Regular Meeting #47 - 2013
Fairfield County Commissioners' Office
October 3, 2013

Review

The Commissioners met at 9:04 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steven Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Ed Laramee, Pete Wade, and Jeremy Grayem.

Executive Session to discuss Pending Litigation

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Pending Litigation at 9:04 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Ed Laramee, Pete Wade, and Jeremy Grayem.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 9:23 a.m.

Roll call on the motion as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Dave Levacy

Review Continued

The Commissioners met at 9:23 a.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Ed Laramee, and Jason Dolin.

Executive Session to discuss Personnel at the Clerk of Courts Office

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Personnel at the Clerk of Courts Office at 9:23 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Ed Laramee, and Jason Dolin.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger
On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 9:59 a.m.

Roll call on the motion as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Dave Levacy

**Budget Hearing – Prosecutor’s Office**

The Commissioners met at 10:00 a.m. to discuss the Prosecutor’s Office 2014 Budget Request. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jeff Barron, Gregg Marx, Ed Laramee, Darren Meade, and Lynnette Barnhart.

Mr. Davis thanked Mr. Marx for his willingness to come to the hearing.

Mr. Marx thanked the Commissioners for the invitation. He also thanked them for the draft agenda which was helpful to him in his presentation. Mr. Marx stated the Prosecutor’s Office salaries have been virtually flat since 2009. There is a tremendous need for an investment in technology and equipment which they are doing this year in lieu of hiring additional attorneys and administrative staff. The Juvenile Court has asked for two full time prosecutors five days a week (they currently have two prosecutors two days a week). The prosecutor’s office is trying to make this work without asking for more money from the Commissioners. They have an administrative attorney who is going to help out in this regard. There is also a need for more attorneys to work on CPS services. Mr. Marx is trying to meet work requirements without salary adjustments. This summer they had four law clerks that were paid small stipends from the FOJ and have a fellowship from OSU for the year. Mr. Marx is confident they will be able to adapt the new software for CPS’ use as well (which may allow a saving for CPS as well). The software is something that can be used to support the discovery process.

Mr. Davis noted that it appeared as though the health insurance spend down wasn’t as high as they thought it would be for 2013.

Mr. Marx stated they had followed the suggested guidelines in the budget presentation.

Ms. Brown stated the parameters were for an 8% increase over expenditures, and this particular projection for 2014 was more than what would be needed for an 8% increase over expenditures, if the level of coverage were to remain as it is now. She added that they would be able to trim this line item down to help accommodate the technology investment and keep the overall budget within the parameters.

Ms. Barnhart asked if she should take the figure actually used and multiple from that for the 8% increase.
Ms. Brown stated that was correct. In many circumstances, the actual and estimates are very close, but in some circumstances if there are changes or if the actual is significantly lower than the estimate, then the actual expenditures should be the guiding factor in the calculations.

Mr. Davis noted that the equipment has probably been needed for some time now and asked how helpful the Prosecutor’s Office would be with those costs.

Mr. Marx stated they would pay for all of the costs this year out of the FOJ and money they already had in their grf budget. This will be roughly $45,000.

Mr. Dolin added that they would be using money they already have for installation and start up.

Ms. Barnhart stated the $52,000 for next year included a new server.

Mr. Dolin stated that the actual cost each year would be $54,000 to cover the licenses.

This will be billed $4,500 a month with $1,000 coming from the FOJ each month and $3,500 coming from the GRF.

Mr. Davis clarified that they were not asking for any change to the health insurance numbers for 2013, just 2014.

Mr. Kiger asked if the software decision was run thought Mr. Carter.

Mr. Marx stated they have been working with him all along and that the Police Department and Sheriff were very pleased with this program as well. This will save the county a great deal of money.

Mr. Marx added that he has included the numbers Mr. Porter has brought in with his delinquent tax collection efforts. They will need more for salaries in 2015 as they do not want to lose staff.

Mr. Davis asked if the Prosecutor’s Office would like to include a 2% raise in 2014 if the Commissioners decide to go that route.

Mr. Marx stated that would be very helpful and that he didn’t see how they could realistically limit expenditures otherwise. People who do great work need to be rewarded, and he is concerned with the demands placed on his staff by the courts. At some point he will have to ask for more money but is trying to put that off as long as he can.

Mr. Davis stated he saw no need for a second hearing and asked Ms. Barnhart to work with Ms. Knisley on the health insurance number.
Mr. Dolin stated they had timing issues with the software vendor and realize the Commissioners cannot make a decision until December, but asked if they saw any problems with this project.

Mr. Davis stated he did not have any problems and understood it was necessary.

The hearing was completed at 10:25 a.m.

Commissioner Davis stated at 10:25 p.m. that the Commission would take a 10 minute recess.

**Budget Hearing – Emergency Management Agency**

The Commissioners met at 10:44 a.m. to discuss the Emergency Management Agency’s 2014 Budget Request. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, and Jon Kochis.

Mr. Davis welcomed Mr. Kochis.

Mr. Kochis provided a slide show with an overview of the mission, fiscal events, evaluation of expected expenditures, balance sheet, prediction of service outcomes, and their ability to reduce expenditures and grow the gap.

