

Regular Meeting #21- 2019
Fairfield County Commissioners' Office
May 28, 2019

Review

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Branden Meyer, Dennis Keller, Todd McCullough, Loudan Klein, Joshua Horacek, Amy Brown-Thompson, Michael Kaper, Belinda Nebbergall, Mark Conrad, Aunie Cordle, Tony Vogel, Jeff Porter, and Lt. Hodder.

- Welcome

Commissioner Davis welcomed those who were in attendance.

- Legal Update

Mr. Horacek did not have a legal update.

- Administration and Budget Update/Carri's List

- a. Announcements

- June 4 – Soil and Water Lunch n Learn
 - June 15 – Wear purple for Elder Abuse prevention
 - June 18 – Time with the Commission at the Sheriff's Office (pizza lunch provided)

- b. Highlights of Resolutions

Dr. Brown highlighted 18 resolutions for the voting meeting.

We proposed a proclamation to honor Elder Abuse Prevention awareness month in June. JFS officials were available to receive the proclamation.

We proposed a resolution approving a minor, supplemental easement and right of way with American Electric Power (this related to the easement already approved in February for the Baldwin area). This had been approved to form by the County Prosecutor.

We proposed a resolution to approve a plan agreement with the County Commissioners Association of Ohio for inclusion the workers' compensation group retrospective rating plan program.

We also proposed a resolution authorizing the use of employee dishonesty and faithful performance of duty insurance in lieu of bond for certain elected and appointed officials. CORSA Member Counties may elect by resolution to use CORSA's coverage document as an "employee dishonesty and faithful performance of duty policy" in lieu of surety bonds for all of the following county officers, employees, and appointees that are required by law to give a bond: Auditor; Commissioner; Coroner; Engineer; Juvenile Court Judge When Acting as Own Clerk; Recorder; Sheriff; Treasurer; Prosecutor; JFS Director; County Dog Warden and Deputies; Probate Judge; and Clerk of Common Pleas Court. We will still need to obtain a separate official's bond for the Protective Services (Children Services) Director.

We proposed signing a letter of support for the Kiwanis Club of Lancaster's application to CFLP for the purchase of recycled picnic tables and park benches to be placed on City of Lancaster owned property at Olivedale, Hunter Park. The letter also supported appropriation adjustments at CFLP (there was no county accounting needed).

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We proposed a resolution to approve a letter of support (joining Jeremiah Upp, County Engineer, in his support) for the Pickerington Interchange project known as FAI US 33 3.18 U.S. 33 (Pickerington Road Interchange) (PID 77555). We supported the project for its improved safety for the public, its alleviation of traffic congestion, and its potential to support businesses.

The County Engineer proposed approval of drawings for the 33A interconnect.

There were financial resolutions to approve, such as:

- Repayment by the Law Library for an advance from the general fund;
- Interest credits for the Health Department and Parks District for April;
- An account to account transfer of appropriations for the Commission to properly classify expenditures;
- Memo transactions for the Airport;
- Appropriations from unappropriated funds for the County Engineer, Airport, and JFS (four resolutions); and
- Fund to fund transfers of appropriations relating to Utilities debt payment (two resolutions).

In queue for future meetings, we had a resolution authorizing agreement for engineering services for the Greenfield waterline interconnect project, a planned project. We also had several financial resolutions, such as ones to approve financial transactions for MCU and JFS.

c. **Administrative Approvals, Program, & Budget Update**

Administrative Update

The review packet contained a list of administrative approvals.

Also, Dr. Brown reported she provided a letter of support for an ADAMH grant proposal. As a collaborative partner, Fairfield County was showing support for our multi-county, multi-jurisdictional submission of the "SFY2020 -2021 Strong Families, Safe Communities Grant: Helping Ohio's Children and Youth in Crisis" grant to expand the partnership of the Fairfield, Knox, and Licking Counties Kids' Mobile Crisis Team to Crawford and Marion Counties. We are ready to serve on planning or advisory committees.

