

Department Head Meeting Agenda

Meeting Date and Time: January 15, 2016 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Commissioners' Organization	Order of the Board - Herringshaw, LaHote, Kuhlman
Monthly Safety Subject	Jan - First Aid CPR-AED Feb - PERRP Recordkeeping
Insurance Update	Support Staff Changes
Wellness Update	Deductible Credit Update Monthly Challenges; forms available on-line
Training Update	Training Committee: 1/27 8:45 HR Group Meeting: 1/28 at 10 am Employee Orientation: 2/25 First Aid CPR - AED: 2/22, 2/29, 3/23, 3/30
Legal Holidays	Martin Luther King Jr: 1/18 Presidents' Day 2/15
Salary Increases	3% across the board Wage Memos for BCC dept.
Budget Update	GAAP Reporting Mileage Reimbursement - \$.54 (down from \$.56)
Annual Report	1/29 Submission Deadline
Capital Projects Update	

Two Minute Drill

Next Meeting Date

February 19, 2016 9:30 a.m. Commissioners' Hearing Room

Board of County Commissioners

Doris I. Herringshaw, Ed.D. Craig LaHote Joel M. Kuhlman



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on January 15, 2016, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Chris Diefenthaler	Andrew Snyder	Dana Nemeth	Jeff Orłowski	Sandi Carsey
Brenda Ransom	Ben Hendricks	Katie Mahlman	Matt Oestreich	Cheryl Critton
Becky Ewing	Wade Gottschalk	Dana Schratt	Frank McLaughlin	Pamela Boyer
Janese Diem	Andrew Kalmar			

Announcements

Commissioners' Organization: The Commissioners met on Monday for the annual organization of the Board. Commissioner Herringshaw will serve as president of the board and Craig LaHote will serve as vice-president. Commissioners' Department Heads are reminded to update their letterhead and websites accordingly.

Monthly Safety Topics: The January Safety Subject focuses on first aid, CPR, and AED. February's topic is Public Employee Risk Reduction Program (PERRP) recordkeeping. Departments will be receiving the PERRP Form 300 to sign and return detailing any workplace injuries or illnesses from the past year. The PERRP Form 300AP is a summary that must be posted from February 1 to April 30. Department Heads were asked to share the information with staff when it is distributed. The information is also posted on the employee website.

Insurance Update: Pam noted that staffing changes are taking place within the HR staff as Rachel Richmond has moved to a position in the fiscal unit. The benefits clerk position is posted. During the transition, please reach out for Cheryl with any insurance related questions.

Wellness Update: Utilizing the wellness programs in 2015, a total of 64 employees earned the \$100 deductible credit. That is up from 47 employees in 2014. Information regarding the monthly wellness challenges is available on the employee website.

Training Update: The Training Committee is scheduled to meet on Wednesday, January 27 at 8:45 a.m. in the Commissioners' Office. If anyone has training suggestions for manager or employees, or would like to attend the meeting, please contact Pamela Boyer. The HR Group will meet on January 28 at 10 a.m. in the Commissioners' Hearing Room to review the ACA changes and reporting. The session will provide an opportunity for questions from attendees. The next Employee Orientation session is scheduled for February 25. Contact Janese Diem to register new employees. First Aid/CPR/AED training is scheduled to begin on February 22. Four dates are available for the training. Refer to the January Safety Subject for additional details.

Legal Holidays: County Offices will be closed on Monday, January 18 for the Martin Luther King, Jr. observance and on February 15 for Presidents' Day.

Salary Increases: The Commissioners approved a 3 percent across the board salary increase with the 2016 appropriations. Commissioners' Department Heads are reminded to forward copies of employees' wage memos to the Commissioners' Office for the Commissioners' review.

Budget Update: Matt Oestreich noted that March 1 is the deadline to submit information for the GAAP report. An email was sent noting the information to submit. Andrew stated that the Commissioners have lowered the mileage reimbursement rate to \$.54, based on guidance from the IRS.

Annual Report: The deadline to submit information for the 2015 Annual Report is Friday, January 29. Word versions of the information is preferred.

Capital Projects Update: Andrew provided a quick overview of projects. The Historical Center's accessibility project is underway. A kick-off event is scheduled for January 29. Bids were received for the piping replacement project at Wood Haven. The bid specification for the window and exterior door replacement project at Wood Haven is being prepared. The Commissioners recently toured the Justice Center. The medium housing dorm renovations are complete and awaiting final inspection by the State. This project increased the capacity for female inmates. Updates at the Dog Shelter are also underway including painting and new heating unit for the kennel area.

Two Minute Drill

Andrew Snyder (Dog Shelter) reported that dog licenses are available for purchase through the end of the month.

Chris Diefenthaler (Emergency Management) stated that the Northwest Ohio HazMat conference is scheduled for next week in Findlay. She also noted that local schools are continuing to work on their emergency plans.

Wade Gottschalk (Economic Development) reported that a few companies are looking at expansion in the County. He also noted that the annual dinner is scheduled for March 23rd.

Sandi Carsey (Job and Family Services) noted that the holiday party for the foster children was held on January 29. In 2015, the agency received 718 child abuse reports, up two from the prior year. She added that they agency assisted with 11 adoptions last year.

Dana Nemeth (Historical Museum and Center) shared flyers outlining events for 2016.

Brenda Ransom (Records Center) noted that grant funding is being explored to assist underrepresented groups with preservation of records.

Becky Ewing (Court Security) announced that Date Line will be covering the cold case trial in Common Pleas Court 2 next week.

Cheryl Critton (ADAMHS) provided ADAMHS calendars to the group.

Jeff Orłowski (Wood Haven) noted that the census is at 70 as of today. He noted that expanded food options are being introduced. He added that an interim Director of Nursing is being appointed until the interview process is complete.

Katie Mahlman (Clerk of Courts) noted that the Office has seen an increase in passport processing. She urged attendees that may be traveling out of the country to apply for their passports early.

Dana Schrott (Engineers) announced that the Engineer has started social media pages to report on road and bridge closures.

Frank McLaughlin (Child Support) stated that new software is being implemented to assist with case management.

Ben Hendricks (IT) reported that an additional IT Support Technician is being sought for the department. He also noted that the budget included approval for a new firewall for the Courthouse and East Gypsy Lane Complex to protect our connection to the internet.

Matt Oestreich (Auditors) announced that the State Auditor is conducting a Fraud and Bank Reconciliation Training on January 26. Contact the Auditor's Office for additional information.

Pamela Boyer (Commissioners) noted that there is a lot of activity with new hires. She also reported delays by the federal government on issuance of the 1095 forms and proposed FLSA changes.

Janese Diem (Commissioners) reminded attendees that the new year resets the FMLA clock. New First and Second Notices will be needed for employees with ongoing serious health conditions under FMLA.

Andrew Kalmar (Commissioners/Solid Waste Management District) noted that the District will be reaching out to local grocery stores in attempts to reduce the number of plastic bags that are used. The bags end up at the landfill and blow away during high winds, resulting in additional litter clean-up time at the facility.

The June Department Head meeting has been cancelled. The next Department Head meeting will be held in the Commissioners' Hearing Room on **February 19, 2016, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirm file