

**Regular Meeting #52 - 2018**  
**Fairfield County Commissioners' Office**  
**November 15, 2018**

**Elected Officials/Department Heads Roundtable**

The Commissioners met at 8:30 a.m. for the Elected Officials/Department Heads Roundtable. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Loudan Klein, Branden Meyer, Dennis Keller, Amy Brown-Thompson, John Pekar, Josh Horacek, Todd McCullough, Sheriff Phalen, Chief Lape, Mark Conrad, Jerry Isle, Tony Vogel, Donna Fox-Moore, Chad Reed, Johanna Pearce, Jessica Murphy, Kelly Turben, Ann Hammond, Jeff Porter, Aunie Cordle, Pastor Calvin Green, Pastor Manson, Donna Stalter, Lisa Notestone, Rick Szabrak, Dr. Brian Varney, representatives from Dominion Energy, Shannon Carter, Jon Kochis, Nikki Drake, Magistrate Jill Boone, Amy Presnell, Jeff Fix, Jeff Barron, and Park Russell.

- Welcome/Announcements

Mr. Davis and Mr. Levacy thanked everyone for attending.

- Community Partnership

During the month of November, we have a visual representation of the Tree of Gratitude. Everyone is invited to participate by writing things for which he or she is thankful on a leaf to put on the Tree of Gratitude (in the hearing room).

Dr. Brown commented on how the “partnership highlight” was a standing agenda item for roundtable meetings of department heads and elected officials. In this way, we can continue to honor and highlight the good work that is happening with our partners and stakeholders.

We welcomed representatives of the Dominion Energy Transmission for their partnership with the Emergency Management Agency. Jon Kochis and the Board of Commissioners presented Dominion with a certificate of appreciation.

We welcomed representatives of the Pickerington Church of the Nazarene and presented them with a certificate for their partnership in serving the Fairfield County community. At Pickerington Church of the Nazarene, they have been strong partners in encouraging foster parents and protective services workers. We appreciate the common mission faith-based groups and the government share in improving the quality of life in Fairfield County for all citizens, particularly with child protective services. Ms. Pearce highlighted the work the church does and thanked the church leadership for their ongoing help with foster parents.

Pastor Mason stated the church is deeply grateful for the partnership with JFS and praised their team. He stated it is great that government and church can work together.

Ms. Cordle stated it is so nice to be able to recognize the partners and stakeholders that work with JFS.

- NBC Nightly News Segment

Aunie Cordle introduced a segment of the NBC Nightly News in which Fairfield County JFS was featured for its innovative approaches. We appreciate the partnership with the Attorney General. The video can be viewed at <https://youtu.be/CFJflq6Z4gY>.

- Shredding Program with Community Action Recycling

Chad Reed, from Community Action Recycling, gave a presentation about options for shredding. A flyer was in the roundtable packet.

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

- 2019 Budget Update

Dr. Brown reported the budget hearings have been completed and with rare exception, there was tremendous cooperation and preparation. The resolution for the appropriation measure is expected to be on the voting agenda on November 27. This early date is the result of a great deal of teamwork. There is one follow up budget hearing following the roundtable meeting. That follow up budget hearing is with the Board of Elections. There will be a presentation about the budget on November 27 (or when it is passed), and there will be a press release. The back-up dates for the all funds budget resolution are December 4 and December 11.

Commissioner Davis commended Dr. Brown and Ms. Knisley for their work on the budget. He also thanked everyone who attends the budget hearings.

- Leadership Conference Part 2 – May 16, 2019

As mentioned earlier, the second part of the leadership conference will be in 2019, and that part will focus on strategic planning and leadership overall. A draft agenda was in the roundtable packet. If there are any suggestions, please contact Dr. Brown.

In thinking about leadership, Mr. Davis stated that the Commission makes a fairly large number of appointments to various boards across the county. He believes there are many boards that could use more energy and more work. He shared this in case anyone in attendance would like to participate on a board or knew of anyone who would like to participate on a board. The Commission plans on taking an extra step in the next year to reach out to boards that need help.

Mr. Levacy concurred.

- Human Resources Update – Valuing Employees

One of the main strategic goals for Fairfield County was to show how we value employees. This topic often arises in discussions about recruitment and retention of employees. Mr. Porter updated the group on recommendations that were recently adopted by the Board of County Commissioners by resolution on November 13, 2018.

The twenty adopted recommendations covered organizational culture, communications, and employee involvement; financial rewards; performance assessment; career development, training, and recognition; work-life balance; and health and wellness. Details of the recommendations are in the attached slide show.

Mr. Davis thanked Mr. Porter and the committee for all their work. He is hopeful these recommendations will go a long way.

Ms. Cordle spoke to the retention and recruitment problems at JFS and how she thinks these recommendations will help keep employees at JFS.

The Commissioners and Mr. Porter reviewed implementation of these approved recommendations.

Mr. Pekar mentioned how pleased he was with the simplicity of the evaluation tool and how it will help those who have not completed an evaluation tool before.

Mr. Conrad asked if the tuition reimbursement program would include trainings and certificate programs.

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

Dr. Brown replied that continuing education is encouraged. We hope that employees will seek this type of approval from their appointing authority. Most departmental budgets include a line item for training, and if there is an evaluated need, there can be additions to the budget for that purpose. The tuition reimbursement program, though, is a separate program.

- Department Updates

Veterans Services - Park Russel – no update.

IT - Mark Conrad – The department is focusing on infrastructure issues. They will do a group cyber security training if needed. The department is trying to put together IT related Lunch & Learns for specific trainings.

Mr. Conrad is willing to go to departments to do additional mental health trainings.

Facilities – Dennis Keller – The department has a new compact tractor to help with snow removal. They will be carpeting and painting several buildings. The dog shelter parking lot drainage issues are resolved; the lot will eventually be repaved. The Conrad building will be demolished soon, and the Records Center is under construction and should be done in April 2019. 108 North High will be out for bid in the next month or so. Final design for the Baldwin building is in the works with bids expected in February.

Regional Planning Commission – Loudan Klein – Applications for 2018 CDBG have been submitted and both were rewarded for Millersport and Sugar Grove. They also received \$300,000 in allocation for Pleasantville, FACFC, Meals on Wheels, and some matching funds for the CDBG projects. They are working on exploring a county wide residential building department. They are seeking interest in a work group. Anyone interested in participating is asked to let Loudan know by the end of the year.

Dog Shelter – Todd McCullough – Dog licensing season begins December 1<sup>st</sup>. November is Adopt a Senior Dog Month. Mr. McCullough is very appreciative of Mr. Keller's work on the parking lot. The Dog Shelter will do their annual adoption/gift card drive for Protective Services in the month of December.

Developmental Disabilities – John Pekar – no update.

JFS – Aunie Cordle – The Protective Services Holiday Donation Drive is starting. JFS is on twitter and Facebook. Information on this was distributed.

EMA – Jon Kochis – Jon reminded everyone to have staff update information in ESS as it is used to contact employees with critical information such as weather emergencies.

Treasurer – Ann Hammond – The tax lien sale is complete with 147 liens sold. This generated \$737,000 that will be distributed.

Prosecutor – Josh Horacek – no update.

OSU Extension – Jerry Isle – Jerry reviewed handouts in the packet about OSU extension services. Shannon Carter shared information about SNAP education.

Sheriff – Sheriff Phalen – Sheriff Phalen stated the Sheriff's Office is running the best it has since he took office.

Clerk of Courts – Branden Meyer – A press release regarding court images being online was included in the packet.

Commissioner Elect Jeff Fix – Has submitted a letter to the editor regarding his election. He read the letter to the group and thanked Commissioner Kiger for his service.

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

Common Pleas – Magistrate Boone – The court is relieved that Issue 1 failed. She thanked everyone who spoke out against Issue 1.

Utilities – Tony Vogel – There is a lot of construction ramping up. Tony spoke with Lancaster City School students to discuss employment with Utilities. This was very successful. A group of students will be touring the facilities soon. He thanked the Commissioners for accepting the recommendations from the Retention and Recruitment workgroup.

Soil & Water – Nikki Drake – Nikki introduced herself as the new District Manager. She has been with Soil and Water for over 20 years.

Auditor – Lisa Notestone – The financial year end calendar has been mailed out to the budget and payroll officers. The last meeting for financial resolutions is December 11<sup>th</sup>. Departments need to monitor their budgets and plan accordingly. Bills due early in January can be paid in 2018 if departments' budgets allow. Dr. Brown will be able to approve emergency payments of bills as usual through the end of the year.

Community Action – Chad Reed – New dumpsters will be approved next year.

Economic Development – Rick Szabrak – Mr. Szabrak provided an update on the work ready certificate program. The 33 Alliance Annual meeting is December 5<sup>th</sup>.

FACFC – Donna Fox-Moore – The FACFC Annual Meeting is Friday at 8:30 a.m. at the Ag building. It is an opportunity to recognize the work going on in the community. Everyone is welcome. Commissioner Levacy will be the guest speaker with closing remarks. The annual report will be posted on the website soon.

County Parks District – Todd Younkin – The strategic planning for the County Parks District is wrapping up. Thank you to everyone who participated.

Coroner – Dr. Brian Varney – The office is running smoothly. The numbers are up a little from last year. Field training has been completed by the junior investigator. They continue to work with EMA to collaborate on the new location and are looking at developing a response unit for mass casualty events. They are working with FMC with issues in responding to decedents.

- Rapid Fire News

We took a poll to see if training for CRMS as a group or one-on-one was desired. One - on-one training was favored. We reflected on the county mission, 2018 and 2019 dates of interest, reminders of the checklist (please share this with staff), and the news within the roundtable packet.

We reminded everyone to bring in canned goods for the Community Action food pantry.

- Review

Dr. Brown reviewed the resolutions on the voting agenda.

Commissioner Levacy encouraged everyone to attend the Holiday Parade. Juvenile Court will be finalizing adoptions as well that morning.

### Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, November 15, 2018 beginning at 10:19 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Mark Conrad, Dennis Keller, Loudan Klein, Todd McCullough, Branden Meyer, Jeff Porter, Amy Brown-Thompson, Tony Vogel, Lisa Notestone, Jeff Barron, and Jeff Fix.

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

**Pledge of Allegiance**

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

**Announcements**

Commissioner Davis asked if there were any announcements.

Ms. Elsea stated an annexation had been received from Bloom Township to Lithopolis. The petition has been sent to county offices for review and comment.

**Public Comment**

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

There were no comments.

**Approval of Minutes for Tuesday, November 13, 2018**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes from the November 13, 2018 Regular Meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

**Approval of Commissioners Office Resolutions**

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

- |               |  |
|---------------|--|
| 2018-11.15.a  | A resolution to appropriate from unappropriated in major expenditure object categories for the Fund #2800 – Fairfield County Commissioners – Airport.                        |
| 2018-11.15.b  | A resolution approving the reappointment of Dr. Glenn Burns to the Fairfield County Airport Authority Board.   |
| 2018-11.15.c. | A resolution authoring the approval of repayment of an advance to the General Fund from CDBG Allocation FY2016 grant fund #2788, subfund #8141; see resolution 2018-11.15.c. |

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

**Approval of Engineer's Office Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Engineer's Office resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 2050 for annual inspections in various subdivisions 11/8/18; see resolution 2018-11.15.d.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Dave Levacy and Steve Davis

Absent: Mike Kiger

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

**Approval of JFS Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the JFS resolution authorizing approval of repayment of an advance to the General fund from Fund #2018 Public Assistance, Fairfield County Job & Family Services; see resolution 2018-11.15.e.

