Regular Meeting #22 - 2015  
Fairfield County Commissioners’ Office  
May 14, 2015

**Elected Officials/Department Head Roundtable**

The Commissioners met at 8:33 a.m. for the Elected Official and Department Head Roundtable Meeting. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Staci Knisley, Judge Terre Vandervooort, Susan Bloom, Todd McCullough, Branden Meyer, Dennis Keller, David Uhl, Carol Burnett, Jason Dolin, Mark Conrad, Jeff Camechis, Park Russel, Jon Kochis, Jeff Porter, Gregg Marx, Josh Horacek, Rhonda Myers, Amy Presnell, Sheriff Dave Phalen, David Miller, Jon Slater, Lisa McKenzie, Lisa Notestone, Holly Mattei, Bob Clark, Jerry Perrigo, Amy Boyer, Nikki Drake, Dave Burgei, Kelly Turben, Nancy Duffee, Judge Richard Berens, and Ed Laramee.

Mr. Davis welcomed everyone to the meeting and thanked them for attending.

Mr. Levacy welcomed everyone also and stated that it was a pleasure to be in attendance.

Mr. Kiger stated that he was glad to see everyone.

- **Departmental Updates**
  
  a. Juvenile/Probate Court

  Judge Vandervooort reported that her office is implementing a new Diversion Program for juveniles. They are also updating forms and have added new employees to work on grant funded projects.

  b. Clerk of Courts

  Mr. Meyer reported that he has two new employees (filling vacant positions) and a summer intern. The Title volume is up. Last month they completed 19,000 Titles. This is the largest volume in the history of this office. His office is not moving forward with Courtview Software updates. There is no problem currently, so they will stick with current software. He is working with the website work group and will report on the Financial Transaction Device project later on during the meeting.

  Mr. Davis congratulated the Clerk’s Office for their Title growth. He asked Mr. Meyer if other county title agencies look at Mr. Meyer’s office to mirror his growth.

  Mr. Meyer reported that Fairfield County is the number 1 cross-county title agency. The location is an important factor. Other agencies do not have the good location factor.
c. Veterans Service Commission Office

Mr. Russell reported that on Friday, May 22, they are hosting the Homeless Standdown. They are waiting on lease information to be approved and are targeting August for their move. They have replaced one van and will be replacing the other one soon.

Mr. Davis stated that the Commission was receiving input regarding saving the current building. If anyone receives input about saving the building with plans for the building, please let the Commission know.

d. Sheriff’s Office

Sheriff Phalen reported that their office is having their Awards Luncheon today. He also reported that the Police Memorial is tomorrow at noon. The event is to be held downtown at the Gazeebo. There were 127 officers killed in the nation last year in the line of duty.

Sheriff Phalen stated that there is an average of 40 million contacts. There are 110,000 interactions between police agencies and officers. The vast majority of citizens do respect and support local police. Fairfield County local police agencies have an overwhelming support locally.

Sheriff Phalen stated that Chief Jerry Perrigo is doing a good job working on the jail project and connecting with the Commission staff.

e. Facilities

Mr. Keller reported that the Veterans Services Commission office is in process of being relocated. The lease negotiations are still in process. Facilities are also being reused. The Locust Street property, formerly used by Juvenile Court, is being repurposed. There will be another RFP regarding the purchase of the Clarence E. Miller (CEM) building property. The cemetery located there has been transferred to the City.

Mr. Keller also reported that there are internal upgrades going on. New flooring has been installed at Liberty Center, and new tile has been installed at the One Stop Shop. The Law Library will have upgrades in June. Maintenance staff is working at the Dog Shelter installing new windows. Installing new windows will help with light and ventilation.
Mr. Davis stated that if anyone hears input on what to do specifically regarding saving the (CEM) building and property, have them contact the Commission.

f. Dog Shelter

Mr. McCullough reported that the window installation was going great. Also, the Dog Shelter is in partnership with Fairfield County Developmental Disabilities (FCBDD) Job Fusion. He is pleased with the process. The Dog Shelter is now Heart Safe Certified through Fairfield Medical Center. He appreciates the Commissioners' support for this.

Mr. Davis stated that he appreciated the evolution of the Dog Shelter.

Mr. McCullough stated that he works with the local police divisions on a daily basis. He appreciates their service.

g. Fairfield County Board of Developmental Disabilities

David Uhl stated that FCBDD appreciates the support of the Commission and other county agencies. Job Fusion is expanding their partnerships. There are about 10-12 folks that are employed by the partnerships. He reported that the FCBDD may have their levy on the ballot this fall. FCBDD appreciates the taxpayers and community for their support.

h. Board of Elections

Ms. Bloom reported that her office used the FCBDD Pickerington Regional Office for their Poll Worker training. Having training at the northern end of the county is good for customer service. Their staff was great to work with. There is a special election on August 4 for the Walnut Township School District. She thanked Todd McCullough for his help on the Camtasia video that is for Poll Worker training. It has been helpful and is a great way to streamline training. She recommended other offices try the Camtasia tool.

Ms. Bloom reported that there are efforts moving the Presidential Election date. If approved, the Primary will be in March of 2016.

Ms. Bloom stated that her office is continuing to work on customer service with the public and within the office.
i. Engineer

Mr. Camechis reported that Jeremiah Upp was at Bridge Inspection training held by ODOT. The Engineer’s Office is busy this summer with bridge projects. Millersport and Canal Road are scheduled to be paved this year. Roads are on a 15 year cycle but never seem to make it that long. The State is leaning more towards chip and sealing projects. The Engineer’s Office is on a 4-5 year cycle for chip and seal projects.

j. Recorder

Ms. McKenzie reported that business is picking up in the Recorder’s Office. The Veteran Discount card program has slowed down as expected. Conveyance fees are increasing while business picks up.

k. Treasurer’s Office

Ms. Presnell reported that the Treasurer’s Office is working on the 2nd half collection of Real Estate Taxes. Estimated due date for payments is July 16th.

l. Human Resources and Risk Management Office

Mr. Porter reported that they have renewed the CCAO Workers Compensation Group and CORSA liability for insurance contracts. Joining these groups has saved the county money. Money has also been saved thanks to departments and employees participating in safety workgroups and trainings.

HR is helping offices with employee searches.

Mr. Davis reported that he talked to Ken Miller regarding the Flexible Reimbursement process. He expects that there will be improvements in the processes soon.

m. Emergency Management Agency

Mr. Kochis reported that he is working with Soil & Water regarding Dam training held by ODNR. ODNR is holding a capability study at Buckeye Lake State Park on May 30th. This is for the public to see the safety resources that are available. There is a hazmat exercise on June 26th. Chriss Manning with his office will be reaching out to departments regarding Mental Health emergency information.
n. Prosecutor

Mr. Marx reported that his office is busy with trials. Six out of seven recent trials have resulted in a guilty verdict. Coming up, his office will have a jury trial, Court of Appeals trial, and three murder cases. His office has volunteer clerks for the summer. His office is working with Juvenile Court on the Diversion program. He thanked all departments for their services.

o. Economic Development

Mr. Clark reported that Capsa Solutions is bringing to the county 120 jobs. They specialize in medical products and are located at Canal Point in Canal Winchester. SRI Ohio is consolidating their operations and is adding 50 jobs. Manifold & Phalar is adding 38 new jobs.

