

**Regular Meeting #54 - 2018**  
**Fairfield County Commissioners' Office**  
**December 4, 2018**

**Review**

The Commissioners met at 9:03 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Davis called the meeting to order with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Joshua Horacek, Amy Brown-Thompson, Jeff Porter, Dennis Keller, Ray Stemen, Todd McCullough, Tony Vogel, Staci Knisley, Jon Kochis, Jim Bahnsen, Jeff Fix, Chief Lape, Mark Conrad, Rick Szabrak, Loudan Klein, David Miller, Jon Slater, Kim Sheldon, and Jeff Barron.

- Welcome
- Legal Update

Mr. Horacek did not have a legal update.

- Administration and Budget Update/Carri's List

a. Announcements

On December 11, we will have swearing in ceremonies and the annual "sweets and treats" celebration. (No public dollars are used for the event.)

Offices are closed on December 24 and December 25 in honor of Christmas.

We have a card for everyone to sign for Commissioner Kiger to wish Alma and Commissioner Kiger a very Merry Christmas and Happy New Year.

Offices are closed on January 1 for New Year's Day.

The 2019 reorganizational meeting is January 14<sup>th</sup>.

The first regular meeting in 2019 is January 15<sup>th</sup>.

b. Highlights of Resolutions

Dr. Brown provided highlights of resolutions. There were 44 resolutions for the voting meeting. Of these, 31 were financial. Two resolutions are prepared to add to the voting agenda following the meeting with the Board of Elections officials.

We proposed a resolution to honor Commissioner Kiger. A copy was in the review packet. We will make sure to deliver this proclamation to Commissioner Kiger if he is unable to attend a meeting in December.

We also proposed a resolution in honor of the core value of customer service, as previously discussed. (The "customer service" resolution is one that we accomplish two times a year to bring awareness to the value and to recognize the good work accomplished in the county.) The importance of customer service for internal and external customers cannot be overstated. We have established standards for timeliness, courtesy, and accuracy, and we encourage others to do so, as well. At the first roundtable of the year and at the strategic planning session in May, we will review a narrative titled, "We Live the Code" as a tangible expression of customer service.

Economic Development proposed the approval of the appointment of Mr. Jason Saul to the Revolving Loan Fund committee, following the interview of last week.

We proposed renewing the Wellness Clinic contract (with FMC) and renewing the VSP contract for vision benefits for 2019.

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We proposed a resolution entering into a contract between Fairfield County and the Lancaster/Fairfield Community Action Agency for Recycling Services and Education Program Services for 2019.

JFS proposed the approval of four network protective placement contracts.

The Engineer proposed a resolution to release a bond for the Columbia Gas Transmission Leach Xpress Pipeline Project.

The Treasurer requested approval to travel in 2019 (a codified requirement).

Also, the grant awards from Meals on Wheels were received with proper documentation (a summary was in the review packet). A resolution to approve the grants, as already approved by the Meals on Wheels Board, was proposed.

There were financial resolutions to approve, such as:

- A reimbursement for CORSA from ADAMH;
- Authorization to extend the repayment date of an advance for the Law Library;
- Rescinding a duplicate resolution for the County Auditor and a resolution previously erroneously approved;
- An account to account transfer of appropriations and fund to fund transfer of cash for Utilities, prepared by the County Auditor as part of a correction;
- Fund to fund transfers for the Flexible Spending Account Fund;
- Adjusting the tax duplicate for August Licking County Buckeye Lake Sewer assessment delinquencies;
- Memo transactions to record the 2% administrative fee for managing the self-funded insurance program;
- The credit of interest for the Health Department and County Parks District for October 2018;
- Reimbursements to the PA fund for JFS and two advance repayments to the general fund relating to JFS grants;
- Appropriations from unappropriated funds for Juvenile/Probate Court, the Engineer (three resolutions with memo transactions associated with a Hocking bridge project), the Sheriff, and the Self-funded insurance fund (all non-general fund appropriations);
- Account to account transfer of appropriations for IT, JFS (two resolutions), HR, the Dog Adoption Center and Shelter, Juvenile Court, Common Pleas Court, the Airport, the Commissioners, and the Sheriff (two resolutions); and
- The payment of bills.