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

**Approval of Payment of Bills**

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 2018-11.15.f.

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

Commissioner Davis stated at 10:22 a.m. that the Commission would be in recess until the 10:30 a.m. budget hearing.

**Follow-Up Budget Hearing – Board of Elections**

The Commissioners met at 10:30 a.m. for the follow-up Board of Elections 2019 Budget Hearing. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jane Hanley, Brett Riffle, Jeff Fix, Amy Brown-Thompson, Josh Horacek, Branden Meyer Jennifer Sitterly, and Jeff Barron.

Mr. Davis called the budget hearing back to order. He gave Ms. Hanley and Mr. Riffle the opportunity review items that they wanted to touch base on again.

Mr. Davis stated that he thought the Commission has been cooperative in making sure the Board of Elections has the funds they need.

Ms. Hanley presented the revised budget with changes. The health insurance line has been increased.

Dr. Brown asked why the health insurance was not what she suggested at \$255,000.

Ms. Hanley replied she used the 5% increase which brought her to \$290,000.

Dr. Brown used the actual amount paid from today and extrapolated it for a year and added 5%. Ms. Hanley used the line item from last year and added 5%. Dr. Brown suggested that unless Ms. Hanley knew of new additions or status changes, the line item should be what was recommended.

Mr. Davis suggested the lower item be used, but as always, if that needs to be increased next year, the Commission will take care of it.

Ms. Hanley stated the change is salaries for employees is now \$486,784 which is reflective of the 2% increase. The original submission was \$451,954.

Dr. Brown stated the number in election judges was too high for reality.

Ms. Hanley replied that line item is based on requirements from the State of Ohio despite not always using the appropriations.

**Regular Meeting #52 - 2018**  
**Fairfield County Commissioners' Office**  
**November 15, 2018**

Equipment software and fixtures was changed to \$3.165 million. This is based on the June quote from Dominion.

Mr. Davis asked what of that quote results in the new number.

Ms. Hanley replied they removed the trainings (which is in their budget in contract services). This does not include the potential additional savings which is not yet in writing, and Ms. Hanley does not feel comfortable putting in the budget yet any additional savings afforded by the DAS process.

Mr. Davis stated there are a few items not yet known including the trade in allowance and the DAS numbers. They also do not know where other counties are in the process in terms of the potential for a group purchase (a consortium) as recommended by Dominion.

Mr. Davis stated that it was his understanding that if the machines were to be used in 2020 they first needed to be used in the year prior (2019). He asked about access to the state reimbursement and when the purchase had to be done to get that \$1.4 million reimbursement. He asked what the date was for the reimbursement.

Ms. Hanley replied there is not a date that has been made known. She believes they are waiting on the new Secretary of State to take office prior to that date being set.

Mr. Davis asked about the need to deploy the new machines in 2019 in order to use them in 2020. Do two elections need to be run with the new machines or one?

Ms. Hanley replied they believed it to be one election.

Mr. Davis assumed it'd be for the general, not the primary election in 2019.

Ms. Hanley replied that was correct.

Mr. Davis asked how much time was needed for training and utilization of the new machines.

Ms. Hanley replied they are required to have the machines in office 120 days prior to the election for training purposes. This does not mean they will be training for that entire time. This 120 days is worded as "election day" not when people start to vote. The primary for 2019 is May 7<sup>th</sup> meaning they would need the new machines by January 7<sup>th</sup> give or take a few days.

Mr. Davis asked if the vendor has indicated turnaround time from order day to delivery date.

Ms. Hanley replied it was 23 days. This means the machines would need to be ordered in mid-December.

Mr. Davis asked if they were hoping to deploy the machines for the primary or general.

Ms. Hanley replied they were hoping to have the machines for both to work out training issues due to the training with the vendors.

Mr. Riffle replied there is also always the potential for an August special. He prefers having the machines for all elections next year as well.

Mr. Davis stated he was concerned that if the machines need ordered in mid-December, how they would pay without money allocated until 2019.

Ms. Hanley stated they would not have an issue because they would not receive an invoice until the machines are onsite.

Mr. Davis is concerned that the timeline to order in mid-December is very unlikely. He asked Ms. Hanley if she had information that gave her greater confidence in complying with that timeline.

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

Ms. Hanley stated she believes the vendor can meet the timeline. She believed all that was needed for 2018 is a letter of intent to purchase. She added that the Board of Elections has not voted on the purchase on machines until the budget is approved.

Mr. Davis stated he thought the contracting entity would be the Commissioners.

Ms. Hanley replied she knew that was done for the ballot on demand printer, but she wasn't sure what was done in 2005.

Mr. Davis stated he would prefer the Commissioners be the contracting entity.

Dr. Brown stated she didn't think the BOE sends their contracts to the Commissioners now. This is not the typical process for the BOE.

Ms. Brown-Thompson stated the BOE is their own contracting authority.

Mr. Davis stated wanted to conclude the budgeting process and meet the timeliness discussed. He would like to be involved in every step. He thinks there will remain questions when DAS releases their final numbers. He knows it will identify equipment costs and possibly option costs. He would like to participate in the process. He is struggling with just approving the request and then the BOE making decisions later. He would like to participate in those decisions when that time comes. He asked how they could work together to facilitate that.

Ms. Hanley replied she did not have a problem with that, but added that it was ultimately the BOE's decision.

Dr. Brown stated she was stumbling on the tie for ordering because up until this moment she had imagined a 2019 order date, as opposed to a December 2018 order date.

Ms. Hanley replied that the letter of intent was the order.

Dr. Brown replied that you cannot typically place an order without having appropriations in place. Doing so puts the Board of Elections out of compliance with ORC provisions. A purchase order would need to be obtained prior to the contracting, without regard to when an invoice is received. This would mean a 2018 change as it is not in the budget today.

Mr. Davis stated that to comply with the timeline to make the May primary, they are probably looking at a change to the 2018 budget.

Ms. Hanley stated she would touch base with the vendors again to confirm this. She thinks they were going to prepare the machines to ship without a contract.

Dr. Brown stated that would be highly unusual for such a large expenditure.

Mr. Davis stated he wants to be supportive of the recommendation. He thinks the timing of the proposal in relation to the state resulted in hurried analysis and he thinks they probably got that analysis right. He remains interested in continued participation from the Board of Commissioners stand point - together with the Board of Elections. He encouraged Ms. Hanley to think about the timeline with the primary election.

Dr. Brown stated she had not seen a template for the contract. She asked if the entire amount would be due in the first year or if there were provisions that would allow for a payment schedule.

Ms. Hanley replied they do not have the contract or a template as that is what is being submitted to DAS.

Mr. Davis stated that it looked like the Commissioners frustrations were similar to Ms. Hanley's in that they didn't have the answers from the state either and want to make sure they can get everything in line prior to May primary. He apologized for thinking it was the Board of Elections' fault the questions were not answered.



**Regular Meeting #52 - 2018**  
**Fairfield County Commissioners' Office**  
**November 15, 2018**

Mr. Fix stated it was his understanding the most critical date was general election 2020.

Mr. Riffle replied he thought it was the primary of 2020 due to the number of primaries, but 2020 in whole.

To Mr. Fix the most important election is the general election in 2020. He thinks trying to jam all of this through without the Board of Elections having all the information or the Commission being afforded the information, he thinks the third or fifth election should be enough to run the 2020 general election and allowing everyone to have the most information.

Mr. Davis thanked Mr. Fix for his input.

Mr. Davis asked for the importance of May 2019, taking an August special out.

Mr. Fix asked if the 120-day rule was a BOE policy or state law.

Ms. Hanley replied it was a directive from the Secretary of State which holds the weight of law.

Ms. Hanley went on to answer Mr. Davis' question regarding the desire to have the equipment for May 2019. They were previously told for 2016 they had to use the electronic poll books for two elections prior to use in 2016. She does not believe anything is trying to be pushed through aside from funding. Training will remain the same. Ms. Hanley enjoys her job and if she puts on a bad election, she probably won't have her job. It is much more expense to redo an election, than to run the original elections.

Mr. Davis asked about the poll books.

Ms. Hanley replied those are what the voters use to check in and are physically separate from the machines. It creates the card that is used in the machine. The current poll books will be used in the Dominion machines. Bringing up the 2016 elections was that they were told one election was enough for the poll books, but then was changed mid-year by directive to two elections being necessary. Having the machines for two election cycles would alleviate the problem from happening again.

Mr. Davis went on to ask if there was a reason why they would want to run the same machines for both the primary and general.

Ms. Hanley replied the primary is really the best opportunity to test machines as you are really running several elections and ballots at once (one for each party) compared to one election in the general.

Mr. Davis asked if the rebate number was deducted from the contract price or was a separate transaction where Dominion was issued a check.

Ms. Hanley stated she was been told it was a line item reduction to the price, but she believes it would have to be a check cut back to the general fund.

Mr. Davis stated his current position is that the current equipment number needs to be taken out of the 2019 budget because he thinks it is adequate from a timeline standpoint to fund the transaction. He doesn't think it is fast enough to accomplish what they want to accomplish. Secondly, if they want to act fast to comply to use the machines in May 2019, they may need to appropriate this year, but they cannot do that yet as they do not have information about the contract. He is inclined to remove that item from the line item and remove the increase in the 2019 training line item as that is going to be a part of the purchase contract with the vendor. As it relates to 2018, he is leaving for a week and is back the following week. He does not think DAS will act while he is gone. He does not have confidence, subject to being educated, the process proposed would work due to the allocation issue. He thinks the only issue is to be at the ready to address the issue as soon as possible when the information to address it is ready.

Ms. Hanley replied that is why she thinks the amounts should remain in the 2019 budget to address the issue as soon as possible.

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

Mr. Levacy stated he understands business and sales. He also thinks there needs to be some give and take by the BOE in meeting deadlines for the May 2019 primary. They need to get the best price possible for the taxpayers in Fairfield County. He doesn't believe the question is whether or not to purchase the equipment, but if it should be in place by May 2019.

Mr. Davis asked in terms of the current budgetary timeline and the ultimate approval, what was the target date.

Dr. Brown replied they were targeting November 27<sup>th</sup> with backup dates of December 4<sup>th</sup> and 11<sup>th</sup>.

Mr. Davis stated Dr. Brown and Ms. Knisley needed guidance today to meet those targets.

Dr. Brown replied that was correct.

