

Department Head Meeting Agenda

Meeting Date and Time: August 19, 2016 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Office Closings: Labor Day - 9/5
Monthly Safety Subject: Sept: Portable Fire Extinguishers
Workers Compensation Update: 2017 Individual Retro Plus \$15K
Transition to Prospective Billing
Insurance Update: Eligibility Certification Process
Employee Eligibility Process (October)
Prescription Changes
Wellness Update: September Featured Challenge: Get 5
Summer Swim: Reimbursement Requests due by 9/15
Flu Shots @ Community Health & Wellness Center: 10/12 & 10/21
Blood Drives: 9/23 (Atrium) & 11/22 (JFS)
Training Update: ADA Reasonable Accommodation Webinar: 8/23 @ 2 p.m.
Employee Orientation: 8/30 @ 8:45 a.m.
United Way Campaign: Pledge Card Distribution
Day of Sharing: October 27
Spirit of Wood County Awards: 10/23 at 2 p.m. in Alvin L. Perkins Atrium
Time & Attendance Software Update: October Orientation Sessions for Employee
Capital Projects Update:
Budget Update: Appropriations Preparation

Two Minute Drill

Next Meeting Date

September 16, 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 August 19, 2016, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Brad Gilbert	Dave Wigent	Chris Diefenthaler	Brenda Ranson	Dana Nemeth
Ben Batey	Katie Mahlman	Dave Steiner	Jeff Orłowski	Dana Schratt
Jen Robeson	Donna Beam	Brent Baer	Mark Meyer	Wade Gottschalk
Frank McLaughlin	Pam Shumaker	Tim Hainen	Andrew Snyder	Bev Wagener
Julie Overmyer	Pamela Boyer	Janese Diem	Andrew Kalmar	

Announcements

Andrew began the meeting by welcoming Brent Baer, the new Superintendent at Wood Lane.

Offices Closings: County offices will be closed on Monday, September 5 in honor of the Labor Day holiday.

Monthly Safety Topics: The September Safety Subject is on Portable Fire Extinguishers. Department Heads were asked to review the information with staff when it is distributed.

Workers Compensation Update: The Commissioners have elected to leave the group rating program in 2017 and move to an individual retro rating program partnered with a \$15K program. The Bureau of Workers Compensation is also moving to a prospective billing process. The 2017 premiums should be close to the same rate as 2016. More information will be shared during the appropriation process.

Insurance Update: The annual spousal/dependent eligibility certification process is from August 15 to September 15. Forms were sent to affected employees. The employee certification process begins in October. A reminder was provided to check hours for variable hour and monthly measurement employees due to ACA. The Commissioners also approved a change to the prescription benefit for 2017 in regards to the co-payments for prescriptions approved through medical review process. The revised co-payment structure will be included in the 2017 Summary Plan Description.

Wellness Update: The featured monthly wellness challenge for September is Get Five. Summer Swim reimbursement requests are due to the Commissioners' Office by September 15. Flu vaccines will be available for benefit-eligible employees on October 12 and 21 at the Community Health and Wellness Center located in the Health Department. Times were printed in the summer edition of the employee newsletter. Blood drive are scheduled for September 23 in the Atrium and November 22 at Job and Family Services.

Training Update: A webinar on the ADA Reasonable Accommodation Process will be available for viewing on Tuesday, August 23 at 2 p.m. All managers are welcome to attend. 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: Pledge cards for the United Way Campaign will be distributed in the coming weeks. 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.

Spirit of Wood County Awards: The Commissioners will be presenting the 2017 Spirit of Wood County Awards on October 23 at 2 p.m. in the Atrium.

Time and Attendance Software: Information has been shared with those involved in the second phase of the time and attendance software project. Supervisor training is scheduled for September 29 with employee training on the system in October.

Capital Projects Update: Progress continues on the three major projects: Juvenile Residential Center (sprinkler replacement project), Wood Haven (piping/window replacement/interior renovations) and Historical Museum (accessibility/elevator project).

Budget Update: Notifications regarding the appropriations process will be sent soon. Budget meetings with the Commissioners will be scheduled in the first two weeks of October. Departments with capital project requests are encouraged to work with Buildings and Grounds for assistance.

Two Minute Drill

Andrew Snyder (Dog Shelter) reported that dog license sales continue and are currently 200 short of last year's sales. Work on website updates are in the works to provide greater accessibility through mobile devices.

Tim Hainen (Buildings & Grounds) stated that staff is mowing again following the recent rain. The new Facilities Director in-training, Nick Foos, begins on August 29.

Chris Diefenthaler (Emergency Management) provided an update on the COOP materials. She noted that work is being done to create a template for departmental use. A tabletop exercise will be scheduled once the plans are complete.

Brad Gilbert (Emergency Management) noted that work on the Emergency Operations Plan continues. An exercise to test the plan is scheduled for March 1st. He also noted that a public officer information course is scheduled for November 2. Contact Brad for additional information on the session.

Wade Gottschalk (Economic Development) reported that Principle Business is working on an expansion project.

Dave Steiner (Planning Commission) stated that block grant projects are underway. Updates to the Land Use Plan are also ongoing.

Mark Meyer (Building Inspection) noted that the department remains busy with inspections.

Julie Overmyer (IT) noted that the new antivirus software roll-out is still underway. She also provided a reminder to change passwords for computers.

Dave Wigent (Job and Family Services) reported that a new program is being implemented for children affected by abuse. He also noted that the NetPlus Program is available to assist with transportation for medical/behavioral health appointments regardless of income.

Donna Beam (Board of DD) stated that school begins on Tuesday, August 23.

Jeff Orłowski (Wood Haven) announced that Wood Haven is hosting a carnival and pet adopt-a-thon on September 10. They will also be hosting a session on beg bugs on September 13. Contact Wood Haven for additional information.

Beverly Wagener (Law Library) noted that with the new assistant in place, the Law Library is back on track to implement the new catalog system. She also noted that they have several discontinued books available and encouraged departments to stop by to see what is available.

Katie Mahlman (Clerk of Courts) stated that the Legal office will be undergoing some staffing changes. Heidi Knitz will be training with Jeanne Zajac who has announced her retirement in 2017.

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

Pam Shumaker (ADAMHS) reported that the Board will be hiring a new Manager of Clinical Services and will be posting soon for the Finance Director due to retirement.

Dana Nemeth (Historical Museum) noted that the 13th annual Living History Day is scheduled for August 28 at 2 p.m.

Brenda Ransom (Records Center) provided a reminder that if a record exists in any form, it must be provided during a public records request. When disposing of records, keep in mind the different formats of the document/item (electronic, paper, etc.)

Ben Batey (Health District) reported that the building addition for the Health District will be moving forward. He also announced that the Community Health and Wellness Center received a monetary award based on outcomes. With the help of grant money and BGSU interns, mosquito testing will be taking place within the County.

Frank McLaughlin (Child Support) noted that the restrooms in the building are being upgraded.

Pam Boyer (Commissioners) noted that proposals for the prescription and dental benefits and are being reviewed.

Janese Diem (Commissioners) provided information regarding a new diabetes prevention program offered through BGSU. Employees who participate may be eligible to receive a \$50 deductible credit for the 2017 medical deductible.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *September 16, 2016, at 9:30 a.m.*