

## Department Head Meeting Agenda

**Meeting Date and Time:** March 15, 2013 @ 9:30 a.m.  
**Meeting Location:** Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.  
**Convener:** Andrew Kalmar, County Administrator

### ***Announcement Items***

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Monthly Safety Subject: April - Transitional Work Program  
Lump Sum Payment 0.5% of employees 2012 wage  
Wellness Update: Fitness Challenge: Begins April 8  
Employee Handbook Update  
Training Update  
First Aid/CPR/AED - 3/27, 4/3, 4/17  
HR Group - 4/25 at 10 a.m. BCC Hearing Room  
Ethics - 4/30 at 10 -11:30 a.m. First United Methodist Church (FUM)  
Susan Willeke register through BCC office  
Ohio Certified Public Records - 4/30 at 12:30 -3:35 p.m. FUM  
AG register through Attorney General's website  
bring clipboard for CLE  
State of the County Address: 3/19 @ 8 a.m. in Atrium  
Spirit of Wood County Awards Nominations accepted through 4/30  
Budget Update: Sales Tax - Investment Income  
Estimates of Revenue

### ***Discussion Item***

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IT Update: Ben Hendricks  
Policy Review: Outside Employment

### ***Two Minute Drill***

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### ***Next Meeting Date***

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April 19, 2013 9:30 a.m. Commissioners' Hearing Room

# Board of County Commissioners

James F. Carter   Doris I. Herringshaw, Ed.D.   Joel M. Kuhlman

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## SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on March 15, 2013, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Maricarol Torsok	Dana Nemeth	Tim Brown	Wade Gottschalk	Tom Chidester	Jim Johnson
Brad Gilbert	Brenda Ransom	Jen Robeson	Andrew Snyder	Tom Clemons	Ben Hendricks
Meredith Nicholson	Kelley Hansen	Jessica Wilhelm	Frank McLaughlin	Dave Steiner	Mike Rudey
Alan Stoots	Lorraine Flick	Pamela Boyer	Joe Fawcett	Janese Diem	Andrew Kalmar

## Announcements

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**Monthly Safety Topic: April – Transitional Work Program:** 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.

**Lump Sum Payment:** Andrew noted that the Commissioners have authorized a 0.5 percent lump sum payment based on employee's 2012 wages. A memo and copy of the journal entry were sent out last week. Commissioners' department employees will see this payment with their next check.

**Wellness Update:** The Fitness Challenge begins on April 8. This is a 10 week program that utilizes the American Cancer Society's Active for Life website. More information will be forthcoming on how to register for the program. Janese also noted that the wellness website is near completion and should be available in the coming week.

**Employee Handbook Update:** Pam reported that the Prosecutor's Office is wrapping up its review of the Employee Handbook. Information will be distributed as soon as it is authorized.

**Training Update:** First Aid, CPR, and AED training is scheduled for March 27, April 3 and April 17. Contact Steve Puffer to see if room is still available. The HR Group is set to meet on April 25 at 10 a.m. in the Commissioners' Hearing Room. A review of the Employee Handbook is the scheduled topic. Ethics training is scheduled for April 30 at the First United Methodist Church (FUMC) on East Wooster Street. Please forward one list of attendees to Janese Diem. A Public Records training is also scheduled for April 30 at FUMC. Participants can register on the Attorney General's website. CLE credit is available and participants are required to bring a clipboard.

**State of the County Address:** The Commissioners will present the annual State of the County Address on March 19 in the Atrium. While the event begins at 7:30 a.m., the presentation will begin at 8 a.m. Andrew encouraged all Department Heads to attend.

**Spirit of Wood County Awards:** Nominations are being accepted for the Spirit of Wood County Awards. A list of prior award recipients is available on the county website. Nominations are due by April 30.

**Budget Update:** Joe noted that the sales tax and investment income mirror the 2012 trends. He also noted that requests for the Estimates of Revenue will be sent out in the coming weeks. The information is due by May 3.

## Discussion Item

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**IT Update:** Ben Hendricks introduced Meredith Nicholson who recently joined his staff as a part time IT Support Technician I. Ben provided an update on the replacement to the Websense software called I-Prism. The filters from Websense were transferred to the new software and Ben is working on a few modifications to the settings. If anyone identifies issues with the program, email him. He also noted that the falcon cam is back in operation as the falcons have been spotted in the nest. Upgrades to the phone system have been approved for 2013 and will include a call manager component that will place callers on hold with calls answered in the order in which they are received. Catherine will be working four hours a week at Job and Family Services to provide IT assistance to their staff. Ben also announced that a sharepoint service is being established. He encouraged the use of the sharepoint server to gain access to files verses using Icloud or Skydrive type products as they have security issues.

