

**Regular Meeting #9 - 2014  
Fairfield County Commissioners' Office  
February 27, 2014**

**Elected Officials/Department Head Roundtable**

The Commissioners met at 8:32 a.m. for the Elected Official and Department Head Roundtable. Commissioner Kiger called the meeting to order with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Holly Mattei, Branden Meyer, Gregg Marx, Bob Clark, Lisa McKenzie, Amy Presnell, David Jones, Jeremiah Upp, Jane Hanley, Susie Bloom, Todd McCullough, Aunie Cordle, Julie Noyes, Ursula LaVeck, Dennis Keller, Sheriff Phalen, Dr. Tom Vajen, Jim Bahnsen, Jerry Perrigo, David Miller, Dave Burgei, Lisa Notestone, Kelly Messerly, Tony Vogel Jeff Porter, Jason Dolin, Judge Chris Martin, Jon Kochis, Perry Orndorff, Jon Slater, Jeff Barron, and Paul Kemmer.

Mr. Kiger welcomed everyone to the roundtable and thanked them for attending.

Mr. Davis stated he appreciated everyone's attendance and that he looked at 2014 as a "grinder" year in that there was no new, large direction or issue to tackle, but we will focus on the jail (the biggest project Fairfield County has ever seen). He asked everyone, when they hear things in the upcoming months, to remember that the decision made was based on 14 years of reports, input received from stakeholders (the Chamber, Bar association, judiciary, public safety, and general public, etc), public hearings, and an online survey (with more than 60% of respondents preferring the existing Wheeling Street site for the location). The Commissioners are continuing their due diligence in the pre-design phase and if the cost does go too high due to science, they will change the location. The primary job of the Commissioners is to fix the problem. The secondary job is selecting a location. Mr. Davis expects much complaining in the upcoming months, but only objective science will affect decisions, not complaining.

Mr. Levacy agreed with the comments made by Mr. Davis. Mr. Levacy welcomed Mr. Meyer and Mr. Jones to their first Roundtable meeting in their new capacities.

Mr. Kiger stated that it was great that the jail was moving forward, and the Commissioners will make sure it continues to move forward.

- **Policy Review and Updates**
  - a. Surveys re: Potential Policy for Employees to Serve on Election Day for the Board of Elections.

Ms. Brown referred everyone to the agenda packet to review the proposed policy that would establish terms and conditions for county employees to serve as poll workers with paid administrative leave.

Ms. Hanley stated they are not expecting hundreds of poll workers from this policy and will be happy if they are able to get just a handful. This is a

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civic duty and is certainly up to the preference of the employee and employer. They also view this policy as a stepping stone to get other businesses involved.

Ms. Cordle asked that everyone complete the electronic survey to let the Commissioners know if they are interested and if so, how many employees they could allow to participate based on operating need.

Ms. Brown added that elected officials and school teachers would not be able to participate. This would also be limited to Fairfield County residents.

Mr. Davis stated that the private sector has been doing this kind of program for years. For example, his law firm releases employees for the day, with pay, so that they can serve as poll workers. The public sector is just now stepping forward to participate in similar ways that the private sector has done in the past.

**b. Health Insurance Update**

Ms. Noyes reviewed the health insurance benefit changes to dental and vision coverage. This was highlighted in the newsletter and Spotlight. The county will have a new pharmacy plan starting June 1<sup>st</sup>. More information will be sent in multiple ways as it becomes available.

Dr. Vajen suggested that they require prescriptions to be transferred so that individuals do not have to get new orders from their doctors.

Ms. Cordle stated that Franklin County bids out their coverage which is why there is different coverage for general, dental, vision, and prescriptions. She also asked that everyone make sure their employees are reading updates.

Ms. Noyes stated that if they receive updates in the mail to be looking for those as well.

