

Regular Meeting #45 - 2019
Fairfield County Commissioners' Office
October 29, 2019

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 Jeff Fix. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Tom Lininger, Jon Kochis, Tony Vogel, Dennis Keller, Todd McCullough, Jim Bahnsen, Jeff Barron, Jake Tharp, Lt. Marc Churchill, Loudan Klein, Jeremiah Upp, and Jon Slater.

- Legal Update

Mr. Davis asked Mr. Horacek about the memo requested by the Commissioners regarding the process of the Annexation. He understands the process of the hearings and the influence of information, but he would like more details on the procedure and structure of the hearing. He appreciates the current structure of Commissioner hearings as it allows for structure and order.

Mr. Horacek replied that he understood and while the procedure may be slightly different, they will try to keep it as similar to the historical structure as possible.

- Welcome

Mr. Davis welcomed Mr. Troy Quinlan, Public Affairs Representative for Ohio Treasurer Robert Sprague.

Mr. Quinlan thanked the Commissioners for allowing him to attend the meeting and learn more about Fairfield County. He offered to meet individually with anyone after the meeting.

- Administration and Budget Update/Carri's List

- a. Announcements – Happy Internet Day!

October 31 – Budget Hearings continue

November 11 – Offices are Closed for Veterans Day

November 21 – Elected Official and Department Head Roundtable

November 28-29 – Thanksgiving Holiday – Offices are Closed

- b. Highlights of Resolutions

Dr. Brown highlighted 17 resolutions for the voting meeting.

RPC proposed a resolution to approve the Heron Crossing Section 4, Part 1 Final Plat.

The Engineer proposed change orders for two projects, for 2019 pavement markings and the Clear Creek Bridge replacement project. The Engineer also proposed a resolution to approve the contract with Complete General Construction for the FAI-CR33A-3.26 Intersection Improvements Project, along with approval of the notice of commencement.

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

- Authorization to extend the repayment of an advance for the Major Crimes Unit and to approve an advance for the Sheriff (CFLP litter control grant);
- Interest credits for the Parks District and Health Department;

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- An account to account transfer of appropriations for the Sheriff, JFS, and the Clerk of Courts;
- Appropriations from unappropriated funds for Utilities (submitted by the Auditor for an inactive fund), FCFACF, and the Engineer (four resolutions);
- The payment of bills.

In queue, there were several financial and contracting resolutions, as well as a resolution to affirm the public records policy and for Licking County sewer delinquencies to be placed on the tax duplicate.

c. Administrative, Program, and Budget Update

Administrative Update

Administrative Approvals

The review packet contained a list of administrative approvals, and there were no questions.

Required Ethics, Unlawful Harassment, and Cybersecurity Training

Dr. Brown reported all Commissioners, and she, along with direct reports of the County Administrator, including Department Heads, as well as Visitation Center staff, interns, and administrative staff have taken the three required trainings for ethics, unlawful harassment, and cybersecurity in 2019.

Hunters Run Conservancy District

Dr. Brown provided an overview of the extensive administrative work connected with the monitoring of the effort to contract on behalf of the Hunters Run Conservancy District to support them with their improvements. The HRCD appears to be on a path for improvement, and the MOU connected with the contracting is expected to be a one-time occurrence. Dr. Brown confirmed with Paul Martin with the City of Lancaster that the City will be providing its \$30,000 share by the end of the year. The County will have contracted for services amounting to \$62,751.62 through this support, making the County net contribution to the HRCD improvements at \$32,751.62 yet this does not include multiple in-kind contributions and other supports. This relates to the current MOU alone.

Columbus Region State Capital Budget Requests

We submitted requests to support the Workforce Training Center (\$650,000 of a \$995,500 renovation project) and the Decorative Arts Center (\$62,050 of a \$93,075 project).

On a related note, and regarding the Workforce Center, we have received word from the State Auditor that the BWC refund should be handled as usual as opposed to separate tracking for a specific measure to address the Governor's desire for the refund to be used for workforce and economic development related purposes.

Manufacturing Partnership and Career Readiness Appreciation

We are sending notes of thanks to all manufacturing partners and schools for their collaboration. In addition, the Utilities Department participated in outreach with Bloom Carroll Schools and Lancaster City Schools relating to Utilities careers; there is an ongoing posting for water operator in training.

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Budget Update

Budget Hearings

Budget hearings are set for the 2020 budget. We will continue to monitor revenues and expenditures. We continue to align performance goals with the budget, and we appreciate the cooperation with budget hearings and parameters communicated in April and throughout 2019.

Dr. Brown reported a minor adjustment which required no change was reported by Prosecutor Witt in that a new copier was needed from the planned 2020 appropriations.