Mr. Clark reported that the Alliance sent out surveys to manufacturers and businesses asking for information regarding hiring of employees. The Alliance will review the surveys on June 11th.

Mr. Clark reported that the Economic Impact Study for the area of the Buckeye Lake State Park will be completed in 8-10 days. He has been meeting and talking to State and Local Officials everyday regarding the impacts and progress of the Buckeye Lake State Park Dam repairs.

p. Regional Planning

Ms. Mattei reported that there is a CDBG public hearing on Tuesday at 10:30 for the FY2015 grant application. The CDBG allocation is $189,000. They have also applied for the Neighborhood Revitalization Program (NRP) grant for Baltimore projects and have applied for the Critical Infrastructure Grant for paving Fairfield Beach area roads.

Ms. Mattei reported that subdivision activity has picked up. There is a 178 lot subdivision in Violet Township that should be coming soon. It is estimated that it would be in front of the Regional Planning Commission in June or July. There is also a 190 lot subdivision in Violet Township that is anticipated soon. Activity has picked up but is still not as busy as 2007 & 2008.

q. ADAMH

Ms. Myers reported that they are advertising for the Finance Director position. They are updating their claims process system. They are also training individuals in how to deal with youth who are experiencing mental
health concerns. If county staff is interested in any of these topics, please contact her office.

r. Auditor/Finance

Mr. Miller reported that two positions have been filled in the finance office.

s. Soil & Water

Ms. Boyer reported that they just completed their Annual Spring drug collection event. This was coordinated with Violet Township. They may approach the Buckeye Lake State Park Area for an event in the fall. They have received funding for conservation to help local farmers. They are working with the city on several drainage projects including the location at the Industrial Park. They received a grant from South Central Power to provide education to the Youth. They are updating their website to be customer friendly.

t. Auditor

Mr. Slater reported that is tax appeal season. The Board of Revision is busy. He appreciates Treasurer Bahnsen and Commissioner Kiger for their participation. The volume of appeals is less than half of last year because of the three year appraisal cycle.

u. Lancaster Eagle Gazette

Carl Burnett with the Lancaster Eagle Gazette announced that Attorney General Mike Dewine will be the keynote speaker at the Police Memorial tomorrow.

- Human Resources Update

a. Comp Plan Update

Mr. Porter reported that the compensation plan is still in process. They are working with Delaware County to further inform the plan.

b. FMLA 3rd Party Administrator

Mr. Porter reported that the county has contracted with Careworks to administer FMLA procedures. This is a pilot project that the Commissioners are funding. Careworks has a dedicated team in Dublin to
help departments with sick leave occurrences. He has a workgroup that is meeting on Friday to discuss the project.

c. Violent Intruder Response Training – Coming Soon

Mr. Porter reported that there will be a Violent Intruder Response training held by the Sheriff’s Office. He would like the training to be mandatory. The training will be on August 13, August 20, and September 11. More information will be out soon.

• Information Technology Update

a. Wireless Access Points

Ms. Brown reported that wireless access points are being installed at the Liberty Center.

b. AIMS Project

Mr. Conrad reported that he, Randy Carter, or David Miller will be visiting with departments to assess their needs of supplies and equipment that will be needed to move forward with AIMS. They will need a department contact for the information. The Tyler Content Manager (TCM) hardware will be coming soon. Tyler will be onsite. The end result for the TCM will be good, especially with public records requests. If we work together, we can get through the “growing pains”.

c. CRMS – Prosecutor Module

Ms. Brown reported that the Prosecutor Module of the Commissioners Resolution Management System (CRMS) will be implemented soon. JFS will pilot the testing. The intent is to have contracts approved through CRMS. This will allow for an efficient process for everyone.

Mr. Dolin reported that he and Mr. Horacek still need to get trained on CRMS. Once they are ready, he would like departments to give them 3 weeks to approve contracts. Ms. Brown indicated the pull down menus would be similar to what people now see in the system, and it will be user-friendly – but everyone should allow for a few bugs to be addressed. Ms. Brown suggested that if contracts are renewals that the information be provided up front to potentially reduce the amount of time for approval.
d. MAPSYS – Supplemental Document Imaging

Ms. Brown reported that MAPSYS has presented a document imaging software program that has also been approved. This would be a supplemental document imaging program that would be helpful, especially for the non-Munis users.

- The County Website – Design Modifications

Ms. Brown reported that there is a workgroup committee led by Randy Carter that is making modifications to the county website. If you have changes or suggestions, please contact Randy. You can also participate in the workgroup.

- Customer Service Recognition & Survey

Ms. Brown thanked Dave Burgei, Director of Real Estate and GIS for his excellent customer service. Instead of directing a customer to the website, he went the extra mile and gave the customer instruction and information quickly.

Ms. Brown reported that a short survey for customer service recognition suggestions will be sent soon. The group provided feedback the recognition was a good thing to promote the value of customer service.

Ms. Brown highlighted the serving.connecting.protecting motto.

- Financial Transactions Work Group Update

Mr. Meyer reported that he, Treasurer Bahnsen, and Michael Kaper sent out Request for Proposals (RFP) to companies and vendors that would be interested in the financial electronic transactions. The RFP’s are due on May 15th. They will make a recommendation to the Board of Commissioners by June 5th. The Clerk’s Office hopes to use it first by July 1st.

Mr. Davis stated that he appreciated the technology updates and thanked everyone for participating.

- Fair Housing Training

Ms. Mattei reviewed the attached Fair Housing training information. (See attached)
- Rapid Fire News

a. Facilities
   1. Public Safety/Jail project

      Mr. Keller reported that the final drawings and sitework plans have been sent to the city of Lancaster for approval. The Construction Manager at Risk selection has been short-listed. If all goes as planned, groundbreaking will be the first of August.

   2. Parking Lot Paving project

      Mr. Keller reported that various county parking lots will be paved soon.

   3. Landscaping

      Mr. Keller report that the county contracted with Kirkbridge Lawn Care to provide landscaping services. This will help with the appearance of the buildings.

   4. Signage Upgrades

      Mr. Keller reported that sign upgrades are in process. Signs will be upgraded in a unified manner.

   5. Energy Project

      Mr. Keller reported that the energy project has saved the county $107,000 in the first 9 months since the project was completed. The savings exceed the estimate by $7,000.

b. 2016 Budget Parameters

   Ms. Brown reported that the roundtable packet included the budget parameters and other budget information. The discussion about the parameters centers on estimates for the general fund. However, if departments have proposals that vary from the parameters, they will need to justify the amounts in their budget hearings. Justification should come from evidence and clear proposals.
Mr. Davis stated that even though the economy has indicated a rebound, the parameters are still not as broad as all has hoped for. We are still trying to be careful in planning.

c. Review of Packet – Checklist

Ms. Brown asked everyone to review the checklist and the calendar of special dates.

