

**Regular Meeting #23 - 2016**  
**Fairfield County Commissioners' Office**  
**May 26, 2016**

**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 Mike Kiger. Also present were Carri Brown, Rachel Elsea, Dennis Keller, Todd McCullough, Michael Kaper, Judge Landefeld, Martin Barker, Park Russel, Mark Conrad, Jerry Isle, Jim Bahnsen, Susie Bloom, Amy Boyer, Jeff Porter, Sheriff Phalen, Rhonda Meyers, Branden Meyer, Larry Hanna, Spencer Remoquillo, Tony Vogel, Jill Boone, Lisa McKenzie, Chief Perrigo, Holly Mattei, Rick Szabrak, Jeremiah Upp, Jon Kochis, Dr. Tom Vajen, Joshua Horacek, Jane Hanley, Judge Vandervoort, Jon Slater, Kelly Turben, Jessica Murphy, and Aunie Cordle.

- Welcome/Announcements

Mr. Davis welcomed everyone and thanked them for attending. He added that he was looking forward to touring the jail site and invited anyone interested to join. He also welcomed back Jill Boone and thanked Martin Barker for attending our meeting.

Mr. Kiger stated he would be getting his new van this week and would be back to his regular schedule.

Ms. Brown stated a GoFundMe page has been set up for the Zody family. That page can be found at [www.gofundme.com/ZodyFamilyMemorial](http://www.gofundme.com/ZodyFamilyMemorial) and will be emailed once to all county staff.

- Video – Fairfield County is Your Home

The following video was shown: <https://youtu.be/CsJjnIOZ5w4>

- Department Updates

- a. Coroner – Dr. Tom Vajen

The coroner's office continues to deal with too many drug and drug addiction deaths. They have already had nine this year. Thank you to everyone in the county who is working on this epidemic.

- b. Municipal Court – Judge David Landefeld

The new courthouse opened on April 18<sup>th</sup>. Judge Landefeld encouraged everyone to visit. He also thanked the county courts for their partnerships.

- c. Veterans Service Commission – Park Russel

The VSC move went well. An open house will be held on June 22<sup>nd</sup> from 1:00 p.m. to 3:00 p.m. The Stand Down event on Wednesday was a success with over 200 people attending.

- d. Facilities – Dennis Keller

The new jail is 35-40% complete and through the critical infrastructure phases. They are currently two to three weeks ahead of schedule. Mr. Keller and his team are also working on keeping all facilities in good shape. Now that the Baldwin building has been purchased, they will begin the necessary work on the facility. The Liberty Center roof is also complete. The department is working on small remodeling projects, new signage, and the Tussing Road facility. Two buildings (the Ag Center and

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Government Services Building) recently received National Energy Star Awards.

e. Dog Adoption Center and Shelter – Todd McCullough

The Dog Adoption Center and Shelter is focusing on customer service and will be expanding their hours and field services starting June 1<sup>st</sup>. There will also be a price change to offset some of the increased costs of vetting the dogs. This year they have returned 10% more dogs than last year (40% up from 30%). Four times throughout the year, they have not had any dogs available for adoption. The average time a dog is in care has dropped from 14 days to 8 days.

f. Human Resources – Jeff Porter

The supervisor training held last week went well and the team building training to be held on May 31<sup>st</sup> is completely booked. There will be more training announced as the year goes on, including two sessions at the Leadership Conference. This year's employee recognition ceremony will take place on June 28<sup>th</sup> at Alley Park.

g. Economic Development – Rick Szabrak

Mr. Szabrak reviewed the 33 Alliance Elevator pitch: "Fairfield County is steeped in tradition and ready for tomorrow. We are the second fastest growing county in the fastest growing region in the Midwest-with an available labor force for today and the future. Our investments in infrastructure and business are paving the way to building on our history of innovative manufacturing and a diverse business base. Our rail and interstate highways easily connect companies to their customers and there is an abundance of affordable land with large quantities of water and natural gas to meet the largest user's needs. Residents and businesses thrive in Fairfield County, with a low cost of living, access to outdoor activities, unique cities and towns balancing rural and urban life, educational opportunities and partners always willing to help. The 33 Development Alliance connects all of these recourses to help you find your Fairfield Advantage."

h. Sheriff – Sheriff Phalen

The jail population is holding steady at 220. An increase in training mandates is expected next year. The Ohio Police and Fire Games will be hosted in Fairfield County starting June 22<sup>nd</sup>. These will feature both current and retired public safety officers and military officers.

i. Board of Elections – Susie Bloom

The Board of Elections is prepping for the November General Election. There are currently three pieces of pending legislation as well as two pending court cases that could affect the BOE. There will be a special election on August 2<sup>nd</sup> for Columbus City precincts and Walnut Township Local Schools. The BOE continues to review processes and procedures for efficiency.

j. Treasurer – Jim Bahnsen

Preparation is underway for the 2<sup>nd</sup> half collections. Everyone in the Treasurer's Office has completed their annual ethics training. Customer Service is very important to the office. Recently, a gentleman commented on how helpful Ms. Hammond has been in helping with delinquent tax payments.

