

**Regular Meeting #50 & Budget Hearings - 2016
Fairfield County Commissioners' Office
November 3, 2016**

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, November 3, 2016 beginning at 10:01 a.m., with the following Commissioners present: Steve Davis and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jon Slater, David Miller, Lisa Notestone, Park Russell, Dave Burgei, and Dennis Keller.

Pledge of Allegiance

Commissioner Davis asked everyone to rise as able, and he led the Pledge of Allegiance.

Approval of the Auditor's Office Resolution

On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the Auditor's Office resolution amending an agreement between Tyler Technologies, Inc., and the Fairfield County Commissioners; see resolution 2016-11.03.a.

Discussion: Mr. Miller stated the original master agreement was for five years and expired five years ago. This resolution brings the agreement current and extends it five years.

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

Approval of the Commissioners' Office Resolution

On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the Commissioners Office resolution to approve an account to account transfer into a major expense category, a fund to fund transfer, appropriations from unappropriated funds within Fund# 2018, relating to a one-time allocation to Job and Family Services and a payment to the Veteran Services Commission in connection with a food assistance project, with the payment made as a Memo Expenditure – Fairfield County Commissioners; see resolution 2016-11.03.b.

Discussion: Ms. Brown stated that this resolution allows for a joint project between VSC and JFS to provide for an inventory for gift certificates that cannot be used by the time they will expire for all practical purposes. Mr. Russell stated they were caught off guard with the announcement that Carnival foods would be closing. He thanked Ms. Knisley and Ms. Brown for helping resolve the issue so quickly. He stated that the closure came with such short notice that they will not be able to use the gift certificates in time. The VSC usually averages \$20,000 a month in food assistance. They asked Carnival if they were going out of business previously and were told "no" – so they purchased gift certificates to get through food assistance needs for December and January. This inventory would have covered about two and a half months. They could not use these in a matter of weeks. It is appreciated that JFS is helping get these used. Ms. Brown stated they have an additional meeting set up to review cash and certificates on hand from a policy and procedure perspective. She has included County Auditor representation in that meeting invitation.

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

Approval of the Facilities Resolution

On the motion of Mike Kiger and the second of Steve Davis, the Board of Commissioners voted to approve the Facilities resolution authoring the approval of a

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purchase agreement between Bob-Boyd Ford and the Fairfield County Commissioners; see resolution 2016-11.03.c.

Discussion: Mr. Keller stated this was for the purchase of a 2017 Ford dump truck. Local quotes were obtained. The state bid process would have resulted in a purchase from Michigan, and there was an ability to obtain quotes for this single purchase.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger and Steve Davis

Absent: Dave Levacy

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, November 8, 2016 at 10:00 a.m.

Budget Hearing – Auditor's Office

The Commissioners met at 10:07 a.m. to discuss the Auditor's Office 2017 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, Jon Slater, David Miller, Lisa Notestone, and Dave Burgei.

Mr. Slater stated the budget reflects a bit more than parameters allow for this time. A large part of that approach is in the finance area. They are trying to fill a position that has been vacant on and off again. The other issue is in regards to an increase for one employee who is doing a fantastic job and that increase is included in the request, as well. There is also an employee that came from the Utilities Department. The intent is to put her at her old salary she was making at Utilities. Mr. Slater looked at what areas can be decreased in the long term. The equipment line item at zero is reflective of the great job weights and measures is doing and finding equipment at lower costs. The previously approved purchase of equipment was working out well.

Mr. Davis asked if all positions were filled.

Mr. Miller replied that they are, as of November 14th when the new accountant starts.

Mr. Davis asked if they were to be at 2% instead of the 4%, how would they approach that change?

Mr. Slater replied that they would get half-way through the year to see what their actual expenditures were, and then, they would make changes if needed. The 4% structurally makes the budget more solid for the next 2-3 years. The ebb and flow of the general fund employees may even allow for the additional 2% increase. Ultimately, they need to look at the organization and see where they can make the adjustments.

Mr. Davis stated that the Commissioners are starting to worry about the "out years" because of the Medicaid Sales Tax issue. Aside from minor and general discussions, it's safe to say that the Commission is not sure how they would respond to that. They could improve revenue or cut back.

Commissioner Levacy joined the meeting at 10:16 a.m.

The Commissioner took a brief recess at 10:16 a.m.

The budget hearing resumed at 10:21 a.m.

Mr. Davis asked Mr. Slater to continue his thoughts on staying within the 2% parameters.

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Mr. Slater responded that they could put off the "make whole" idea for the former Utilities Department employee, but they would not like to do that from their management perspective.

Mr. Davis suggested that without the Commission drawing arbitrary lines in the sand, the Auditor's Office review their request and have a subsequent hearing to discuss it. He would like to be thoughtful on the topic.

