

Regular Meeting #36 - 2015
Fairfield County Commissioners' Office
August 13, 2015

Elected Officials/Department Head Roundtable

The Commissioners met at 8:32 a.m. for the Elected Official and Department Head Roundtable Meeting. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Commissioner Kiger was absent. Also present were Carri Brown, Staci Knisley, Carl Burnett, Jon Slater, Jr., Susan Bloom, Aundrea Cordle, Todd McCullough, Park Russell, David Uhl, Jason Dolin, Jim Bahnsen, Michael Kaper, Branden Meyer, Jeff Porter, Jon Kochis, Holly Mattei, Lisa Notestone, Tony Vogel, David Miller, Dave Burgei, Lisa McKenzie, Chief Jerry Perrigo, Jane Hanley, Jeremiah Upp, and Judge Terre Vandervoort.

Commissioner Davis welcomed everyone to the meeting and thanked everyone for attending. He reported that the jail project had two factors that the Board was analyzing - Math and Science. The Science factor is in, and there are no pending problems as of now. The Math is almost in. Facilities Manager Dennis Keller is currently (today) working with the Construction Manager at Risk, Granger, calculating and evaluating bids. After reviewed and calculated, it is hopeful that the total will be at or about \$35 million. The guaranteed maximum price should be available in the short term.

Commissioner Davis stated that he appreciated the cooperation of Elected Officials and Department Heads with the past and future parameters in the budget process. It is the Board's desire in the future to relax those parameters after the jail project is finished.

Commissioner Levacy also welcomed everyone to the meeting and thanked everyone for the collaboration and cooperation.

- **Departmental Updates**

- a. Veterans Service Commission (VSC) Office

- Mr. Russell reported that the VSC is in search of a new office. The Request for Proposals (RFP) deadline ends soon. The VSC looks forward to the outcome.

- b. Juvenile/Probate Court

- Judge Vandervoort reported that Juvenile Court is implementing a new program called Truancy Court. The Judge will hold court at the schools after a student has missed ten days. Lancaster City Schools and Amanda Schools have partnered with the Court to implement the program. If a student misses 15 days, then there will be Diversion Hearings and Truancy charges. The Diversion program will bring awareness to the importance of school attendance. Mo Beck has recently been hired and joined the Education team. The ultimate goal is to have common Truancy rules for all schools.

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Judge Vandervoort thanked the Sheriff's Office for the CREST training that is being held for employees.

c. Sheriff's Office

Chief Perrigo reported that Sheriff Phalen is currently at CREST training. He also reported that the average inmate population is about 220. His office is working on analyzing the subcontractor bids on the jail project. The union contracts for the Deputies, Lieutenants, and Sergeants are settled. He and his staff attended the FMLA training yesterday, and the Sheriff has updated his procedures and policies for law enforcement.

d. Developmental Disabilities (DD)

Mr. Uhl reported that DD remains leaders of the State. The State is telling us that they are making changes to county agencies based on federal regulations, but those changes are not well defined. Fairfield DD is setting the trail for the State of Ohio and making our own plan of changes. Ohio DD is visiting us on Tuesday to discuss our plan. We are hopeful that Fairfield DD becomes the model across the State.

Mr. Uhl reported that Fairfield DD is working towards introducing their clients to the community. He presented and played a YouTube video of one of their clients.

https://www.youtube.com/watch?v=u0vj_rXXsmE

e. Dog Shelter

Mr. McCullough reported that his department is in the testing phase of Point and Pay. Point and Pay is the online payment system led by County Treasurer Jim Bahnsen. He reported that the Dog Shelter is expanding their partnership with the Southeaster Correctional Institution. He also reported that Fairfield County is compliant with Guidelines for Standards of Care in Animal Shelters-by The Association of Shelter Veterinarians.

f. Job and Family Services

Ms. Cordle announced that August is Child Support Awareness Month. She thanked her staff and the child support parents for their cooperation. She also announced that her Deputy Finance Director Ursula Leveck resigned. They are in search of a new Finance Director.

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Fairfield County JFS is charged with creating a comprehensive case management plan and employment program, of which Fairfield County has a strong foundation. This plan focuses on people that are 16-24 years of age and is to help people stay employed and become self-sufficient.

Ms. Cordle reported that JFS received a Visitation Grant. The grant will increase the number of visits and helps us make quick decisions. We are trying to meet at parks and homes rather than an office, as well, to make visits similar to how families meet in their daily lives.

