

Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016

Elected Officials/Department Heads Roundtable

The Commissioners met at 8:30 a.m. for the Elected Officials/Department Heads Roundtable. Commissioner Levacy called the meeting to order with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Park Russell, Lora Manon, Joshua Horacek, Amy Boyer, Todd McCullough, Dennis Keller, David Miller, Ann Hammond, Susie Bloom, Kellie Ailes, Rick Szabrak, Jeremiah Upp, Sheriff Phalen, Jon Kochis, Jill Boone, Chief Perrigo, Lisa McKenzie, Kelly Turben, Tony Vogel, Judge Vandervoort, Sharlene Bails, Michael Kaper, Holly Mattei, Jon Slater, Kyle Witt, Spencer Remoquillo, Jane Hanley, Jon Slater, and David Burgei.

- Welcome/Announcements

Mr. Levacy welcomed everyone.

Mr. Kiger reminded everyone that schools would be starting soon. Buses would be on the road again, and he urged everyone to look out for children.

Ms. Brown reminded everyone of the jail construction website that is maintained by Granger. It can be found at www.ffcjconstruction.com.

Ms. Brown also welcomed Sharlene Bails, the new Assistant Clerk in the Commissioners' Office.

Ms. Brown reported there will be Department of Administrative Services training on October 26th. The purpose of the training is to help explain how to use the competitive bid process portion of the DAS website. Please let Ms. Brown know if you have any questions to have addressed during this training.

Ms. Elsea asked that any departments with shredding jobs send them to the Commissioners for Josh Stage to do.

- Department Updates

- a. Veterans Service Commission – Park Russell

The VSC move is complete. The recent stand down event as well as the Veterans Roundtable with Congressman Stivers went well. The VSC is now prepping for their fair booth.

- b. Juvenile/Probate Court – Judge Vandervoort

The Day Reporting Center will be opening at Stanbury with the start of the new school year. This program runs from 3:00 p.m. to 8:00 p.m. They have also recaptured some grants (for service provision) previously lost and are partnering with the ESC on implementation. The "Success Center" (a night high school) will be opening.

- c. Facilities – Dennis Keller

There are many projects in progress. The Tussing Road building was recently finished. Those rooms can be reserved through the FMX schedule request system. The 2016 paving project will soon be starting with the assistance of RPC. The Liberty Center roads will be repaved as well as the parking lots there and at other buildings.

The jail construction project remains on schedule and on budget. The project is 50% complete, and inmates are expected to move in June 2017. Once their move is complete, they will tear down the Wheeling Street jail

572

Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016

and finish the parking lots. The final completion is slated for September 2017.

d. Sheriff's Office – Sheriff Phalen

The Sheriff's Office remains busy with parades and festivals. The Community Watch is a huge help with these events. The jail population is averaging 220 inmates per day.

The Columbus Police Department is investigating the recent deputy related shooting. No deputies were injured and the individual shot did not sustain life-threatening injuries.

e. Regional Planning Commission – Holly Mattei

RPC recently hosted a public records training presented by Jason Dolin and Joshua Horacek. They will be updating the County Comprehensive Land Use plan and will sign that contract in September. RPC is also working on the Village of Baltimore's zoning code and well as numerous grants (CDBG, etc.).

f. Economic Development – Rick Szabrak

The office is now fully staffed with the additions of Angel Conrad and Patrick O'Malia. The 33 Alliance is narrowing its focus to food processing and glass manufacturing. They also have a new elevator pitch (30 second explanation on why Fairfield County matters) and are now on facebook and twitter.

The office is working with Carroll for land development along the 33 over change as well as working with Fairfield Medical Center for some buildings in the Amanda area. They are also marketing the old Retrie building in Baltimore.

Patrick will be meeting with businesses throughout the county to determine their needs.

g. Human Resources – Jeff Porter

There have been many hires throughout the county this summer. Searches have gone well and a new Family, Adult, and Children First Council Director will start in a few weeks.

There have been some personnel changes at the third-party FMLA office. New staff should be starting soon. Please let HR know if you have any issues.

h. Dog Shelter – Todd McCullough

The Dog Shelter has seen great success with social media and YouTube. They participated in the national NBC Clear the Shelters Day with a 60% adoption rate. The number of dogs typically adopted in a week was adopted in four hours.

Mr. McCullough thanked everyone in the county for their support, especially the Common Pleas Court who recently had a donation drive for the Dog Shelter. He also thanked Judge Vandervoort for letting him participate in the Juvenile Court mentoring program last year.

i. Board of Elections – Susie Bloom and Jane Hanley

Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016

The Board of Elections is finishing the August special election and will have it official next Monday. They are already receiving directives from the Secretary of State regarding the November general election. All eyes are on Ohio as a swing state, which is all the more reason to be as accurate and transparent as they can be.

There were 14,420 letters sent to voters regarding change of addresses in an effort to update records.

There are not many issues on the ballot for November (6 liquor sales, 2 schools, and a few villages and road use issues).