**Policy Review: Outside Employment:** Pam reviewed the Outside Employment policy that is outlined in the Employee Handbook. Employees are required to provide advance notification of outside employment in writing to their Department Head. Discussion is needed to ensure a conflict of interest does not exist and that there is not an ethics issue present. Outside employment may have an impact on overtime if the employee is employed by two county agencies. If this is the case, contact the Prosecutor's Office to see if

overtime is due on hours. Worker's compensation is another issue to consider. If the employee is injured while working for Wood County, the County would be required to pay their missed wages from their other employment. Some discussion was held regarding poll workers. It is the current opinion that employees serving as poll workers not paid through payroll, but accounts payable. Therefore, no overtime is due. However, it is best to seek guidance from the Prosecutor's Office prior to making assumptions.

## **Two Minute Drill**

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**Ben Hendricks (IT)** announced that he has 50 of the new filter software licenses available for laptops. Contact him if you are interested in adding the software.

**Brenda Ransom (Records Center)** encouraged departments to send representatives to the Public Records training in April.

**Dana Nemeth (Historical Museum)** distributed flyers for the April 6 spring opening of the Museum.

**Jessica Wilhelm (Engineers)** reported that the Highway Garage staff is back to one day shift. She also reported on projects going out to bid.

**Tom Clemons (ADAMHS)** reported that work on strategic planning continues. He also reported that a presentation on the State of the State is scheduled for April 18. This presentation will focus on mental health services.

**Lorraine Flick (Wood Lane)** stated that Wood Lane is working with the Bowling Green Community Center to provide a summer program for program participants.

**Mike Rudey (Building Inspection)** reported that construction has been down the last few months.

**Maricarol Torsok (Job and Family Services)** announced that April 10 is the pinwheel event and luncheon at the Courthouse Complex. The event includes a silent auction where individuals can bid on baskets of various items.

**Frank McLaughlin (Child Support)** reported that staff will be attending training on collections. This training is the first of its kind offered by the State.

**Tim Brown (Juvenile Court)** stated that the Court is collaborating with Job and Family Services on a teen mentoring program. An email will be sent to employees in the coming weeks announcing the program and seeking volunteers.

**Dave Steiner (Planning)** stated that tax incentive review is underway as well as work on grant projects.

**Wade Gottschalk (Economic Development)** noted that staff is busy working on projects. More information will be forthcoming should the project come to fruition.

**Jim Johnson (Courthouse Maintenance)** reported that the computer training lab's new location should be complete soon. The lab has been moved to the third floor of the Office Building to make space for the Solid Waste Management District offices.

**Brad Gilbert (Emergency Management)** noted that the Skywarn Class scheduled for February 26 was cancelled due to inclement weather. The training has been rescheduled for April 16 at Lake High School.

**Andrew Snyder (Dog Shelter)** announced that the volunteer program at the Shelter should be implemented on April 1.

**Joe Fawcett (Commissioners)** informed Department Heads that information will be emailed regarding the Annual Information Statement. He also noted that the Commissioners' staff have assumed duties from the Planning Commission and Solid Waste Management District. He added that the Solid Waste Management District staff will be moving on April 4 and 5 and thanked the maintenance staff for their assistance. Landfill staff have started grinding brush for mulch.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **April 19, 2013, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads  
Steve Spirm file



