

**Regular Meeting #17 - 2020**  
**Fairfield County Commissioners' Office**  
**April 14, 2020**

**Review**

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, and Innerphase Video. Joining via teleconference were Joshua Horacek, Jon Kochis, and Larry Hanna.

- Welcome

Mr. Davis welcomed the group and stated how desperately the Commissioners are looking forward to a new day and meeting in person again.

- COVID-19 Update

Jon Kochis, EMA Director updated the group by phone.

Mr. Kochis stated that they are cautiously going through the COVID -19 statistics with optimism while acknowledging signs of concern.

The data EMA is using is beyond positive cases, and they are going straight to hospitalization. It is steady growth but not a rate that the county cannot manage at this time.

Yesterday, there was an announcement about the county's first death due to COVID-19. While very sad, the occurrence was inevitable given the size of the community.

Mr. Davis asked how they were doing with PPE.

Mr. Kochis replied they had already distributed the stockpile from the Federal Government and now await the order paid by county general fund dollars. He stated nothing additional is needed from the Commissioners. He thanked them for the extra cleaning of the building after an employee tested positive. That employee is cleared after today to return to work.

Mr. Levacy asked what kind of quality was required for face masks.

Mr. Kochis reviewed the equipment that had been received.

Mr. Fix asked how the stock for first responders was at this time.

Mr. Kochis replied that with the distribution of the PPE purchased locally they should see a good stock across the community. The hospital is well-stocked, and the fire departments are half-stocked. Generally, everyone is ok, but with the next push, the community should be well-stocked. He did have a concern with state prisons (and mentioned SCI) especially given what is reported in Pickaway County.

Mr. Fix also asked how the Sheriff's Office was at this time.

Mr. Kochis stated they had enough PPE and were doing some isolating and proper quarantining. He said checking for symptoms and monitoring are important tasks. It is inevitable that things will happen as the risk is still there.

Mr. Hanna reported the daily numbers. There were 88 cases; the ages ranged from 3 years to 85 years; there was an onset date of March 8 through April 13; 42 cases were male, and 46 were female. There were 19 hospitalized, and there was one death. 25 individuals have recovered.

Mr. Davis asked about the geographic spread in the county.

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Mr. Hanna replied they are working on a zip code break down similar to Franklin County's reports, and they hope to have that information out by the end of the week.

Mr. Levacy extended the Commission's appreciation for the work of the Health Department.

Mr. Fix added his appreciation as well. He stated that it feels like Ohio has done a good job flattening the curve and asked if they have reached the peak year, in Mr. Hanna's opinion.

Mr. Hanna replied that if the county had not reached the peak, they were very close. The questions are: how long will we stay at the peak? and how long will it take to decline? It will not be a gradual decline, but will take some time. We are in this for the long term, and we need to have that mindset before life ever gets back to some kind of normalcy.

Dr. Brown thanked Mr. Kochis, Mr. Hanna, and Ms. Nash for their work. She is encouraged by the order of the PPE which will also be provided to county employees, too. She asked Mr. Hanna to let her know if there is anyone else who needed PPE as well. Mr. Kochis echoed the comments of Mr. Hanna that this will be a very gradual decline.

- Legal Update

Mr. Horacek did not have a legal update.

- Administration and Budget Update/Carri's List

- a. Announcements & Date Reminders

Dr. Brown reminded everyone that they could send questions to [Carri.Brown@FairfieldCountyOhio.gov](mailto:Carri.Brown@FairfieldCountyOhio.gov) or text them to (740) 777 – 8552.

She also highlighted the county website ([www.co.fairfield.oh.us](http://www.co.fairfield.oh.us)) and the Board of Elections website ([www.fairfieldelections.com](http://www.fairfieldelections.com)).

Date Reminders and Calendar Review

May 5 – Wear Orange for Supervised Visitation Awareness

May 25 – Memorial Day Holiday – Offices are Closed for Business

The review packet included special dates of the year.

- b. Highlights of Resolutions

Dr. Brown highlighted 15 resolutions for the voting meeting.

We had a resolution to approve proclamations to be delivered by email. They were to honor Earth Day (thanks to the environmental stewardship work group), Victims' Rights (thanks to Prosecutor Witt and his team), and the Pickerington Jaguars Special Olympics Basketball Team on their State Championship Title.