**c. Ethics Training & Policy Highlight**

Ms. Brown highlighted ethics training opportunities. Ethics training is about compliance, of course, and is also about the fiduciary roles we as county leaders serve. E-learning is available through the Ohio Ethics Commission. She encouraged everyone to complete this training, as many offices, including the Commissioners' Office require the training. The e-learning can be accomplished online. It is self-guided, allowing for two weeks for completion of all four sections. It is convenient and relevant.

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The training results in a certificate, of which an example was provided in the packet.

Ms. Cordle referred to the policy statement included in the packet. Originally, a policy update was a requirement from the State Auditor for the employee manual relating to fraud reporting. Now, the statement includes phone numbers and specific Ethics Commission contact information for making reports. Please see the yellow highlights on the statement and share with your employees. At the end of the year, the policy manual will formally include these updates. If there are other updates, please make sure you provide your suggestions.

Mr. Kiger reminded everyone of the April 15 deadline for filing financial disclosure reports. The Ohio Ethics Commission includes an online filing process now that is simple to use:

<http://www.ethics.ohio.gov/disclosure/file.shtml>

- Rapid Fire News

- a. Dennis Keller

1. Mr. Keller continues to evaluate the storage needs and asked all departments to respond to the electronic survey about storage so that he and the workgroup can look at the county's storage options.
2. The energy conservation project is halfway done. The lighting changes are in process, and they will be establishing a web based control system. Web based maintenance orders which will allow for better tracking. In three months they will begin window installation in the Court House and Government Services Building. While this will cause some inconvenience, they will try to make it as seamless as possible.
3. The new jail is in the pre-design phase. They are confirming that the Wheeling Street location is suitable and meets the criteria as well as reviewing the building placement on the site. Soil tests are being completed to confirm there are no environmental concerns as well as to determine the type of foundation needed. They are using as many professionals as possible to help gather the scientific information and evidence.

- b. Rachel Elsea

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1. Ms. Elsea referred everyone to the 2014 Special Dates and highlighted the State of the County Address on March 25<sup>th</sup> and Leadership Conference on October 16<sup>th</sup> (at DD in Pickerington). Additionally, Budget Hearings will be scheduled in the next few weeks. She asked everyone to look for the calendar invitations and to let her know as soon as possible if they need to reschedule.
2. A CRMS refresher course will be held in the Commissioners Hearing Room on Thursday, March 20<sup>th</sup> at 9:00 a.m. Each office and department is asked to send at least one representative for the course.
3. Ms. Elsea asked everyone to review the placemat and newsletter.
4. Big Brothers Big Sisters will be hosting their annual Bowl for Kids' Sake April 26<sup>th</sup> and 27<sup>th</sup> and May 3<sup>rd</sup>. Please see the handouts in the packets.

c. Carri Brown

1. Requests for information on recycling were received. Community Action's newsletter, information about the drug drop off in April, and the recycling price list were in the agenda packet for review and highlighted.
2. A YouTube video explaining how to make a YouTube video has been placed on the intranet. Mr. McCullough added that this video was created by a class at OU-L and was a very high quality product. Ms. Brown recommended that those interesting in social marketing review the video.
3. The Sunshine Review of the County's website went from a D to an A-. Sunshine Week, highlighting government transparency, is March 16<sup>th</sup> through March 22<sup>nd</sup>. If you have any news worthy press releases, please let Carri know.
4. Mr. Vogel has received interest in the Tussing Road building from many departments wanting a presence in Pickerington. The building is easily renovatable. Please let Tony know if you are interested in utilizing the space.
5. DD will be utilizing an online timesheet portal that will interact with MUNIS. Please complete the one-minute TimeClock Plus survey so that we can see how many other departments are interested and plan accordingly.

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Mr. Davis stated he appreciates how productive the Roundtables are.

- Departmental Updates

- a. Coroner's Office – Dr. Vajen remarked on the blessings of life and being able to serve all the people of the county.

- b. Sheriff's Office

Sheriff Phalen said the jail is currently full. He thanked Ms. Brown for her leadership with the project to construct a new jail. The Sheriff's K9, Arno, recently passed away. The office is overwhelmed by the support received from the community. They have \$9,000 to use for training for a new K9 unit.