In queue, we have the 2019 appropriation measure for all funds. We had all aspects for this resolution ready but we are pausing for another week for the Board of Elections to provide additional information. (See below.) December 11 was previously communicated as a possible date to pass the "all funds" budget.

We also understand several financial resolutions are in queue for placement on a voting agenda.

Dr. Brown added two additional resolutions (for appropriations and a fund to fund transfer) were in reserve for placement on the voting agenda following the meeting with Board of Elections officials and vendor representative.

Mr. Davis stated that the estimated request at the last budget hearing with the Board of Elections was \$3.1 million in the equipment line item (overall, with the state and county share) with \$150,000 in additional training. After some discussion, this was decreased to \$1.7 million in equipment (the county share) and the \$150,000 for contracted services. This has further decreased due to the state's participation and due to a roughly \$689,000 credit for an equipment trade-in. The

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total cost for the county is currently estimated at \$700,000. The previous large estimates caused significant problems to the five-year outlook. The Commission had previously reserved the MCO transition fund anticipating a large price tag for the new machines. The Prosecutor and Commission are working with the Secretary of State regarding issues with indemnification clauses.

Dr. Brown added she was appreciative toward CCAO and the Secretary of State for the financial participation in the purchase of the machines.

Mr. Levacy believes that evaluation within several meetings with many individuals has resulted in this current lower number for the purchase estimate. Had they jumped right in with the initial request they may have made a mistake.

c. **Administrative Approvals & Budget Update**

**Administrative Approvals**

The review packet contained a list of administrative approvals for the week. Dr. Brown asked if there were questions, and none were posed.

Dr. Brown went on to state we are holding a bidders' conference on December 14<sup>th</sup> for the 108 N. High project. This is for the future home of the real estate assessment offices. The conference date could possibly change based on vendor feedback.

She described a matter under review for 2019. The Hunter's Run Conservancy District (a three-member board appointed by the Common Pleas Court) is seeking a loan to help fund a feasibility study to support actions it will need to take for improvement over about 20 years. The District has about \$60,000 and this is insufficient to meet needs and is insufficient to fund a study. The amount needed would be evaluated and justified with the study. The study will support the District in obtaining loans and grants to support the improvements that need to be made in multiple dams. The Soil and Water Conservation District officials estimate the study will cost between \$100,000 - \$150,000. Hunter's Run is seeking help from the original sponsors of the creation of the District (the county and the city of Lancaster). The request is for a loan with a favorable payback period, accommodating the time for the assessments they intend to make. The County Auditor is also evaluating the lot splits to ascertain and update who should be assessed. There is a meeting in January 2019 to review this matter administratively prior to the request being placed before the Board of Commissioners. We will determine if the loan is something that is predicated in the responsibility of the Board of Commissioners and how it is proper public purpose for the separate political subdivision. We envision an eventual agreement.

Mr. Davis noted this is another board/organization that should have been working harder. This is train that should have been seen coming and accounted for.

Dr. Brown also presented the year in review document, which was in the review packet. We have contributed to the mission by actions to further our strategic themes:

1. Fighting the opioid epidemic & implementing community responses
2. Valuing employees & improving recruitment and retention of employees
3. Improving technology and records retention services
4. Improving business opportunities
5. Securing funding and monitoring expenditures to help meet growing demands on services

We will continue to enhance the quality of life, improve business operations, protect citizens, and prepare for the future.

The year in review document will be shared with all employees by email.

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**Budget Update**

The all funds budget will be proposed for the voting agenda of December 11.