Mr. Davis asked if the $86,097 for the allocation was for 2013 or 2014.

Mr. Kochis stated the $86,097 was for the grant last year and that this year they are asking for $86,900 from the Commissioners, which is essentially flat funding. They have an ability to cut a bit over $1,000 if that is something that becomes critical. Any amount they have will be used for a grant match.

Mr. Davis asked if the $86,900 already took into account a 2% raise.

Mr. Kochis stated it did.

Mr. Davis thanked Mr. Kochis for the solid presentation and stated he appreciated his work and was encouraged by his continued effort to solve the vehicle storage issue that EMA was researching.

Mr. Levacy asked if they just needed a location.

Mr. Kochis stated that was correct. He added that they had the fund sources but just need a place to put the storage facility.
Mr. Davis stated he didn’t see a need for another hearing.

The hearing concluded at 10:51 a.m.

**Budget Hearing – Facilities**

The Commissioners met at 10:27 a.m. to discuss the Facilities Department’s budget review. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, and Dennis Keller.

Mr. Davis thanked Mr. Keller for coming.

Mr. Keller presented an overview of their mission, how the department is holding down departmental expenses and managing capital improvements and related expenses.

Ms. Brown added that they had included a potential lease in 2014 which would be GRF expenditure. This is currently just for planning purposes.

Mr. Davis stated the health insurance line item appears to be underutilized.

Ms. Knisley stated they have over budgeted in previous years, however it is currently correct. This accommodates the 8% increase and an employee replacement for 2014.

Mr. Levacy asked if they included the potential 2% raise.

Ms. Knisley stated that they had with the existing appropriations, which are also affected by Mr. Vogel leaving his combined position, Mr. Keller joining the team, and a restructuring of maintenance staff. There is room in the budget for this.

Mr. Keller stated he has been utilizing a temporary employee which helps with costs. This works well as it is hard to hire a janitor based on an interview.

Mr. Kiger thanked Mr. Keller for recently relining the two parking lots and added that it looked very good.

Mr. Keller stated they are working on all of the lots.

Mr. Davis stated he appreciated Mr. Keller’s work and service and straightforward presentation. He added that he did not see a need for a follow-up hearing.

The hearing concluded at 11:06 a.m.
Budget Hearing – Municipal Court Clerk

The Commissioners met at 1:01 p.m. to discuss the Municipal Court Clerk’s 2014 Budget Request. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, and Sherry Eckman.

Mr. Davis thanked Ms. Eckman for coming.

Ms. Eckman provided a brief update. As of September 30, 2013 they have met what was paid to the GRF in 2012. In the existing 2013 budget, they had to incorporate unemployment. Had they known about the claim they would have contested it and won as the employees voluntarily left his/her job. The projection for unemployment is included in 2014, as it is not known if that individual would still be eligible for unemployment at that time. She is working on finding out if the benefits have expired and added that she has never had this problem with an employee before.

Mr. Davis asked about the $3,000 left in health insurance for 2013.

Ms. Eckman stated that, by statute, her health insurance was split with the county. This is the portion the county owes, and the city has not billed the county for the costs yet.

Ms. Knisley confirmed that City Auditor Nettles will bill the county and they will pay that this year.

Ms. Brown stated it may be helpful to be able to pay things differently with the city in the coming year. The approaches under consideration would help both entities to be more efficient and would not affect the bottom line, although the procedures will differ.

Ms. Knisley stated it would allow for employees to be reflected as city employees in a clear manner.

Mr. Davis asked if they would be affected by the potential 2% raise.

Ms. Eckman stated they would not as the county jobs are part-time and paid hourly. She added that the county jobs are a wonderful training ground for employees to transition into a city position in her office.

Mr. Davis thanked Ms. Eckman for her time and stated he did not see a need for a second hearing.

The hearing concluded at 11:27 a.m.
Executive Session to discuss Personnel of the Clerk of Courts Office

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss personnel of the Clerk of Courts Office at 11:29 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, and Jason Dolin.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 11:33 a.m.

Roll call on the motion as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Dave Levacy

Review Continued

The Commissioners met at 11:33 a.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, and Jason Dolin.

Commissioner Davis stated at 11:33 a.m. that the Commission would be in recess until 1:00 p.m.

Budget Hearing – Coroner’s Office

The Commissioners met at 1:00 p.m. to discuss the Coroner Office’s 2014 Budget Request. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, and Luann Davidson.

Mr. Davis thanked Ms. Davidson for coming.

Ms. Davidson reported for the last 22 years they have had a staff of four people on call at all times. This year they have developed staff realignment. They added a part time investigator (1 week per month) and other relief which is why the salaries appear bigger. The office has very low overhead, and the only new equipment they purchased new is fireproof filing cabinets. Dr. Vajen tries very hard to be fiscally prudent, and this shows in the money returned by their office every year. The increase in contractual services is for autopsies. They expect this year’s number to exceed 30 autopsies which is higher than last year. The office is able to run on a bare minimum.
Mr. Davis stated they appreciated it.

