

**Special Meeting #30 – 2023
Elected Officials and Department Heads Roundtable
Fairfield County Commissioners’ Office
July 18, 2023**

Roundtable Meeting

The Elected Officials and Department Heads met at 1:00 p.m. at the Fairfield County Workforce Center, 4465 Coonpath Rd. NW, Carroll, OH. Commissioner Davis called the meeting to order, and the following persons were in attendance: Steve Davis, Jeff Fix, Dave Levacy, Aundrea Cordle, Jeff Porter, Rochelle Menningen, Bennett Niceswanger, Corey Clark, Amy Brown-Thompson, Josh Horacek, Nikki Drake, Jim Bahnsen, Michael Kaper, Tony Vogel, Jon Kochis, Rick Szabrak, Bart Hampson, CJ Roberts, Dan Neeley, Dr. Carri Brown, Jason Grubb, Joe Ebel, Kyle Witt, Lisa McKenzie, Marcy Fields, Alex Lape, Tommy Springer, Heather O’Keefe, Shannon Carter, Clint Davis, and Michelle Carper.

Welcome

Commissioner Davis spoke about the Roundtable and provided information on the budget’s trajectory. He also spoke about the positive position of the County and added that he felt it was largely due to the people in attendance.

Commissioner Fix thanked everyone for taking the time to attend and for providing an update on their work areas at the meeting.

Commissioner Levacy spoke about Fairfield County being innovative and on how wonderfully collaborative employees and departments are in the County.

Commissioner Davis spoke about the Investment Advisory Committee meeting earlier that day, and thanked James Bahnsen for the information provided.

County Administration Updates

County Administrator, Aundrea Cordle, thanked all in attendance and welcomed Clint Davis from the Lancaster-Fairfield Community Action Agency.

State of the County

Ms. Cordle stated that the Fairfield County State of the County Address will be held on August 22, 2023, at the Wigwam Event Center in Pickerington. She added that the Commissioners will conduct their Review and Regular meeting that morning at the same location.

County Communications Plan

Ms. Cordle stated the County is working on a communications plan with Krile Communications to boost engagement with the community and County employees. Krile will be coordinating communications with the other County departments who already work with them.

Commissioner Davis stated that the Columbus Dispatch once covered County business on a weekly basis and that the communications plan will increase transparency and awareness of government activities.

CRMS Best Practices

Ms. Cordle added that CRMS best practices is a reiteration of tips and reminders for those who draft resolutions and administration approvals.

**Special Meeting #30 – 2023
Elected Officials and Department Heads Roundtable
Fairfield County Commissioners' Office
July 18, 2023**

Budget Update

Budget Director, Bart Hampson, stated he will begin meeting with departments to follow up on budget meetings held earlier in the year. He added that the process will be largely the same as it was for the budget meetings in 2022 and asked everyone to remember to include facility needs in their 2024 budget.

Administrator Cordle urged departments to consider large items that might need addressed in the budget.

Commissioner Davis stated that the Commission listens to departments that have capital improvement project needs but that it is easier to digest the expenditure if the capital improvement has funding set aside in the budget.

IT Update

Multi-Factor Authentication

IT Director, Dan Neeley, stated that 60 % of users in the county are enrolled in multi-factor authentication and that the goal is to have the project completed by the end of August.

Unified Communications

Mr. Neeley added that ATT has approved the Unified Communications port for August 8th which will include the Justice Building, Title Offices, and Health Department. He also added that the ATC contract provided for help desk assistance from here forward and that there would be a forthcoming communication regarding how to reach ATC.

Service Desk

Mr. Neeley stated that the Service Desk has reconstructed staff and is working through department training. He spoke about the staff's county work experience and the processing of IT tickets. Mr. Neeley thanked everyone who helped with the user audit.

HR/Risk Management Update

Deputy County Administrator, Jeff Porter, stated that insurance groups typically have one or two catastrophic claims a year and that the county has had five this year. He added that the county has an insurance reserve but will need to adjust rates to maintain the reserve. Mr. Porter also added that increasing service costs and pharmaceutical costs are driving up the county's total insurance costs.

Drug Testing

Mr. Porter stated that the drug testing policies have been vetted by the prosecutor's office and thanked Municipal Court for helping with program costs.

Health Benefits Renewal

Mr. Porter spoke about anticipated health renewal costs for both the county and its employees.

**Special Meeting #30 – 2023
Elected Officials and Department Heads Roundtable
Fairfield County Commissioners' Office
July 18, 2023**

EAP Renewal

Mr. Porter stated that the county is reviewing the EAP renewal.

Health Clinic and Biometric Screenings

Mr. Porter added that the Health Clinic is still in its temporary location and that it will be October or later before it moves to its permanent address. He stated that the two biometric screening dates in August filled quickly and that additional dates would be added. He reminded everyone that \$50 would be added to their HRA account if they participate in the screening.

CORSA Claims

Mr. Porter stated that CORSA claims have increased in the county and added that comprehensive driving training classes are available for employees.

Employee Recognition Event

Mr. Porter also stated that the employee recognition event will be held on the Administrative Courthouse lawn and thanked the staff who are working on the event.

Departmental Updates

County Prosecutor, Kyle Witt, stated that his office updated to a new Matrix system. He added that they were recently successful in the litigation of a case that went to the Supreme Court and spoke about a new law in Ohio which allows his office to prosecute strangulation cases as felony and that these cases previously were misdemeanors.

Deputy Clerk of Courts, Michelle Carper, spoke about a software conversion from Courtview 2 to Courtview 3 and added that the new Pickerington Title Office has been very busy.

Bart Hampson stated the county is involved in sixty-five ARPA projects and that his department is working with the Engineer's Office regarding the Drainage Maintenance District.

Engineer's Office Deputy Director of Operations, Jason Grubb, spoke about the Coonpath Road project and its anticipated completion; and the bidding process for the Refugee Road project. He also spoke about the TID, the Basil-Western project, and the Pickerington Rd interchange.

Treasurer Jim Bahnsen stated that the last day to collect property taxes is coming up. He also reported that there has been an increase in home foreclosures.

Michael Kaper spoke about the Land Bank and stated that many Sheriff's Sales properties have not sold and that he believes this is indicative of the market. He added that many of the properties were poorly maintained and that the Land Bank will receive money allotted for demolitions from the State Budget.

Dan Neeley spoke about facility access control upgrades and thanked Jon Kochis for his part. He added that his department is currently involved in a server cluster migration.

Utilities Director, Tony Vogel, stated his office will relocate a water line on Pickerington Road and that they have an airport ARP project beginning soon. He added that a posting was placed for an RFP for hydraulic assistance for wells in Walnut and Liberty Townships. He added that he recently met with a realtor regarding a site for future development.

