Department Heads Meeting

The Commissioners met at 10:17 a.m. with department heads to review, discuss, and analyze topics that have relevance for the Board of Commissioners and the county departments participating. Commissioner Davis called the meeting to order with the following Commissioners present: Steven Davis, Mike Kiger, and Dave Levacy. Also present was Carri Brown, Rachel Elsea, Aunie Cordle, Mike Orlando, Jon Kochis, Dennis Keller, Bob Clark, Tony Vogel, Mike Miller, and Jeff Barron.

Mr. Davis called the meeting to order and said he had reviewed the material and was thrilled to see the level of and focus on details.

- Announcements

Ms. Brown reviewed announcements (see attached detailed list):

1. Connect with Ms. Brown to share your thoughts about a county wide strategic plan.

2. Attending Board of Commissioners Meetings.

   Mr. Davis stated that it would be nice to have a representative from the department or office present if there were several resolutions and to base the need on attending on the content of the resolutions. He added that it would be a courtesy to attend if the resolution was asking for something from the Commissioners.

   Mr. Kiger stated that if the department head could not attend they could send a representative or send a written explanation for the resolution.

3. Procurement Cards, Electronic Payments.

   Ms. Brown stated that procurement cards were not favored due to control issues and asked that if one was needed that they contact Ms. Brown to discuss other options.

   Mr. Davis asked if an email notification was sent when a reimbursement was deposited into an account.

   Ms. Brown said that currently there was no notification, but that it would be coming soon.
4. Communication Group, Social Media, Twitter

Ms. Brown asked anyone interested in joining the group to let her know.

Mr. Kiger stated that the website looks much better since it has been updated.

Ms. Brown stated that they would use the Sunshine Review as a guide when updating the website.

5. Dates to Remember.

Mr. Levacy asked if a location was secured for the Leadership Conference.

Ms. Elsea stated it would be held at the new DD center in Pickerington.

Mr. Davis stated that the Commission wanted individuals to look forward to presenting their information at the budget hearings and that it was a time for them to let the Commissioners know how they can help each department and office. Mr. Davis added that the budget hearings are intended to be a positive exchange of information.

6. Lunch & Learn Opportunities.

Ms. Brown encouraged all departments to have a Lunch & Learn in order to educate others on what their offices do. She added that the Engineer’s Office was very interested in hosting a Lunch & Learn.

- **Department Updates** (see attached memos for details)

1. Dog Shelter

Mr. Miller stated that 23 vouchers had been given out and 5 had called to schedule appointments.

Mr. Davis asked if Mr. Miller would be contacting those 18 who had not scheduled appointments yet.

Mr. Miller stated that he had called the 18 that had yet to schedule appointments to remind them of the opportunity.

Mr. Davis thanked Mr. Miller for the great report and commended the staff for the dramatic improvements at the Dog Shelter.
2. Economic Development

Mr. Clark added that he hoped to have the Port Authority completed this summer. He also stated that the Workforce Training Grant Program will allow for the Commissioners to enter into grants with companies coming into or expanding within Fairfield County to be used to help train employees. Mr. Clark said that Franklin County has a grant program similar to this.

Mr. Davis stated that he appreciated Mr. Clark’s laser-like focus on job creation and retention. He said that in a recent conversation with Mr. Pettit, Mr. Pettit said he is very impressed with Mr. Clark’s work.

Mr. Clark stated that he believes he and Mr. Pettit could make a good team.

3. EMA

Mr. Kochis said that this is the first time they will be doing a comprehensive review of the Emergency Operations Plan.

Mr. Davis asked Mr. Kochis if he had spoken with Mr. Vogel regarding possible storage options at the new Utilities Office.

Mr. Kochis said he had not.

Mr. Vogel said Mr. Kochis was more than welcome to come see what space is available while they see if they can build a new storage building.

Mr. Kochis stated that the Alert Fairfield contract was up. The company would like a 3 year contract. EMA has no grant dollars for this this year due to changes in the grants. They are looking at possible cost sharing ideas and would like the program to be sustainable for more than three years.

Mr. Davis stated that the continuance of grant programs after the grant had ended is a hurdle. He asked Mr. Kochis to present good data on the successes of the program and what’s happened already.

Mr. Kochis said he was working on that and that the system alert helped find a missing child last year within 15 minutes of the report. Mr. Kochis said that the Police Chief is a big supporter of the system.

Mr. Levacy asked Mr. Kochis about ODNR and Buckeye Lake regarding the proposal for a 20 foot dam. Mr. Levacy recently toured the area with
Senator Balderson. He said that ODNR is not focusing on Liebs and Mudd Islands like they should be. Mr. Levacy said that Mr. Balderson is well informed on the matter. He added that there is major opposition to the dam project.

Mr. Kochis stated that it was a huge project and that he has relayed to ODNR that they need to let the locals know what the project means for the area.

4. Facilities

Mr. Davis asked if the posting of the vacant maintenance worker would be posted internally, externally, and on WorkNet.