We in the Commissioners' Office have been diligently working to ensure the appropriation measure for 2019 was ready to go for December 4. In fact, we were ready to go until November 29<sup>th</sup> when we received information about the Board of Elections equipment purchase. That information causes us to pause and want more information about the eventual contract for that purchase. The Board of Elections desires to finalize the agreement for purchase in 2018, as opposed to 2019, if possible. We want to give every opportunity for this to happen.

Commissioner Davis will be attending the Winter CCAO conference session about the Board of Elections purchase. (Dennis Keller is also scheduled to attend the conference, and Kristi Burre is scheduled to present at the conference.)

Mr. Davis stated he and Dr. Brown discussed earlier in the morning the five-year outlook. The change in the Board of Elections request should push back the county's experience of crossing the threshold of the cash balance policy targets by a year. The need to increase the sales tax will continue to be assessed.

d. BRAVOs

Thanks to everyone who has contributed to the "Sweets n Treats" event for December 11.

Bravo to Dennis Keller and Tammy Smith for their hard work in making sure office upgrades are done quickly in December. Thank you to Rachel Elsea for helping to keep things on track.

Thank you to all county employees who have exhibited exceptional customer service in 2018.

Bravo, again, to the Board of Commissioners and work group members for the recommendations to support recruitment and retention of employees. We are receiving a lot of expressions of gratitude. Thanks to all elected officials who have approved the vacation accrual schedule, too.

Thanks to everyone who is making sure that carryover purchase orders are accomplished correctly.

Commissioner Davis added his thanks to Mr. Porter and all who made sure his FMC bill was corrected. More importantly, he is appreciative of those who are ensuring employees are not experiencing problems with billings.

- Old Business

- a. Meeting with Kim Sheldon

We thanked Kim Sheldon for her service on the Revolving Loan Fund Committee. She served for six years and was a strong contributor for the process. We presented her a certificate of appreciation.

Ms. Sheldon spoke regarding her desire for more businesses to seek out RLF loans.

Mr. Davis asked if the RLF rate was tied to the debt.

Ms. Sheldon replied it is fixed at 4% and is typically lower than other rates borrowers would find.

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Dr. Brown applauded Ms. Sheldon for her participation, passion, and positive attendance for the RLF Committee meetings.

Mr. Levacy believes the RLF is one of the more successful county committees.

b. Review of the County Tuition Reimbursement Program

Jeff Porter, HR and Risk Management Director, provided an update of the tuition reimbursement program. The program is justified in continuing. The review packet contained a summary.

- New Business

- a. Meeting with Rick Szabrak re: Airport Connection with Economic Development

Rick Szabrak, Economic and Workforce Development Director and Airport Board member, provided an update about the Airport's connection with economic development. The review packet contained a summary. The connections with economic development are supported.

Mr. Kochis added that the more Columbus grows, the more Fairfield County's airport will benefit.

- b. Facilities Update

Mr. Keller noted they would be advertising this week for the renovations at 108 N. High. Proposals are due after Christmas. Chestnut Street renovations are moving along very well, and the Lincoln Avenue area is being graded as part of the sitework improvements.

- General Correspondence Received

- a. Regional Planning Commission Packet

- Calendar Review/Invitations Received

- a. Fairfield 33 Alliance Annual Meeting – Wednesday, December 5<sup>th</sup> at 8:00 a.m. at the Fairfield Career Center (Commissioner Levacy and Rick Szabrak are attending)
  - b. Fairfield County TID Meeting – Thursday, December 6<sup>th</sup> at 9:00 a.m. at the Engineer's Office (Rick Szabrak and Loudan Klein attending)
  - c. 90.9 Open House Celebrating 30 Years of Broadcasting – Thursday, December 6<sup>th</sup> from 11:30 a.m. to 1:00 p.m. at 201 S. Broad St., Room 202
  - d. Retirement Celebration for Magistrate Deborah Wagner – Tuesday, December 18<sup>th</sup> from 2:00 p.m. – 4:00 p.m. in Courtroom 401 at the Hall of Justice

- FYI

- a. The jail population is 256.
  - b. Pickerington Senior Center December 2018 Newsletter

- Open Items

Mr. Davis stated at 9:54 a.m. that the Commission would be in recess until 10:00 a.m.

