

Department Head Meeting Agenda

Meeting Date and Time: May 20, 2016 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Monthly Safety Subject: June: Walking/Working Surfaces
Legal Holiday: Memorial Day: 5/30
Insurance Update: Group Rep Training: 6/23 @ 9:30 a.m. - Monthly Measurement
Meritain Platform Transition
1094-C
Wellness Update: National Health & Fitness Day - 69 walkers & prize distribution
Summer Swim: May to August
June Challenge: Catch Some ZZZs
Training Update: Employee Orientation: 5/24
Employee Picnic & Safety Fair: 6/14 @ 10:30 am to 2 pm - Historical Center
FLSA Exempt Status Change: \$47,476 - Effective 12/1/16
EEOC Fact Sheet: Transgender Rights
Capital Projects Update:
COOP Update:

Discussion Item

Wellness Programs: Getting Employees Engaged in Wellness

Two Minute Drill

Next Meeting Date

June 17, 2016

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 May 20, 2016, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Andrew Snyder	Wade Gottschalk	Jeff Orłowski	Rita Logsdon	Brenda Ransom
Donna Beam	Bev Wagener	Dave Steiner	Tim Hainen	Ben Batey
Michael Fuller	Dana Schratt	Katie Mahlman	Kelley Hansen	Ben Hendricks
Brad Gilbert	Mike Rudey	Jen Robeson	Dana Nemeth	Tom Chidester
Janese Diem	Pam Boyer	Kelly O'Boyle	Andrew Kalmar	

Announcements

Monthly Safety Topics: The June Safety Subject is Walking/Working Surfaces. Department Heads were asked to share the information with staff when it is distributed.

Legal Holiday: County Offices will be closed on May 30 for the Memorial Day Holiday.

Insurance Update: Pam announced that insurance group rep training is scheduled for June 23 at 9:30 a.m. in the Commissioners' Hearing Room. Group reps and payroll officers are invited to attend the sessions that will focus on monthly measurement method. Meritain transitioned to a new software platform to process claims which delayed processing. Please advise Cheryl Albrecht or April Hugg in the Commissioners' Office if staff experience issues. The data has been compiled for the 1094-C upload to the federal government to summarize the 1095-C forms distributed to employees earlier this year.

Wellness Update: A total of 69 employees participated in the one-mile walk for National Employee Health and Fitness Day. Departments were awarded prizes based on participation. Small department winners were IT and EMA. Medium size department winners were Clerk of Courts - Legal and the Commissioners' Office. The Health District and Job and Family Services were the large department winners. The Summer Swim program begins this month and runs through August. Employees and/or dependents utilizing a community swimming pool can receive reimbursement through the program. The June Wellness Challenge is Catch Some ZZZs. Information was passed out for distribution to staff.

Training Update: The next Employee Orientation is scheduled for May 24 at 8:45 a.m. in the Commissioners' Hearing Room. Contact Janese Diem to register any new employees.

Employee Picnic and Safety Fair: The Employee Picnic and Safety Fair will be held on June 14 at the Historical Center. The Historical Museum and Center staff will be providing the food as a fundraiser for the accessibility project. Pork-a-leans, hot dogs and BBQ beef will be available for purchase. Department heads were encouraged to offer their staff time to attend the event.

FLSA Exempt Status Change: The Department of Labor released the new salary threshold for exempt status. The new level is \$47,476 and will go into effect on December 1. Departments are encouraged to review the positions they have identified as exempt from overtime to ensure they are compliance with the changes.

EEOC Fact Sheet: A fact sheet from the Equal Employment Opportunity Commission (EEOC) regarding transgender rights is attached to the minutes. Department Heads are reminded that they have an obligation to report and investigate any unlawful discrimination.

Capital Projects Update: Tim noted that installation of the piping at Wood Haven is underway and that the new chiller arrived today. The elevator project at the Historical Center has experienced a slight delay with delivery of equipment. The Juvenile Residential Center is preparing for a sprinkler replacement project. Paving is underway at the East Gypsy Lane Complex with curbs to be installed at some intersections.