Mr. Kiger asked how they liked their new offices.

Ms. Davidson replied that they love them. It is a healthier environment, and staff morale has improved. They greatly appreciate the new accommodations.

Mr. Davis stated he appreciated Ms. Davidson’s willingness to meet with the Commissioners and stated he saw no need for a second hearing. He asked Ms. Davidson to convey to Mr. Vajen their appreciation for his service.

The hearing concluded at 1:03 p.m.

**Budget Hearing – Municipal Court Judge**

The Commissioners met at 1:00 p.m. to discuss the Municipal Court Judges’ 2014 Budget Request. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, and Jackie Long.

Mr. Davis thanked Ms. Long for coming.

Ms. Long reported that their annual report was sent earlier in the year. Despite the article in the EG, the caseload has not dropped. The only increase in their budget for 2014 is for contractual services (psychiatric evaluations and interpreters). They appreciate the Commissioners help with monitoring devices. They are also modifying salaries, but this will not affect the bottom line.

Mr. Davis asked if the health insurance was the same as the Municipal Clerk.

Ms. Long stated that Ms. Nettles had not billed the county yet.

Ms. Brown asked if they expect workers compensation fees to increase next year.

Ms. Long stated that it shouldn’t go up, and that she thought what was reflected in the system was just a keying error.

Ms. Knisley stated she would work on that with Ms. Long and asked if there would be an increase for salaries.

Ms. Long stated the city has instructed a 2% increase.

Mr. Davis thanked Ms. Long for her time.
The hearing was closed at 1:22 p.m.

**Review Continued**

The Commissioners met at 11:22 a.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, and Rachel Elsea.

Ms. Brown had a few issues to discuss. The first was that they were aware that USDA would be relinquishing some space at the Ag Center in January of 2014. She met with Mr. Orndorff on Wednesday, and he does not want any extra space. The Soil and Water Conservation District sub-leases space from USDA. They are contacting them regarding any changes to their current space. Ms. Brown will let everyone know of the space opening at the meeting on Friday to see if anyone in the county is interested in the space at the Ag Center. The meeting on Friday relates to the use of the Tussing Road building.

Ms. Brown stated that in review, there was a discussion of how DD is unable to use the Tussing Road space and that a non-profit group known as "Spark" was very interested in at least part of the space. Ms. Brink, who is an advocate for Spark, seemed frustrated in her email dialogues, which were just forwarded to Ms. Brown, with the slow speed of the process. Ms. Brown will reach out to Ms. Brink in person later in the day to inform her of the expected process, with the County determining if there is a proper public purpose for the building and then seeing if there is space available to lease.

Ms. Brown stated there would be a BWC resolution coming in the near future, for the November 5th meeting. Based on feedback, there is change in how to charge for equipment. The departments will purchase equipment directly, and there is no equipment charge expected in the allocation. The methodology can always be re-visited.

Mr. Kiger stated he thought the budget hearings were going very smoothly and efficiently.

Commissioner Davis stated the Commission would be in recess until the 2:30 p.m. Regular Meeting.

**Review Continued**

The Commissioners met at 2:39 p.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Aunie Cordle, Todd McCullough, and Rachel Elsea.
Executive Session to discuss Disciplinary Action with Personnel at the Dog Shelter.

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Disciplinary Action with Personnel at the Dog Shelter at 2:39 p.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Aunie Cordle, and Todd McCullough.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger

On the motion of Mike Kiger and second of Dave Levacy, the Board voted to exit Executive Session at 2:47.m.

Roll call on the motion as follows:
Voting aye thereon: Mike Kiger, Dave Levacy and Dave Levacy

Review Continued

The Commissioners met at 2:47 p.m. to continue to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Aunie Cordle, Jeff Barron, Todd McCullough, and Rachel Elsea.

Ms. Cordle stated she received a call from Maggie Snow with Franklin County benefits. They would like to meet to discuss co-op practices. Ms. Cordle will try to set this up for a Tuesday afternoon in October.

Motion to approve a resolution authorizing the approval of a contract between CFLP Solid Waste District and the Fairfield County Commissioners.

On the motion of Steve Davis and second of Dave Levacy, the Board voted to approve a resolution authorizing the approval of an contract between CFLP Solid Waste District and the Fairfield County Commissioners.

Roll call on the motion as follows:
Voting aye thereon: Steve Davis, Dave Levacy and Mike Kiger

Mr. Davis asked that the minutes wait until the meeting on Tuesday, October 8th so that he has a chance to review them.
Adjournment

With no further business, on the motion of Mike Kiger and a second of Dave Levacy the Board of Commissioners voted to adjourn 2:50 p.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, October 8, 2013 at 10:00 a.m. with review session at 9:00 a.m. on the same day.

Motion by: ___________________________ Seconded by: ___________________________

that the October 3, 2013, minutes were approved by the following vote:

YEAS: ___________________________________ NAYS: None

ABSTENTIONS: None

*Approved on October 8, 2013

Steven A. Davis  Dave Levacy  Mike Kiger
Commissioner  Commissioner  Commissioner

Rachel Elsea, Clerk