

**Regular Meeting #52 - 2014**  
**Fairfield County Commissioners' Office**  
**December 4, 2014**

**Elected Officials/Department Heads Roundtable**

The Commissioners met at 8:32 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Terry Morris, Jonathan Ferbrache, Heather Funk, Chief Perrigo, David Miller, Don Sherman, James Hite, Becky Edwards, Jane Hanley, Krista Humphries, Jerry Isles, Sheriff Phalen, C.J. Roberts, Kathy Whitlock, Jack Mattlin, Doug Leith, Hart VanHorn, Carl Burnett, Dennis Keller, Park Russell, Kelly Messerly, Judge Vandervoort, Jon Slater, Mark Conrad, Kelly Turben, Tim Morris, Mike King, Kathleen Uhl, Jeremiah Upp, John Eisel, Kari Akins, Dan Singer, Dave Burgei, Leslie Stebelton, Travis Markwood, David Scheffler, Michael Kaper, Gene Wood, Lora Manon, Amy Boyer, Aunie Cordle, Carrie Williams, Keely Pearce, Connie Moyer, Lisa Notestone, Patrick Welsh, Steve Anderson, Nancy Duffee, Peter Rockwood, Kelly Roberts, Todd McCullough, Jamie Cook, Shannon Carter, Lisa McKenzie, Randy Carter, David Uhl, Jeff Fix, Mike Ebert, Tammy Drobina, Jesse Hendershot, Jim Bahnsen, Amy Presnell, Jon Kochis, Susie Bloom, David Bailey, Tony Vogel, Corey Clark, Anthony Huey, Christina Foster, and Holley Mattei.

Commissioner Davis welcomed everyone and provided a brief update on the Bond Rating presentation in New York. The county retained its Aa2 rating status which was the goal given the amount of debt the county will assume. He thanked Ms. Brown for all of her help in the process. He thanked all members of the team for their excellent presentation.

- **News Interview Strategies Presentation by Anthony Huey**

Mr. Huey presented information on News Interview Strategies. The information included:

**Five Points When Responding to a Reporter**

1. Keep it brief (news – 10 seconds, anything else – 35-45 seconds)
2. Address every question, but do not dwell on it
3. End every response with what you want to say (your agenda)
4. Never get angry or frustrated
5. Never say “no comment”

**Traits for Being Interviewed**

1. Convictions – express yourself. Use strong declarative sentences. Conviction turns into believability which turns into credibility.
2. Concept of Control
3. Be Specific – get to the point as soon as possible
4. Use Examples – this helps the audience remember
5. Be accurate – don't be afraid to correct yourself.

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Techniques to get from the Interviewer (Question) to the Audience (your Agenda)

1. Use "Nuggets" – 8 to 10 second rehearsed responses to questions. 8-10 seconds is all the time you get and all the time you need.
2. Verbal Bridging – Gets you from the question you get to the question you want to answer (i.e. "But I can tell you this..." or "First of all let's consider the larger issue...")
3. The Bump and Run – (i.e. "It's too soon to tell...")
4. Turning the Tables – *You* ask the question by posing a question and answering it yourself.

Formula

1. Address the question.
2. Get away from the question posed to get to what you want to say using a technique.
3. Say what you want to say.

- Department Updates

- a. Engineer – Jeremiah Upp

Mr. Upp reported that they are preparing for winter and recently received a \$2,000,000 grant to resurface 33A.

- b. Dog Shelter – Todd McCullough

Mr. McCullough reported that the Dog Shelter had a new number (687-DOGS). They have recently applied for a BWC grant to reduce noise in the shelter.

- c. Auditor – Jon Slater

Mr. Slater stated dog tags are now on sale for 1, 3 or 5 years. They are prepping for year end and ask everyone to pay attending to the year-end calendar. Additionally, the payroll office has switched spaces with David Miller.

- d. Treasurer – Jim Bahnsen

Mr. Bahnsen stated the Treasurer's Office is updating forms in preparation for the 1<sup>st</sup> half collection. They are also working on improving efficiency. Mr. Bahnsen introduced Mr. Michael Kaper, Chief Senior Deputy Treasurer and Land Bank Director.