We had a resolution to approve a proclamation to honor volunteers, which will include a list of employees who volunteer in the community. Next year, we plan to have a reception for volunteers.

We had a resolution to appropriate a perpetual easement for highway purposes from Parcel No. 036-00286-00 (2-SH). This was necessary for an Engineer's project, and the expected value of the easement was based on the County Auditor's appraised value of the land, and it was just under \$2,900.

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The County Engineer proposed a resolution to approve advertising for the purchase of asphalt.

We had a resolution to approve a development agreement for the Views at Pine Hills Phase 2, as previously approved by the Regional Planning Commission.

We also had a resolution to approve The Views at Pine Hill Estates Final Plat.

We had a resolution to document the electronic signature procedures we have had in place for seven years. This was a formality and was not necessarily required by the ORC, but it was good to document the procedures.

We had a resolution to approve a memorandum of understanding for the Workforce Center. This was for state funding expected to flow through the Port Authority.

There were *financial and grant related resolutions* to approve, such as:

- Appropriations from unappropriated funds into a major expense category for grant fund 3034 for the FY2020 Ohio Airport Grant Program/Ohio Department of Transportation (ODOT); approval of a grant match transfer from the General Fund # 1001 & Advance from the General Fund;
- Appropriations from unappropriated funds for a Juvenile Court grant (two resolutions);
- Memo transactions for JFS for reimbursement to the children services fund;
- A fund to fund transfer for unclaimed funds (annual process); and
- An account to account transfer of appropriations to properly classify expenditures for the Commissioners and for EMA (two resolutions).

There were additional financial and contracting resolutions in queue. We also expect formal amendment for revolving loan fund changes, too. These changes will be more advantageous for those making loan payments during this time.

Mr. Fix congratulated the Pickerington Jaguars Special Olympics Team for winning the State Basketball Championship in February.

c. Administrative Approvals, Program, & Budget Update

**Administrative & Program Updates**

**Administrative Approvals**

The review packet contained a list of administrative approvals. There were no questions posed about the approvals.

**Culture of Customer Care**

Dr. Brown reported on the culture of customer care. While customer service has always been important in the county, departments in the past were often understandably focused on data analytics about compliance issues, such as issues relating to program standards, auditing, budgeting, or regulatory matters.

To build trust internally and externally, it was essential to establish a unified culture of customer care across county departments.

We established such a program over the past several years called the culture of customer care, thinking about both internal and external customers.

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The program to build a culture of customer care consisted of three components: stepping up customer service assessments or surveys; highlighting the importance of customer service as a core value to inspire all departments; and establishing progressive customer care steps.

In addition, in order to bolster the commitment to customer service, the program included encouragement for individuals and groups to set goals relating to customer service and continual improvement for essential customer service skills.

We believe this culture of care and the leadership aspects relating to modeling the way, inspiring a shared vision, challenging processes, enabling others to act, and encouraging one another have set the foundation for Fairfield County to respond to the COVID-19 pandemic, just as the efforts set the stage for other collaborations. The results of the program historically have demonstrated customer satisfaction rates of more than 90% within large, compliance-based departments; improved assessments in bureaucratic processes, such as passport processing; and additional successes with customer service standards.

The culture of customer care strengthened and integrated departments. Information from the program helped to improve policy decisions. The coordination of services resulted in better outcomes for the public.

Workload Measures

There is a lot of work being accomplished during the crisis of COVID 19. Some of that work is directly related to the crisis, and some of it is what would be considered normal, essential government services.

Directly related to the crisis, is the hard work in developing policies, procedures, processes, and communications to manage the crisis.

Much of this planning and management occurs very quickly. The Governor and Lt. Governor often speak of these activities as administrative teamwork, and we would mirror that description.

There are multiple examples of excellent leadership in putting foundational guidance in place to support many different departments and agencies.

There is a lot of activity going on to anticipate next steps, and this has been helpful to Fairfield County.

- In early March, we began communicating about the hygiene and proper etiquette relating to illness. We passed the first resolution about emergency measures on March 10. We ordered additional supplies early in March. Consensus on building usage was obtained and documented on March 16.
- We have improved and increased our use of teleworking.
- We have created excellent communication tools to support residents and employees.
- We have upgraded cleaning solutions and cleaning services. We have shared our supplies as requested.
- In Fairfield County, we had already become accustomed to the use of telehealth tools, which is highly recommended. Fairfield County was in the top percentile of usage of these tools prior to the pandemic.

