

Department Head Meeting Agenda

Meeting Date and Time: May 17, 2013 @ 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Monthly Safety Subject	June: Bomb Threat
Workers' Comp Update	Certificate of Coverage for Outside Contractors Injured Worker Packet Update Workplace Violence Training
Training Update	Employee Orientation: May 21 from 8:45 a.m.- 4 p.m. (BCC Hrg Rm)
Insurance Update	June Meeting Cancelled: PPACA Update in July
Wellness Update	Employee Health & Fitness Day: 63 Employees Upcoming Lunch & Learns: Sessions at 11:45 & 12:45 Putting the Skinny In Your Diet @ Atruim 5/22 & JFS 5/29 My Plate (Portion Sizes) @ Atruim 6/25 & JFS 6/27 Six Month Fitness/Nutrition For Life Deadline for visits: June 30 Know Your Numbers: Incentive Winners
Wood County Heritage Days	June 8 & 9 @ Historical Center
Spirit of Wood County Awards	June 9 @ 2 p.m.
Employee Picnic & Safety Fair	June 11 @ Historical Center 10:30 a.m. to 2 p.m.
Buildings & Grounds Department	Facilities Director
Office Building Projects	ADA Restroom and Boiler Projects
Budget Update	Sales Tax - Investment Income Estimates of Revenue

Special Presentation

State of the County	Wood County Commissioners
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Two Minute Drill

Next Meeting Date

June 21, 2013	9:30 a.m. Commissioners' Hearing Room
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Board of County Commissioners

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



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on May 17, 2013, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Jerry Greiner	Suzette Hall	Jennifer Robeson	Bridget Ansberg	Dave Steiner	Dana Nemeth
Wade Gottschalk	Brenda Ransom	Pam Shumaker	Ben Batey	Tom Chidester	Tim Hainen
Ben Hendricks	Kelley Hansen	Maricarol Torsok	Frank McLaughlin	Andrew Snyder	Mark Meyer
Alan Stoots	Pamela Boyer	Janese Diem	Joe Fawcett	Andrew Kalmar	James Carter
Doris Herringshaw	Joel Kuhlman				

Announcements

Monthly Safety Topic: June – Bomb Threat: 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.

Workers' Compensation Update: Pam reported that departments should be completing a certification of coverage for outside contractors who are performing work at the County. This will eliminate any false expectations in regards to workers' compensation coverage. She also announced that an updated injured worker packet was approved by the Commissioners and has been distributed to departments. A modified Workplace Violence Policy is being reviewed as part of the Employee Handbook updates. She encouraged departments to review their safe areas and request an assessment of safe areas if needed. Assessments are being coordinated through Steve Puffer.

Training Update: The next Employee Orientation Program will be conducted on May 21. Contact Janese Diem if you have additional employees to register for the session.

Wellness Update: Employee Health and Fitness Day was held on May 8 at Bowling Green's City Park. A total of 63 county employees participated in the event. Wood County did retain the trophy for large employer participation. Two topics for upcoming *Your Health!* Lunch Series programs were announced. "Putting the Skinny in your Diet" will be held on May 22 in the Atrium and May 29 at Job and Family Services. "My Plate" will be held on June 25 in the Atrium and June 27 at Job and Family Services. Sessions are repeated at 11:45 a.m. and 12:45 p.m. on each day. Employees were reminded of the Fitness/Nutrition for Life reimbursement program deadlines. Utilization must be complete by June 30 with a submission deadline of July 15. Winners of the Know Your Numbers campaign were also announced. Winners included: \$100 prizes – Mike Merillat (Auto Title), Jen Bender (JFS), and Tiffany McBride (JFS); \$50 prizes – Brandi Laux (JFS), Brad Gilbert (EMA), Aaron Heckler (Juvenile Court), and Margie Limon (JFS).

Wood County Heritage Days: Dana Nemeth provided flyers for the upcoming Heritage Days weekend on June 8 and 9. Several activities are planned throughout the event.

Spirit of Wood County Awards: Andrew noted that the selection committee for the Spirit of Wood County Awards met earlier this week. More information on the award recipients will be forthcoming. The Awards will be presented by the Commissioners on June 9 at 2 p.m..

Employee Picnic and Safety Fair: The Employee Picnic and Safety Fair is scheduled for June 11 at the Historical Center. Should it rain, the event will be moved to the Atrium. Andrew encouraged Department Heads to provide their employees with ample time to visit the vendor booths at the picnic .

Buildings and Grounds: Andrew announced that the Commissioners have created a position to oversee and manage all of the County owned offices. Tim Hainen was appointed as the new Facilities Director and will be in charge of the single Buildings and Grounds Department. An email was sent earlier this week noting the change that is effective on June 1.