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e. Prosecutor – Lora Manon

Ms. Manon reported that the Prosecutor's Office lost 6 assistant prosecutors between September 2013 and September 2014. Those assistant prosecutors had 53 years of experience and were replaced with assistant prosecutors with 106 years of experience. Those that left stated they left for an increase in salary, not because they did not enjoy working for the Prosecutor. They have also seen an increase in murder cases and are working with law enforcement on these cases.

f. JFS – Aunie Cordle

Ms. Cordle reported that JFS is in the middle of their holiday donation drive for those in protective custody. Donations are being collected until December 15<sup>th</sup>. Contact Ms. Cordle if you'd like to participate. Additionally, the quarterly e-newsletter was just released. JFS is also leading the Stuff-A-Bus campaign for the county. They are collecting donations through December 10<sup>th</sup>. JFS employees are encouraged to donate 3 non-perishable items to have dress down days the week of Christmas. Finally, JFS was recently re-awarded the DOJ reentry grant for the 4<sup>th</sup> year in a row. She just now received this terrific news.

g. Sheriff – Sheriff Phalen

Sheriff Phalen reported that two employees organized the St. Jude's run last week that had 200 participants and raised thousands of dollars. The Sheriff's Office is also leading women's self-defense classes. The jail population continues to decrease and was at 158 on Tuesday. Chief Perrigo is working on figuring out why this number is steadily decreasing. They will also start another Community Watch class in February

h. Utilities – Tony Vogel

Mr. Vogel reported that Utilities had adopted two families part of the JFS holiday drive and were enjoying gathering donations. He added that it was a pleasure to travel to New York for the Bond Rating and stated it went very well. They are seeing an increase in subdivision work and are currently working on four subdivisions.

i. Regional Planning – Holly Mattei

Ms. Mattei reported that Regional Planning had seen an increase in subdivision activity as well and were also very busy with CDBG projects. CDBG data has changed. Data from the ongoing American Community Survey was just released which is a huge in determining who does and

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does not qualify. RPC will be reaching out to both those who newly qualify and those who no longer qualify.

j. Board of Elections – Susie Bloom

Ms. Bloom reported the November 4<sup>th</sup> election went well and they are finishing reports for year end. She thanked all departments for their cooperation and added it was truly appreciated.

k. OSU Extension – Shannon Carter

Ms. Carter stated there were several position changes in the office and noted the newsletter was included in the packet. She also introduced Jerry Isles who is the new co-director and as well as the Agriculture and Natural Resources Director.

l. Soil and Water – Amy Boyer

Ms. Boyer stated Soil and Water is also a Stuff-A-Bus drop off location. They will also begin working on updating their plat books in the upcoming months.

m. Clerk of Courts – Nancy Duffee

Ms. Nancy Duffy reported that the Clerk of Courts office is spearheading a financial transaction workgroup to accept credit cards and will be issuing an RFQ in the near future. Look for more information to come on this later.

n. EMA – Jon Kochis

Mr. Kochis reported that the Water Rescue Team was awarded a \$60,000 grant which will help them obtain Type 2 Team status. They will also take over as primary responders for Perry County. Mr. Kochis added that he is now on the Airport Board and is eager to serve in this capacity.

o. Economic Development – Bob Clark

Mr. Clark reported Economic Development recently completed their 2015 strategic plan that focuses on workforce development and transportation. The 33 Development Alliance Annual Meeting is December 10<sup>th</sup>.

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p. Facilities – Dennis Keller

Mr. Keller reported they are preparing for winter and have a new employee, Josh Wolshire. They have been working on several small remodels as well as space planning. The environmental testing is complete at the Wheeling Street site. Structural borings will start next week.

- Human Resources Updates

- a. Employees can redeem sick to personal time through the Wellness Incentive Program from December 1<sup>st</sup> through December 31<sup>st</sup> for 2015.
- b. New Insurance rates have been communicated to departments and employees. The increase is 7.3% (6.1% for the year).
- c. The Commissioners will review the proposed Personnel Policy Manual updates next Tuesday. Feedback will then be accepted online.
- d. A Precinct and Election Official policy is also included in the manual.
- e. There were 41 BWC claims and 1 single loss time claim in 2014.
- f. The county is renewed into the group retro policy for 2015.

- Rapid Fire

- a. Budget Parameters remain the same for 2015 and forward. These parameters have been consistently communicated since 2013.
- b. A proposal for a change in door access cards was briefly reviewed. Input is sought from departments. This is on the checklist.
- c. Starting January 1, 2015 Carri Brown will have Administrative Approval rights. The CRMS packet was also included in the roundtable packet.
- d. Upcoming Dates and 2015 Special Dates were included in the packet.
- e. Everyone was asked to take the checklist back to their office and review it.

The Commissioners thanked everyone for attending. Mr. Levacy stated it was a pleasure to present Fairfield County to Moody's a few weeks ago.

Mr. Kiger thanked everyone for coming and added that Utilities had recently received Heart Safe Accreditation and was the first county department to do so.

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Mr. Davis mentioned that the Charity Newsies Auction was later that night and encouraged everyone to participate. He also mentioned that Moody's' rating report mentioned the excellent management and policies in the county (which was a first for a report the county received). He was proud of the entire team.

The Commissioners took a brief recess at 10:38 a.m.

