

**Regular Meeting #35 - 2017**  
**Fairfield County Commissioners' Office**  
**August 10, 2017**

**Elected Officials/Department Heads Roundtable**

The Commissioners met at 8:30 a.m. for the Elected Officials/Department Heads Roundtable. Commissioner Kiger called the meeting to order with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Branden Meyer, Tony Vogel, Judge Vandervoort, Dennis Keller, Jeff Porter, Todd McCullough, Corey Clark, Amy Boyer, Ann Hammond, Michael Kaper, Joshua Horacek, Amy Brown-Thompson, Jon Kochis, Sheriff Phalen, Jane Hanley, Loudan Klein, Rick Szabrak, Kyle Witt, Cassie Strickler, Kelly Turben, Jessica Murphy, Jill Boone, Jack Davidson, Jeremiah Upp, David Miller, Lisa Notestone, Brett Riffle, Jon Slater, Rhonda Meyer, and Jim Bahnsen.

- Welcome/Announcements

Mr. Kiger welcomed everyone and thanked them for attending.

Ms. Brown welcomed Brett Riffle, Board of Election Deputy Director, to his first roundtable meeting.

Ms. Brown thanked everyone at the Government Services Center who has volunteered to park in the new jail parking lot to free up spaces for visitors, citizens, and employees.

Mr. Levacy wished everyone a good morning.

- 33 Development Alliance

Mr. Szabrak provide an overview of the 33 Development Alliance including who they are; a list of partners and investors; what they do – marketing, attraction, advocacy, and workforce development; a history of the alliance; the alliance's elevator pitch; opportunity goals – jobs, investments, and wages; and the plan for the next ten years to bring 7,500 jobs, \$500 million in investments, and a 25% wage increase to Fairfield County. The goals for the next ten years will be updated annually.

- 2018 Budget Planning

Ms. Brown provided budget planning updates. She also reviewed a presentation with learning objectives of understanding proper public purpose, evaluating de minimis proper expenditures, evaluating the use of control procedures for credit and vendor cards in accordance with policy, and relating the mission to actions. The presentation has been shared with financial officers, and conducting the presentation with elected officials and department heads helps to ensure buy-in from the top down.

The minutes to the roundtable will include the presentation. Hard copies were also available for those who wished to have them.

- Leadership Conference

Ms. Brown encouraged everyone to review the draft Leadership Conference agenda in the packet.

- Onboarding & Health Benefits Plan Update

Mr. Porter provided the HR update.

The health benefits plan is going well. The wellness clinic has roughly 100 visitors a month with plans to extend services to dependents next year. They are also preparing for the 2018 insurance renewal. The plan has performed very well, but the market is causing rates to rise (especially prescription drugs and stop-loss insurance). These costs cannot be controlled. HR hopes to have the rate increases to everyone sometime in October.

Mr. Levacy asked what the overall insurance cost was for the county.

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Mr. Porter replied the projected cost was \$14 million, but so far, they have managed to stay under that projection. They hope to keep the increase at 5% or less.

Ms. Brown thanked the HR team for getting the rates so quickly compared to the old insurance co-op where they wouldn't be able to budget until December.

Mr. Porter provided an update on ExecuTime and distributed an implementation calendar. The first departments (DD, HR, and the Auditor) will begin using the new time keeping system in mid- to late- January.

Fishel Haas will be leading two trainings at the Leadership Conference. If 80% of elected officials and supervisors take these trainings, the county will have a \$17,500 credit against their insurance premium.

So far, 87% of employees have taken the cyber security training; new employees will be required to take this as well. Mr. Porter thanked IT for their work in getting the cyber security trainings organized. Cyber security trainings are now a CORSA requirement - and Fairfield County is the first county in the state to satisfy that requirement.

- Department Updates

- a. Clerk of Courts – Branden Meyer

The Clerk of Courts has been working with all courts in the county to standardize the bail bond process. The county will be closing on the new records center soon and plans will then be made to update the building and move all county records to the new facility. The Clerk of Courts Office is now keeping all exhibits for the courts. They are also looking and upgrading to a new web based version of CourtView.

