

**Regular Meeting #38 - 2019**  
**Fairfield County Commissioners' Office**  
**September 24, 2019**

**Review**

The Commissioners met at 9:00 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Jeff Fix and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jon Kochis, Tony Vogel, Todd McCullough, Jake Tharp, Jeff Porter, Jeff Barron, Dennis Keller, Jim Bahnsen, Mark Conrad, Loudan Klein, Chief Lape, Abby Watson, Aunie Cordle, Ray Stemen, Branden Meyer, and Kyle Witt.

- Welcome
- Legal Update

Ms. Brown -Thompson stated she did not have a legal update.

- Administration and Budget Update/Carri's List

a. Announcements

Ms. Cordle introduced Abby Watson, the new JFS HR manager.

October 1 – Complete Count Committee - Census 2020 Meeting

October 9 – Time with the Commission @ The Fair (individually)

October 11 – Offices Closed for The Fair (fact sheet sent again today)

October 24 – Budget Hearings begin

b. Highlights of Resolutions

Dr. Brown highlighted 30 resolutions for the voting meeting.

As forecasted last week, we had a resolution to approve the annexation of 1.412 +/- acres from Bloom Township to the Village of Lithopolis, Expedited Type II, pursuant to ORC 709.023, annexation of land by Stephen F. Gredicak.

We had a resolution to accept the right of way in connection with the Milnor Road widening, and we had a resolution to approve the final plat for Violet Meadows Section 5, Phase 1, as previously approved by the Regional Planning Commission.

The County Engineer requested approval of a change order for the Lake Road Culvert project.

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

- Grant applications for CFLP recycling and litter prevention programs;
- An account to account transfer to manage apiary and Sheriff expenditures properly;
- Appropriations from unappropriated funds for the Treasurer for health insurance costs based on status changes (this *was* general fund appropriations, and we reviewed appropriations from unappropriated funds for the general fund for 2019);
- Appropriations from unappropriated funds for Utilities (for two enterprise funds), EMA, the County Engineer (two resolutions), ADAMH, Airport, and Sheriff (for two special revenue funds) for a total of nine resolutions;
- A fund to fund transfer of appropriations for Utilities;
- Memo expenditures for DD (for Office 365) and ADAMH (for shared CORSA costs);

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- Advances for JFS grants and resolutions for movement of funds and related JFS activity by operation of law (reimbursements), for a total of seven financial resolutions for JFS;
- Repayment of an advance relating to a Juvenile Court grant;
- A FCFACF Council proposal to amend the Help Me Grow agreement (discussed at the Community Action annual meeting); and
- The payment of bills.

In queue, there were proposals from the Sheriff to approve contracts for resource officers for Canal Winchester and Fairfield Union Schools, as well as a JFS proposal to approve a contract for protective placement in network. There were also various financial resolutions in queue. For example, the resolution to establish the Probate Guardianship Services Board new fund and financial structure for 2019 remained pending, although progress was made on the evaluation of the financial structure (see below).

c. Administrative, Program, and Budget Update

**Administrative & Program Updates**

Administrative Approvals

The review packet contained a list of administrative approvals. Dr. Brown highlighted the Violet Township agreement. There were no questions posed.

\$1 Lease with the Education Services Center

On September 18, Dr. Brown had a teleconference with Dr. Marie Ward of the Education Services Center (located at Liberty Center). Early on with the discussions with the Board of Elections about their storage and security needs at Liberty Center, we aspired to maintain the Education Services Center (voluntary) \$1 lease at Liberty Center. After working with the Board of Elections, we were able to do that.

However, the available space (with no change to the current lease) may not meet the ESC needs (described as professional development meeting space needs and additional office space), and Dr. Brown indicated to Dr. Ward that there were no plans to add buildings for ESC purposes. Dr. Brown previously provided a list of conference spaces in the community in case that would be helpful to the ESC (they are welcome to reserve our Records Center, for example); and she also offered a suggestion relating to the potential of small office space at the Records Center (Marie Ward might get back in touch with her about that) and to connect with Meals on Wheels about the potential of space (but that did not appear to be working out).

Dr. Brown indicated that the \$1 lease can be continued based on what we have learned from the Board of Elections. (At present, the Workforce Training Center needs are evolving and including the ESC at that space, outside of intermittent use, is not advised.)

We know the ESC works well with eight county school districts. They provide student centered educational leadership and supportive services to meet the individual and collective needs of the staff, students, and boards of education. They provide substitute teachers, tutors, preschool programs, shared services, professional development, and many professional support systems at a competitive rate for schools. They can keep costs down, in part, because they do not have certain facility costs based on collaboration from the county. They also can keep costs down with a shared services model. We are very supportive of their efforts (some summaries are repeated in the review packet) and want to continue to provide the space we are providing at Liberty Center (which is good space and

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would be used by other governmental service providers, some of whom are now renting space, if it were to become available).

