated to start in the coming months.
- Fairfield County Financial Reporting Group
 - This group is working on possible solutions to improve our financial reporting. The goal is to attempt to streamline fiscal reports while also reducing risk to organizations.

Bart Hampson, MSM
Budget Director



210 E. Main St.
Lancaster, OH
43130



740-652-7089 (t)
740-503-5525 (c)
740-687-6048 (f)



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April 4, 2023

Dear Elected Officials and Department Heads:

The purpose of this memorandum is to provide guidance for the 2024 budgeting process. There have been changes in the process, so please invest time in reading this guidance. Please call or email me if you have questions. Please also review this memorandum with departmental financial officers.

Level 1 Access for Budget Entry Begins Today

April 4th marks the first day of the 2024 budget planning period. Level 1 access for entering data into Enterprise ERP for 2024 is now open. This is the first step in the budget process which sets a foundation for the approval of the county appropriation measure. This appropriation measure (or 2024 budget) is targeted for approval on December 5th. Back-up dates are December 12th and 19th.

Budget Parameters for General Fund Expenditures Are Provided

As it is early in the process, there is an understandable uncertainty surrounding estimates for revenues and expenditures. However, the following parameters give guidance for general fund expenditures:

- In accordance with the county compensation plan, performance assessments must be conducted in order to participate in merit-based increases. Predict an increase (not to exceed 3.5%) in salaries to accommodate merit-based increases. Organizations with bargaining agreements should budget based on their collective bargaining agreement.
- As a standard, add no new employees to your current table of organization. In preparation for budget hearings, each department will be asked to provide a current table of organization and to justify the proposed table of organization for 2024. We will compare that to the previous table of organization. If new employees are proposed, a funding stream must be identified and justified, such as with a demonstration of new services provided to the public. Please see the attached form.
- Estimate a 2% increase in health insurance expenditures for family and single health benefits respectively. Estimate a 2% increase in life insurance benefits. We will continue to evaluate these parameters and this estimate could change.
- All other categories of expenditures, including allocations to special revenue funds and agencies, should be held flat unless previously documented otherwise.



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Elected officials and department heads presenting proposals outside of standard parameters need to be prepared to justify proposals. Please contact me if you need additional information or a template to help with justification and evaluation.

Budgets for all funds should be justified with the most current information available at the departmental level. If you are introducing a new grant, please be prepared to discuss needs for grant matches and the plan for continuing operations once the grant term has ended.

Also, please contact me now if you have suggestions for non-cosmetic or security related facility upgrades. This information is helpful for planning.

Please follow the *deadlines communicated with the parameters attached*.

All requests should be placed within Enterprise ERP even if there are conversations surrounding the requests. If anyone has any trouble entering data into Enterprise ERP, please contact me as soon as possible.

As more information is known, it will be provided to all departments. Parameters could change.

There is no deadline for the "Tax Budget" in 2024.

- The formality of the tax budgets and hearings have been waived by the Budget Commission. The Budget Commission will communicate with the political subdivisions about approvals and processes.
- Although the tax budget level is no longer required, we greatly encourage everyone to input their budgets at this time.

For those new to the process, please know that data entered into Enterprise ERP at a lower level will automatically move to the subsequent level. You will have the opportunity to make changes prior to the deadlines that are noted. For example, data from Level 1 automatically moves to Level 2 until Level 2 closes. Level 2 data then moves to Level 3 and so forth.



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Additional Information – Helpful Hints & Budget Hearings

- Round numbers to the nearest dollar as this helps to avoid the need for low value resolutions.
- At the fund level, the total estimated expenditures may not exceed the sum of the estimated carry over cash plus estimated revenues. Training is available on this concept if needed.
- We are continuing voluntary departmental budget hearings before the Board of County Commissioners. These meetings have already been scheduled. Please reach out to me if you have not received a meeting request.
- Pre-hearing conferences regarding the 2024 budgets have already been scheduled. Please call or email me at bart.hampson@fairfieldcountyohio.gov if you have questions or concerns. In addition, I will be reaching out to everyone for clarification and an administrative review as needed.

I am looking forward to speaking with you soon.

