

Regular Meeting #35 - 2014
Fairfield County Commissioners' Office
August 14, 2014

Elected Officials/Department Heads Roundtable

The Commissioners met at 9:00 a.m. for the Elected Officials/Department Heads 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, Tony Vogel, Sheriff Dave Phalen, Dennis Keller, Bob Clark, Holly Mattei, Todd McCullough, Jeff Porter, Aunie Cordle, Jeff Camechis, Susan Bloom, Lisa McKenzie, Jim Bahnsen, Ann Hammond, Tommy Springer, Amy Boyer, Jon Kochis, Prosecutor Gregg Marx, Judge Laura Smith, Branden Meyer, Kelly Messerly, Julie Noyes, Jane Hanley, Lisa Notestone, David Miller, Rhonda Myers, Jerry Perrigo, Nancy Duffee, Kelly Turben, and Jeff Barron.

Commissioner Kiger welcomed everyone and highlighted the informational cards with the link to the Public Safety Facility information as well as a press release issued earlier in the day regarding the Commissioners' plan to move forward with the financing of the Public Safety Facility.

Mr. Levacy also thanked everyone for attending.

Mr. Davis expressed his appreciation to everyone for attending and discussed the jail project. He stated that the need for a new public safety facility presented difficult decisions and a problem to solve and that the Commissioners knew going into the decision that they would not be able to please everyone. Mr. Davis conveyed that they realized any decision the Commissioners made would end up being challenged and that they will endure the negativity and keep their eyes on the prize. The Commissioners will remain focused on the project.

Ms. Brown added that packets of information on the public safety facility are available should anyone need copies. The press release outlines the plan that was discussed in review on Tuesday for the financing team. We look forward to a series of planning sessions that will prepare the internal team for the bond rating meeting.

- **Departmental Updates**

- a. **Sheriff's Office – Sheriff Phalen**

- The Sheriff's Office is reviewing their Standard Operating Procedures.
 - There has been a dramatic decrease in the jail population with the current count at 185. The count in September 2012 was 320. The population has shrunk in every category, and while they are not completely sure of the reasons for the decrease, there are likely many reasons. Some of the decrease is attributed to SCRAP and the MCU as well as the prosecutor's work and an increase in the jail ministries and reentry coalition. The Sheriff's Office is not sure

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how long the lower jail population will hold, but this is a good thing in itself.

Mr. Davis added that the Commissioners viewing the population drop as confirmation that they footprint for 384 beds is the right choice. A sustained drop would put off the need for an expansion of 216 beds. The footprint does allow for the expansion.

Mr. Kiger pointed out that the jail population numbers are a daily count.

b. Facilities – Dennis Keller

- There were several projects this summer including improvements at Tussing Road and the Energy Conservation Project.
- A new maintenance employee will be filling a vacant position in the upcoming weeks. Look for an announcement to come.
- They are evaluating and preparing for winter and are also looking at contracting some services (such as landscaping) out next year.

Ms. Brown reported that there is positive feedback from Juvenile/Probate Court as well as the public in appreciation of the Tussing Road building. She thanked Dennis Keller and Tony Vogel for their efforts in getting the Tussing Road government services center ready for its new uses and added that the Courts will begin processing marriage licenses at the location in September.

c. Economic Development – Bob Clark

- They continue retention efforts with Anchor Hocking.
- The Port Authority meets monthly and is interviewing attorneys should they need legal representation in the future. This would be done on a contracted basis.
- The 33 Alliance has two billboards (going in and out of town) as well as a brochure that mirrors their video. This is for outreach purposes.
- The Lancaster Port Authority is going to build a spec building which will help attract projects.
- Mr. Clark completed RLF training and they will now begin reworking the five year plan.

d. Regional Planning Commission – Holly Mattei

- Fairfield County recently received a \$300,000 Neighborhood Revitalization Grant for the Village of Carroll.
- RPC also worked on a grant with the Land Bank in which they hope to receive \$500,000.

