

Regular Meeting #46 - 2018
Fairfield County Commissioners' Office
October 23, 2018

Review

The Commissioners met at 9:02 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: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Josh Horacek, Kirk Shaw, Jonathan Ferbrache, Jeff Fix, Dennis Keller, Tony Vogel, Todd McCullough, Aunie Cordle, Bart Hampson, Dan Neeley, Jim Bahnsen, Jeff Barron, Ray Stemen, Chief Lape, Mark Conrad, Jeremiah Upp, and Jon Slater.

- Legal Update

Mr. Horacek did not have a legal update.

- Administration and Budget Update/Carri's List

- a. Announcements

The offices are closed on November 12th to observe Veterans Day.

The next roundtable meeting is November 15.

There is no Commissioners' meeting on November 20. The office is closed for Thanksgiving on November 22 and 23.

On December 11, we will have swearing in ceremonies and the "sweets and treat" holiday celebration.

- b. Highlights of Resolutions

There were 37 resolutions for the voting agenda. (Rachel Elsea stated two additional resolutions are in queue for reappointments to the Volunteer Peace Officers Dependents Fund Board and to the Visitors and Convention Bureau Board, and those are scheduled for Thursday, October 25th.) Dr. Brown highlighted the 38 resolutions as follows:

JFS proposed two agreements for CPS protective placement in network for two St. Vincent facilities.

RPC proposed a resolution authorizing the contract, notice to proceed, and notice of commencement for a CDBG Critical Infrastructure FY2017 project for the Village of Baltimore Bridge Repair Project. RPC also proposed approval of the right of way relating to the Thomas Ewing Junior High School project.

Soil and Water proposed a resolution approving signing a Deed of Agricultural Easement relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Bope Farm.

The County Engineer proposed a resolution to approve the Road Usage Agreement between Fairfield County and Ohio Power Company, a unit of AEP. The County Engineer also proposed a resolution to authorize the disposal of obsolete vehicles and equipment within the Fairfield County Engineer's Office by public auction on govdeals.com.

There were financial resolutions to approve, such as:

- A correction for the Licking County sewer charges;
- The credit of the 2% administrative fee for health insurance for July and August 2018 (two resolutions);
- Credits of interest for September for the Parks District and Health Department (two resolutions);

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- A cash advance for the Law Library and for CDBG, as well as a draw and status report for CDBG (three resolutions);
- Reimbursements by operation of law for JFS (three resolutions);
- A grant match for the Airport;
- An account to account transfer of appropriations for the County Auditor, Common Pleas Court, JFS, the Sheriff, Dog Adoption Center and Shelter, EMA, and the Commissioners (eight resolutions);
- Reimbursement for liability insurance from CPS;
- Appropriations from unappropriated funds for the County Auditor, ADAMH, Common Pleas Court, County Engineer (with memo transactions, too) and Utilities (all non-general fund appropriations and a total of eight resolutions); and
- The payment of bills.

c. **Administrative Approvals & Budget Update**

Administrative Approvals

The review packet contained a list of administrative approvals for the week. No questions were posed.

Budget Update

We received the final disbursement for the year of casino revenues. The annual total is \$1.8 M, above the projection of \$1.7 M.

Health insurance rates were announced by email on October 19, 2018. The rates increased the expected 5%. Open enrollment is in progress. Thanks to HR for their work on open enrollment and in keeping the rates as low as reasonably possible.

We reviewed the CCAO response relating to the State Auditor's financial indicators we discussed last week. Consistently, the response highlighted the MCO loss and drivers of expenses, such as costs relating to the opioid epidemic. CCAO also echoed the call for a stronger state-county partnership in addressing revenue loss.

AEP Electric Vehicle Charging Incentive Program

We are reviewing the requirements of the AEP electric vehicle charging incentive program. If able to proceed, we will share our documents with others interested in applying for a grant.