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- In addition, we have a Wellness Clinic, which does help hospitals to manage some of the traffic they are experiencing.
- EMA has distributed more than 26,000 pieces of PPE. This includes 2200 N95s, 13,400 isolation masks, and 10,000 gloves. The PPE distribution will continue as supplies arrive.
- This PPE went to more than 60 different organizations. This includes Fairfield Medical Center, Fire, Police, Long Term Care, Assisted Living, Home Health, Dialysis Centers, Funeral Homes, Hospice, Shelters, and Critical Transportation. We have processed seven requests for critical supplies including accompanying supplies for patients on ventilators at Fairfield Medical Center.

We are collecting quantitative and qualitative data throughout the crisis of COVID 19.

Below are some data elements.

We will continue to gather more data.

<b>Workload at a Glance</b>	<b>Mar-19</b>	<b>Mar-20</b>	<b>+/- %</b>
Commission Meetings	4	7	75.00%
Administrative Approvals	21	43	104.76%
Checks or EFTs Issued for Accounts Payable	2,521	2,812	11.54%
Special Maintenance Projects	1	3	200.00%
Construction Projects/Site Visits	6	12	100.00%
Response time for public records requests	1 day	1 day	no change
Original Tweets from Commission	14	21	50.00%
New Twitter Followers	11	15	36.36%
Tweet Impressions	2,869	3,839	33.81%
Retweeting Items	8	217	2612.50%
Health Insurance Claims Paid	809,353	871,439	7.67%
Email Portal Activity, Juvenile Court	72	268	272.22%
Juvenile Diversion Hearings Conducted	19	34	78.95%
New Estates Opened	43	36	-16.28%
New DR Court Cases Opened	94	75	-20.21%
Deeds Filed	348	423	21.55%
Mortgages Filed	405	675	66.67%
Soldiers Discharges Filed	15	4	-73.33%
Coroner Autopsies	2	3	50.00%
Dogs Arriving in Care at Shelter	40	41	2.50%
Average Number of Dogs in Care at Shelter	25.5	15.5	-39.22%
Dogs at the Shelter today			7
Jail Population Average	299	267	-10.70%
Today's Jail Population			184
PRC Assistance to Families \$	\$4,814	\$19,891	313.19%
PRC Families Supported #	35	73	108.57%
PRC first week of April \$		\$72,881	
PRC number of families first week of April		254	
Number of Medicaid Related Calls	99	355	258.59%
Number of SNAP applications, interviews, est., includes shared services	2401	4956	106.41%
Child Support Collections	\$1,733,933	\$1,978,981	14.13%
On Site Child Support Payments	\$61,690	\$33,588	-45.55%
Child Protective Services Referrals	498	414	-16.87%

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Adult Protective Services Referrals	82	62	-24.39%
Gallons of Water Provided, MG	46.311	48.219	4.12%
Gallons of Water Treated, MGD	2.99	3.63	21.40%
Water/Sewer Inspections	19	42	121.05%
Laboratory Samples	220	220	0.00%
Utilities Customers	6,926	7,176	3.61%
<b>Other Measures as of the end of March 2020</b>			
Number of Those on Felony Supervision n Residential Treatment or Sober Living Facilities		18	
Common Pleas Court Employees Teleworking, New Processes		17	
New Felony Criminal Cases Filed		40	
Common Pleas Hearings by Videoconference in March		25 +	
Common Pleas Hearings by Videoconference Scheduled for April		32+	
Number of Students Qualified for Career Readiness Endorsement		155	
Number of Students Working in Career Readiness prior to COVID 19		266	
Number of Students Now Working Remotely		66	

The review packet also included a terrific article about the Common Pleas Court efforts.

Mr. Davis thanked Dr. Brown for pulling that data together. He had a sense the work of Fairfield County was continuing and suspected if you pulled data it would show that. He is very proud of the employees and how they are continuing to serve Fairfield County.

Mr. Levacy stated there were some pretty amazing statistics there. He believes in a murky situation, you either see the best or worst of people. He's been very impressed by the work of the county employees in providing the very necessary services in this time of need. He thanked Dr. Brown, JFS, and EMA for their work at this time.