Special Meeting #30 – 2023
Elected Officials and Department Heads Roundtable
Fairfield County Commissioners’ Office
July 18, 2023

County Recorder, Lisa McKenzie, thanked Jon Kochis and the facilities department for the upgrades in the Recorder’s Office. She added that the space looks great and that staff and customers like the updates. She also added that there is artwork on the walls relating to the county and that her office has been reviewing scanned images back to 1980.

Economic and Workforce Development Director, Rick Szabrak, stated that the DHL project is a \$58 million project which will create 200 jobs and attract workers from the County and decrease the number of workers transporting out of the county. He added that the project will also bring about \$3 million in road improvements and that the Port Authority has been more involved this year with additional development in the County. Mr. Szabrak also spoke about an open house on August 24th on County-wide development and \$4.5 million for improvements to the Workforce Center being provided in the State budget.

Commissioner Fix spoke about the \$4.5M in the Budget and the vision of Mr. Szabrak, Dr. Brown, and Commissioner Levacy which brought the Workforce Center to fruition.

Commissioner Levacy stated he met with the Chancellor of Higher Education, Randy Gardner, regarding Fairfield County and the Workforce Center.

Mr. Szabrak added that Google invited him to speak about the Workforce Center at an upcoming conference.

Director of the Soil and Water Conservation District, Nikki Drake, spoke about the department’s upcoming annual meeting and the celebration of its 80th birthday. She added that they have five board members who serve three year terms and that two of the members have terms that are expiring. Ms. Drake spoke about the August 28th “Take Back Drug Day” and added that the department’s recent audit received a perfect score. She added that it is her twenty-four year anniversary with Soil and Water and spoke about Lauren Byers, the new education Wildlife Specialist.

Executive Director of ADAMH, Marcy Fields, stated the STARLight Center continues to be pushed back but they anticipate construction will begin in October. She added that they are looking for a new Mental Health Provider for the Center and that Venture Place will be a new facility in Lancaster which will offer shelter for the homeless. Ms. Fields also added that ADAMH is working with a software system which helps offer services to providers in other counties and creates another stream of funding.

Commissioner Davis spoke about the difficult and growing homelessness in our community and throughout the State and thanked ADAMH for working to help those that are suffering from this issue.

Marcy Fields stated that Tim Hubble with Lutheran Social Services has been collecting data on homelessness and meeting with individuals to connect them to services.

Commissioner Davis stated that he and his colleagues would like to hear the data being collected by M. Hubble.

Commissioner Levacy said that one of the main topics at a recent MORPC forum was affordable housing/workforce housing.

Special Meeting #30 – 2023
Elected Officials and Department Heads Roundtable
Fairfield County Commissioners' Office
July 18, 2023

Executive Director of Lancaster Fairfield Community Action (LFCAA), Clinton Davis, stated that the Home Relief Program is coming to an end on July 31, 2023, and that the CHIP grant is on track, and they are waiting for response on the application for the next grant. He also stated that the CFLP grant is almost done. Mr. Davis added that dumpster trailers have been switched out for easier pick up and public use, that the Head Start program is getting back to full enrollment after COVID, and that LFCAA's lobby will fully re-open once they have access control.

Auditor Carri Brown reported that her office has been holding drop-in meetings, and that Licking County has begun using Fairfield County's communications and videos. She added that her office will plan to post fact sheets for the three levies for the November election on the Auditors website and that Bev Hoskinson will be joining the Auditors Office to fill the vacancy left by Chris Wagner.

Sheriff Lape thanked everyone in the room who works with the Sheriff's Office. He added that his officers are continuing professional training with OPATA and that the closing of OPATA's London training facility had created some obstacles. He continued by stating that his office is in the second month of the application process with the US Marshalls' office to hold criminals in the jail and that the Fair/Festival season is upcoming throughout municipalities and townships in the county. He reported that there were a few issues with the 911 system over the 4th of July holiday and that measures are being taken to ensure protocols are working. He also reported that a human trafficking investigation that included two cases was concluding that day.

Health Commissioner, Joe Ebel, stated the Health Department had an open house for the WIC facility located in the same building as the Health Department. He added that the Health Department received a grant for naloxone distribution and can supply them to any agency upon request in response to the increased number of overdose deaths. He also added that the department is working with partners to address suicide in the community and that the Health Department's vaccine clinic has been busy vaccinating children for the new school season.

Magistrate Josh Horachek stated that Judge Berens hires attorneys on two year terms and has one attorney leaving that will be joining the Prosecutor's Office.

Shannon Carter with the OSU Extension spoke about various programs including youth day and resident camps where students learned independence and the counselors learn leadership skills. She also spoke about upcoming food preservation classes, a "Cooking Matters" class, and the Clear Creek County Vineyards Tour. She added that a link to the information was provided in the update which is in the Roundtable Packet.

Facilities and EMA Director, Jon Kochis, stated that the Lancaster Festival and other summer events involve a lot of time for the Emergency Management team. He also stated that the Fairfield County Airport will be building new hangars soon and will provide general and commercial aviation opportunities and that the old Parks District building will become the new Domestic Relations Visitation Center location, which will free up space at the Amstutz building. He added that roofing projects on multiple buildings will soon be completed, and that the Facilities team is working to get the solar array running at the Liberty Center.

Aundrea Cordle thanked Jon and his team for the work they are doing across the county.

Special Meeting #30 – 2023
Elected Officials and Department Heads Roundtable
Fairfield County Commissioners’ Office
July 18, 2023

Deputy Director of the Parks District, Tommy Springer, stated that two additional properties were acquired for the agency. He spoke about updates at existing park locations and added that Rockmill is open and operational and that the mill has been repaired. Mr. Springer spoke about the Geo-cashers project and that it is bringing visitors to the parks, even many from outside of the state. He closed by stating that the mitigation wetland project is now complete.

County Engineer, Jeremiah Upp, texted an update that Coonpath Road is to cautiously open on August 18th.

Director of Job and Family Services (JFS), Corey Clark, stated that JFS is preparing for the end of pandemic Medicaid benefits and that, as a result, they are redetermining every Medicaid case in Fairfield County. He added that they are two months into that project and that the project is going better than anticipated. He also added that the State budget could create a new department of Children and Youth which would take on programs in six different state agencies with some of them currently falling under JFS. Mr. Clark stated that these new programs will be at the State level and will not create a new county department.

Commissioner Davis asked about the number of cases and households being affected by the ending of pandemic Medicaid benefits.

Mr. Clark stated that cases peaked during the pandemic and that there are new groups of customers monthly that are up for eligibility and added that there can be multiple eligibility cases in a household.

Commissioner Davis stated the Commissioners would be interested in the metrics of that topic.

Deputy Director, Interim Communications and Human Resources Director, and Interim Deputy Director of the Resource Center, CJ Roberts, spoke about the Juvenile Detention Alternative Initiative and Handle with Care Initiatives. She also stated that the supervision program is going live and added that programming is available for anger management, life skills, and career assessments.

Aunie spoke about the structuring of the Family, Adult and Children First Council (FACFC).