Valuing Employees – Strategic Theme

Employees are our best assets. To demonstrate Fairfield County values employees and the services they provide to the public, a work group designed comprehensive recommendations to support and engage employees. The overarching goal is to improve the county's ability to attract and retain talent. A report outlines 20 initial recommendations in the categories of:

- organizational culture, communications, and employee involvement;
- financial rewards;
- performance assessment;
- career development and training;
- work-life balance; and
- health, wellness, and benefits.

Additional recommendations will likely arise for the future, yet these broad categories focused on what managers and employees both find important. Recommendations can be approved as a group or in part. There will be ongoing

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evaluation and monitoring of the recommendations as they are implemented. A full report will be in review at a future session (November 6). The report is a consensus product of the work group, and everyone is very excited to share the work product.

Update with Commissioner Kiger

On October 22, 2018, Dr. Brown updated Commissioner Kiger on the contents anticipated for the meeting of October 23, 2018. She provided information about the resolutions proposed and the forthcoming recommendations (now in draft form) relating to valuing employees. Commissioner Kiger had planned to attend the meeting on October 23, 2018, but he had some issues with transportation. He awaits information relating to surgery he expects to have. He appreciates all the cards he is receiving.

d. BRAVOs

Bravo to the environmental stewardship group for the “lunch n learn” opportunity.

Thank you to JFS for raising food for the Community Action food pantry. The team did a great job working on this community effort. Ms. Cordle reported that the 2,000+ items would be loaded and taken to Community Action later in the day.

Thanks to Christy Barker, Christina Foster, Amy McCoy, and others who helped make sure mail was processed last week. Thanks to Bob Holland for drafting great instructions to follow in his absence.

- Old Business

- a. Update on the Buckeye Lake State Park Dam Project

Mr. Levacy reported that the state project is basically complete with only a few cosmetic issues left. He met with Ohio Development Services Agency Director David Goodman and others on Monday of this week. A group led by Commissioner Levacy gave Director Goodman information about the economic development objectives of the three counties. There is a fair amount of poverty in the Buckeye Lake area, making the economic development efforts important to all in improving economic conditions. Mr. Levacy believes Buckeye Lake will be a bright spot for Ohio in the very near future.

- New Business (none)

- General Correspondence Received (none)

- Calendar Review/Invitations Received

- a. Small Business Holiday Luncheon at Cheers Chalet – Tuesday, December 18th

- FYI

- a. The jail population is 305.

- b. United Way Government Employee Lunch – Wednesday, October 24th

- c. JFS Protective Services Holiday Drive is gearing up – Send your indication of intention to participate by November 9.

- d. Mr. Slater reported that Pat Estep’s wife (Melissa) recently passed away. We offer our condolences and are keeping the family in our thoughts and prayers.

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- Issues Bin (none)
- Open Items (none)

JFS Update

The Commissioners met at 9:30 a.m. for a JFS Update. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Josh Horacek, Kirk Shaw, Jonathan Ferbrache, Jeff Fix, Dennis Keller, Tony Vogel, Todd McCullough, Aunie Cordle, Bart Hampson, Dan Neeley, Jim Bahnsen, Jeff Barron, Ray Stemen, Chief Lape, Mark Conrad, Jeremiah Upp, and Jon Slater.

Ms. Cordle stated that Mr. Hampson and Mr. Neelery would be providing an update on the administrative aspects of JFS.

Mr. Hampson reported on the four barriers of the department: Deputy Director of Finance turnover, operation consistency, financial reporting issues (to better education JFS leadership), and training barriers (Mr. Hampson now trains staff and educates JFS leadership).

Ms. Cordle thanked Dr. Brown for the wealth of knowledge and help in maintaining consistency during transitions.

Mr. Hampson stated the present issues in the office include complexities with various finance areas (budget, grants, contracts, allocations, etc.), operations within the departments, and relationships throughout the state. He is working with Mr. Neeley to update the business operations systems.

For Mr. Neeley's update, he reviewed the FileMaker software that has allowed the IT department to create various programs for JFS that communicate with each other and help track information. This has increased efficiency while meeting unique needs of JFS. Mr. Neeley works with multiple entities and organizations on many different technology platforms. IT has done well integrating these platforms with multiple departments. The State of Ohio has recently gone to a statewide document imaging and case management program. This is something JFS did on their own several years ago in the Child Support Enforcement Agency. Also, Community Services is up and running with smaller departments to be phased in.