Mr. Davis stated that everyday there is a snag or complaint concerning the jail project. This is the largest project in the history of Fairfield County. On behalf of the Commission he thanked Tony Vogel, Dennis Keller, Carri Brown, Chief Perrigo, and many more that are involved in the project.

Mr. Levacy stated that the cooperation and interaction within departments is significant to the level of customer service that is provided. He reported that the Perry, Licking, and Fairfield County Auditors are working together to address issues of the Buckeye Lake State Park. Further, he is aware of a second, privately prepared report being issued in a few days regarding the Buckeye Lake State Park Dam safety. He hopes that this is helpful.

Mr. Kiger thanked everyone for coming. He asked that everyone do a few random acts of kindness this week to help people out.

Recess

Mr. Davis stated that there will be a short recess at 10:03 a.m. followed by the regular meeting voting session.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, May 14, 2015 beginning at 10:13 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Staci Knisley, Todd McCullough, Jeff Porter, Carl Burnett, Dennis Keller, Branden Meyer, Jason Dolin, Bob Clark, Jeff Camechis, and Ed Laramee.

Pledge of Allegiance

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

Commissioner Kiger asked if there were any announcements. Ms. Brown announced that there will be a short review session after the voting session.

Public Comment

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

There were no public comments.

Approval of the Commissioners' Office Office Resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Commissioners' Office resolution:

2015-05.14.a A resolution authorizing the approval of a proclamation recognizing Friday, May 15, 2015 and Police Memorial Day. [Commissioners]

Discussion: Ms. Brown stated that the Proclamation is ready to be presented tomorrow.

Commissioner Davis stated that he respects and appreciates the ceremony. He will be out of town and will not be able to attend.

Commissioner Levacy stated that he will attend.

Commissioner Kiger stated that he will let Ms. Brown know if he can attend at a later time.

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

Approval of the Commissioners' Office resolution

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Commissioners' Office resolution:

2015-05.14.b A resolution authorizing the approval of a proclamation recognizing May 18, 2015 as National Animal Therapy Day

Discussion: Ms. Brown stated that she and Todd McCullough will attend and present the proclamation.
Roll call vote of the motion resulted as follows:
Voting aye thereon: Dave Levacy, Mike Kiger, and Steve Davis

Approval of the Commissioners’ Office resolution:

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Commissioners’ Office resolution:

2015-05.14.c A resolution approving an account to account transfer in a major object expense category – Fairfield County Commissioners/Airport

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

Approval of the Job and Family Services resolution:

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

2015-05.14.d A resolution regarding a Purchase of Service Contract between Daily Services d.b.a. i-Force and Job & Family Services [JFS]

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

Approval of the Juvenile/Probate Court resolution:

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolution:

2015-05.14.e A resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court Fund #2481 Juvenile Recovery Fund [Juvenile/Probate Court]

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

Approval of the Payment of Bills resolution:

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the following Payment of Bills resolution:
A resolution to approve the payment of a vouchers without appropriate carry-over purchase orders for all Departments that are approved by the Commissioners [Auditor- Finance]

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

Ms. Brown announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, May 19, 2015, at 10:00 a.m.

Recess

Commissioner Davis stated at 10:36 a.m. that there would be a short recess followed by a short review session and adjournment.

Review

The Commissioners met at 10:22 a.m. to review pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Staci Knisley, Dennis Keller, Aundrea Cordle, Branden Meyer, and Jason Dolin.

Ms. Brown reiterated that the Police Memorial is at noon tomorrow.

Ms. Brown reported two regular annexations were received yesterday. The regular annexation fee is typically $250 per filing. The City of Lancaster’s representative did not have the fee, but we accepted the annexations and scheduled the hearing dates. She asked the Board if fees could be waived in this circumstance for the City, given the annexations were cooperative efforts relating to long-time concerns surrounding Sheridan Drive. On behalf of the Commission, Mr. Davis stated that the county could waive the fees after persuasion of County Administrator Brown. Commissioners Kiger and Levacy agreed. Ms. Brown will notify Teresa Sandy with the City of Lancaster.

Adjournment

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn 10:24 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, May 19, 2015 at 10:00 a.m.
Motion by:          Seconded by:

that the May 14, 2015 minutes were approved by the following vote:

YEAS:                NAYS: None

ABSTENTIONS: None

*Approved on May 19, 2015

Steven A. Davis  Dave Levacy  Mike Kiger
Commissioner    Commissioner    Commissioner

Staci A. Knisley, Acting Clerk
Roundtable Discussion for All Elected Officials & Department Heads
May 14, 2015, 8:30 a.m., Board of Commissioners Hearing Room

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

**AGENDA**

*Welcome/Announcements*
- Steve Davis, Dave Levacy &
  Mike Kiger
  All Participants

*A. Departmental Updates*

*Human Resources Update*
- Jeff Porter
  - Comp Plan update
  - FMLA 3rd party administration
  - Violent Intruder Response Training

*C. Information Technology Update*
- Aunie Cordle/Carri Brown
  Jason Dolin/AIMS
  Work Group Members
  - Website Updates/Transparency
  - Wireless Access Points
  - AIMS Project
    - Purpose Statement revised
    - Top Down Support
    - Scanners - Financial points of contact
  - CRMS – Prosecutor Module and Data Imaging

*D. Facilities Update*
- Dennis Keller

*E. Customer Service Recognition, Survey*
- Carri Brown

*F. Financial Transactions Work Group Update*
- Branden Meyer

*G. Fair Housing Training*
- Holly Mattel

*H. Rapid- Fire News*
- Carri Brown
  - 2016 Budget Parameters
  - 2015 Special Dates
  - Review of Packet - Checklist

**Adjourn**

Regular Commissioners’ Meeting: 10:00 a.m., following the Roundtable
If you have suggestions for topics to address during the next Roundtable, please contact: Carri Brown, cbrown@co.fairfield.oh.us
Special Dates
2015 Planning

January 2015
1 – New Year’s Day - Offices Closed
19 – MLK Day - Offices Closed

February 2015
12 – EO/DH Roundtable
16 – Presidents’ Day – Offices Closed

March 2015
6 – Public Records Training
12 – Customer Service Seminar
15-21 – Sunshine Week
20 – Getting to Know Your Benefits/ Ethics Training by Ohio Ethics Commission @ Liberty Center
24 – State of the County Address
31 – Quarterly Budget Update

April 2015 – National County Month
3 – Good Friday – Close at Noon
8 – Wear Blue for Prot. Serv. Awareness
23 – Candlelight Walk Circus Night

May 2015
14 – EO/DH Roundtable
25 – Memorial Day – Offices Closed

June 2015
9 – Review and Regular Meetings at Utilities Office
30 – Quarterly Budget Update