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**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Tuesday, December 4, 2018 beginning at 10:00 a.m., with the following Commissioners present: Steve Davis and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jeff Fix, Joshua Horacek, Amy Brown-Thompson, Jeff Fix, Jim Bahnsen, Todd McCullough, Jon Kochis, Tony Vogel, Chief Lape, David Miller, Chad Reed, Mark Conrad, Jeff Porter, Ray Stemen, Dennis Keller, Jeff Barron, and Jeff Camechis.

**Pledge of Allegiance**

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

**Announcements**

Commissioner Davis asked if there were any announcements.

There were no announcements.

**Public Comment**

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

There were no public comments.

**Approval of Minutes for Tuesday, November 27, 2018.**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the minutes for the Tuesday, November 27, 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 the ADAMH Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the ADAMH resolution to approve a reimbursement for share of costs of Liability Insurance paid to CORSA as a memo expenditure for fund #2066; see resolution 2018-12.04.a.

Discussion: Ms. Elsea noted Section 1 of the resolution should read "2019" not "2018."

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

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

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

- |              |   |
|--------------|---|
| 2018-12.04.b | A Resolution to approve to Rescind Resolution # 2018-07.31.v - The Fund to Fund Transfer was erroneously approved previously. [Auditor- Finance]  |
| 2018-12.04.c | A resolution authorizing a memo expense memo receipt for the General Fund 2% administration fee for managing the county self-insurance program, Fund# 5376 TO GENERAL #1001 – Fairfield County Auditor [Auditor- Payroll] |

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- 2018-12.04.d      A resolution approving an account to account transfer and authorizing a Fund to Fund transfer. [Utilities] [Auditor- Finance]
- 2018-12.04.e      A resolution approving an account to account transfer into a major expenditure object category. General – Information Technology [Auditor-Admin]
- 2018-12.04.f      A Resolution to approve to Rescind Resolution # 2018-07.10.b - The memo expense – memo receipts for the 2% administration fee. This was a duplication. [Auditor- Finance]

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

**Approval of the Commissioners Resolutions**

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

- 2018-12.04.g      A resolution authorizing the approval of a proclamation. [Commissioners]
- 2018-12.04.h      A resolution to appropriate from unappropriated funds in a major category expense for Self-Funded Insurance Fund# 5376 – Fairfield County Commissioners [Commissioners]
- 2018-12.04.i      A resolution approving an account to account transfer into major expense object category – Fund#1001 – Commissioners/Human Resources [Commissioners]
- 2018-12.04.j      A resolution affirming “customer service” as a core value and recognizing exemplary customer service in Fairfield County government. [Commissioners]
- 2018-12.04.k      A resolution approving the grant award for the Older Adult Services Levy. [Commissioners]
- 2018-12.04.l      A resolution authorizing the County Auditor to assess and place on the tax duplicate delinquent sewer rentals for the Buckeye Lake Sewer System for the dates of August 15, 2018 through September 15, 2018. [Commissioners]
- 2018-12.04.m      A resolution to approve a memo expense for interest allocation reimbursement for Fairfield County Historical Parks – Fund # 7308 [Commissioners]
- 2018-12.04.n      A resolution to approve a fund to fund transfer from the General Fund #1001 to the Flexible Spending Account Fund # 7680 – Fairfield County Commissioners [Commissioners]
- 2018-12.04.o      A resolution to approve a memo expense for interest allocation reimbursement for Fairfield Department of Health – Fund #7012 & Fund# 7321 [Commissioners]
- 2018-12.04.p      A resolution entering into a contract between Fairfield County and the Lancaster/Fairfield Community Action Agency for Recycling Services and Education Program Services for 2019. [Community Action]