Ms. Cordle stated she is proud of all the JFS departments. Fairfield County is an anomaly in Ohio for its innovation, and she is proud of that.

Mr. Davis thanked Mr. Hampson and Mr. Neeley for the update. He appreciates their leadership.

Mr. Levacy stated that is amazed with all the aspects that JFS handles from managing financial matters with state, federal, and county fiscal years to passing the protective services levy.

Dr. Brown commended the JFS leaders for their purpose-driven leadership. They know their administrative work has great purpose. They are successful in their work because of the alignment of their values with the agency purpose to serve the children and families in Fairfield County. They are using their skills for good, making a difference to improve the quality of life in Fairfield County.

Commissioner Davis stated at 9:53 a.m. that the Commission would be in recess until the Regular Meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, October 23, 2018 beginning at 10:02 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Josh Horacek, Kirk Shaw, Jonathan Ferbrache, Jim Bahnsen, Ray Stemen, Tony Vogel, Todd McCullough, Mark Conrad, Jon Slater, Chief Lape, Jeff Fix, Jeremiah Upp, Dennis Keller, Dan Neeley, and Bart Hampson.

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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.

There were no announcements.

Public Comment

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

Mr. Ray Stemen of 2444 West Point Road in Lancaster spoke of an article in which he read about a migrant caravan traveling through Mexico to the United States. He stated he read there are now 14,000 individuals in the caravan that is "led by the UN and global people". He added the President plans on "stopping this invasion of outside forces". He further urged everyone to support the President.

Approval of Minutes for Tuesday, October 16, 2018.

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, October 16, 2018 Regular Meetings.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of the ADAMH Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the ADAMH resolution to appropriate from unappropriated in a major expenditure object category ADAMH 2066; see resolution 2018-10.23.a.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

Approval of the Auditor's Office Resolutions

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

- | | |
|--------------|---|
| 2018-10.23.b | A resolution authorizing a memo expense memo receipt for the General Fund 2% administration fee for managing the county self-insurance program, Fund# 5376 TO GENERAL #1001 – Fairfield County Auditor [Auditor- Payroll] |
| 2018-10.23.c | A resolution to appropriate from unappropriated in a major expenditure object category Auditor's Office, Fund 3688 – Financial Management Info System [Auditor] [Auditor- Finance] |
| 2018-10.23.d | A resolution authorizing a memo expense memo receipt for the General Fund 2% administration fee for managing the county self-insurance program, Fund# 5376 TO GENERAL #1001 – Fairfield County Auditor [Auditor- Payroll] |
| 2018-10.23.e | A resolution approving an account to account transfer into a major expenditure object category. Auditor (General [Auditor- Admin] |

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

Approval of the Commissioners Resolutions

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

- | | |
|--------------|---|
| 2018-10.23.f | A resolution authorizing the approval of a request for payment and status of funds report for the FY2016 CDBG Allocation - \$ 179,781 [Commissioners] |
| 2018-10.23.g | A resolution correcting the certification to the county auditor delinquent water and sewer rentals on tax duplicate – Buckeye Lake Sewer System – Water & Wastewater Department. [Commissioners] |
| 2018-10.23.h | A resolution approving an account to account transfer into a major expense category – Fairfield County Commissioners [Commissioners] |
| 2018-10.23.i | A resolution authorizing the approval of an advance from the General Fund to the FY2016 CDBG Allocation Fund # 2788, Subfund# 8141 – Fairfield County Commissioners [Commissioners] |
| 2018-10.23.j | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners] |
| 2018-10.23.k | A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners] |
| 2018-10.23.l | A resolution approving an account to account transfer into a major expense category & Grant Match transfer to FY2018 FAA grant Fund# 3011, Subfund#8197 – Fairfield County Commissioners [Commissioners] |
| 2018-10.23.m | A resolution to approve the contract between the Fairfield County Commissioners and the Lancaster-Fairfield Community Action Agency to administer the 2018 Community Grant (CG) from Ohio Environmental Protection Agency. [Community Action] |