- b. Juvenile/Probate Court – Judge Terre Vandervoort

The Juvenile/Probate Court will host a Juvenile Justice Forum at Crossroads on November 30<sup>th</sup>. The speaker will be from Georgetown University. All are encouraged and welcome to attend.

- c. Sheriff – Sheriff Phalen

Mr. Phalen stated that 8 years ago the Sheriff's Office created an opiate task force and made an effort to publicize all round ups and major activities. The publicization of these events caused individuals to think the area was worse than surrounding areas - when it is not. They are still doing the same work, just not publicizing all the success.

Mr. Kiger thanked the Sheriff for the second deputy at the Hall of Justice.

- d. Facilities – Dennis Keller

Phase two of the jail project is wrapping up and should be done by the end of this month. A safety service garage is being built at Baldwin and should be completed by the end of the month. An assessment is being done of the old detective bureau on High Street in order to figure out what needs done to convert it to office space. Plans are continuing for the Chestnut Street records center, and the maintenance garage should be moved from Lincoln Avenue to Baldwin by the end of the year. The Government Service Center will be getting new entry doors; the Courthouse will be getting a new roof; and the Hall of Justice will get new flooring in the halls. The janitorial contract for buildings is going well.

Mr. Levacy stated he knew from day one that Mr. Keller was the person to oversee the construction of the new jail and thanked him for the tremendous work.

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e. Dog Shelter – Todd McCullough

The Dog Shelter has been very busy this summer with service calls and weekend events. There will be significant changes in the next year for licensing and operations. Mr. McCullough thanked the Auditor's Office for their help. He also thanked the Prosecutor's Office for all their help lately. Next weekend will be the National Clear the Shelters event where they hope to adopt all adoptable dogs in their care. Last year they adopted 70% of the dogs. There will be discounted adoption rates for that day.

f. Economic Development – Rick Szabrak

Mr. Szabrak thanked the Engineer's Office for their help in figuring out how to lay fiberoptic cables for broadband access in a more cost-efficient manner. Because of this, 750 households in Hocking and Madison townships will have access to broadband internet for the first time.

g. JFS – Corey Clark

The JFS Report to the Community was in the packet for everyone to review. The protective services levy will be on the ballot this fall. They will be participating in the Millersport Sweet Corn Festival at the end of the month and a 5K in Pickerington in September. There will be a job fair on September 29<sup>th</sup> at OU-L. August is Child Support Enforcement Awareness Month and they will be offering amnesty to those who have had their driver's licenses revoked if they are able to meet three conditions.

h. Regional Planning Commission – Loudan Klein

RPC will be hosting the CORPO meeting next week. The Land Use Plan is on track to be completed by the end of the year. Developments are staying steady, and they are working with the schools on the necessary work for Thomas Ewing's new location on Sheridan Drive.

i. Coroner's Office – Jack Davidson

The Coroner's Office did not have an update.

j. Common Pleas Court – Jill Boone

The court recently received a grant for specialized dockets. They are now doing video conferencing for di minimis criminal hearings. They continue to work with the Prosecutor, Sheriff, and Clerk of Courts to revise processes and procedures.

k. Soil and Water – Amy Boyer

Soil and Water continues to work on several drainage issues including the Buckeye Lake issues. They have been having interns archiving their drainage infrastructure information. There are 2,500 documents scanned, and the project is 75% complete. They will be at the fair again this fall with OSU Extension.

l. Emergency Management Agency – Jon Kochis

Mr. Kochis thanked the Commissioners and Dennis for their work on the Baldwin building. Next Tuesday he will go to Columbus for their Storm Ready Certification.

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m. Prosecutor's Office – Kyle Witt

The number of indictments is significantly up this year. They are currently at the total number for 2016 just half way through the year. While this is good, it presents challenges for law enforcement and the courts. He is pleased with the cooperation of all the offices in the county, and the civil division is continuing to do a good job.

n. Treasurer – Jim Bahnsen, Michael Kaper, & Ann Hammond

The second half collection is complete. \$188 million was collected. With the help of the Prosecutor's Office they have 150 foreclosures this year, up from 30 last year. The goal was to have 100 foreclosures. While some of those will go to the Land Bank, most will go to a Sheriff's Sale. Interest rates for investments are currently at 1.5% and where just .5% when Mr. Bahnsen took office.