Mr. Davis stated he thought it was a matter of which year to allocate to put the Board of Elections in the best position possible to comply for the May 2019 primary. He does not know if he and Commissioner Levacy agree or not about making the May primary. He is not yet ready to be the reason they do not make the May primary. He has a lot of confidence that information will not be released from the State in time.

Ms. Brown-Thompson stated that typically the Board of Elections is the contracting authority for their contracts. She stated she was just now researching online and sees how the purchase of election machines differs. The Commissioners are the ones that enter in the contract with the vendor. The Secretary of State would own the machines. She apologized for the error earlier in the meeting as this is a question just now arising.

Mr. Davis thanked her. He stated it looked like the Commission would be challenged to stay on their current timeline for budget passage.

Dr. Brown asked who would issue the letter of intent.

Ms. Hanley replied that the Commission would.

Mr. Davis asked to go back to the original idea of removing this from the 2019 budget leaving the Commissioner the option to address it with a 2018 allocation if possible or if the state does not release the information in time, looking at it in 2019 at the first of the year. He suggested this because removing it from the 2019 allows the flexibility to keep the May primary alive. Speculating the state does not meet the information deadlines, this would put it back on the table to fund in early 2019 to meet the 2019 general election.

Mr. Levacy thought he could make some calls to DAS and the Secretary-elect to see where they are in obtaining final numbers.

Mr. Davis stated that the Commission has requested a legal opinion from the prosecutor's office on the date which they must purchase the equipment to maintain access to the reimbursement from the state.

Dr. Brown asked if there any examples of letters of intent signed by other counties.

Ms. Hanley replied they could get ahold of three from other counties who have already done so and would get them for Dr. Brown.

Mr. Davis asked what the dangers were of his proposal.

Dr. Brown replied if appropriations were required in 2018, they might need to move the MCO transition funds sooner than anticipated if the unappropriated balance was insufficient.

Ms. Knisley replied it would be very close. They have \$3.7 million in unappropriated right now. She stated purchase orders must be in place by December 3<sup>rd</sup> or 4<sup>th</sup>. That's the Auditor's guidance.

**Regular Meeting #52 - 2018**  
**Fairfield County Commissioners' Office**  
**November 15, 2018**

Dr. Brown stated there would be an avenue to get the purchase approved anyway with resolutions at the end of the year and the first of the year to document the situation and allow for compliance.

Mr. Davis asked about the sample letters of intent. He asked that Ms. Brown-Thompson be given those as well. The question that will arise is how there can be a letter of intent for such a purchase.

Dr. Brown asked if Dominion was a vendor.

Ms. Hanley replied that they were.

Ms. Brown-Thompson stated she previously reviewed a contract with Dominion.

Ms. Hanley replied that contract was for managed services.

Mr. Davis stated that the lease option would have been \$700,00 a year and in 6 years you'd pay \$4.2 million. This is currently a \$3.1 million for the purchase of the machines which are warranted for 5 years with the expected usage life being 10 years. This makes the lease option not a favored option.

Dr. Brown stated during the last budget hearing, it was mentioned that the new purchase of machines would result in labor savings and more efficiency, as compared to the use of the current machines. In addition, the EG article included a quote about not needing seasonal employees.

Ms. Hanley and Mr. Riffle indicated that was a misquote. Ms. Hanley replied the actual expense for seasonal employees was current as of this morning when they haven't paid out the two weeks prior to the election.

Dr. Brown stated 2019 wouldn't be a decrease over the prior years' history.

Ms. Hanley replied it would be less, as they will go over this year's line item and still need to hire another group of seasonal employees for a required audit.

Dr. Brown asked if the labor savings with the new purchase was a total of about \$5,000 overall then (and only in the seasonal employee line), and Ms. Hanley stated that was correct.

Dr. Brown asked if the annual license and warranty costs (for 2020 forward) were the same from the September 2018 quote, which was about \$181,000, as opposed to the verbal \$500,000.

Ms. Hanley replied they believed that was correct.

Mr. Davis asked if the budget preparation goes forward removing the two items discussed, would they need to remove \$1.4 from the certificate in terms of revenue.

Dr. Brown replied that the certificate hasn't been issued yet, but it would be adjusted in our projections of the planning tool.

Mr. Davis asked as County Administrator, what she knows, how would she want it to go forward.

Dr. Brown replied what she wants most of all is to know how accurate the estimates are or if they are going to change. Are the estimates reasonable estimates? If they don't think they'll change any material way, she'd place it in the 2019 budget, which can be adjusted when more information is known.

Mr. Davis stated it would have to change in a material way as it does not reflect the buy back.

Mr. Davis asked if Dr. Brown would rather leave with guidance to remove from 2019 or that the decision to remove or not to remove is to be decided later.

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

Dr. Brown replied she'd be open to waiting to pass the budget with as much information as possible. She prefers to leave things as they are in the proposal subject to the minor changes while they await answers to the questions.

Mr. Levacy agreed. He asked about the buy back and if there was any other option to sell the equipment.

Ms. Hanley replied there were not any other options.

Mr. Davis asked how many machines they had.

Ms. Hanley replied 768 machines. They will probably buy back 620 as that is what was purchased in 2005. The other machines are from Belmont County.

Mr. Davis wants to proceed in a way least cumbersome to staff and in a way that leaves them prepared to move as quickly as possible. He would like to proceed with the numbers remaining in the budget with the possibility of the numbers being removed to either move up to 2018, with the factors of the state frustrating the ability to comply, or the Commissioners not being on the same page, being considered for voting on the passage of the budget. He is comfortable with the budget process moving forward with the minor adjustments and pending actionable information.

Dr. Brown stated they would alert everyone that the anticipated date of passage will be December 4 or December 11, as was the original communication.

Mr. Davis stated he'd like to meet the vendor prior to agreeing on the purchase should the Commission be the contracting authority.

On behalf of the Commission, Mr. Davis expressed their appreciation to Ms. Hanley and Mr. Riffle for their participation in two, lengthy hearings and apologized for the misplaced anger when the state has not provided information. He encouraged Ms. Hanley and Mr. Riffle to be more forceful in their request for their Board to be participating in the budget hearings.

Acknowledging there may need to be an additional meeting, and with no additional comments, questions, or concerns, the budget hearing was concluded at 11:56 a.m.

### **Review Continued**

The Commissioners met at 11:56:30 a.m. to continue review. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jane Hanley, Brett Riffle, Jeff Fix, Amy Brown-Thompson, Josh Horacek, Branden Meyer Jennifer Sitterly, and Jeff Barron.

Dr. Brown asked Ms. Hanley if there were any sample contracts.

Ms. Hanley replied they would try to get some. Other counties have done letters of intent, but no one has purchased yet.

Dr. Brown added the budget needed to be passed by the end of December.

### **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 11:58 a.m.

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

**Regular Meeting #52 - 2018  
Fairfield County Commissioners' Office  
November 15, 2018**

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, November 27, 2018, at 10:00 a.m.

---

Motion by:

Seconded by:

that the November 13, 2018, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

\*Approved on November 27, 2018



Steven A. Davis  
Commissioner



Dave Levacy  
Commissioner

Absent

Mike Kiger  
Commissioner



Rachel Elsea, Clerk





## Elected Officials/Department Heads Roundtable

November 15, 2018, 8:30 a.m. – Commissioners’ Hearing Room

### Purpose Statement:

The purpose of the roundtable discussion is to facilitate the review, discussion, and analysis of topics with relevance for Fairfield County elected officials and department heads. It is a time to provide information, network with peers, and plan.

Commissioners:  
Steven A. Davis  
David L. Levacy  
Mike Kiger

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

## AGENDA

- |  |   |
|--|---|
| A. Welcome   | Steve Davis & Dave Levacy                     |
| B. Community Partnership Highlight<br>Attitude of Gratitude; Tree of Gratitude<br>Dominion Energy Transmission<br>Pickerington Church of the Nazarene                        | Carri Brown<br><br>Jon Kochis<br>Aunie Cordle |
| C. NBC Nightly News Segment<br><a href="https://www.facebook.com/nbcnightlynews/videos/722980688081232/">https://www.facebook.com/nbcnightlynews/videos/722980688081232/</a> | Aunie Cordle                                  |
| D. Shredding Program with Community Action Recycling   | Chad Reed                                     |
| E. 2019 Budget Update  | Carri Brown                                   |
| F. Leadership Conference – Part 2 – May 16, 2019   | Carri Brown                                   |
| G. Human Resources Update – Valuing Employees  | Jeff Porter                                   |
| H. Departmental Updates  | All Participants                              |
| I. Rapid News  | Carri Brown                                   |
| a. What have we done to...   |   |
| b. 2018 and 2019 Special Dates   |   |
| c. Swearing in and “Sweets and Treats” – December 11   |   |
| d. Reminders   |   |
| e. Review of Packet – Checklist  |   |

## ADJOURN

Regular Commissioners’ Meeting: 10:00 a.m., following the Roundtable

If you have suggestions for topics to address during the next Roundtable (February 7), please contact: Carri Brown, [carri.brown@fairfieldcountyohio.gov](mailto:carri.brown@fairfieldcountyohio.gov)

S E R V E • C O N N E C T • P R O T E C T



### **November 15, 2018 Roundtable Checklist**

\_\_\_\_\_ Participate in the Partnership Highlight by suggesting a county partner to thank in a roundtable meeting; put a leaf on the tree of gratitude in the Commissioners Hearing Room anytime during the month of November

\_\_\_\_\_ Use the GEM module and share with staff for their participation

\_\_\_\_\_ Mark calendars for 2018 and 2019 special dates

\_\_\_\_\_ Come to the Sweets and Treats Celebration and the Swearing In ceremony on December 11 in the Commissioners Hearing Room





**LANCASTER-FAIRFIELD  
COMMUNITY ACTION RECYCLING  
CONFIDENTIAL DOCUMENT  
SHREDDING**



1761 E. MAIN ST. P.O. BOX 768  
LANCASTER, OH 43130-0768  
740.687.1295

## **FREQUENTLY ASKED QUESTIONS**

### **WHAT IS THE COST?**

The standard rate is 12¢ for each pound of material that you'd like to have shredded. You can bring your items in to the Community Action Recycling Center and we can shred them here or we can come to your facility, remove the material, and shred on-site with our mobile shredder. There is an additional \$25.00 service fee for on-site mobile services within Fairfield County. Additional fees apply for services outside of Fairfield County.

### **WHAT IS THE SHRED SIZE?**

Your documents will be shredded into 5/16" inch strips.

### **CAN I WITNESS THE SHREDDING?**

If you'd like to witness the shredding process, please contact us ahead of time to schedule an appointment. You can witness your items be destroyed during in-plant services at the Recycling Center and during on-site shreds at your facility.

### **ARE WALK-INS ACCEPTED AT THE RECYCLING CENTER?**

If you have more than one standard size file box (12"x15.5"x10") of confidential documents or you'd like to see your documents be destroyed, we do ask that you please call ahead to schedule an appointment. Less than one standard size file box (12"x15.5"x10") of material can be dropped off during normal business hours and it will be locked and secured until it is destroyed. Our standard rate of 12¢ per pound will be charged for additional documents over the standard file box.

### **DO STAPLES AND PAPERCLIPS NEED TO BE REMOVED? DO THREE-RING BINDERS, BINDERCLIPS, AND FOLDERS NEED TO BE REMOVED?**

Staples and paperclips are accepted, as are rubber bands and folders with brass fasteners. To avoid unnecessary wear and tear on our equipment, we try to avoid shredding large binder clips, though it is not a requirement that they be removed. Three-ring binders cannot be shredded.

### **ARE CERTIFICATES OF DESTRUCTION PROVIDED?**

Certificates of Destruction are provided with every scheduled shred. They are also available upon request for walk-in shreds at the Recycling Center.

**FREE ESTIMATES!**



BOARD OF COMMISSIONERS

Commissioners:  
Steven A. Davis  
Mike Kiger  
David L. Levacy

County Administrator  
Carri L. Brown

Clerk  
Rachel A. Elsea

Leadership Conference – Part 2  
Roundtable and Strategic Planning Update

When: May 16, 2019, 8:30 a.m. – 2:15 p.m.  
Where: Fairfield County Sheriff’s Office (Lincoln Avenue, Lancaster)

**Purpose Statement:** The purpose of the Roundtable and Strategic Planning Update is for county leaders to improve organizational knowledge by sharing information and updating the strategic plan.

AGENDA

8:30 am	Welcome & Breakfast Resolutions	Carri Brown Commissioners
8:45 am	Update on Community Collaborations/ Announcements (During Breakfast)	All Participants
9:45 am	Strategic Plan Overview	Carri Brown
10:15 am	Break/Break Out Assignments	Carri Brown
10:30 am	Break Out Sessions <ul style="list-style-type: none"><li>• Communication Strategies/Building Stakeholder Relationships</li><li>• Facilitation of Community Collaborations Relating to the Opioid Epidemic</li><li>• Recruitment and Retention of Employees/Compensation</li><li>• Improving Technology</li></ul>	Aunie Cordle Commander Lowe Jeff Porter Mark Conrad
11:00 am	Small Group Reports	All Participants
11:45 am	Reflections from Small Groups	Carri Brown
Noon	Lunch	
1:00 am	Action Steps	All Participants
1:30 pm	Budget Projections and Updates	Carri Brown
2 pm	Closing Remarks	Commissioners and All
2:15 pm	Adjourn	

SERVE • CONNECT • PROTECT



## BOARD OF COMMISSIONERS

Commissioners:  
Steven A. Davis  
Mike Kiger  
David L. Levacy

*What is the next project (initiative or effort) all elected officials and department heads should work on together (choose one project, initiative, or effort)?*

Administrator  
L. Brown

Clerk

Rachel A. Elsea

Of the 1-minute surveys, the most common theme was to focus on improving compensation in some way (under the theme of valuing employees), with the work group focusing on recruitment and retention of employees mentioned specifically. All responses were collected and organized by strategic theme (by number above) and are paraphrased below, with action steps in parentheses:

1. *Facilitate a community wide logic model to establish actions, goals, and objectives relative to the opioid epidemic.* (We will provide this information to the lead of the opioid task force and will offer help in facilitating a logic model. We are also aware of grant funding in progress for overdose responses, and this will be added to the strategic plan document.)
2. *Work on recruitment and retention activities; establish fair compensation for all employees in all departments.* (We will continue work with the recruitment and retention work group for recommendations, which will occur prior to May 2019, and will place compensation on the strategic planning agenda as part of the strategic goal to value employees.)
3. *Improve technology/expand the use of MAPSYS type tools/reduce paper in workflows/create a unified social media and website presence.* (We have offered the MAPSYS tool of CRMS to other boards. We will provide input at Data Board meetings. We will place the technology related items on the agenda for May 16<sup>th</sup>.)
4. *Increase community partnerships.* (We will place on the agenda for May 16<sup>th</sup> an update regarding economic development and workforce development partnerships. We will also allow time for departments to report on community partnerships and suggest new partnerships.)

Other responses included suggestions for:

- Communication about how departments are here to work with another not against one another
- Self-reflection on how leaders' actions impact performance of all employees
- Increasing opportunities for employees to participate in work groups, projects, and committees

SERVE • CONNECT • PROTECT

Fairfield County Commissioners' Office • 210 East Main Street • Room 301 • Lancaster, Ohio 43130  
P: 740-652-7090 • 614-322-5260 • F: 740-687-6048 • [www.fairfieldcountyohio.gov](http://www.fairfieldcountyohio.gov)

## Special Dates 2018 Planning

### January 2018

1 – New Year's Day - Offices Closed  
4 – CRMS Update  
8 – Reorganizational Meeting  
15 – MLK Day - Offices Closed  
16 – Quarterly Budget Update  
24 – Lunch & Learn - HR

### February 2018

8 – EO/DH Roundtable  
19 – Presidents' Day – Offices Closed

### March 2018

11-17 – Sunshine Week  
13 – Lunch & Learn – MCU  
30 – Good Friday – Close at noon

### April 2018 – National County Month

11 – Wear Blue – Child Protective Services  
Breakfast – Abuse Prevention Month  
19 – Circus Night @ JFS  
22 – Earth Day  
24 – State of the County Address

### May 2018

1 – Lunch & Learn - Sheriff  
17 – EO/DH Roundtable  
28 – Memorial Day – Offices Closed

### June 2018

13 – Economic Development Summit  
15 – Wear Purple for Elder Abuse Prev.

### July 2018

4 – Independence Day – Offices Closed  
10 – Lunch & Learn – IT  
17 – Quarterly Budget Update  
24 – Employee Recognition Breakfast

### August 2018

1 – Wear Green for CSEA Awareness  
9 – EO/DH Roundtable  
28 – Lunch & Learn – Soil & Water

### September 2018

3 – Labor Day – Offices Closed  
4 – Lunch & Learn – Mental Health  
13 – United Way Day  
18 – Meetings at the WigWam  
27 – Leadership Conference

### October 2018

16 – Quarterly Budget Update  
18 – Budget Hearings  
23 – Lunch & Learn – Recycling  
25 – Budget Hearings

### November 2018

1 – Budget Hearings  
8 – Budget Hearings  
12 – Veterans Day Observed – Closed  
15 – EO/DH Roundtable  
15 – Budget Hearings (if necessary)  
22 & 23 – Thanksgiving – Offices Closed

### December 2018

11 – Swearing-In Ceremony & Pictures  
13 – JFS All Staff Meeting, Employee  
Communication  
24 – Christmas Eve Holiday – Closed  
25 – Christmas Day Holiday – Closed

- County Training Dates will be added as they are scheduled.
- Voting, regular Board of Commissioner meetings are held Tuesdays at 10 am.
- Review sessions are held at 9 am prior to the voting, regular meetings.

## Fairfield County Commissioners 2019 Special Dates

### January 2019

1 – New Year's Day - Offices Closed  
14 – Reorganizational Meeting  
21 – MLK Day - Offices Closed

xx – Employee Communication Opportunity

### February 2019

7 – EO/DH Roundtable  
18 – Presidents' Day – Offices Closed

### March 2019

10-16 – Sunshine Week  
12 – Lunch & Learn – DD

### April 2019 – National County Month

10 – Wear Blue – Child Protective Services  
Breakfast – Abuse Prevention Month

xx – Employee Communication Opportunity

19 – Good Friday – Close at noon  
18 – Circus Night @ JFS  
22 – Earth Day  
20 – State of the County Address - WigWam

### May 2019

xx – Employee Communication Opportunity

16 – EO/DH Roundtable & Strategic Planning  
27 – Memorial Day – Offices Closed

### June 2019

xx – Employee Communication Opportunity

15 – Wear Purple for Elder Abuse Prev.

### July 2019

4 – Independence Day – Offices Closed  
xx – Employee Recognition Breakfast

xx – Employee Communication Opportunity

### August 2019

x – Wear Green for CSEA Awareness  
1 – EO/DH Roundtable

xx – Employee Communication Opportunity

### September 2019

2 – Labor Day – Offices Closed  
xx – United Way Day  
26 – Leadership Conference

### October 2019

xx – Employee Communication Opportunity

24 – Budget Hearings  
30 – Budget Hearings

### November 2019

7 – Budget Hearings  
11 – Veterans Day Observed – Closed  
21 – EO/DH Roundtable  
28 & 29 – Thanksgiving – Offices Closed

### December 2019

xx – Employee Communication Opportunity

xx – JFS All Staff Meeting  
24 – Christmas Eve Holiday – Close at Noon  
25 – Christmas Day Holiday – Closed

- County Training Dates will be added as they are scheduled.
- Voting, regular Board of Commissioner meetings are held Tuesdays at 10 am.
- Review sessions are held at 9 am prior to the voting, regular meetings.

xx = dates are to be determined



# **Fairfield County Elected Officials**

## **Swearing-In Ceremony**

**Tuesday, December 11th at 11:00 a.m.**

Commissioners' Hearing Room  
210 East Main Street  
Lancaster, Ohio 43130



**You're Invited!**

## **Holiday Open House**

**Tuesday, December 11th**

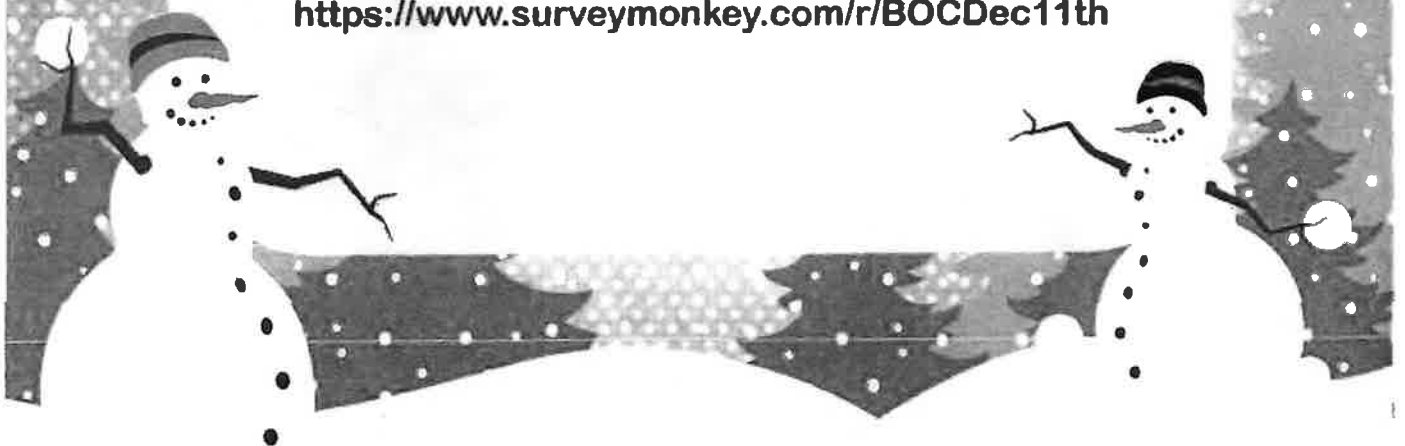
**11:30 a.m.—12:30 p.m.**

**Commissioners' Hearing Room**

**Stop by for some holiday sweets and treats**

**Hosted by the Commissioners' Office in  
appreciation for all you do to serve the  
citizens of Fairfield County**

**RSVP by Friday, December 7th via  
<https://www.surveymonkey.com/r/BOCDec11th>**





Fairfield County Protective Services

# Holiday Donation Drive

For over ten years, Fairfield County Protective Services, with the support of many community partners and private donors, has made the holidays special for children and elderly involved with our agency.