Deputy Director of JFS, Heather O’Keefe, spoke about FACFC and stated that many grants are ending and being renewed. She added that the transition has been smooth and that JFS is working to get FACFC’s financial information loaded into MUNIS. She also added that the Council Manager position has had six applicants and that they hope to begin interviews soon.

Holly Mattei with the Regional Planning Commission (RPC) provided an update that was read by the Clerk to the Board of Commissioners, Rochelle Menningen. The update stated that the department is still short-staffed but will continue to search for additional planners and that RPC has seen an uptick in zoning amendments for items such as solar farm regulations.

Deputy County Administrator, Jeff Porter, stated that RPC will have a long-term contract with Holly Mattei, but they will also look to hire planners.

Ms. Cordle thanked Jenny Sturgeon from the Workforce Center for her assistance with the Roundtable meeting.

Commissioner Davis thanked Mr. Szabrak and his staff for offering his facility for the Roundtable meeting.



A G E N D A

B O A R D O F C O M M I S S I O N E R S

Commissioners:
Steven A. Davis
Jeffrey M. Fix
David L. Levacy

County Administrator
Aundrea N. Cordle

Deputy County Administrator
Jeffrey D. Porter

Clerk
Rochelle Menningen

Elected Officials/Department Heads Roundtable

July 18, 2023 ~ 1:00 pm to 4:00 pm
The Workforce Center

Purpose Statement:

The purpose of the roundtable discussion is to facilitate the review, discussion, and analysis of topics with relevance for Fairfield County elected officials and department heads. It is a time to provide information, network with peers, and plan.

AGENDA

1. Welcome

County Commissioners
Steven A. Davis
Jeffrey M. Fix

2. County Administration Updates

a. County Administrator Updates

- State of the County
- County Communications Plan
- CRMS Best Practices

Aundrea Cordle

b. Budget Update

Bart Hampson
Dan Neeley

c. IT Update

- Multi-Factor Authentication
- Unified Communications
- Service Desk

d. HR/Risk Management Update

Jeff Porter

- Drug Testing
- Health Benefits Renewal
- EAP Renewal
- Health Clinic and Biometric Screenings
- CORSA Claims
- Employee Recognition Event

3. Departmental Updates

All Participants

ADJOURN

Next Roundtable is November 7, 2023, from 1-4 at the Fairfield Center

If you have suggestions for topics to address during the next Roundtable, please contact: Aunie Cordle,
Aundrea.Cordle@fairfieldcountyohio.gov.

S E R V E • C O N N E C T • P R O T E C T

Roundtable Index

Updates from Elected Officials and Department Heads

Page(s)

3	Job and Family Services
4-12	County Auditor's Office
13	Health Department
14	Veterans Services
15	Soil & Water
16	Common Pleas Court
17	Finance Department
18	ADAMH
19-22	OSU Extension
23	IT
24	Clerk of Courts
25-26	CRMS Helps and Hints Email

JFS Department Update

Presenter: Corey Clark, Director

- The new State Budget includes a provision that allows child support collections to be redirected to nonparent caretakers who are the primary caregivers for a child. Previously, this required a legal change of custody. This is a change that CSEA's in Ohio have been pursuing for nearly 20 years!
- Pandemic Medicaid ended in April and we are in the process of redetermining eligibility for every case in our county. We are currently processing about 400 cases per month and performing well above the State standard. This project will last for 12 months.
- August is Child Support Awareness Month. Please join us in wearing green on August 1st to show your support.
- Our CPS department will soon begin piloting a new statewide reporting portal called TEAM Ohio. This portal allows mandated partners to make referrals for abuse and neglect online instead of by phone and is available 24/7. Franklin County is currently piloting this program and Fairfield will be the second county starting in August.
- The recently signed State Budget includes the creation of a new cabinet-level department called Department of Children & Youth. This department will administer programs currently housed in 6 different state agencies and will include Children Services, Foster Care, Help Me Grow, Family First Council, Early Education programs, Child Care and Childcare Licensing. Implementation has begun and will transition over the next 18 months to be fully operational by 1/1/25. This new state department will not impact service structure at the local level.

To: Roundtable Partners
From: Dr. Carri Brown, County Auditor
Date: July 6, 2023, for the meeting of July 18, 2023
Subject: Update on the Heritage Association Tour, Strategic Planning & Internal Control Presentations; New Electronic Option; Real Estate Summit; the Auditor's Ledger & Map of the Month; and Special Thanks

Here's what's new with the County Auditor's Office.

Heritage Association Tour – A Success

The offices at 108 N. High were on the Fairfield County Heritage Association Tour in June. More than 300 people toured our historical building, sometimes referred to as the Beery Home. Visitors were impressed with the historical aspects of the building, the efficiency of its design for services, the multiple exhibits of historical maps and petitions, and the work of the Volunteer Master Gardeners. You can still see the timeline of historical events on the County Auditor's website:

<https://www.co.fairfield.oh.us/auditor/timeline.html>

Strategic Planning and Internal Control

This year, the County Auditor has conducted more than 30 conference presentations on strategic planning and internal control. Presentations are available for schools, associations, agencies, institutions, businesses, county departments, and other organizations. Email Carri if you would like more information:

carri.brown@fairfieldcountyohio.gov

New Electronic Option

There is a new option to file a request for approval of a legal description of property electronically. This process is a good complement to the electronic filing for conveyance of property.

Real Estate Assessment Summit: Serving Those Who Have Served

The County Auditor is hosting a Real Estate Summit: Serving Those Who Have Served.

The purpose of the summit is to share information about County Auditor processes and community benefits for Veterans, such as the Veterans Homestead Program. The goal is to better inform members of the public who are engaged in those processes and who interact with Veterans so that there is a better opportunity to make referrals for public services, allowing for more informed and accurate participation in public processes, especially for realtors and similarly situated people who work with Veterans. The summit is inspired by questions that have arisen from residents. The date for the summit is September 21.

Auditor's Ledger & Map of the Month

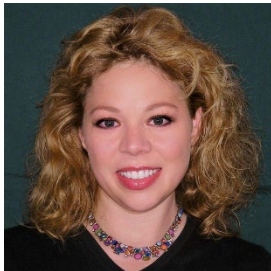
Copies of the Auditor's Ledger, our newsletter, and the most recent Map of the Month (a map of Mount Pleasant using three-dimensional imaging) are available. A new feature of the newsletter is "Making Numbers Count" which shows some interesting statistics. For example, net pension liability for the county decreased \$15.5 M, or 35.8 percent, during 2022.

Special Thanks

Thanks to Senator Schaffer, Representative LaRe, and Representative Miller for their work on the State Budget Bill. There are multiple supportive items in the operational budget, including adjustments for inflation for the Homestead program, which was a frequently requested item *from residents* over the past several months.