Thank you,

Bart Hampson
Fairfield County Budget Director

2023 SCHEDULE FOR CY2024 BUDGET

Tuesday, April 4, 2023	LEVEL 1 IS OPEN IN ENTERPRISE ERP FOR DATA ENTRY - Letter from County Administrator will be sent to all setting parameters & providing guidance for the 2024 budget evaluation (guidance and parameters may be adjusted as more information is known)
Monday, April 24, 2023	LEVEL 1/INITIAL BUDGET – BUDGET ENTRY ACCESS ENDS
Tuesday, June 20, 2023	LEVEL 2/TAX BUDGET – BUDGET ENTRY ACCESS ENDS <i>There is no longer a formal Tax Budget process and hearing held by the Budget Commission.</i>
August 2023 (TBD)	Budget Commission Hearing to set rates for necessary tax levies
August 2023 (TBD)	Budget Commission to authorize rates for the necessary tax levies
Monday, August 28, 2023	LEVEL 3 - BUDGET ENTRY ACCESS ENDS – final time for General Fund departments to make changes in Enterprise ERP Budget Entry
Monday, September 11, 2023	Check carryover purchase orders and cash – review the reduction and cancelation of prior year & current year purchase orders
August 29 – October 6, 2023	Administrative Review of Budget Proposals to Compare Against Guidance and Parameters
October 10 – October 24, 2023	Budget Hearings – Elected Officials/Department Heads & Commissioners evaluate proposals/submissions and will continue to prepare (Additional dates TBD if necessary)
Monday, November 20, 2023	LEVEL 4 – BUDGET ENTRY ACCESS ENDS – final time for non-general fund departments to make changes in Enterprise ERP Budget Entry
Tuesday, December 5, 2023	Appropriation Measure (budget approval) for 2024 -target date for adoption - Dec 5 th ; back-up dates – December 12 th and December 19 th



BOARD OF COMMISSIONERS

Commissioners:

Steven A. Davis

Jeffrey M. Fix

David L. Levacy

County Administrator

Aundrea N. Cordle

Deputy County Administrator

Jeffrey D. Porter

October 2023 Budget Hearings

Clerk

Rochelle Menningen

Tuesday, October 10

11:00	to	11:15	Board of Elections
11:15	to	11:45	Prosecutor
11:45	to	12:00	Engineer
12:00	to	1:00	lunch
1:00	to	1:30	Juv/Probate
1:30	to	2:00	Sheriff
2:00	to	2:30	Facilities
2:30	to	3:00	Common Pleas

Tuesday, October 17

11:00	to	11:15	Soil & Water
11:15	to	11:30	Treasurer
11:30	to	11:45	Veterans Services
11:45	to	12:00	OSU Extension
12:00	to	1:00	lunch
1:00	to	1:15	Regional Planning
1:15	to	1:30	Recorder
1:30	to	1:45	Dog Shelter
1:45	to	2:00	HR
2:00	to	2:15	Coroner
2:15	to	2:30	Utilities
2:30	to	3:00	Domestic Relations

Tuesday, October 24

11:00	to	11:15	EMA
11:15	to	11:30	IT
11:30	to	12:00	Clerk of Courts
12:00	to	1:00	lunch
1:00	to	1:15	Municipal Judges
1:15	to	1:30	Municipal Clerk
1:30	to	2:00	Auditor
2:00	to	2:15	Economic and Workforce Development
2:15	to	2:30	Job and Family Services

Budgeting Variables for your reference

OPERS	14% of EO & Employee Salaries projected for 2023 (For Non-Law Enforcement employees)	18.10% for Law Enforcement
Medicare	1.45% based on total year salary per employee	
Life Insurance	\$35.00 annually, per employee	
EAP info	\$26.00 annually, per employee that is not enrolled in insurance (this includes part time employees)	
Workers Compensation	1.50% based on total year salary per employee, there is also a true-up of prior year salary - (review prior year history)	

Helpful Hints for Budget Entry:

Round up to the nearest dollar on budget amounts

Enter amounts as a positive (always)

Print or PDF Next Year Budget Reports after entering your amounts



YOUR VIEW TO A HEALTHY FUTURE

2023

County Health Insurance Benefits

Rates Based on Twenty-Six

Pays Per Year

Coverage Selection	Employee Single/Family Per Bi-Weekly Pay	Employer Single/Family Per Bi-Weekly Pay
Medical	\$ 56.61/ \$ 134.89	\$ 320.78/ \$ 764.36
Dental	\$ 2.61/ \$ 6.04	\$ 14.82/ \$ 34.21
Vision	\$ 0.53/ \$ 1.47	\$ 3.02/ \$ 8.36
Total Per Bi-Weekly Pay	\$ 59.76/ \$ 142.41	\$ 338.59/ \$ 806.93

The employee contribution levels remain the same as 2022. Short Term Disability, Long Term Disability and Supplemental Life insurance coverage are elective coverages, and costs for such electives are the responsibility of the employee.