In polling counties 13 non-metropolitan counties, 11 do not provide space to their ESCs and have not done so for many years, sometimes for more than a decade. These 11 counties indicated their school districts support the ESCs based on the direct benefits received from them, the ESC pays rent, or the ESC has built their own space.

Two of the 13 counties indicated they do provide space to their ESCs, but they also reported have decided they will no longer provide space when the ESC leaves their current space.

The ORC sections requiring a county to provide space to their ESC was stepped down and then fully repealed (in 2012). Fairfield County has continued to collaborate and provide space for eight years at an estimated market rate of \$167,500 annually or \$1.34 Million.

The \$1 lease for the ESC is renewable from January 1, 2020 – December 31, 2022 (estimated). Commissioner Fix and Commissioner Levacy indicated favor with this approach.

The \$1 lease requires cooperation with IT regulations (and Facilities provides maintenance services).

The review packet contained multiple reports to show the positive impact of the ESC, supporting the ongoing collaboration of the Commission in terms of the \$1 lease.

License for Use, Developmental Disabilities Related Land

As previously reported, a license for use for Developmental Disabilities related land near Forest Rose for an all-accessible sports complex and park is a draft nearly ready for a voting agenda.

We are now making sure we are giving the right party the license for use as the group had at one point considered creating a non-profit organization. The draft was included in the review packet, and other than the determination of the party to provide the license, there is no other action for the Board of Commissioners to take. We are supportive of the project.

2020 Special Dates – To Be Available for the November Roundtable

We are preparing the 2020 calendar which includes additional public records training during Sunshine week and four evening Time with the Commission public meetings. This is a continuation of our communications strategy. The complete list of special dates will be available at the November roundtable.

Dependent Audit

Employees should have received instructions about documentation to provide for the dependent audit. Voluntary adjustments have resulted in five dependents being removed.

Idea Box – Idea 16

Summary of Idea 16: An employee really appreciated volunteerism within the community and volunteerism of county employees. The idea was to recognize volunteerism in an appropriate way. The employee commented on how giving back and having a feeling of purpose have been shown to improve people's mental function, sleep, cognitive function, memory, and improve some existing ailments.

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Summary of Response: Thanks for the idea! We will review the concept of recognizing volunteers in the recruitment and retention work group, thinking about ways to honor volunteerism. We already have a draft resolution to recognize employees and board members for volunteerism in April 2020. Look for more formal communications in 2020 on this topic.

Environmental Stewardship Committee Follow Up

The environmental stewardship committee is collecting recyclable plastic bottle tops to turn in (to a private organization) for benches in a "something from nothing" effort to support Forest Rose School. Blue buckets are placed throughout county buildings.

Rachel Elsea tweeted a picture of Commissioner Fix and Commissioner Levacy supporting the environmental stewardship group with this recycling effort.

Hunters Run Conservancy District Follow Up

On September 22, Dr. Brown received updated requests from the Hunters Run Conservancy District regarding amendments needed to the current memorandum of understanding. This information differed from information received at the end of August. Therefore, Dr. Brown made updates to the amendment, outlined a summary for changes to encumbrances, and requested the HRCDD obtain signatures for the amendment and provide documentation to update the exhibits to the memorandum of understanding (in order to obtain the additional encumbrances requested).

She sent a follow-up email with drafts to the HRCDD on September 23 and requested confirmation that all work would be approved, completed, and invoiced prior to the end of November, as previously communicated. The original memorandum of understanding was completed in June 2019.

Budget Update

Budget hearings are set for the 2020 budget. We will continue to monitor revenues and expenditures.

The anticipated resolution for the Probate Court Guardianship Services Board remained pending. However, the general fund contribution is expected to be lower than the anticipated \$60,000 (for three family insurance coverage amounts) because Judge Vandervoort has declared a surplus in the special revenue fund of the Indigent Guardianship Fund of about \$63,000, and with the other charges for services to be received, the fund needs about \$9,750 for 2019 and no more than \$39,000 for 2020, as far as the fund to fund transfer from the general fund goes.

The Probate Court Guardianship Services Board related resolution will be on a voting agenda soon, and then court officials can report on the progress of the new Board in a future Commission meeting, once they are established and the staff has been hired. They will be able to compare services and expenditures (from various accounts and funds) before and after the introduction of the new variable of the Probate Court Guardianship Services Board and its staff.

The staff is expected to be placed at the Records Center, favored for its accessibility. Probate Court officials have indicated they are happy with the Records Center space. The new Probate Court Guardianship Services Board has held its first meeting. The staff for the Board has not yet been hired.

d. Leadership Conference

Fairfield County will hold a leadership conference focused on training (ethics, cybersecurity, compliance with laws, regulations, and policy) on September 26,

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2019. The purpose of the Leadership Conference is for county leaders to further the mission of Fairfield County, learn about leadership concepts, and evaluate current topics of common interest.