July 2015
3 – Independence Day – Offices Closed

August 2015
13 – EO/DH Roundtable

September 2015
7 – Labor Day – Offices Closed
16 – United Way Day
29 – Quarterly Budget Update

October 2015
8 – Leadership Conference
22 – Budget Hearings
29 – Budget Hearings

November 2015
5 – Budget Hearings
11 – Veterans Day – Offices Closed
12 – Budget Hearings
19 – EO/DH Roundtable
19 – Budget Hearings
26 & 27 – Thanksgiving – Offices Closed

December 2015
24 – Christmas Eve – Close at noon
25 - Christmas Day – Offices Closed
EMA Participates in Buckeye Lake State Park Exercise

On Saturday, April 25th, the Fairfield County EMA in conjunction with Licking and Perry Counties and the State of Ohio, conducted a targeted evacuation exercise in the Buckeye Lake State Park Region. This exercise tested the ability to alert residents, evacuate those with special needs (including limited vehicle access) and to shelter displaced residents.

Forty two volunteers were evacuated in less than one hour. This exercise was unique in that EMA evacuated ten animals with their owners.

Residents of three counties were alerted using sirens, notification systems and the nationwide alerting system built into new mobile phones. These technologies are the most effective way to send information to the public in an emergency. More information on how to be notified can be found on EMA’s website, www.fairfielddema.com. Buckeye Lake State Park Dam information can be found at www.buckeyelakedamsafety.com

May is Fraud Awareness Month!

Fairfield County Job and Family Services has been preparing for May as Public Assistance Fraud Awareness Month. Using the theme “Fraud Costs All of Us,” Fairfield County JFS utilized funding made available by the state to purchase billboards and tote bags to help raise awareness of detecting and reporting public assistance fraud. Many tote bags were distributed at JFS’ Circus Night on April 23 and the billboards will be in place in time for May as Fraud Awareness Month.

If you suspect public assistance fraud, please report it at www.fcjfs.org or (740) 652-7616.
Weights and Measures Inspectors Receive Certification

Auditor Slater along withWeights and Measures Inspectors Steve Brenstuhl, Patrick Brighton and Andy Boystel were recently recognized during an awards ceremony at the Ohio Department of Agriculture, Division of Weights and Measures office in Reynoldsburg.

Fairfield County was presented a certificate for the successful completion of ODA coursework designed to provide comprehensive technical training in the area of weights and measures enforcement.

Each county weights and measures division must meet training requirements to continue their certification and be effective in their role to protect consumers and industry. It is the responsibility of each local Auditor’s office to assure that inspectors maintain their certificates.

Congratulations to the Weights and Measures Team!

Fairfield County Dog Adoption Center & Shelter Partners with Fairfield DD

The Fairfield County Dog Adoption Center & Shelter has formed a partnership with the Fairfield County Board of Developmental Disabilities’ Job Fusion Program. Through this partnership the Adoption Center will employ individuals served by the Job Fusion Program to assist in daily animal care. Initially employees will perform various duties within the kennel area of the Adoption Center. Both organizations are enthusiastic about this new partnership and the benefits that both will derive from its creation.

Job Fusion assists individuals with disabilities to find and maintain jobs synchronizing their needs and abilities. The partnership is beneficial to the individuals served by Fairfield DD who seek employment opportunities with a desire to work around animals. Job Fusion is excited to have another organization added to their long list of those being served.

The Fairfield County Dog Adoption Center & Shelter sees this as a great opportunity to act upon the core value of continuous development through innovative means. The Adoption Center is benefiting from the new connection because it provides the organization a customized and reliable staffing alternative. The customizable approach allows the Adoption Center the flexibility to manage resources in order to provide exceptional service.

The Fairfield County Board of DD Job Fusion Program is an incomparable resource for providing options that fits the needs of their partners. Moving forward both organizations are expecting great results in reaching their organizational missions via the partnership.
Fairfield DD Update

- Fairfield DD continues to encourage staff to pursue professional development opportunities. Planning Coordinator Karissa Carpenter recently completed the Fairfield Leadership program with the Lancaster Fairfield County Chamber of Commerce. Several other employees are also pursuing professional development opportunities in an effort to continue their growth and development as leaders who help Fairfield DD accomplish its mission to bring about a vibrant community where people lead fulfilling lives and make meaningful contributions.

- Art & Clay on Main / Square Seven Coffee House has a new general Manager. Mitsi Clark Niceswanger has been promoted to GM as we said “see you later” to Temple Montanez. As a reminder, even though Main Street has been closed, we are open for business. Please consider stopping down to 150 West Main Street for a great cup o’ joe, a muffin, some of our fantastic new chocolate treats, or to create something in our studio. Also, don’t forget...live music on Friday nights!

- It turns out the old saying “it’s not goodbye, but rather, see you later” is true! While we were sad to see Temple Montanez leave Art & Clay / Square Seven, we are pleased to announce that she has accepted the position of director of community relations with Fairfield DD. Temple will return to Fairfield DD in June to begin her new duties.

Online County Auction for Vehicles

If your department has vehicles to dispose of and would like to list them on GovDeals, please contact Staci Knisley in the Commissioners’ Office at sknisley@co.fairfield.oh.us.

Stretching In the Workplace

Theresa Haynes is leading 5 minute stretching every day at 2:00 p.m. in Commissioner Levacy’s Office. The stretches are designed for wellness in the workplace.
United Way Day—Save the Date!

United Way Day for Fairfield County will be September 16th. Information about the silent auction and cookout will be coming this summer!

Live United.

Fairfield County Is on Instagram

Follow these Fairfield County Offices on Instagram:
Commissioners—@FairfieldCoOhio
Dog Shelter—@FairfieldCoDog
EMA—@FairfieldEMA

The Commissioners are on Twitter!
@FairfieldCoOhio

If you do not have a twitter account but have news to tweet, please send it to Rachel Elsea (resea@co.fairfield.oh.us).

Roundtable and Commissioners’ Meeting Topics

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

Newsletter Submissions

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

As a part of its Community Development Block Grant (CDBG) agreement with the State of Ohio, Fairfield County provides a fair housing program. The County utilizes the Fairfield County Regional Planning Commission (RPC) for these services. The County’s Fair Housing Program has two components: discrimination in the sale or rental of housing and landlord-tenant disputes.

Both federal and state fair housing laws give all persons within the protected classes the right to live wherever they can afford to buy a home or rent an apartment and helps to ensure that fair housing is a way of life in Ohio. The protected classes include: Race or color; National Origin; Religion; Sex or gender; Familial Status; Disability; and Military Status (Ohio only). In the sale or rental of housing no one may take any of the following actions based on a protected class:

- Refuse to negotiate, rent or sell housing
- Make housing unavailable
- Set different terms, conditions or privileges for the sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental
- For profit, persuade owners to sell or rent (blockbusting)
- Deny anyone access to membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing
- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
- Advertise or make any statement that indicates a limitation or preference based upon a protected class. Discriminatory advertising also applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

The Ohio Tenant-Landlord Bill of 1974 also governs most landlord-tenant relations and most rental agreements whether written or oral. This law is found in the Ohio Revised Code Section 5321.01-.19. It includes both the landlord responsibilities and tenant obligations. It also provides remedies to both landlord and tenants, if the laws have been violated by either party.