YOUR VIEW TO A HEALTHY FUTURE

2023

County Health Insurance Benefits

Rates Based on Twenty-Four

Pays Per Year

Coverage Selection	Employee Single/Family Per Semi Monthly Pay	Employer Single/Family Per Semi Monthly Pay
Medical	\$ 61.33/ \$146.13	\$ 347.51/ \$ 828.06
Dental	\$ 2.84/ \$ 6.54	\$ 16.05/ \$ 37.06
Vision	\$.58/ \$ 1.60	\$ 3.28/ \$ 9.05
Total Per Semi Monthly Pay	\$ 64.75/ \$154.27	\$ 366.84/ \$ 874.17

The employee contribution levels remain the same as 2022. Short Term Disability, Long Term Disability and Supplemental Life insurance coverage are elective coverages, and costs for such electives are the responsibility of the employee.

Fairfield County Park District Update

Provided for County Department Head Roundtable, April 4th, 2023

Moved into new office at 9270 Pickerington Rd, remodel/restoration is still a work in progress.

Closed on a 40-acre property in Madison Township which ties together Two Glaciers Park, clean-up work is underway, future trails will connect Johnson and Hannaway Covered Bridges along Clear Creek

Another section of Two Glaciers Park is the site of a wetland creation/restoration via the Ohio Wetland In-Lieu Fee Mitigation Program.

Grant funds, obtained by Land Bank, funded the demolition of 2 houses, 1 barn, and several outbuildings at Wagner Preserve in Liberty Township, trail system will be developed in coming years.

We will be kicking off our first geotrail in April, geocaches will be hidden around the park district.

First public events have been held at Mambourg Nature Center, exhibit design and planning is underway.

Working with other county and OSU to help with public comments, etc., involving Active Transportation Plan

Smeck Park, in Liberty Township, continues to be developed; restrooms are now open, barn will have electric installed this year, educational programs are regularly held at this location

Geostructural repairs are complete at Rock Mill, the mill will be open regularly starting in May as usual.

Interpretive signage has been installed at Lockville Canal Park, interpretive historian is creating living history programs based on a real Lockville Locktender

Working with FMC and local fire departments on Heart Safe Park certification



HICKS PARTNERS

Public Relations | Government Affairs | Business Development



AGENDA



1.Introduction

2.Services

3.Types of Grants

4.Getting Grant Ready

5.Next Steps

6.www.fairfieldgrants.org

Professional Team



Brian Hicks



Keith Conroy



Ian Nickey



Stacie Marsh



Lauren Strobe



Anthony Jones



ABOUT US



Hicks Partners, LLC is a multidisciplinary business consulting firm.



**Government
Affairs**



**Public
Relations**



**Economic
Development**



**Grant
Writing**

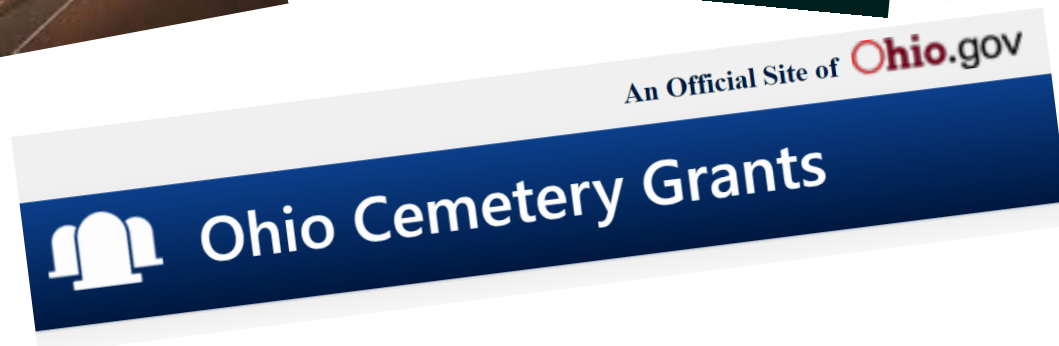




FUNDING OPPORTUNITIES



- An unprecedented amount of grant funding is available through new federal and state government programs.
- Grants can be complex and competitive. Chances of success improve by using experts with knowledge and experience in grant writing and project management.
- Our goal is to help ensure proposals are well-defined and specifically target to each solicitation.