AUDITOR'S LEDGER:

News from the County Auditor's Office



From the Desk of County Auditor Carri Brown

July is a spectacular time of year in Fairfield County! I am excited for so many community events and of course, all of the dazzling and patriotic celebrations for Independence Day. May we celebrate our great nation and all those who have been and continue to be brave enough to defend our freedom and the freedom of generations to come. We are grateful for our military men, women and their loved ones on July 4th and every day of the year!



In this edition of the newsletter, you will learn about a tech grant from the State of Ohio that will allow our employees to take an online technical training. You will also find important information about the Owner Occupancy Credit and key financial highlights for Fairfield County. We are pleased to welcome three new employees, who you will read more about below, and we share a few updates and exciting moments from our staff. If you missed a previous issue of our newsletter, you will find all of them posted online. We encourage you to visit our websites for ongoing updates and important information:

- [General County Auditor Information](#)
- [Real Estate Assessment Information](#)

Kindest regards,

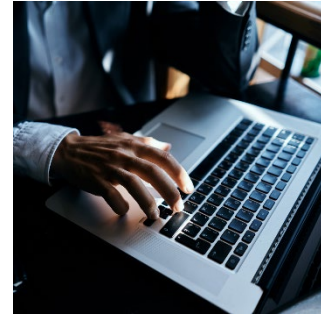
A handwritten signature in blue ink that reads "Carri L. Brown".

Carri Brown, PhD, MBA, CGFM
County Auditor

News From the Auditor's Office

Tech Cred Grant Received

The Fairfield County Auditor's Office has been granted a \$3,375 "TechCred" grant from the State of Ohio for technical training. TechCred helps Ohioans learn new skills and helps employers build a stronger workforce with the skills needed in a technology-infused economy. The Fairfield County Auditor's Office employees will be taking the technical training online. These technology-focused credentials take a year or less to complete and prepare current and future employees for the technology jobs Ohio employers need. Thanks to the State of Ohio for the TechCred program.



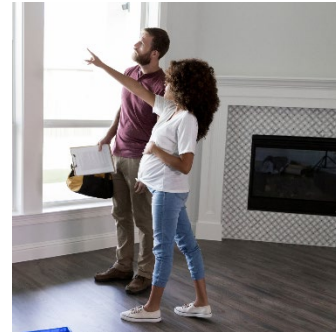
The Owner Occupancy Credit

What is it?

The Owner Occupancy Credit is a program in the state of Ohio that allows property owners who live in their property to receive a 2.5% reduction credit on the property taxes for their primary residence.

Who qualifies?

To receive the tax reduction on an owner-occupied home in Ohio, you must own and occupy that home as your principal place of residence on January 1 of the year you file for the reduction. A homeowner and spouse are entitled to this credit on only one home.



How to sign up?

To enroll in the Owner Occupancy Credit program, homeowners should indicate on their property transfer form that the property will be their main residence. You can also sign up by contacting the County Auditor's Office. For questions about corrections to owner occupancy status, please call 740-652-7030.

Property owners can check their owner occupancy status [here](#).

Making Numbers Count

Here are some key financial highlights for Fairfield County for the most recent year:

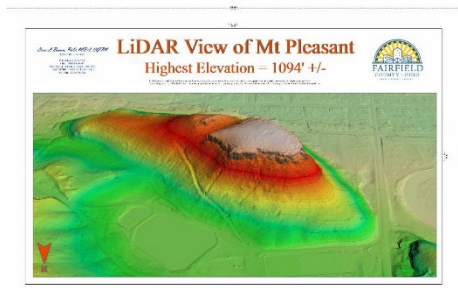
- The assets and deferred outflows of resources of Fairfield County exceeded its liabilities and deferred inflows of resources at the close of the year ended December 31, 2022, by \$391,860,779 net position. Of this amount, \$44,262,365 was the unrestricted net position portion.
- The County's total net position increased by 11.5 percent, or \$40,279,981 from the total net position at the beginning of the year.
- At the end of the current year, the County's governmental activities reported total net position of \$310,229,245, an increase of \$32,332,386 from the prior year. Of this amount, \$9,310,994 is the unrestricted net position portion.



- At the end of the current year, the fund balance for the General Fund was \$39,374,256, which represents a 7.6 percent increase from the prior year and represents 79.1 percent of total General Fund expenditures.
- In 2022, the County received \$15,303,451 (one-half of the full amount) in American Rescue Plan funding. \$14,595,439 was reported in the County's Fiscal Recovery Special Revenue Fund and \$708,012 was reported in the Water Enterprise Fund.
- Fairfield County's total bonds, long-term loans, and leases decreased by \$4,378,082 or 8.7 percent, during 2022.
- Net pension liability decreased \$15,562,987 or 35.8 percent during the year.

Community Connections

July Map of the Month - LiDAR View of Mt. Pleasant



The July Map of the Month is a LiDAR view of Mt. Pleasant showing the height of Mt. Pleasant as well as its elements. LiDAR is an acronym for "light detection and ranging" or "laser imaging, detection, and ranging". It is a method for determining ranges by targeting an object or a surface with a laser and measuring the time for the reflected light to return to the receiver. Data

can be collected quickly with very high accuracy. Surface data has a higher sample density. The high sample density improves results for certain applications such as floodplain delineation. Lidar systems allow scientists and mapping professionals to examine both natural and manmade environments with accuracy, precision, and flexibility. As with this map, you can see the detail of the trail as it meanders up the north side of the mountain. View a zoomable version of the map [here](#).

Community Partnerships

We are thankful for our Community Partnerships! This month we are thanking the following for their partnerships:

The OSU Master Gardeners – A big thank you to the Master Gardener volunteers for designing and planting the landscaping at our Real Estate Offices. All plants are native to the area. Thank you Vicki, Eli, Bernie, and Connie for all your hard work!

Fairfield County Heritage Association – Thank you to the Heritage Association for organizing and holding the Tour of Homes! We are grateful to be able to share the rich history of the Beery Building (now the Real Estate Assessment Offices).



Postal Workers – July 1st is Postal Worker Appreciation Day! We cannot thank our postal workers enough for delivering the mail every day, rain or shine! We are thankful for the staff who make sure our mail gets to the correct county office!

Did You Know?

The Fairfield County District Library does more than loan books. Our staff recently met with Library Director Becky Schaade, who shared information about many other programs and services offered, including specialty check-outs for passes (Aha!, The Columbus Museum of Art, the Franklin Park Conservatory, and Dawes Arboretum); book club and story time kits; mobile hotspots; and even parking cones!

For more ways to use the library, click [here](#).



Schmidt's Sausage Truck – July 20th

Schmidt's Sausage Truck will be at the Real Estate Office Parking Lot (108 North High Street, Lancaster) this summer! Mark your calendars and stop by for a Bahama Mama and cream puff! Schmidt's will be on site from 11 a.m. to 2 p.m. on Wednesdays July 20, Aug. 23, and Sept. 20.

It's never too early to look at the [menu](#)!



Get to Know Our Team

Welcome Leann, Sarah, and Joanna!