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- 2018-12.04.q            A resolution approving an account to account transfer in a major object expense category – Fairfield County Commissioners/Airport [Commissioners]
- 2018-12.04.r            A resolution approving an account to account transfer in a major object expense category – Fairfield County Commissioners [Commissioners]

Discussion: Mr. David stated that the Commission did not anticipate Commissioner Kiger's illness to be so severe and that it was difficult for everyone to experience this year after so many years of dedicated service from Commissioner Kiger. He sincerely appreciates Mr. Kiger's service as do many of his constituents. His accessibility was unparalleled. Mr. Levacy stated he visited Mr. Kiger several times over the last year and that he will be missed on the Commission. Mr. Kiger made the best of his physical capabilities, and he is respected for that. Mr. Davis thanked Mr. Levacy for attending most meetings and events in Mr. Kiger's absence. Dr. Brown added that Mrs. Kiger was aware of the proclamation and was touched and very appreciative of the recognition.

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

**Approval of the Common Pleas Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Common Pleas resolution for an account to account transfer for court appointed attorney fees; see resolution 2018-12.04.s.

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

**Approval of the Dog Shelter Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Dog Shelter resolution authorizing an account to account transfer in a major expense category; see resolution 2018-12.04.t.

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

**Approval of the Economic Development Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Economic Development resolution to appoint Mr. Jason Saul to the Fairfield County Revolving Loan Fund Loan Review Committee; see resolution 2018-12.04.u.

Discussion: Mr. Davis stated he enjoyed the earlier visit with Ms. Sheldon. He stated Mr. Saul has the skill and desire to serve, and he is supportive of his appointment.

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

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

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

- 2018-12.04.v            A resolution to release a bond for the Columbia Gas Transmission Leach Xpress Pipeline Project. [Engineer]



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- 2018-12.04.w      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for remainder of 2018 salary expenses [Engineer]
- 2018-12.04.x      A resolution to appropriate from unappropriated in a major expenditure object category County Engineer 2024-Motor Vehicle for training and repairs [Engineer]
- 2018-12.04.y      A resolution to request for appropriations for additional unanticipated receipts of memo receipts and memo expenses for fund 3445 HOC-43 bridge repair [Engineer]

Discussion: Mr. Davis stated it is no longer necessary for him to abstain from voting on pipeline related resolutions.

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

**Approval of the Human Resources Resolution**

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

- 2018-12.04.z      A resolution authorizing the approval of an agreement with Fairfield Healthcare Professionals, Inc. an affiliate of Fairfield Medical Center to operate the Fairfield County Health Benefit Plan Wellness Clinic for plan participants [Fairfield County Human Resources]
- 2018-12.04.aa      A resolution authorizing the approval of an agreement with Vision Service Plan ("VSP") for vision insurance for Fairfield County Employees – Fairfield County Commissioners [Fairfield County Human Resources]

Discussion: Mr. Porter stated resolution "z" was the renewal of the wellness clinic at the same cost as last year. Resolution "aa" includes a price increase locked in for three years. Mr. Davis stated he would be interested in wellness clinic visit numbers, anticipating the numbers are increasing. Mr. Porter replied the visits for 2018 doubled, as compared to 2017.

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

**Approval of the Job & Family Services Resolutions**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Job & Family Services resolutions:

- 2018-12.04.bb      A resolution regarding Network Placement and Related Services Agreement between Youth Advocate Services and Child Protective Services Department [JFS]
- 2018-12.04.cc      A resolution approving an account to account transfer Fund 2018 Public Assistance [JFS]
- 2018-12.04.dd      A resolution regarding Network Placement and Related Services Agreement between George Junior Republic in Pennsylvania, and Job and Family Services, Child Protective Services Department [JFS]
- 2018-12.04.ee      A resolution authorizing the approval of repayment of an advance to the General Fund from Sub-Fund #8185 Kinnect, Fairfield County Child Protective Services (CPS) Division. [JFS]

