

Regular Meeting #21 - 2018
Fairfield County Commissioners' Office
May 17, 2018

Elected Officials/Department Heads Roundtable

The Commissioners met at 8:31 a.m. for the Elected Officials/Department Heads Roundtable. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Jon Kochis, Dennis Keller, Michael Kaper, Jerry Isles, Jeff Porter, Ann Hammond, Jessica Murphy, Dona Fox-Moore, Branden Meyer, Chief Lape, Mark Conrad, Sheriff Phalen, Jim Bahnsen, Lisa McKenzie, Cheryl Downour, Rick Szabrak, Loudan Klein, Kyle Witt, Lisa Notestone, Elisa Dowdy, Todd Younkin, Judge Vandervoort, Shannon Carter, David Miller, Jon Slater, and David Miller.

- Welcome/Announcements

Mr. Davis and Mr. Levacy thanked everyone for attending.

Flyers to announce the retirement celebration of Dr. Vajen were distributed. The retirement celebration is Tuesday, May 22, at 11 am in the Commissioners' Hearing Room.

- Community Partnership

Ms. Brown reminded everyone of our focus on the concept of gratitude, which was highlighted in the last roundtable meeting. We have been connecting internally about this concept, which research has shown to improve job satisfaction and quality of life. At this roundtable, we are focusing on gratitude for partners and will continue to highlight partners and stakeholders who share our county mission of improving the quality of life in Fairfield County. If anyone has a suggestion for a partner or stakeholder to highlight at a roundtable meeting, please contact Carri Brown, carri.brown@fairfieldcountyohio.gov

Today, we highlighted the partnership of Republic Services (Pine Grove land fill) for their donation of land which will further the objective of developing a firing range for the Sheriff's Office in 2019. The firing range is a critical aspect of training for law enforcement, and the natural land being donated is a good fit for this purpose. We are appreciative of Republic Services. The Commissioners have already contracted with Bennett and Williams for the design and environmental services needed for the firing range. The Sheriff and Commissioners are very appreciative of Republic Services.

Sheriff Phalen added that this has been needed since he became Sheriff. It will be nice to design the range to meet their needs.

Mr. Levacy added that there may be some room for additional development due to the size of the property.

- Strategic Plan/Visioning

Ms. Brown highlighted the draft 2018-2020 strategic plan and thanked everyone who participated in the analysis thus far.

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future.

A strategic plan is a document used to communicate with the organization about goals and objectives typically for a mid-term period. Our plan is from 2018-2020. The normal range for a strategic plan is three to five years, which allows an organization to gaze beyond the annual budget horizon. A strategic plan allows leaders to consider current

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issues in the context of the relatively near future; to anticipate challenges ahead; and to decide on how to deal with those challenges as they arise. Rather than a process apart from everyday functions of the organization, the mid-range nature of strategic planning allows the organization to bring alignment within a set of mutual goals. The strategic plan is a helpful tool for the organization to reach the *vision: secure, attractive residential and commercial neighborhoods where people unite to form a caring, learning, participating, sustainable community where each person is important.*

The strategic plan is a living document and is expected to be updated and reviewed regularly. A strategic plan is a flexible, living document that should be adapted to the internal and external changes that are inherent in a complex environment, such as Fairfield County.

During the month of April in 2018 (National County Awareness Month), all Fairfield County employees had the opportunity to participate in a SWOT analysis. SWOT stands for:

- S - Strengths
- W - Weaknesses
- O - Opportunities
- T – Threats

A SWOT analysis helps to create an ultimate to-do list, and it forces you to think about the future. A SWOT analysis lists good and bad things, both from an internal and external viewpoint.

<i>SWOT Factors</i>	<i>Positive</i>	<i>Negative</i>
Internal	Strengths	Weaknesses
External	Opportunities	Threats

Strengths and weaknesses are internal factors, while opportunities and threats are external factors. Strengths and weaknesses mostly focus on the present, while opportunities and threats mostly focus on the future.

The responses were reviewed in “word clouds” with the roundtable participants.

The data has been synthesized into a taxonomy of five themes with action steps which can be further outlined within an overall group comprised of appropriate leaders. These themes were further reviewed to determine if the themes and actions accurately depicted a mid-term strategic approach for the overall county operations, knowing that there are multiple, departmental strategic plans in existence, as well.

Relating to the themes, the questions asked were:

1. Do the themes relate to Fairfield County as a local government overall?
2. Is there a theme missing in this initial analysis?
3. Do the action steps relate to the themes?
4. What action steps should be added?