A polling location in Liberty Township will be moving to Zion Church in Pickerington. This change will be advertised as much as possible.

The Board of Elections is always in need of election officials and thanks the county for the support in allowing employees to work on election day.

The website is being updated as well.

j. Emergency Management Agency – Jon Kochis

EMA will be completing their mitigation update next Thursday. A full scale mass-casualty exercise will be held on September 29th.

The Hall of Justice security was recently updated and all county duress buttons will be updated as well.

The Airport runway will be updated in October. Terminal and lighting improvements are in the works.

k. Soil and Water Conservation District – Amy Boyer

Soil and Water had an intern helping archive documents this summer. Additionally, Fairfield County was selected for state soil judging for the FFA. They are working with OU-L and the City of Lancaster on a long term plan for the bike trail and plan on obtaining additional grants for this project.

l. Prosecutor – Lora Manon and Joshua Horacek

The Prosecutor's Office remains busy. Ms. Manon commended the Sheriff's Office for its handling of the recent situation in Pleasantville.

Mr. Horacek added that the Ohio General Assembly recently issued new laws regarding the procedure when public records requests are denied. Please contact Josh or Jason if you have any questions or prior to denying a request.

m. Treasurer & Land Bank – Michael Kaper

The Treasurer's Office recently closed second half collections. There were over 51,000 parcels that owed with around \$82,000,000 (98% collected). They are working with the Prosecutor's Office and Land Bank to decrease the number of tax delinquencies.

The Land Bank recently received a new \$440,000 grant which will help demolish an additional 24-30 houses. The previous grant allowed for 24 houses to be demolished.

574

Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016

Ms. Hammond commended Mr. Kaper and Mr. Horacek for their work on the Land Bank and added what an asset that program is to the county.

n. Common Pleas Court – Jill Boone

Common Pleas Court remains very busy. Their current focus is on collaboration with other offices (e.g. examining processes with the Prosecutor's Office; using Municipal Court for drug testing). All Hall of Justice divisions are working together nicely resulting in efficiencies.

o. Clerk of Courts -- Branden Meyer

The office is working with the AG to collect debts. They are also now using LexisNexis for credit card payments. Around \$10,000 has been paid online and \$19,000 on the phone.

The Clerk of Courts is using the MAPSYS document imaging software to archive non-financial files for easier access.

Mr. Meyer continues to work on the records center with Mr. Keller, Ms. Brown, and Mr. Conrad.

Title volume continues to increase drastically. They had two interns this summer scanning and another three employees doing the same in the legal offices.

The Office is hosting the United Way Cookout and Auction. Contact Jessica Murphy if you have any questions or donations.

p. Engineer – Jeremiah Upp

The Engineer's Office currently has five bridge projects plus an additional joint project with the City of Lancaster for the Columbus Street bridge. They are also working on multiple culverts. Chip/seal is done for the year and the office will now move on to the paving projects. They will also be submitting several projects to OPWC for the 2017/2018 construction years. These projects included several joint projects with townships. The Engineer's Office received federal grant funding to replace the Hornsmill Road bridge and will straighten the road out as well. A new engineer was recently hired.

q. Auditor/Finance – David Miller

The accounts payable process is now paperless. Jennifer Dickerson was recently hired in the payroll office. TimeClock+ is being tested by the Auditor's Office.

r. Auditor/GIS – Dave Burgei

The GIS department is in the process of setting up a meeting to discuss all of their projects.

s. Auditor – Jon Slater

The office is in the middle of their public hearings regarding the new property valuations. The average increase is 7% with the northwest portion of the county seeing around 13% increases.

t. Community Action – Kellie Ailes

Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016

Community Action is having their annual LMI Farmers Market this summer. A semi-truck brings fresh produce once a week and distributes it to 250-280 families. The Rutherford House is full with a waitlist of 90 people. With such success, Community Action is looking for a second similar project. The summer cooling project is still running to help elderly who do not have A/C. The Pearl House will soon have a head start room and early head start programs. The bed bug program has been helpful for the community. Community Action is always looking for more volunteers.

- Healthier Buckeye Grant Update

The Healthier Buckeye Council, created by the Commissioners and pursuant to the Ohio Revised Code, received a \$400,000 grant from ODJFS to promote self-sufficiency and overall health of low-income individuals and families. With the grant, there is a contract with Community Action to further the self-sufficiency goals. Community Action will be hiring two staff members and using the Bridges Out of Poverty material. There was a press release about this program. Any questions regarding the program can be directed to Community Action.

- Fair Housing Update

Ms. Mattei provided an update on the Fairfield County Fair Housing Program. This included program components; federal and state protect classes; examples of discrimination; reasonable modification; landlord tenant complaints; the Ohio Landlord Tenant Act; tenant and landlord obligations; rent escrow; as well as the Regional Planning Commission's contact information and other permanent contact information.