Annually, the leadership conference is conducted for elected officials, department heads, and supervisor level employees; in 2019, townships and villages were invited to the leadership conference through the RPC. (The strategic planning portion of the conference was held with county leaders in May of 2019.)

For the training, CORSA presenters are used to reduce our costs, including CORSA related costs, potentially. CPE and CLE are available for attendees, which add value to the conference. More than 100 people attended the conference.

CORSA will also provide a credit (approximately \$17,000) for Fairfield County holding the conference. The cost for the conference is about \$11 per person, making the event a resource builder from multiple perspectives.

To encourage attendance and to respect adult learning patterns, real world examples, exercises, and reflection are a part of the agenda. Dr. Brow added some information from a recent conference she attended.

e. BRAVOs

Thank you to everyone who has prepared for the Leadership Conference.

Bravo to Aundrea Cordle and Laura Holton (of JFS) for sharing customer services principles at the DD all-staff meeting on September 20.

Ms. Cordle thanked New Horizons for the new office furniture (available for use as New Horizons has exited the DD space). She also mentioned how helpful Jon Kochis has been with the Lancaster Festival security committee.

We thanked Christy Barker with the Clerk of Courts for helping with mail duties today.

Commissioner Fix commended Prosecutor Witt for his conduct in trial this week. The trial has been covered in the media extensively.

- Old Business (none)
- New Business (none)
- General Correspondence Received (none)
- Calendar Review/Invitations Received
  - a. Fairfield County Fair Grand Opening – Monday, October 7<sup>th</sup> at 8:00 a.m. at the main gate
    - 1. Commissioner Levacy will attend. Commissioner Fix may be able to attend.
- FYI
  - a. Jail Population – 337
  - b. DYS Compliance Letter Received
  - c. Lancaster-Fairfield Public Transit Press Release
  - d. City of Lancaster BZA Notice

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- Open Items

Mr. Kochis asked everyone to spread the work on traffic patterns for the Luke Bryan concert. Please re-tweet EMA messages if possible.

Commissioner Levacy stated at 9:42 a.m. that the Commission would be in recess until the 10:00 a.m. Regular Meeting.

### **Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, September 24, 2019 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis, Dave Levacy, and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jeff Porter, Joshua Horacek, Jeff Camechis, Todd McCullough, Amy Brown-Thompson, Jim Bahnsen, Jeff Barron, Tony Vogel, Jon Kochis, Ray Stemen, Loudan Klein, Dennis Keller, Jon Slater, Branden Meyer, Chief Lape, Jake Tharp, Rick Szabrak, and Aunie Cordle.

### **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.

Mr. Levacy reflected on the life and service of Ann Kitzmiller.

### **Public Comment**

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

There were no public comments.

### **Approval of Minutes for Tuesday, September 17, 2019**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the minutes for the Tuesday, September 17, 2019 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Dave Levacy

Absent: Steve Davis

### **Approval of the ADAMH Resolutions**

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

2019-09.24.a            A resolution to appropriate from unappropriated in a major expenditure object category ADAMH 2066 [ADAMH Board]

2019-09.24.b            A resolution to approve a reimbursement for share of costs for Liability Insurance paid to CORSA as a memo expenditure for fund# 2066 – Fairfield County ADAMH Board [ADAMH Board]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Dave Levacy

Absent: Steve Davis

### **Approval of the Commissioners Resolutions**

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

- 2019-09.24.c            A resolution approving an account to account transfer into a major expense category – Commissioners [Commissioners]
- 2019-09.24.d            A resolution to appropriate from unappropriated in major expenditure object category for the Fund# 2800 – Fairfield County Commissioners/Airport [Commissioners]
- 2019-09.24.e            A resolution to approve the annexation of 1.412 +/- acres from Bloom Township to the Village of Lithopolis, Expedited Type II, pursuant to ORC 709.023, Annexation of Land by Stephen F. Gredicak. [Commissioners]
- 2019-09.24.f            A resolution to approve the Fiscal Year 2020 CFLP Solid Waste District Recycling Services and Recycling & Litter Prevention Grant Application for Fairfield County. [Community Action]

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

**Approval of the Board of Developmental Disabilities Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Board of Developmental Disabilities resolution to approve a reimbursement for Office 365 license fees for contracted therapists fund #2060; see resolution 2019-09.24.g.

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

**Approval of the Emergency Management Agency Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Emergency Management Agency resolution to request for appropriations for receipts for EMA fund 2090 (subfund 8221) Central Ohio Trauma Systems Award; see resolution 2019-09.24.h.