Ms. Elsea will send out an invite for 9:30 a.m. next Thursday, November 10th so that the Commissioners and Auditor may revisit the request.

Mr. Slater stated that 2016 accomplishments include the purchase of new scales which should last another 10 years. Scanners have been installed and are being well used. Dog tag sales are up as well. He thanked Mr. McCullough for his leadership.

The budget hearing concluded at 10:28 a.m.

Budget Hearing – GIS & Real Estate

The Commissioners met at 10:28 a.m. to discuss the GIS 2017 Budget Request. Commissioner Levacy 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, Jon Slater, David Miller, Lisa Notestone, and Dave Burgei.

Mr. Slater stated that within REA this year, they purchased a new car that is being well utilized. They currently have three appraisers in the field. The triennial update was this year. This was a big effort, and values are increasing. Two public information hearings were held. Soil and Water helped review the farmland calculator. There were fairly a good number of BOR cases this year. Buckeye Lake was a driving factor on the increased numbers of BOR cases. Mr. Dolin does great work for the BOR. Next year they should see more BOR activity due to the triennial update.

Mr. Burgei discussed the real estate budget. It was held pretty well to the request. Salaries were held at 2%, he stated.

Ms. Brown stated that the real-estate salaries show more than a 2% increase.

Mr. Burgei stated there was some change in the staff including Mr. Zody and Mr. Laramée. A new chief was included in the budgeting. There was a retirement and new hire, which included some transition.

Ms. Brown asked about the budget prospectively for 2017.

Mr. Burgei stated increases were for the Chief of Staff, and there is a potential additional real estate employee in an effort to becoming fully staffed.

Ms. Brown asked if there were other changes in position, hours, and/or rates.

Mr. Burgei replied the main change or increase was for a new position.

Ms. Brown stated that there is a relationship between REA and the general fund. She stated it might behoove the office leadership to look at both funds again, as the relationship may matter in projections.

Mr. Slater replied that they are looking at the proper public purpose for these expenditures.

Ms. Brown suggested again that they review both the general revenue fund department and the special revenue fund departments in terms of the budgeting.

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Mr. Burgei stated that the GIS allocation was held flat. The GIS office serves the county as a whole, not just the Auditor, by working with offices such as EMA, the Engineer, and Utilities. The transfer has been held flat since 2011. The support to other offices has continued to rise. An element reflecting this is contract services for maintenance costs. This is hard to manage with their help increase. He asked the Commissioners to consider upping the increase to account for that.

Mr. Davis asked what the GIS budget was.

Mr. Burgei replied \$270,175 is budgeted. \$54,600 of that is a pass through for the photo projects. This varies by year.

Ms. Brown suggested a memo of understanding with Utilities so that the enterprise fund can pay for that scope of work, as a contract for services.

Mr. Davis thanked the Auditor for their time and suggested they revisit this next week.

The budget hearing closed at 10:43 a.m.

Budget Hearing – IT

The Commissioners met at 10:43 a.m. to discuss IT 2017 Budget Request. Commissioner Levacy 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, Jon Slater, David Miller, Lisa Notestone, Randy Carter, and Dave Burgei.

Ms. Brown stated there are some increases within the IT budget, such as the centralized contracted services. There are contract services for video conferencing, ExecuTime, and a dark fiber project for the Baldwin facility.

Mr. Carter stated the dark fiber project will probably save them \$6,000 by leasing from the city instead of ATT. Equipment costs were increased due to phone system networking equipment needing replaced. Those are \$6,000 each.

Mr. Levacy asked if the city will own the line.

Mr. Carter replied that they ran fiber out to the firehouse on Main Street as well as the Parks and Recreation facility. They will lease that to the county for 20 years at a one-time cost of \$9,000 for that time. The city will charge \$1,800 in maintenance for the line.

Ms. Brown noted that the partnership with the city is appreciated.

Mr. Davis thanked Mr. Carter for his time.

The hearing closed at 10:48 a.m.

Budget Hearing – Regional Planning Commission

The Commissioners met at 10:50 a.m. to discuss the Regional Planning Commission's 2017 Budget Request. Commissioner Levacy 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 Holly Mattei.

Ms. Mattei presented the RPC budget first. RPC is requesting \$149,700 which is in line with last year's request. \$137,700 is for RPC, \$12,000 is for the building department administrative fee. Salaries are up a bit as the fourth employee was hired mid-year. The 2017 budget will account for the full salary of four employees. This is sustainable due to increase revenues in subdivision and CDBG activities. Since 2012 the revenues have gone from \$23,000 to \$70,000 in 2016, and Ms. Mattei anticipates \$75,000 in 2017. For the building department, RPC processes the permits with Tooill & Associates handling

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the plan review and inspections by contract. RPC is also using some of the cash reserve for the Land Use Plan which will be paid in 2017.