At the end of the summary of the themes, there are links to departmental strategic plans, which align with the overall themes. It is expected that there will be ongoing updates to the action steps, with leaders and small groups developing goals, as has been the process for multiple departments within the county over time.

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The themes are listed in order of prevalence within the SWOT analysis from the most prevalent to the least prevalent, although the themes appeared throughout the survey.

Strategic Themes

1. **Fighting the opioid epidemic** & implementing community responses
2. **Valuing employees** & improving recruitment and retention of employees
3. **Improving technology** and records retention services
4. **Improving business opportunities**
5. **Securing funding** and monitoring expenditures to help provide for resources to meet growing demands on services

Please provide any input and feedback you have directly to Ms. Brown. Overall, we want to know if the themes are appropriate from a countywide basis. We realize there will be multiple program and service related themes, but these overall themes should be useful from a countywide, overarching perspective.

Ms. Carter noted there was a nice balance between internal and external factors.

Mr. Levacy stated that while four of the themes are broad, the second theme is specific to a certain area and a very important thing to keep in mind.

- **Budgeting Parameters for 2018**

Ms. Brown highlighted the letter sent in April and discussed in open meeting of the Board of Commissioners. As it is so early in the process, there is uncertainty surrounding the estimates for revenues and expenditures. However, the following parameters give guidance for expenditures:

- Predict a 2% increase in salaries, calculating the 2% as an increase **over existing salary expenditures extrapolated for a 12-month period.**

Note: The 2% increase in salaries should not be considered a cost of living increase; it is an increase that the Board of Commissioners promotes as performance-based, as the elected officials and department heads conduct performance evaluations and determine salary increases.

In some cases, an increase of less than 2% over the prior year is needed, such as when a new employee has replaced a retired employee and the compensation plan guidance is in effect.

In general, no salary line should exceed the 2% increase over the budgeted line at the beginning of 2018. This is the "original budget" line.

- As a standard, add **no new employees** to your current table of organization.

During the time of budget hearings, each department will be asked to provide a current table of organization and a proposed table of organization for 2019.

- Estimate a 5% increase in health insurance expenditures, calculating the 5% increase over the existing health expenditures extrapolated for a 12-month period; also accommodate any status changes.
- Allocations to special revenue funds and agencies should be held flat or within negotiated parameters from the last budget hearing.

Elected officials and department heads presenting proposals outside of these parameters need to be prepared to justify their proposals. Please contact Carri Brown if you need additional information or a template to help with justification and evaluation. Further,

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budgets for funds other than the general fund should be justified with the most current information available at the departmental level.

Also, be certain to follow the *deadlines communicated with the parameters*. As more information is known, it will be provided to all departments. Parameters could change.

Mr. Davis stated that the Commission is aware of a few issues coming in the future, or in the "out years". Several years ago, an annual salary increase of 2% became the new 3%. Data is now suggesting that 3% increases are becoming the new 2% again. The Commission is trying to hold increases to 2% for the next year. Revenue streams are not going as the Commission would like, especially given the MCO sales tax cut. The office will need to look at both sides of the ledger (revenues and expenses) as they will not be able to solve issues by just cutting their way out of the problem.

- New Grants

Ms. Brown reported grant applications were recently made to ODRC (T-CAP) and ODSA (West Buckeye Lake Drainage Improvement project).

We learned that ODRC approved our application for the Targeting Community Alternatives to Prison (T-CAP) grant. Fairfield County plans to use T-CAP grant money in state fiscal year 2019 and 2020, beginning in July 2018 and concluding in June 2020. The main use of the funds (\$200,000) is for the community correction alternative relating to mental health and substance abuse treatment with a professional case manager who will offer counseling and evidence-based training for inmates. The grant funding is also proposed to be used for medical services (\$140,000) and equipment (\$21,976). The total grant funding approved is **\$361,976**.

For T-CAP, Ms. Brown will take the lead on the grant reporting and financial structure requirements. Contracts for services should be in place for services to begin in July 1, 2018.

We have also received the formal response that we have earned the grant for the West Buckeye Lake Drainage Improvement project. We will receive **\$495,222** for that project which will be completed by the end of 2018. There is a summary of this project being mailed to property owners today, and if anyone else would like a copy, it is available.

- IT Update – ADA Compliance

Mr. Conrad stated that the website is undergoing slight changes to become ADA compliant. He asked everyone to consider what they upload to their websites. The most compatible documents are Word documents or pdf documents that are converted from Word (not scanned to pdf).