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- 2018-12.04.ff      A resolution to approve a memo receipt and expenditure for Fairfield County Job & Family Services, Fund 2843 reimbursing Fund 2018 [JFS]
- 2018-12.04.gg      A resolution authorizing the approval of repayment of an advance to the General Fund from Fund #2843 Ohio START Program, Fairfield County Child Protective Services (CPS) Division. [JFS]
- 2018-12.04.hh      A resolution approving an account to account transfer Fund 2018 Public Assistance [JFS]
- 2018-12.04.ii      A resolution regarding Network Placement and Related Services Agreement between Buckeye Ranch Inc., and Job and Family Services, Child Protective Services Department [JFS]
- 2018-12.04.jj      A resolution regarding Network Placement and Related Services Agreement between Foundations for Living and Job and Family Services, Child Protective Services Department [JFS]

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

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

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the following Juvenile/Probate Court resolutions:

- 2018-12.04.kk      A resolution approving an account to account transfer [#1001 Juvenile Court General Fund] [Juvenile/Probate Court]
- 2018-12.04.ll      A resolution to appropriate from unappropriated in a major expenditure object category – Probate Court Fund #2076 Indigent Guardianship Fund [Juvenile/Probate Court]

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

**Approval of the Law Library Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Law Library resolution authorizing the approval to extend the repayment date of an advance of funds – Fund #2761; see resolution 2018-12.04.mm.

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

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

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:

- 2018-12.04.nn      A resolution approving an account to account transfer Fund 1001 Sheriff's Office [Sheriff]
- 2018-12.04.oo      A resolution to appropriate from unappropriated in a major expenditure object category Sheriff's Office Fund 2027 Weights (Rd&Brdg) [Sheriff]
- 2018-12.04.pp      A resolution authorizing an account to account transfer Fund 2503 Police Revolving [Sheriff]

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

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

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Treasurer's Office resolution granting Fairfield County Treasurer James N. Bahnsen permission during 2019 to attend; see resolution 2019-12.04.qq.

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

**Payment of Bills**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve Payment of Bills resolution authorizing the approval of payment of invoices for departments that need Board of Commissioners' approval; see resolution 2018-12.04.rr.

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

**Additional Review**

Mr. Davis stated Mr. Kiger was originally slated to be president for 2018 and that he looked forward to nominating Mr. Levacy to serve in the role in 2019.

Commissioner Davis stated at 10:16 a.m. that the Commission would be in recess until the 10:30 a.m. meeting with the Board of Elections.

**Meeting with the Board of Elections**

The Commissioners met at 10:32 a.m. the Board of Elections. 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, Jeff Fix, Joshua Horacek, Amy Brown-Thompson, Jane Hanely, Brett Riffle, Dennis Keller, David Miller, Ed Laramée, Mark Beckstrand

Mr. Davis thanked the Board of Elections representatives and Mark Beckstrand for attending the meeting. The Commission has been paying attention to the information they have been provided about the Board of Elections equipment purchase. He reviewed the time frame proposed by the Board of Elections, as the Board wants to have the new machines implemented for the spring election. Mr. Davis also reviewed the need to remove the indemnification clause. Outside of the indemnification issue, he asked if there was any other timeline-related concern.

Dr. Brown noted there were steps to take for the purchase. At present, we do not have a complete contract for the purchase. We do not have the exhibits associated with the contract. She noted having a complete contract today would be helpful.

Ms. Brown-Thompson replied that had already done an initial review on some of the contract language and were making some revisions. The contract must be submitted to the Secretary of State prior to the sublease.

Mr. Davis asked Ms. Hanely about their timeline.

Ms. Hanley replied that they must have the equipment by 100 days prior to the election. Dominion has indicated they can deliver the equipment by the end of January which would meet the 100-day in possession deadline.

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Mr. Davis moved on to discuss Dominion, the selected vendor. The new estimated cost for the County is around \$700,000 after the trade in of the old equipment.

Ms. Hanley replied that was correct.

Mr. Davis asked where the county was on current pricing.

