

**Regular Meeting #52 & Budget Hearings - 2016**  
**Fairfield County Commissioners' Office**  
**November 10, 2016**

**Budget Hearing – Clerk of Courts**

The Commissioners met at 8:27 a.m. to discuss the Clerk of Court's 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, Branden Meyer, and Jason Dolin.

Mr. Meyer reviewed his attached presentation and focused on the court filing statistics. There has been an increase by roughly 7,000 filings from last year.

Mr. Levacy asked how much the office kept of the filing fees.

Mr. Meyer replied they kept \$5.00 with eight different funds from the state receiving the rest.

Passport applications are up by roughly 200 applications this year.

Mr. Meyer reviewed the office's accomplishments. The office will continue Saturday hours which is helping a lot. Online credit card payments are working nicely. New signage was installed at the Hall of Justice and looks great. Staff continues to attend as much training as they can in order to better serve the county. A Hall of Justice roundtable was started with Magistrate Jill Boone.

Mr. Levacy asked how the office handles cash.

Mr. Meyer replied that they use Brinks with the Treasurer's Office. This was an increase in cost, but worthwhile. The cost is split three ways between the Treasurer, Juvenile Court, and Clerk of Courts.

The title office will get a new software program in 2017 called ATS Blue which should be a good improvement.

Challenges for 2017 include a lack of records storage, scanning of court records, microfilming, redacting of courts records, and keeping up with technology.

Goals and Objectives include continuing to work towards the new records center, remaining vigilant to technological advancements, focusing on collections, continuing to participate with outside organizations, implementing a compensation plan, and continuing to improve employees' knowledge and skills.

Ms. Brown thanked Mr. Meyers for implementing a compensation plan.

Mr. Meyer went on to review the budget. They are going with the 2% increase above current rates and are not planning on increasing staff levels. They estimated health insurance increases based on costs and status changes. The budget increase request is largely due to salaries, variable fringe benefits, and health benefits.

Ms. Brown asked that while there were mid-year adjustments in 2016 that were part of the plan to stabilize, was there a plan to continue that in 2017?.

Mr. Meyer replied that would not be continued unless there are extenuating circumstances (a large increase in titles, for example, and that would be supported by the special revenue fund).

Ms. Brown thanked Mr. Meyer for staying within the parameters in the Title Fund as well. The surplus of \$1,000,000 was transferred in 2016. A placeholder is set at \$800,000 for 2018 and 2019. She thinks that 2018 is a good target for moving into the Baldwin building.

Mr. Kiger said Mr. Meyer was doing a great job. The office has improved 1000%.

**Regular Meeting #52 & Budget Hearings - 2016  
Fairfield County Commissioners' Office  
November 10, 2016**

The budget hearing concluded at 9:55 a.m.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, November 10, 2016 beginning at 9:55 a.m., with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Jason Dolin, and Branden Meyer.

**Pledge of Allegiance**

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

**Approval of the Commissioners' Resolution**

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Commissioners' Office resolution authorizing the approval of a proclamation recognizing the Salvation Army's Red Kettle Campaign; see resolution 2016-11.10.a.

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

Ms. Brown stated information was received from the state regarding next year's plan for Agriculture Easements. The allocation is \$455,055. The application period will open January 19<sup>th</sup>, 2017.

**Budget Hearing – Veterans Service Commission**

The Commissioners met at 10:01 a.m. to discuss Veterans Service Commission's 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, Park Russell, Albert, Moller, Check Keller, and Jason Dolin.

Mr. Levacy thanked the VSC for attending.

Mr. Russell stated that the budget for 2017 is pretty solid. Next year, one more van will be purchased which should take care of them for the next 3-4 years. There remains some money in the office equipment line items as they hope to get a representative from the Cleveland VA to work out of their office.

Ms. Brown asked if there was justification for the salary line increase, which was more than a 3% increase and above the 2% recommendation.

Mr. Russell stated that there was and that they were in talks about the salaries. He stated that VSC employees do not get any additional compensation. There are issues on the pay scale that were set up and those are being reviewed. They hope to have that resolved in the next few weeks.

Ms. Brown asked what was meant by other compensation.

Mr. Russell replied that some offices have step raises or "time worked" raises.

Ms. Brown stated that the Sheriff's Office was the only office that has step increases based on contracted negotiations typical to law enforcement. No other office has "additional compensation." Merit raises are built within the 2% parameter.