COOP Update: Brad stated that the process is three-quarters complete. The next phase will look at facilities to house operations. He noted that an additional meeting will be scheduled in June as a wrap-up of the process. He asked Department Heads to provide EMA with a copy of their plans upon completion. EMA will prompt reviews of the plan on an annual basis to help keep them current.

Discussion Item

Wellness Programs: Janese provided a brief overview of the wellness programs and challenged departments to encourage their staff to become engaged in Wellness. A competition is being offered to departments with the highest percentage of participation in the June Challenge. The same department breakdown as the Employee Health and Fitness Day competition will be used. Healthy treats will be provided to the winning departments. She also encouraged eligible employees to utilize the free wellness screenings.

Two Minute Drill

Kelly O'Boyle (Solid Waste) stated that the District has received comments on the Solid Waste Plan. Following review of the comments public meetings will be scheduled in the future. Work on a new haul road at the Landfill is underway along with a 2018 capping project.

Andrew Snyder (Dog Shelter) reported that door-to-door license checks are also underway.

Tim Hainen (Buildings & Grounds) announced that Dale Smith is retiring on June 3. Dale has worked for the Courthouse Maintenance staff.

Brad Gilbert (Emergency Management) noted that traffic may be more congested in coming months as the I-75, I-475 ramps close.

Wade Gottschalk (Economic Development) reported that retention visits are underway with companies throughout the county. The senior student surveys are also being completed by graduating seniors to help identify plans after high school.

Dave Steiner (Planning Commission) stated that the grant cycle is underway. The CHIP grant has been submitted to the state and the CDBG meeting to identify project is scheduled for the June meeting. Updates to the Land Use Plan are also underway.

Dana Nemeth (Historical Museum and Center) noted several events comping up at the Center including the Power of Yesteryear Tractor Show, Teas, and J.D. Pooley photo exhibit.

Ben Batey (Health District) announced that the Health District was awarded \$825,000 to provide dental services to residents.

Donna Beam (Board of DD) announced that four students are graduating today. Planning is also underway for the privatization of Adult Services by October 1.

Jeff Orłowski (Wood Haven) noted that the annual state survey was conducted last week with four minor citations. No clinical issues were identified. Andrew also welcome Rita Logsdon, the recently hired Director of Nursing at Wood Haven.

Dana Schratt (Engineers) stated that grant funding was received to assist with widening Tracy Road.

Mike Rudey (Building Inspection) reported that the staff is busy doing inspections. Plans for three schools and several hotels have been received.

Ben Hendricks (IT) reminded attendees to change their passwords on their computers at least annually.

Michael Fuller (Job and Family Services) stated that June is Elder Abuse Awareness Month. Several events are scheduled for June 14. He also noted that the State is switching its Medicaid software platform at the end of July. The new platform will be in place on August 1.

Brenda Ransom (Records Center) noted that the staff has been assisting departments with records identified through the COOP process.

Katie Mahlman (Clerk of Courts) stated that the Title Office has received the first four platforms for the State's new software program. Full implementation is expected by January 3.

Jen Robeson (Probate Court) thanked departments for their cooperation and assistance with the Guardianship Program.

Pam Boyer (Commissioners) reported that legislation is pending to assist the Bureau or Workers' Compensation with subrogation claims. The law change would allow the Bureau to try to subrogate claims resulting from automobile accidents that were not the employee's fault without affecting the county's rating.

Janese Diem (Commissioners) reminded Department Heads to review the frequently used services information for the Guide to Wood County Government.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *May 20, 2016, at 9:30 a.m.*



U.S. Equal Employment Opportunity Commission

Fact Sheet: Bathroom Access Rights for Transgender Employees Under Title VII of the Civil Rights Act of 1964

