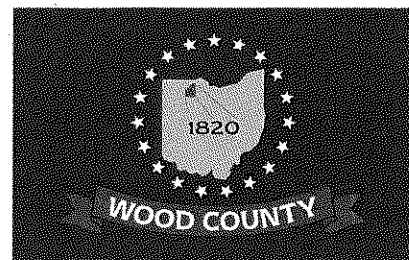


Board of County Commissioners

James F. Carter Doris I. Herringshaw Joel M. Kuhlman



Department Head Meeting Agenda

Meeting Date and Time: January 18, 2013 9:30 a.m.
Meeting Location: Commissioners' Hearing Room, Fifth Floor
Convener: Andrew Kalmar, County Administrator

Announcement Items

New Commissioner: Doris I. Herringshaw eff. 1-14-13
Order of the Board - Contracts - Resolutions - Letterhead

Retirement: Ken Rieman - 12-28-12

Unclassified Positions: 60-day Window with New Elected Officials term

Monthly Safety Subject: Jan - First Aid CRP-AED
Feb - Injury/Incident Reporting

United Way Campaign Results: Handout

Insurance Update: Annual Meeting: 42% participation

Wellness Update: Deductible Credit & Cash Prizes
Waivers & Enrollment
Know Your Numbers Campaign

Training Committee: 1-23 @ 8:30 am Commissioners' Office

HR Group Meeting: 1-24 @ 10 am OPERS Disability & Variable Hour Employees

Legal Holiday: Monday, 1-21 Martin Luther King Jr.

Switchboard Relocation: Wood Haven eff 1-28-13

Salary Increases: Wage Memos for BCC dept.

Budget Update: GAAP Report
Milage Reimbursement Rate Increase - \$.565 eff 1-1-13

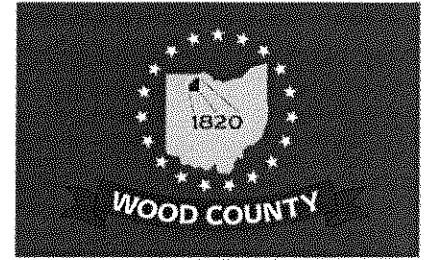
Two Minute Drill

Next Meeting Date

February 15, 2013 9:30 a.m. Commissioners' Hearing Room

Board of County Commissioners

James F. Carter Doris I. Herringshaw Joel M. Kuhlman



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on January 18, 2013, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Bridget Ansberg	Tim Brown	Patti Bowsher	Brad Gilbert	Wade Gottschalk	Alan Stoots
Jerry Greiner	Joe Fawcett	Stephanie Kelley	Jen Robeson	Elaine Roynon	Brenda Ransom
Tim Hainen	Mike Rudey	Cathy Organ	Lorraine Stiefel	Britni Fackler	Ben Hendricks
Dave Wigent	Andrew Snyder	Lorraine Flick	Janese Diem	Andrew Kalmar	

Announcements

New Commissioner: Doris I. Herringshaw was sworn-in as Commissioner on January 14. Andrew asked departments to review printed materials to see which ones need updated with the Commissioners' names. The Board also organized with Jim - President, Doris - Vice President, and Joel. Andrew will be scheduling times for her to visit various offices and departments starting with Commissioners' departments.

Retirement: Andrew reported that Ken Rieman retired as the Solid Waste Management District Director on December 28, 2012. Andrew noted that due to uncertainty of the solid waste districts law revisions, the Commissioners are not planning on filling the position at this time. Joe Fawcett will be assisting with the management of the department.

Monthly Safety Topic: January – First Aid/CPR/AED: February – Injury/Incident Reporting: Andrew noted that information on the Monthly Safety Topic will be forthcoming. Department Heads were asked to share this information at their next staff meeting.

United Way Campaign Results: A handout outlining the results from the 2012 United Way Campaign was distributed. Janese noted that the campaign raised slightly more than the previous year. She also shared information regarding a United Way program that assists individuals who make less than \$50,000 annually with free tax preparation services. Flyers are available for interested departments.

Insurance Update: Andrew reported that the annual meetings had 42 percent employee participation.

Wellness Update: Winners of the Annual Incentive Prizes were announced at yesterday's Employee Health Benefits Committee Meeting. Janese noted that employees will not need to submit enrollment forms prior to participating in the 2013 wellness programs, as employees signed off on waivers at the end of last year. Program information and reimbursement forms will be available on the employee website. The Know Your Numbers campaign is underway and encourages employees to take advantage of free screenings and the chance to win prizes.