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- Development is up and running with 2 residential developments and 3 commercial developments.
- Lot splits are also up.
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- e. Dog Shelter – Todd McCullough
 - The Dog Shelter is reevaluating their processes to improve efficiencies. Social Media has been huge in helping grow the community's awareness.
 - The percentage of dogs returned to their homes is at 30% which is great for the shelter.
 - They are now micro chipping, vaccinating, and photographing all dogs that are adopted.
- f. Human Resources – Jeff Porter
 - HR will soon be moving to the first floor of the Courthouse.
 - Mr. Porter thanked Ms. Cordle, Ms. Noyes, Mr. Sheppard, and the Commissioners' office for their help as he gets acclimated to his new role.
- g. Job and Family Services – Aunie Cordle
 - The Annual Career Fair is scheduled for Thursday, September 18th at OU-L.
 - JFS will lead the Stuff-A-Bus campaign this fall. The LFCAA food pantry is currently low on food.
 - CPS is also using the Tussing Road facility and very pleased with the facility.
 - Ms. Cordle also thanked maintenance for all of their work at the Government Services Building on Memorial and Main.
- h. Engineer – Jeff Camechis
 - They continue with their summer projects as well as applying for safety grants for Coonpath Road and Pickerington Road.
- i. Board of Elections – Susie Bloom
 - A detailed report was included in the agenda packet (attached).
 - Ms. Bloom recognized her staff as voter registration has doubled, but staff numbers have remained the same.
 - They are expecting a busy election season.
- j. Treasurer – Jim Bahnsen
 - The office did a great job with 2nd half collections. The total bills collected at 98% (5% higher than last year). Delinquencies were reduced by 40%.
 - Sophisticated tax liens are a factor in the increase of collections.

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- Escrow payments remain the same but 50% are done via auto pay. They expect to require auto pay in the future.
 - The Land Bank is progressing in its work.
- k. Soil & Water Conservation District – Amy Boyer
- Mr. Tommy Springer is the new Wildlife Specialist and SWCD has seen many other employment changes.
 - They continue to work closely with Buckeye Lake for Tomorrow and remain busy with other projects, too.
- l. Emergency Management Agency – Jon Kochis
- The big summer project was the Buckeye Lake Dam Safety System which is the first of its kind in Ohio. This included a warning system and evacuation route.
 - EMA has posted an open position for an Operations and Planning Manager.
- m. Prosecutor's Office – Gregg Marx
- The prosecutor's office has seen no shortage of work with 12 trials so far this year (and 10 guilty verdicts).
 - Mr. Marx asked that the civil division be given as much time as possible to review contracts and issue opinions. They are working to fill the vacancies in this department.
 - They had seven volunteer law clerks this summer.
 - Mr. Marx added that the Elected Officials and Department Heads work very well together in Fairfield County.
- n. Domestic Relations Court – Judge Laura Smith
- DR Court remains very busy and has seen a high number of opiate related cases.
 - The Visitation Center is running at full speed. Judge Smith thanked everyone for their help and support in getting this off the ground.
- o. Clerk of Courts – Branden Meyer
- Mr. Meyer thanked everyone for their support during the recent changes.
 - More detailed information was provided in the agenda packet regarding records with a press release from his office.
- Ms. Brown reported that there is new information coming soon regarding AIMS and record retention, which would be helpful to all offices.
- p. Historical Parks – Kelly Messerly
- This has been a great summer for programs and projects.

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- Two bridges received new roofs and two parks received new parking lots.
- Smeck Park and Zeller Park also got new shelter houses.
- All parks received new benches and tables.
- The Smeck Farm Harvest Fair will be held on September 7th.
- Kelly provided flyers for everyone.

q. Auditor's Office – David Miller

- OPERS will be hosting a retirement seminar on August 21st at the Liberty Center. It is not too late to register.

r. ADAMH – Rhonda Myers

- Ms. Myers thanked everyone for their help in getting the ADAMH levy on the ballot.
- She too mentioned that the cooperation within the county is amazing.
- There are two mental health trainings coming up in August and September as well as a recovery summit in September.

- Safety and Security Committee Update

Ms. Brown encouraged everyone to take the goldenrod checklist back to their offices and use it to help communicate information to the staff.

Mr. Keller stated that the Safety and Security Procedure is an effort to clarify the roles of administrative committees and processes. All committees will meet quarterly.

Mr. Kochis mentioned that the security side of the committee was newer. While access to the buildings will still remain with IT, all other requests will need to come through the committee. The Plan Development and Review Committee will review the ASAP plans which will be reviewed annually. They also hope to add more drills. The process for making a request to the committees is outlined in the agenda packet.