Mr. Fix stated it goes back to the culture of service and a "can do attitude." Fairfield County has done a good job instilling that culture and hiring for that culture. He stated that he cannot thank the employees enough for all the things they are doing and the ways they are finding to do them.

**Supporting the Community- Ways You Can Help!**

We will highlight ways to support the community at each meeting.

You can participate in a food drive at JFS on April 15 from 4-5 pm. You can "drive-in and drop off."

You can donate (any denomination) to the Lancaster-Fairfield County Community Action food pantry or any United Way agency, online and in any denomination.

The review packet contained a flier which was sent globally by email to all employees.

We will regularly highlight different ways employees can participate.

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Resources to Highlight

- Additional assistance is available for food assistance. Those enrolled in the Supplemental Nutritional Assistance Program (SNAP) who did not receive the maximum amount in March will be issued additional assistance. In addition, it will be easier from some to obtain help as there are some waivers of administrative verifications. There was a press release in the review packet about this. There was also a flier designed for customers, which was an excellent communication tool. Dr. Brown thanked Aunie Cordle and her team for the excellent communication tools they are preparing.
- The 33 Alliance website has been adjusted to include multiple resources for businesses. You can see that at [www.fairfield33.com](http://www.fairfield33.com).
- In addition, Fairfield County will be receiving additional CDBG funds, which have not yet been identified specifically. The state in the aggregate will receive \$27,257,000, and we will soon have information from the state about the portion Fairfield County will receive. We are conducting a survey to help us plan for this grant.

US Census

You can go to the Census website (Census2020.gov), and the phone number for the Census customer service is: 1-800-923-8282. At the website, you can proceed with completing the census information. You can do this by phone, as well. You will be asked your address if you do not have your questionnaire.

Construction at 108 N. High – the Beery House

The construction for Real Estate Assessment Offices at 108 N. High is going well. Thank you to everyone who has worked so hard on this project.

The building has been known as the Beery House. Jon Slater, County Auditor, has used real estate assessment funds for the majority of the project (some general fund money has been used to support the project and its planning), and Dennis Keller, Facilities Manager, has helped further this unique project. Dave Burgei, Real Estate Manager, is working with Spencer Remoquillo on a contracted basis to produce some historical documentation of the Beery House. We are not sure if the Historic District's Tour of Homes will be on for June 27 and June 28, but we continue to plan for the building to be featured.

In addition, Jon Slater, County Auditor, has purchased LED lighting for the building that can be shown in colors, and we are learning programming for that lighting now. Out of respect and honor to Jon Slater for his leadership in this project, we are acknowledging that he can set policy for how those lights are used (to light for various awareness activities). Jon Slater will also be setting policy for the asset utilization of the building itself, for Real Estate Assessment Offices. There may be times when conference spaces can be used for multiple purposes, but we are allowing Mr. Slater to determine whether such spaces should be placed in the normal rotation of reservations with the electronic system (FMX). Finally, Mr. Slater is determining the office spaces that will move to the building, and those offices are for Real Estate Assessment.

Once this project has settled a bit, we will return to adjustments for the Historical Courthouse, which were developed by consensus. At present, many spaces are being used as staging areas. Within several months, the plan to move employees out of mezzanines will be implemented.

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Budget Update

We are aware of BWC's approval of a dividend for local governments (and employers) based on 2018 premiums paid. We have a process in place for distribution of such dividends, which has been accomplished in the past. We are grateful for the dividend during this time. It is estimated the refund would be around \$200,000.

Flat parameters for salaries will be calculated on the existing salaries right now extrapolated for a twelve-month period, with no new hires and a hiring freeze, with the exception of emergency response positions. Allocations have been adjusted, as well, for 2021.

While we are in a general hiring freeze, it is important to know that we have active postings for critical positions for EMA, Utilities, RPC, and the Recorder. All but one of these positions are non-general funded positions. The one that is funded by the general fund is a replacement positions to provide essential services. All positions, though, are interrelated.

d. BRAVOs

We received a nice voice mail from "Audrey" who wanted to thank all elected officials for their hard work during this challenging time. She indicated her gratitude for everyone who is helping to keep people safe and indicated she was looking forward to the future.

Thank you to finance, budget, and IT officers. The work administrators in these areas accomplish has not only increased during these challenging times. As such, a lot of the "hidden" work can go unnoticed, and we want to be sure that is not the case in Fairfield County. Thank you for your support!