Training Committee: The Training Committee will meet on January 23 at 8:30 a.m. in the Commissioners' Office. Andrew noted that the committee meets once per year. Anyone is welcome to attend. If anyone has suggestions for training topics, contact Pam and she will forward them to the committee.

HR Group Meeting: The HR Group is scheduled to meet on January 24 at 10 a.m. in the Commissioners' Hearing Room. All HR staff are encouraged to attend. Topics to be discussed include OPERS disability and variable hour employees.

Legal Holiday: Andrew reminded attendees that offices will be closed on Monday for the Martin Luther King, Jr. holiday.

Switchboard Relocation: Andrew announced that the County switchboard will be relocating to Wood Haven on January 28. Andrew noted that the "new" phone system has been in place for five years. When the system was installed, IT staff took over the maintenance of the system. Over the years, the switchboard has been receiving a lower volume of calls. Wood Haven had a business need for a receptionist and technological advancements allow the switchboard to move to that location. This helps improve efficiencies and keeps current staff employed.

Salary Adjustments: Andrew noted that the Commissioners did include a 1.5 percent salary increase in the 2013 budget. Commissioners' Departments are reminded to prepare wage memos for the January 25 paydate and provide copies to the Commissioners' Office.

Budget Update: Joe reminded attendees of the GAAP reporting requirements distributed by the Auditor's Office. He also noted that the mileage rate increased to \$.565 effective January 1. He requested that Commissioners' departments review their websites to ensure the Commissioners' names are updated. He also reviewed the sales tax and investment income handout.

Two Minute Drill

Tim Hainen (Courthouse Maintenance) reported that the Office Building and Records Center will be subject to a scheduled power outage on Sunday morning for a transformer replacement. He also noted that the snack bar storage area is being converted into storage space for custodial supplies and chairs used in the atrium.

Brad Gilbert (Emergency Management) announced that the Emergency Operations Center (EOC) upgrade is complete. He noted that the space is available for trainings with audio/visual capabilities and can accommodate 18 to 20 people.

Andrew Snyder (Dog Shelter) noted that individuals may purchase dog licenses through the 31st without penalty. Licenses may be purchased on-line with a convenience fee, at the Auditor's Office, or at the Dog Shelter. He also shared year end numbers from the Shelter noting an overall adoption rate of 94.7 percent for adoptable dogs.

Janese Diem (Commissioners) noted that information for the 2012 annual report is due back to the Commissioners' Office by January 31. Emails have been sent to those offices/departments included in the report. The State of the County Address is scheduled for March 19. The Commissioners are looking for photos from different offices/departments to incorporate into the slide show that is used in conjunction with the address.

Britni Fackler (ADAMHS) noted that the Board has posted a vacancy for the associate director position.

Brenda Ransom (Records Center) stated that records that have met their retention period are being destroyed. As a result, boxes are available for departments wishing to transfer records.

Elaine Roynon (Wood Haven) reported the Director of Nursing retired and they have posted to seek a replacement. Staff is also looking into securing contracts with the Medicaid providers under the Affordable Health Care Act.

Jennifer Robeson (Probate Court) noted that the Volunteer Guardianship program is working out well. While there are seven active volunteers, more will be needed as the caseloads increase. If you or someone you know is interested in volunteering, contact Probate Court.

Stephanie Kelley (Child Support) stated that the Agency is back to full staffing after the hire of a new Case Manager. She also noted that real time access to birth records is in works and will assist with determining paternity in a more timely fashion.

Patti Bowsher (Solid Waste Management District) reported that February 1 is the deadline for municipalities and other organizations to submit grant applications.

Jerry Greiner (Northwestern Water & Sewer District) stated that waterlines are being installed in Custar and Milton Center. Work continues on the sewer project for West Millgrove.

Lorraine Flick (Wood Lane) announced that a teacher was hired which has brought them back up to full staff. She also noted that strategic planning is underway.

Mike Rudey (Building Inspection) noted that an inspector retired at the end of 2012. He also stated that 2012 was a positive year for the department.

Bridget Ansberg (Juvenile Residential Center) stated that a capital improvements grant from the State will assist in making improvements to their 19 year old facility. She noted that the gym floor is high on the list for improvements.