- Human Resources Update

Mr. Porter touched on several issues including the required employee trainings (ethics, unlawful harassment, and cyber security) as well as the annual CORSA training in September at the Leadership Conference. The survey monkey survey recently conducted indicated respondents want to add an "employee performance scenarios" training in September.

In addition, there will be a mental health Lunch and Learn on September 4th. There is a change to the Doctors on Demand app that allows users to have 30 mental health visits through the app before being charged a co-pay. App training will be made available to everyone.

There will be an event in August to train employees and dependents on how to get the most out of their health insurance. Common vaccinations will be made available at this time as well.

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Lists of employees being recognized at this year's employee recognition breakfast will be sent next week, and ESS will be accepting personnel information changes made by the employee starting June 1. Also, if anyone needs to visit the wellness clinic and is in a time crunch, they are advised to call ahead so they can get right in when they arrive.

Mr. Davis stated his family could not be happier with the insurance.

Judge Vandervoort thanked HR for the Wellness Clinic.

- Department Updates

- a. Sheriff's Office – Sheriff Phalen

Tomorrow is Police Officers Memorial Day. A ceremony will be held at the gazebo at noon. Next Thursday is the annual Sheriff's Office Banquet and Chief Perrigo's last day. Chief Lape will be a great replacement as he has spent time working in all departments in the office.

- b. Faculties – Dennis Keller

The department continues to work on a/c issues throughout the county. Mark Cramer will be retiring mid-June. There are several projects in the works. The Baldwin garage is completed, and the records center is in the design phase with bids being requested in the fall. 108 North High is also in the design phase. The Main Street Jail has been demolished and parking lot designs have started. The old maintenance shop and Conrad building will be demolished with bids being accepted later this year. An emergency generator was installed at the Liberty Center.

Mr. Davis thanked Mr. Keller for all the work on the many property projects that have accumulated over the last 20 years.

- c. Economic Development – Rick Szabrak

There are over 20 partners in the Fairfield 33 Alliance who help with funding development efforts. The Port Authority recently closed its first deal in March with Variety Floors in Carroll. They continue to work on a workforce education initiative that will provide students with "work ready" certificates. June 13th is the Economic Development Summit.

- d. Regional Planning – Loudan Klein

RPC received \$302,000 this year to administer for CDBG projects in Millersport, Sugar Grove, Meals on Wheels, and FACFC. The Commissioners passed a resolution on Tuesday approving their application.

- e. Dog Adoption Center and Shelter – Todd McCullough

Thank you to the Commissioners and Auditor for their help with the drastic changes in dog licenses. The spayed/neuter ratios are very encouraging thanks to these changes. The Dog Adoption Center and Shelter will be participating in Kids and Cops day this coming Saturday. They are also working with Municipal Court to have probationers work in the facility through the Community Services program. Mr. McCullough is encouraged by the support.

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f. IT – Mark Conrad

Mr. Conrad reminded everyone to start going through their records and purging what they can. He is available to help anyone with questions. They are working on the final new hire for IT (from a vacancy) and continue to work on implementing Office 365 and using it to its full potential. Mr. Conrad hopes to encourage more cross training in their department and plans to visit all county offices to see discuss IT needs.

g. Juvenile/Probate Court – Judge Vandervoort

There are three projects in the court centered around mental health. The first is a program with all schools in the county that is evidence-based and would send a social worker in to the school to identify at risk students. They are also starting a guardianship board to appoint social worker guardians in lieu of court appointed attorneys. Finally, Judge Vandervoort is taking the lead on a work group focused on supporting incompetent individuals and their needs.

h. Treasurer's Office – Jim Bahnsen

First half collections resulted in 107% collected of what was billed. The second half will start in July. In the last 10 months over \$10,000 in delinquent taxes has been collected.

i. Land Bank – Michael Kaper

The Miller Building was recently transferred to Habitat for Humanity. The Land Bank also joined CORSA which will result in the same coverage for 40% of the cost of their old insurance. They continue to try to spread out projects in the county and are currently in Walnut Township, Violet Township, New Salem, Amanda, and Lancaster.

j. EMA – Jon Kochis

Thank you to the Commissioners and Mr. Keller for the new garage. There are two exercises coming up in the next few weeks. EMA will be participating in the Kids and Cops event this weekend. The Airport Board will be meeting with the Columbus Regional Airport Authority to discuss potential collaborations and other opportunities. If anyone has building or IT security concerns, please let Mr. Kochis know.

k. OSU Extension – Jerry Isles and Shannon Carter

The Farmers Market is every Saturday behind the Keller Market. There are local "foods and farm" tours starting. There will be classes on freezing, canning and preserving food, as well as "mindfulness" wellness lunch and learns. Thank you to the Commissioners for their support of 4-H.

l. Family, Adult, and Children First Council – Donna Fox-Moore

A mural will be painted under the bike trail overpass at Kroger on May 22nd. Everyone is welcome to participate. Juvenile Court will have some youth helping. Parenting classes continue to be held, and FCFACF is partnering with Nationwide Children's Hospital on a new program.

m. Historic Parks – Todd Younkin

Weekend demos will be taking place through the fall at Rockmill. The new website will be live in June, and each park is getting a new sign so all signage is consistent.