The Fairfield County Regional Planning Commission typically fields approximately 50 complaints per year, with most being landlord tenant related. RPC staff listens to the concerns, documents the complaint and refers the caller to the most appropriate resources for further consideration. If the complaint is fair housing related, then the caller is referred to the Ohio Civil Rights Commission. The Ohio Civil Rights Commission has jurisdiction to investigate charges of discrimination in the area of housing. If the complaint is landlord tenant related, then the caller is advised to contact a private attorney or the Southeastern Ohio Legal Services (Legal Aid) if they meet certain income criteria. For further information on Fair Housing in Fairfield County, you may contact the Regional Planning Commission at 740-652-7110 or rpc@co.fairfield.oh.us.

Ohio Civil Rights Commission 614-466-2785 or 1-888-278-7101

Southeastern Ohio Legal Services (Legal Aid) 740-773-0012 or 1-888-686-3668
Job and Family Services Update  
May 2015

“Child Protective Services Champions” Program
The intersection child welfare and education is a vital connection to assure the promotion of safety and well-being of children. In their everyday interactions, educators make crucial contributions to the development and well-being of children and youth. Due to their close relationships with children and families, educators can play a key role in the prevention of child abuse and neglect and, when necessary, support children, youth, and families involved with Child Protective Services (CPS). The CPS Champions Program focuses on working with teachers, administrators, counselors, and other school personnel to educate them about Fairfield County Protective Services with the hopes of promoting safety and well-being for children and their families.

This partnership/project provides the following for selected school staff:
- Specialized Training
- Child Abuse and Neglect and Mandated Reporting
- Process of a referral
- Screening Decisions: How do you decide when to become involved?
- Family Centered Practice
- Strength-Based Assessment
- Fairfield County Statistics related to Child Welfare
- Trauma
- Intimate Partner Violence
- Identified CPS Champions within participating schools
- Ongoing training for staff

Kari Akins, Community Response and Outreach Manager, is currently piloting this initiative in the Lancaster City School District (Sanderson Elementary and General Sherman Jr. High). If you would like more information regarding this initiative, please contact Kari Akins at kari.akin@jfs.ohio.gov.

Protective Services’ Innovation Grants
In late 2014, following the lead of child welfare, the Ohio Department of Job and Family Services (ODJFS) announced funding opportunities specific to Adult Protective Services (APS). Overall, there are six different opportunities available for funding.

In spring of 2015, ODJFS will competitively award the APS System Innovation Grants of up to $150,000 per application to a county or group of counties that propose “big leap” APS system innovations. Later in 2015, ODJFS will competitively award the APS Program Capacity Grants of up to $35,000 per application to a county that proposes the introduction of a new APS program innovation(s) that allows the county to more efficiently comply with the APS core minimum requirements.
Job and Family Services Update
May 2015

In order to assist agencies in their ability to meet these core minimum requirements, ODJFS has identified four activities each agency must complete sequentially, from January 1, 2015 – November 14, 2015. Completion of each activity results in the agency receiving associated funding listed below:

- Letter of Attestation ($10,000)
- Plan of Cooperation ($10,000)
- Establishment of an Interdisciplinary Team ($10,000)
- Memorandum of Understanding ($20,000)

With potential opportunities for two System Innovation Grants, a Program Capacity Grant, and the above listed activities, the total funding awards possible for Fairfield County Adult Protective Services are $385,000. These funds will be used to better serve our older adult population experiencing abuse, neglect, and exploitation.

Circus Night
On April 23, 2015, hundreds of individuals braved the chilly weather to attend JFS’ annual Circus Night. The free carnival games, cotton candy, hot dogs, and other entertainment offered by JFS staff and other community partners (including the Fairfield County Sheriff’s Office, Destination Downtown with Elsa, the Lancaster High School Drama Club, the Fairfield County Dog Shelter, Head Start, the National Guard, and many more!) helped demonstrate the importance of families within the community. According to Laura Holton, Chief Deputy Director of Community Services, Circus Night began fourteen years ago as a way to celebrate families. “We wanted to have a fun event,” she stated, “a time for families to be together.” This year’s event, organized by staff member Amber Dille and other members of the Circus Night Committee, also had representatives from the police and fire departments, balloons, face painting, and more. Using no taxpayer dollars and limited resources, JFS staff donated funds for the food and prizes for the games. During the event, staff members handed out 900 free hot dogs and approximately 400 bags of cotton candy. The teamwork from all departments and the hard work and dedication of the volunteers, partners, and donors helped Circus Night 2015 be a highly successful event for the hundreds of individuals and families who participated.

Child Abuse Prevention Month
In recognition of April as Child Abuse Prevention Month, Fairfield County Protective Services (CPS) partnered with Harcum House to raise awareness of child abuse and, specifically, human trafficking. Deputy Director of Protective Services, Kristi Burre, stated, “Child Abuse Prevention Month is nationally recognized every April as a way to raise awareness and promote prevention of maltreatment. As always, Fairfield County Child Protective Services is committed to protecting children and strengthening families, and values the partnership of others joining us for this year’s events.”

Prior to the month of April, JFS employees were asked to come up with fun facts, interesting statistics, quotes, etc. regarding child abuse prevention that we could tweet and post on
Job and Family Services Update
May 2015

Facebook. The contest was a huge success, with one “Neat Tweet” a day being tweeted or posted on Facebook during the month of April. Local businesses also became involved, showing support for the cause by putting up “Prevent Child Abuse” signs and distributing flyers for two April events, Wear Blue to Work and the Candlelight Walk.

Additionally, to involve children and teens in the community, Fairfield County Protective Services also sponsored two different contests involving child abuse and trafficking awareness and prevention. Three fourth grade classrooms at Fairfield Christian Academy, St. Mary’s, and West Elementary were invited to participate in a creative blue ribbon art project. The art project was displayed in JFS’ front lobby, on the website, Facebook, Twitter, and at the Candlelight Walk; members of the community were asked to vote on their favorite and the three winners (one from each school) received a gift card to Target and a certificate for their participation. Meanwhile teens at Pickerington North were invited to create short videos which raised awareness and promoted the prevention of human trafficking (check both of the winners out at https://www.youtube.com/watch?v=5Jd9V46w18Y and https://www.youtube.com/watch?v=JFOzZSIXHxM&feature=youtu.be). The two winners received certificates and gift cards for dinner and a movie. These videos have since been shared in multiple places, including by the Ohio Human Trafficking Task Force.