We'd like to welcome the latest additions to our staff! Leann has joined us as a payroll specialist. She comes to us with many years of experience working with the Ohio Department of Rehabilitation and Corrections.

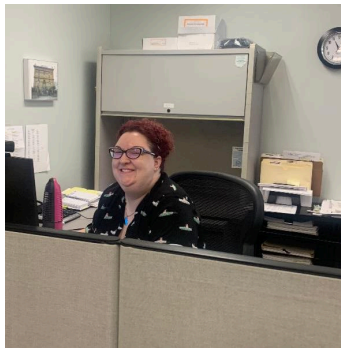
Sarah is our new Settlements and Administration Analyst joining us from Licking County DD. Prior to working for Licking County, she was with Fairfield DD.

Joanna is our new Settlements and Administration Clerk coming over from Domestic Relations Court.

Please join us in welcoming Leann, Sarah, and Joanna!



Leann



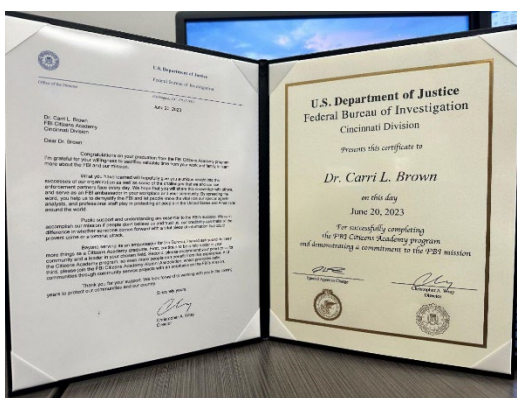
Sarah



Joanna

Memorial Day 5K

We are proud of Stacy Knight and Jessica Ferguson for starting (and finishing!) this year's Memorial Day 5K! Way to go, ladies!



Job well done, Auditor Brown!

Dr. Brown recently graduated from the FBI Citizens Academy. This program was eight weeks long and gave participants a look inside the FBI. Dr. Brown has always been a supporter of law enforcement, especially those on the front lines. Information from the Citizens Academy helps us be stronger partners with law enforcement.



Lancaster Soap Box Derby

Jayden, son of Jessica Fergusson, participated in the Lancaster Soap Box Derby on June 24. Jayden came in 6th place! This is his second year driving. Jayden built his car with his dad, Dwayne! Jessica even raced in the “Powder Puff Race” and finished 2nd!



Happy Birthday!

- Noel Soddors – June 26
- Nick Dilley – June 28



So Long, Farewell!

We are sad to see three of our valued associates move on to their next adventures. We've said "farewell" to Chris Wagner, who will be moving to Texas, and Martha Scott, who will be moving to Indiana. We're also saying see you soon to Donna Fox-Moore, who has been an asset in filling in at the Settlements and Admin Office.



Resources



Follow Your Auditor's Office On
Social Media!

Do you follow us on social media? Stay up-to-date with the latest happenings from your Auditor's Office!

- [LinkedIn](#)
- [Facebook](#)
- [Instagram](#)
- [Twitter](#)
- [YouTube](#)



Public Records Requests

The mode, median, and average response time for public records requests to the County Auditor's Office is within one day. If you have a request, please contact Rachel Elsea at rachel.elsea@fairfieldcountyohio.gov.

Frequently Used Forms

Most of the County Auditor forms can be found on our website. Special thanks go out to Angel Horn, Deputy Auditor, for updating our vendor forms.

[Search Forms](#)

July Dates of Interest

- July 1 – National Postal Workers Day

SAVE THE DATE

- July 4 – Independence Day (Offices Closed)
- July 20 – Schmidt's Sausage Truck

- August - Weights and Measures Month
- August 22 - State of the County Address
- September 4 - Labor Day (Offices Closed)
- October 9-14 - Fairfield County Fair
- November 15 – GIS Training Day (at the Records Center)

Fairfield County Auditor's Office | [Website](#)



Fairfield County Auditor's Office | 108 North High Street, Lancaster, OH 43130

[Unsubscribe_rachel.elsea@fairfieldcountyohio.gov](mailto:unsubscribe_rachel.elsea@fairfieldcountyohio.gov)

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Health Department Update

FCHD held an open house for our new WIC program space on June 28th. The new office is in the same building, just one door down from the main Health Department entrance. WIC also offers appointments on Wednesdays and Fridays at our Tussing Rd. office in Pickerington.

Mosquito spraying has been busy this summer, with 11 villages and one township being served this year.

Back to school vaccinations are already picking up, as usual, we expect our clinics to be very busy in August and September.

FCHD received grant funding to expand our Project DAWN program which distributes free Naloxone kits to the public and to organizations that may encounter someone who is experiencing an overdose. If you are interested in receiving a Project Dawn Naloxone kit, please contact megan.baker@fairfieldcountyohio.gov, or call (740) 652-2851.

Veterans Services has seen work increase with the passing of the PACT Act. The PACT Act is a new law that expands VA health care and benefits for Veterans exposed to burn pits, Agent Orange, and other toxic substances. The PACT Act adds to the list of health conditions that we assume are caused by exposure to these substances. This law helps provide generations of Veterans, and their survivors, with care and benefits.

Park Russell, CVSO
Veterans Services Director

3044 Columbus-
Lancaster Rd., NW
Lancaster, OH 43130

740-652-7921 (t)
740-689-6203 (f)



<https://fairfieldcountyohio.gov>

Park.Russell@fairfieldcountyohio.gov



Fairfield Soil and Water Conservation District

831 College Avenue, Suite B
Lancaster, OH 43130-1081

Telephone: (740) 653-8154

Save the dates:

9/7/23 Annual Meeting/80th anniversary celebration

5:30-6:30pm

-Da Que Food truck

-in-person voting included for Board of Supervisors election (absentee thru 10/6/23)

-Chamber ribbon cutting 6:00pm

6:30-7:00pm

-Presentation on weather by Guest Speaker Aaron Wilson State Climatologist of Ohio, Assistant Professor, Ag Weather and Climate Field Specialist

7:00-7:30pm

-Awards: Conservation Partner, Cooperators, Educators

10/28/23 DEA Takeback Drug Collection Event

10am-2pm location to be determined (likely Violet Twp. Service Center)

Kudos to Fiscal Coordinator Christina Holt

We recently received the report from our AUP or Agreed-Upon Procedures (basic) audit by the Auditor of State. Our previous audit was a GAGAS or Generally Accepted Government Auditing Standards (full) audit. All comments reflected that they agreed with Chris' balances and they "found no exceptions" meaning that policies and procedures were followed.

Welcome Lauren Vires – Education/Wildlife Specialist



Lauren joined us on June 20. She grew up in Fairfield County where she learned to love agriculture and natural resources as an avid 4-H member. She then earned a Bachelor's degree in Animal Science with a minor in Forestry, Fisheries, and Wildlife from Ohio State University. While in Columbus she worked three summers at the Columbus Zoo & Aquarium as a keeper/educator and one summer at Highbanks Metro Park as a seasonal naturalist.