Budget Update

We are aligning our county budget with goals. With the implementation of the 20 recommendations for recruitment and retention of employees, there is an opportunity for merit-based increases. To participate in merit-based increases, departments must use the county performance assessment tools and comply with the county compensation plan.

Also, we continue to work with state advocates and association staff to promote county interests with the state budget. The top priority from the CCAO and county perspective has been to ensure full reimbursement for indigent attorney fees.

Idea Box Update for May 2019

Report for the Month of May 2019

Summary of Idea 8: Can the county consider revising the policy for sick leave payouts for employees who pass away while employed by the county (when those employees have at least five years with the county), increasing the payout in some way?

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Summary of Response: Yes, this policy can be reviewed with the annual policy update. The employee who provided the idea (as a question) was asked to provide additional details about any specific recommendation. The employee in a follow up email indicated the specific suggestion was to adjust the sick leave payout to be 50% of the balance up to 60 days when an employee passes away while employed with the county and when the employee has five years of tenure.

The employee with the idea has been invited to participate in the recruitment and retention committee to discuss this idea, which can also be reviewed with the annual update to the policy manual along with the annual evaluation of life insurance benefits.

Life insurance amounts are now \$50,000 for all employees, and there is an ability for employees to pursue a process to add to that amount.

Mr. Davis noted the Time with the Commission event was well attended. He appreciated the Q&A feedback and asked the employee recruitment and retention workgroup to look into the comment of no additional vacation for those with 20+ years. While Mr. Davis does not feel it is necessary for an extra week to be added when an employee has been there for 20 years as they do not need recruited and are showing they plan on staying having been there for so long, he'd like the group to look into it none-the-less.

Dr. Brown noted that the sick leave and vacation conversion favors those have been working for the county longer.

Also, we have one idea in progress of a complete response:

Summary of Idea 3 from April 5, 2019 – waiting on response/quote from Tyler Technologies/County Auditor:

To make internal and external processes more efficient for posting of payments (from multiple departments to a commonly used vendor), the idea was to identify what it would take to have Tyler Technologies add a "memo" field to the face of the County Auditor's printed warrant (check).

Summary of Options/Response, as of May 23, 2019: We appreciate how a solution was framed for a specific issue facing multiple departments. Even if the solution takes a different form, the idea is a place to begin.

The first step was to liaison with Tyler Technologies, and that has already happened. We want to identify what it would take for this type of change. We have asked to be kept informed of progress (from the contact with Tyler Technologies) and will form a small work group if needed.

On April 5, 2019, we requested that the County Auditor connect with Tyler Technologies for a quote. On April 29, 2019, we received a response that a little more time was needed for the quote, with an anticipated timeframe of a quote being delivered on May 8-10. We then later received information that getting a quote was even more complex than expected, and we do not have a quote for services yet.

We understand that Tyler is used to dealing with a consortium for a quoting process, but we want to know what it would take to alter the system to manage the process that is in place. Once we have a quote from Tyler, we can determine the next best steps. We may have to dig into the process a bit more, as well. As of May 28, we did not have any additional information from Tyler.

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Affordable Care Act Reporting

Previously, we reported the issue relating to ACA filing with the IRS. It was not known if there was a problem with the IRS or with the Tyler Technologies program. The Tyler program worked last year for the ACA reporting with the IRS but is not working now. There have been multiple manual steps to the process, and there have been multiple phone calls and meetings with the vendor, as well as with the IRS.

We were working on two paths: one to use a third party and one to use the existing process with Tyler. Given the deadline with the IRS is May 31, and it has not been approved for an extension again, and given the process is still not working, we anticipate using a third party (for services that would cost about \$4K) as an effort to meet the IRS requirement for ACA reporting.

HR has been working with Tyler since March 29th and the IRS since April 1st to fix the process.

We will report again on this matter.

It is possible we will have an additional extension approved by the IRS, but that had not been approved as of May 28, 2019.

d. **BRAVOs**

Thanks to everyone for participating in the dedication of the Records Center.

Congratulations to award winners and honorees of the Sheriff's Annual Awards Ceremony, which was a very nice event.