**Regular Meeting #52 & Budget Hearings - 2016  
Fairfield County Commissioners' Office  
November 10, 2016**

Mr. Russell stated that they have done a survey among other VSC among their size. There is a large pay discrepancy in this area. Increases are given based on trainings much like providing an increase to someone with a master's degree.

Mr. Russell stated it would be okay to take the salaries down to a 2% increase, decreasing the budget request by \$2,000. He stated that would be fine.

Mr. Levacy stated that while he supported merit based raises, doing so arbitrarily does not make sense. He suggested a compensation plan.

Mr. Russell stated that this was established over ten years ago and he's been following the guidelines he was given when he took the job.

Mr. Levacy stated this was seen in the Utilities Department and plan was put in place to ensure that trained employees were retained. He stated the bottom line was making sure that all county employees are being treated fairly.

Mr. Russell stated they are having issues with transporting veterans as LFPTD does not transport early enough to get them to their appointments.

Ms. Brown stated she had a meeting with Ms. Woody next week and asked if Mr. Russell would like to be included in those conversations.

He replied that he would.

Ms. Brown stated she would raise the topic during the scheduled meeting.

Mr. Levacy stated that the Commissioners would do everything they could to support the VSC.

Mr. Russell stated they have had several meetings with the VA Clinic regarding transportation and have not had success.

Mr. Levacy asked if they had worked with Congressman Stivers' Office.

Mr. Russell stated that they have been in contact and that the Office is aware of their issues.

Mr. Moller stated that they are coming out of a period of time where Mr. Russell is the only guy who can sign off on the paperwork that can go to the VA. It is a two year process to get individuals trained to sign off on these kinds of documents. They do not want to go through that process only to lose them to Ross and Pickaway counties.

Ms. Brown offered to help with any special grants they would like to apply for.

Mr. Kiger stated that 14 years ago when he came to the first meeting, two people worked in the VSC office. There were two buses at the time and now are up to five. The VSC has a gem in Mr. Russell. He suggested that as the raises are given, the job descriptions mention qualifying trainings.

The hearing closed at 10:25 a.m.

**Budget Hearing – Board of Elections**

The Commissioners met at 10:30 a.m. to discuss the Board of Elections 2017 Budget. 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, Susie Bloom, and Jane Hanley.

Ms. Hanley stated that from the budget presented, most parameters were followed with the exception of sick and vacation payout as Ms. Bloom will be retiring. The next large increase was contractual services which went up a little of 4% for current vendor

**Regular Meeting #52 & Budget Hearings - 2016  
Fairfield County Commissioners' Office  
November 10, 2016**

licensing and poll pads licensing. They have been told that they are doing it "because they can".

Ms. Bloom asked for documentation as to what that increase was for and got the same responses. The system will need to be upgraded for online voter registration after the first of the year, and this will be done at no additional cost to the board. The system is not standard across the state. The Secretary of State has indicated that with 88 counties they will not all agree, and that the last one that tried to mandate the system was sued. Each county has been told to do what works best for them.

Ms. Hanley went on to state that legal notices are being increased as well as they are going in to an odd number year with several issue renewals expected on the ballot.

Ms. Hanley discussed capital outlay. They understand the commissioners were blindsided with the \$1,200,000 proposal for new technology and equipment, and they apologize for that. They are willing to bring the figure down to \$30,000 instead of the \$1,200,000 if the Commissioners can guarantee the matching money will be there if the state law is passed.

Ms. Brown asked if they would be able to work through 2017 if legislation is not approved.

Ms. Hanley replied that they believe they will be able to do so. This is the first election since May of 2015 that the server did not crash. She also asked the Commissioners to set up an equipment fund to take the charge backs from the election to put in an equipment fund. Ms. Hanley presented the charge backs from 2008-2015. If started at that time they would have almost \$831,000 available for equipment. This would've helped greatly with the large anticipated costs.

Ms. Brown asked that they send that code section allowing for an equipment fund so they could examine that set up.

Ms. Bloom stated that they would really appreciate this and have been trying to do it for a long time.

Ms. Brown asked if the anticipated state reimbursement policy was dependent on any amount within an equipment fund.

Ms. Hanley indicated that it was her understanding that it was not.

Ms. Brown verified that the immediate need was for \$30,000 while asking the board to appropriate from unappropriated fund in the future if state legislation about reimbursement is passed.

Ms. Hanley confirmed that was correct.

