

**Regular Meeting #55 - 2015
Fairfield County Commissioners' Office
November 19, 2015**

Elected Officials/Department Heads Roundtable

The Commissioners met at 8:30 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Levacy called the meeting to order with the following Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Park Russell, Jeff Porter, Todd McCullough, Aunie Cordle, Jim Bahnsen, Susan Bloom, Tony Vogel, Michael Kaper, Jerry Isles, Amy Presnell, Jon Kochis, AJ Lacefield, Dennis Keller, Becky Edwards, Chief Perrigo, Jill Boone, Gregg Marx, Branden Meyer, John Pekar, Jeremiah Upp, Amy Boyer, Josh VanDyke, Josh Horacek, Jane Hanley, Judge Berens, Holly Mattei, Randy Carter, Kathy Whitlock, Kelly Spindler, and David Miller.

Ms. Brown welcomed everyone and thanked them for attending. She also thanked everyone for attending the Customer Service Seminar on Wednesday.

In general announcements, the Commissioners rejected three proposals for the Clarence E. Miller building as no proposal was fitting. She asked that anyone with suggestions forward them to her because the Commission wants additional ideas and suggestions.

Mr. Levacy welcomed everyone and thanked them for attending.

- **Department Updates**

- a. **Veterans Services – Park Russell**

- Veterans Services will be moving to their new location in January. They will have an open house once they are all settled in.

- b. **Facilities – Dennis Keller**

- The jail is moving along on schedule. The Liberty Center will get a new roof in January. With the help of Holly Mattei, they have completed the county paving project. Small projects, such as signage, are also moving along.

- c. **Economic Development – AJ Lacefield**

- Mr. Rick Szabrak, Fairfield County's new Economic Development Director, will begin on January 4th. Mr. Lacefield is continuing to work with the RLF committee and the 33 Alliance.

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d. Dog Shelter – Todd McCullough

The Dog Shelter will be hosting a Community Appreciation Week the first week of December with different events held each day.

e. JFS – Aunie Cordle

The Holiday Donation Drive with CPS has started. Please let Ms. Cordle know if you'd like to participate. There are several ways to participate. In addition, JFS is joining with 10 other counties to share services for a virtual call center for those enrolling and updating benefits. JFS will be having their all-staff meeting in December; please let Ms. Cordle know if you have anything to share.

f. Sheriff – Chief Perrigo

The jail population has climbed up to 237 (it was holding steady around 210). The office is updating manuals. The new jail site is fenced in and renovations to the MSMJ are almost complete.

g. Board of Elections – Susie Bloom

This fall's general election will be certified tomorrow. The upcoming month will be very busy. Ms. Bloom reminded all elected officials that the filing deadline for the March primary is December 16th. They expect one state petition at this time. The Presidential primary will be very busy. The Board of Elections is expecting a higher voter count. They received a grant from the Secretary of State for e-poll books. Ms. Bloom thanked the Commissioners for this help. These e-poll books will make the process much more efficient. She thanked Mr. Keller for his help on the new roof. She also reminded everyone that the primary date is March 15th.

h. Treasurer – Jim Bahnsen

Mr. Bahnsen recently attended the Treasurer's conference where they discussed Board of Revision changes, Land Banks, tax lien sales, and delinquent taxes on mobile homes. The office is finalizing bank services which may impact other departments. They are also preparing for first half collections.

i. Prosecutor – Gregg Marx

Mr. Marx stated his office works very hard with everyone to protect the county. In 2015 they have had 10 guilty verdicts, 1 not-guilty, and 1 not-guilty by reason of insanity (which their office agreed with). They had 4

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volunteer summer law clerks this summer. The other divisions are just as busy as the criminal division. The office was awarded a grant for a fourth victim advocate. This is Mr. Marx 34th year working as a felony prosecuting attorney. He thanked everyone for their service.

j. Utilities – Tony Vogel

The big project coming up for Utilities is the waterline for Allen Road. Mr. Vogel thanked Commissioners Davis and Levacy for attending the training classes which will result in at least \$500,000 for the project with another interest free loan for \$600,000 or more. The EPA has suggested they expand the project, and there is funding available from the state. Plans will be finalized in December. In 2016, there are 6 subdivisions planned in Violet Township with another 4 possible in the near future.