BRAVO to JFS for not only maintaining excellent services but for also assisting Lucas County and Medina County in their time of need. The culture of customer care is evident at JFS.

All Commission Department Heads and Commission Supervisors have examples of tremendous work during this time. They are Aunie Cordle, Jeff Porter, Jon Kochis, Tony Vogel, Dennis Keller, Rick Szabrak, Todd McCullough, Erin Frost, Mandi Crist, and Rachel Elsea. The administrative team of Staci Knisley, Christina Foster, Shar Bails, and Christy Barker (half-time shared employee) is doing very well with teamwork and cooperation. The temporary worker, Jake Tharp, too, has been available and supportive at all times.

Bravo to the Dog Shelter (Todd McCullough, Erin Frost, and team) for lowering the number of dogs in care during this time. The statistics highlight how well the team is doing!

Thanks to everyone for working alternate schedules and for keeping up the physical distancing while providing critical services.

- Old Business

- a. Fairfield Medical Center

Mr. Davis stated that FMC is experiencing a tremendous difficulty with the restrictions of services they are allowed to provide at the governor's orders while they stand at the ready to treat COVID patients. All three Commissioners continue conversations with state and federal officials to work through this. There has been a relatively small contribution from the federal government. They are okay today from a cash flow standpoint but the future will require the best and brightest from the state and federal officials to secure a future for rural hospitals throughout Ohio.



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The Commissioners will create short videos of appreciation and suggested each Commissioner have a different message in their videos.

Mr. Davis stated that the Commission often speaks to this as “challenging times” and he knows it is worse than that. It is worldwide with millions infected with thousands dying in America. There is a real understanding that these times are much worse.

Dr. Brown highlighted how the review packet contained the letter from CCAO President Davis to the Honorable Representative Troy Balderson. She pointed out how the Federal attention was on communities in excess of 500,000, and in Ohio, that includes five counties. The letter encouraged broader definition for financial relief.

b. Attorney Fees and the Ohio Public Defender Commission

A teleconference is scheduled on April 14<sup>th</sup> for Steve Davis, Carri Brown, Charles Elsea, and Jason Price.

- New Business

- a. Teleconference with Park National

Mr. Davis will be on a teleconference with Park National, Congressman Stivers, and a representative of the SBA to gather information regarding Secretary Mnuchin’s order that all paycheck protection loans be closed within a ten-day period. Many banks are finding this order to be physically impossible.

- b. Land Bank Highlights and Walnut Township Grant Research

Dr. Brown asked for the Commissioners to review the summary of Land Bank activities which was emailed. She also indicated that she and Jon Kochis had been supporting Walnut Township as they thought about their options for the community shelter. Commissioner Levacy added that he believed Licking County had approved a waiver of a tap fee to help that project, and he would like to show appreciation to Licking County for their support of the Walnut Township shelter project.

- c. Proposal from Pickerington Police re: 911

Mr. Fix received a proposal from the Pickerington Police for a potential grant they are pursuing, and he wondered if the proposal could spark additional partnerships. He stated he was aware that Dr. Brown had reached out to the Sheriff’s Office about this matter.

- General Correspondence Received

- a. Videos of Commissioners

Mr. Davis stated the videos recorded by the Commission have thousands of views, and the Commissioners have received feedback of pride for the way they have been handling the pandemic. Mr. Davis thanked Innerpahse video for their preparation of the videos.

- Calendar Review/Invitations Received

- a. Board of Revision – Tuesday, April 14<sup>th</sup> at 10:30 a.m. – Carri Brown to attend.

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- FYI
  - a. Jail Population – 184
  - b. Anytime, a public records request or a question can be posed to [Rachel.Elsea@fairfieldcountyohio.gov](mailto:Rachel.Elsea@fairfieldcountyohio.gov) or [Carri. Brown@fairfieldcountyohio.gov](mailto:Carri.Brown@fairfieldcountyohio.gov)
- Open Items

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, April 14, 2020 beginning at 10:04 a.m., with the following Commissioners present: Steve Davis, Jeff Fix and Dave Levacy. Also present were Carri Brown, Rachel Elsea, and Innerphase Video. Also joining via teleconference was Joshua Horacek and Jon Kochis.

**Pledge of Allegiance**

Commissioner Davis led everyone in the pledge of allegiance.