o. Board of Elections – Jane Hanley & Brett Riffle

The November election is 89 days away. There will be 17 issues and 138 seats. Wednesday was the filing deadline. The Board of Elections partnered with Juvenile Court to have juveniles complete their community service hours by moving boxes that needed destroyed. Mr. Riffle thanked everyone for the warm welcome and added that the Board of Elections will be making community outreach a high priority.

p. Engineer – Jeremiah Upp

Mr. Upp thanked everyone for the project support. They are fixing many issues from the recent rain storms, including a culvert replacement. The crew did a great job. They are building five bridges this year. The chip seal and paving projects are all complete.

q. Utilities – Tony Vogel

There are a lot of developers purchasing properties prior to going to Regional Planning. By the end of the year Greenfield Township Water and Sewer District will petition the courts to dissolve with Fairfield County Utilities taking over.

r. ADAMH – Rhonda Meyers

ADAMH will be hosting their second annual conference in September. Information will be mailed soon.

s. Auditor's Office – Jon Slater

This year's Board of Revision is wrapping up. The 2019 reappraisal team has begun work, and press releases have been issued and are online if anyone should get any questions. About proper public purpose, the Auditor's Office will return requests for payment if they have a question due to liability issues.

- Rapid Fire News

Ms. Brown encouraged everyone to review the packet connects which included the 2017 Special Dates and checklist. She highlighted the Tussing Road Government Services Center which is available for reservation.

- Review

Ms. Brown provided highlights for review.

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EMA proposed an account to account transfer of appropriations to properly classify contractual services for the EMA grant. The Sheriff proposed approval of a renewal of the service agreement with Canal Winchester Schools. In addition, the Sheriff proposed account to account transfers of appropriations to properly classify expenditures for contract services (increases in food and prescription costs for inmates) and for repairs (increases for vehicles and radio equipment).

Ms. Brown presented a memorandum summarizing jail construction vendor expenditures (over time and over multiple accounts) for discussion purposes. The memorandum can be updated as the project closes.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, August 10, 2017 beginning at 10:01 a.m., with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Joshua Horacek, Dennis Keller, Jon Slater, Jon Kochis, Amy Brown-Thompson, Todd McCullough, Rick Szabrak, and Jim Bahnsen.

**Pledge of Allegiance**

Commissioner Kiger asked everyone to rise as able, and he led the Pledge of Allegiance.

**Announcements**

Commissioner Kiger asked if there were any announcements.

Ms. Elsea reported that the Tuesday, August 29<sup>th</sup> Review and Regular Meetings would be moved to Thursday, August 31<sup>st</sup> to allow for the Commissioners to travel to Washington, D.C. for the Ohio County Commissioners Conference at the White House.

**Public Comment**

Commissioner Kiger asked if anyone from the public who would like to speak or offer comments. There were no comments.

**Approval of the Emergency Management Agency Resolution**

On the motion of Dave Levacy and the second of Mike Kiger, the Board of Commissioners voted to approve the Emergency Management Agency resolution to appropriate from unappropriated in a major expenditure object category EMA 2090 Emergency Management Agency Fund; see resolution 2017-08.10.a.

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

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

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

- |              |   |
|--------------|---|
| 2017-08.10.b | A resolution authorizing the approval of a service agreement by and between Fairfield County Sheriff's Office and Canal Winchester Local Schools. |
| 2017-08.10.c | A resolution approving an account to account transfer Fund 1001   |

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

Ms. Elsea announced that the next Regular Meeting is scheduled for Tuesday, August 15, 2017, at 10:00 a.m.

**Adjournment**

With no further business, on the motion of Dave Levacy and a second of Mike Kiger the Board of Commissioners voted to adjourn at 10:05 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, August 15, 2017, at 10:00 a.m.

Motion by:

Seconded by:

that the August 10, 2017, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

\*Approved on August 15, 2017

*ABSTAIN*

Steven A. Davis  
 Commissioner

*[Signature: Dave Levacy]*  
 Dave Levacy  
 Commissioner

*[Signature: Mike Kiger]*  
 Mike Kiger  
 Commissioner

*[Signature: Rachel Elsea]*  
 Rachel Elsea, Clerk