

## Department Head Meeting Agenda

**Meeting Date and Time:** July 19, 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      *August: Slips, Trips and Falls*

Insurance Update              Annual Eligibility Certification Process (Spousal/Dependents): 8/15 - 9/15

Wellness Update              *Measure-Up Challenge ends 8/25*  
*Summer Swim*

Training Update              *HR Group Meeting: 7/25 at 10 am in BCC Hearing Room*  
*Insurance Group Rep Meeting: 8/21 @ 9:30 in BCC Hearing Room*  
*Managers' Training: 9/24*  
*Ohio Ethics Commission Online Training*

Budget Update

Unpaid Interns

### Special Presentation

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Health Care Reform Update      Pamela Boyer

### Two Minute Drill

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### Next Meeting Date

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*August 16, 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 July 19, 2013, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Pamela Butler	Andrew Snyder	Wade Gottschalk	Catherine Potridge	Tim Hainen	Kelley Hansen
Dana Nemeth	Cary Williams	Joy Stacey	Tim Brown	Dave Wigent	Brad Gilbert
Jessica Sautter	Mike Rudey	Lorraine Flick	Dave Cecil	Tom Clemons	Bridget Ansberg
Pamela Boyer	Joe Fawcett	Andrew Kalmar			

## Announcements

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**SWMD Director:** Andrew announced that the Commissioners have combined the Solid Waste Management Director duties in with the Assistant County Administrator position. Joe Fawcett will serve as the Department Head for the Solid Waste Management District.

**Monthly Safety Topic: August – Slips, Trips and Falls:** 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.

**Insurance Update:** Forms for the Annual Eligibility Certification Process for spouses and dependants will be sent out in the coming weeks. Employees have from August 15 to September 15 to submit the required information.

**Wellness Update:** The Measure-Up Challenge runs through August 25. This eight-week challenge focuses on serving sizes and portion control. The Summer Swim reimbursement form is available online. This program runs through August with a September 15 deadline for submission.

**Smoking Policy:** Department Heads were reminded of the Tobacco-Free Policy which prohibits smoking or tobacco use of any kind on Wood County property and vehicles. They were asked to include this in job postings as well as the interview process. It is not discriminatory to ask about a job candidate's tobacco use as it is not a protected class under the Equal Employment Opportunity Commission or the Ohio Civil Rights Commission. Those still smoking may wish to utilize the Tobacco Termination program through the Wellness Programs.

**Training Update:** The HR Group is set to meet on Thursday, July 25 at 10 a.m. in the Commissioners' Hearing Room. This session will provide an update on Health Care Reform. A meeting for Insurance Group Representatives is scheduled for August 21 at 9:30 a.m. in the Commissioners' Hearing Room. Due to the delay in the Shared Responsibility portion of Health Care Reform, this meeting will now focus on updates to HIPAA regulations. Managers' training is scheduled for September 24. Registration information will be forthcoming. The Ohio Ethics Commission has posed an online webinar, "Can I Do That? An overview of the Ohio Ethics Law". The dates and times are posted on the Ethics Commission website, [www.ethics.ohio.gov](http://www.ethics.ohio.gov), under the ethics education section.

**Budget Update:** The Commissioners have continued discussions on the distribution of casino tax revenue. At this time they are working with the County Engineer to advance bridge replacement projects in the County. The sales tax for the month shows a slight increase due to changes at the State level.

**FedEx Box at Courthouse:** A FedEx box has been installed at the Courthouse at the request of the Recorder's Office. It is located next to the UPS drop box in the employee parking lot A.

**Unpaid Interns:** Unpaid internships were the subject of a recent court ruling. Department Heads are encouraged to review any unpaid interns with legal counsel to ensure they meet the six part test outlined by the Department of Labor as found at <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

## Special Presentation

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**Health Care Reform Update:** Pam Boyer provided a brief update on Health Care Reform and how it relates to the Wood County Employee Health Benefits Plan. She provided a handout and reminded attendees that Wood County is a Grandfathered Health Plan and that not all of the changes highlighted in the media will apply to the Plan. Minor plan design and eligibility changes are required for the 2014 plan year due to PPACA. The Plan will experience increased costs in 2014 with more than \$111,000 in fees. This

number is tied to plan participants and is applied regardless of utilization. The Shared Responsibility portion has been delayed until 2015. Departments will still need to watch the number of hours worked by part time staff during throughout the upcoming year as their hours will need to be tracked from October 2013 through September 2014. The benefits of Grandfathered status were discussed, as well as the differences between a grandfathered and non-grandfathered plan. The power point presentation presented to the Employee Health Benefits Plan and HR Group will be available on the employee website for those who wish to see the complete presentation.

