Review

The Commissioners met at 8:30 a.m. for the County’s Annual Leadership Conference. The following Commissioners were present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jim Bahnsen, Lynette Barnhart, Richard Berens, Jill Boone, Amy Boyer, Kristi Burre, Jeff Camechis, Randy Carter, Corey Clark, Aunie Cordle, Jason Dolin, Cheryl Downour, Ann Hammond, Theresa Haynes, Christina Holt, Joshua Horacek, Michael Kaper, Dennis Keller, Staci Knisley, Jon Kochis, AJ Lacefield, Ed Laramee, Lori Lovas, Holly Mattei, Todd McCullough, Lisa McKenzie, Branden Meyer, Rhonda Meyers, David Miller, Charma Morgan, Dan Neeley, Lisa Notestone, John Pekar, Jerry Perrigo, Sheriff Phalen, Jeff Porter, Amy Presnell, Park Russell, Jon Slater, Laura Smith, Kelly Turben, David Uhl, Dr. Tom Vajen, Terre Vandervoort, Cathie Warner, Jodi Recchi, Gregg Marx, and Susan Stoughton.

(Please see the attached slideshow and handouts.)

- **Welcome/Announcements**

  Ms. Brown welcomed everyone to the Leadership Conference.

- **United Way Update**

  Ms. Susan Stoughton provided an update on United Way’s fundraising efforts and how each department can help.

- **Teambuilding Exercise**

  Mr. McCullough led the group in a teambuilding exercise to find out what shared values the group has and how those values fit into the words “Serve. Connect. Protect.”

  The shared values were:

  Serving:
  - Leadership
  - Honesty
  - Efficiency
  - Innovation
  - Fiscal Responsibility
  - Continuous Quality Improvement

  Connecting:
  - Customer Service
  - Humility
  - Cooperation
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- Accessibility  
- Transparency  
- Listening  
- Diversity  
- Respect

Protecting:  
- Accountability  
- Efficiency  
- Financial Responsibility  
- Consistent Integrity  
- Transparency  
- Ethics  
- Continuous Quality Improvement

• Leadership – Customer Service

There will be a Customer Service Seminar with Myra Golden on Wednesday, November 18th at the Liberty Center. All County Employees are encouraged to attend.

The Commissioners will be passing a resolution recognizing County Employee Customer Service. All department heads and elected officials who would like to have employees recognized should forward their names to Ms. Brown. This should be done by the end of November.

Going the Extra Mile (GEM) will be an online employee recognition system which should be available in 2016.

• Branding – Serve, Connect, Protect

The Commissioners presented a draft of the new Fairfield County logo. Input from the group was received and will be taken back to Martin Barker. Additional input from the public will be sought (possibly via Survey Monkey or some other kind of electronic means). Mr. Barker will meet with any office that would like to use the logo to help them incorporate it. There will be more details provided about the logo and branding approach.

• Human Resources Update & Training

Mr. Porter reminded everyone that there would be a Sovereign Citizen Training Seminar on Thursday, November 5th. He also provided information about wellness activities and flu shots for the season.
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- Information Technology Update

Mr. Carter provided an update on the AIMS project and the website updates planned for 2016. The group was okay with a small work group proceeding with the initial updates with departmental suggestions to come later in time.

- Security Recommendations

Mr. Kochis provided an update on employee access badges.

Input was taken regarding security measures throughout county buildings. The idea of having a greeter or deputy at the entrance of the Courthouse was suggested and will be looked in to. The suggestion of using volunteers will be explored.

Additionally, the topic of limiting public access to certain entrances is also being considered. More information will be provided in the future.

The structure of the committees was reviewed and received well.

- Budget Update & Budget Hearings

Ms. Brown reviewed the Budget related slides (attached). Additional input on the budget hearing process was sought. No recommendations were made. The parameters, projections, and evaluation process was reviewed.

All elected officials and department heads have confirmed their budget hearings with Rachel.

- Follow Up from 2014 Leadership Conference

Mr. Bahnsen reported that the financial transaction devices are in use and working well. The next step is to set up for the Dog Adoption Center and Shelter to accept adoption fees via the devices.

Ms. Elsea stated that the MAPSYS Document Imaging should be up and running by the end of the year.

- Online Checkbook Presentation

Brian Chaney presented a webinar overview of the Online Checkbook and OpenGov option.

The Finance Department and IT are working on extracting information to upload
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to the Checkbook. The goal is to put it on the intranet for departments to review for tweaking prior to making the site live. The effort is consistent with the transparency value put in place within the county.

- **Action Items & Future Projects**

  1. All elected officials and department should encourage attendance at the training for customer service (November 18) and sovereign citizen cultural competencies (November 5). There will be reminders sent by email about these training sessions.

  2. All elected officials and department heads need to continue the conversation about customer service in their regularly scheduled team meetings and everyday communications. Please send Carri examples of good customer service to recognize by the end of November. Offer suggestions to continue to strengthen this core value.

  3. For 2016, Rachel and Carri will follow up on the idea of volunteers serving as a greeter in the administrative courthouse.

  4. The security committee led by Jon Kochis will continue to accept suggestions and feedback. They will communicate more about the proposals during roundtables and in other meetings.

  5. Aunie and Carri will provide the feedback about the logo to Martin Barker and set up additional focus group opportunities (even if electronically conducted). The logo is expected to be finalized in 2016 in conjunction with the website updates.

  6. The “checkbook” committee will continue to further the online expenditure option as presented, and additional information will be provided at the November roundtable, in Board of Commissioners meetings, and by email.

  7. If anyone has additional suggestions for work groups, he or she should contact Carri.

- **Special Dates/Reminders**

  Ms. Brown encouraged everyone to review the “special dates” flier in the back of the agenda packet. A schedule for 2016 will be prepared late in 2015.

- **Around the Horn**

  Mr. Marx stated that the Prosecutor’s office is always busy. He asked that everyone give Mr. Dolin and Mr. Horacek plenty of time when asking for contract
review. He praised Lynette Barnhart for her work and stated he had a great staff. He thanked everyone in attendance for their hard work.

Mr. Pekar reminded everyone that Issue 8 was on the ballot on November 3rd.

- **Closing Remarks & Adjourn**

  Mr. Levacy stated he was proud to be a part of Fairfield County and thanked everyone for their dedicated service.

  Mr. Kiger added that the concise Leadership Conference is much more informative than in previous years.

  Mr. Davis thanked Ms. Brown and the administrative team for their work in organizing the conference. He said the County has made great strides and recently broke ground on the new jail. He asked those in attendance to think about the next big project for Fairfield County.

The Leadership Conference concluded at 11:33 a.m.

**Executive Session – Meeting with Mr. Rick Szabrak – Potential Employment of a Public Official**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss the Potential Employment of a Public Official at 12:30 p.m.

Discussion: Commissioner Davis stated that the following people be present: Commissioner Davis, Commissioner Levacy, Commissioner Kiger, Carri Brown, Rachel Elsea, Jeff Porter, Jeff Sauer, Lucas Haire, and Rick Szabrak.

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

On the motion of Dave Levacy and second of Steve Davis, the Board voted to exit Executive Session at 1:01 p.m.

Roll call on the motion as follows:
Voting aye thereon: Dave Levacy and Steve Davis.
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 1:01 p.m.
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Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis
Absent: Mike Kiger

Motion by: Seconded by:

that the October 8, 2015, minutes were approved by the following vote:

YEAS: NAYS: None
ABSTENTIONS: None
*Approved on October 13, 2015

Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Mike Kiger
Commissioner

Rachel A. Elsea, Clerk