Ms. Mattei added that the structure of CDBG may be changing in 2017. This won't be finalized for a few months, but the state is thinking of a two year cycle instead of a yearly allocation. This would not be a reduction, but a doubled allocation. The purpose is for more meaningful projects to be completed. The more competitive projects would only be available on the two year allocation cycle. If the state does go this route, they would not apply for funding in 2017, with no funding for 2018. RPC is fine to sustain the budget for that year based on current income levels. The next year would be a double allocation.

Ms. Mattei added that Ms. Beck needs to take FMLA starting November 28th for 4-12 weeks. They will be training the intern on building department processing. Mr. Klein and Ms. Mattei will do pay-ins, and Ms. Knisley and Ms. Foster will help with payroll and bills.

In regards to the building department, Baltimore has a contract with the city of Lancaster for their building department. It expires at the end of the year, and they would like to join RPC's county approach. They are working on joining those. The contract language is currently in Tooill & Associates hands. Ms. Mattei has been putting feelers out there to make sure that this is accomplished timely, but at this point Baltimore, has not passed their legislation. They are thinking an effective date of January 1st.

Mr. Levacy stated that other villages may be interested in that as well.

Ms. Mattei agreed. She stated she'd like to get Baltimore in and then look at the other villages interested.

Mr. Kiger asked if Tooill & Associates was a local company.

Ms. Mattei stated they are out of Columbus but many municipalities use them, including Lancaster.

Mr. Kiger asked if Ms. Mattei feels taking over the building department is going well.

She replied that she believed it was. She added that once the new software was installed they'd be able to take requests online.

The budget hearing ended at 11:01 a.m.

The Commission recessed at 11:01 a.m.

Budget Hearing – Recorder

The Commissioners met at 11:15 a.m. to discuss the Recorder's Office 2017 Budget Request. Commissioner Levacy 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, Gene Wood, and Lisa McKenzie.

Mr. Wood has requested salary increases above the 2% parameter for his employees to bring them to the level of employees in surrounding county departments and due to their extraordinary service. Additionally, Ms. McKenzie has renegotiated a contract to save \$6,900.

Ms. Brown stated that the request was within the researched elements of the county wide compensation plan and suggested they discuss this plan at a later date.

Mr. Davis thanked Mr. Wood for his time. The hearing closed at 11:23 a.m.

The Commission went to recess at 11:24 a.m.

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Budget Hearing – Municipal Clerk

The Commissioners met at 1:00 p.m. to discuss the Municipal Clerk's 2017 Budget Request. Commissioner Levacy 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 Valeda Slone.

Mr. Levacy thanked Ms. Slone for attending.

Ms. Slone is asking for \$104,000 for next year.

Ms. Brown noted that they have asked the City Law Director to see if the Clerk's salary was to increase in term as county elected officials do not see the increase until they begin a new term. There may be an exception for clerks and the judiciary. In any event, the Municipal Clerk's salary is not confirmed in the County Prosecutor's opinion of elected official salaries, and it would be good to have it confirmed by the City Law Director.

Ms. Slone stated that the move to the new facility went well and that at the request of the Judges, clerks are now in each courtroom. Her staff is busy at all times. Ms. Slone made the request to the Judges that they go paperless which, while the transition is chaotic, will help immensely.

The budget hearing was closed at 1:12 p.m.

Review – WARN notice received

Ms. Brown stated that the county received a WARN notice for Carnival Foods. Corey Clark has been in touch with Mr. Bay. Mr. Clark is preparing a Rapid Response effort that will include a focus, which may include a mini-job fair. The total affected 147 employees across three counties according to the notice.

Budget Hearing – Human Resources

The Commissioners met at 1:18 p.m. to discuss the Human Resources 2017 Budget Request. Commissioner Levacy called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, and Jeff Porter.

Ms. Brown stated that the budget is reflective of the county's decision to exit the Franklin County plan. Mr. Sheppard will retire at the end of the year. Benefits have been planned for the additional staffing. Contract services provides for FMLA management. Feedback has been positive throughout the county on that effort.

Tuition, which is also a county wide item, is held flat at \$45,000. There is a small amount of appropriations in equipment to finish up the conference room on the first floor.

Ms. Brown also reviewed the administrative fees for the health benefits plan and the expected workers compensation cost allocation.

Overall, the 4% health insurance administrative fee is less than that of Franklin County. They will continue to work with the County Auditor to make sure they are reflecting all health insurance items appropriately.

Mr. Porter presented a program review (attached). He reviewed staff and HR/risk management numbers.

The current focus of HR is to develop a cohesive organization and employee identity, including a county-wide compensation schedule and integrating the county mission.

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They continue to centralize onboarding and look at regulatory compliance through the use of technology (timekeeping, aca compliance, ethics, training, etc.).

