

**Regular Meeting #25 - 2020  
Fairfield County Commissioners' Office  
June 9, 2020**

**Review**

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Lt. Marc Churchill, Josh Horacek, Amy Brown-Thompson, Mark Conrad, Rick Szabrak, Criss Manning, and Bennet Niswanger. Joining via teleconference were John Arbuckle, Jason Dolin, Jeffry Porter, Tom Lininger, Loudan Klein, Logan Weaver, Jon Slater, and Tony Vogel.

- **COVID-19 Update**

Mr. Kochis reported 325 cases with 169 current active cases. The number that has jumped due to the statewide intensive testing in nursing homes led by the National Guard and the Ohio Department of Health. This is phase three of the testing for asymptomatic testing. He believes the experience will still stick to the less than 5% of infections despite the increases in cases. There have been 41 total hospitalized since the beginning of the pandemic with only a few hospitalized currently. FMC is doing a good job handling everything.

Mr. Davis asked Lt. Churchill if he was aware or involved in the antibody testing.

Lt. Churchill replied he was aware of the testing and took the test himself.

Mr. Davis reported that the Commissioners are receiving deidentified results but that they did hear there were zero positives from the roughly 60 tested. He was shocked by the testing results of zero positives. He asked if the numbers were due to good cleaning, good social distancing, or good luck.

Mr. Kochis replied it was all of the above and noted that more urban areas will see a higher caseload. He noted that they have not seen a spike here yet. There have been a few nursing homes that have seen isolated spikes. These will be fought through the Fall and hopefully not through a second spike as predicted.

Mr. Fix asked if there was a plan to test other employees.

Mr. Davis reported he spoke with Dr. Brown this morning and the current testing protocol has been opened up to court personnel. Court Administrators for the various courts looks favorably on that so those employees will be added for testing, if they wish, and this testing remains within the grant funding.

Mr. Kochis stated that the electrostatic sprayer ordered a while ago has finally arrived so that will begin being used.

Mr. Levacy asked how the cleaning was being taken care of at the One Stop.

Dr. Brown replied there was cleaning on a regular schedule in the evenings. They are providing extra supplies but do not have extra people cleaning during the day.

Mr. Szabrak added he observed they are wiping down terminals in between visitors.

**Meeting with Jay Arbuckle**

The Commissioners met at 9:00 a.m. with Jay Arbuckle regarding CCAO Deferred Compensation. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Lt. Marc Churchill, Josh Horacek, Amy Brown-Thompson, Mark Conrad, Rick Szabrak, Criss Manning, and Bennet Niswanger. Joining via teleconference were John Arbuckle, Jason Dolin, Jeffry Porter, Tom Lininger, Loudan Klein, Logan Weaver, Jon Slater, and Tony Vogel.

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Jay Arbuckle with Empower Retirement provided an update and attended the virtual meeting of June 9. CCAO recommended this. He provided details about the CCAO sponsored deferred compensation program. CCAO will offer a webinar on CCAO's Deferred Compensation Plan – Building Retirement Income for County Employees Webinar, Wednesday, June 10 at 9:30 a.m.

Mr. Arbuckle will work with Mr. Porter to get information to individual departments.

**Review (continued)**

The Commissioners met at 9:27 a.m. to continue review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Josh Horacek, Amy Brown-Thompson, Lt. Marc Churchill, Mark Conrad, Rick Szabrak, Criss Manning, and Bennet Niswanger. Joining via teleconference were Jason Dolin, Jeffry Porter, Tom Lininger, Dennis Keller, Loudan Klein, Logan Weaver, Jim Bahnsen, Jon Slater, and Tony Vogel.

- Welcome
- Legal Update

Mr. Horacek stated the office provided an opinion letter to Dr. Brown regarding the Franklin County litigation.

Mr. Davis appreciated that and said the letter addressed potential scenarios should there be a settlement or judgement.

- Administration and Budget Update/Carri's List

a. Announcements & Date Reminders

Anyone can email or text a question anytime:

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

(740) 777-8552

Date Reminders and Calendar Review

- June 30<sup>th</sup> – Commission meetings resume in the Commissioners Hearing Room - Virtual options will remain.
- July 3 – Independence Day observed

b. Highlights of Resolutions

Dr. Brown highlighted 21 resolutions planned for the voting meeting.

The County Engineer proposed approval of federal agreements for a guardrail and a bridge replacement project.

We had a resolution to approve an amended petition for the annexation of 14.381+/- acres of property from Violet Township into the City of Pickerington.

We had a resolution to approve a plan agreement with the County Commissioners Association of Ohio for inclusion the workers' compensation group retrospective rating plan program (this was a renewal).

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We had two resolutions for releasing mortgages in accordance with CHIP grant terms and conditions, as submitted by Community Action.