Ms. Cordle thanked the Sheriff for the CREST training, thanked Human Resources for the FMLA training, and thanked the Maintenance staff for their helpfulness.

g. Commissioners' Office

Commissioner Davis stated that he had a Bravo for Ms. Carri Brown. He thanked her on behalf of the Board for her leadership in the jail project.

h. Board of Elections

Ms. Bloom reported that the results and candidate list are in but are uncertified. She does not expect a change once certified, though.

Ms. Bloom reported that Assistant Director Jane Hanley sought out free equipment. She was able to get 100 free machines for our department from Belmont County. Also, there were 35 optical scanners purchased at \$35 each. This was at a much reduced price from our first quote. Licking County gave our department free encoders. All of these gifts and purchases extend the life and security of our voting system.

Commissioner Davis let Ms. Bloom know that he and Ms. Brown were working with the Facilities Department for a solution to the problems in their building at the Liberty Center. It is the Board's desire to resource the solution.

i. Prosecutor's Office

Mr. Dolin reported that Prosecutor Gregg Marx is out of town today. He reported that their office is busy with criminal and civil cases. They have had good results with their criminal cases, but unfortunately certain sectors of the county are getting worse in terms of the number of criminal cases being brought forth.

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He also reported that their office has been busy with Board of Revision hearings. The hearings are finished except for expedited foreclosures that are connected with the Land Bank. They are also working with the townships on their levies.

j. Treasurer's Office

Mr. Kaper reported that the Ohio Housing Financing Agency made a point to recognize Fairfield County for cooperation with Land Bank objectives. The Land Bank now owns 12 properties, and there will be asbestos testing and abatement with these properties. These properties will be demolished and cleaned up. There is feedback from three owners that desire to donate their properties to the Land Bank. The Land Bank also has eight potential foreclosures that will be transferred.

Mr. Kaper also reported that the Lancaster Eagle Gazette and Columbus Dispatch have published positive articles regarding the Land Bank. The Land Bank also assisted with the transfer of the property of the old Lancaster Hardware building. They have also assisted the Village of Baltimore.

Treasurer Jim Bahnsen reported that 2nd half Real Estate Tax collection went smoothly. Processes have been tweaked; tax payers have taken advantage of the escrow and prepay program; and no overtime occurred by his staff. He thanked the Prosecutor's Office for their help.

Mr. Bahnsen also reported that he and his deputy Amy Presnell manage the investments. Higher returns have occurred lately based on balances and investment practices.

k. Recorder

Ms. McKenzie reported that in July they had recorded their highest conveyance for \$10,784. This was a commercial recording which was a three-four day job that their staff completed in one day. She also reported that August was a slow month on recordings. In her opinion, it is typical in August due to back to school planning and priorities for homeowners.

l. Emergency Management Agency

Mr. Kochis reported that the Public Information Officer (PIO) has been rescheduled to October 21st and 23rd. His staff is working on the Emergency Operations Plan (EOP) update. They are also working with Law Enforcement and Fire Departments by purchasing floatation devices for their vehicles. Purchasing the devices is in preparation of flooding

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emergencies. He also reported that EMA has received a Functional Needs & Resource Grant. This grant is to help the first responders and to collect resources on the web.

Ms. Brown thanked all departments for their efforts in seeking grants.

m. Utilities

Mr. Vogel reported that his office is changing their billing process. They have already held a public meeting. Another one will be held soon. He reported that his office is working on the Lakeside update project. The project is out for bid. They are also working on the Allen Road/256 waterline project that is estimated to cost \$1.2 million.

n. Regional Planning Office

Ms. Mattei reported that her office has been busy. The CDBG Village of Carroll project is 50% complete. They have applied for the competitive grant for the Fairfield Beach and Village of Baltimore projects. The State reported that they will have the results soon. They are also working with Facilities managing the county parking lot paving project. She reported that subdivision activity is up 20% versus last year.

o. Clerk of Courts

Mr. Meyer reported that Title transfers were up in July. They had their highest month in April for \$19,000+. The title office had three employees that were summer help. This helped the office keep up with activity. They have now hired a full time employee in the Lancaster Title Office and a full time employee in the Pickerington Title Office.

Mr. Meyer thanked Information Technology (IT) for their help in the process of planning for the purchase of the Records/Asset Facility.

Commissioner Davis announced that Valeda Slone was officially appointed by the Republican Central Committee last night for the appointment of Clerk of the Fairfield County Municipal Court. He thanked Branden Meyer for connecting with Valeda Slone, as well, in his effort to be supportive of the office.

p. Engineer's Office

Engineer Jeremiah Upp reported that his office is busy. They are pushing to get caught up on projects due to the rain. Their current projects are

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paving, chip & seal, and bridges. He admitted that the mowing has been lacking. It has been hard to keep up. He has all his equipment and staff in use to get caught up.