Ms. Hanley replied the total cost was \$2.8 million. In addition, the vendor has provided a trade in allowance of \$689,000 and an early adopter discount of \$21,238. The Secretary of State is giving the Board of Elections around \$1.4 M. The actual cost to the county is just under \$700,000.

Mr. Davis asked about the annual \$148,700 for annual maintenance and licensing. How long is this rate effective?

Ms. Hanley replied they were trying to get that in place for as long as they use the equipment.

Mr. Beckstrand replied he thought that was very doable things as currently the agreement for annual maintenance and licensing is for 10 years of use. He does not think changing the contract to allow for the annual fee to continue for as long as the equipment is in use will be problematic.

Mr. Davis asked for clarification about the approximate \$150,000 because it was initially presented as training for the implementation of the equipment.

Ms. Hanley replied there is a cost of \$92,500 for training, included in the \$2.8 million. They currently pay around \$98,000 annually for the maintenance and licensing of the current equipment.

Dr. Brown clarified that the Secretary of State owns the equipment, given there have been various conversations surrounding that aspect of the purchase.

Ms. Hanley replied that was correct and that the agreement outlines the ownership and lease to Fairfield County.

Mr. Davis asked if the purchase price of \$2.8 million was derived from a per machine calculation.

Mr. Beckstrand replied that was correct.

Mr. Davis asked if at some point they wanted information on the per unit cost that any other county had experienced, they would be able to access that information. He asked Mr. Beckstrand what would they find in this regard.

Mr. Beckstrand replied that Dominion believes in price integrity and have priced their systems the same regardless of the size. The trade in allowance is what differentiates the proposals. The price is lower than the list price due to Ohio's Most Favored in the Nation status. They will not be offering different prices to any counties in Ohio other than what they offered to the state. If they change outside of the state, the state would still benefit due to the Most Favored Nation status.

Mr. Davis asked about the fifth machine option that was certified.

Ms. Hanley replied they were not invited to the mock election as they would not fit their needs.

Mr. Davis asked Mr. Beckstrand if he had a sense as to how the other counties were leaning in the state.

Mr. Beckstrand replied that years ago there was a desire to go to a paper voting system and that since that time, there has been a shift to favor electronic systems. There are 4-5 counties that will be moving by the end of the year to electronic systems with others coming to this option after the first of the year.

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Dr. Brown asked if the \$98,000 mentioned earlier was for licensing and maintenance for the current machines.

Ms. Hanley replied it was.

Dr. Brown asked Ms. Hanley if that amount was needed for 2019, given a new system was to be implemented.

Ms. Hanley stated she would let Dr. Brown know about that by the end of the day.

Dr. Brown went on to state that it seemed odd that maintenance and licensing would cost more for a newer system. One might expect maintenance costs, for example, to be lower for a new system.

Mr. Beckstrand replied that the state of Ohio negotiated with the current vendors and that they negotiated very well. Those fees for maintenance and licensing were far less than market value. For the last 15 years the state has been paying far less than market value not only for Dominion but also for the other vendors as well. The vendors had the option to raise those after ten years, and Dominion chose not to raise those rates.

Mr. Riffle added that he knew other vendors had raised those fees by 3%-5% yearly. The current proposal is to keep the maintenance and licensing fees flat as long as the equipment is used, which is hopefully 15 years.

Mr. Beckstrand noted that he has a call later in the afternoon with the prosecutor regarding the indemnity clause within the current proposed contract language. They have always been able to work through these types of issues. He should have an answer by the end of the day.

Dr. Brown asked who would make sure the information for the resolution and agreement, as well as the exhibits (which must match the contract) were ready for review.

Ms. Hanley replied they were still working on the exhibits and should have them ready by the end of the day.

Dr. Brown asked for the definition of "other" as referenced in page two of the resolution, noting there are spaces to designate certain amounts. She stated the Commissioners hoped to have the resolution and agreement for the December 11 voting agenda.