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

- A resolution to fulfill the requirements of Senate Bill 310 for the passage of a resolution in order to receive and expend federal funds under section 5001 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act;
- Approval of the RLF recommendation for the Creative Coach Company's loan;
- Two resolutions to approve vehicle purchases for the Sheriff;
- Interest credits for the Health Department and Parks District;
- Reimbursements by operation of law for JFS (two resolutions);
- Appropriations for FCFAF (two resolutions);
- Memo expenditures and appropriations for the County Engineer (two resolutions);
- Account to account transfers of appropriations for the Commissioners; and
- Reduction of appropriations for the Board of DD (two resolutions).

In queue, there were four resolutions for child protective services for protective placement in network.

Mr. Szabrak spoke to the loan for Fun Bus (Creative Coach). The loan provides for their services, which include charter service for trips. Half of their business is to transport patients for non-emergent medical trips. They are providing state of the art medical equipment to clean their vehicles. COTA is looking at purchasing the same type of equipment Fun Bus has acquired.

Mr. Kochis reported the equipment is similar to the equipment previously mentioned in the COVID-19 update.

c. Administrative Approvals, Program, & Budget Update

**Administrative & Program Updates**

Administrative Approvals and Update

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

Three National Association of Counties Achievement Awards

Fairfield County has been recognized with three Achievement Awards from the National Association of Counties. The awards honor innovative, effective county government programs that strengthen services for residents. NACo recognized Fairfield County with awards in the following categories:

Category: Civic & Public Education - County Auditor's Civic and Public Education Program

Category: County Administration & Management- Creating a Culture of Customer Care - and- Improving Governance

A summary of each program was in the review packet.

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Thank you to everyone who worked so hard in creating a culture of customer care, improving governance, and developing the County Auditor's civic and public education program.

Fairfield County has earned other NACO Achievement Awards, such as for:

- Improving Productivity and Strategic Planning
- Turnaround for the Dog Shelter
- Connecting Economic and Workforce Development
- Encouraging Environmental Stewardship
- Visitation Services
- Electronic County Resolution Management
- Improving Transparency
- Collaborative Grant Writing

The Commissioners congratulated Dr. Brown on the awards.

#### New Temporary Worker

We will welcome our receptionist/navigator for the administrative courthouse on Wednesday of this week. Her name is Katelyn Mohler.

#### Trainings and Coaching & Self-Assessments

Performance assessment training will be conducted on Wednesday, as well. This will be a webinar for supervisors.

Also, from HR, we highlighted some of our existing training and coaching tools with Service Skills and CORSA for all employees. We have some excellent online tools to encourage the championing of diversity and respect in the workplace. Commission departments are already taking the training about the keys to a successful workplace. They are short, useful online modules, and HR will be giving more information about tools which could be of even more interest to supervisors and employees during this time.

We are all committed to holding ourselves accountable to one another: to listen, learn, and be the best we can be together. HR also sent tools, such as a voluntary checklist, for employees to use privately. These are just some of the ways we can be supportive of all of our employees in the ongoing quest to improve cultural competency.

#### Recommendation to Appointing Authorities

The review packet contained a summary of a recommendation from the recruitment and retention work group.

The recommendation was for appointing authorities to examine the proposal for additional personal leave based on performance in lieu of performance-based raises for 2021, tied to the performance evaluation. An additional 2 personal days for exceeding expectations are recommended, with an additional 1 personal day recommended for those meeting expectations.

This is a one-time occurrence approved by the appointing authority and needs not be placed in the policy manual. It will be tracked at the departmental level if approved. This recommendation does not affect any of the other policies within the policy manual.

Mr. Fix applauded the idea as the employees have stepped up in ways they never imagined they'd need to. While he would prefer something financial, this is a step in the right direction.

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After discussion, the Commission agreed to the additional personal days on a one-time basis in connection to the 2020 performance evaluations for performance during the pandemic.

Ditch Maintenance Districts

An administrative meeting was held on June 5<sup>th</sup> to review County Engineer recommendations for ditch maintenance districts. Those recommendations are in the process of being developed as there are many details to review. The County Auditor is also updating a spreadsheet of all districts. We in the Commissioners' Office have drafted templates for communications.

Another administrative meeting is scheduled for July 17.

Budget Update

The deadline for Level 2 is June 16, and budget guidance has been provided. We have had cooperation with the hiring freeze. We have approved posting for essential positions, especially as they relate to pandemic needs.

In multiple ways, we continue to advocate for state and federal support.

We are reviewing the technical aspects relating to SB 310 funding.

Regarding the county general fund, we have received about \$164K more in attorney fee reimbursements in the calendar year of 2020 through May, as compared to the calendar year of 2019 through May, which is helpful. (This increase is strictly a cash basis review.) We do expect the attorney fee reimbursements to be reduced.