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n. Prosecutor – Kyle Witt

There are currently 329 cases for the year putting the office on track for 850 cases by the end of the year. They are continuing to work on efficiencies and made a change to the process for complaint filings that allows misdemeanors to be filed at the same time. The office continues to look for new partnership opportunities throughout the county. Thank you to the Facilities Department for the upgraded lobby.

Mr. Levacy thanked Mr. Witt for the increase in prosecutions.

o. Clerk of Courts – Branden Meyer

The office is preparing for the move to the new records center. Upgrades have been made to Courtview. Thank you to Adam Barker for retrofitting the shelves at the title office.

p. Recorder – Lisa McKenzie

Thank you to all departments who provide updates on social media. This is a great way to convey information to the public.

Ms. Brown stated that there will be a review of the social media policy this year and all suggestions are welcome. Mr. Conrad reminded everyone to consider retention responsibilities with social media.

q. Auditor – Jon Slater

The office is busy with new construction and reappraisals. There are also several tax value appeals. Thank you to Mr. Keller for his work on the 108 N. High project. The audit continues to progress. He commented how he felt fortunate to serve Fairfield County.

r. County Administration & Additional Updates – Carri Brown

The Veterans Stand Down event will be held on May 23rd from 8 am to 1 pm. Park Russell was not able to attend to day, and he wanted to invite everyone to this event.

The Meals on Wheels ground breaking is today at noon.

Thank you to everyone who worked hard on the State of the County Address. The videos are on the county website. Some displays remain in the Administrative Courthouse now.

- Rapid Fire News

The packet contained 2018 Special Dates, training reminders, and information on Lunch & Learns.

- Review

There were three items on the Regular Meeting agenda, two financial resolutions and a grant agreement. In addition, a packet of information relating to the West Buckeye Lake Drainage Improvement project was available and will be mailed to property owners today.

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Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, February 8, 2018 beginning at 10:14 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Jon Kochis, Dennis Keller, Michael Kaper, Jerry Isles, Jeff Porter, Ann Hammond, Jessica Murphy, Dona Fox-Moore, Branden Meyer, Chief Lape, Mark Conrad, Sheriff Phalen, Jim Bahnsen, Lisa McKenzie, Cheryl Downour, Rick Szabrak, Loudan Klein, Kyle Witt, Lisa Notestone, Elisa Dowdy, Todd Younkin, Judge Vandervoort, Shannon Carter, David Miller, Jon Slater, and David Miller.

Commissioner Davis asked everyone to rise, as able, and led 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.

There were no comments.

Approval of Common Pleas Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Common Pleas resolution to approval additional appropriations by appropriating from unappropriated into a major expense object category – Fund #2422, TECH grant; see resolution 2018-05.17.a.

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

Approval of Engineer's Office Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Engineer's Office resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024 – Motor Vehicle for Fosnaugh School Road 5.086 AMA-22 and guardrail for various culvert projects; see resolution 2018-05.17.b.

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

Approval of Major Crimes Unit Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Major Crimes Unit resolution accepting the 2018 JAG Grant Award for the Fairfield-Hocking Major Crimes Unit; see resolution 2018-05.17.c.

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

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Adjournment

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn at 10:17 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, May 22, 2018, at 10:00 a.m.

Motion by:

Seconded by:

that the May 18, 2018, minutes were approved by the following vote:

YEAS:

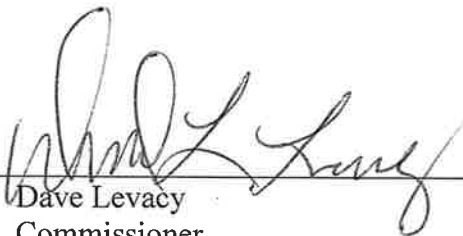
NAYS: None

ABSTENTIONS: None

*Approved on May 22, 2018



Steven A. Davis
Commissioner



Dave Levacy
Commissioner



Mike Kiger
Commissioner



Rachel Elsea, Clerk