Tim Brown (Juvenile Court) thanked Carrie Leathers and the civil staff from the Prosecutor's Office for their recent assistance.

Al Stoots (EGLC Maintenance) reviewed a list of maintenance projects taking place at the complex. He also provided a reminder regarding snow asking that employees park back off the sidewalks to allow room for the equipment to clear the walkways. He noted that departments need to ensure they have the correct on-call phone number to contact for emergencies as the pager was replaced with a cell phone.

Dave Wigent (Job and Family Services) announced that the department is not closing as featured in recent news reports. ODJFS has an office at the Woodland Mall that will be relocating to Toledo. He also noted that the Governor is expected to make announcements regarding Medicare and other hot topic items in an address on February 4.

Ben Hendricks (IT) reported that he is in the process of demonstrating software to replace the Websense product. He also noted that the phone updates included in the budget will be implemented during the year. The IT office will be relocating in the coming month. The office will have a dedicated doorway on the Third Floor of the Office Building. He is also posting for a part time position to assist with the help desk.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *February 15, 2013, at 9:30 a.m.*

cc: BCC
Elected Officials and Department Heads
Steve Spirn



SALES TAX RECEIPTS

SALES MTH	MTH REC'D	2008	2009	2010	2011	2012	% Increase/Decrease
Oct/Nov	Jan	1,160,457.52	1,173,437.89	1,228,739.24	1,209,581.56	1,331,732.05	10.10%
Nov/Dec	Feb	1,416,128.41	1,235,650.03	1,242,323.44	1,334,687.12	1,438,903.20	7.81%
Dec/Jan	March	1,754,168.03	1,624,899.07	1,586,269.22	1,679,205.12	1,777,054.87	5.83%
Jan/Feb	April	1,073,527.50	1,156,733.74	1,099,831.32	1,203,496.48	1,347,080.28	11.93%
Feb/Mar	May	1,136,797.51	1,121,125.65	1,087,436.03	1,219,855.86	1,196,920.61	-1.88%
Mar/Apr	June	1,391,576.76	1,251,829.21	1,235,648.78	1,408,791.49	1,437,031.95	2.00%
April/May	July	1,267,807.09	1,192,141.37	1,136,735.01	1,273,023.75	1,392,474.22	9.38%
May/June	August	1,320,930.28	1,250,243.05	1,229,828.60	1,367,016.66	1,465,186.98	7.18%
June/July	Sept	1,525,000.47	1,339,726.57	1,385,570.14	1,530,064.96	1,531,507.03	0.09%
July/Aug	Oct	1,302,607.33	1,228,916.65	1,335,768.84	1,419,311.90	1,354,029.28	-4.60%
Aug/Sept	Nov	1,380,373.39	1,256,007.79	* 1,576,819.09	1,365,082.51	1,441,118.37	5.57%
Sept/Oct	Dec	1,387,549.35	1,198,904.77	1,360,858.77	1,387,399.76	1,463,597.74	5.49%
TOTAL		16,116,923.64	15,029,615.79	15,505,828.48	16,397,517.17	17,176,636.58	

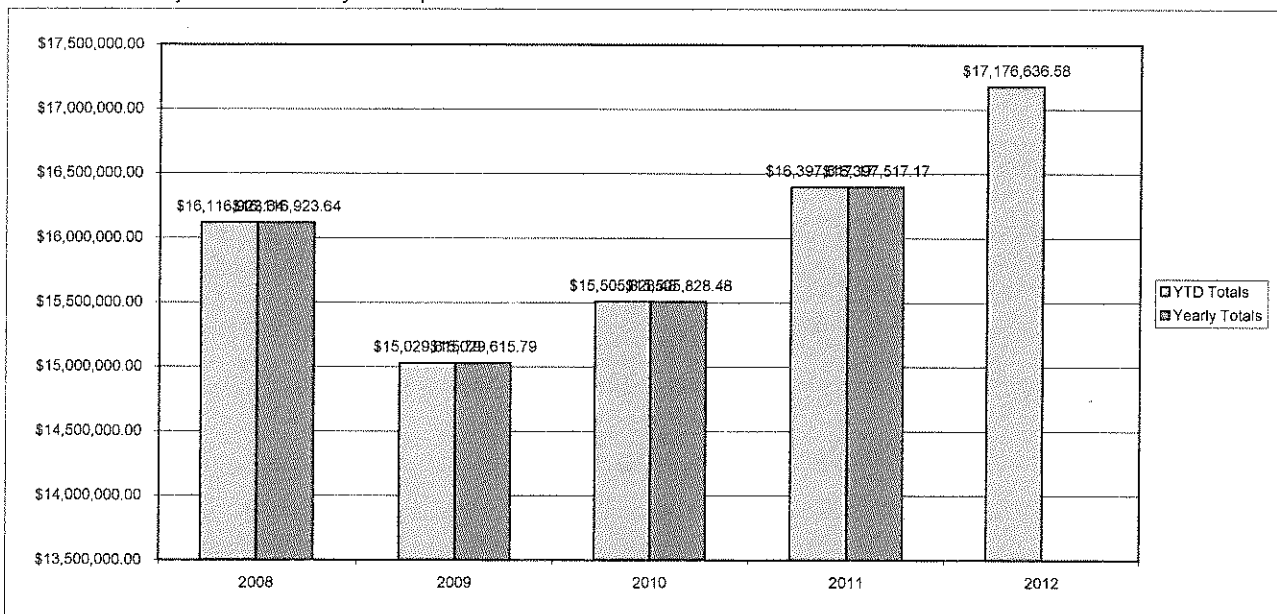
Total thru December '11 16,397,517.17
 % of Increase/Decrease 4.75%