Much of her experience comes from working at Brukner Nature Center in Troy, Ohio for just over three years as a Wildlife Educator. There, she taught programs about wildlife and conservation to all ages. She also worked in their wildlife rehabilitation unit caring for native sick, injured, and orphaned wildlife species. From there she transitioned to ODNR Division of Wildlife to work in their call center answering questions from the public for a little over a year.

Lauren is excited to be back in her hometown working with local residents. She will be providing programming related to wildlife, conservation, and natural resources. She will also be working alongside the Division of Wildlife to aid with local wildlife-related projects and conflicts. In her free time, Lauren enjoys hiking, line dancing, and traveling.

Common Pleas Court Update for 7/18/23 Roundtable

The new version of our case management system, Courtview, will be going into effect on August 14th. The court has been awarded the Community Corrections Act grant and the Targeted Community Alternatives to Prison grant for fiscal years 2023 through 2025. These funds will assist with the funding of operating expenses and services such as intensive probation, mental health assessments and drug testing. The court thanks the Commissioners and Jon Kochis for upgrades to the courtroom amplification, lighting and audiovisual equipment. The Court of Common Pleas General Division is maintaining a steady influx of cases at this time.



BOARD OF COMMISSIONERS

Commissioners:

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Jeffrey M. Fix

David L. Levacy

County Administrator

Aundrea N. Cordle

Deputy County Administrator

Jeffrey D. Porter

Clerk

Rochelle Menningen

Commissioners Finance Department
Bart Hampson Budget Director

Department updates:

- 2024 Budget
 - Level 3 budget entry access ends on August 28, 2023, for General Fund departments.
 - I will be reaching out to everyone for updates to our earlier budget discussions.
 - There continues to be no substantial changes in the process or parameters for 2024.
- ARPA
 - The 2023 second quarter ended June 30, 2023, and the State and Local Fiscal Recovery Funds (SLFRF) report is due July 31, 2023.
 - Total 65 total projects, with two projects pending.
- Drainage Maintenance District
 - Working with the Engineer's office to complete the Drainage Maintenance District Assessments.

Bart Hampson, MSM Budget Director

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Lancaster, OH
43130

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740-503-5525 (c)
740-687-6048 (f)

 www.co.fairfield.oh.us



ADAMH update:

We remain very busy getting STARLight construction finished and opened. Our Mental health provider decided not to participate so we are working on finding a new provider.

Venture Place project is moving along. We pushed back the construction bidding so we could apply for funding opportunities through Ohio Housing Finance Agency and the Federal Home Loan Bank. We are using Housing development consultants for this process, but even with their lead on this it has been a lot of forms and information to prepare!

We are pursuing an opportunity to expand our claims processing services for other ADAMH boards, bringing in additional revenue for Fairfield ADAMH if it works out.

We entered state FY24 with 14 Network of Care Providers, funding 63 programs within these 14 agencies that serve Fairfield county residents their entire lifespan: from prenatal, school aged, youth, adults, through older adults. These programs are provided in people's homes, in schools, in the community, in jail, in the courts, and in agency's clinic locations.

We remain fully staffed and have one OHMAS appointed board member position open for a person with a family member with lived mental health experience.

Marcy

THE EXTENSION CONNECTION

Highlights from OSU Extension in Fairfield County

July 2023



FAIRFIELD COUNTY 4-H



2023 Fairfield County 4-H Community Club Program Update

Fairfield County is in a rebuilding year as we have seen an increase in interest for 4-H programming and a need for new volunteers and clubs continues to grow. The Fairfield County 4-H Program is made up of:

- 946 traditional members – these members are 8 & in 3rd grade to 18 years old that take individual projects on a wide variety of topics.
- 223 Cloverbud members – these members are 5 and in Kindergarten to 8 years old and participate in hands-on, group activities.
- 255 advisors - adult volunteers who are 18 years and older that complete an application process and interview as well as attend annual trainings .
- 52 traditional and/or specialty clubs—these clubs meet at farms, local businesses, and homes across the entire county.



Fairfield County 4-H Camp

Youth in the county had four camping opportunities this summer. Fairfield County 4-H provides camp for youth based on their grade and camping comfort level. Camp allows kids to develop leadership skills, try new things, make friends, and spend time outdoors. We had wonderful weather and a great time at all of our camps this year. Thank you to the Bertha Wilson Campership Fund for providing the opportunity for over 200 kids to attend camp at half price. Camp photos are scattered on this page, and a breakdown of camper involvement is listed below.



Day Camp

- June 13-15
- Alley Park
- 50 Attendees
- Grades 3rd-9th

Cloverbud Camp

- June 17
- Alley Park
- 91 Attendees
- Grades Kindergarten-2nd

Junior Overnight Camp

- June 20-23
- Tar Hollow
- 97 Attendees
- Grades 3rd-5th

Senior Overnight Camp

- June 30-July 3
- Tar Hollow
- 59 Attendees
- Grades 6th-9th

Fairfield County 4-H Achievement Award Winners

The 2023 Ohio 4-H Achievement Awards were presented in June at the Nationwide & Ohio Farm Bureau 4-H Center in Columbus, Ohio. Four youth from our county received an award: Julia Ribo (State Achievement in Gardening), Paisley Alt (State Achievement in Swine), Kate Johnson (State Achievement in Veterinary Science), and Silas Kohler (State National Dairy Conference Attendee.) Congratulations!

4-H Summerfest is August 12, 2023 at 7pm, Ohio University Lancaster Theater
Help us celebrate the success of our 4-H members and their project completion



fairfield.osu.edu



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CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information:

MASTER GARDENER VOLUNTEERS

Master Gardeners Educational Bus Trip

The Fairfield County Master Gardener Volunteers and friends embarked on their first educational bus trip since the pandemic. The 42 participants toured the OSU Chadwick Arboretum Learning Gardens at the Ohio State University Main campus and traveled to the Groovy Plants Ranch near Marengo. Our final stop was a lesson in grafting and unusual trees with Dave and Leslie Dannaher near Sunbury, Ohio. It was a good day of learning and sharing for the Fairfield County Master Gardener Program.



Master Gardeners Wagnall's Memorial Library Project

The 15 Master Gardener Volunteers and friends that work in the gardens at Wagnall's have had a busy summer in the garden. Additional plants have been added from an OSU Extension Pollinator Awareness Grant in a designated pollinator garden to

reflect the usefulness of pollinator-friendly plants and to educate the public about the importance of pollinators.



The Master Gardener Volunteers spent time on June 27th interacting with 50 families during Summer Story Time. Ten different activity stations were organized and incorporated throughout the Garden for kids of all ages to enjoy and learn more about seed starting, parts of a

plant, bird feeding, art and so much more. Master Gardener Volunteers returned in the evening to walk the gardens with 35 adult visitors "in the garden" to learn more about home landscapes and how to incorporate a variety of perennials in the home garden.