There are many ways to help Santa fill his bag this year:

- Sponsor a family with children
- Sponsor a family with foster children
- Sponsor an elderly adult
- Provide toys, diapers, or stocking stuffers
- Provide a monetary donation or gift cards

#### SANTA'S TOP 5!

Dolls - Remote Cars - Pre-K Learning Toys  
Bath and Beauty Supplies - Gift Cards

Donations requested by Dec. 14  
and can be dropped off or mailed to:  
Attn: Protective Services  
239 W. Main St., Lancaster, Ohio 43130

Checks can be made payable to:  
Protective Services Holiday Donation  
Drive - Donations are tax deductible.

*Call 740-652-7689 for more information.*





# Stuff-A-Bus 2018



Lancaster-Fairfield Community Action Agency (LFCAA) and Fun Bus Adventures want to collect **enough non-perishable food donations to fill a shuttle bus**. The donations will be made available to income-eligible individuals who visit the LFCAA Choice Food Pantry.

Please deposit donations in collection boxes at your workplace. The campaign runs **November 16 through December 12**, when the Fun Bus picks up the donations from the **20+ businesses and organizations** committed to helping us feed hungry families in our community this holiday season. **THANK YOU for your support!**

Please contact Courtney VanDyke at (740) 205-8004 or [CVandyke@faircaa.org](mailto:CVandyke@faircaa.org) if you have any questions.





**Fairfield County  
Common Pleas  
Court**

**General Division**  
Judge Richard E. Berens  
Judge David A. Trimmer

**Fairfield County  
Clerk of Courts**  
Branden C. Meyer

**FOR IMMEDIATE RELEASE**

July 26, 2018

(740) 652-7356

[clerkofcourts@fairfieldcountvohio.gov](mailto:clerkofcourts@fairfieldcountvohio.gov)

***Fairfield County Common Pleas Court General Division Records  
Available Online***

On April 17, 2018, the General Division of the Fairfield County Court of Common Pleas was awarded a technology grant for over \$19,000 by the Ohio Supreme Court to enable free e-access to certain court records.

The Common Pleas Court, in conjunction with the Clerk of Courts and Information Technology Department, submitted a grant application to the Ohio Supreme Court for consideration in December of last year. The proposal requested funds to upgrade the court's case management system to allow the public to access and view document images online free of charge.

"This has been a long time coming and we are very excited," said Jillian Boone, Court Administrator. "Moving forward, the public will be able to know what happens in court on a daily basis—the nature of pending charges or claims, why the Judges ruled why they did, when the next hearing date is—all without having to make a phone call or record request. It is a win for everyone: attorneys, court staff, parties, family members, and the public."

Prior to receiving the grant, members of the public could access the court's docket online but could not view the content of the court's decisions or notices. If individuals wanted to view the actual court filings, they were required to make a records request to the Clerk's Office. Clerk of Courts Branden Meyer supported the project, stating that providing free e-access to filed documents "will increase transparency and expand the public access and customer service provided by the Clerk's Office."

Since being notified of the award in April, the Clerk's Office has been hard at work to ensure this increased transparency does not compromise the private and personal information that are sometimes included in court documents. And while the Clerk's Office will continue to monitor and redact filings with personal identifiers, Meyer emphasizes that the responsibility is on the filer to safeguard that information.

"Since 2009, changes to the Rules of Superintendence placed the responsibility of removing personal identifiers on the filer, but this obligation is even more important now," said Meyer. "If an individual attempts to file a document with personal identifiers, such as a social security number, the Clerk's Office will do our best to advise the filer to remove them. However, the burden ultimately rests with the individual filing the document to redact this information," he explained. "Further, litigants can be assured that any documents that are not subject to public access under the Rules of Superintendence or Ohio's Public Records laws will not appear online."

All general division court records filed on or after January 1, 2018 that are subject to public disclosure will be available online beginning July 30, 2018 via the Common Pleas Court and/or Clerk of Courts' websites.

###

## Winter Parenting Classes

Learn fundamental skills and attitudes necessary  
for successful parenting in these free classes!



### First Five Years

For Parents of Children Ages Birth-5

**December Series:** 4, 11 & 18

6:00 pm – 8:00 pm

**February Series:** 6, 13 & 20

12:30 pm – 2:30 pm

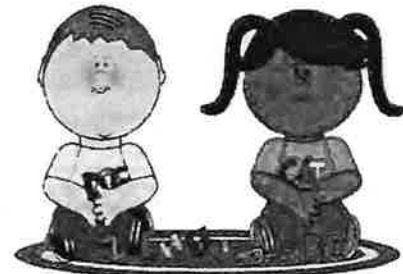
### Triple P

For Parents of Children Ages Birth-8

**February Sessions:**

7, 14, 21 & 28

9:30 am – 11:30 am



### Active Parenting

For Parents of Children Ages 5-12

**January/February Series:**

1/15, 1/22, 1/29 & 2/5

9:30 am – 11:30 am

#### Location:

Agriculture Center  
831 College Avenue  
Lancaster, Ohio 43130

#### Registration:

Contact Pam at  
740.652.7287 or  
[pamela.redding@fairfieldcountyohio.gov](mailto:pamela.redding@fairfieldcountyohio.gov)

Sponsored by:



Fairfield County  
**ADAMH**  
*Mental Health & Recovery Matter*

**NATIONWIDE CHILDREN'S**  
*When your child needs a hospital, everything matters.™*



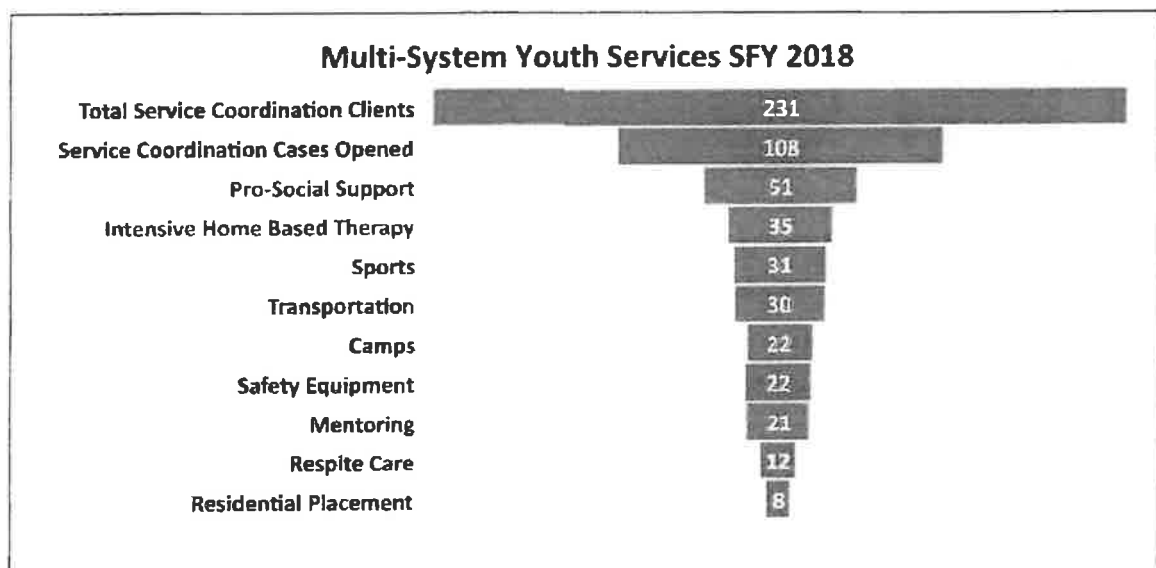
### FAIRFIELD COUNTY FAMILY, ADULT & CHILDREN FIRST FY 17-19 COMMUNITY SHARED PLAN REPORT

<b>Priority 1</b>	<b>Drug addiction prevention and care for adults, children, infants and families</b>
Goal	Decrease the number of children who report 30-day use of marijuana, alcohol, and Rx drugs
Measurement	Number of children who report 30-day use of marijuana, alcohol, and Rx drugs
Key Community Resources	ADAMH Board's Prevention Works Coalition; Youth Behavior Survey; The Recovery Center; Educational impact programs; Opiate Task Force

#### Fairfield County 2016 Youth Behavior Survey Data

Frequent Use (30-day) of Selected Substances	2004	2006	2008	2010	2012	2014	2016
Alcohol	37.9	34.9	31.2	21.1	21.1	19.6	19.1
Marijuana	18.8	14.4	15.8	20.3	16.4	14.2	14.6
Other People's Prescriptions	9.3	8.5	7.2	5.7	2.4	.4	1.0

<b>Priority 2</b>	<b>Services for at-risk youth involved in multiple community systems</b>
Goals	The social, economic, emotional and physical needs of children and youth are met, removing barriers to help success at home and school; Reduce number of children with severe mental health needs, who remain in their parent's custody that are placed in residential facilities.
Key Community Resources	Intensive Home-Based Therapy; Trauma-Informed Care; Residential Mental Health; Supportive, positive family activities; Community partners policy that no parent must give up custody to receive residential services if required for mental health care
Measurement	The Multi-System Youth Program will serve at least 80 families annually with comprehensive service coordination; Monthly case reviews conducted by Cluster Group to closely monitor out-of-home placements.



#### OHIO FAMILY AND CHILDREN FIRST SHARED PLANNING PROCESS

- Provides the basis for initiating collaborative, community efforts to enhance service delivery;
- Develops common and agreed upon outcomes among community partners;
- Specifies shared concept of success and how success will be measured.

OHIO STATE UNIVERSITY EXTENSION



celebrateyourplate.org

# SNAP-ED WORKS

SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION

## OHIO SNAP-ED HAS BEEN...

INTRODUCING school kids to new fruits and vegetables through workshops, classes, and school gardens

## THE OHIO SNAP-ED REACH

TEACHING families eligible for SNAP how to buy and prepare healthy foods

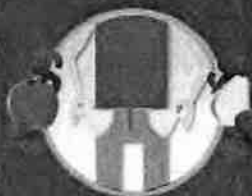


HELPING low-income families stretch tight budgets and buy healthy options

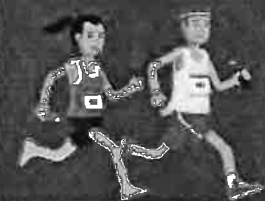
THE CHALLENGE



20 percent of Ohio's **CHILDREN** live in poverty



16 percent of **ADULTS** & 22 percent of **CHILDREN** in Ohio are food-insecure



20 percent of **ADULTS** & 27 percent of **TEENS** meet recommended physical activity guidelines

IN FFY 2018, OHIO SNAP-ED DIRECTLY REACHED...