## **Two Minute Drill**

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**Dana Nemeth (Historical Museum and Center)** announced that the Smithsonian Journey Stories exhibit will open on August 10.

**Wade Gottschalk (Economic Development)** stated that Home Depot's announcement regarding groundbreaking for a distribution center in Wood County may be forthcoming. The final decision has not been made, but he is optimistic that they will select Wood County for the new facility.

The next Department Head meeting will be held in the Commissioners' Hearing Room on ***August 16, 2013, at 9:30 a.m.***

cc: BCC Elected Officials and Department Heads  
Steve Spirn file



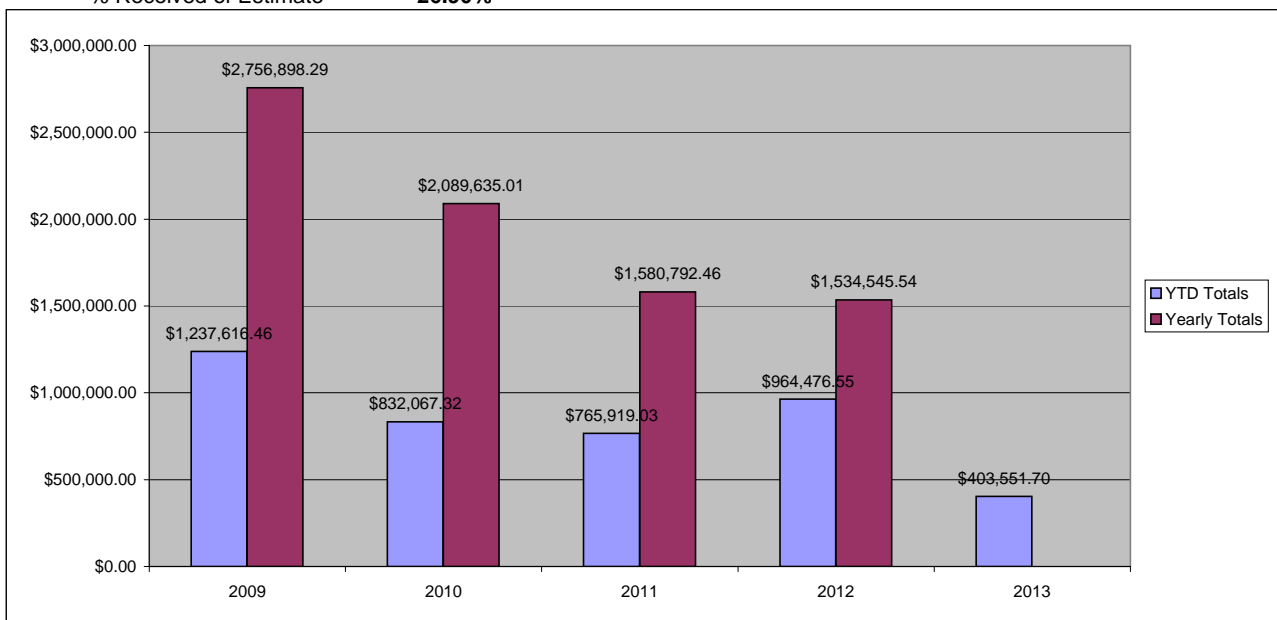
INVESTMENT INCOME - GENERAL FUND

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	73,542.77	103,617,886.30	-49.38%
June	384,323.52	295,737.60	107,532.42	73,654.18	51,724.67	131,759,272.47	-29.77%
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>\$403,551.70</b>		<b>-73.70%</b>

Total thru same period last year \$1,038,130.73  
 % of Increase/Decrease -61.13%

**-\$634,579.03** compared to same period last year

**2013 Estimate \$1,500,000.00**  
 % Received of Estimate **26.90%**





### 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	1,434,799.19	3.04%
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>10,028,836.21</b>	

Total thru same period last year 9,921,197.18  
 % of Increase/Decrease 1.08%

2013 Estimate \$16,000,000.00  
 % of Estimate Received 62.68%

**\$107,639.03 compared to same period last year**

\* Indicates adjustments made by the Dept. of Taxation