- c. Facilities

Mr. Keller reported they have spent most of their time dealing with snow and ice removal as well as frozen pipes. The crew is gearing up for what could be a wintry weekend.

- d. Human Resources

CORSA Training for Supervisors and Managers will be held on May 21<sup>st</sup> from 9:00 a.m. to 11:00 a.m. at the Liberty Center. This year's theme is "Preventing employment claims before they occur".

- e. Dog Shelter

The Dog Shelter is taking several steps forward. Mr. McCullough reported they are now vaccinating all dogs after the 72 hour hold. This helps control outbreaks. They are also looking at the web based building management system that will eliminate paperwork and make the office more efficient.

Mr. Kiger stated he adopted a dog from the shelter last year and was very pleased with the spay and neuter voucher program.

Mr. McCullough added that they have expanded the program to include vets across the county so that individuals do not have to wait to get their pet spayed or neutered.

Mr. Upp asked what micro chipping entailed.

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Mr. McCullough responded a chip is embedded in the dog. Once registered, this would give information in case the dog is lost and found.

f. Board of Elections

Ms. Bloom thanked everyone for the well wishes and stated she is doing very well. She will be easing back in to work and working part time for the next few weeks. Everyone was so happy to see Ms. Bloom back at work.

Ms. Hanley reported that the election is May 6<sup>th</sup>, and they are currently proofing the ballot. The ballot will be posted online instead of at the Court House so that anyone needing to check it can easily do so. April 9<sup>th</sup> is the last day for voter registration and early voting.

g. Engineer

Mr. Upp stated the superintendent has done a great job managing the salt and road crews this winter. They will soon be starting several projects including Taylor and Pleasantville Road bridges, an intersection in Sugar Grove, and increasing their paving.

Mr. Levacy mentioned that he appreciates the crews working through the night and Mr. Upp preparing food for them when they are done with their shifts. Mr. Upp thanked Commissioners Levacy and Kiger for sending food as well.

h. Treasurer

Mr. Jones reported that the current focus is the collection of 1<sup>st</sup> half real-estate taxes. So far, they have collected over \$72 million (about 40% for the year). February 27 (today) is the due date for paying taxes.

i. Auditor

Mr. Slater reported March 1 through March 7 is Weights and Measures week. The audit for the year is currently running behind.

j. Soil and Water Conservation District

Mr. Orndorff reported that SWCD has completed 24 emergency action plans for Class 1 Dams. SWCD will be hosting a drug and electronics recycling day in Violet Township on April 26<sup>th</sup> from 10:00 a.m. – 2:00 p.m.

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k. Emergency Management Agency

Ms. Kochis would like everyone to remind their employees to sign up in MUNIS for emergency alerts as the system is only as good as the information it has. They already had to use it twice this year. There will be a weather spotters course on March 4<sup>th</sup>. 150 individuals are already registered. Mr. Kochis thanked Mr. Upp for their work on the salt supplies. He also mentioned the award received for 1<sup>st</sup> Class Dam Action Plans. Fairfield County is the first county to have their plans completed.

l. Courts

Judge Martin thanked the Commissioners for going forward on the jail. He added that the jail cannot be built soon enough. The facility updates to the HVAC and lighting is also greatly appreciated. He also thanked Ms. Cordle and Ms. Brown for their help with policy updates.