On April 8, CPS hosted the annual Child Abuse Prevention Month Kick-Off Breakfast, which included speaker Emily Dunlap, the Grief Fellow on juvenile trafficking at The Ohio State University, and a county proclamation by the Fairfield County Board of Commissioners recognizing April as Child Abuse Prevention Month. Commissioner Steve Davis noted, “During April, we renew our commitment to break the cycle of violence, strengthen support for all who have been affected, and empower our young people with the best we have to offer. The Commission is appreciative of the work in the community to prevent child abuse, protect our children, and promote healthy families.”

April 8 was also nationally recognized as “Wear Blue to Work Day.” According to Kari Akins, Fairfield County Protective Services’ Community Response and Outreach Manager, the color blue and the “Blue Ribbon Campaign” originated in 1989 as a woman’s tribute to her grandson. She tied a blue ribbon on her car antenna to symbolize the bruises, after he died at the hands of his mother’s abusive partner,” Akins stated. JFS staff, county staff, and fellow agencies and partners around the community sent in hundreds of pictures to show their support in preventing child abuse.

On April 20, Pickerington Mayor Lee Gray and local law enforcement officials recognized April as Child Abuse Prevention Month during a planting of blue pinwheels in front of the Pickerington Police Station.

Finally, as they have done for the past fifteen years, Fairfield County CPS also hosted the annual Candlelight Walk to recognize abused and neglected children throughout the county on April 23. “The Candlelight Walk is a way to recognize the impact that child abuse and neglect has on our community and to honor anyone who has been affected by abuse and/or neglect in any way,”
Akins said. The walk began at the Government Services Building and continued to the Zane Square Gazebo. Featuring cadences by members of the Lancaster High School Percussionists, a concert with local band “The Gearheads,” a story read by Lancaster’s Chief of Police Dave Bailey, and speakers from the Pickerington-based Butterfly Project, who spoke about the connection between self-confidence and human trafficking.
OSU Extension Update
May 2015

2015 Master Gardner Training Completed
Twenty eight individuals have completed the 2015 Fairfield County Master Gardener Training program that began in early April. Once training is completed those individuals are required to give back 50 hours of volunteer service to the Fairfield County Master Gardener Program. Some of the projects in which they can “give back” their community service hours include planting at the Courthouse Gardens, Sherman House Gardens, working on educational garden area at the Fairfield County Ag Center, or partnering with Fairfield Board of DD at the Opportunity Center with the Green Machine Gardeners or the “Dig Into Gardening “ Educational Event slated for mid-April 2016.

The Fairfield County Master Gardener Program trained the first class of volunteers in 1996 and since that time approximately 110 volunteers have been trained in the Ohio State University Master Gardener Program in Fairfield County and have given back over 31,000 hours of volunteer service to the program.

For more information on the Fairfield County Master Gardener Program please contact Connie Smith, Master Gardener Coordinator at OSU Extension at 740-653-5419.

Dial Gauge Canner Testing
Testing of your dial gauge canner is available at home food preservation classes and by appointment. This is a free service of OSU Extension in Fairfield County. OSU Extension staff will also be available at the Lancaster Farmers Market on Saturday, June 27 from 8am-Noon for dial gauge canner testing, to answer canning questions, and to share canning information. Contact Shannon Carter at carter.413@osu.edu or 740-653-5419 for more information.
Home Food Preservation Classes

Presented by: Shannon Carter
OSU Extension Family & Consumer Sciences Educator

The following classes will be held at:

Fairfield County Agriculture Center
831 College Avenue
Lancaster, Ohio

Canning Fruits & Tomatoes
(Water Bath Canning)
June 2 - 6:30 to 8:00 p.m.
June 17 – 10:00 to 11:30 a.m.
July 7 – 10:00 to 11:30 a.m.
July 29 – 6:30 to 8:00 p.m.
(these are all the same class)

Introduction to Home Food Preservation
May 19 - 6:30 to 7:30 p.m.
Learn the benefits and costs of different types of food preservation

Canning Vegetables, Meats and Combination Foods
(Pressure Canning)
June 16 - 6:30 to 8:00 p.m.
June 29 – 6:30 to 8:00 p.m.
July 8 – 10:00 to 11:30 a.m.
July 30 – 10:00 to 11:30 a.m.
(these are all the same class)

All classes are designed for people who want to learn more about basic home food preservation. Classes are free.

Dial Gauge testing available at classes and by appointment. No charge.

To register, call 740.653.5419 or email scott.1863@osu.edu
OCCASIONAL QUANTITY COOKS

Training for those who plan for, prepare, or serve food at events serving large groups of people.

After completion of this program, you will be able to:
• Recognize the factors that lead to foodborne illness, and
• Recognize the impact foodborne illness could have on a food event

Presenters: Linnette Goard, Field Specialist, Food Safety, Selection and Management
Shannon Carter, Extension Educator, Family & Consumer Sciences

Thursday, June 18, 2015
2-4 p.m. OR 6:30-8:30 p.m.

Fairfield County Agriculture Center
831 College Avenue, Lancaster

Cost is FREE!!

Training materials are designed to raise your awareness and increase your knowledge regarding food safety.

Contact Shannon Carter at carter.413@osu.edu or 740-652-7270 for more information and to register
DEPARTMENT HEADS & ELECTED OFFICIALS

Highlights ...

what’s new in your area.
HUMAN RESOURCES UPDATE

- Comp Plan Update
- FMLA 3rd Party Administrator
- Violent Intruder Response Training – Coming Soon
INFORMATION TECHNOLOGY UPDATE

- Wireless Access Points
- AIMS Project
  - Purpose Statement
  - Top Down Support
  - Scanners
  - Financial points of contact
- CRMS – Prosecutor Module
- MAPSYS – Supplemental Document Imaging
  - Randy Carter, Aunie Cordle, Carri Brown, & Jason Dolin
THE COUNTY WEBSITE - DESIGN MODIFICATIONS

The Auditor and Clerk of Courts pages have been updated with the rest of the site to follow.

We have formed a committee to discuss look and feel updates and make the site as user friendly as possible.

The committee members are Branden Meyer, Randy Carter, Rachel Elsea, Todd McCullough, and Mark Conrad. We would welcome anyone who wishes to participate. If you have any suggestions or would like to participate, please contact Randy Carter at rcarter@co.fairfield.oh.us.

JFS – Website updates are works in progress
CUSTOMER SERVICE RECOGNITION & SURVEY

Survey

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied

- Carri Brown
FINANCIAL TRANSACTIONS WORK GROUP UPDATE

Branden Meyer
FAIR HOUSING TRAINING

Holly Mattei
Fairfield County
Fair Housing Program

- As a part of Fairfield County’s Community Development Block Grant (CDBG) program, the county is required to implement a fair housing program

- Two main components to the fair housing program:
  - Landlord-tenant issues
  - Discrimination in renting issues
Fairfield County Fair Housing Program

- Regional Planning Commission staff will take calls from residents.

- Will refer citizens to legal aid or Ohio Civil Rights Commission.