Ms. Cordle said it would be posted all three ways.

Mr. Davis asked Mr. Keller if the Energy Audit presentation would present items with immediate ROIs and long term ROIs as he was more interested in the immediate ROIs.

Mr. Keller said the presentation should address that and break down the projects as well.

Mr. Davis asked what the cost was for replacing the windows at JFS.

Mr. Vogel said the bid from 2008 was for $137,000.

Mr. Davis asked what caused the problem.

Mr. Keller said that the window frames were made of wood and rotting. He said that at some points you could see through the frames. He added that there wasn't a reason yet as to why it happened.

Mr. Kiger asked that if the departments share equipment, they keep a log as to what has been taken and when it is returned.

Mr. Levacy asked if there was an agreement with the Health Department regarding the Commissioners’ response to their renovation needs.

Mr. Keller said a meeting would be taking place in the near future to discuss what the Commissioners would provide and what the Health Department would need to provide.
5. Human Resources

Mr. Davis asked for examples of specific problems HR was running into with the new insurance plan provider.

Ms. Cordle stated that all new employees must enroll themselves in the system and when doing so the system is not processing the entries correctly. It is also not correctly communicating with the other coverage systems (dental, eye, and prescription coverage) as it should.

Mr. Davis asked if most of the problems were occurring with new hires.

Ms. Cordle stated that was correct. She said there were new problems each day and that Franklin County was frustrated with the service as well and may be trying to recoup some of the money.

Ms. Cordle praised Julie Noyes for doing a great job during the very difficult transition.

Ms. Cordle also stated that they would be looking at options for distributing the BWC refunds whether they go directly to the departments based on how much they paid in or if it would be based on an “award” system and also saving some of the refund for a safety grant program.

Ms. Cordle stated that the Employee Recognition Breakfast would be August 29th. She also said they were working on updating the personnel manual.

Ms. Cordle encouraged everyone to complete the online CORSA training.

Mr. Davis thanked Ms. Cordle for the update and said it was his understanding that the Engineer would be cooperating on CORSA payments.

Ms. Cordle said that was correct.

Mr. Levacy said he read a report that said 17 of the 20 major health care providers in the county expect a premium raise between 200%-300%.

Ms. Cordle stated that she had heard that too and was very concerned about it. The new regulations also expand who the County can provide insurance too (going down to all those who work 30 hours). She said she’d be mentioning these changes at the Roundtable.
6. JFS

Mr. Davis stated that he appreciated Ms. Laveck attending the Tuesday meetings and also appreciated her willingness to serve on the MHA board.

Mr. Orlando reported that the Temporary Aid to Needy Families Summer Youth employment program was underway, with vendor partners of Community Action and Business Systems Solutions. If anyone knows of referrals for the program, the referrals can be provided directly to JFS.

7. Utilities

Mr. Vogel provided an update of the partnership the Department is providing to Developmental Disabilities in their new facility. He also asked about an annexation near Canal Winchester, as the annexation is not an issue but is good to be clear about what is expected in terms of utility service area.

Mr. Davis thanked Mr. Vogel for his detailed update.

- **Strategic Themes and Cascading Goals** (see attached slideshow)

Mr. Davis thanked everyone for coming and said that the Commissioners appreciate all of the hard work.

- **Recap of Action Items**

  1. Economic Development
     a. Discuss and present port authority resolution
     b. Formulate details around the Economic Development Grant

  2. Facilities
     a. Attend and review Energy Audit Review with vendor partner
     b. Consider prioritization of task list
     c. Connect with the Health Department to design building transition details

  3. JFS
     a. Carri to provide evaluation assistance

  4. Everyone Provide to Carri:
     a. Your interest in the Communications Group
     b. Thoughts about criteria for super saver and great idea awards
     c. Suggestions for Lunch & Learn sessions
     d. Thoughts on format and content of a county strategic plan
5. HR
   a. Rachel to schedule a meeting to discuss Flex Spending
   b. Consider family member insurance options

6. Dog Shelter
   a. Posting job vacancy (Aunie)
   b. Continue to develop work with the Humane Society

7. Utilities
   a. Connect regarding Health Department contact
   b. Develop evidence based plans for employee wellness, connecting with HR and others

**Adjournment**

With no further business, on the motion of Steve Davis and a second of Dave Levacy the Board of Commissioners voted to adjourn 11:42 a.m.

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

The next regular meeting for the Board of Commissioners is scheduled for Tuesday, May 21, 2013 at 10:00 a.m., with review session at 9:00 a.m. on the same day.

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**Motion by:** [Signature]

**Seconded by:** [Signature]

that the May 16, 2013, minutes were approved by the following vote:

**YEAS:** [Signatures]

**NAYS:** None

**ABSTENTIONS:** None

*Approved on May 21, 2013

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Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Mike Kiger
Commissioner

Rachel Elsea, Clerk

May 16, 2013