**436,272**

adults, teens and youth with our nutrition and physical activity programs.

## OHIO SNAP-ED PARTICIPANTS ARE...

## THE RESULTS



**DRINKING WATER**  
84% of adults, 83% of teens and 88% of youth choose water over soda



**PREPARING MEALS AT HOME**  
84% of adults and 71% of teens prepare meals at home



**EATING VEGGIES**  
92% of adults, 84% of teens and 73% of youth are eating vegetables daily



**COOKING ON A BUDGET**  
92% of adults are confident they can cook healthy meals on a budget



**EATING FRUIT**  
88% of adults, 82% of teens and 84% of youth eat fruit every day



**BEING ACTIVE**  
86% of adults, 85% of teens and 91% of youth are regularly active

This Institution is an equal opportunity provider. This material was funded by USDA's Supplemental Nutrition Assistance Program - SNAP



**THE OHIO STATE UNIVERSITY**

FAMILY AND CONSUMER SCIENCES  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

## OHIO SNAP-ED WORKS

## FAIRFIELD COUNTY

## SUMMARY

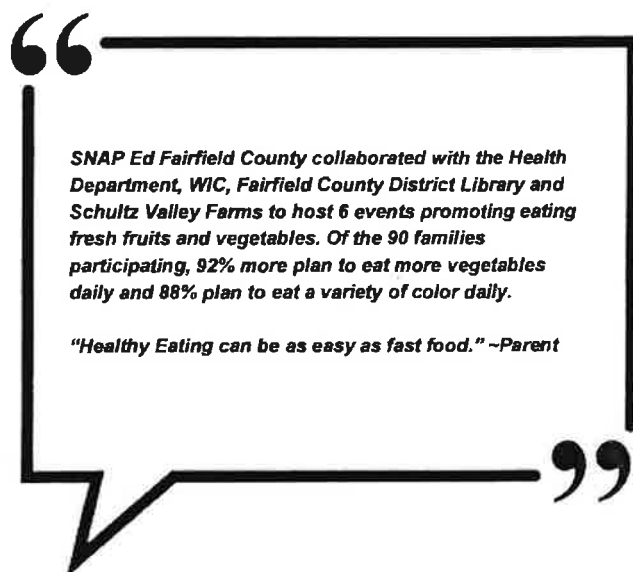


## THE OHIO SNAP-ED IMPACT

As a result of SNAP-Ed programming in our county, participants are:

- ✓ Using MyPlate to make healthy food choices
  - 74 %** of adults and/or teens
  - 86 %** of youth participants
- ✓ Drinking water instead of sugar-sweetened drinks
  - 88 %** of adults and/or teens
  - 87 %** of youth participants
- ✓ Being physically active at least 30 minutes most days of the week
  - 87 %** of adults and/or teens
  - 91 %** of youth participants
- ✓ Using Nutrition Facts labels to guide food choices
  - 81 %** of adults and/or teens
- ✓ Planning meals ahead of time
  - 74 %** of adults and/or teens

## HERE'S WHAT PARTICIPANTS ARE SAYING ABOUT SNAP-ED



## SNAP-ED OUTREACH IN FY2018

- ✿ **13,721** participants were reached through direct nutrition education programs
  - **2 %** Adult participants
  - **98 %** Youth participants
- ✿ **750** direct nutrition education programs were delivered, **99 %** as program series
- ✿ **9,776** additional participants were reached through indirect programs such as community events, newsletters and health fairs

## HEALTHIER LIVES THROUGH NUTRITION EDUCATION

CFAES provides research and related educational programs on a nondiscriminatory basis. For more information, visit [cfaesdiversity.osu.edu](http://cfaesdiversity.osu.edu). For an accessible format of this publication, visit [cfaes.osu.edu/accessibility](http://cfaes.osu.edu/accessibility).

OHIO STATE UNIVERSITY EXTENSION



**Join the Live Healthy Live Well  
*Count CALM Down for the Holidays Challenge***

***When?*** November 19, 2018 – January 2, 2019

***What does it cost?*** Nothing – Participation is Free!

***Who can participate?*** Any adult with an Email account

***Includes?*** Email challenge messages sent 2 times per week, a health tracking log, and many encouraging tips!

**For more information contact:**

**Shannon Carter**  
carter.413@osu.edu

**Join our Blog:** [livehealthyosu.com](http://livehealthyosu.com)

**Follow us on Facebook:** [go.osu.edu/FBLHLW](https://www.facebook.com/go.osu.edu/FBLHLW)

**Receive our text messages, text:**  
[@hlw365](https://www.facebook.com/go.osu.edu/FBLHLW) to 81010

**Sign up for the ~~Count~~ CALM  
Down for the Holidays Challenge  
at:**

**[go.osu.edu/calmfair18](https://go.osu.edu/calmfair18)**  
(case sensitive)

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit [cfaesdiversity.osu.edu](http://cfaesdiversity.osu.edu).  
For an accessible format of this publication, visit [cfaes.osu.edu/accessibility](http://cfaes.osu.edu/accessibility).



**THE OHIO STATE UNIVERSITY**

**FAMILY AND CONSUMER SCIENCES  
COLLEGE OF EDUCATION AND HUMAN ECOLOGY  
COLLEGE OF FOOD, AGRICULTURAL, AND  
ENVIRONMENTAL SCIENCES**

**CFAES**

OHIO STATE UNIVERSITY EXTENSION

# The Extension Connection

## Highlights from OSU Extension in Fairfield County

November, 2018



Nightcrawler Gardens



Hugus Fruit Farm



The Kale Yard

## 2018 Local Foods - Local Farms Tour

The 2018 Local Foods - Local Farms series saw another very successful year visiting four Fairfield County operations. The series started with a May 15<sup>th</sup> visit to The Kale Yard. Owner Erin Harvey operates a very unique, small operation featuring vegetables, herbs and flowers. She uses a high tunnel to get her plants off to an early start. Erin also manages the Lancaster Farmers Market and Keller Market House.

The second evening of the series, on May 22<sup>nd</sup>, saw a large crowd visit NightCrawler Gardens in Pleasantville. The owners, Sheri and Jason England, provided a fantastic tour of their greenhouses and spoke frankly about how they have grown their family-run business over the past fifteen years. In addition to producing herbs, annuals, perennials and vegetables for retail to the public, they are growing their wholesale business by supplying area retailers.

The series continued with a July 10<sup>th</sup> visit to Mid-States Wool Growers. Manager David Rowe provided participants with insight into how Mid-States purchases and markets wool from 23 states. This cooperative of 10,000 farmer/owners markets four million pounds of wool annually. Participants were able to view the behind the scenes grading and bundling of wool. Several participants were thrilled to learn they can purchase raw wool and finished wool products at the facility.

The final fall stop of the series was a visit to Hugus Fruit Farm in Rushville. Owners Nancy and Ralph Hugus opened up their cider pressing facility for us and allowed participants to learn about the age-old process of cider making. Participants accompanied Ralph and OSU Extension Educator, Jerry Iles, into the orchard for a discussion focused on species selection, growing conditions and pruning techniques. Participants were also able to view the large cold storage facility that allows Hugus to sell apples well into 2019.

This was the fourth year for this series and Iles is currently looking forward to organizing additional programs for 2019.



Hugus Fruit Farm



The Kale Yard



Mid-States Wool Growers



Mid-States Wool Growers



# MASTER GARDENER VOLUNTEERS

THE OHIO STATE  
UNIVERSITY  
COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

## Garden Adventures...

The current Fairfield County Master Gardeners explored Snyder Park, The Hartman Rock Garden and Meadow View Growers with their fellow Master Gardeners from Clark County.

Snyder Park was a city-owned golf course that has been converted into an educational garden by the Clark County

Master Gardeners. This opportunity provided many ideas to bring back to our own educational garden at the AHA! Children's Museum. Next on the agenda was a visit to the Hartman Rock Garden which was quite a surprise. The structure has been maintained in a traditional way and is simply stunning. The final stop at Meadow View Growers was an adventure. The facility was great and the landscaping was amazing.



## Tomato Tasting Returns to Fairfield County.... By Connie Smith, Master Gardener Coordinator

The Master Gardener program sponsored a Tomato Tasting event to learn more about growing tomatoes as well as to taste the many varieties. Over 50 participants joined the effort and 28 varieties of tomatoes were tasted.

Stan Smith, OSU Extension – Fairfield County highlighted "10 Reasons Your Neighbor Can't Grow Tomatoes" and Jerry Iles, OSU Extension Educator, offered insight into Foliar Diseases of Tomatoes.

With 12 votes, the best tasting tomato was Mortgage Lifter (aka Lust). It was grown by Master Gardener, Lise Ricketts, and sold as part of our fund raising effort at our Dig Into Gardening tomato sale in the spring. In second place, with six votes each, were Beef Steak and 5 Star. With five votes each, creating another tie, third place went to Great White, Golden Jubilee and Wisconsin 55.

Thank you to all the Master Gardeners for slicing and dicing and to all their organizational efforts in making the return of the Tomato Tasting so much fun, and educational, too!!



## AgMazing at the Fairfield County Fair

During the Fairfield County Fair each year, OSU Extension continues to share the message of local agriculture and celebrate its legacy by coordinating the AGmazing Agri-Center during Fair Week. The 9,600 square feet of space is filled with agriculture and horticulture exhibits and displays that epitomize what agriculture is about today.

Included in the exhibit is the work of Fairfield County's 5 FFA Chapters and Ag Education programs, along with Fairfield SWCD, AHA! Children's Museum, Farm Service Agency, and Farm Bureau.

In 2018 we added a "celebrate local" flair to the building where each day a local business or a farmer's market was invited to come and share their story. A special feature of the week included a "BEEF" food tasting with the 19 seniors from the Lancaster Culinary Arts program. With over 20,000 visitors through the building during the Fairfield County Fair, it is safe to say ... "Agriculture is alive and well in Fairfield County!"



AgMazing Events



AgMazing culinary sampling



FFA Chapter projects



Aha! AgMazing Lego Table

### Real Money Real World

Ohio State University Extension's *Real Money Real World* is a financial literacy program ideally suited for youth ages 13-16. Four classroom lessons are provided followed by a real-life spending simulation where students use their new knowledge. "Learning by doing" is followed by a session during which students connect what they learned to real-life situations. This year in Fairfield County, OSU Extension partnered with local banks, community leaders to bring *Real Money Real World* to 7 schools and reached over 663 students in grades 7-12.