**Announcements**

Commissioner Davis asked if there were any announcements.

There were no announcements.

**Public Comment**

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

No public comments were received through the web application.

**Approval of Minutes for Tuesday, April 7, 2020**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Thursday, April 7, 2020 Regular Meeting.

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

**Approval of the Auditor's Office Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Auditor's Office resolution authorizing a fund to fund transfer – Auditor – fund 1080; see resolution 2020-04.14.a.

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

**Approval of the Commissioners' Resolutions**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the following Commissioners' resolutions:

- |              |  |
|--------------|--|
| 2020-04.14.b | A resolution authorizing the approval of proclamations. [Commissioners]  |
| 2020-04.14.c | A resolution acknowledging employees serving as community volunteers, county board members serving on various board, and other community volunteers during National Volunteer Week, April 19-April 25<br>[Commissioners] |

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- 2020-04.14.d      A resolution approving to Appropriate from Unappropriated into a major expense category for Grant Fund# 3034, subfund# 8236 for the FY2020 Ohio Airport Grant Program/Ohio Department of Transportation (ODOT), Grant match transfer from the General Fund # 1001 & Advance from the General fund – Fairfield County Commissioners [Commissioners]
- 2020-04.14.e      A resolution approving and acknowledging electronic signature procedures [Commissioners]
- 2020-04.14.f      A resolution approving an account to account transfer in major object expense categories for General Fund# 1001 – Fairfield County Commissioners [Commissioners]

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

**Approval of the Economic Development Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Economic Development resolution to approve the Memo of Understanding setting the parameters for the disbursement of funds from the State of Ohio; see resolution 2020-04.14.g.

Discussion: Dr. Brown thanked Mr. Szabrak, Ohio University, Hocking College, and the Port Authority for their continued work to further the Workforce Center.

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

**Approval of the Emergency Management Agency Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Emergency Management Agency resolution authorizing an account to account transfer for EMA fund 2707 (subfund 8183) Emergency Management Performance Grant; see resolution 2020-04.14.h.

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

**Approval of the Engineer's Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Engineer's resolution to approve advertising for the purchase of liquid asphalt; see resolution 2020-04.14.i.

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

**Approval of the Job and Family Service Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Job and Family Services resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services; see resolution 2020-04.14.j.

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

**Approval of the Juvenile/Probate Court Resolutions**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolutions:

- |              |  |
|--------------|--|
| 2020-04.14.k | A resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court Fund #2036 Department of Youth Services (reclaim) [Juvenile/Probate Court]             |
| 2020-04.14.l | A resolution to appropriate from unappropriated in a major expenditure object category - Juvenile Court - Fund #2036 Ohio Department of Youth Services Fund (reclaim) [Juvenile/Probate Court] |

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

### Approval of the Prosecutor's Resolution

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Prosecutor's resolution to appropriate a perpetual easement for highway purposes from Parcel No. 036-00286-00 (2-SH); see resolution 2020-04.14.m.

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

### Approval of the Regional Planning Commission Resolutions

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the following Regional Planning Commission resolutions:

- |              |  |
|--------------|--|
| 2020-04.14.n | A resolution to approve a Development Agreement for the Views at Pine Hills Phase 2 [Regional Planning] [Regional Planning Commission] |
| 2020-04.14.o | A resolution to approve The Views at Pine Hill Estates Final Plat [Regional Planning] [Regional Planning Commission]                   |

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

### 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 10:10 a.m.


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

The next Regular Meeting is scheduled for Tuesday, April 21, 2020 at 10:00 a.m.


Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
that the April 14, 2020 minutes were approved by the following vote:

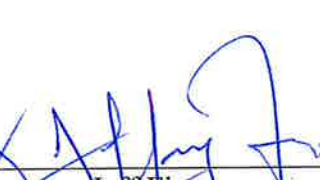
YEAS:  
ABSTENTIONS: None  
\*Approved on April 21, 2020