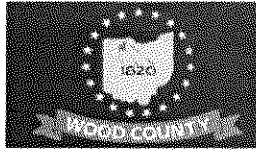
2012 Estimate \$15,500,000.00
 % of Estimate Received 110.82%

\$779,119.41

More compared to same time last year

* Indicates adjustments made by the Dept. of Taxation





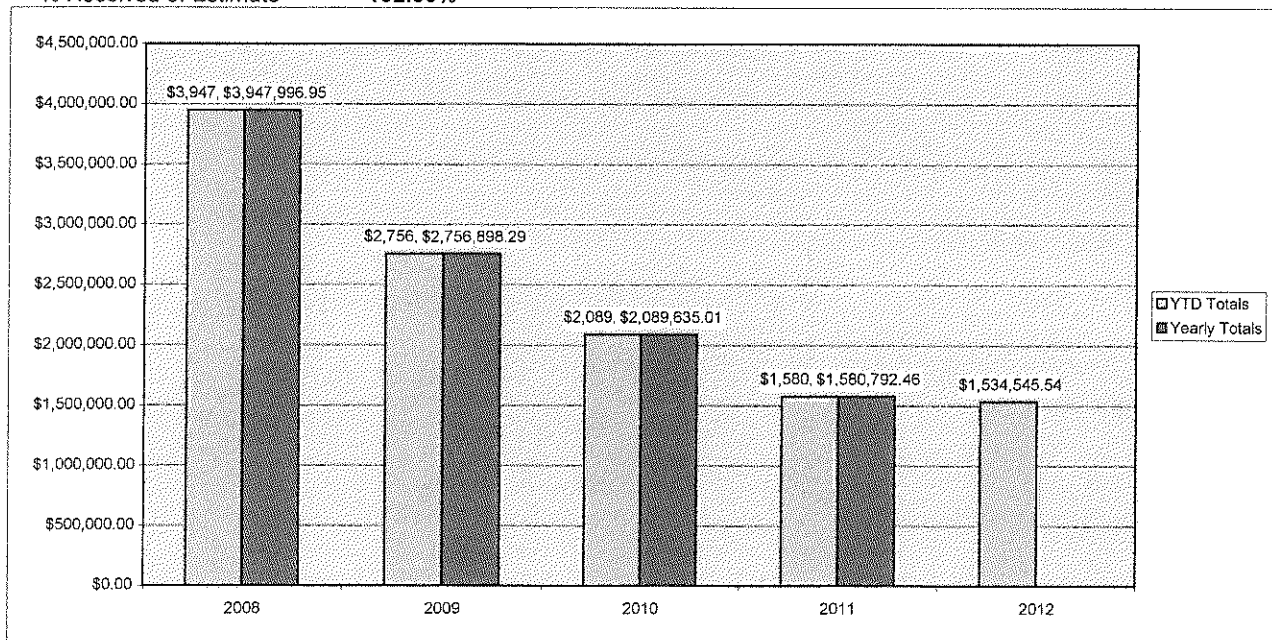
INVESTMENT INCOME - GENERAL FUND

MONTH REC'VD	2008	2009	2010	2011	2012	Monthly Amount Available to Invest	% Increase/Decrease
Jan	\$319,101.37	159,932.25	34,364.27	55,729.97	63,328.48	105,500,378.20	13.63%
Feb	369,319.34	256,392.46	165,135.57	204,411.10	88,281.68	144,350,424.04	-56.81%
March	343,293.27	251,274.81	218,878.95	177,021.17	516,638.79	105,448,964.30	191.85%
April	231,564.73	374,611.77	164,068.95	98,244.38	150,957.80	105,461,027.28	53.66%
May	430,268.65	195,405.17	249,619.58	230,512.41	145,269.80	104,952,751.87	-36.98%
June	365,693.09	384,323.52	295,737.60	107,532.42	73,654.18	115,108,520.65	-31.51%
July	158,042.05	36,577.45	13,231.06	76,313.30	64,872.63	117,656,599.72	-14.99%
August	266,362.44	219,907.44	176,140.67	123,470.37	91,391.78	107,789,842.32	-25.98%
Sept	410,226.87	225,442.64	184,692.81	152,444.22	94,035.43	108,554,227.99	-38.31%
Oct	391,751.21	208,876.87	264,333.34	96,107.89	110,654.40	106,553,154.94	15.14%
Nov	186,068.09	255,861.00	225,722.18	200,657.24	77,307.93	104,252,113.99	-61.47%
Dec	476,305.84	188,292.91	97,710.03	58,347.99	58,152.64	102,432,369.24	-0.33%
TOTAL	\$3,947,996.95	\$2,756,898.29	\$2,089,635.01	\$1,580,792.46	\$1,534,545.54		-2.93%