**Review**

The Commissioners met at 10:45 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Dave Levacy, and Mike Kiger. Also present were Carri Brown, Rachel Elsea, Aunie Cordle, Todd McCullough, Jim Bahnsen, Michael Kaper, Jeff Porter, Jon Kochis, Chief Perrigo, Jon Slater, Dennis Keller, and Lt. Churchill.

- Legal Update

Ms. Manon stated she did not have an update.

- Administration and Budget Updates/Carri's List

- a. Highlights of Resolutions for the Voting Agenda

Ms. Brown reported that there are traditional financial resolutions and contract renewals. There are CDBG related resolutions, as well.

- b. Public Safety Facility/Jail Update and Financing

The review packet includes the rating report from Moody's. Fairfield County maintained the excellent rating of Aa2, at a time when bonds and notes for the public safety facility and jail are expected. The ratings report from 2014 includes new comments about the strength of Fairfield County management as a foundation to support the credit rating and includes comments about challenges of participation in statewide pension plans, which differs from the 2012 report.

- 1. Motion to Allow Carri to sign engagement letter with Baird

**Motion to give Carri Brown authority to sign engagement letters and any necessary documents in relation to the bond issue.**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted give Carri Brown authority to sign engagement letters and any necessary documents in relation to the bond issue.

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Roll call vote of the motion resulted as follows:

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

2. Timeline Update

Right now, given the favorable interest rates from the perspective of a borrower, the concept of issuing bonds in December and notes in March is favorable. This would allow for the data from the bid opening to inform the decision.

Mr. Davis recognized the minimal risk as far as the issuance of bonds in December as bids are requested in January and could show something surprising. The county has the capacity to support risk to issue the bonds in December.

Ms. Brown added that the current interest rate may be around 3.6% opposed to a projected 3.75% which is very good. She added that the terms were indefinite at this point.

Mr. Bahnsen added the ORC was very specific in how the funds were handled as they came in and that the Treasurer's Office was prepared to follow those regulations.

Ms. Brown reported a press release on the local sale of bonds would be coming soon.

c. MORPC Recommendation

Ms. Brown met with Mr. Clark and Ms. Mattei regarding the option of the entire county joining MORPC. At this point they are not recommending the entire county join as it would increase the cost per representative and would not be a huge benefit to the county. They suggest revisiting this next year.

Mr. Levacy agreed.

d. IT Accessibility Audit for Website

Webchick has checked the website for the audit relating to accessibility, and the County is ahead of the game. The rule is not in place yet. We are checking details to ensure that the website is accessible.

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e. Dog Shelter

Ms. Brown met with Mr. McCullough. He is reaching out to potential volunteers, including veterinarians. She thanked Mr. McCullough for all of the work he has done to build partnerships. He is also working with Ms. Cordle on designing a new logo for the Dog Shelter. The Dog Shelter will host OU interns. They requested a motion to increase the adoption fees from \$50 to \$90 for a six month evaluation period.

Mr. McCullough stated the concept was very similar to other counties and would provide for fully vetted (spay/neutered and vaccinated) dogs.

Mr. Davis asked if it was an "as is" verse "warranty" concept.

Mr. McCullough stated that was correct and while it was currently an "as is" policy the public viewed it as a "warranty" or "guarantee".

Mr. Kiger asked if it would replace the Rascal Program.

Mr. McCullough replied that it would not as that was primary managed by the Humane Society.

Mr. Davis asked what the proposed implementation date was.

Mr. McCullough stated it was January 1 through June 30. They want to vet as many dogs as possible to test the program. All dogs adopted at \$90 would be vetted. They would still charge \$50 for dogs not treated.

**Motion to approve Administrative Authority to test \$90 adoption fee which will include veterinarian treatment and dog licenses for a six month (January 1, 2015-June 30, 2015) trial period with the Dog Warden reporting back after June 30, 2015.**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve Administrative Authority to test \$90 adoption fee which will include veterinarian treatment and dog licenses for a six month (January 1, 2015-June 30, 2015) trial period with the Dog Warden reporting back after June 30, 2015.

Roll call vote of the motion resulted as follows:

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

- Old Business

- a. 2015 Budget



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Mr. Davis stated he was still working on the budget conversations and was a bit concerned they would not meet the December 9<sup>th</sup> projection. He asked if this would pose a problem.

Ms. Brown reported that she and Ms. Knisley were prepared to work through the weekend and asked if the Auditor's Office was okay with that plan. She added the 9<sup>th</sup> or 16<sup>th</sup> would work in terms of the codified responsibilities. The 9<sup>th</sup> was the target as the request of the Auditor's Office.

Mr. Slater replied his office would not turn down the opportunity for overtime.

Mr. Davis stated he would continue to try to get the conversations wrapped by in time for the 9<sup>th</sup>.