The Extension Connection—November 2018

### Live Healthy Live Well



OSU Extension Family and Consumer Sciences recognizes that more than 70% of all health care costs are related

to unhealthy lifestyle choices. Further, more than 72% of Ohioans do not get proper nutrition, and 1 in 4 are physically inactive. Family and Consumer Sciences' *Live Healthy Live Well* program encourages healthful habits to improve participants' well-being, reduce the need for health care services, lower absenteeism rates at work and help control costs for employers. The OSU Extension Educator in Fairfield County presented 28 programs on topics such as Slow Cooking, Gluten Free Eating, Smart Snacking, Meal Planning and Balancing Work & Family, which reached over 273 Fairfield Countians. Over 75% of participants indicated they plan to make a change for a healthier lifestyle using the information they learned in the program.

# SNAP-Ed

Fairfield County Extension SNAP-Ed, Fairfield County Department of Health, WIC, Fairfield County District Library, and Schultz Valley Farms conducted events with the intent to increase fruit and vegetable consumption in young mothers and children under 6, as research has shown that introducing children 5 and younger to healthier eating habits may lead to choosing more fruits and vegetables later in life.



Six events were held throughout the summer of 2018, three at the Fairfield County Health Department

and three at various library locations in conjunction with pre-school story times and which were open to the public. Each event lasted 45-60 minutes with nutrition education and hands-on interaction to assemble healthy snack options. These options included fruits and vegetables, such as a fruit and yogurt parfait, cucumber slices and hummus with a funny face. Upon completion, participants were given a bag full of fresh produce with Celebrate Your Plate recipe cards and various handouts on healthy eating. By collaborating with the Health Department, WIC, the Fairfield County District Library and Schultz Valley Farms, a larger involvement was attained within the community in order to reach those in need. Ninety families engaged in the program over the summer. Participants were asked to complete a short survey to gather information on fruit and vegetable preferences before the program and what they plan to do after the program. Of the 292 participants involved, 119 were 5 and under and 90 were between 5 and 17 years of age. The remaining participants were over the age of 18. After data was compiled, it was noted that 65% of the participants plan to eat more fruit daily, 92% more plan to eat more vegetables daily and 88% plan to eat a variety of color daily.



Things participants said they learned included ...

- "How much fruits and vegetables play a role in growing"
- "Make a rainbow"
- "Different color fruits and vegetables can help different ailments"
- "Healthy Eating can be as easy as fast food"



**At the Fairfield County Fair...**



Congressman Steve Stivers



Fairfield County Extension SNAP-Ed Program Assistants spent time at the Fairfield County Fair showing how to "Celebrate Your Plate" while eating healthy and making good food choices. 4-H Health Hero Teens demonstrated the OSU Blender Bike and showed Congressman Steve Stivers how to blend a smoothie on the bike.

## HELLOS...



**Aubry Fowler**

Fairfield County Extension is pleased to announce and welcome Aubry Fowler as the new 2<sup>nd</sup> Extension Educator for 4-H Youth Development. Aubry will be the point of contact for summer camp programming, developing new health and wellness events, and assisting with Cloverbud programs.

Aubry grew up in Fairfield County, and is an alumnus of the county's 4-H and FFA programs. She has been active in supporting youth pathways into agriculture, and has served as a Cloverbud advisor for the Lithopolis Livestock Cloverbud 4-H club. She has also been an active adult volunteer in our camping programs at Alley Park and Tar Hollow.

Aubry holds her B.S. from Shawnee State University, and is pursuing her Masters of Public Health at The Ohio State University. She has been engaged in raising awareness of and developing programs to address mental health issues within the farm community. Aubry is currently part of the AgriPower leadership training institute through the Ohio Farm Bureau Federation. She and her husband, Aaron Shaw, reside in Thornville, where they operate a small alpaca and grain operation.



**2018 Fairfield County Extension Staff**

In addition to Aubry, we would like to welcome both Eileen Gundelfinger and Stacy Hicks as part of the administrative support team. They will be supporting all areas of Extension.

## ...AND GOODBYES

OSU Extension Fairfield County congratulated Ellen Shaw, Office Associate, on her retirement. Ellen retired on August 31, 2018, after 20 years of service to OSU Extension. In April, Kelley Scott, who served OSU Extension for 3.5 years as an Office Associate, took a position as a Project Officer with the Office of Sponsored Programs at OSU. We miss them and their contributions and wish them well in their next chapter of life.



### Beef Quality Assurance Training and Certification Offered

Tyson Foods, who harvest and process 25% of the US beef market share, and also Wendy's, now the second largest fast food hamburger chain in this country, have both announced beginning in 2019 all cattle they purchase must originate from producers and feedyards who are Beef Quality Assurance certified. Not only do today's consumers have concerns, but now the businesses who are supplying the public's demand for a quality beef product raised in a humane and sustainable fashion want some guarantees that it's happening throughout the production chain.

With those concerns in mind, during this year we have taught and certified 224 cattle producers in Beef Quality Assurance. Each of those cattlemen and women now have access to any domestic-fed cattle market that requires BQA certification.



Jr. Fair Board Retreat



School Awareness Assembly



4-H Day



Goat Show



Kamala Sweeney  
presenting for the  
State Junior Fair  
Board

## HEAD HEART HANDS HEALTH

### Fairfield County 4-H PY2018 BY THE NUMBERS



Gabby  
Gugliemotto—Ohio  
4-H Horse Program  
Communications  
Contest Champion

985

unique youth were exposed  
to 4-H through their school  
at least one time

1,342

youth enrolled in  
traditional 4-H across  
57 clubs

252

youth attended 4-H  
overnight camp at  
Tar Hollow

2,363

animals were exhibited  
at the Fairfield County  
Fair in 2018



Legacy Dinner

510

projects were  
evaluated during  
summer judging



State 4-H Achievement  
Award recipients

89

youth were specifically engaged in county  
wide 4-H Special Topics programming.  
Topics covered included shooting sports,  
small engines, tractor and machinery  
operation, and more

209

adult volunteers  
help support the  
4-H program



Officer Training



Demonstration Contest

### "TO MAKE THE BEST BETTER"



4-H Day



Jr. Leaders Fairgrounds Clean-up



Summerfest



Rabbit Tattooing



## Extension: We are here for YOU!

OSU Extension engages people to strengthen their lives and communities through research-based educational programming....

**4-H Youth Development: Preparing Youth for Success.** 4-H is a non-formal educational, youth development program offered to individuals age 5 and in kindergarten to age 19. Ohio 4-H reaches more than 240,000 youth each year. Programs focus on active involvement and quality experiences to educate youth in leadership, communication and collaboration. Participation can include community clubs, camps, in-school and after-school activities and summer programs.

**Community Development: Advancing Employment and Income Opportunities.** Extension is a leader in community development education and unbiased partner as strategies are implemented to achieve community and organizational goals.

**Family and Consumer Sciences: Better Lives, Stronger Communities.** We teach and promote safe food practices, better nutrition, better finances and better relationships—helping people acquire the knowledge and skills to make smart decisions in these areas. Our professionals turn evidence-based, impartial, current research into useful information that can improve the quality of people's lives and work to make information accessible to all Ohioans.

**SNAP-Ed (Supplemental Nutrition Assistance Education Program)** is a free nutrition education and obesity prevention program serving low-income adults and youth. It is funded by the Food Nutrition Service branch of the USDA. The focus audience is individuals and families eligible for SNAP.

**Agriculture and Natural Resources: Enhancing Agriculture and the Environment.** Extension programs assist with technology, marketing and education support—protecting Ohio's position in the global marketplace. Extension works to help local residents and community leaders enhance and sustain the environment and natural areas throughout the state. Professionals help producers develop and expand profitable, sustainable farming and other agricultural businesses—thereby creating jobs and economic opportunity for Ohio's citizens. They also provide leadership, collaboration, consulting, unbiased information, applied research, and access to land-grant university knowledge to address local issues and needs.

**Master Gardener Volunteers.** Program provides intensive training in horticulture to interested Ohio residents, who then volunteer their time assisting with educational programs and activities.

## 4-H Highlights



### Cloverbud Camp—June, 2018

Held at Alley Park, this camp is for members that are ages 5–8. This year, the members were treated to a visit from an African Penguin courtesy of WAVE on Wheels Outreach Program which is a part of Newport Aquarium. They also made tie-dyed t-shirts and participated in numerous outdoor adventures.

### Intermediate Camp

With the wonderful support of the Bertha Wilson Camp Scholarship, attendance to 4-H camp at Tar Hollow



State Park increased. Members were able to enjoy canoeing, kayaking, swimming, fishing, nature hikes, line dancing, campfire adventures, crafts and of course making their own tie-dyed t-shirt. A bonus this year was the addition of Physbots—a bracelet that allowed campers to track their physical activity and become more aware of their health and wellness.



### Junior Camp

### Junior Leaders at work...

The Junior Leaders helped the public create Valentines cards in conjunction with a national promotion at JoAnn's Fabric.

These cards were sent to patients at Nationwide Children's Hospital and Fairfield Medical Center to brighten their day.



In addition, the Junior Leaders sponsored an Easter Egg Hunt in honor of Jane Sharp, an amazing 4-H advisor, whom we lost this past year. Any child was invited to attend for the hunt as well as crafts and to meet a bunny.

## Home Food Preservation & Food Safety

Extension Educator and trained Family & Consumer Sciences Volunteer taught 6 home preservation programs on jam making, freezing, canning and drying to 55 people in the county. In addition, safe food storage programs were delivered to 105 people, helping them learn how to properly store food for maximum quality and safety.



## Agronomy Day

109 local producers participated in either Pesticide and/or Fertilizer certification in 2018. These programs focus on improving



Environmental Quality with emphasis on soil testing and proper application rates. Producers are re-certified by OSU Extension Educators every 3 years.



## THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: <http://go.osu.edu/cfaesdiversity>. For an accessible format of this publication, visit [cfaes.osu.edu/accessibility](http://cfaes.osu.edu/accessibility)

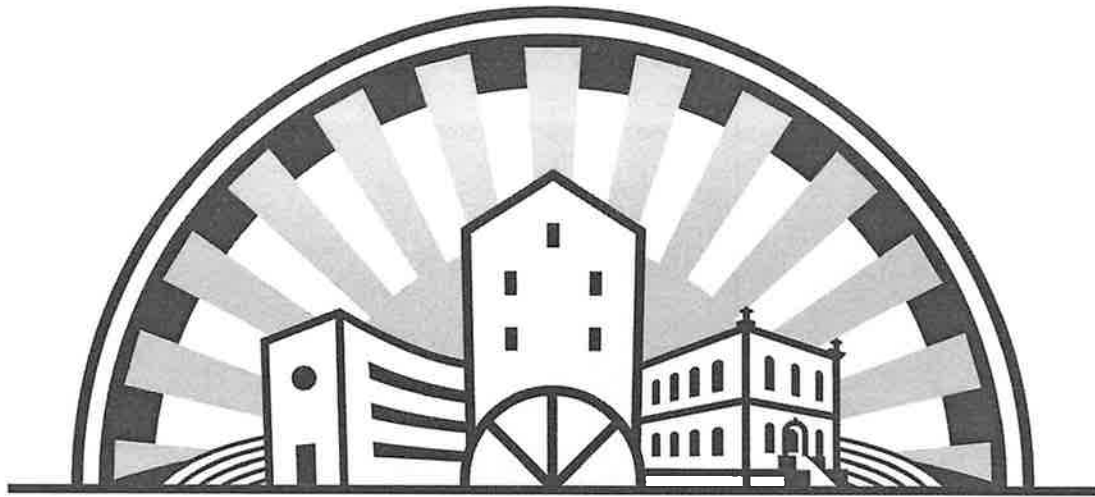
OSU Extension Fairfield County  
831 College Avenue, Suite D  
Lancaster, OH 43130  
Phone: 740-652-7260 Fax: 740-687-7010  
[fairfield.osu.edu](http://fairfield.osu.edu)



*We gratefully acknowledge the  
continued support of the  
Fairfield County Commissioners.*







# FAIRFIELD

## COUNTY • OHIO

SERVE • CONNECT • PROTECT



## Welcome & Announcements

### November 15, 2018

*Commissioners Davis & Levacy*

SERVE • CONNECT • PROTECT



# Community Partnership Highlight

*Dominion Energy Transmission  
Pickerington Church of the Nazarene*

SERVE • CONNECT • PROTECT



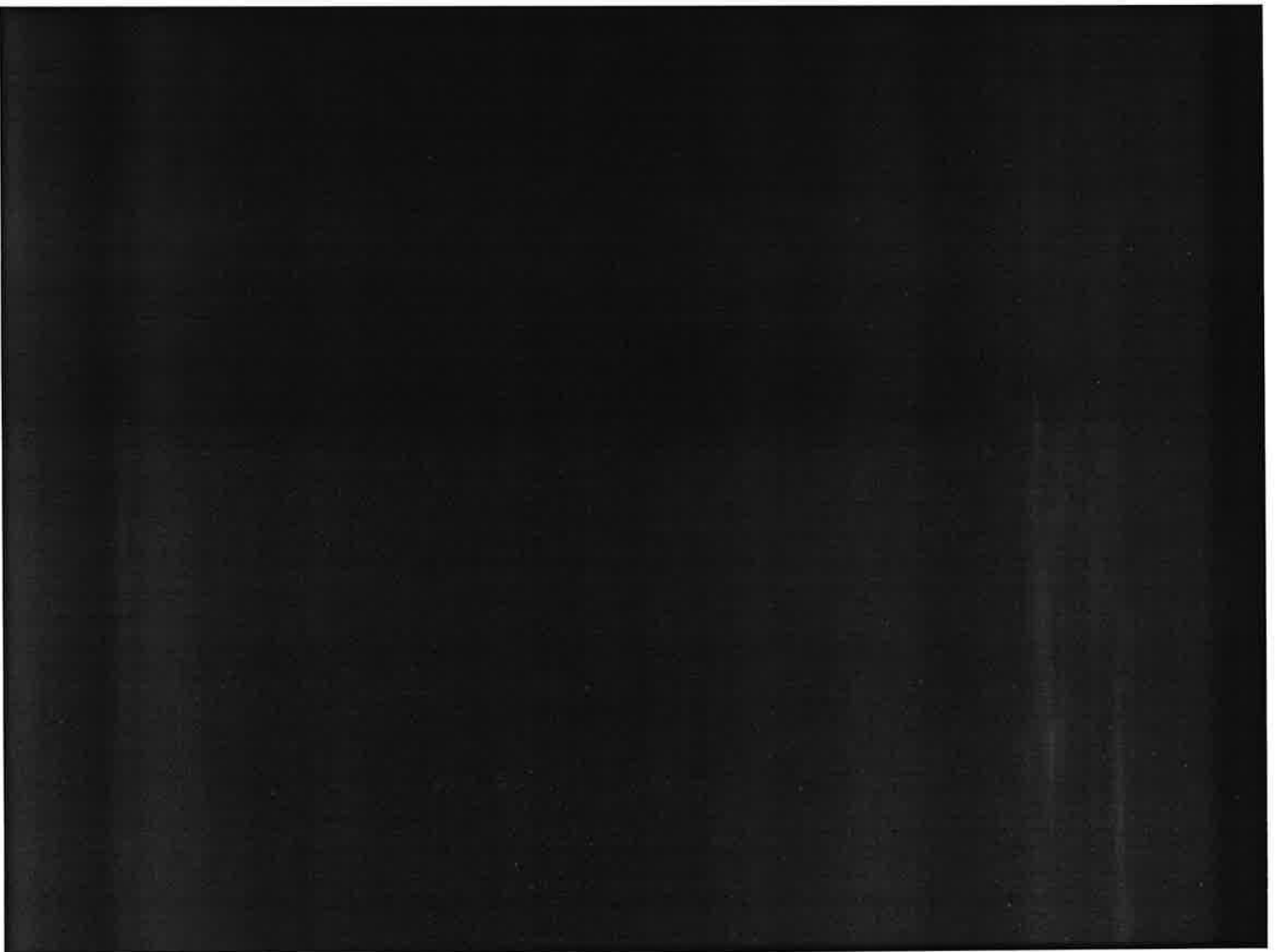
SERVE • CONNECT • PROTECT



# NBC Nightly News Segment

*Aunie Cordle*

SERVE • CONNECT • PROTECT





# Shredding Program with Community Action Recycling

*Chad Reed*

SERVE • CONNECT • PROTECT



# 2019 Budget Update

*Carri Brown*

SERVE • CONNECT • PROTECT

# Leadership Conference – Part 2

## May 16, 2019

*Carri Brown*



SERVE • CONNECT • PROTECT

# Human Resources Update

*Jeff Porter*



SERVE • CONNECT • PROTECT

# Fairfield County Values

- Fairfield County values professionalism, conservatism, accountability and integrity-
- We encourage our employees to take pride in their work, communicate effectively, project positivity, respect one another in the workplace, and deliver service at the highest standards-
- Fairfield County strives to keeping cost down for taxpayers, as well as honoring tradition values, and history-



SERVE • CONNECT • PROTECT

## Why did we undertake this review process?

In preparing our Strategic Plan, SWOT analysis revealed that:

Valuing employees and improving the recruitment of new employees and retention of existing employees was important to our strategic mission



SERVE • CONNECT • PROTECT

## Committee was formed to examine, review, and offer:

- Insight into how current benefits were impacting recruitment efforts
- Reasons why existing employees leave Fairfield County
- Review strategies for improving existing benefit offerings and keep sight of Fairfield County values
- Provide recommendations to the Commissioners



SERVE • CONNECT • PROTECT

## What is effecting recruitment and retention of employees?

Market and other factors impacting  
employment:

- Availability of jobs
- Educated workforce
- Elevated certification requirements and skill sets
- Increased use of technology
- Shift in age of workforce
- Pay



SERVE • CONNECT • PROTECT

## Benefits Most Important to Employees

- Health care benefits and Retirement Benefits
- Leave and workplace flexibility
- Wellness benefits
- Professional, education, and career development
- Culture
- Financial benefits\*

\* SHRM 2016 Benefit Survey



SERVE • CONNECT • PROTECT

## Recommendations



SERVE • CONNECT • PROTECT



## Organizational Culture, Communications and Employee Involvement

- Health care benefits and Retirement Benefits
- Leave and workplace flexibility
- Wellness benefits
- Professional, education, and career development
- Culture
- Financial benefits\*

\* SHRM 2016 Benefit Survey



SERVE • CONNECT • PROTECT

## Organizational Culture, Communications and Employee Involvement

1. Add at least six new public meeting dates in 2018-2020 to engage employees at multiple county buildings or locations, beginning with the all-staff meeting in December 2018 at Job and Family Services.
2. Advertise opportunities for employees to be involved in work groups, such as the environmental stewardship work group. This should be done twice a year.
3. Ask employees what they want.
4. Implement a centralized onboarding program to communicate benefits to new employees.



SERVE • CONNECT • PROTECT

## Financial Rewards

5. Increase opportunities for merit-based financial rewards.
6. Implement a vacation leave conversion program.



SERVE • CONNECT • PROTECT

## Performance Assessment

7. Implement new performance assessment tools. Conduct training in 2019 so that the tools can be used for the budget period beginning January 1, 2020.
8. Increase opportunities for merit-based rewards, such as an additional personal day, knowing financial rewards in the public sector are restricted.



SERVE • CONNECT • PROTECT

# Career Development, Training and Recognition

9. In 2019, provide an array of tools for supervisors and managers to review, such as written documents to help with implementing job shadowing programs, leadership development programs, mentoring programs, supervisory training and various training modules (soft skills and technical skills).
10. Adjust the travel and expense reimbursement limits for professional conferences or events held in metropolitan areas if expenditure levels are approved by the appointing authority and documented prior to the attendance at the professional conference or event.
11. Place in the policy manual multiple options for departments to institute for employee recognition programs.
12. Continue the tuition reimbursement program.



SERVE • CONNECT • PROTECT

## Work-Life Balance

13. Update the vacation accrual schedule to allow employees to use and accrue vacation earlier in their career.
14. Adjust the sick leave conversion policy to allow employees using up to 56 hours of sick leave to convert sick leave to personal hours on a scaled program.
15. Add a holiday to the county approved holiday schedule for the Friday of the Fairfield County Fair, to encourage attendance at the fair, improve business opportunities, honor agricultural values and promote social and family activities.
16. Encourage elected officials and department heads to examine flexible work schedules and the concept of working at home.



SERVE • CONNECT • PROTECT

# Health and Wellness

17. Continue to improve health and well-being through exercise equipment offerings. Communicate locations of the equipment to all employees in 2019 and annually.
18. Pilot the use of filtered water machines as part of the wellness program.
19. Introduce a new Health Advocate program to help members and their families understand available benefits.
20. Annually, communicate full compensation and benefits to employees in an employee specific manner.



SERVE • CONNECT • PROTECT

## Recruitment & Retention Committee

- Jeff Porter, HR/Risk Management Director – Chairperson
- Jill Boone, Common Pleas Court Magistrate and Administrator
- Carri Brown, County Administrator
- Aunie Cordle, JFS Director
- Cindy Hillberry, Developmental Disabilities HR Director
- Dennis Keller, Facilities Manager
- Jon Kochis, EMA Director
- Todd McCullough, Dog Adoption Center and Shelter Director
- Branden Meyer, Clerk of Courts
- Cassie Strickler, HR Officer
- Rick Szabrak, Economic and Workforce Development Director
- Kelly Turben, Clerk of Courts Executive Assistant
- Tony Vogel, Utilities Director and Sanitary Engineer



SERVE • CONNECT • PROTECT



# Department Updates



## Rapid Fire News

- What have we done to...?
- 2018 & 2019 Special Dates
- Swearing In, Elected Officials Photo, and Open House – December 11<sup>th</sup>
  - Reminders
- Review of Packet & Checklist

*Carri Brown*

A faint, stylized background illustration in light gray. It depicts a large, multi-story building with a gabled roof and several windows. In the foreground, there is a bridge with a prominent arch on the left side. The overall style is simple and architectural.

*Thank you for attending  
today's Roundtable!*