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

Approval of the Common Pleas Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Common Pleas Court resolutions:

- | | |
|--------------|--|
| 2018-10.23.n | A resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 2839 and Sub Fund #8203, ATP Administrative Fund Grant – Fairfield County Common Pleas [Common Pleas Court] |
| 2018-10.23.o | A resolution approving an account to account transfer in a major object expense categories – Fairfield County Common Pleas Court [Common Pleas Court] |

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

Approval of the Dog Shelter Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Dog Shelter resolution authorizing an account to account transfer in a major expense category; see resolution 2018-10.23.p.

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

Approval of the Emergency Management Agency Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Emergency Management Agency resolution authorizing an account to account transfer for EMA Fund 2707 (8149) EMA Emergency Management Performance Grant FY2018 and appropriate from unappropriated; see resolution 2018-10.23.q.

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

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:

- | | |
|--------------|---|
| 2018-10.23.r | A resolution to approve the Road Usage Agreement between Fairfield County and Ohio Power Company, a unit of AEP [Engineer] |
| 2018-10.23.s | A resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3445 2018 CEAO Safety Study Project [Engineer] |
| 2018-10.23.t | A resolution to request for appropriations for additional unanticipated receipts of Memo receipts and memo expenses for fund 2050 for annual inspections in various subdivisions 6/12/18-10/3/18 [Engineer] |
| 2018-10.23.u | A resolution to authorize the disposal of obsolete vehicles and equipment within the Fairfield County Engineer's Office by public auction. [Engineer] |
| 2018-10.23.v | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for overtime and comp time payout [Engineer] |
| 2018-10.23.w | A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for fuel [Engineer] |

Discussion: Mr. Upp thanked the Prosecutor's Office for their help with the RUMAs.

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

Approval of the Job & Family Services Resolutions

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Job & Family Services resolutions:

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- 2018-10.23.x A resolution regarding Network Placement and Related Services Agreement between St. Vincent Family Centers, Child Protective Services Department [JFS]

- 2018-10.23.y A resolution to approve a reimbursement for share of costs for Liability Insurance paid to CORSA as a memo expenditure for fund# 2072 Fairfield County Job and Family Services - PCSA [JFS]

- 2018-10.23.z A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS]

- 2018-10.23.aa A resolution approving an account to account transfer Fund 2018Public Assistance [JFS]

- 2018-10.23.bb A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS]

- 2018-10.23.cc A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]

- 2018-10.23.dd A resolution regarding Network Placement and Related Services Agreement between St. Vincent Family-Department of Mental Health, Child Protective Services Department [JFS]

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

Approval of the Law Library Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Law Library resolution authorizing the approval of an advance from the General Fund to the Law Library Fund #2767; see resolution 2018-10.23.ee.

Discussion: Dr. Brown stated this was a relatively minor cash advance to help with day to day business of the Law Library.

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

Approval of the Regional Planning Commission Resolution

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

- 2018-10.23.ff A resolution to accept right-of-way in conjunction with the Thomas Ewing Junior High School [Regional Planning Commission]

- 2018-10.23.gg A resolution authorizing the contract, notice to proceed and notice of commencement for a CDBG Critical Infrastructure FY2017 project for the Village of Baltimore Bridge Repair Project [Regional Planning Commission]

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

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Approval of the Sheriff's Office Resolutions

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

- 2018-10.23.hh A resolution approving an account to account transfer Fund 1001 [Sheriff]
- 2018-10.23.ii A resolution authorizing an account to account transfer Fund 2503 Police Revolving [Sheriff]

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

Approval of the Soil and Water Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Soil and Water resolution approving signing a Deed of Agricultural Easement relating to the Clean Ohio Local Agricultural Easement Purchase Program for the Bope Farm; see resolution 2018-10.23.jj.

Discussion: Mr. Ferbrache stated this was the last of the 2017 Clean Ohio Funds. This property is a Century Farm. There are now 146 protected acres in Fairfield County.