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k. Land Bank – Michael Kaper

The Land Bank has demolished 21 houses with three more on the block. This will use up all current grant funding. They are working on securing more funding as well as completing “non-demo” land transfers (to be used as parks and veteran housing, for example).

l. Engineer – Jeremiah Upp

The Engineer's Office is finishing up two bridge projects and plans to start another three soon. They are also partnering with local municipalities to help with projects including two bridge projects in Lancaster (South Columbus Road and Ety Road). They are working with Pickerington on the Center Street/Milnor Road/Meadows intersection as well.

m. Regional Planning Commission – Holly Mattei

RPC is working with the Engineer on a TID ODOT application for \$250,000 for the Refugee Road interchange. Subdivision activity remains busy. Loudan Klein has received his master's degree and is now a full time planner in the RPC office. RPC will apply for \$193,000 in CDBG allocation funds as well as \$500,000 in Neighborhood Revitalization Program competitive funds for Fairfield Beach. They are teaming up with the Land Bank for leverage. They are also working with the Prosecutor's Office on scheduling trainings.

n. Soil and Water Conservation District – Amy Boyer

Soil and Water has had a busy spring having completed 22 projects. They have several pond studies in the works and have been working with Mr. McCullough to get an OU-L intern to help with archiving this summer. An ODOT survey station will be implemented in Circleville; this will be very helpful. Additionally, Earth Camp is starting soon.

o. OSU Extension – Jerry Isles

Mr. Isles reviewed the OSU Extension handouts in the packet. The local foods guide has been updated and is online. He thanked Mr. Keller for the updated sign at the Ag Center and for the master gardener landscaping. The Staff Education Nutrition Programs have reached over 600 youth so far this year.

p. Prosecutor – Joshua Horacek

The Prosecutor's Office recently filed a brief in opposition to the Supreme Court of the United States. This is only the second one they've filed in 40 years. The Jeff Hamm trial is scheduled to start June 14<sup>th</sup> and will last three to four weeks. Two new assistant prosecutors have been hired, and an offer was made to a third. This will bring the office back to full staff. They continue to work on foreclosures. Mr. Horacek thanked everyone who works on this process, especially those connected with the Land Bank.

q. Common Pleas Court – Jill Boone

Ms. Boone thanked everyone for their patience while she was out. She also thanked Dr. Vajen for his help with the OSBA article regarding coroner's offices. Common Pleas Court has recently implemented juror surveys, and Ms. Boone will be visiting counties similar to Fairfield County

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to see how Fairfield County can be more efficient. They are also revising their local rules.

r. Clerk of Courts – Branden Meyer

There are two new employees in the Clerk of Courts Office, Heather Winchell and Jessica Murphy. Title volume continues to increase, and the offices are processing about 1,200 titles a day. They are also working on document imaging with MAPSYS. Online fee payments are working well.

s. Juvenile/Probate Court – Judge Terre Vandervoort

The court is very busy developing new programs. They have strengthened their partnership with CPS, as they serve the same families. Truancy Court started around Christmas last year and is going very well. There is currently pending legislation at the state level that could allow this to go county wide. The diversion program has a 95% success rate. The court recently received a reporting center grant (an alternative to juvenile detention) which will be located at Stanbury on Mulberry Street. They are also introducing school based diversion.

t. Utilities – Tony Vogel

Don Rector has joined the office as Deputy Director. There are currently seven subdivisions that hope to have homes up by the end of the year. Mr. Vogel thanked Commissioners Levacy and Davis for attending the financial trainings that allow the county to have \$1.3 million forgiven from the Allen Road Water Line loan from the EPA. They are also working with Tyler Technologies on electronic shutoff notices with a program known as Tyler Notify.

u. Developmental Disabilities – John Pekar

Forest Rose had their graduation ceremony Wednesday night, and the preschool was having theirs later that day. Employment for individuals with developmental disabilities is better than ever. DD is working on a DiscoverU partnership with JFS.

v. Health Department – Larry Hanna

The Health Department is applying for an Ohio EPA grant for mosquito monitoring and will be holding a workshop at FMC later in the day.

w. Recorder – Lisa McKenzie

The Recorders Office has seen an uptick in filings and pipeline research. They have also received a lot of positive feedback about Fairfield County employees having outstanding customer service.

x. Auditor – Jon Slater

The financial audit should conclude in the next month. Timeclock implementation is going well. Real-estate remains busy, and they expect around a 5.8% increase in property values. There will be a Value Review Open House at Liberty Center in August.

y. JFS – Aunie Cordle

JFS had their all-staff meeting earlier in the morning. May is Foster Care month. The "CCMEP" focuses on youth out of school, between the ages of 16-24. Let Ms. Cordle know if you know of anyone in this age group

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who may qualify for this program. Ms. Cordle also thanked Juvenile Court and DD for their partnerships.

z. Emergency Management Agency – Jon Kochis

EMA will hold their exercise on June 8<sup>th</sup>. All are invited to attend. They will also be updating their four-year mitigation plan.

aa. ADAMH – Rhonda Meyers

Ms. Meyers thanked the Commissioners for recognizing their award winners at the ADAMH banquet. She thanked Mr. Levacy for attending. ADAMH is expecting many statewide changes and can provide more information on those changes at a later date.