Thanks to Donna Fox-Moore for attending the Center for Disabilities volunteer banquet and presenting certificates from the Commission, as she knew two of the honorees.

Bravo to the Facilities team for their "facelift" of the Liberty Center.

The Time with the Commission on May 21st at the Engineer's Office was well attended. Thanks to the County Engineer and staff for their hospitality.

Thanks to Elizabeth Brown, DACO Director, for her service. She is planning to retire. (We presented a certificate of appreciation.)

Speaking of retirement, thanks to Rodney Barker and Mel Shook for their service. They both plan to retire in May. (We presented certificates of appreciation & gift cards – (the gift cards were personal gifts) – at the pizza lunch in their honor.)

Congratulations to Fairfield Up Inc. for their grant award from South Central Power Company Foundation. They have received \$2,500 for the juvenile workforce development needs, including clothing, materials, and supplies.

Bravo to the Lancaster Gales Baseball team for winning the District Championship! The Eagle Gazette ran a wonderful photo gallery of the championship game.

- **Old Business**

- a. MCJDC connections – rightsizing the contribution

Mr. Davis stated there are three meetings scheduled for June 12, June 19, and July 19. They hope to have a budget proposal for the July 19th joint board meeting. He noted how difficult the "out years" look.

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- New Business (none)
- General Correspondence Received (none)
- Calendar Review/Invitations Received
 - a. FMC River Valley Campus Grand Opening – Thursday, June 20th at 5:00 p.m. at 2384 N Memorial Dr, Lancaster
 - 1. Commissioners Fix and Levacy will attend.
- FYI
 - a. Jail Population – 317
 - b. DD June 2019 Newsletter

Human Resources Update

The Commissioners met at 9:20 a.m. for an update from Human Resources. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Branden Meyer, Dennis Keller, Todd McCullough, Loudan Klein, Joshua Horacek, Amy Brown-Thompson, Michael Kaper, Belinda Nebbergall, Mark Conrad, Aunie Cordle, Tony Vogel, Jeff Porter, Rick Szabrak, and Lt. Hodder.

Mr. Porter reviewed the two resolutions on the voting agenda when included the group retro and using CORSA in lieu of bonding for elected officials.

He also reviewed the BWC numbers for last year. The net premium is about \$274,000 and is based on performance. The county receives about \$140,000 as a rebate. This is a good reflection of the county. The premium did not go up and much as it could have. He also discussed the CORSA premium (with a cybersecurity reimbursement, relatively flat in terms of costs, as compared to 2018) and the anticipated increase in health insurance costs.

Mr. Davis requested a menu for coverage options for next year and added that the county should not plan on anything from the Franklin County litigation at this time.

Mr. Porter discussed the wellness program and fitness equipment that will be in the new Records Center. He thanked the board again for their acceptance of the 20 recommendations.

At 9:40 a.m. Commissioner Davis stated the Commission would be in recess until the 10:00 a.m. Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, May 28, 2019 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Joshua Horacek, Amy Brown-Thompson, Tony Vogel, Loudan Klein, Rick Szabrak, JFS Protective Services staff, Aunie Cordle, Belinda Nebbergall, Michael Kaper, Mark Conrad, Jeff Porter, Lt. Hodder, and Dennis Keller.

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.

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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 Minutes for Tuesday, May 21, 2019

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, May 21, 2019 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Steve Davis

Absent: Dave Levacy

Approval of the Commissioners' Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Commissioners' Office resolutions:

- 2019-05.28.a A resolution authorizing the approval of a proclamation [Commissioners]
- 2019-05.28.b A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2019-05.28.c A resolution to approve a memo receipt for Hangar Debt fund# 4714 – Fairfield County Commissioners [Commissioners]
- 2019-05.28.d A resolution approving an account to account transfer into a major expense object category for transfers, Fund# 1001 - Fairfield County Commissioners [Commissioners]
- 2019-05.28.e A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]
- 2019-05.28.f A resolution to approve a letter of support for ODOT project FAI US 33 3.18 U.S. 33 (Pickerington Road Interchange) (PID 77555). [Commissioners]
- 2019-05.28.g A resolution to appropriate from unappropriated in major expenditure object category for the Fund# 2800 – Fairfield County Commissioners/Airport [Commissioners]
- 2019-05.28.h A resolution approving a supplement easement and right of way with American Electric Power. [Commissioners]
- 2019-05.28.i A resolution to approve a letter of support for the Kiwanis Club of Lancaster's application to CFLP for the purchase of recycled picnic tables and park benches to be placed on City of Lancaster owned property at Olivedale [Commissioners]