Recent Activities



Client	Status	Agency	Grant Name	Grant Amount
Fairfield County - Bremen	In Process	ODOD - CDBG	Neighborhood Revitalization	\$750,000 TBD
Fairfield County -Millersport	In Process	ODNR	NatureWorks 2023	TBD
Fairfield County -Walnut Twp	In Process	ODNR	NatureWorks 2023	TBD
Fairfield County - Hocking Twp	In discussion	ODNR	NatureWorks 2023	TBD
Fairfield County - Reg Planning	In Process	ODOD - CDBG	Critical Infrastructure	\$500,000 TBD
Fairfield County - Clearcreek FD	Submitted	ODNR	Volunteer Fire Assistance Grant	\$4,701
Fairfield County Family, Adult and Children First Council (FACFC)	Submitted	OH Childrens Trust Fund	OCTF Early Childhood Safety Grant	\$200,000
Fairfield County - Clearcreek FD	Submitted	FEMA	AFG Grant	\$546,250
Fairfield County - Greenfield Fire Dept	Submitted	FEMA	AFG Grant	\$550,500
Fairfield County - Greenfield Fire Dept	Submitted	FEMA	AFG Grant	\$146,786
Fairfield County - Basil Fire Dept	Submitted	FEMA	AFG Grant	\$1,000,000
Fairfield County - Clearcreek Fire Dept	Withdrawn	FEMA	SAFER Grant	N/A
Fairfield County - Greenfield Fire Dept	Submitted	FEMA	SAFER Grant	\$726,584
Fairfield County - Basil Fire Dept	Submitted	FEMA	SAFER Grant	\$1,119,401
Fairfield County - Workforce Dev	Submitted	PNC & County Foundation	Martens Grant	\$70,000

4/4/2023

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GRANT SERVICES – Example 1

Grant Review

- Monitor the funding updates.
- Review NOFO: Eligibility, Match, Program Goals, Scoring,

Grant Application Preparation

- Develop strategy, and templates required for registrations.
- Assist applicant (and technical team) prepare.

Project Management

- Create and manage timeline and pre-award checklist.
- Facilitate regular project planning meetings.
- Ensure document version control.

Review and Writing

- Review client's draft submittals and strengthen narrative.
- Review all required supporting documents, such as budget, etc.

Compliance Review and Editing

- Optimize readability and flow.
- Conduct a comprehensive compliance review.

Submission

- Format, upload, and submit.
- Ensure successful transmission of submitted application.

4/4/2023

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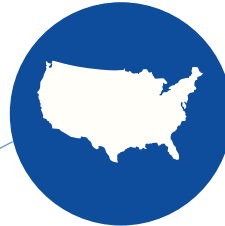


GRANT SERVICES – Example 2





TYPES OF GRANTS



Federal



State

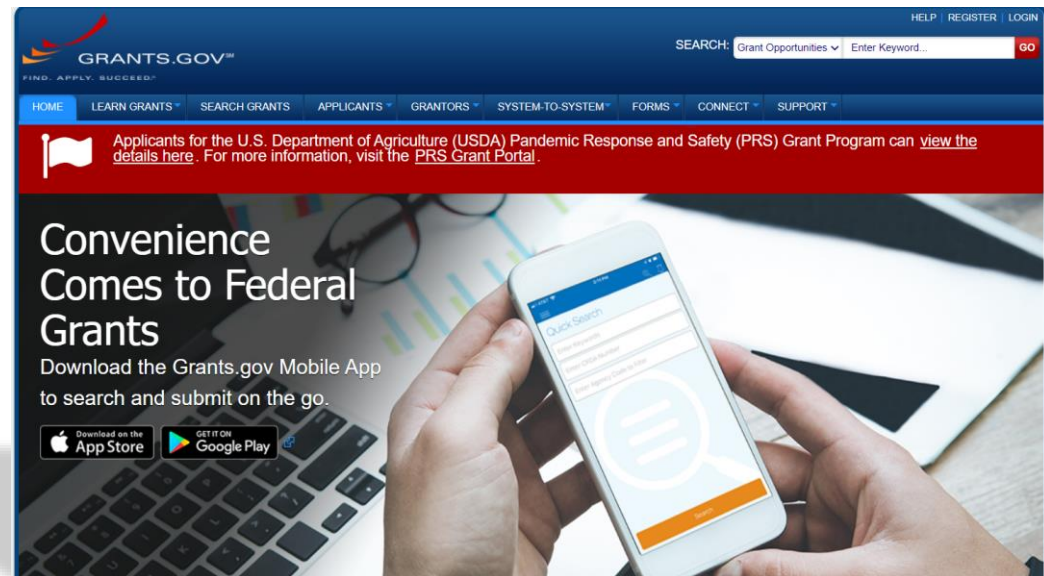


Foundation &
Corporate



GETTING GRANT READY

- Register at grants.gov and agency portal
- Create your Workspace
- Verify passwords, renew lapsed accounts, etc.