Total thru December '11 \$1,580,792.46
 % of Increase/Decrease -2.93%

-\$46,246.92 more than same period last year

2012 Estimate \$1,500,000.00
 % Received of Estimate 102.30%



2012 United Way Campaign

2012 United Way Campaign

2011 United Way Campaign

Department	Contact	No. of Employees	No. of Givers	% of Participation	Pledges Received	No. of Employees	No. of Givers	% of Participation	Pledges Received		
Adult Probation	Charity Bejarano	17	4	24%	\$120.00	17	16	94%	\$294.00		
Auditor	Becky Graber	25	21	84%	\$1,477.96	24	22	92%	\$1,461.96		
Bd of Elections	Debbie Hazard	8	0	0%	\$0.00	15	0	0%	\$0.00		
Bd of MRDD		280	24	9%	\$4,061.00	299	35	12%	\$4,214.00		
Building Inspection	Ashley Gabel	13	0	0%	\$0.00	12	0	0%	\$0.00		
Clerk of Courts	Konnie Nicholson-George	27	5	19%	\$655.00	27	5	19%	\$499.00		
Commissioners	Janese Diem	14	11	79%	\$715.00	14	13	93%	\$1,053.00		
Common Pleas #1	Allison Boguski	6	2	33%	\$300.00	6	0	0%	\$0.00		
Common Pleas #2	Joyce Metzger	6	2	30%	\$400.00	6	1	17%	\$400.00		
Common Pleas #4	Joyce Metzger	6	2	33%	\$30.00	6	1	17%	\$25.00		
Cooperative Extension	Al Sundermier	9	0	0%	\$0.00	9	0	0%	\$0.00		
Court Administrator	Joyce Metzger	4	4	100%	\$825.00	4	4	100%	\$770.00		
Court Security	Ron Dicus	13	2	96%	\$96.00	13	5	38%	\$160.00		
CSEA	Regina Hartman	28	26	93%	\$2,100.00	29	25	86%	\$1,830.00		
Dog Shelter	Andrew Snyder	5	0	0%	\$0.00	5	0	0%	\$0.00		
Domestic Relations	Joyce Metzger	4	0	0%	\$0.00	4	0	0%	\$0.00		
Economic Development	Helen Smarage	2	2	100%	\$84.00	3	3	100%	\$144.00		
EMA	Tammy Feehan	4	3	75%	\$280.00	4	2	50%	\$220.00		
Engineer	Ray Huber	20	2	10%	\$696.00	21	1	5%	\$78.00		
Health District	Julie Kaufman	70	32	46%	\$1,977.00	62	12	19%	\$821.00		
Highway Garage	Jerry Houtz	35	0	0%	\$0.00	33	0	0%	\$0.00		
Historical Museum	Kelli Kling	4	0	0%	\$0.00	4	0	0%	\$0.00		
Information Technology	Ben Hendricks	2	2	100%	\$120.00	2	2	100%	\$120.00		
Job & Family Services	Kelly Ziegler	83	44	53%	\$1,137.00	80	55	69%	\$1,932.00		
Juvenile Court	Ronda Downard	49	12	24%	\$436.00	42	32	76%	\$1,350.00		
Juvenile Res. Ctr.	Diane Crawford	31	0	0%	\$0.00	32	0	0%	\$0.00		
Law Library	Judith Gill	2	0	0%	\$0.00	2	0	0%	\$0.00		