- New Sick Leave Conversion Form

Ms. Brown stated that the form was a result of the policy approved last year.

Mr. Porter reviewed the form , and a link will be in the roundtable packet.

- Rapid Fire News

a. Ethics Training & Policy Highlights

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Ms. Brown reported that ethics training requirements would be included in this year's policy manual update. She asked that anyone with questions reach out to her. She has received a lot of comments from people who really appreciate the training and conversations that arise from the training.

b. Compensation Plan – Goals

Mr. Porter reviewed the goals and steps to be taken (in the slide show). He also asked that anyone interested in participating or any questions be directed to him, Ms. Brown, or Ms. Cordle. We are in the research stages, collecting data to help inform decisions for 2015 and beyond.

c. Dynamix Energy Project/FMX

Mr. Keller stated the Dynamix project is continuing and that FMX will be used for both scheduling and maintenance requests. Mr. Keller added that all FMX users must register and that the registration is not tied to the county's system.

A Camtasia video regarding FMX scheduling was shown
(<http://www.co.fairfield.oh.us/COMMISH/video/FMX2trial%201.mp4>).

d. Camtasia Video Options

Mr. McCullough stated the process of creating a video was very simple and encouraged anyone with questions to reach out to him. Camtasia can be used to provide guidance for internal and external audiences. All departments would have a use for this tool.

e. Heart Safe Certification

Mr. Vogel reported that employees are the county's greatest assets. With people our greatest assets, we need to demonstrate that belief. For example, Utilities just finished heart safe accreditation (CPR, First Aid, and drill training). He added that the process was relatively painless process and encouraged other departments to explore this certification.

f. Highlights of Newsletter/Folders

Ms. Elsea highlighted the packet contents including the United Way Day Auction and Cookout. Various county departments will be joining Instagram this fall.

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g. Leadership Conference & Other Dates, Budget Hearings

Ms. Brown reviewed the highlights on the slides and added that Level 3 Budget Entry ends on August 29th.

If there are corrections that can be made now to follow parameters, she encourages people to do so. She has been in conversation with some departments about that. She is seeing a high level of cooperation in the budget process and is appreciative of that.

Ms. Brown pointed out the parameters reiterated in the packet. She encouraged departments with any questions to reach out, as it was good to keep the lines of communication open. There are ongoing reviews of the budget all throughout the year. One uncertainty is the rate of insurance, and as more information is known, it will be communicated.

Budget hearings are voluntary, yet they are much appreciated. If you have not yet confirmed your date with Rachel, please do so.

Ms. Brown reminded everyone to use year-end encumbrances properly so that the carry over numbers are accurate. Carry over purchase orders are for necessary purchases that are on order at the end of the year not for things that might possibly be purchased later in time. The county has collectively done a very good job making corrections, with a reduction of about \$650K in carry over purchase orders last year.

- Closing Remarks

Mr. Levacy mentioned the meeting he attended with Senator Portman on August 1st. Forty-five state and federal officials attended to discuss the algae and migratory geese issue at Buckeye Lake. Home values in the county are affected by these issues.

Mr. Kiger thanked everyone for attending.

At 10:13 a.m. Commissioner Kiger stated the Commission would be in recess until the 10:30 regular meeting.

Commissioners' Regular Meeting

A regular meeting of the Fairfield County Board of Commissioners was held at the Courthouse on Thursday, August 14, 2014 beginning at 10:39 a.m., with the following Commissioners present: Steve Davis, Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Gregg Marx, Branden Meyer, Jeff Barron, and Jim Bahnsen.

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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 Comment

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

Commissioner Kiger thanked Prosecutor Marx for his letter to the editor regarding the jail location.

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 Auditor's Office 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; see resolution 2014-08.14.a.

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:

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|--------------|---|
| 2014-08.14.b | A resolution to approve change order #1 for the Village of Pleasantville Community Center Emergency Generator FY12 CDBG Formula/NRP project [Commissioners] |
| 2014-08.14.c | A resolution authorizing the approval of a request for payment and status of funds report – FY 2012 HOME & OHTF Funds – Drawdown for \$19,498 [Commissioners] |

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 Dog Shelter's Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the Dog Shelter's resolution authorizing an account to account transfer; see resolution 2014-08.14.d.