Mr. Davis thanked Dr. Brown and the departments for the pre-budget hearings work as it is very helpful to the Commissioners. He appreciates the cooperation from the departments to make the budget hearings run smoothly.

Records Center Operations

Within the 2020 budget, there is no new department created for the Records Center, under the Commissioners, at this time. There could be a new department created in the near future, once needs are more clearly identified.

There is, however, \$40,000 dedicated to temporary staffing to provide services and determine specific needs for all departments using the Records Center.

At present, there are three employees of the Clerk of Courts who are dedicated to records management (stationed at the Records Center). The duties of records management for the Clerk of Courts are their current and ongoing job duties.

There is also temporary staff dedicated to this effort.

In 2020, a work group (consisting of the County Administrator, Human Resources Director, Clerk of Courts, IT Director, and Facilities Manager) will continue to lead the establishment of the County Records Center. The center is in use now.

Policies and guidelines are communicated by the work group, and the building's utilization is under the direction of the Commissioners.

Departments using the Records Center must agree to abide by the policies and guidelines of the Records Center. The additional temporary staffing for 2020 will be under the direction of the Human Resources Director, who is housed at the Records Center.

Departments are, overall, collaborating and doing a great job cleaning out Drew Shoe, and using the Records Center appropriately.

Along with county records, the Human Resources Department is located at the Records Center. Employee exercise equipment for wellness is located at the Records Center. There is conference and training space, as well, utilized by county departments and community partners, such as the Fairfield County Bar Association. The Probate Guardianship Service Board employees (two social services specialists and a program coordinator) will be located at the Records Center in 2020.

Probate Court Guardianship Service Board - First Quarter 2020 Update – April 7 2020 Meeting

We have a meeting scheduled April 7, 2020, for a first quarter 2020 update of the Probate Court Guardianship Service Board operations.

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In the October 24th, 2020, budget hearing for Juvenile and Probate Court, Judge Vandervoort stated about \$47,000 is now being paid in court appointed attorney fees and from an indigent guardianship account that supports that effort. There is another approximate \$20,000 from the Commissioners (within the General Fund).

Once the new board is established with employees in place, there will be \$39,000 from the General Fund plus the contributions from ADAMH, Meals on Wheels, DD, and potentially others. Now, there are six attorneys who serve as court appointed guardians and three of them would like to stop doing this. Attorneys would still need to file the paperwork. Once appointed, the lawyer is done with the case unless challenged.

We also know that we have already approved multiple contracts for the receipt of funds for the Guardianship Service Board.

In accordance with ORC Section 2111.52, the County Probate Court is establishing a one court model for a new board known as the Guardianship Service Board, where a three-member board appointed by the Probate Court Judge, the ADAMH Board, and the DD Board, will govern services to help ensure treatment of any person who is under the care of the county ADAMH Board, the DD Board, or any other guardianships.

Treatment will include involuntary commitment proceedings and the establishment and management of adult guardianships, including all associated expenses, for wards who are under the care of the county ADAMH Board, the DD Board, or any other guardianships.

The contracts were for the receipt of funds for the Guardianship Service Board from ADAMH Board, DD Board, COAAA, and Fairfield Medical Center. Additional funds will be provided by Probate Court through the indigent services surplus and from the Commissioners (from the general fund as a transfer).

Here is a summary of estimated resources for the Probate Court Guardianship Service Board 2019 and 2020:

<u>2019</u>	
COAAA	\$ 7,500
DD	11,000
ADAMH	11,000
FMC	11,000
County General Fund	9,750
Surplus from Probate Court Indigent Fund	15,800
 <u>2020</u>	
COAAA	\$30,000
DD	44,000
ADAMH	44,000
FMC	44,000
County General Fund	39,000
Surplus from Probate Court Indigent Fund	47,000

Also, there will be in-kind contributions from the County, such as office space and technological infrastructure (not identified above). In general, there is about \$181,000 of additional resources being provided to the overall effort annually, using 2020 as an example and comparing the current condition and not considering the start-up and beginning expenses for services in 2019.

In other words, in 2020, about \$248,000 of resources will be available for the year, and currently, about \$67,000 is used. This is an additional \$181,000 from multiple sources for annual operations, of which the County General Fund contributes \$39,000 as a transfer.

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The goal of the update in April will be to show how the additional resources are making a difference or will be making a difference with the additional services provided.