Ms. Hanley stated if everything is done by the end of the year they would have equipment by the week of January 27<sup>th</sup>.

Dr. Brown asked if Mr. David Miller would confirm the need for a memo receipt and memo expenditure for the state portion of the purchase and asked if he would see if that resolution should be done at the same time as the contract related resolution, targeted for December 11. Mr. Miller stated he would do so and added his office is not needing anything else from Dr. Brown or the Commission.

Mr. Davis asked if Commissioner-elect Fix had any comments.

Mr. Fix applauded the attention to detail that was being taken by the Commission in making sure everything is squared away. While he understands the director and deputy director of the Board of Elections run the day to day operations, he questioned the lack of the presence of the Board of Elections board members. When something this big is going on, he would think that at least a member of the Board would want to show up.

Ms. Hanley replied that they do run the day to day operations. She added the Director signs the resolution with the Commissioners.

Mr. Davis stated that the last time they purchased equipment the Board of Elections was very involved; for this instance, they have chosen not to be. He thinks it is an incredibly fair question from Commissioner-elect Fix and one that will hang in the air for months to come.

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Mr. Davis went on to say should the questions posed be answered and things continue to move along, he expects the Commission to look favorably on the resolution or resolutions on December 11<sup>th</sup>. Should something else come up, the timeline would shift, and the Board of Elections might not make the desired May election implementation date.

Mr. Beckstrand added that if they got to a point where Dominion felt they were jeopardizing their reputation and the county's jurisdiction and the election was at risk, they would make that determination as well.

Mr. Levacy asked about Franklin County's reduction in their number of machines.

Ms. Hanley replied that they purchased hybrid machines. We in Fairfield County are not able to reduce as many machines as they would like given we are required to have one machine per 175 registered voters.

Mr. Levacy mentioned that the Franklin County choice seemed like an awkward system.

Ms. Hanley replied it was different from what Fairfield County currently has and that in the demonstration, their staff had issues setting up the machines.

Dr. Brown voiced her desire to have more involvement between the Commission and Board of Elections. She stated that in debriefing the situation now, there is evidence that additional connections would have been helpful and stated she would continue to offer support. The Commission is the contracting authority for this equipment purchase, which differs from contracts for the Board of Elections. She will be available at any time to help with other matters, such as budgeting, evaluation or analyses.

Mr. Davis asked if there was anything Ms. Hanley and Mr. Riffle needed from the Commission.

Ms. Hanley replied the Commission was doing everything they can that is needed.

Mr. Beckstrand added he thought the Commission had done their homework, and the questions raised were very good.

**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:

2018-12.04.ss	A resolution to appropriate from unappropriated in the major expenditure object category of capital outlay for the Fairfield County Board of Elections -# 1001 [Commissioners]
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2018-12.04.tt	A resolution approving a fund to fund transfer from the Medicaid Local Sales Tax Transition Fund# 7840 to General Fund# 1001 – Fairfield County Commissioners [Commissioners]
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Discussion: Dr. Brown stated the first resolution in this group of two was for 2018 appropriations to allow the Board of Elections to obtain a purchase order from the County Auditor as early as today. The second resolution related to a transfer of cash from the "MCO transition" fund to the general fund for this equipment purchase and other capital outlay.

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

Mr. Riffle thanked everyone for their work and commented how the work showed the collaboration within the county. They are truly appreciative of the work from everyone in the county.

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## 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 11:34 a.m.

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

The next Regular Meeting is scheduled for Tuesday, December 11, 2018 at 10:00 a.m.


Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_  
that the December 4, 2018, minutes were approved by the following vote:

YEAS:

NAYS: None

ABSTENTIONS: None

\*Approved on December 11, 2018



**Steven A. Davis**  
**Commissioner**

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Dave Levacy

Dave Levacy  
Commissioner

Absent

Mike Kiger  
Commissioner

Balal Elsea

Rachel A. Elsea  
Rachel A. Elsea, Clerk