Total general fund expenditures through May are down about 1.6% even with increases in election expenses already booked.

d. BRAVOs

Remember Tyler Content Manager from the Local Government Innovation Fund project? That project has really seen its worth for operations during the pandemic. Many financial officers have commented that they could not do their jobs without the TCM tool. Thanks to everyone who worked so hard to put this in place from 2012 forward.

Bravo to everyone for the NACO Achievement Awards.

Mr. Levacy stated he has had a couple other County Commissioners call to see how Fairfield County is handling things. He forwarded on plans Dr. Brown prepared and applauded her work on those. Mr. Davis added that the CCAO has been very appreciative of Dr. Brown's assistance during the COVID-19 pandemic.

• Old Business

a. Complaint Regarding Potential Gun Range

Mr. Davis stated he received a note from an individual who believes someone in her neighborhood has a gun range. He asked that Dr. Brown forward a concern Mr. Davis received to Lt. Churchill. This is a concern that was previously brought up but appears to be getting more intense.

Lt. Churchill replied he would look for the email from Dr. Brown and would look into the concern.

• New Business (none)

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- General Correspondence Received (none)
- Calendar Review/Invitations Received
  - a. MARCS Tower Dedication – Tuesday, June 16<sup>th</sup> at 1:00 p.m.
    1. Commissioners Levacy, Davis, and Fix will attend
  - b. MCJDC Board of Trustees and Joint Board of Commissioners GoToMeetings – Friday, June 19<sup>th</sup> at 9:00 a.m. and 10:30 a.m.

Mr. Davis stated he has had a few conversations regarding the county contributions for insurance. Those conversations have not gone as well as they could. If they are not able to address the concerns during the GoToMeetings, they may need to hold another meeting in person to better convey the concerns.

- FYI
  - a. Jail Population – 217
  - b. JFS Summer Newsletter
  - c. SBA Disaster Loan Information
  - d. Lou Varga reported the documentary on the restoration of Rock Mill - "*Saving An Original*"- will premiere on WOSU TV at 9pm on Monday July 20. The hour long program will have an encore showing the following evening, Tuesday July 21 on *WOSUplus*, also at 9pm.
  - e. Anytime, a public records request or a question can be posed to [Rachel.Elsea@fairfieldcountyohio.gov](mailto:Rachel.Elsea@fairfieldcountyohio.gov) or [Carri.Brown@fairfieldcountyohio.gov](mailto:Carri.Brown@fairfieldcountyohio.gov)
- Open Items

Commissioner Davis stated at 9:52 a.m. that 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, June 9, 2020 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Jeff Fix and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Josh Horacek, Amy Brown-Thompson, Rick Szabrak, Lt. Marc Churchill, Ray Stemen, Bennet Niswanger. Joining via teleconference were, Jim Bahnsen, Jon Slater, Dennis Keller, Logan Weaver, Tom Lininger, and Tony Vogel.

### **Pledge of Allegiance**

Commissioner Davis led everyone in the pledge of allegiance.

### **Announcements**

Commissioner Davis asked if there were any announcements.

There were no announcements.

### **Public Comment**

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

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**Approval of Minutes for June 2, 2020**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Tuesday, June 2, 2020 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Dave Levacy, and Steve Davis

**Approval of the Commissioners' Resolutions**

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

- 2020-06.09.a            A resolution approving an account to account transfer in major object expense categories for Facilities, General Fund# 1001 – Fairfield County Commissioners [Commissioners]
- 2020-06.09.b            A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2020-06.09.c            A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]
- 2020-06.09.d            A resolution to approve the annexation of 14.381+/- Acres, more or less, of Violet Township into the City of Pickerington, Pursuant to ORC 709.16, Petition by Municipal Corporation for Annexation, Annexation of Land by City Manager Greg Butcher, City of Pickerington. [Commissioners] [Commissioners]
- 2020-06.09.e            A resolution authorizing the release and satisfaction of mortgage on a FY 2014 Community Housing Improvement Program (CHIP) for Vinh and Jessica Tran [Community Action]
- 2020-06.09.f            A resolution authorizing the release and satisfaction of mortgage on a FY 2014 Community Housing Improvement Program (CHIP) for Vinh and Jessica Tran [Community Action]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Dave Levacy, and Steve Davis

**Approval of the Board of Developmental Disabilities Resolutions**

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

- 2020-06.09.g            A resolution authorizing the reduction appropriations in major expenditure object categories for the FCBDD Fund # 3698 – Capital Improvements [Board of Developmental Disabilities]
- 2020-06.09.h            A resolution authorizing the reduction appropriations in major expenditure object categories for the FCBDD Fund # 2060 - Fairfield County Board of Developmental Disabilities [Board of Developmental Disabilities]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix, Dave Levacy, and Steve Davis

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**Approval of the Economic Development Resolutions**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Economic Development resolution to approve the recommendation of the Fairfield County Revolving Loan Fund Loan Review Committee to fund Creative Coach Company as an (RLF-EDA) Project; see resolution 2020-06.09.i.