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

Approval of the Utilities Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Utilities resolution to appropriate form unappropriated in an expenditure object category Utilities Fund 5044 Sewer; see resolution 2018-10.23.kk

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

Approval of the Payment of Bills Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2018-10.23.ll.

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

Executive Session – Impending Litigation

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss impending litigation at 10:12 a.m.

Discussion: Commissioner Levacy stated that the following people be included in the executive session: Commissioner Davis, Commissioner Levacy, Commissioner Kiger, Carri Brown, Rachel Elsea, representatives from the Prosecutor's Office, and representatives from the Engineer's Office.

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

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On the motion of David Levacy and second of Steve Davis, the Board voted to exit Executive Session at 10:57 a.m.

Roll call on the motion as follows:

Voting aye thereon: Steve Davis and Dave Levacy

Absent: Mike Kiger

Review (continued)

The Commissioners met at 10:57 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: Steve Davis and Dave Levacy. Also present were Carri Brown, Jeff Porter, Rachel Elsea, Joshua Horacek, Kirk Shaw, Jeremiah Upp, and Eric McCrady.

Motion to Authorize the Prosecutor and Engineer's Offices to Request Mediation with ODNR on Terms and Conditions relating to a Road Usage Maintenance Agreement.

On the motion of Steve Davis and second of Dave Levacy, the Board voted to authorize the Prosecutor and Engineer's Offices to request mediation with ODNR on terms and conditions relation to a Road Usage Maintenance Agreement.

Roll call on the motion as follows:

Voting aye thereon: Steve Davis and Dave Levacy

Absent: Mike Kiger

Adjournment

With no further business, on the motion of Dave Levacy and a second of Steve Davis the Board of Commissioners voted to adjourn at 10:57 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

The next Regular Meeting is scheduled for Tuesday, October 25, 2018 at 10:00 a.m.


Motion by: _____ Seconded by: _____
that the October 23, 2018, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on October 30, 2018


