

Department Head Meeting Agenda

Meeting Date and Time: December 15, 2017 9:30 am
Meeting Location: Commissioners' Hearing Room
Convener: Andrew S. Kalmar, County Administrator

Announcement Items

Office Closings	12/25 - Christmas 1/1 - New Year's Day 1/15 - Martin Luther King, Jr. Day
Holiday Celebration	December 21: 4 to 6 p.m. in Atrium Open to employees and their families
Commissioners' Session	No session 12/26 Organization of the Board 1/8
Monthly Safety Subject	January: First Aid CPR - AED CPR/AED Training
Insurance Update	Committee Member Designation
Wellness Update	Wellness Warrior
Training Update	1/10 - Webinar: Top Ten Dos and Don'ts for Sexual Harassment 9:30 a.m. Employee Orientation: 1/30 Training Committee Meeting: 1/31 @ 9:00 a.m.
Employee Recognition Program	1/11 @ 9 a.m. in Atrium
Year End Reminder	Last Day for Payments: 12/22 Change Fund Reminder Blanket Purchase Orders
Budget Update	

Special Presentation

Building Inspection Update: Mike Rudey

Two Minute Drill

Next Meeting Date

January 19, 2018 9:30 am in the Commissioners' Hearing Room

Board of County Commissioners

Doris I. Herringshaw, Ed.D. Craig LaHote Dr. Theodore Bowlus



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on December 15, 2017, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Orłowski	Ron Dicus	Mike Rudey	Wade Gottschalk	Dave Steiner	Kay Sheldrick
Karen Young	Brenda Ransom	Jen Robeson	Michael Fuller	Frank McLaughlin	John Musteric
Nick Foos	Ben Batey	Brad Gilbert	Ben Hendricks	Dana Nemeth	Becky Ewing
Janese Diem	Pamela Boyer	Andrew Kalmar			

Announcements

Offices Closings: Andrew noted upcoming holiday closings including Christmas Day, December 25; New Year's Day, January 1; and Martin Luther King Jr Day, January 15.

Holiday Celebration: Karen provided details on the Holiday Celebration scheduled for December 21 from 4 to 6 p.m. in the Atrium. She noted that the Buildings and Grounds Committee is sponsoring the event for employees and their families. Several activities will be taking place including a visit from Santa.

Commissioners' Session: The Commissioners will not be conducting session on December 26. The last session of for 2017 will be held on Thursday, December 28. As a reminder the Commissioners reorganize each year. Departments will be notified if the order of the board changes. Commissioners' departments were also advised to review their letterhead and websites to ensure the correct information is listed.

Monthly Safety Topics: The January Safety Subject is First Aid/CPR/AED. Department Heads were asked to review the information with staff when it is distributed. Pam also noted that Risk Coordinator Erica Noel has completed her certification to conduct the CPR/AED training which is scheduled to resume in 2018.

Insurance Update: Departments must notify the Commissioners' Office of their office's representative who will serve on the Employee Health Benefits Committee. The memo regarding 2018 committee member designation will be forthcoming.

Wellness Update: Janese provided information regarding a new initiative to encourage employees to complete all of the monthly wellness challenges. Employees completing all 12 will earn Wellness Warrior status and receive a special prize.

Training Update: A webinar on sexual harassment is scheduled for January 10 at 9:30 a.m. in the Commissioners' Hearing Room. Additional information will be forthcoming. The next Employee Orientation is scheduled for January 30. The training committee meeting is scheduled for January 31 at 9 a.m. in the Commissioners' Office. If you have suggestions for training topics, please forward them to Pam Boyer by January 26.

Employee Recognition Program: The annual recognition program is scheduled for January 11. The program time has been confirmed to begin at 9:30 a.m. in the Atrium.

Year End Reminders: Karen announced that December 22 is the last day to submit bills to be paid in 2017. Be sure to review funds to make sure enough money is available for the payment. In regards to payroll, she encouraged departments to ask employees to confirm their sick and vacation balances. They are much easier to correct in the current year, than adjusting the prior year. She also stressed the importance of the new employee paperwork. Departments must submit all new hire paperwork the Friday before the employee is paid, including a completed I-9 form and all tax forms. She added that December 29 is the last day of business and encouraged departments to close out any purchase orders that are no longer needed.

Budget Update: Andrew noted that the budget process is progressing well. The Commissioners expect to approve the budget on Thursday, December 21.

Two Minute Drill

Brad Gilbert (Emergency Management Agency) stated that meetings with political subdivisions are being scheduled as part of the five year update of the emergency mitigation plan update.

Nick Foos (Buildings and Grounds) reported that the department will be transitioning to new software for preventative maintenance and work order submissions. The updates will take place throughout 2018 along with meetings with departments.

John Musteric (Engineer) provided an update on road and bridge projects completed during the year. He noted that a study of the county roads was completed. He stated that 75 percent of the traffic taking place is on 50 percent of the roads, most of those being north of State Route 6.

Dave Steiner (Planning) stated that a public meeting has been scheduled to address subdivision rules following several comments from contractors and developers. He also added that he and Katie have been working with the Records Center to digitize 50 years' worth of paper records.

Wade Gottschalk (Economic Development) noted that a lot of projects are in the works.

Ben Hendricks (IT) reported that updates to the servers will be made after hours during the next few weeks. He also reported that the subscription to Lynda.com has not been renewed for 2018. Cyber security based training will be offered through CORSA in the coming year.

Kay Sheldrick (Treasurer's Office) introduced herself as a new employee at the Treasurer's Office.

Becky Ewing (Building Security) thanked the Courthouse staff for their patience as the upgrade to alarm system was installed. If an employee has a job that is not working, have them contact her office.

Ron Dicus (Court Security) reported that two separate emails have been established for Court Security and Courthouse Building Security.

Dana Nemeth (Historical Museum and Center) stated that the Center's holiday season ended on Thursday, but the Center will remain open through the end of the year. She also noted that the Gift Shop is running specials for last minute shopping needs.

Jeff Orłowski (Wood Haven) provided a review of the resident centered programs held during 2017.

Mike Rudey (Building Inspection) stated that the year has the potential to set a record for permit revenue.

Karen Young (Auditors) reminded attendees that dog license sales are underway.

Michael Fuller (Job & Family Services) reported that the Adult Protective Services levy passed in November. He also noted that the agency has 57 youth in its custody.

Frank McLaughlin (Child Support Enforcement Agency) noted that minor office remodeling work is underway at the agency.

Brenda Ransom (Records Center) announced that the annual disposal notices will be sent soon. She also reported that BGSU is returning some early records from the 1800s back to the County.

Ben Batey (Health District) thanked everyone for their support of the American Cancer Society's Real Men Wear Pink Campaign. He also reported that the county is seeing a spike in flu cases including an increase in hospitalizations.

Pam Boyer (Commissioners) announced that 53 percent of employees attended the annual insurance meetings in November. The meetings featured the introduction of the Prescription Savings Program to help save employees and their Plan money on prescriptions by utilizing the Community Health and Wellness Center. She also encouraged employees to take advantage of the deferred compensation programs offered by the County.

Janese Diem (Commissioners) provided some clarification regarding the driving check memo that was sent recently. The Wood County Motor Vehicle Driver List does not need to be resent to the Commissioners' Office unless employees were not included in the initial request of names in July. Also, contact her if you do not use the Wood County Employment Application as it provides a release to check new hire's driving records prior to employment.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **January 19, 2018, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file