Mr. Levacy stated Judge Martin will be missed after his retirement.

m. Economic Development

The major list of employers for TIRC is almost completed. The RLF closed on a Subway in Bremen. The Alliance business attraction video is complete and on the website. The new site will be unveiled in March. They will also have two billboards forthcoming.

n. Prosecutor

Mr. Marx stated he appreciates the help from all offices. The appellate and civil divisions are doing well and the case load will exceed last year's numbers. He asked that the civil division be given plenty notice when asking for assistance. They expect five volunteer law clerks this summer.

o. Clerk of Courts

Mr. Meyer thanked the Commissioners, Carri Brown, Human Resources, and Prosecutor for their help. He is enjoying the job and beginning to put policies in place. He is looking forward to the tasks ahead.

p. Regional Planning Commission

Ms. Mattei is serving as the liaison between MORPC and the Commissioners and communities regarding boundary expansion. RPC will be taking over the CDBG project administration process. FY 2013 funds just became available and they are simultaneously preparing the FY

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2014 CDBG application along with two competitive grant applications. Lot splits are down due to the weather and major subdivisions are very active. Ms. Mattei reviewed the Fair Housing information as this is a requirement of the CDBG application. She distributed the Fair Housing brochures to the attendees. The website will be updated to include this information, too.

q. JFS

Ms. Cordle reported that the Annual Teen Expo will be March 6<sup>th</sup> from 4:00 p.m. – 6:00 p.m. at OU-L. Medicaid expansion is dominating the JFS work. Child Support recently lost an attorney to Franklin County and is actively recruiting a replacement.

Mr. Kiger referred everyone to the United Way Practical Money Skills workshop information.

Ms. Brown reported that the 2015 budget planning begins on Friday and an email will be sent to everyone. The State of the County address will be March 25<sup>th</sup>. If anyone has topic suggestions or information to add, please let her know. She appreciates the responses to the surveys and a survey for Clarence E. Miller building will be ready for the April 8<sup>th</sup> hearings.

Mr. Levacy stated that the Commissioners would be voting on acquiring 19 AEDs later in the morning and volunteers will be needed to be trained.

Mr. Kiger stated there was no need to be afraid of the training as the machine walks you through the entire process.

Dr. Vajen voiced his appreciation for the Commissioners and added that they are the greatest group of Commissioners in Ohio.

Mr. Davis stated they wouldn't be where they are without the talents of the administrative team and department heads.

Mr. Kiger stated there would be a five minute recess followed by review in Mr. Kiger's Office.

**Executive Session to discuss Pending Litigation**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Pending Litigation at 10:01 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Jason Dolin, Aunie Cordle, and Branden Meyer.



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Roll call on the motion as follows:

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

On the motion of Steve Davis and second of Dave Levacy, the Board voted to exit Executive Session at 10:27 a.m.

Roll call on the motion as follows:

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

**Review**

The Commissioners met at 10:27 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, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, Aunie Cordle, and Branden Meyer.

Commissioner Kiger stated at 10:27 a.m. that the Commission would be in recess until the 10:30 a.m. Regular Meeting.

**Commissioners' Regular Meeting**

A regular meeting of the Fairfield County Board of Commissioners was held on Thursday, February 27, 2014 beginning at 10:34 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Staci Knisley, Jason Dolin, Aunie Cordle, Dennis Keller, Bob Clark, Jeff Barron, Paul Kemmer, and Branden Meyer.

**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. Ms. Elsea stated there were no announcements.

**Public Comment**

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

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Mr. Paul Kemmer 2659 Elder Road B., Lancaster, Ohio 43130 stated he was on the DAC meeting agenda on Monday evening to discuss situation and that he does not support the reappointment of David Petty. He also said the jail public hearings were great and the decision had to be made. The Commissioners took the steps necessary and made the decision they had to make and for this he commends them.

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

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:

- 2014-02.27.a      A resolution authorizing a fund to fund transfer for the General Fund 2% administration fee for managing the county insurance program, Fund# 7671 TO GENERAL #1001 – Fairfield County Auditor [Auditor- Payroll]
- 2014-02.27.b      A resolution approving an account to account transfer[Auditor [Auditor- Admin]

Roll call vote of the motion resulted as follows:

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

**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:

- 2014-02.27.c      A resolution approving the purchase of 19 automated external defibrillators for Fairfield County buildings and account to account transfer into a major object expense category – Fairfield County Commissioners [Commissioners]
- 2014-02.27.d      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 November 15, 2013 through December 15, 2013 [Commissioners]

Discussion: Ms. Brown stated the AED work group is a great example of how information can be researched and provided to the Commissioners for quick action. \$13,000 will be spent out of the general fund. The remainder of the purchase will be made within special revenue funds. Mr. Kiger echoed Mr. Davis' comments from the roundtable, that the Commissioners have surrounded themselves with a good staff.