Ms. Bloom stated that this election security wise was one of the most challenging she's ever seen. There are many things they would have liked to share but that due to security it was a "need to know" basis. There was more planning and time spent playing "what if." The Prosecutor and Sheriff were involved along with the Engineer's Office. She cannot express how valuable their assistance was. The cooperation was amazing and she wants to thank everyone for that.

Ms. Bloom's retirement will be April 3<sup>rd</sup>, but she will be taking several weeks of vacation prior to that time.

Ms. Brown asked how the county employee poll workers worked out.

Ms. Hanley replied she thought they had about 11 who served this year.

**Regular Meeting #52 & Budget Hearings - 2016  
Fairfield County Commissioners' Office  
November 10, 2016**

Ms. Kiger stated that the acrimonious relationship between the Commissioners and Board of Elections no longer exists, and he thinks that's wonderful.

The hearing was closed at 10:58 a.m.

**Budget Hearing – OSU Extension**

The Commissioners met at 11:00 a.m. to discuss the OSU Extension Office's 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, Shannon Carter, Jerry Isles, and Julie Fox.

Mr. Isles thanked the Commissioners for their time as well as Ms. Brown for meeting with them prior to the budget hearing. There are no new employees, and they are keeping salaries the same. They are whittling through the carryover and will have a balance of \$100,000 at the end of this year. They had an OSU accountant (Cindy) do a projection, and if they ask for \$27,000 over the next four years they would be where they need to be, while falling in a 19-20% carryover. OSU recommended a 25% carryover. This is assuming they stay at the same staffing and program levels. They are currently fully staffed.

Ms. Brown asked if the benefit plan was through Ohio State and asked if they were experiencing increases in their costs.

Mr. Isles replied that they were with OSU. They are working on valuating the costs to try to keep them low. They incentivize people to participate in health screenings by offering a lower cost to those individuals. Their rates are also based on the employees pay range.

Ms. Brown asked if their HR contact with OSU would share cost information, including the employee and employer share of costs, she would appreciate that in order to learn more about the market. Mr. Isles stated he would obtain that information.

The hearing closed at 11:14 a.m.

**Budget Hearing – Engineer's Office**

The Commissioners met at 11:20 a.m. to discuss the Engineer's Office 2017 Budget review. Commissioner Levacy called the meeting to order with the following Commissioners present: Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, and Jeremiah Upp.

Mr. Upp provided an overview of the Engineers' Office. They continue to make ends meet. The office is having to do more chip and seal as a preventative maintenance as the costs of asphalt rise. They have not had any negative feedback despite of this. They had done a good job isolating needs in equipment and have been able to replace dump trucks as needed. The office is fully staffed, but they do have some retirements coming up. They will step-down two road workers when that happens. They have finished paving for this year. Next year they plan to pave 11 miles of road at \$1,000,000. They plan 30 miles of chip seal and 30 miles of crack seal which are considered preventative maintenance.

The Commission thanked the Engineer for the work on the estimates for the College Avenue bridge.

Mr. Levacy asked how the cooperation with the townships was going.

Mr. Upp stated that some township partnerships were better than others.

Ms. Elsea thanked the Engineer for the single viewing and hearing day as that has helped greatly in scheduling.

Regular Meeting #52 & Budget Hearings - 2016  
Fairfield County Commissioners' Office  
November 10, 2016

The hearing closed at 11:38 a.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 11:38 a.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 15, 2016 at 10:00 a.m. with review session at 9:00 a.m. on the same day.

---

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

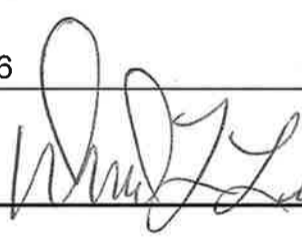
that the November 10, 2016 minutes were approved by the following vote:

YEAS: \_\_\_\_\_ NAYS: None

ABSTENTIONS: None

\*Approved on November 15, 2016

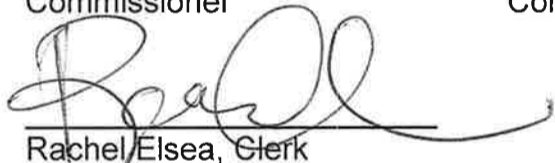
~~Abstained~~  
~~RE~~



Steven A. Davis  
Commissioner

Dave Levacy  
Commissioner

Mike Kiger  
Commissioner



Rachel Elsea, Clerk