Mr. Upp reported that two bridge projects are funded by the OPWC grants and another bridge project is funded by the Federal Government. In four years, his audits have been clean. He thanked his staff for their work on the grants and echoed Ms. Brown's encouragement to seek grants. His office is also looking for improvement ideas for the Pickerington and Refugee Road intersection and may have a grant to help facilitate traffic to use Coonpath Road as an alternative to get to Route 37.

Commissioner Davis congratulated Mr. Upp on his office's work.

Commissioner Levacy stated that cooperation is the key to be successful in this county. He met with Deputy Director David Ray to discuss signage on State Highways, County Roads, and Township Roads. During the Buckeye Lake State Park Dam construction, the State will provide signage at their cost. This is helpful to businesses.

Mr. Upp stated that his office has developed good relations with the City of Lancaster. This has been helpful on projects, too.

q. Auditor's Office

Mr. Slater reported that his office has been busy. This month the county had the second largest conveyance fee on record. The Real Estate department has been busy with Board of Revision Hearings and New Construction evaluations. His office also worked on and with the Budget Commission on settlement and rates. He also reported that the Local Government Fund allocation increased slightly and that his office continues to receive phone calls from Buckeye Lake area citizens regarding their property values.

Ms. Notestone thanked all departments for their cooperation during the financial audit process.

Mr. Burgei reported that GIS had a huge year with projects that will benefit the public and departments. He is appreciative of the cooperation of the departments in making the projects happen.

- r. Ms. Brown thanked all of the Elected Officials and Department Heads for their cooperation and attendance. She announced that the Economic Development Director's position is posted and applications will be accepted through August 18.

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- Human Resources Update

- a. Salary Survey Philosophy

Mr. Porter reported that the salary survey is still a work in progress. He is working with other counties to gather information. He asked to be contacted if a department is in need of a position description or salary information for a new hire. We can supplement the existing information to provide details on a case by case basis.

- b. New Wellness year

Mr. Porter reported that the open enrollment for Health Insurance is in April of 2016.

- c. FMLA 3rd Party Administration

Mr. Porter reported that CareWorks, the contracted vendor with the county begins their FMLA administration in September. He thanked Carrie Williams with JFS, Elisa Dowdy with the Sheriff's Department, Nora Getz with the Engineer's Office, Cindy Hillberry & Rachel McCoy with Fairfield DD, and Beth Lane with the Board of Elections with their cooperation in implementing the new FMLA procedures.

- d. Special Enrollment Period

Mr. Porter reported that the special enrollment period for same sex marriage health coverage is going on right now. At this point, no one has signed up. The special enrollment period is through August 2015.

- e. Civilian Response to Emergency Situations Training (CREST)

Mr. Porter thanked the Sheriff for the CREST training. So far, 694 employees have signed up. He also thanked the employees for their participation.

- Security Committee Update

Mr. Porter reported that there is a small group led by EMA and the Sheriff's Office subject matter experts regarding security. They want to evaluate response time and communication to employees.

Ms. Brown reported that Jon Kochis leads a larger committee for security. Each building has subcommittees.

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Mr. Porter asked everyone to contact himself or Jon Kochis if they have any suggestions.

- Branding Update

- a. Serving.Connecting.Protecting.

Ms. Brown reported that she and Aundrea Cordle are working with Martin Barker, contracted with the county, on the county branding for logos and marketing materials. The goal is to present a consistent and clear message about the county identity and the concepts of serving, connecting, and protecting.

Ms. Cordle stated that it is good to have a county unified logo.

There will be opportunities for integration with departmental logos and messages. The new logo will be discussed at the leadership conference.

- b. Customer Service Recognition

Mr. McCullough stated that it is important to recognize staff, and he is excited for the opportunity.

Ms. Brown reported that the new process of customer service recognition is an integrated process, not a replacement. Departments can still use their own programs and processes. Please provide examples of good customer service to her at any time.

- Information Technology Update

- a. AIMS project

Ms. Brown reported that scanners and labels are now being installed. They should be completed by the end of the month.

Mr. Miller reported that the Tyler Content Manager, a MUNIS upgrade, will allow data to be retrieved. There will be testing in September; the cutover date will be in October; and Tyler staff will be on site at the end of October or early November.

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b. CRMS Prosecutor Module & Data Imaging

Ms. Brown reported that there will be a Data Imaging program designed by MAPSYS as a supplemental program to those who aren't familiar with MUNIS or have needs that differ from the financial processing needs. This will be in place by the end of the year for the Commissioners' Office.