ORGANIZATIONAL READINESS

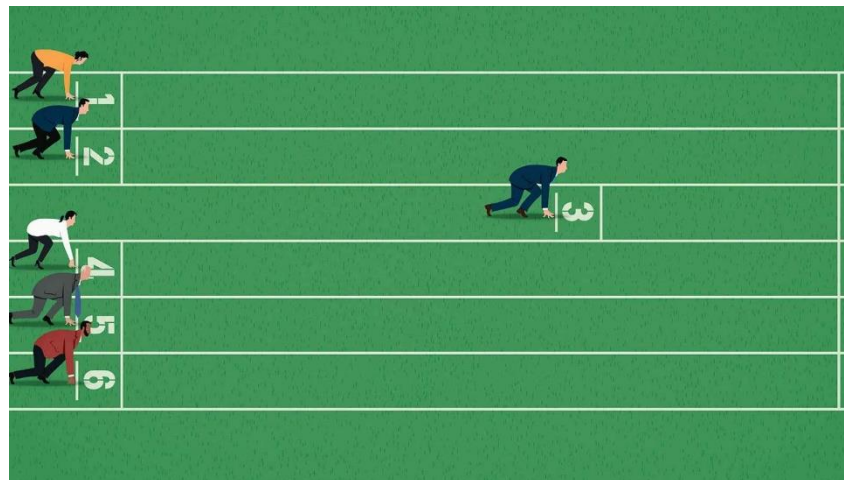
- Projects to be funded
- Internal grant manager in place
- Accounting & bookkeeping in place
- Data, demographics, reports, and industry info
- Prepare graphics





Being Competitive

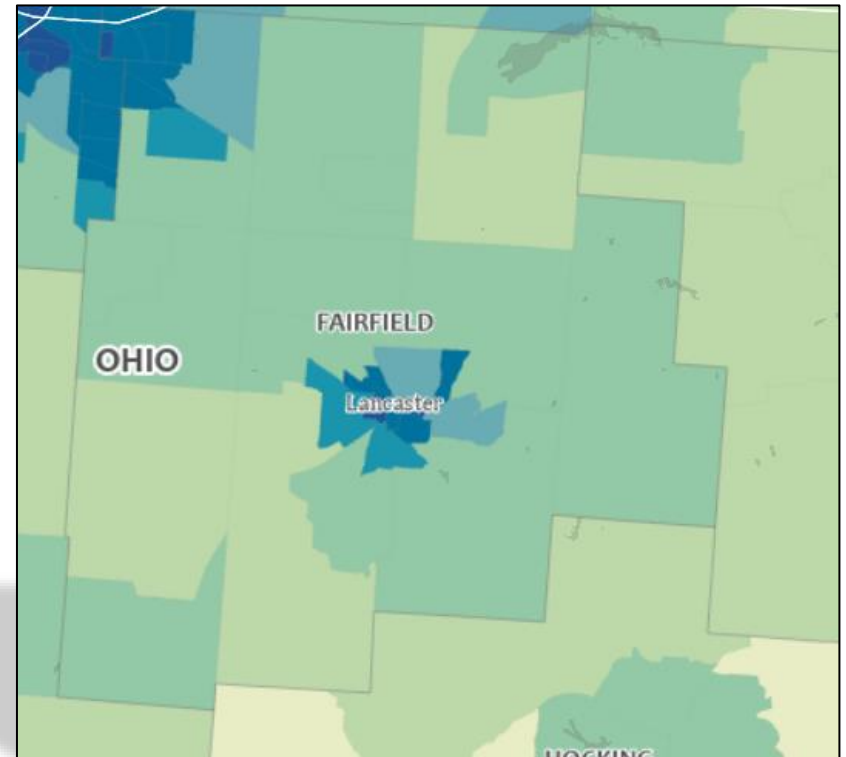
- Gain understanding of consistent themes of major agencies with funding.
- Identify “low hanging fruit” and “shovel-ready projects” in target areas of major agencies with funding
- Build networks of public-private partnerships in key areas





