

Department Head Meeting Agenda

Meeting Date and Time: June 21, 2013 @ 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Special Presentation

United Way Update: Kate Sommerfeld, Wood County United Way Director

Announcement Items

Monthly Safety Subject: July: Violence in the Workplace
Wellness Update: Reimbursement Program Reminder - Submission deadline July 15
Summer Swim
Measure-Up Challenge - Begins July 1
Your Health! Lunch Series: June 25 & 27
Blood Drive - July 12 in Atrium
Workers' Comp Update: Certificate of Coverage for Outside Contractors
Injured Worker Packet Update
Offices Closed: July 4 - Independence Day
Training Update: Workplace Violence Training
Budget Update: Estimates of Revenue Online
Employee Day - BGSU Football: August 29 @ 7 p.m. - \$10 advance purchase tickets

Two Minute Drill

Next Meeting Date

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

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 June 21, 2013, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

| | | | | | |
|------------------|------------------|-----------------|----------------|------------------|------------------|
| Maricarol Torsok | Brad Gilbert | Andrew Snyder | Valerie Amidon | Stephanie Kelley | Brenda Ransom |
| Dave Steiner | Jennifer Robeson | Mark Meyer | Cary Williams | Tim Hainen | David Cecil |
| Dana Nemeth | Tom Clemons | Wade Gottschalk | Ben Batey | Jessica Sautter | Lorraine Stiefel |
| Tim Brown | Janese Diem | Andrew Kalmar | | | |

Special Presentation

United Way Update: Kate Sommerfeld, the new United Way Director for Wood County, introduced herself and presented a brief update regarding United Way. She provided handouts highlighting United Way's involvement in the Community. She noted that education, income and health remain focus areas for United Way and that volunteer opportunities are available. Anyone with questions regarding United Way is encouraged to contact Kate the the United Way office.

Announcements

Welcome: Andrew welcomed Cary Williams to the meeting. Cary is the new Director of the NorthWest Community Corrections Center and will replace Valerie Amidon who is retiring in July.

Monthly Safety Topic: July – Violence in the Workplace: 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.

Wellness Update: 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. The Summer Swim reimbursement form is now available online. This program runs through August with a September 15 deadline for submission. The Measure-Up Challenge beings on July 1. This eight-week challenge focuses on serving sizes and portion control. "My Plate" will be presented by the American Cancer Society 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. A blood drive is also scheduled in the Atrium on July 12. Appointments may be made at www.redcrossblood.org using sponsor code: woodcoemployees.

Workers' Compensation Update: A reminder was provided to request Workers' Compensation 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. The updated injured worker packet is also available on the employee website.

Offices Closed: Non-24 hour County offices will be closed on July 4 for the Independence Day holiday.

Training Update: Workplace Violence training will be held later this summer. Watch for notification of times and dates.

Budget Update: Andrew noted that the Estimates of Revenue were approved by the Commissioners. He also noted that the Commissioners have had discussions regarding distribution of casino tax revenue. The Commissioners presented a proposal to Engineer Huber to help expedite bridge projects within the County.

Employee Day – BGSU Football: Special pricing is available to County employees and residents to attend the BGSU home opener on Thursday, August 29 at 7 p.m. against Tulsa. More information will be forthcoming.

Two Minute Drill

Andrew Snyder (Dog Shelter) reported that the Volunteer program has expanded to allow volunteers to walk the dogs and also work on training the dogs.

Brad Gilbert (Emergency Management) confirmed that an EF0 tornado did touch down in the southern part of the County last week. Three homes and a barn were damaged by the storm. He also noted that the mass casualty task force has an exercise is planned for September.

Tim Hainen (Buildings & Grounds) stated that the ADA restroom in the Office Building should be completed in the next few weeks. The boiler project in the Office Building will be starting soon. Asphalt maintenance at the East Gypsy Lane Complex will begin soon. Kelly Jackson will be coordinating work with departments.

Valerie Amidon (NWCCC) noted that the staff is working on the transition to a new director and wrapping up their fiscal year. A reception is planned for Valerie on July 9 at the facility.

David Cecil (Wood Haven) reported on several major projects underway at the facility: the generator replacement project, mandated electronic medical records; and sidewalk replacement in the courtyard.

Dave Steiner (Planning) stated that home demolition through the Moving Ohio Forward grant is underway. Block grant projects were awarded recently.

Wade Gottschalk (Economic Development) noted that work is being done in hopes that Home Depot will locate a distribution center in the County.

Mark Meyer (Building Inspection) stated that housing starts are up in the County.

Brenda Ransom (Records Center) thanked departments for their efforts in managing space at the Records Center. She also noted that the County will be hosting the CARMA meeting in October.

Stephanie Kelley (Child Support) noted that the agency is looking at revamping their collection efforts. She stated that financial institution data matching is assisting in these efforts.

Maricarol Torsok (Job and Family Services) reported that the Children's Services staff is being trained on using a gentler technique when dealing with child neglect issues.

Tom Clemons (ADAMHS) stated that a national rollout and discussion on suicide prevention is scheduled for June 27 at the Educational Service Center. This discussion will help develop Wood County's suicide prevention plan. He also noted that the ADAMHS Board also received casino funds. The funds will be used to promote where individuals can go to get help for gambling addiction.