Steven A. Davis
Commissioner


Dave Levacy
Commissioner

Absent
Mike Kiger
Commissioner


Rachel A. Elsea, Clerk



Job & Family Services Finance Agenda

Past

- Barriers



Present

- Complexities
- Operations
- Relationships
- Business Systems



Future

- Relationship Building
- Information Systems Technology



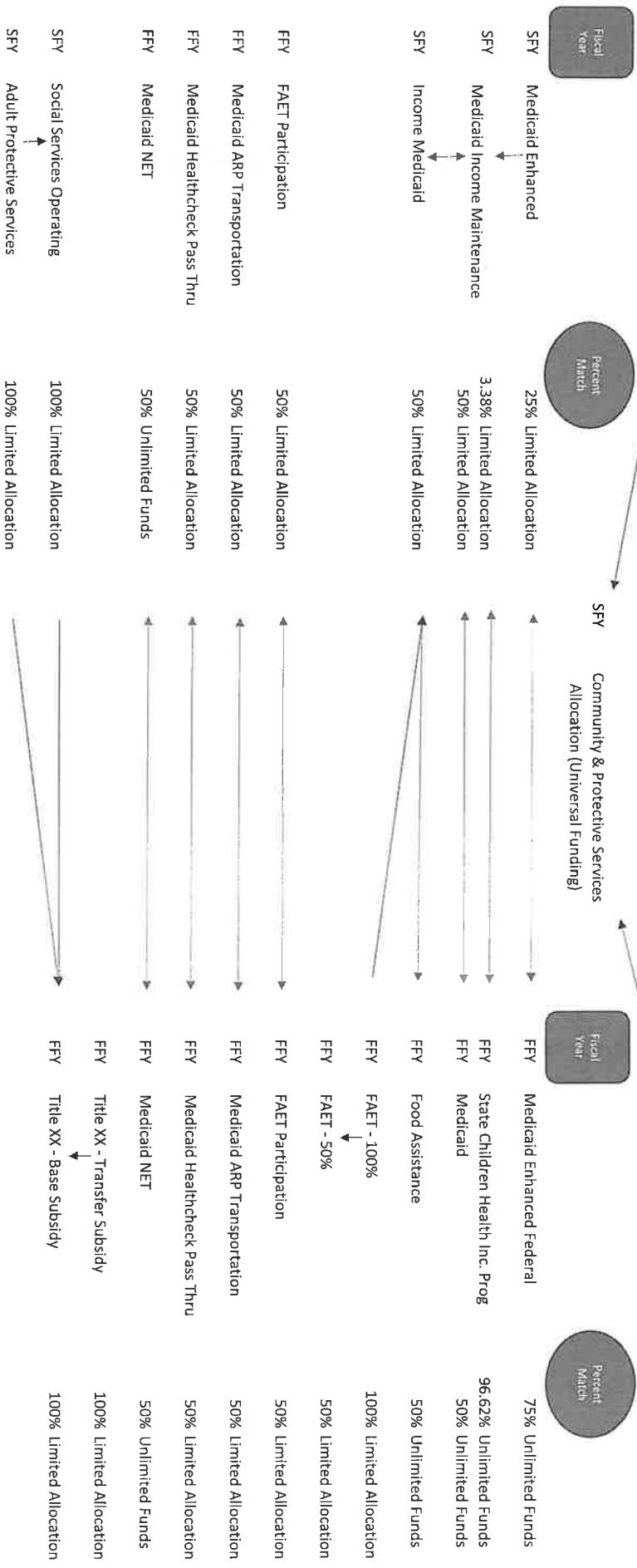
Fairfield County
Job & Family
Services

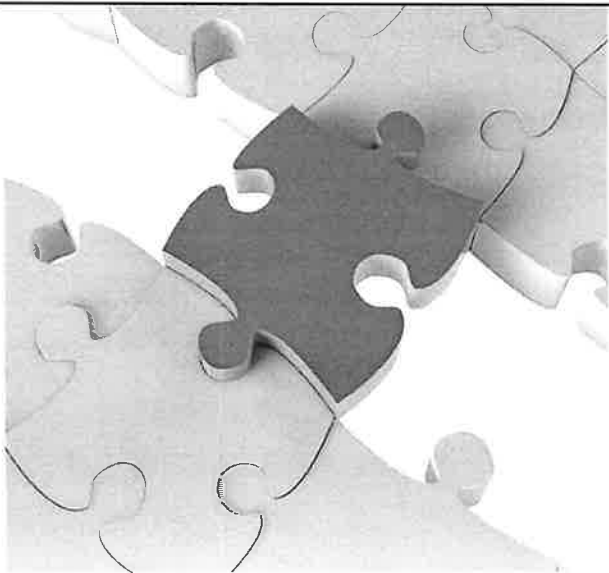
Public Assistance Fund

RMS cost based on salaries, benefits, and shared cost split into allocations based on RMS results.

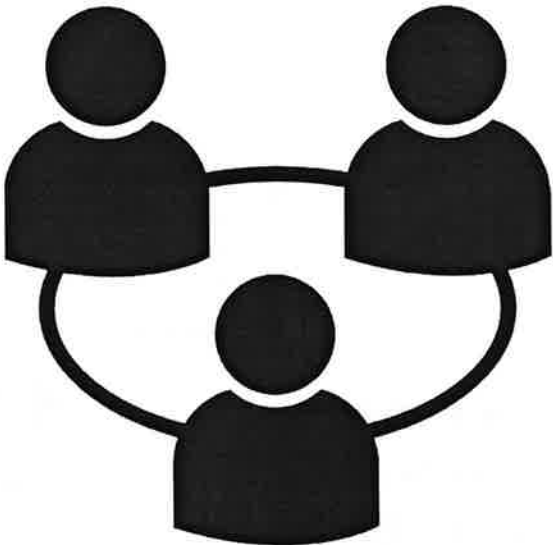
State Allocations

Federal Allocations

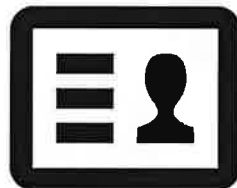




Gap Solutions



Relationships and Coordination



Statewide Document Management