Office Building Update: Tim Hainen reported that renovations for an ADA restroom on the first floor of the Office Building will begin soon. Also scheduled to begin soon, is the Office Building boiler project. Both projects may cause slight inconveniences to employees, but no major issues are expected. He also noted that work to repair leaks in the Courthouse tunnel will be addressed later this year.

Budget Update: Joe noted that the sales tax revenue rebounded this past month and is now on pace with last year's figures. Investment income continues to decline. He noted that the Estimates of Revenue will be presented to the Commissioners in the coming week.

Welcome: Andrew welcomed Ben Batey from the Health District to the meeting. Ben is the Director of Nursing at the District.

Special Presentation

The Commissioners presented a slimmed down version of the State of the County Address that was originally presented in March. The information shared reflected 2012 activity.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **June 21, 2013, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads
Steve Spirn file

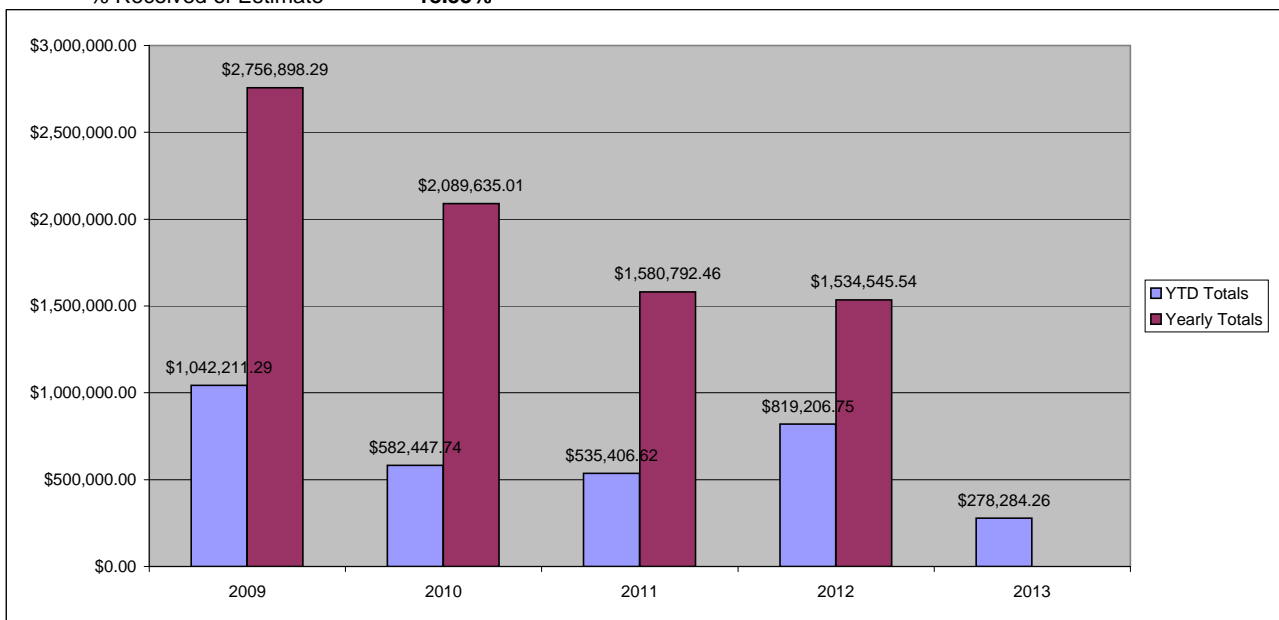


INVESTMENT INCOME - GENERAL FUND

MONTH REC'VD	2009	2010	2011	2012	2013	Monthly Amount Invested	% 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	122,143.47	106,992,119.23	-76.36%
April	374,611.77	164,068.95	98,244.38	150,957.80	33,772.86	106,358,402.36	-77.63%
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%
TOTAL	\$2,756,898.29	\$2,089,635.01	\$1,580,792.46	\$1,534,545.54	\$278,284.26		-81.87%

Total thru same period last year \$819,206.75
 % of Increase/Decrease -66.03% **-\$540,922.49 compared to same period last**

2013 Estimate \$1,500,000.00
 % Received of Estimate **18.55%**





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	1,786,097.32	0.51%
Jan/Feb	April	1,156,733.74	1,099,831.32	1,203,496.48	1,347,080.28	1,316,150.73	-2.30%
Feb/Mar	May	1,121,125.65	1,087,436.03	1,219,855.86	1,196,920.61	1,247,483.88	4.22%
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%
	TOTAL	15,029,615.79	15,505,828.48	16,397,517.17	17,176,636.58	7,107,862.92	

Total thru same period last year 7,091,691.01
 % of Increase/Decrease 0.23%

2013 Estimate \$16,000,000.00
 % of Estimate Received 44.42%

\$16,171.91 compared to same period last year

* Indicates adjustments made by the Dept. of Taxation