- "Transgender" refers to people whose gender identity and/or expression is different from the sex assigned to them at birth (e.g. the sex listed on an original birth certificate). The term transgender woman typically is used to refer to someone who was assigned the male sex at birth but who identifies as a female. Likewise, the term transgender man typically is used to refer to someone who was assigned the female sex at birth but who identifies as male. A person does not need to undergo any medical procedure to be considered a transgender man or a transgender woman.
- In addition to other federal laws, the U.S. Equal Employment Opportunity Commission (EEOC) enforces Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on race, color, national origin, religion, and sex (including pregnancy, gender identity, and sexual orientation). Title VII applies to all federal, state, and local government agencies in their capacity as employers, and to all private employers with 15 or more employees.
- In *Macy v. Dep't of Justice*, EEOC Appeal No. 0120120821, 2012 WL 1435995 (Apr. 12, 2012), the EEOC ruled that discrimination based on transgender status is sex discrimination in violation of Title VII, and in *Lusardi v. Dep't of the Army*, EEOC Appeal No. 0120133395, 2015 WL 1607756 (Mar. 27, 2015), the EEOC held that:
 - denying an employee equal access to a common restroom corresponding to the employee's gender identity is sex discrimination;
 - an employer cannot condition this right on the employee undergoing or providing proof of surgery or any other medical procedure; and,
 - an employer cannot avoid the requirement to provide equal access to a common restroom by restricting a transgender employee to a single-user restroom instead (though the employer can make a single-user restroom available to all employees who might choose to use it).
- Contrary state law is not a defense under Title VII. 42 U.S.C. § 2000e-7.
- In *G.G. ex rel. Grimm v. Gloucester Cty. Sch. Bd.*, -- F.3d --, 2016 WL 1567467 (4th Cir. 2016), the United States Court of Appeals for the Fourth Circuit reached a similar conclusion by deferring to the Department of Education's position that the prohibition against sex discrimination under Title IX requires educational institutions to give transgender students restroom and locker access consistent with their gender identity.
- Gender-based stereotypes, perceptions, or comfort level must not interfere with the ability of any employee to work free from discrimination, including harassment. As the Commission observed in *Lusardi*: "[S]upervisory or co-worker confusion or anxiety cannot justify discriminatory terms and conditions of employment. Title VII prohibits discrimination based on sex whether motivated by hostility, by a desire to protect people of a certain gender, by gender stereotypes, or by the desire to accommodate other people's prejudices or discomfort."
- Like all non-discrimination provisions, these protections address conduct in the workplace, not personal beliefs. Thus, these protections do not require any employee to change beliefs. Rather, they seek to ensure appropriate workplace treatment so that all employees may perform their jobs free from discrimination.
- Further information from other federal government agencies includes: *A Guide to Restroom Access for Transgender Workers*, issued by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA), <https://www.osha.gov/Publications/OSHA3795.pdf>, and *Guidance Regarding the Employment of Transgender Individuals in the Federal Workplace*, <https://www.opm.gov/policy-data-oversight/diversity-and-inclusion/reference-materials/gender-identity-guidance/>, issued by the U.S. Office of Personnel Management.
- If you believe you have been discriminated against, you may take action to protect your rights under Title VII by filing a complaint:
 - **Private sector and state/local government employees** may file a charge of discrimination by contacting the EEOC at 1-800-669-4000 or go to <https://www.eeoc.gov/employees/howtofile.cfm>.
 - **Federal government employees** may initiate the complaint process by contacting an EEO counselor at your agency; more information is available at https://www.eeoc.gov/federal/fed_employees/complaint_overview.cfm.

My Wellness Goal for 2016 is to...

The Wellness Program can help you achieve your goal. The program features monthly challenges to help you focus on healthy habits. While a different challenge will be featured each month, you can complete them in any order you like.

Map out your action plan below. Remember to update your progress along the way. Need help sticking to your goals? Find a co-worker or friend with similar interests to help keep you motivated and accountable.

Challenge information and monthly tracking logs are available on the employee website. You can track your progress using your smartphone or computer. Just attach a printed report to the monthly tracking log.

For more information on the wellness programs, refer to the 2016 Summary Plan Description or visit the wellness website at www.co.wood.oh.us/wellness. You can also like the Wood County Employee Health Benefits Wellness Programs on Facebook.