- Provide materials to general public about fair housing laws.
Fairfield County
Fair Housing Program

- Both the federal and state fair housing laws give all persons in the protected classes the right to live wherever they can afford to buy a home or rent an apartment and helps to ensure that fair housing is a way of life in Ohio.
Fairfield County
Fair Housing Program

Protected Groups

- Families with children
- Disabled People
- Ethnic minorities because of race, color, ancestry or national origin
- Gender differences and protection against sexual harassment
- Religion differences
- Military Status (Ohio)
Fairfield County Fair Housing Program

In the Sale and Rental of Housing no one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:

- Refuse to negotiate, rent or sell housing
- Make housing unavailable
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale, or rental
- For profit, persuade owners to sell or rent (blockbusting) or
- Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing.
Fairfield County
Fair Housing Program

Blatant or obvious discrimination is not acceptable

- Advertisements may not specify a racial or ethnic preference.

- The landlord or owner may not tell a non-white person that the apartment has been leased and then offer it to the next person who is white.

- The landlord or owner must have the same official rules regarding credit and require the same deposit, and have the same rules for all tenants, without regard to a protected class

It is prohibited to create or manipulate with the intent to discriminate

- Landlords and owners may not create ethnic or racially segregated neighborhoods within their building or living complex, or make a determination on the location of your apartment based on the color of your skin, national origin or ancestry.

- Real estate agents may not treat you inferior, or show you houses only in neighborhoods where the residents are similar to you, with respect to skin color, national origin or ancestry.
Fairfield County
Fair Housing Program

Familial Status:

■ “Familial status” is whether or not a household has one or more children under age 18. Families with children are protected from discrimination under the fair housing laws. The children must be residing in the household either with a parent or guardian or with the written permission of a parent or guardian. The law also covers people waiting to adopt or give birth to a child.

■ Discrimination includes both refusing to rent or sell a residence to families with children and treating families with children differently than other residents. Landlords cannot charge higher security deposits, require different lease terms or house rules, or restrict children from access to common spaces.

■ The federal government has a rough guideline that a reasonable occupancy standard could be two persons per bedroom.
Fairfield County
Fair Housing Program

Reasonable Accommodation:

- Landlords must make reasonable changes to their rules, policies, and practices when necessary because of a tenant’s disability.
- For example, landlords must make exceptions to their “no pets” policies for service animals.
- If a tenant needs an exception to a landlord’s rule because of a disability, the landlord must grant that exception unless it would change the nature of the landlord’s business or be a heavy financial or administrative burden on the landlord.
Fairfield County
Fair Housing Program

Reasonable Modification:

- Landlords must allow tenants to make physical changes to the residence if necessary because of the tenant’s disability.
- These changes could include:
  - Widening doorways;
  - Installing visual alarms, ramps, or grab bars;
  - Making any other physical modification to the tenant’s unit or common areas.
- In private housing, the tenant has to pay for the changes him/herself.
- When reasonable, the landlord can require the tenant to restore the interior of the unit to its previous condition before moving out.
Fairfield County
Fair Housing Program

- LANDLORD TENANT COMPLAINTS
Ohio Landlord Tenant Act

- Ohio Tenant-Landlord Bill, effective November 4, 1974, applies to most landlord-tenant relations and governs most rental agreements whether written or oral.

- Found in the Ohio Revised Code Section 5321.01-.19
LANDLORD OBLIGATIONS

- Ohio Revised Code 5321.04
- Keep common areas safe and sanitary
- Comply with housing codes
- Make repairs to keep fit and habitable
- Supply hot and running water
- Supply garbage cans and pick-up (4 or more units)
- Maintain appliances provided by landlord
- Access - notice of entry 24 hours unless emergency
LANDLORD RIGHTS

- Evict a tenant who does not pay rent when due.
- Evict a tenant who refuses to move after the end of the rental agreement.
- Evict a tenant who does not perform the duties in the rental agreement or those required by state law.
- Receive notice from a tenant when the tenant wants to end the rental agreement.
LANDLORD’S CANNOT:

- Shut off utilities or other services, change the locks, remove doors or windows or threaten to do any of these unlawful acts in an attempt to evict tenants.

- Enter tenant’s apartment or house whenever he wants to or repeatedly demand to enter even though proper notice has been given.

- Refuse to rent to tenants because of their race, color, religion, national origin, citizenship, sex or handicap.

- Prevent tenant from exercising rights as a tenant by increasing rent, decreasing services, bringing or threatening to bring an eviction because tenant has complained to him/her about a code violation or because tenant has participated in a tenants' union.
TENANT OBLIGATIONS

- Ohio Revised Code 5321.05
- Pay their rent in full when due.
- Keep the property safe, sanitary and clean.
- Keep all plumbing fixtures clean and free flowing.
- Not damage the property and not allow guests to do so.
- Keep appliances in good working order as outlined by the lease.
- Allow the landlord to inspect or show the property, make repairs at reasonable times with a least 24 hours notice or immediately in case of emergency.
- Comply with all local housing, health and safety codes.
TENANT REMEDIES

- Join a tenant's union to bargain with the landlord.
- Complain to a government agency about a landlord's possible violation of housing laws and regulations affecting health and safety.
- Know the name and address of the owner of the property and his agent, if there is one. The information must be in the rental agreement or be given to the tenant when he/she moves in.
- Receive at least three day's written notice before the landlord files an eviction in court.
- Receive notice from the landlord when the landlord wishes to end the rental agreement or to raise the rent.
- Rent escrow.
RENtg ESCROW

If the landlord does not comply with his/her obligations, tenants have a right to escrow rent with the court. The tenant does not have the right to stop paying rent and to do so would void protection under the law. In order to escrow rent, a tenant must:

- Pay rent up to date.
- Request in writing the repairs needed.

If the landlord fails to make the repairs within 30 days or within a reasonable time in case of an emergency, the tenant can:

- Escrow rent by depositing it with the clerk of the appropriate municipal or county court.
- Ask the court to direct that the repairs be made, to reduce the rent, and to release some of the money for making repairs.
- Terminate the lease and move out. In this case, the security deposit should be returned in full.
CONTACT INFORMATION

- Fairfield County Regional Planning Commission: (740) 652-7110 or rpc@co.fairfield.oh.us

- Ohio Civil Rights Commission: (614) 466-5928 or 1-888-278-7101

- Southeastern Ohio Legal Services (Legal Aid): (740) 773-0012 or 1-888-686-3668
RAPID FIRE NEWS

- 2016 Budget Parameters
- 2015 Special Dates
- Review of Packet – Checklist

Carri Brown
April 8, 2015

Dear Elected Officials and Department Heads:

Level 1 Access for Budget Entry Begins Today!

Today marks the first day of the 2016 budget planning period. Level 1 access for entering data into MUNIS for 2016 is now open. This is the first step in the preparation of the tax budget, which sets the foundation for the county appropriation measure. This appropriation measure, or 2016 budget, will be approved in December, 2015. The target date for approval of the appropriation measure is December 8, 2015. The back-up date of December 15, 2015, is also reserved.