k. Developmental Disabilities – John Pekar

Mr. Pekar thanked the Utilities Office and Commissioners for all of their help in correcting the water problems at the Pickerington Regional Office. DD is still wrapping up their celebrations for the levy passage. He thanked all Fairfield County voters for their support.

l. OSU Extension – Jerry Isles

Mr. Jerry Isles reported that agriculture is still the number one industry in Fairfield County. OSU Extension office has several trainings coming up. Mr. Isles thanked Mr. Keller for the work at the Ag Center. He thanked the Master Gardeners for their landscaping work. He added that the county has tremendous volunteers. The annual 4-H convention is held in Atlanta this year. Four of the twenty-eight students going from Ohio are from Fairfield County.

m. Land Bank – Michael Kaper

The Land Bank presented information at the CAAO conference. The Land Bank has grown quite a bit over the last year. They currently have 24 properties with eight demolished and seven more waiting to be demolished.

n. Court of Common Pleas – Judge Berens

Judge Berens reported that the court was working on obtaining certification from the Ohio Supreme Court for their drug court. This will allow them to be eligible for grant funding and training. They are working

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with Mr. Keller and IT on security updates. Judge Berens also introduced Jill Boone, Court Administrator. She will be magistrate by the end of 2016.

o. Engineer – Jeremiah Upp

The Engineer's office is ready for winter. They completed several bridge and culvert project this year and also helped Walnut Township get some grant funding. Mr. Upp is working on a road maintenance agreement between ODNR, the township, and the county. ODNR is being very cooperative.

p. Clerk of Courts – Branden Meyer

The Clerk of Courts Office is now accepting over the phone and online payments for court and probation fees. The title volume is up with an average of 740 titles processed a day. They recently transferred \$350,000 to the general revenue fund. Mr. Meyer thanked Mr. Keller and Ms. Mattei for the repaving job as it did not interrupt the staff or visitors.

Mr. Levacy thanked Mr. Meyer for the transfer and added that it would be a huge help for the centralized records storage facility.

q. Auditor's Office – Josh VanDyke and David Miller

The Auditor's Office will soon be accepting credit card payments. They are streamlining processes for efficiency. They are also working on preparing for the year end process. The yearend calendar has been distributed and will also be put in layman's terms for those who are in roles that are not financial in nature.

There was a discussion about employee self service and the process for using ESS for leave requests. Contact David Miller to get set up for this. The Commissioners and JFS have been using this process with success. Common Pleas Court is interested in using the process.

r. Regional Planning Commission – Holly Mattei

RPC is working with Utilities to transfer the Building Department to RPC. This change will be effective January 1st. They are working on State Capital funding applications with Ms. Brown and the Buckeye Lake Task Force. RPC is finishing CDBG projects in Carroll and will start FY2015 projects (including the Baltimore NRP grant) in early 2016. Development is definitely increased as they are constantly meeting with new developers. Ms. Mattei encouraged everyone to complete the Local Food Council survey that Ms. Elsea sent out a few weeks ago.

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s. Soil and Water – Amy Boyer

Soil and Water programs are going well, especially Farm Land Preservation. They are encouraging community gardens with the Master Gardner program. They have also received several education grants.

t. EMA – Jon Kochis

The new Emergency Operation Plan has many changes to it. Mr. Kochis urged all those included in the plan to read the changes once they are sent.

u. Juvenile Court – Becky Edwards

Ms. Edwards reported that Judge Vandervoort asked her to thank Mr. Keller for the work at the Pickerington Office. They have also started truancy courts at Lancaster and Amanda High Schools with the hope of catching kids before they hit the number of absences where charges would be filed.

v. Health Department – Kathy Whitlock and Kelly Spindler

The Health Department is busy with their accreditation. They hope to file in 2017 to meet the mandatory 2020 deadline. They have monthly trainings scheduled to meet the deadline. They are also seeing an influx in pertussis cases. Ms. Whitlock introduced Ms. Spindler who is the new Environmental Director.

Ms. Spindler reported they would receive \$150,000 to help repair and replace home sewer systems. This should help quite a few families. The amount each family can receive is based on income. They won't have parameters until January, but anyone with questions is encouraged to contact the Health Department at any time.