CORSA renewal is taking place now. A full discount was received from remedial trainings. Workers compensation rate estimates for 2018 will be available soon.

Mr. Porter also reviewed the progress of the health benefits plan. Open enrollment has concluded, and the Employee Wellness clinic is progressing. A communication program is being planning for education about the clinic. Wellness Clinic hours have been set to Monday, Wednesday, and Friday from 10 am to 6 pm and one Saturday a month to start to determine need. The nurse practitioner has been hired and will attend a Commissioners Meeting in the future.

The budget hearing was closed at 1:32 p.m.

Budget Hearing – Soil & Water

The Commissioners met at 1:36 p.m. to discuss the Soil & Water 2017 Budget Request. Commissioner Levacy called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Amy Boyer, Christina Holt, and Tim White.

Ms. Boyer discussed their strategic plan which was sent to the Commissioners a few weeks ago. The request for this year is \$290,150 which includes the \$7,000 MS4. They have projected out for the future. Health insurance costs are a factor in future estimates.

Ms. Boyer asked if there any questions.

Ms. Brown asked how they were able to have so many stakeholders involved in their strategic planning process.

Ms. Boyer replied that they reached out to stakeholders. They reached out in all ways they could.

Ms. Brown asked if Soil and Water had an association and if that association contracted with a lobbyist to address state and/or federal funding.

Ms. Boyer replied that they did and that the association was looking at lobbying closely.

Ms. Brown stated that the Commission had put a placeholder in for the budgets in future years, and they would adjust it as needed.

The hearing was closed at 1:45 p.m.

Budget Hearing – Common Pleas Court

The Commissioners met at 2:20 p.m. to discuss the Common Pleas Court 2017 Budget Request. Commissioner Levacy 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, Judge Trimmer, Judge Behrens, Branden Meyer, and Jason Dolin.

Ms. Brown stated that the Commissioners are appreciative of the restructuring plan and it's conservativeness. She welcomed the court to join the county compensation plan at their convenience.

Ms. Boone reviewed the budget. All non-salary fringe benefits accounts have stayed even. Looking to the future they hope to reduce the transcription account a bit. Court staff salaries remain the same and the additional 2% increase was not requested due to the change in staffing. The court is very excited about the municipal court grant. They

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have started working with the court for the drug testing machine. Since this machine also tests alcohol, which the former company did not, they have been able to greatly decrease the use of SCRAM.

Ms. Brown stated that as they look forward to 2018 she would expect that they be closer to the 2% increase in salaries. She asked if she should think differently about that.

Judge Berens replied that the merit based probationary raises were through 2019.

Ms. Boone replied that the reason for the relatively large increase in this year was because of the director position and that next year a retiring probation officer will not be replaced. So she does not see it being as high and believes that the 2% increase in the ensuing year would likely make sense.

Ms. Brown also asked if drug testing is seen as deterrence from crime, a part of improving overall safety, or a strategy to keep people out of jail in general - or a combination of these factors.

Judge Berens replied that it would be all three issues. It addresses public safety in terms of those on bond or probation. It deters those individuals on probation or completed to serve as a reminder of what they would have to go through again. The overall goal of the probation department is to rehabilitate and provide community safety.

Judge Trimmer added that societal trends are not getting more favorable.

Mr. Levacy stated that he believes they need education, enforcement, and treatment to help deter drug use. The new facility will be instrumental with services that have not been available before. Mr. Levacy commented that the Medicaid Managed Care Organizations issue with sales tax is a concern with respect to maintaining revenues over time.

Judge Trimmer asked if other counties were facing concerns about revenues, as well.

Ms. Brown stated that some counties do exceed their revenues with their expenditures, depending on available carry over balances. All counties will suffer without a correction relating to the Medicaid Managed Care Organization and sales tax issue. The state will also suffer. The federal government has told the state that state can no longer tax Medicaid Managed Care Organizations differently than private organizations. An annual loss for Fairfield County is estimated at \$1.5 Million. The Commissioners will be meeting with state legislators in a few weeks regarding this issue.

The Judges and Commissioners discussed their concerns with the ongoing drug problem in Fairfield County. Prevention Works is now likely able to have some adult directed activities now that they have moved under the ADAMH Board. Prevention Works was formerly funded by a federal grant, which came with many restrictions.

Mr. Levacy thanked the judges for their time. The budget hearing concluded at 2:45 p.m.

Adjournment

With no further business, on the motion of Mike Kiger and a second of Dave Levacy the Board of Commissioners voted to adjourn 2:45 p.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, November 8, 2016 at 10:00 a.m. with review session at 9:00 a.m. on the same day.

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Motion by:

Seconded by:


that the November 3, 2016 minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None


*Approved on November 8, 2016



Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Mike Kiger
Commissioner



Rachel Elsea, Clerk