Master Gardeners Cooperating with Fairfield County Heritage Association

In preparation for the recently held Fairfield County Heritage Association Home Tour, the Fairfield County Master Gardener Volunteers were busy in three of the featured gardens. Fairfield County Master Gardener Volunteers have been involved in the gardens at the Sherman House and recently have been working on some new plant designs and installations at the Georgian and the Fairfield County Auditor's Office. The Sherman House gardens have been an ongoing project for the Fairfield County Master Gardener Volunteers for at least 15 years. The Volunteers take great pride in researching and installing period correct plantings around the home including a kitchen garden, a native garden and so much more. This project is lead by Master Gardener Volunteers Laura Bullock and Barbara Sullivan. New to the ongoing list of Master Gardener projects is the seasonal container plantings at the at the Georgian that began in 2022 with Master Gardener Volunteer, Karen Gottlieb. And just recently installed was the landscape plan designed by Master Gardener Volunteer Vicki Tauer at the Auditors office. Great attention to detail was given to incorporate planting that would be pleasing to the eye as well as the addition of some *Perennial Plant of the Year* selections and pollinator plants, too!!



Ten years ago I made one of my best ever decisions to apply, go back to school, put in the hours and become certified as a Master Gardener Volunteer. I have learned how much I don't know but where to look for answers. I have associated with kindred spirits and found friendships. I have attained a way to contribute to my community and maybe make to world a tiny bit more beautiful! Sign up for the 2024 class of MGs is happening now. If you have any interest in this amazing program contact me and I will get you started.

-Barbara K.

AG & NATURAL RESOURCES

- In April, Carrie Brown, ANR Educator, attended the Public Issues Leadership Development Conference in Washington D.C. She had the opportunity to learn about the structure and funding of Extension and take part in Congressional and agency visits at the U.S. Capitol, sharing stories with legislative staffers about the ways Extension positively impacts Fairfield County.
- ANR staff participated in a USDA-grant funded project acquiring an assortment of native pollinator gardens that were installed in multiple parts of the county. Carrie will conduct public workshops on gardening for pollinators at libraries in August.
- Carrie continues to teach a series on backyard gardening at the Fairfield County District Library and Pickerington Library – Sycamore Branch. Earlier in the year, she covered starting plants by seed and raised bed gardening. Topics still to come include controlling pests in your landscape and growing garlic in your backyard.
- OSU Extension is preparing to celebrate Ohio Local Foods Week, August 7-11....and we're going big! A local food-themed event will be featured each day of the week. From local wine to local beef, we are planning a little something for everyone. Visit go.osu.edu/fclocal for registration and more details!



Photo caption: Beau Ingle (OSU Policy Coordinator, Government Affairs) accompanied OSU Educators as we visited our with our respective legislators.

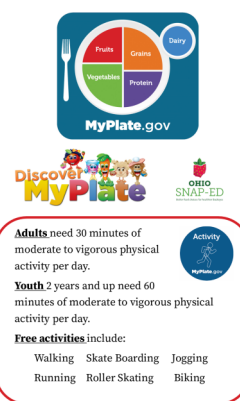
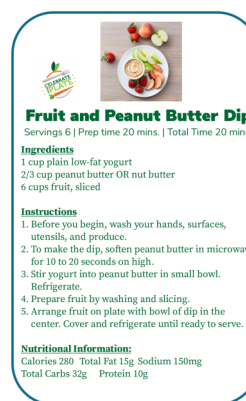


SNAP-ED UPDATES

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION



- **Cooking Matters** – This summer, SNAP-Ed will be offering two Cooking Matters programs. Cooking Matters is a 6-week series that consists of a 2-hour class each week. Participants learn about different nutrition topics including *MyPlate* dietary guidance, knife skills, measuring skills, the value of fruits and vegetables, food safety, reading nutrition labels, following recipes and menu planning. During the class, meals are prepared, and each participant takes home the ingredients for one of the recipes to make and share with their family. Lesson five is held at a grocery store, where participants tour the grocery store, learn about the different departments, unit pricing and how to save money and make healthy choices. Jeannette Curtis with the Hunger Alliance and 211 helped to secure funding for this program.
- SNAP-Ed Program Assistants attended the Lancaster Farmer's Market to share nutrition information with the public and offer healthy snack options to taste.
- Through a partnership with Lancaster Parks and Recreation, a poster has been added to the bike path kiosk near OU-L highlighting *MyPlate*, the CYP website, a recipe and Discover My Plate characters for small children. This poster will be updated seasonally.



FAMILY AND CONSUMER SCIENCES

Ohio Treasurer Visits Rushville for Real Money Real World

Ohio Treasurer, Robert Sprague, visited the Real Money Real World spending simulation this spring at Rushville Middle School. Real Money Real World is a youth-focused financial literacy program offered by OSU Extension. The Ohio Treasurer's office partners with OSU Extension to support the Real Money Real World program by volunteering and helping to promote the program. This year, OSU Extension Fairfield County conducted the Real Money Real World program in 4 school districts, reaching over 650 students with this 6-lesson curriculum. <https://realmoneyrealworld.osu.edu/>

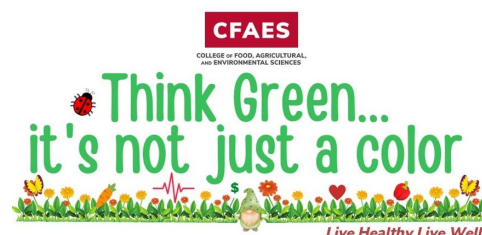


Cooking on My Own 4-H Youth Project Book

Shannon Carter and Aubry Fowler were 2 of the 5 authors for this intermediate level 4-H project book. This project was written for youth who are ready to prepare meals for themselves and maybe even their families. A great start on everyday recipes for meals and snacks, this project helps youth become confident and independent in the kitchen by expanding cooking skills.

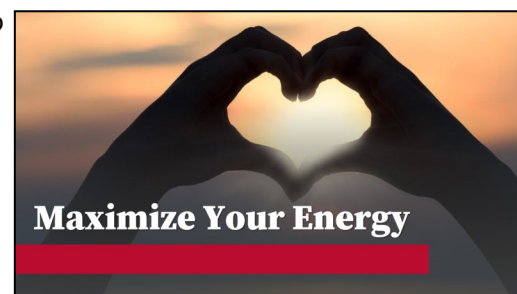
Live Healthy Live Well Email Challenges

205 Fairfield County adults participated in a 6 week email challenge to improve health behaviors. 95% of participants reported they learned new information. 92% reported they are using the information they learned.



Managing Multiple Priorities

270 University and Extension faculty participated in a virtual session to learn about a purpose-driven approach to managing priorities. This presentation offered insight into aligning personal values with work and life goals. This training explored tools to focus time and resources towards projects and tasks that help employees become more energized, focused, and engaged in the moments that matter most, whether at work or home.