- Human Resources/Policy & Time Keeping

After a yearlong RFP and review process, the Benefit Review Committee has recommended, and the Commissioners have accepted the recommendation of a self-funded plan with benefit offerings from:

- **United Healthcare** – Health, Rx, & EAP Coverage
- **Delta Dental** – Dental Coverage
- **VSP** – Vision Coverage
- **Guardian** – Life Insurance & STD/LTD Coverage

Goals were to:

- Minimize disruption for employees
- Provide opportunity for sustainability in the benefits program
- Provide an opportunity to localize benefits for maximum impact on improving employee health:
 - Localized wellness offerings
 - Potential for a dedicated or onsite nurse practitioner or other medical provider for employees and families

- Results

- We will see a minimal 2% increase in benefit costs in 2017 versus an 8-16% increase in the Franklin County Cooperative
- We will be able to meaningfully address and adapt to coming regulatory challenges associated with healthcare
- We will be able to take a balanced approach in addressing employee needs

- Rapid Fire News

- a. 2016 Special Dates

The United Way Cookout and Auction is Thursday, September 15th

576

**Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016**

The Leadership Conference will be Thursday, October 6th at Fairfield Medical Center. The next roundtable meeting is November 17. The list of dates will be resent to all.

- b. Records Center Update – A slide show was included in the information packet. Building options continue to be pursued as there is the potential of a purchase of the Baldwin building.
- c. Ethics Training – All county employees are encouraged to complete ethics training. Email was sent on January 7th, and the slide show for internal training is included with the roundtable packet, just in case the online option is not working for someone.
- d. Budget Planning – The parameters remain the same as previously communicated (2% increase of salary rates) except departments are able to reduce the 8% increase in insurance rates to a 2% increase, as an estimate for 2017. Budget hearings are set with the Board of Commissioners.
- e. Review of Packet & Checklist

Ms. Brown reviewed the resolutions on the Commissioners' voting agenda. The resolutions included:

- Hiring Lisa Wells as the Fairfield County Family, Adult, and Children First Council Executive Director, based on the recommendation of the FCFACF executive council.
- Contracting for network placement for Child Protective Services.
- Authorizing five financial resolutions. Two were for account to account transfers of appropriations for the Sheriff and the Prosecutor to allow for proper accounting of expenditures; two were for appropriations from unappropriated funds and transfers for an Engineer's project for chip/seal and for right of way transactions, respectively. One was for appropriations from unappropriated funds (within the general fund) for the repair of the clock tower at the Government Services Building. A portion of the costs of that repair is offset by the claim we filed.

Commissioner Levacy stated at 9:57 a.m. that the Commission would take a brief recess prior to the Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, August 11, 2016 beginning at 10:00 a.m., with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Todd McCullough, Jeff Porter, Dennis Keller, Rick Szabrak, Chief Perrigo, Spencer Remoquillo, Joshua Horacek, Michael Kaper, Branden Myer, Holly Mattei, and Jon Slater.

Pledge of Allegiance

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

Announcements

Commissioner Levacy asked if there were any announcements.

Ms. Elsea stated that two invitations were received: an invitation to the Athena Awards Banquet and Congressman Stivers' Opiate Roundtable.

**Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016**

Public Comment

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

Approval of the Commissioners' Office Resolutions

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

2016-08.11.a A resolution to approve to appropriate from unappropriated into a major expenditure category for Fund# 1001 - Fairfield County Commissioners [Commissioners]

2016-08.11.b A resolution approving an account to account transfer in a major object expense category – Fairfield County Commissioners [Commissioners]

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

Approval of the Engineer's Office Resolutions

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

2016-08.11.c A resolution authorizing and account to account transfer in fund County Engineer 2024-Motor Vehicle for project right-of-way purchasing [Engineer]

2016-08.11.d A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for rental equipment-chip and seal [Engineer]

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

Approval of the Human Resources Resolution

O On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Human Resources resolution to approve the appointment of Lisa Wells as the Fairfield County Family, Adult, and Children First Council Executive Director; see resolution 2016-08.11.e.

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

Approval of the JFS Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the JFS resolution regarding Network Placement and Related Services Agreement between Richmeier Therapeutic Home and Job and Family Services, Child Protective Services Department; see resolution 2016-08.11.f.

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

**Regular Meeting #35 - 2016
Fairfield County Commissioners' Office
August 11, 2016**

Approval of the Prosecutor's Office Resolution

O On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Prosecutor's Office resolution authorizing an account to account transfer into a major expense category – Prosecutor; see resolution 2016-08.11.g.

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

Ms. Elsea announced that the next Regular Meeting is scheduled for Tuesday, August 16, 2016, at 10:00 a.m.

Adjournment

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

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, August 16, 2016, 2016, at 10:00 a.m.

Motion by:

Seconded by:

that the August 11, 2016, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on August 16, 2016

Abstained

[Handwritten signatures of Dave Levacy and Mike Kiger]

Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Mike Kiger
Commissioner

[Handwritten signature of Rachel Elsea]
Rachel Elsea, Clerk