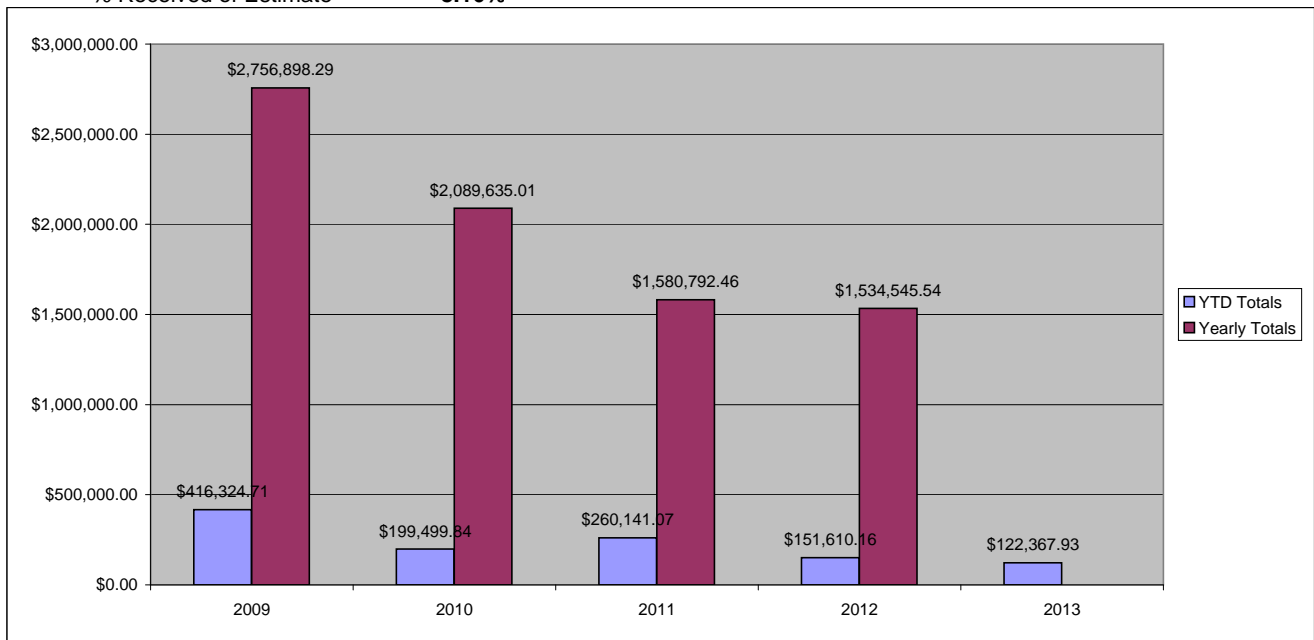
INVESTMENT INCOME - GENERAL FUND

MONTH REC'VD	2009	2010	2011	2012	2013	Monthly Amount Available to Invest	% Increase/Decrease
Jan	159,932.25	34,364.27	55,729.97	63,328.48	61,282.21	125,678,257.65	-3.23%
Feb	256,392.46	165,135.57	204,411.10	88,281.68	61,085.72	149,353,792.87	-30.81%
March	251,274.81	218,878.95	177,021.17	516,638.79			-100.00%
April	374,611.77	164,068.95	98,244.38	150,957.80			-100.00%
May	195,405.17	249,619.58	230,512.41	145,269.80			-100.00%
June	384,323.52	295,737.60	107,532.42	73,654.18			-100.00%
July	36,577.45	13,231.06	76,313.30	64,872.63			-100.00%
August	219,907.44	176,140.67	123,470.37	91,391.78			-100.00%
Sept	225,442.64	184,692.81	152,444.22	94,035.43			-100.00%
Oct	208,876.87	264,333.34	96,107.89	110,654.40			-100.00%
Nov	255,861.00	225,722.18	200,657.24	77,307.93			-100.00%
Dec	188,292.91	97,710.03	58,347.99	58,152.64			-100.00%
<b>TOTAL</b>	<b>\$2,756,898.29</b>	<b>\$2,089,635.01</b>	<b>\$1,580,792.46</b>	<b>\$1,534,545.54</b>	<b>\$122,367.93</b>		<b>-92.03%</b>

Total thru same period last year \$151,610.16  
 % of Increase/Decrease -19.29%

**-\$29,242.23 compared to same period last year**

**2013 Estimate \$1,500,000.00**  
 % Received of Estimate **8.16%**





SALES TAX RECEIPTS

SALES MTH	MTH REC'D	2009	2010	2011	2012	2013	% Increase/Decrease
Oct/Nov	Jan	1,173,437.89	1,228,739.24	1,209,581.56	1,331,732.05	1,360,268.46	2.14%
Nov/Dec	Feb	1,235,650.03	1,242,323.44	1,334,687.12	1,438,903.20	1,397,862.53	-2.85%
Dec/Jan	March	1,624,899.07	1,586,269.22	1,679,205.12	1,777,054.87		-100.00%
Jan/Feb	April	1,156,733.74	1,099,831.32	1,203,496.48	1,347,080.28		-100.00%
Feb/Mar	May	1,121,125.65	1,087,436.03	1,219,855.86	1,196,920.61		-100.00%
Mar/Apr	June	1,251,829.21	1,235,648.78	1,408,791.49	1,437,031.95		-100.00%
April/May	July	1,192,141.37	1,136,735.01	1,273,023.75	1,392,474.22		-100.00%
May/June	August	1,250,243.05	1,229,828.60	1,367,016.66	1,465,186.98		-100.00%
June/July	Sept	1,339,726.57	1,385,570.14	1,530,064.96	1,531,507.03		-100.00%
July/Aug	Oct	1,228,916.65	1,335,768.84	1,419,311.90	1,354,029.28		-100.00%
Aug/Sept	Nov	1,256,007.79	* 1,576,819.09	1,365,082.51	1,441,118.37		-100.00%
Sept/Oct	Dec	1,198,904.77	1,360,858.77	1,387,399.76	1,463,597.74		-100.00%
	<b>TOTAL</b>	<b>15,029,615.79</b>	<b>15,505,828.48</b>	<b>16,397,517.17</b>	<b>17,176,636.58</b>	<b>2,758,130.99</b>	

Total thru same period last year  
% of Increase/Decrease

2,770,635.25  
-0.45%

**-\$12,504.26 compared to same period**

2013 Estimate \$16,000,000.00  
% of Estimate Received 17.24%

\* Indicates adjustments made by the Dept. of Taxation