Introduction to Mindfulness

75 adults including realtors as well as staff from county health departments and developmental disability participated in an introductory session on mindfulness. Practicing mindfulness involves breathing methods, guided imagery, and other practices to relax the body and mind and help reduce stress.

Healthy Eating

175 youth and 35 adults learned about how to plan healthy meals and snacks, including making smoothies on the blender bike at 4-H Camp, the YMCA, and Girl Scouts.



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Rochelle Menningen

IT Update, July 18, 2023, Roundtable

Projects:

- Unified Communications – AKA telephone system replacement. Planning to complete in two final phases, the first of which is under way and should occur in late July, early June. Project completion goal end of August 2023
- Multifactor Authentication – Over 60% complete - meaning over 60% of staff are participating in the multifactor authentication process. Project completion goal end of August 2023
- Facility Access Control Upgrades – MAJOR upgrade of management system will complete end of July 2023. Multiple buildings getting additional door controls including major project at The Fairfield Center
- Server Cluster Infrastructure – Primarily behind the scenes. Significant County investment in technology infrastructure. Project completion goal end of August 2023
- Core Switch – Fully behind the scenes. Significant County investment in technology infrastructure. Project completion goal end of September 2023
- Multiple Department/Office specific technology projects – updates provided by department

Service Desk:

- Lead by Jimmie Gordon with 2.5yrs county experience and staffed by Josh Newman with 1yr county experience and Greg Irvine with 6mos county experience.
- The team has recently been working to improve processes with focus on efficiency, accuracy and communication.

Staffing:

- Hiring for a Systems Administrator to join Ruchie Rice from the team to better manage the growth of the county government infrastructure. **Fun Fact:** Sheriff's Office Public Safety ARP funded project added 75 new major items in both servers and infrastructure hardware!

Clerk of Courts Office

The training and preparation for the conversion from CourtView 2 to CourtView 3 is underway. The Clerk of Courts office, Common Pleas General Division, Common Pleas Domestic Relations Division and Adult Probation plan to go live with CourtView 3 on Monday, August 14.

Chief Deputy Cathie Warner has retired after 32 years and Legal Department Manager Michelle Carper has replaced her as Chief Deputy. Erin Robinson was named Legal Department Manager.

The new title office at the Pickerington Center has been very busy.

Thank you to the Facilities Department for assisting with all the multiple recent needs at the Pickerington Center.

Thank you to the HR Department for assisting with recent job postings due to staff retirements.

Our County Resolution Management System (CRMS) was implemented to manage resolutions and administrative approvals from creation, through necessary approvals, and finally to actions by the Commissioners or County Administrator. Understanding CRMS and how to correctly write and implement a resolution or AA will help ensure we are processing items correctly and timely. Below are a few CRMS Helps and Hints.

CRMS Helps and Hints:

- Know the difference between an AA and a resolution and how to write each correctly. An AA may be applicable for items up to \$50,000. The Commissioners conferred authority to the County Administrator to execute contracts and to pay for goods and services up to \$50,000 by resolution 2021-11.23.b. All other items should be approved by resolution.
- The “Help” tab in CRMS has templates for both AA’s and resolutions. These templates contain the correct formatting and wording for your AA’s and resolutions.
 - If your formatting is incorrect, CRMS may have difficulty converting the document, resulting in the overlapping of words or the inability to locate your resolution in the system.
 - There are multiple templates and document aides in the “Help” tab. These include the Contract Routing Form, A Request for Proposal Checklist (RFP), AA templates, resolution templates, and supporting documentation to assist with accounting procedures.
 - The title, “Now Therefore” section, and action section (the last paragraphs in the template stating what the AA or resolution will achieve), must all consistently state the approving authority. For example, you cannot have a title that states, “An Administrative Approval for...” and “NOW THEREFORE, BE IT APPROVED BY THE COUNTY COMMISSIONERS, COUNTY OF FAIRFIELD, STATE OF OHIO:”, as the appointing authority is not consistent in this case.
- Know how to correctly enter/create a new AA or resolution.
 - When creating your AA or resolution (the “Enter new resolution information” screen), you must select the correct “Document Type”.
 - Also on that screen, enter a “Short Title” and copy and paste the title from your drafted resolution into the “Full Resolution Title” section.
 - Also, when completing, carefully complete the “Additional Information:” questions. These questions are designed to help you recognize missing items.

- A resolution must be uploaded. If you attempt to draft and upload the resolution later, the entire draft will not be visible to you in CRMS.
- Ensure you have completed all necessary supporting documentation and have loaded it into the “Supporting Documentation” section in CRMS.
 - Signatures on contracts should be obtained before submitting.
 - Contract routing forms should be completed and signed for all contract related resolutions.
 - The RFP Checklist should be included when applicable. The RFP Checklist and Contracting Routing Form can be essential for Prosecutor Approval.
 - Include the purchase order (PO) when paying for goods and services. This is essential for approval when making any purchase.
- Deadlines:
 - All resolutions must be drafted in CRMS by noon the Friday before the meeting to appear on the Commissioners’ meeting agenda. Resolutions must be completed and have all necessary approvals to be placed on the agenda for the Commissioners’ vote.
 - A resolution that needs a prosecutor’s approval should be submitted ten days prior to the date of the Commissioners’ meeting for which you are seeking approval. For example, if a resolution should appear on the July 25th Commissioners’ Agenda for approval, you will need to have the resolution drafted and submitted to “Pending Prosecutor Review” by July 15th.
 - A resolution that needs financial approval must be submitted to “Pending Financial Review” by the Friday prior to the meeting. Submitting a resolution, the Friday before the meeting does not guarantee it will be on the Tuesday agenda but does guarantee that it will be reviewed by the Auditor’s Office by noon the day before the Commissioners’ meeting. If there are accounting issues, your resolution would need to be corrected and approved by the Auditor’s Office prior to being placed on the agenda.

Please note that paying attention to the details makes the process easier for everyone, including you! If you have any questions, always feel free to reach out. Rochelle and Bennett are always happy to assist.

Hi Rochelle,

Thank you letting me submit a written update since I have a conflict with tomorrow's elected official and department head roundtable meeting. Here my notes to read to the group:

1. My apologies for not being in attendance as I have a prior commitment.
2. The RPC continues to be short staffed but has been taking steps to rebuild itself. Advertisements for the Planner and Senior Planner positions have been posted. Thank you to Jeff Porter and Abby Watson for their assistance during this process.
3. As anticipated, the RPC continues to see an increase in subdivision activity in both residential and logistic uses. Most of this activity is the northwest quadrant of the township in Violet Township and along the US 33 corridor.
4. The RPC has also seen an uptick in zoning text amendments by various townships, mostly regarding specific topics such as solar energy and short-term rentals.
5. The RPC has been working on the implementation of the PY 2022 CDBG projects as well as applications for new CDBG funding including Critical Infrastructure Funding for Sugar Grove and Residential Public Infrastructure Grant funds for the Village of Carroll.

Thanks!

Holly