NAYS: None

  
Steven A. Davis  
Commissioner

NAYS: None

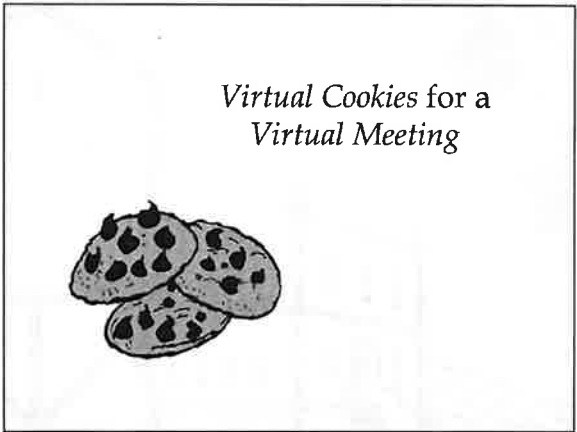
  
Dave Levacy  
Commissioner

  
Jeff Frix  
Commissioner

  
Rachel A. Elsea, Clerk

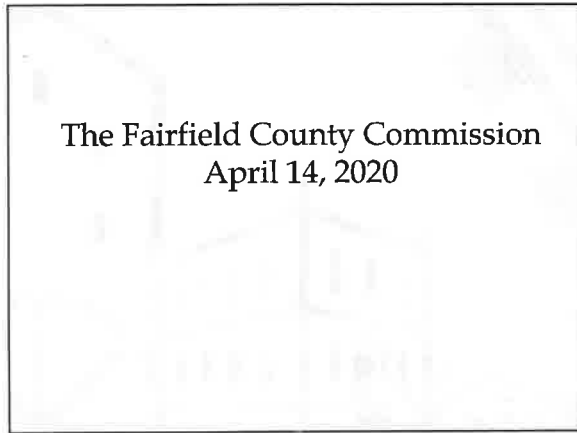


1



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COVID 19 Update  
Jon Kochis, EMA Director








Public Health  
Physical · Mental · Emotional  
Fairfield Department of Health





SEAN C. FARNESY & PARTNERS

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Public Well-Being





SEAN C. FARNESY & PARTNERS

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Legal Update

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County Administrator Update

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Email -or- Text


[Carri.Brown@fairfieldcountyohio.gov](mailto:Carri.Brown@fairfieldcountyohio.gov)

740 777 8552

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County Website

<https://www.co.fairfield.oh.us/important-notice.html>




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Board of Elections – Request an Absentee Ballot - Information

<https://www.fairfieldelections.com/>



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Date Reminders

- **May 5** – Wear Orange - Supervised Visitation Awareness
- **May 25** – Memorial Day Holiday




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### Highlights of Resolutions

*8 contractual or action resolutions*


- 2 - for proclamations
  - Earth Day & Victims’ Rights
  - Volunteer Appreciation
- 1- for a perpetual easement (\$2900)
- 1- to approve advertising for the purchase of liquid asphalt



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### Highlights of Resolutions

- 2 - for development agreement & a plat
- 1 - to document electronic signature procedures
- 1 - to approve a memo of understanding for the Workforce Center




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### Highlights of Resolutions

*7 financial resolutions*

- Appropriations & grant activity for the Airport
- Appropriations for a Juvenile Court grants (2)
- Memo transactions for JFS
- Fund to fund transfer for annual trust activity
- Account to account transfers for Commissioners and EMA (2 )




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### Highlights of Resolutions

There are additional resolutions in queue, such as:

- A new fund for the Workforce Center
- EDA revolving loan amendment
- Other financial & contractual resolutions



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### Administrative Approvals



- Administrative Approvals – in packet




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### Culture of Customer Care

- Stepping up Customer Service
- Serve.Connect.Protect
- Core Value
- Progressive Customer Care
- Internal and External Customer Care

- Supports Communication, Cooperation, and Collaboration
- Helps Encourage Innovation
- Speed, Adaptability, and Flexibility



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### Workload Measures at a Glance

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Workload at a Glance	2019	2020	%
Administrative Approvals	21	33	158.1%
Building Maintenance Projects	1	1	100.0%
Competition Projects	1	1	100.0%
Construction Projects	1	1	100.0%
Design Projects	1	1	100.0%
Engineering Projects	1	1	100.0%
Environmental Projects	1	1	100.0%
Financial Projects	1	1	100.0%
Health Projects	1	1	100.0%
Information Technology Projects	1	1	100.0%
Legal Projects	1	1	100.0%
Marketing Projects	1	1	100.0%
Public Works Projects	1	1	100.0%
Real Estate Projects	1	1	100.0%
Regulatory Projects	1	1	100.0%
Security Projects	1	1	100.0%
Transportation Projects	1	1	100.0%
Utilities Projects	1	1	100.0%
Other Projects	1	1	100.0%
Total Projects	21	33	158.1%

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Other Measurement of the end of March 2020			
Number of People in Family Supervision & Receiving Treatment or Case-Living Assistance			18
Common Pleas Court Emergency Scheduling - New Provisions			12
New Family Criminal Court Pilot			40
Common Pleas Hearings by Videoconference of Youth		29+	
Common Pleas Hearings by Videoconference Scheduled for April		32+	
Number of Students Out of School for Crime-Related Employment			156
Number of Students Absent in Career Readiness and in COVID-19			268
Number of Students New Visiting Remotely			66


The review packet also included a terrific article about the Common Pleas Court efforts

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Ways You Can Help

- April 15 - Drive In and Drop Off
- Donate Online to Community Action's Food Pantry
- Donate Online to the United Way
- Flyer to Employees
- New Highlights Weekly

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Resources to Highlight

- Additional Food Assistance
- Fairfield33.com
- Additional CDBG fund
  - Survey to be conducted for planning
  - Formula not yet communicated at the state level

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US Census 2020

Call the **Census Bureau Customer Service Center** at 1-800-923-8282 or 301-763-INFO (4636.)

<https://www.census.gov/programs-surveys/surveyhelp/contact.html>

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### US Census 2020

- The 2020 Census sent out letters
- There will be reminders
- There will be in-person visits May-August
- Each home can respond online (at [2020Census.gov](https://2020Census.gov)), by phone, or by mail
- *Fairfield County responses are coming in well*





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### 108 N. High Street - Beery House





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### Budget Update

BWC Dividend Approved!

- Based on 2018 payments
- Process in Place for Distribution



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### Planning for 2021 – First Level

The parameters envisioned now are flat parameters in all categories, except for insurance at a 2% increase.

Allocations will be held flat, except for the negotiated decrease with MCJDC.





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BRAVO!

We received a nice voice mail.

Thanks to finance, payroll, budget and IT officers.

Great Job JFS! They are going above & beyond the call of duty for Fairfield County & other counties.




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BRAVO!

- Thanks to all Commission Department Heads.
- Way to go at the Dog Shelter!
- Thanks to everyone working alternate schedules and long hours - while physical distancing!

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Old Business

- Fairfield Medical Center
- Attorney Fees



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New Business



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# Correspondence




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# Invitations

- Board of Revision – April 14



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# Quick FYIs

- Jail population



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# Have a Public Records Request?



Rachel.Elsea@fairfieldcountyohio.gov



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Have a question?

[Carri.Brown@fairfieldcountyohio.gov](mailto:Carri.Brown@fairfieldcountyohio.gov)

Text 740 777 8552



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Great job to the Fairfield County  
Community!

Thank  
you!



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Thank You – Elected Officials

- Commissioner Steve Davis
- Commissioner Jeff Fix
- Commissioner Dave Levacy
- Auditor Jon Slater
- Clerk of Courts Branden Meyer
- Coroner Dr. Varney
- Engineer Jeremiah Upp
- Judge Richard Berens
- Judge David Trimmer

- Judge Terre Vandervoort
- Judge Laura Smith
- Prosecutor Kyle Witt
- Recorder Gene Wood
- Sheriff Dave Phalen
- Treasurer Jim Bahnsen



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Thank You – Appointed Officials  
& Department Heads

- County Administrator-  
Dr. Carri Brown
- Human Resources –Jeff Porter
- JPS – Aunie Cordle
- Facilities – Dennis Keller
- Economic/ Workforce  
Development – Rick Szabrak
- IT – Mark Conrad
- GIS – Dave Burgei
- Dog Shelter – Todd  
McCullough

- EMA – Jon Kochis
- Board of Elections – Jane  
Harley
- Utilities – Tony Vogel
- ADAMH – Rhonda Myers
- Board of DD – Jon Pekar
- Veterans Services – Park Russell
- Airport Board –Dr. Glenn Burns
- Visitation Center – Mandi Crist




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Commissioners'  
Administration Team

- Rachel Elsea – Clerk to the Board of Commissioners
- Staci Knisley – Budget Officer
- Christina Foster – Payroll Officer
- Shar Bails – Account Clerk
- Christy Barker – Mail Clerk

  
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