- County Branding & Style Guide

Mr. Barker reviewed the style guide and logo which will be available on the intranet. Please contact Rachel Elsea with any questions. A survey will be sent to gauge letterhead and related use.

Additionally, the county is trying to obtain a .gov email address and will work on a standard email signature to use.

- Public Records Requests - Logs

If department heads or elected officials do not keep their own log, they are welcome to use the Commissioners' log or to use the template of the Commissioners' log.

- Website Updates & Transparency

The online checkbook is live. Please provide any feedback to Rachel Elsea. The long term goal is to pursue a more in-depth online transparency site.

- Human Resources & Policy Updates

Mr. Davis informed the group that the Commissioners have initiated litigation against Franklin County in regards to employee benefits. He explained the history of the issue, including that Fairfield County has a reserve of \$9 million and a great claims history but has seen higher rate increases than the others in the co-op. This is not an effort to reduce benefits, but to make sure Fairfield County is treated fairly.

Mr. Porter distributed a handout for department heads to review to come in compliance with the FLSA regulations effective December 1<sup>st</sup>. Emails will also be sent to help explain the rule and expectations. Generally, anyone making less than \$913 a week will be eligible for overtime. HR will help everyone through the process. Mr. Porter reiterated that health benefits have not changed.

- Time Keeping Workgroup

The Auditor's Office is live and the rest of the administrative courthouse will soon follow. This is taking place due to compliance with FLSA and will protect both the county and its employees.

- Workforce Innovation Opportunity Act

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Mr. Szabrak reviewed the attached WIOA information.

- Rapid-Fire News
  - a. 2016 Special Dates
  - b. Records Center Update – A slide show was included in the information packet. While the records center won't be accepting records until next year, everyone is encouraged to start reviewing their files now.
  - c. Ethics Training – All county employees are encouraged to complete ethics training.
  - d. Leadership Conference – October 6<sup>th</sup> at Fairfield Medical Center
  - e. Budget Planning – Please review the hearing dates and budget parameters.
  - f. Review of Packet & Checklist

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, May 26, 2016 beginning at 10:06 a.m., with the following Commissioners present: Steve Davis and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Todd McCullough, Jeff Porter, Rick Szabrak, Jim Bahnsen, Michael Kaper, Jeremiah Upp, Holly Mattei, Joshua Horacek, Branden Meyer, Tony Vogel, Jon Slater, Jon Kochis, Aunie Cordle, and Spencer Remoquillo.

**Pledge of Allegiance**

Commissioner Davis asked everyone to rise as able, and he 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 Minutes for Tuesday, May 24, 2016**

On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, May 24, 2016.

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

**Approval of the EMS Resolution**

On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the EMA resolution to request for appropriations for

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receipts for EMA fund 2093 Special Operations Team Fund; see resolution 2016-05.26.a.

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

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

On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the Engineer's Office resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3445 2015 sign upgrade project; see resolution 2016-05.26.b

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

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

On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the Sheriff's Office resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2027 Weights (Rd&Brdg); see resolution 2016-05.26.c.

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

Ms. Elsea announced that the next Regular Meeting is scheduled for Tuesday, May 31, 2016, at 10:00 a.m.

Commissioner Davis stated at 10:08 a.m. the Commission would be in recess until the beginning of the tour of the new jail construction site.

**Tour of the Jail Construction Site**

The Commissioners met at 10:30 a.m. to tour the jail construction site. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Mike Kiger. Also present were Rachel Elsea, Dennis Keller, Branden Meyer, Mayor Kuhn, Paul Martin, Jon Slater, Jon Kochis, Joshua Horacek, Jim Bahnsen, Michael Kaper, Tony Vogel, Sheriff Phalen, Chief Perrigo, and representatives from Granger.

The group toured the construction site and received an update of the project.

**Adjournment**

With no further business, on the motion of Mike Kiger and a second of Steve Davis the Board of Commissioners voted to adjourn at 11:15 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, May 31, 2016, at 10:00 a.m.

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Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

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that the May 26, 2016, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

\*Approved on May 31, 2016



Steven A. Davis  
Commissioner

Abstained  
RE



Dave Levacy  
Commissioner



Mike Kiger  
Commissioner



~~Staci A. Krisley, Acting Clerk~~

Rachel Elsea, clerk