Jen Robeson (Probate Court) noted that court activity is high in regards to marriage licenses, adoptions, and contested guardianships.

Tim Brown (Juvenile Court) reported that the first group of teen mentors have completed training and are awaiting matches with youth.

Dana Nemeth (Historical Center) stated that a strategic planning meeting is scheduled for Saturday, July 13. If anyone has ideas for the Center, feel free to contact her.

Jessica (Wilhelm) Sautter (Engineer's Office) noted that three big projects are underway: Mermill Road bridge will open in July; Bates Road bridge replacement will begin soon; and repairs on Bishop Road have started.

Ben Batey (Health District) noted that the clinic at the Health District was rebranded and is now called the Wood County Community Health and Wellness Center. This change permitted additional funding for Medicare and Medicaid. He also stated that the District is phasing in the mandated electronic medical records.

Janese Diem (Commissioners) noted that the Deferred Compensation representatives will be conducting their annual visits in the coming weeks. Sue Steinert from CCAO Deferred Comp and Stan Morries from the Ohio Public Employee Deferred Compensation Program will be contacting departments directly to schedule appointments.

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

cc: BCC Elected Officials and Department Heads
Steve Spirn file



SALES TAX RECEIPTS

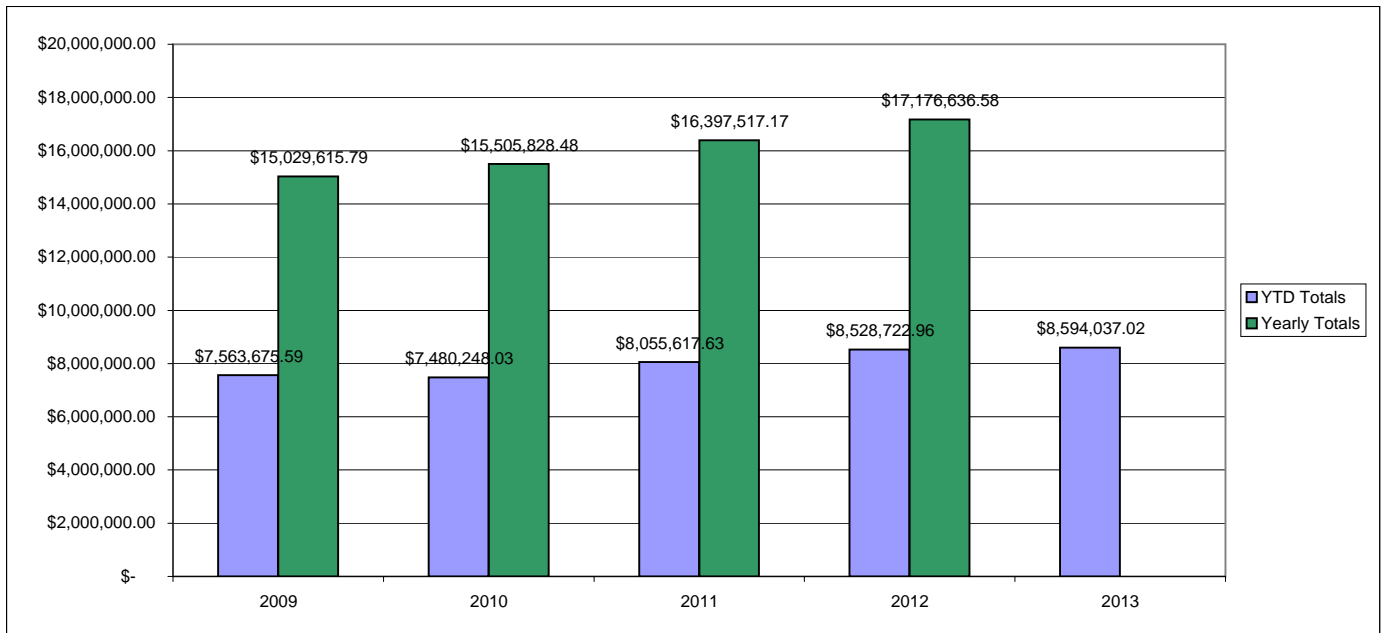
| SALES MTH | MTH REC'D | 2009 | 2010 | 2011 | 2012 | 2013 | % Increase/Decrease |
|-----------|--------------|----------------------|----------------------|----------------------|----------------------|---------------------|---------------------|
| Oct/Nov | Jan | 1,173,437.89 | 1,228,739.24 | 1,209,581.56 | 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 | 1,486,174.10 | 3.42% |
| 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 | 8,594,037.02 | |

Total thru same period last year 8,528,722.96
 % of Increase/Decrease 0.77%

\$65,314.06 compared to same period last year

2013 Estimate \$16,000,000.00
 % of Estimate Received 53.71%

* Indicates adjustments made by the Dept. of Taxation





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 | 73,542.77 | 103,617,886.30 | -49.38% |
| 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 | \$351,827.03 | | -77.07% |

Total thru same period last year \$964,476.55
 % of Increase/Decrease -63.52%

-\$612,649.52 compared to same period last year

2013 Estimate \$1,500,000.00
 % Received of Estimate **23.46%**