Month	Wellness Program to Complete	Completed?
January		Yes No
February		Yes No
March		Yes No
April		Yes No
May		Yes No
June		Yes No
July		Yes No
August		Yes No
September		Yes No
October		Yes No
November		Yes No
December		Yes No

Monthly Prizes

Any employee completing a monthly challenge during a calendar month will be entered to win monthly prizes. The more challenges you complete, the more chances you have to win throughout the year. Completed challenges received by the 5th of the next month will be entered into the monthly drawing (e.g., January's drawing will be held on or around February 6.)

Deductible Credit

By completing the monthly challenges, benefit eligible employees can work toward a deductible credit for the 2017 medical deductible. Complete at least 5 Challenges – Earn a \$50 Deductible Credit. Complete at least 10 Challenges – Earn a \$100 Deductible Credit. In addition to the monthly challenges, benefit eligible employees can earn one challenge credit for completing reimbursement programs or wellness screenings. Monthly challenges cannot be repeated for additional credit.

2016 Wellness Rewards Program
Featured Monthly Challenges
January: Mental Wellness Awareness Month <input type="checkbox"/> Make or Break the Habit
February: American Heart Month <input type="checkbox"/> Stand Up for Heart Health
March: National Nutrition Month <input type="checkbox"/> Shake the Salt
April: Stress Awareness Month <input type="checkbox"/> Reduce Your Stress
May: National Physical Fitness & Sports Month <input type="checkbox"/> Focus on Fitness
June: Better Sleep Month <input type="checkbox"/> Catch Some ZZZs
July: Less Stress Month <input type="checkbox"/> Brown Bag It
August: Family Fun Month <input type="checkbox"/> Couch to 5K
September: National Fruit and Vegetable Month <input type="checkbox"/> Get 5
October: Bone & Joint Health Awareness Month <input type="checkbox"/> Stretch & Flex
November: American Diabetes Month <input type="checkbox"/> Walk It Off
December: Cold & Flu Survival Month <input type="checkbox"/> Stay Hydrated
Reimbursement Programs (benefit eligible employees only)
<input type="checkbox"/> Fitness Program (2 sessions)
<input type="checkbox"/> Summer Swim (May – August)
<input type="checkbox"/> Nutrition for Life (4 sessions)
<input type="checkbox"/> Tobacco Termination
Wellness Screening (benefit eligible employees only)

Monthly Wellness Challenge

CATCH SOME ZZZS.

Sleep is a key building block that can help you reach many different goals. Proper sleep helps you ward off stress and depression, increases mental focus, improves your mood, and even helps prevent cravings.

Here's what to track in the appropriate sections of the tracking log.

THIS MONTH I WANT TO:	DESCRIPTION	AMOUNT
Set your personal goal for what you would like to accomplish with this challenge.	Log what you did to improve your sleep or what kept you up during the night.	List the amount of sleep you received for the night.

REQUIREMENTS

The challenge must be completed within the calendar month. You may complete more than one challenge during the month, however, they cannot be for the same goal. (e.g., Two fitness programs cannot be submitted in the same month, but you could do one fitness and one nutrition at the same time.)

OPTIONS

You can also track your progress using your smartphone or computer. Just attach a printed report to the monthly challenge calendar.

DEADLINE FOR SUBMISSION

The completed monthly challenge calendar (including any additional printed reports) must be submitted by the fifth day of the next month. Submitted challenges will be entered into the monthly prize drawings.

EARN A DEDUCTIBLE CREDIT

By completing the monthly challenges, benefit eligible employees can earn a deductible credit. View the 2016 Summary Plan Description for more details and eligible programs.

Starting tonight, you can improve the quality and quantity of your sleep.

Here are 7 ways to get back on track. You'll be sleeping like a baby in no time!

1. Create the right environment. Get your body and mind in the habit of using your bedroom for sleeping. If you frequently sit in bed to pay your bills, do your homework, watch television, eat, talk on the phone, etc., your mind will expect that the bedroom is for daytime activities. Instead, create an environment that is suitable for sleeping. Equip your room with soft lighting, comfortable bedding, and relaxing music. Other tricks include turning the temperature down a few notches, and turning the clock away from your view. Recent studies reveal that watching your sleep time vanish into the morning hours only makes you more anxious and less able to fall asleep.