- New Business
- General Correspondence Received
  - a. Violet Township Variance Application Notice
- Calendar Review/Invitations Received
- FYI
- Issues Bin
- Open Items
  - a. Re-Entry Grant

Ms. Cordle stated that she believed the grant was helpful in the decrease in the jail population and offered for JFS to assist with the newly formed committee.

Mr. Davis appreciated the offer and added that it appeared there were a significant number of factors in the decreased population. He thanked Chief Perrigo for his willingness to organize the group.

Mr. Levacy added it wasn't just about the jail population but also about what's happening in the County overall.

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Commissioner Kiger stated at 11:03 a.m. that the Commission would take a brief recess followed by the Regular Meeting.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, December 4, 2014 beginning at 11:06 a.m., with the following Commissioners present: Steve Davis, Mike Kiger, and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Lora Manon, Jeff Porter, Todd McCullough, Aunie Cordle, Jim Bahnsen, Chief Perrigo, Michael Kaper, Dennis Keller, Jon Slater, Lt. Churchill, Chief Perrigo, and Jon Kochis.

**Pledge of Allegiance**

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

**Announcements**

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

**Public Comments**

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

- |              |   |
|--------------|---|
| 2014-12.04.a | A resolution authorizing the approval to extend the repayment date for the advance of funds– Fund # 8031 FAA FY2012<br>[Commissioners]                |
| 2014-12.04.b | A resolution authorizing the approval to extend the repayment date for the advance of funds– Fund # 3011 sub-fund #8067 FAA<br>FY2014 [Commissioners] |
| 2014-12.04.c | A resolution authorizing the approval to extend the repayment date for the advance of funds– Fund # 3011 sub-fund #8054 FAA<br>FY2013 [Commissioners] |

Roll call vote of the motion resulted as follows:

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

**Approval of the JFS Resolutions**

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

- |              |   |
|--------------|---|
| 2014-12.04.d | A resolution regarding a Purchase of Service Agreement between Job & Family Services 4C Grant Project and New Horizons Mental Health Services [JFS]                                       |
| 2014-12.04.e | A resolution regarding a Purchase of a Title IV-D Contract between Fairfield County Job & Family Services, Child Support Enforcement Agency and Fairfield County Sheriff Department [JFS] |
| 2014-12.04.f | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2072 reimbursing Fund 2018 [JFS]  |
| 2014-12.04.g | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2015 reimbursing Fund 2018 [JFS]  |
| 2014-12.04.h | A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2758 reimbursing Fund 2018 [JFS]  |

Discussion: Ms. Cordle stated resolution D was in relation to foster care.

Roll call vote of the motion resulted as follows:

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

**Approval of the Juvenile/Probate Court Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve Juvenile/Probate Court's resolution to appropriate from unappropriated in a major expenditure object category – Juvenile Court, #2036 Ohio Department of Youth Services Fund; see resolution 2014-12.04.i.

Roll call vote of the motion resulted as follows:

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

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**Approval of the Prosecutor's Office Resolution**

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

- |              |  |
|--------------|--|
| 2014-12.04.j | A resolution authorizing an account to account transfer into a major expense category for Fringe Benefits – Fairfield County Prosecutor [Prosecutor]             |
| 2014-12.04.k | A resolution authorizing the approval of repayment of an advance to the General Fund from Fund 2784 Org 8023 Obj 001000 Victims of Crime Act Grant. [Prosecutor] |
| 2014-12.04.l | A resolution authorizing an account to account transfer into a major expense category for Fringe Benefits – Fairfield County Prosecutor [Prosecutor]             |

Roll call vote of the motion resulted as follows:

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

**Approval of the Sheriff's Office Resolutions**

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

- |              |   |
|--------------|---|
| 2014-12.04.m | A resolution authorizing an account to account transfer Fund 1001 [Sheriff] |
| 2014-12.04.n | A resolution authorizing an account to account transfer Fund 2593 [Sheriff] |
| 2014-12.04.o | A resolution approving an account to account transfer [Sheriff]             |

Discussion: Chief Perrigo stated these resolutions were for year-end clean up.

Roll call vote of the motion resulted as follows:

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

**Approval of the Payment of Bills Resolution**

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 2014-12.02.s

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Roll call vote of the motion resulted as follows:

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

**Adjournment**

With no further business, on the motion of Dave Levacy and a second of Steve Davis the Board of Commissioners voted to adjourn 11:12 a.m.

Roll call vote of the motion resulted as follows:

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, December 9, 2014 at 10:00 a.m.

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Motion by:

Seconded by:

that the December 4, 2014, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

\*Approved on December 9, 2014

 _____ Steven A. Davis Commissioner	 _____ Dave Levacy Commissioner	 _____ Mike Kiger Commissioner
 _____ Rachel Elsea, Clerk		