Discussion: JFS officials received the proclamation to honor Adult Protective Services for their efforts in helping to prevent and address elder abuse in the community.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Steve Davis

Absent: Dave Levacy

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Approval of the Engineer's Office Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Engineer's Office resolutions:

- 2019-05.28.j A Resolution to Approve the Construction Drawings for the FAI-CR33A-3.26 Intersection Improvement Project. [Engineer]
- 2019-05.28.k A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2362-Levy for resurfacing [Engineer]

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

Approval of the Human Resources Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Human Resources resolutions:

- 2019-05.28.l A resolution authorizing the use of employee dishonesty and faithful performance of duty insurance in lieu of bond for certain elected and appointed officials [Fairfield County Human Resources]
- 2019-05.28.m A resolution to approve a plan agreement with the County Commissioners Association of Ohio for inclusion the workers' compensation group retrospective rating plan program [Fairfield County Human Resources]

Discussion: Mr. Porter stated the two resolutions were discussed earlier in the meeting. Mr. Davis thanked Human Resources for all their work.

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

Approval of the JFS Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following JFS resolutions:

- 2019-05.28.n A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2072 – Children Services Fund - Fairfield County JFS [JFS]
- 2019-05.28.o A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2018 – Public Assistance Fund - Fairfield County JFS [JFS]

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

Approval of Law Library Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Law Library resolution authorizing the approval of repayment of an advance to the General Fund from the Law Library Fund #2761; see resolution 2019-05.28.p.

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

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Approval of the Utilities Office Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Utilities Office resolutions:

2019-05.28.q	A resolution authorizing fund to fund transfers from the Sewer Fund #5044 to: #5469, #5533, #5554, #5555, #5776, #5817, #5823 Debt Service Payments for 2019 - Utilities [Utilities]
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2019-05.28.r	A resolution authorizing fund to fund transfers from the Water Fund #5046 to: #5470, #5534, #5556, #5776, #5818, #5823, #5849 Debt Service Payments for 2019 - Utilities [Utilities]
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Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Steve Davis

Absent: Dave Levacy

Mr. Davis asked when the records center was purchased and when renovations started.

Mr. Keller replied it was purchase in 2017 and construction began in September of 2018. There are still a few punch list items left.

Dr. Brown added the total cost of the purchase, renovations, and building contents was \$2.55 million, compared to a new build estimate of \$4.89 million.

At 10:10 a.m. Commissioner Davis stated the Commission would be in recess until the 11:00 a.m. Records Center Dedication.

Records Center Dedication

The Commissioners met at 11:00 a.m. for the Records Center Dedication. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Jeff Fix. Also present were various elected officials, county employees, and members of the community.

Clerk of Courts Meyer, Commissioner Fix, and Commissioner Davis commented on the new building. Sheriff Phalen provided the dedication and Lancaster-Fairfield Chamber of Commerce officials held a ribbon cutting. There were tours of the new records center conducted.

Adjournment

With no further business, on the motion of Steve Davis and a second of Jeff Fix, the Board of Commissioners voted to adjourn at 11:19 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Steve Davis and Jeff Fix

Absent: Dave Levacy

The next Regular Meeting is scheduled for Tuesday, June 4, 2019 at 10:00 a.m.

Motion by: _____ Seconded by: _____
that the May 28, 2019 minutes were approved by the following vote:

YEAS: NAYS: None

ABSTENTIONS: None

*Approved on June 4, 2019

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Steven A. Davis
Commissioner



Dave Levacy
Commissioner
(Abstain)



Jeff Fix
Commissioner



Rachel Elsea, Clerk

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