2. Get yourself into a routine. This is especially hard for people with wavering, active schedules, like students and parents. On busy days, it is difficult—but crucial—to be firm with a routine. If you normally don't fall asleep until the wee hours of the morning, or if you don't have a sleep schedule at all, try going to bed a half an hour earlier each week, or set a time to get in bed and stick with it. Eventually your body will get used to going to sleep at that time and it will begin to come naturally.

3. Limit food and beverage intake before bed. As you lie down to sleep, acids in the stomach level out, making heartburn and indigestion more likely to occur. Also, your metabolism increases slightly to digest food, which can also raise your energy level. Stop eating at least three hours before your scheduled bedtime. If you must snack on something, keep it small, and avoid high-fat foods, which take longer to digest. Instead, have a granola bar, some toast, or a small bowl of cereal, but keep your portion small. Say no to stimulants like caffeine and nicotine, which can raise blood pressure and energy levels. Alcohol may be a depressant, but after its sedative effects wear off, your sleep patterns will suffer.

4. Consider a natural approach. Certain herbal teas can help you relax and fall asleep. Chamomile is a popular herb that slows the nervous system and promotes relaxation, for example. As always, consult your health care provider, use herbs and other supplements only as directed, and make sure to read labels. Some herbs may react with certain types of medication or cause adverse effects in individuals with liver disease, Parkinson's disease, and pregnant or nursing women. Other liquids, such as a small glass of warm milk, may also help.

5. Know when and how to nap. When energy levels drop around 3-5 p.m., most of us desire a little shut-eye. Napping is okay, as long as you do it wisely. Most sleep counselors recommend napping for no longer than 20 minutes. Exceeding 20 minutes could leave you feeling groggy and make it harder for you to fall asleep at bedtime. If you know you have to stay up late, or if you have an erratic sleep schedule (especially new moms), take a nap during the day. You'll be more productive and in a better mood.

6. Take control of your worries. Let's face it—most of us lead very stressful lives. Stress, surprises, and changes can take a toll on your sleep habits. Schedule some downtime each day for meditative activities like stretching or a hot bath. Try to decrease your brain activity before bed by writing down your thoughts in a journal and closing the book on the day. If thinking keeps you up at night, get out of bed and try to be productive. Deal with those thoughts (pay the bill that you are worried about forgetting, make a to-do list, etc.) in a positive way, and come back to bed when you're ready to sleep.

7. Get a check-up. If you toss and turn most nights, it may be time to see a physician. You could be suffering from one or more sleep disorders, including insomnia and sleep apnea. The sooner you find out what's wrong, the sooner you can fix it. Sleep disorders are dangerous to your health, so if you suspect something is wrong, tend to it immediately.

Blue light has a dark side

Harvard Health Letter

Light at night is bad for your health, and exposure to blue light emitted by electronics and energy-efficient lightbulbs may be especially so.

At night, light throws the body's biological clock—the circadian rhythm—out of whack. Sleep suffers. Worse, research shows that it may contribute to the causation of cancer, diabetes, heart disease, and obesity.

But not all colors of light have the same effect. Blue wavelengths—which are beneficial during daylight hours because they boost attention, reaction times, and mood—seem to be the most disruptive at night. And the proliferation of electronics with screens, as well as energy-efficient lighting, is increasing our exposure to blue wavelengths, especially after sundown.

- Use dim red lights for night lights. Red light has the least power to shift circadian rhythm and suppress melatonin.
- Avoid looking at bright screens beginning two to three hours before bed.
- If you work a night shift or use a lot of electronic devices at night, consider wearing blue-blocking glasses.
- Expose yourself to lots of bright light during the day, which will boost your ability to sleep at night, as well as your mood and alertness during daylight.

Screen time, anxiety and sleep. Why you need to unplug well before bed

Did you know that light from your screens – television, smart phone, computer and lap top – can interrupt your ability to get a good night's rest? True story.

Here's how.