ELIGIBILITY

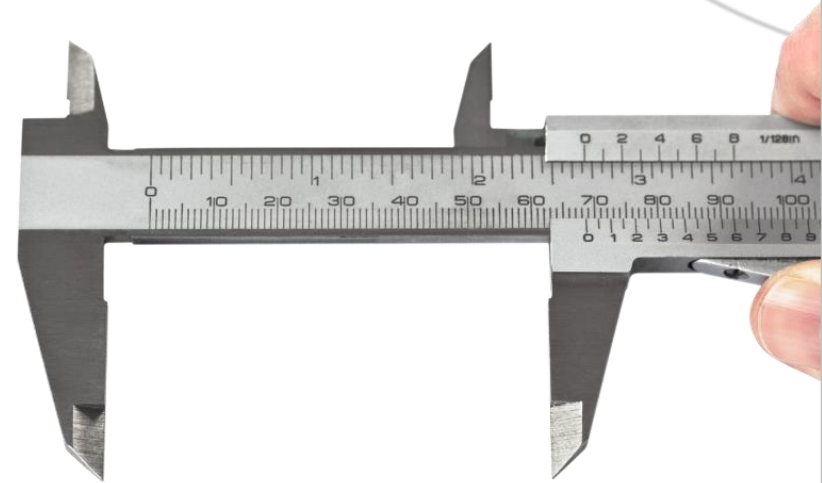
- Type of applicant
- Serve correct area
- Scope of project.





ASSESSING A GOOD FIT

- Scope?
- Target?
- Funding timeline?
- Align with Program goals?





Getting Grant Ready



Once you have identified a potential opportunity:

- Carefully read funding announcement (NOFO, RFA, BAA)
- Reach out to Agency/Program contact (if contact is allowed)
- Sign up for agency-sponsored workshops, webinars
- Carefully consider the timeline
- Identify matching funds (Cash vs. In-Kind)
- Make a list of potential collaborators
- Consider who you will want Letters of Support from and notify of your intent
- Create budget
- Identify potential gaps against scoring criteria and create a plan to address each



GETTING GRANT READY

- Cover letter
- Proposal summary
- Introduction
- Need Statement
- Objectives
- Methodology (activities)
- Evaluation Methods
- Partners
- Sustainability
- Budget





GETTING GRANT READY



- Found the Perfect Grant....but you missed the deadline
- Use the time to prepare
 - Get a copy of winning applications.
 - Review the old NOFO and see if there is anything you can do to prepare





GETTING GRANT READY

Myth: “No” is the worst answer



Reality: Analyze feedback, learn, and adjust or move on



COMMON PITFALLS

1. Waiting too late to get started / Not dedicating the time.
2. Not a good match.
3. Lack of experience.
4. Assembling teams/partners in name only.
5. Ignoring the obvious.
6. Creating projects in a vacuum.
7. Overlooking key areas across all Federal agencies until the end.





COMMON PITFALLS

8. Not following directions.
9. Project description not clear.
10. Need statement lacks evidence.
11. Talking too much about what you have done
12. Thinking rules/eligibility/target areas don't apply to you
13. Inconsistencies from one section to the next. (Budget - Narrative conflict)
14. Typos, grammar mistakes.





Summary



Grant Application in a Few Easy Steps

1. Make sure Registrations are up to date
2. Prepare and Look for Opportunities
3. Understand the Grant Announcement
4. Attend the Pre-Application Webinar
5. Understand the Evaluation Process
6. Prepare Early and Submit Early
7. Learn from losses:



www.FairfieldGrants.org

Fairfield County Grant Portal

GRANT ALERTS

START AN APPLICATION

POINT OF CONTACT (POC) DESIGNATION

ANNOUNCEMENTS

CONTACT US

Fairfield County Grant Portal

No cost grant writing services for Cities, Villages, and Townships located in Fairfield County. The Fairfield County Commissioners have selected Hicks Partners to provide grant writing services for communities located in Fairfield County.

REGISTER FOR GRANT READINESS WEBINAR HERE

4/4/2023
Review Available Grants

Start Grant Process

Point of Contact Designation⁰⁶⁹



Questions



HICKS

PARTNERS

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