Maintenance	Tim Hainen	16	0	0%	\$0.00	16	0	0%	\$0.00		
Maintenance - EGLC	Al Stoots	15	0	0%	\$0.00	15	0	0%	\$0.00		
NW Water & Sewer	Valerie Megyesi	70	10	14%	\$2,312.00	67	7	10%	\$1,833.00		
NWCCC	Carol Hoiles	39	16	41%	\$1,121.40	35	14	40%	\$1,220.00		
Park District	Kris Long	15	0	0%	\$0.00	15	0	0%	\$0.00		
Planning Commission	Dave Steiner	3	0	0%	\$0.00	3	2	67%	\$252.00		
Probate Court	Jennifer Robeson	10	4	40%	\$121.00	10	5	50%	\$171.00		
Prosecuting Attorney	Carrie Mancuso	25	19	76%	\$1,827.00	27	27	100%	\$1,497.00		
Public Defender	Paula Hudak	14	3	21%	\$500.00	14	3	21%	\$500.00		
Recorder	Julie Baumgardner	14	0	0%	\$0.00	13	0	0%	\$0.00		
Records Center	Brenda Ransom	4	2	50%	\$264.00	4	2	50%	\$528.00		
Sheriff	Lenny Vidra	120	49	41%	\$1,289.00	121	49	40%	\$1,218.00		
Soil and Water	Julie Lause	4	1	25%	\$5.00						
Solid Waste	Patti Bowsher	10	5	50%	\$252.00	11	5	45%	\$252.00		
Treasurer	Carol Kidd	5	0	0%	\$0.00	5	0	0%	\$0.00		
Veterans Assistance Ctr.	Mary Hanna	3	0	0%	\$0.00	3	0	0%	\$0.00		
WCADAMHS	Pam Shumaker	5	3	60%	\$315.00	7	2	29%	\$73.00		
Wood Haven	Amanda Smith	106	1	1%	\$48.00	110	1	1%	\$48.00		
Wood Lane Res. Srvs. Inc.		350	24	7%	\$1,529.00	320	15	5%	\$1,942.00		
DEPARTMENT TOTALS		1595	337	21%	\$25,093.36	1571	366	23%	\$24,905.96		
SPECIAL EVENTS											
		Chili Cookoff			\$1,045.00	Chili Cookoff			\$917.29		
		Wood Lane			\$403.00	MRDD Special Events			\$375.80		
						CSEA Special Event			\$182.54		
						NWCCC Special Event			\$88.00		
						Anonymous Donations			\$15.00		
GRAND TOTAL		2012 Campaign				\$26,541.36	2011 Campaign				\$26,469.59

ATTENDANCE ROSTER

Meeting: OH Mtg.

Date: 1/18/13

PLEASE PRINT	NAME	DEPARTMENT
	Bridget Ansberg	JRENVO
	Tim Brown	Jwct
	Patti Bowsher	JWMD
	BRAD GILBERT	EMA
	WADE GOOSCHALL	ELON DER.
	Alan Stoots	EGLE Mand.
	Jerry Greiner	NW WS Dist
	Joe Stewart	FCC
	Stephanie Kelley	CSEA
	Jan Poeser	Probate
	Elaine Roynon	Wood Haven
	Brenda Ransom	Records Ctr
	Tim HAWKINSON	BCC
	Mike Rudy	BLOG Inspct
	Cheryl Orger	PROSECUTOR
	Lorraine STEFEL	Court Security
	Britni Fackler	WCA/DAMHS Bd.
	Benjamin Hendricks	IT
	DAVE WIGENT	JFS
	Andrew Snyder	Dog Shelter
	Lorraine Flick	Woodlane