- **You go to bed later.** We enter a time warp when we get caught up in our devices. If you're a late night user, you're probably hitting the hay much later than you intended and therefore getting less sleep.
- **Increased 'psycho-physiological' arousal,** meaning your mind is spinning and speeding up when it should be slowing down. The onslaught of information that visual devices feed us uses up 30% of your brain activity (vs. smelling 8% and touching 6%).
- **The bright "blue" (short wavelength) light emitted from all screens messes with your natural circadian (day-night) rhythms.** It does this by suppressing **melatonin** production, the hormone that controls sleep and wake cycles. Less melatonin means shorter sleep duration and more disrupted sleep.

Sleep is something that every body craves. So why does everyone struggle with it periodically? You've tried to do it right – you skip caffeine late in the day; you don't eat a heavy meal right before bed; you make sure the lights are off; you try to follow a consistent bedtime schedule each day. Yet, as you lay in bed sleepless, frustration creeping in, none of this seems to matter. When insomnia hits, you could spend hours stressing, instead of doing a few easy things to slip gently into sleep.

Difficulty falling (and staying) asleep is a common problem. As an important source of fuel for the body, sleep is a valuable commodity. If you have been lying in bed for a while and can't sleep, get up. Don't stay in bed, worrying about not having enough energy for tomorrow. Do something to encourage a more rapid appearance by the Sandman.

1. Go for a soak

Relax in the bathtub. This soothes both body and mind. Try adding some sleep inducing scents into the tub like lavender oil. Caution: Don't take a shower. This can awaken your body. Opt for a warm bath instead. Add some candles and calm music for heightened relaxation. A second hint: Sprinkle a few drops of lavender oil on your pillow to pacify you in bed, too.

2. The old wives tale works

Have a glass of warm milk. You thought this was just an old wives' tale, but it actually works! Warm milk has a tranquilizing effect on the body that can calm you down and prepare you for sleep. The same amino acid (tryptophane) that gives turkey its reputation for causing drowsiness is also found in milk, and it causes more serotonin to be released in the body. Can't stand the idea of warm milk? Add a drop or two of vanilla extract. Still not sounding tempting? Try some chamomile tea. A number of people think an alcoholic drink right before bed does the trick. Although this might initially make you sleepy, it doesn't prep you for sound sleep. Chances are, you'll toss and turn during the night.

3. Find an activity

Do something relaxing out of the bed. Try reading (pass on the action thriller, though). Watch something a little boring on television at low volume (think the Learning or Home Shopping Channels). Don't watch anything that will wind you back up. Looking for other ideas? Sew, scrapbook, or write a letter. This activity should be easy, nothing that will key your nervous system back up. Once your eyes get droopy again, hit the sack.

5. Add some noise

Wait a second. . . your bedroom should be as quiet as possible, right? Up to a point, yes. The darker and quieter the room is, the more deeply you'll sleep, even if you don't realize it. But, adding "white noise" into the background can actually help you slumber. These steady, quiet sounds will block out other, more disturbing noises that might keep you awake. Plus, once you are asleep, you'll be less likely to wake up from other noises. Try keeping a fan blowing at night – a cool bedroom is more conducive to sleep anyway. Or, try putting some relaxing music or natural sounds, especially something that can be set on a timer. You can buy CD's that play gentle rain, waterfalls, or wind noises.

6. Listen to your body

Could it be your body is too tense for sleep? Try a relaxation tape that guides you through loosening up and relaxing each muscle group. Start at your feet, tensing and untensing your muscles, and move up your body. Work on some deep breathing exercises, which mimic your respiration pattern while asleep and can help convince your body that it is time to drift off.

And in the future...

Exercise! Consistent fitness and nutrition is directly linked to improved sleep. Of course, if you are lying in bed restless, it might be a little late. But, start tomorrow and you'll sleep better in nights to come. If (and when) you do exercise, make sure it's not right before bedtime, which can interfere with your body's ability to relax and nod off.

Make going to bed a routine. Around the same time every night, even on weekends, start your routine. This could mean taking a bath and some light reading. It could simply mean changing into your pajamas and brushing your teeth. Do something consistently that your body will learn as signals to settle down for the night. Wake up refreshed the next day.