Pickerington Rd/33 Interchange – Stakeholder Meeting

Multiple people participated in the first stakeholder meeting with ODOT to identify measurements to use while building a feasibility study last week. Jeremiah Upp, County Engineer, will coordinate the county response for ODOT's request for feedback regarding the measurements and the feasibility study.

d. November 21st Roundtable

The Board of County Commissioners will be hosting an elected officials and department head roundtable meeting on November 21 at 8:30 a.m. in the hearing room. A draft agenda will be in the review packet.

e. BRAVOs

Thanks to everyone for their patience with the Executime training and process. While there may be a few bumps with the transition, the end result will be an improvement. We are collectively supportive of the use of new technology.

Mr. Slater thanked his team and Michelle Wright at DD for their instrumental work. He apologized for the short notice, but there would have been a major setback had they not started implementing everything now.

Congratulations to all "idea box" honorees. They will be honored with a certificate at a November Commission meeting.

- Old Business

- a. Rightsizing the MCJDC Contribution

Commissioner Davis reported on a committee meeting he attended with MCJFS leaders and Judge Vandervoort. Judge Vandervoort was questioned at length regarding her process, and Mr. Davis stated she handled herself incredibly well. The discussion at this meeting was more direct. Concepts of alternative uses for the facility will continue to be reviewed, but there is not an appetite to make major changes to the building or staffing structure for alternate uses. In the meantime, they will focus on the financial contributions necessary to keep the facility running. Mr. Davis stated he came out of the meeting more hopeful than he had with any of the meetings he had previously attended.

A draft calculation with a methodology including "look back" evaluation of usage was prepared, demonstrating Licking County's increased usage and Fairfield County's decreased usage of the MCJDC. Fairfield and Licking County will be continuing to discuss the rightsizing effort, and all MCJDC members will be strategizing about ways to succeed in current and future market or industry conditions.

- New Business (none)
- General Correspondence Received (none)
- Calendar Review/Invitations Received (none)
- FYI

- a. Jail Population – 302

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- b. Rockies Express Pipeline Notice
- c. FCC Notice for MARCS Radio Tower
- d. Thank Yous relating to 4H and the Fairfield County Fair
- Open Items

Lt. Churchill reported that as of yesterday, Ruthie was back at work full-time. The office is very excited to have her back. He thanked Mr. Keller and Ms. Smith for managing the staff during her absence.

Fear Free Shelter Update

The Commissioners met at 9:32 a.m. for a Fear Free Shelter Update with Todd McCullough. Commissioner Levacy called the meeting to order with the following Commissioners present: Steve Davis and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Tom Lininger, Jon Kochis, Tony Vogel, Dennis Keller, Todd McCullough, Jim Bahnsen, Jeff Barron, Jake Tharp, Lt. Marc Churchill, Loudan Klein, Jeremiah Upp, Jon Slater, Erin Frost, Angel Maynard, Denisha Miles, Jessica Pierce, Morgan Hines, Samantha Roberts, Rachel Longnecker, Brandon Root, Nicholas Schultz, and Jeremy Grant.

Mr. McCullough reported that the entire staff had completed their Fear Free certification for Dog Shelters. He mentioned that a lot of the concepts were already implemented, but there were some new ideas they took away from their trainings. The philosophy of the program is to match dogs who suffer from anxiety and stress to the appropriate owners and homes. The staff took it upon themselves to work within their schedules, without effecting their existing work, to complete the trainings.

The staff introduced themselves and their roles in the office.

Mr. Davis thanked the staff for the work and highlighted how much the office has transformed under Mr. McCullough's leadership.

Mr. Fix mentioned the NACO award the county received earlier in the year. He also spoke about his positive experience adopting Nikki from the Shelter a few months ago. He thanked Mr. McCullough and Ms. Frost for their help during that time.

Dr. Brown thanked Mr. McCullough for establishing strategic goals that included everyone in the office.

Mr. McCullough expressed his gratitude for the staff.

The Fear Free Shelter Program site can be found: <https://fearfreeshelters.com/program/>

The Commissioners presented certificates to the staff in appreciation of the completion of the Fear Free Shelter trainings.

Commissioner Davis stated at 9:43 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, October 29, 2019 beginning at 10:02 a.m., with the following Commissioners present: Steve Davis and Jeff Fix. Also present were Carri Brown, Rachel Elsea, Amy Brown-Thompson, Staci Knisley, Joshua Horacek, Amy Brown-Thompson, Tom Lininger, Dennis Keller, Aunie Cordle, Lt. Marc Churchill, Todd McCullough, Jeff Barron, Jim Bahnsen, Troy Quinlan, Jon Slater, Jake Tharp, Jeremiah Upp, Loudan Klein, Jon Kochis, and Tony Vogel.

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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.

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 Minutes for Thursday, October 24, 2019

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, October 24, 2019 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Steve Davis

Absent: Dave Levacy

Approval of the Clerk of Court – Legal Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Clerk of Court – Legal resolution approving an account to account transfer in a major object expense category; see resolution 2019-10.29.a.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Steve Davis

Absent: Dave Levacy

Approval of the Commissioners Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners' Office resolutions:

2019-10.29.b A resolution to approve a memo expense for interest allocation
reimbursement for Fairfield County Historical Parks – Fund # 7308
[Commissioners]

2019-10.29.c A resolution to approve a memo expense for interest allocation
reimbursement for Fairfield Department of Health – Fund #7012 & Fund#
7321 [Commissioners]

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Steve Davis

Absent: Dave Levacy

Approval of the Engineer's Office Resolution

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

2019-10.29.d A resolution to appropriate from unappropriated in a major expenditure
object category County Engineer 2024-Motor Vehicle for dumping
services and training [Engineer]

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- 2019-10.29.e A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for auto property damage [Engineer]
- 2019-10.29.f A resolution to approve a Change Order for the 2019 Pavement Markings Project. [Engineer]
- 2019-10.29.g A resolution to approve a Change Order for the MAD-08, FAI-CR69-6.047 Clearcreek Road over a Tributary to Clear Creek Bridge Replacement Project [Engineer]
- 2019-10.29.h A Resolution to Approve the Contract with Complete General Construction for the FAI-CR33A-3.26 Intersection Improvements Project. [Engineer]
- 2019-10.29.i A Resolution to Approve the Notice to Commence for the FAI-CR33A-3.26 Intersection Improvements Project [Engineer]

Discussion: Mr. Upp stated resolutions “h and i” were for the improvements at Election House/Columbus/33. The School Board, TID, and Lancaster have all been involved. This is a great project that will make the intersection safer for commuters and everyone accessing the new school. Construction will start in late Winter/early Spring with completion slated for June 1, 2020. The school is expected to be opening in August 2020. Mr. Upp has met with property owners several times and they are all supportive of the project. No additional land was needed for this project, however the City’s project at Ety Road has seen setbacks as Lancaster needs to acquire some additional land.

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

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

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the following Family, Adult, and Children First Council resolution to approve additional appropriations by appropriating from unappropriated into a major expense object category – Fund # 7521, Family, Adult & Children First Council; see resolution 2019-10.29.j.

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

Approval of the JFS Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the JFS resolution approving an account to account transfer Fund 2019 Public Assistance; see resolution 2019-10.29.k.

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

Approval of the Major Crimes Unit Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Major Crimes Unit resolution authorizing the approval to extend the repayment date of an advance of funds – Fund #7858 Comprehensive Opioid Abuse Program Grant, Major Crimes Unit; see resolution 2019-10.29.l.

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

Approval of the Regional Planning Commission Resolution

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Regional Planning Commission resolution to approve the Heron Crossing Section 4, Part 1 Final Plat; see resolution 2019-10.29.m.

Discussion: Mr. Fix asked how many homes were included in Part 1. Mr. Klein replied there were 18 homes in Part 1. Part 2 will have almost 30 homes. The original plat was for 42027 homes in each section but has been changed several times due to home sales. The final home count in Heron Crossing will be around 184 homes.

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

Approval of the Sheriff's Office Resolutions

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

2019-10.29.n A resolution authorizing the approval of an advance from the General Fund to Sheriff's Office CFLP Solid Waste District Grant Fund 2394 [Sheriff]

2019-10.29.o A resolution authorizing an account to account transfer Fund 2394 CFLP Litter Enforcement [Sheriff]

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

Approval of the Utilities Resolutions

On the motion of Jeff Fix and the second of Steve Davis, the Board of Commissioners voted to approve the Utilities resolution to appropriate from unappropriated in a major expenditure object category Utilities fund 4488 Bond Retirement Water High Service Area Assessment #4 2000 year and approve reimbursement of expenses, interest income, transfer as a memo expenditure for Fund 4488; see resolution 2019-10.29.p.

Discussion: Mr. Vogel stated this was closing an inactive fund.

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

Approval of the Payment of Bills

On the motion of Jeff Fix and the second of Steve Davis, 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 2019-10.29.q.

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

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Adjournment

With no further business, on the motion of Jeff Fix and a second of Steve Davis the Board of Commissioners voted to adjourn at 10:13 a.m.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Jeff Fix and Steve Davis

Absent: Dave Levacy

The next Regular Meeting is scheduled for Thursday, October 31, 2019 at 9:00 a.m.

Motion by: _____ Seconded by: _____
that the October 29, 2019 minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on October 31, 2019

ABSTENTIONS: None
*Approved on October 31, 2019


Steven A. Davis
Commissioner


Dave Levacy
Commissioner


Jeff Fix
Commissioner


Rachel Elsea, Clerk