Additional Comments and Updates

Ms. Boone thanked everyone for making her transition so easy. She added it says a lot about the environment Fairfield County fosters.

Mr. Bahnsen added that he too is thankful for the cooperation within the county as he heard many horror stories at the Treasurer's conference of county officials who do not get along and do not put the taxpayer interests first.

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- Human Resources Updates

- a. Employee Wellness will run from April through September with the incentive being a premium holiday in December.
- b. Flex Spending Open Enrollment is due on Friday, November 20th.
- c. The county is maintaining the 85%/15% split. The increase this year is 6.2% and is largely due to the cost of prescription drugs. The prescription provider is changing once again and will be through a company that UHC recently purchased.
- d. Open Enrollment will be mandatory this year and will be from February 1st through February 19th.
- e. HR is working on the Workers Comp Benefit Plan for 2016 and the CORSA renewal forms are being submitted soon.
- f. Thank you to all who attended the Customer Service Seminar. There were 113 in attendance. Trainings will continue next year as well.
- g. Information regarding the EAP is available to all county employees. Information can also be found at www.liveandworkwell.com. Please contact HR if you have any concerns or questions.

- Leadership Conference Follow-up

- a. Logo – Ms. Brown and Ms. Cordle has asked Mr. Barker to refine the logo and include symbolism of the courthouse. The new logo will soon be distributed.
- b. Customer Service – There will be a customer service recognition proclamation on December 8. Any names recommended for recognition should be sent to Carri by the end of November.
- c. JobFusion – After the suggestion of having volunteer greeters at the Courthouse, the idea has evolved into a contract with Fairfield Industries for a JobFusion employee who will greet those who come to the courthouse and answer any questions they may have.
- d. Online Checkbook – A link to the password protected site will be sent in the near future.

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- IT Update

- a. AIMS – This project is moving forward and system administrator training is scheduled for December 3rd.
- b. MAPSYS – The Prosecutor Module is ready to go once the Prosecutor's Office is ready. The county has also contracted with MAPSYS for Document Imaging. MAPSYS will reach out to each department to see if they'd like to participate. Please contact Rachel Elsea if you are interested or have any questions.
- c. Going the Extra Mile – This is in its testing phase and will be ready for use soon. It is an easy way to recognize employees for good work behaviors.

- Security Upgrades

Mr. Keller reported that while most county buildings have restricted access, the Courthouse does not. In the near future, access will be restricted to the first floor with the second floor access only used for emergency exiting. This is an effort to be proactive. The barriers will be tasteful and maintain the character of the building. The second floor access is also a safety hazard as there have been accidents on the steps in recent years.

- Rapid Fire

- a. 2016 Special Dates - The State of the County will be moved to a later date as it was scheduled on the same date as the Presidential Primary.
- b. There have been around 150 administrative approvals this year which means there were 150 fewer commissioner resolutions and quick access to contract and bill paying approvals.
- c. Packet Review – Ms. Brown encouraged everyone to review the packet and checklist.
- d. Ms. Brown highlighted the resolutions proposed for the regular meeting.

Mr. Levacy thanked everyone for attending.

The Commissioners took a brief recess at 9:59 a.m.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, November 19, 2015 beginning at 10:05 a.m., with the following

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Commissioners present: Dave Levacy and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Josh Horacek, Dennis Keller, Holly Mattei, Michael Kaper, Jeff Porter, Aunie Cordle, Todd McCullough, Tony Vogel, Jim Bahnsen, and Branden Meyer.

Pledge of Allegiance

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

Announcements

Commissioner Levacy asked Ms. Elsea if there were any announcements. There were no announcements.

Public Comments

Commissioner Levacy asked if anyone from the public who would like to speak or offer comments. There were no public comments.

Approval of the Commissioners' Office Resolutions

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

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|--------------|---|
| 2015-11.19.a | A resolution to approve to appropriate from unappropriated into a major expenditure category – Fund # 1001 – Fairfield County Commissioners [Commissioners] |
| 2015-11.19.b | A resolution authorizing to appropriate from unappropriated into a major expense category & fund to fund transfer to the Fairfield County Family Adult Children First Council for Multi-System Youth – Fairfield County Commissioners [Commissioners] |

Discussion: Ms. Brown stated that the first resolution was for appropriations for supplies, and the second was a follow-up from the meeting last week. The second resolution provides \$50,000 to cover the 2015 needs for multi-system youth.

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

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Approval of the Engineer's Resolution

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the Engineer's resolution to approve to rescind resolution # 2015-11.17.i approval of A resolution of amended certificate, update receipt, increase appropriations, appropriate from unappropriated, account to account and fund to fund transfer for HOC-26 bridge replacement; see resolution 2015-11.19.c.

Discussion: Ms. Brown stated this resolution was actually requested by the County Auditor. Another resolution from the Engineer is expected in a future meeting.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger and Dave Levacy

Absent: Steve Davis

Approval of the Regional Planning Commission Resolutions

On the motion of Mike Kiger and the second of Dave Levacy, the Board of Commissioners voted to approve the following Regional Planning Commission resolutions:

2015-11.19.d A resolution to approve the reappointment of Phillip Stringer to the Fairfield County Regional Planning Commission [Fairfield County Regional Planning Commission]

2015-11.19.e A resolution to approve the reappointment of Douglas Ingram to the Fairfield County Regional Planning Commission [Fairfield County Regional Planning Commission]

2015-11.19.f A resolution to approve Conditional Acceptance of the Grace Evangelical Lutheran Church Subdivision [Regional Planning Commission]

Discussion: Ms. Mattei stated that the first two resolutions were Commissioner reappointments, and the third was the much anticipated conditional acceptance for Grace Lutheran Church.

Roll call vote of the motion resulted as follows:

Voting aye thereon: Mike Kiger and Dave Levacy

Absent: Steve Davis

At 10:08 a.m. Commissioner Levacy stated the Commission would be in recess until the Municipal Court Judge budget hearing.

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Budget Hearing – Municipal Court Judges

The Commissioners met at 10:50 a.m. to discuss the Veterans Service Commission budget request. Commissioner Levacy called the meeting to order with the following Commissioners present: Dave Levacy and Mike. Also present were Carri Brown, Rachel Elsea, Staci Knisley, David Landefeld, Jackie Long, Tamara Bartek, and Scott Beaver.

Ms. Long reviewed the attached presentation. She reviewed the goals and objectives, which remain the same.

Mr. Landefeld added that the Drug Court is certified and they are working on certifying the Mental Health Court.

Ms. Long also reviewed the proposed budget which had no changes on the judicial side. The court has made progress in construction of their new facility, Ohio Supreme Court certification, and accountability programs. Ms. Long went on to review the 2016 challenges and opportunities.

Ms. Bartek reviewed the Indiko testing system. They have had this system for a year. The goal was to increase accountability while decreasing costs and this system accomplishes that goal. The system will also link with the case management program and other courts as well allowing for shared services.

Mr. Levacy asked how they keep up with the new drugs.

Ms. Bartek replied that Indiko will test for all known drugs except bath salts and gravel; however individuals using those drugs will almost always be showing obvious physical symptoms of usage.

Mr. Landefeld added that he has spoken with the other judges in the county and hopes to hold quarterly judicial meetings with the other judges in the county.

Mr. Landefeld stated that they would like a position in their budget for a lab tech/probation officer which would make the usage of the Indiko machine much more efficient. This position would pay for itself in terms of the money the Indiko system saves.

Ms. Long stated that the \$41,000 allocation supports a probation officer salary and that is where they'd like to see the increase as well. The full time position including benefits would be around \$60,000. This will bring the total allocation to around \$101,000. They have the support of the city administration for replenishment of some dollars and will next take that to council for approval. Ms. Long will email exact numbers to Ms. Brown.

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Adjournment

With no further business, on the motion of Mike Kiger and a second of Dave Levacy the Board of Commissioners voted to adjourn 11:15 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 24, 2015 at 10:00 a.m.

Motion by:

Seconded by:

that the November 19, 2015, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

*Approved on November 25⁴, 2015

Absent

Steven A. Davis
Commissioner

Whitney Young

Dave Levacy
Commissioner

Mike Kiger

Mike Kiger
Commissioner

Rachel Elsea

Rachel Elsea, Clerk