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

**Approval of the Engineer's Resolutions**

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

- 2020-06.09.j            A Resolution to Approve an LPA Federal Project Agreement with ODOT for the BER-26 Bridge Replacement Project. [Engineer]
- 2020-06.09.k            A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for employee reimbursement [Engineer]
- 2020-06.09.l            A resolution to request for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 2050 for annual inspections in various subdivisions as of 05/29/2020 [Engineer]
- 2020-06.09.m            A Resolution to Approve an LPA Federal Project Agreement with ODOT for the 2022 Guardrail Improvement Project. [Engineer]

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

**Approval of the Family, Adult, and Children First Council Resolutions**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the following Family, Adult, and Children First Council resolutions:

- 2020-06.09.n            A resolution to appropriate from unappropriated funds in a major category expense for the Fund# 7521, subfund# 8157 – Family Adult Children First (FACF) [Family, Adult and Children First Council]
- 2020-06.09.o            A resolution to appropriate from unappropriated funds in a major category expense for the Fund# 7521, subfund# 8243 – Family Adult Children First (FACF) [Family, Adult and Children First Council]

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

**Approval of the Human Resources Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Human Resources resolution to approve a plan agreement with the County Commissioners Association of Ohio to inclusion the workers' compensation group retrospective rating plan program; see resolution 2020-06.09.p.

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



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**Approval of the Job and Family Services Resolutions**

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

- 2020-06.09.q            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund PCSA 2072 reimbursing Fund 2018 [JFS]
- 2020-06.09.r            A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund WIOA 2599 reimbursing Fund 2018 [JFS]

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

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

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

- 2020-06.09.s            A resolution authorizing the purchase of seven (7) Ford Interceptor Utility vehicles from Bob Boyd Ford [Sheriff]
- 2020-06.09.t            A resolution authorizing the purchase of two (2) Ford Interceptor Utility vehicles from Bob Boyd Ford [Sheriff]

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

**Approval of the Commissioners Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Commissioners Office resolution resolution to fulfill the requirements of Senate Bill 310 for the passage of a resolution in order to receive and expend federal funds under section 5001 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act; see resolution 2020-06.09.u.

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

**Review Continued**

Mr. Davis asked Mr. Weaver if he had any questions.

Mr. Weaver did not have any questions.

Mr. Fix expressed his condolences to Jon Slater on the passing of his father in law, Mr. Horacek's grandfather.

The meetings on June 30<sup>th</sup> will be back at the Courthouse in the Commissioners' Hearing Room.

Mr. Davis stated at 10:13 a.m. the Commission would be in recess until the Meals on Wheels update.

**Meals on Wheels Update**

The Commissioners met at 10:30 a.m. to an update from Meals on Wheels. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Jeff Fix, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Anna Tobin, Sarah Arledge, and Joshua Horacek.

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Anna Tobin and Sarah Arledge with Meals on Wheels spoke about their efforts in providing services during the pandemic. The number of seniors in our county will grow exponentially over the coming years. Meals on Wheels is a proven public-private partnership. By leveraging the existing Meals on Wheels network, we have the opportunity to help seniors be safe at home.

Ms. Tobin provided an overview of how their agency has worked with EMA during the pandemic. In addition, she reviewed the proposed 2021 budget (as placed in the review packet). Commissioner Davis spoke about the budget parameters of the county and asked Ms. Tobin to connect with Dr. Brown with the goal of developing consistency in those parameters if possible.

**Adjournment**

With no further business, on the motion of Jeff Fix and a second of Dave Levacy, the Board of Commissioners voted to adjourn at 11:38 a.m.

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

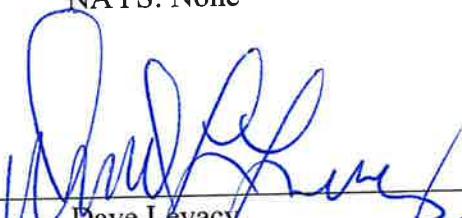
The next Regular Meeting is scheduled for Tuesday, June 16, 2020 at 10:00 a.m.

Motion by:                                      Seconded by:  
that the June 9, 2020 minutes were approved by the following vote:

YEAS:  
ABSTENTIONS: None  
\*Approved on June 16, 2020

NAYS: None

  
Steven A. Davis  
Commissioner

  
Dave Levacy  
Commissioner

  
Jeff Fix  
Commissioner

  
Rachel A. Elsea, Clerk