- Facilities Update

Ms. Brown reported that Facilities Manager Dennis Keller and his staff are working on the following projects.

- a. Jail and Public Safety
- b. Demolition of the King's Furniture Store
- c. Tussing Road Building (planning for conference room & other improvements)
- d. Paving Project
- e. Records Center (planning)
- f. Child Support space

- Financial Transactions Work Group Update

Treasurer Bahnsen reported that his office tested and implemented the Point and Pay online payment system. He said that everything worked smoothly. Next he will be working with the Commissioners' Office and Utilities on implementation in those offices. Departments are able to come on board at the time that works best for the department.

- Rapid-Fire News

Ms. Brown reviewed the following handout information. (See attached to minutes)

- a. 2016 Budget Parameters
- b. 2015 Special Dates
 - Leadership Conference: October 8th
- c. Review of Packet

Ms. Brown also reported that the Airport is in the process of analyzing a Request for Proposals for the management of the Airport.

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Recess

Mr. Davis stated that there will be a short recess at 9:39 a.m. until the regular meeting voting session at 10:00 a.m.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, August 13, 2015 beginning at 10:02 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Commissioner Kiger was absent. Also present were Carri Brown, Staci Knisley, Christina Foster, Jim Bahnsen, Jeremiah Upp, Branden Meyer, Tony Vogel, Jason Dolin, Jon Slater, Jr., and Carl Burnett.

Pledge of Allegiance

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

Announcements

Commissioner Davis asked if there were any announcements.

Ms. Knisley announced that there was an Annexation Type II petition received yesterday. The petition is for 83.688 acres from Walnut Township to be annexed into the Village of Thurston. (See attached to minutes)

Public Comment

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

There were no public comments.

Approval of Clerk of Courts/Title Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Clerk of Courts/Title Resolution.

2015-08.13.a	A resolution approving an account to account transfer in a major object expense category-Clerk of Courts Title Division [Clerk of Courts- Title]
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Discussion: Clerk Meyer stated that the transfer is for the purchase of new security cameras at the Pickerington Title Office. This will give a security view of the entire office.

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

Approval of the Commissioners' Office Office Resolutions

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

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| 2015-08.13.b | A resolution to appropriate from unappropriated into a major expense category for fund # 2807 – FY2014 Ohio EPA Statewide Glass Initiative Grant |
| 2015-08.13.c | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 |
| 2015-08.13.d | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 |
| 2015-08.13.e | A resolution to appropriate from unappropriated into a major expense category for fund # 2807/Subfund# 8097 – FY2015 Ohio EPA Community Recycling Services |
| Discussion: | Ms. Brown reported that resolutions b & e are grant fund budget adjustments. Resolutions c & d are allocating earned interest from the County Treasury as is the traditional process for two agency funds. |

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

Approval of the Engineer's Office resolutions

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

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| 2015-08.13.f | A resolution to approve the Agreement between Fairfield County and 2LMN, Inc. to provide engineering services for the GRE-38 Bridge Replacement Project |
| 2015-08.13.g | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for the purchase of a snow plow |

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- 2015-08.13.h A resolution to approve the Agreement between Fairfield County and 2LMN, Inc. to provide engineering services for the T1020-0.24 Brookdale Road Culvert Replacement Project
- 2015-08.13.i A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for 2016 - Fairfield County Road Map printing
- 2015-08.13.j A resolution to approve a Change Order for the AMA-04, FAI-CR57-3.762 Rock Mill Road over Sand Run Bridge Replacement Project

Discussion: Mr. Upp stated that the presented resolutions are for two contracts with 2LMN, Inc. to provide engineering services on their bridge project; for purchasing a snow plow; for Road Map printing; and for a change order for the Amanda Bridge Replacement Project.

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

Approval of the Utilities Office resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Utilities Office resolution:

- 2015-08.13.k A resolution to authorize the Director of Fairfield County Utilities to enter into an Agreement with WSRLA

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

Ms. Knisley announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, August 18, 2015, at 10:00 a.m.

Adjournment

With no further business, on the motion of Dave Levacy and a second of Steve Davis, the Board of Commissioners voted to adjourn 10:06 a.m.

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

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Dave Levacy Steve Davis

Motion by:

Seconded by:

that the August 13, 2015 minutes were approved by the following vote:

YEAS: Levacy, Davis NAYS: None

ABSTENTIONS: ~~None~~ Abstain

*Approved on August 18, 2015

Steven A. Davis Dave Levacy Mike Kiger

Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Mike Kiger
Commissioner

Staci A. Knisley
Staci A. Knisley, Acting Clerk