Discussion: Mr. Kochis stated this resolution put funding in place for the "Stop the Bleed" training courses offered throughout the county.

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

**Approval of the Engineer Resolutions**

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

- 2019-09.24.i            A resolution to approve a Change Order for the FAI-CR60-5.223 Lake Road over a Tributary to Raccoon Run Culvert Replacement Project. [Engineer]
- 2019-09.24.j            A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for AMA-33 bridge/culvert replacement plans [Engineer]

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2019-09.24.k      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for cleaning supplies and legal ad advertising [Engineer]

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

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

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Family, Adult, and Children resolution authorizing the SFY 2020 Help Me Grow Early Intervention supplemental funding amendment between the Fairfield County Commissioners, as administrative agent of the Fairfield County Family, Adult and Children First Council and the Ohio Department of Developmental Disabilities; see resolution 2019-09.24.l.

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

**Approval of the JFS Resolutions**

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

2019-09.24.m      A resolution authorizing the approval of an advance from the General Fund to Enhancing Permanency in Children and Families (EPIC) sub-fund #8182 org. 12207207. Fairfield County JFS. [JFS]

2019-09.24.n      A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]

2019-09.24.o      A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2072 – Children Services Fund - Fairfield County JFS [JFS]

2019-09.24.p      A resolution authorizing the approval of an advance from the General Fund to Kinnect-30 Days to Family Grant sub-fund #8185 org. 12207219 Fairfield County JFS [JFS]

2019-09.24.q      A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS]

2019-09.24.r      A resolution to approve a memo receipt and memo expenditure for Fairfield County Job & Family Services' Children Services Fund and Protective Service Levy Fund, respectively [JFS]

2019-09.24.s      A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS]

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

**Approval of the Juvenile/Probate Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the JFS resolution authorizing the approval of repayment of an advance to the General Fund from Fund #2856 Child Abuse & Neglect Discretionary Fund; see resolution 2019-09.24.t.



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

**Approval of the Regional Planning Commission Resolutions**

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

- 2019-09.24.u            A resolution to accept right-of-way in conjunction with the Chesapeake Subdivision and associated Milnor Road widening [Regional Planning] [Regional Planning Commission]
- 2019-09.24.v            A resolution to approve the Violet Meadows Section 5, Phase 1 Final Plat [Regional Planning] [Regional Planning Commission]

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

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

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

- 2019-09.24.w            A resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2027 Weights (Rd&Brdg) [Sheriff]
- 2019-09.24.x            A resolution approving an account to account transfer Fund 1001 [Sheriff]
- 2019-09.24.y            A resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2593 Concealed Handgun License [Sheriff]

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

**Approval of the Treasurer's Office Resolution**

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the Treasurer's Office resolution to appropriate from unappropriated in a major expenditure object category Treasure's Office fund 1001 general; see resolution 2019-09.24..z.

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

**Approval of the Utilities' Office Resolutions**

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

- 2019-09.24.aa           A resolution authorizing fund to fund transfer from the Greenfield Water Fund #5841 to #5846 Debt Service Payments for 2019 - Utilities [Utilities]
- 2019-09.24.bb           A resolution to appropriate from unappropriated in a major expenditure object category Utilities Fund 5044 Sewer Fund [Utilities] [Utilities]

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2019-09.24.cc A resolution to appropriate from unappropriated in a major expenditure object category Utilities Fund 5046 Water Fund [Utilities] [Utilities]

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

### Approval of the Payment of Bills

On the motion of Jeff Fix and the second of Dave Levacy, the Board of Commissioners voted to approve the following Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2019-09.24.dd.

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

Dr. Brown reminded all elected officials and department heads about emails recently sent about the vacation conversion policy. Please reach out to employees and estimate the vacation conversion payout so that budget officers can plan accordingly now – even though the final information will not be available until November. Planning now is important for budget officers.

Mr. Szabrak provided an update on the Career Readiness Program and his involvement with professional development with educators. The Commissioners applauded Mr. Szabrak for his work with the program.

Dr. Brown commented on the desire to refer to the former Opportunity Center as the Workforce Center. This concept was met with positive reactions because the Workforce Center could be a location for training and multiple other activities to support the workforce.

### Adjournment

With no further business, on the motion of Jeff Fix and a second of Dave Levacy the Board of Commissioners voted to adjourn at 10:16 a.m.

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

The next Regular Meeting is scheduled for Thursday, September 26, 2019 at 10:00 a.m.


Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
that the September 24, 2019 minutes were approved by the following vote:

YEAS:  
ABSTENTIONS: None  
\*Approved on October 1, 2019

NAYS: None


ABSTENTIONS: None

\*Approved on October 1, 2019

  
Steven A. Davis  
Commissioner

  
Dave Levacy  
Commissioner

Jeff Fix  
Commissioner

  
Rachel Elsea, Clerk