

Department Head Meeting Agenda

Meeting Date and Time: July 15, 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: July: Violence in the Workplace -- August: Housekeeping
Insurance Update: Spousal/Dependent Eligibility Certification Process: 8/15 to 9/15
Reminder to Check Hours for Variable Hour & Monthly Measurement Employees
Wellness Update: Blood Drive: 7/20 at Job and Family Services
July Wellness Challenge: Brown Bag It - Financial Wellness
August Wellness Challenge: Couch to 5/K
Training Update: ADA and Mental Health Issues Webinar: 7/20 at 2 p.m. - BCC Hrg. Rm.
HR Group Meeting: 7/28 at 10 a.m. - BCC Hrg. Rm.
Employee Orientation: 8/30 -- BCC Hrg. Rm.
United Way Campaign Update: 2nd Annual Day of Sharing: 10/27
Basket Raffle Donations
Performance Reviews:
Time and Attendance Software:
Capital Projects Update:
Commissioners' Session: No session on 8/4

Discussion Item

FLSA Exempt Status: Arlen de la Serna, Prosecutor's Office
Increase to \$47,476 effective 12/1

Two Minute Drill

Next Meeting Date

August 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 July 15, 2016, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Andrew Snyder	Brad Gilbert	Stephanie Lauwers	Tammy Harmon	Bridget Ansberg
Gary Dennis	Bev Wagener	Dana Schratt	Lorrie Lewandowski	Ben Hendricks
Cindy Hofner	Katie Mahlman	Wade Gottschalk	Jeff Orłowski	Dave Steiner
Tim Hainen	Michael Fuller	Dana Nemeth	Kelly O'Boyle	Andrew Kalmar

Announcements

Monthly Safety Topics: The July Safety Subject is Violence in the Workplace. The topic for August is Housekeeping. Department Heads were asked to review the information with staff when it is distributed.

Insurance Update: The annual spousal/dependent eligibility certification process is from August 15 to September 15. Forms will be sent to affected employees. A reminder was provided to check hours for variable hour and monthly measurement employees due to ACA. Questions may be directed to Pam Boyer or Cheryl Albrecht in the Commissioners' Office.

Wellness Update: A blood drive is scheduled for Wednesday, July 20 at Job and Family Services. The featured monthly wellness challenge for July is Brown Bag It (financial wellness). August's featured challenge is Couch to 5K.

Training Update: A webinar on the ADA and Mental Health will be available for viewing on Wednesday, July 20 at 2 p.m. All managers are welcome to attend. The HR Group is scheduled to meet on Thursday, July 29 at 10 a.m. The next Employee Orientation is scheduled for August 30 beginning at 8:45 a.m. Contact Janese Diem to register any new employees. All of the trainings noted will be held in the Commissioners' Hearing Room.

United Way Campaign: The 2nd Annual United Way Day of Sharing has been scheduled for Thursday, October 27 in the Alvin L. Perkins Atrium. Department Heads were asked to see if there is interest in their respective departments to donate baskets for the event. More information will be forthcoming.

Performance Reviews: Commissioners' Departments will be receiving information on performance reviews in the coming week. Andrew provided a reminder to forward employees' completed reviews to him prior to their review with him.

Time and Attendance Software: The initial three departments involved in the time and attendance software are almost complete with the implementation of the program. A second phase of the project is getting ready to start the process including all those whose payroll is processed by the Commissioners' Office, Clerk of Courts and the Recorder's Office.

Capital Projects Update: At Wood Haven, the contractors will soon begin installation of the air conditioning units in resident rooms along with installation of the new windows. The elevator project at the Historical Center is about 75 percent complete. The Health District received funding to add a Dental Center with the design process starting soon. Work is also being done to separate the boiler and air conditioning in the building. The Juvenile Residential Center sprinkler replacement project will begin soon.

Discussion Item

FLSA Exempt Status Change: Arlen de la Serna from the Prosecutor's Office presented a brief update on the FLSA changes that go into effect on December 1. The new level for exempt status is \$47,476 up from \$23,660. The salary threshold will automatically update every three years. The salary basis test was also amended to allow the employer to use non-discretionary bonuses and payments for to to 10 percent of the salary. She recommended departments perform an audit of salaries along with job duties to ensure employees are properly noted as exempt or non-exempt. If close, salaries could be adjusted or you could prohibit any hours over 40.

Two Minute Drill

Andrew Snyder (Dog Shelter) reported on how time is being spent in investigations. The staff is looking into limiting the investigations that they initiate to free up more time for license checks.

Tim Hainen (Buildings & Grounds) stated that the local fire official has requested all fire hydrants flow tested. He also noted that Lucas County is looking at housing inmates at the Justice Center.

Brad Gilbert (Emergency Management) noted that they have started putting the actual COOP plan together. A template with general language will be available in the coming weeks. Questions regarding the process can be directed to Chris Diefenthaler. He also noted that First Energy is providing funding for weather radios.

Dave Steiner (Planning Commission) stated that CDBG projects are starting to be awarded with others going out to bid. Updates to the Land Use Plan are also ongoing.

Wade Gottschalk (Economic Development) reported that Rossford is working on an entertainment district and an industrial park east of Bass Pro. He also noted that the results of the Wood County water study are being released today.

Stephanie Lauwers (Child Support) stated that a new vendor will be used for paternity testing. A child support calculator feature was also added to their website.

Tammy Harmon (Recorders) noted that the office is in the process of going paperless.

Terry Burton (Board of Elections) stated that the ballot is full for the November general election.

Beverly Wagener (Law Library) noted that a new part time Law Library Assistant is scheduled to start new week.

Lorrie Lewandowski (ADAMHS) stated that program contracts were awarded for another year. Another town hall meeting is scheduled for September 14 with a Recovery Walk scheduled for September 18.

Dana Nemeth (Historical Museum) thanked everyone for their support at the Employee Picnic and Safety Fair. More than \$2,000 was raised for the accessibility project. She noted that updates to the Rental policy were made stating that county agencies may use the facility for free during normal business hours.

Jeff Orłowski (Wood Haven) reported that Wood Haven had its first patient through the Comp Care and Joint Replacement program. The program is initiated through Medicare and saves money.

Arlen de la Serna (Prosecutor's Office) noted that the staff is extremely busy this week.

Katie Mahlman (Clerk of Courts) stated that the Title Office has been really busy.

Dana Schratt (Engineers) noted that work continues on bridges and roads.

Mike Fuller (Job and Family Services) reported that a new playground is being considered to assist with visitation along with a parking lot expansion. He also noted that a new system is coming for Medicaid.

Ben Hendricks (IT) noted the transition to new antivirus software is underway.

Kelly O'Boyle (BCC/Solid Waste) noted that Earth Camp went well with over 200 participants. Preparation has begun for the fair. She also stated that the Commissioners received a document from the County Commissioners' Association of Ohio (CCAO) regarding the 2017-2018 Legislative Platform Development. A copy of the document will be distributed to Elected Officials and Department Heads. Please identify any legislative issues that your office would like to have forward to CCAO for consideration and return it to the Commissioners' Office.

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

cc: BCC Elected Officials and Department Heads Steve Spirm file