Budget Parameters for General Fund Expenditures Are Provided

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

- Predict a 2% increase in salaries, calculating the 2% as an increase over existing salary.
  - Expenditures extrapolated for a 12 month period
- Include no new employees added to your current table of organization
- Estimate an 8% increase in health insurance expenditures, calculating the 8% increase
  - over the existing health expenditures extrapolated for a 12 month period
- Allocations to special revenue funds and agencies should be held flat

Elected officials and department heads presenting proposals that are outside of the parameters can use the template provided last year to justify their proposals. Please contact me if you need additional information about the template. Budgets for funds other than the general fund should be justified with the most current information available at the departmental level. For more information to help with the projections, please see the attached guidance. As more information is known, it will be provided to all departments.

Wednesday, June 24, Is the Deadline for the Tax Budget

While the Level 1 access begins today, the critical step for the Tax Budget is Level 2, which must be completed by all departments by Wednesday, June 24. Please mark your calendar now for this deadline. Please see the attached schedule for a sequential list of deadlines through the end of 2015.
For those new to the process, please know that data entered into MUNIS at a lower level automatically moves to the subsequent level, yet you have opportunity to make changes prior to the deadlines that are noted. For example, data from Level 1 automatically move to Level 2, until Level 2 closes on Wednesday, June 24. Level 2 data then move to Level 3, and so forth.

Additional Information – Helpful Hints & Budget Hearings

- As a helpful hint, rounding numbers to the nearest dollar is a recommended practice because this helps to avoid low value resolutions before the Board of County Commissioners.

- Please remember that at the fund level, the total estimated expenditures may not exceed the sum of the estimated carry over cash and estimated revenues.

- This year, as has been the practice in the past, there will be voluntary departmental budget hearings before the Board of County Commissioners.

- If you would like to schedule a pre-hearing conference or need more information regarding the parameters or procedures, please email me at cbrown@co.fairfield.oh.us

- As a final reminder, if you are proposing a project to receive a grant that is in the name of the County Commissioners or requires a grant match, please be sure to be in touch with me for informational purposes.

Thank you for your time and effort in preparing your estimates for 2016.

Kindest regards,

Carri Brown

County Administrator
Please see the following guidance for the 2016 budget, as of April 2, 2015.

As more information is known, the guidance will be adjusted.

<table>
<thead>
<tr>
<th>Budget Item or Factor</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elected Official Salaries</td>
<td>Refer to the Ohio Revised Code</td>
</tr>
<tr>
<td>Employee Salaries</td>
<td>Estimate a 2% increase over the prior year</td>
</tr>
<tr>
<td>PERS – Non Law Enforcement</td>
<td>14% of salaries</td>
</tr>
<tr>
<td>PERS – Law Enforcement</td>
<td>18.10% of salaries</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Estimate an 8% increase over the prior year taking account of identity changes</td>
</tr>
<tr>
<td>Employee Assistance Program (EAP)</td>
<td>Estimate $40 annually for each employee not enrolled in health insurance (currently $3.04 a month)</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>Estimate no increase over the prior year (Note - MCJDC rates are set within a separate program)</td>
</tr>
<tr>
<td>Medicare</td>
<td>Estimate 1.45% of salaries, for all employees hired after April 1, 1986</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>$.12 per thousand of rounded up annual salary, (salary not to exceed $50,000) An employee earning $50,000 annually would mean life insurance costs of $72 annually. Ex: $50 * $.12 = $6 * 12 months = $72</td>
</tr>
<tr>
<td>Operating expenditures &amp; other categories (non-salary &amp; benefits)</td>
<td>Estimate no increase over the prior year</td>
</tr>
<tr>
<td>Allocations or local matches for grant funding</td>
<td>Estimate no increase over the prior year</td>
</tr>
<tr>
<td>Total estimated expenditures</td>
<td>May not exceed the sum of estimated carryover cash and estimated revenues</td>
</tr>
</tbody>
</table>
2015 SCHEDULE FOR CY 2016 BUDGET

Wednesday, April 8, 2015  Letter from the Board of Commissioners setting parameters for 2016 Budget – LEVEL 1 IS OPEN IN MUNIS FOR DATA ENTRY

Friday, May 1, 2015  LEVEL 1 ACCESS ENDS

Thursday, June 18, 2015  Send notice to Eagle Gazette & This Week News/Pickerington to advertise Public Hearing – Commissioners Office

Wednesday, June 24, 2015  LEVEL 2 ACCESS ENDS (last access for Tax Budget)

Thursday, June 25, 2015  Commissioners will file proposed Tax Budget with County Auditor

Thursday, June 25, 2015  Hearing advertised in Lancaster Eagle Gazette & This Week News

Wednesday, July 8, 2015  Commissioners’ Public Hearing @ 9:00 a.m. for the Tax Budget – Commissioners’ Office

Tuesday, July 14, 2015  Commissioners’ by resolution adopt Tax Budget

Wednesday, July 15, 2015  Submit adopted Tax Budget to County Auditor - (by the 20th of July per ORC 5705.30)

August 2015 (TBD)  Budget Commission Hearing for Tax Budget

August 2015 (TBD)  Budget Commission will authorize amount and rates for the necessary tax levies to the County Auditor

August 2015 (TBD)  The Budget Commission will certify the Tax Budget (by September 1st – ORC 5705.27)

Friday, August 28, 2015  LEVEL 3 ACCESS ENDS – last time for General Fund departments to make changes to their requests by data entry

Tuesday, September 8, 2015  Check carryover purchase orders and cash – review the reduction and cancellation of prior year & current year purchase orders

Thursday, October 8, 2015  County Leadership Conference @ DD Regional Office in Pickerington

October 23 – November 19 (later dates TBD if necessary)  Budget Hearings

Monday, November 30, 2015  LEVEL 4 ACCESS ENDS – final time for outside fund departments to make changes to their requests by data entry

December 8, 2015  Appropriation Measure for 2015 -target date of adoption on Dec 8th with the 15th as a back-up date
5.14 Roundtable “Checklist”

______ Review the county newsletter, Serving, Connecting, Protecting
Several articles of interest are included

______ Contract Jeff Porter if you have any questions relating to FMLA
administration, wellness, training or the comp plan project

______ Contact Randy Carter if you questions about AIMS or website
updates, consider serving on the small group reviewing the
website updates; inform staff about the CRMS Prosecutor
module and data imaging that is coming by the end of the year

______ When the customer service survey is emailed, complete it

______ If you have questions about the financial transactions program,
please contact Jim Bahnsen or Branden Meyer (follow up from
the Leadership Conference and the February roundtable)

______ If you have questions about the 2016 budget parameters, contact
Carri Brown

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

______ Send suggestions for the next Roundtable to Carri Brown
Any questions?
THANK YOU FOR ATTENDING THE ROUNDTABLE!

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