Roll call vote of the motion resulted as follows:

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

Approval of the EMA Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the EMA resolution to appropriate from unappropriated in a major expenditure object category EMA Fund 2093 Special Operations Team Fund; see resolution 2014-08.14.e.

Roll call vote of the motion resulted as follows:

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

Approval of the JFS Resolution

On the motion of Dave Levacy and the second of Steve Davis, the Board of Commissioners voted to approve the JFS resolution regarding approval of a Contract Amendment by and between Fairfield County Job & Family Services and United Methodist Children's Home; See resolution 2014-08.14.f.

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 enter into an easement maintenance agreement with Jon K and Gail D Chrisley; see resolution 2014-08.14.g.

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, August 19, 2014 at 10:00 a.m.

Review

The Commissioners met at 10:56 a.m. to review legal issues and pending or future action items and correspondence. Commissioner Kiger called the meeting to order with

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the following Commissioners present: Steve Davis (joining the meeting at 9:06 a.m.), Mike Kiger and Dave Levacy. Also present were Carri Brown, Rachel Elsea, Gregg Marx, Jim Bahnsen, and Jeff Barron.

Ms. Brown reported that Ms. Mattei, Mr. Mako, and Mr. Kochis all planned on attending the upcoming FEMA informational sessions which were related to the discussions held during the meeting on August 12th.

She added that the AIMS meeting yesterday went very well. The meeting was to review document imaging and enterprise solutions from Tyler Technology. This solution will work very well with MUNIS and will allow more reports and archiving options in a seamless manner. For example, some public records requests for vendor information would be responded to more quickly and without the burden of involving multiple staff members. The solution will also allow non-MUNIS users to scan items for storage and retrieval, and we envision there would be some training requirements relating to this process.

Mr. Bahnsen asked if the effort would be from this point forward or would include any previous year.

Ms. Brown stated that the group anticipated a one year look back for MUNIS, and non-MUNIS related items would be up to the departments. This would be an item for discussion as the AIMS project continues.

Mr. Davis asked if the utilities at the carwash could be shut off.

Ms. Brown stated that they could and would be soon. EMA has a plan in place for the storage of assets in the short term.

Mr. Kiger asked the Commissioners if they wished to waive the post-audit review with CFLP. All three Commissioners stated they wished to waive the review.

Mr. Levacy will attend the MORPC meeting with Liberty Township on Thursday, September 11th at 9:00 a.m. at the Liberty Township building.

Ms. Brown stated that Mr. Connor Windland had finished his internship at the Dog Shelter and did a fantastic job. She encouraged departments to use interns.

Mr. Marx stated he is receiving mostly positive feedback about his letter to the editor regarding the jail location. Everyone thanked Mr. Marx for his continued support.

Adjournment

With no further business, on the motion of Steve Davis and a second of Dave Levacy the Board of Commissioners voted to adjourn 10:55 a.m.

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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, August 19, 2014 at 10:00 a.m.

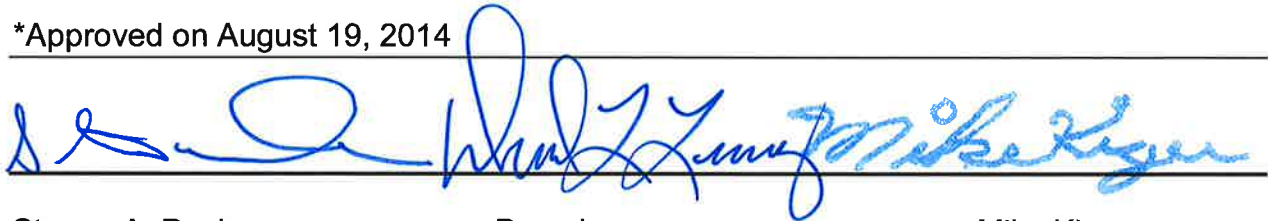
Motion by: Levacy Seconded by: Davis

that the August 14, 2014, minutes were approved by the following vote:

YEAS: Levacy, Davis,
 Kiger NAYS: None

ABSTENTIONS: None

*Approved on August 19, 2014



Steven A. Davis
Commissioner

Dave Levacy
Commissioner

Mike Kiger
Commissioner



Rachel Elsea, Clerk