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 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 authorizing the reduction of appropriations in major expenditure object category of capital outlay for DRETAC Fund #2065; see resolution 2014-02.27.e.

Discussion: Ms. Brown stated that this was a correction from a budget perspective.

Roll call vote of the motion resulted as follows:

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

**Approval of the Utilities Resolution**

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Utilities resolution to appropriate from unappropriated into major expenditure object categories for the Fairfield County Water & Sewer District funds # 5044 & #5046; see resolution 2014-02.27.f

Discussion: Ms. Brown noted that this was related to the AED purchase.

Roll call vote of the motion resulted as follows:

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

Ms. Elsea announced that the next regular scheduled meeting for the Board of Commissioners will be Tuesday, March 4, 2014 at 10:00 a.m.

Commissioner Kiger stated at 10:37 a.m. that there would be a 10 minute recess followed by Review.

**Review**

The Commissioners met at 11:03 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, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Dennis Keller, Bob Clark, Jeff Barron, and Jason Dolin.

- **Legal Update**

Mr. Dolin did not have a legal update.

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- Administration and Budget Updates/Carri's List

- a. Rockmill Proposal Letter

Ms. Brown asked the Commissioners to review the proposal in the packet. This is a summary of scenarios and savings using Rockmill Financial in connection with the jail financing. If the Commissioners would like to explore this further, and Ms. Brown recommends doing so, she would like to meet with Mr. Dolin regarding the specific contractual elements. For complete transparency, industry standards are such that travel and expense associated with bond ratings are connected to the bond issuance. She recommended that when the time comes, this aspect for employees and elected officials, at least, be reflected in specific line items for travel and expense. Further, while \$90,000 is the total charge proposed for the vendor partner, such costs do not include the travel expense for the rating process.

All three Commissioners advised Ms. Brown to proceed.

Mr. Levacy asked if the proposal included work for the bond rating.

Ms. Brown stated it did.

Mr. Kiger suggested they look at why the last bond rating was denied and if it was not going to go up then to not try to get a higher rating due to the work involved.

Ms. Brown stated they can learn from history but would likely have to be rated due to the large issuance. The goal would be to maintain the current rating.

- General Correspondence Received

- a. Notice from Lancaster re: Safe Route to School Project on Sheridan Drive.

Ms. Brown noted that the city asks for input via email or telephone.

**Executive Session to discuss Pending Litigation**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Pending Litigation at 11:09 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, and Jason Dolin.

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Roll call on the motion as follows:

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

On the motion of Steve Davis and second of Dave Levacy, the Board voted to exit Executive Session at 11:12 a.m.

Roll call on the motion as follows:

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

**Review**

The Commissioners met at 11:12 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, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Jason Dolin, and Michael Orlando.

**Motion to authorize President Kiger to sign a Waiver of Potential Conflict of Interest for Vorys, Sater, Seymour, and Peas.**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to authorize President Kiger to sign a Waiver of Potential Conflict of Interest for Vorys, Sater, Seymour, and Peas.

Roll call on the motion as follows:

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

**Executive Session to discuss Personnel at JFS**

On the motion of Steve Davis and second of Dave Levacy, the Board voted to enter into Executive Session to discuss Personnel at JFS at 11:12 a.m.

Discussion: Commissioner Davis stated that the following be present: Commissioner Davis, Commissioner Levacy and Commissioner Kiger, Carri Brown, Rachel Elsea, Michael Orlando, and Jason Dolin.

Roll call on the motion as follows:

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

On the motion of Steve Davis and second of Dave Levacy, the Board voted to exit Executive Session at 11:29 a.m.

Roll call on the motion as follows:

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

