

Department Head Meeting Agenda

Meeting Date and Time: September 20, 2013 @ 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Special Presentations

Project Homeless Connect: Tricia Peters, Wood Lane
Violent Intruder Training: Captain Scott Frank, Wood County Sheriff's Office

Announcement Items

Monthly Safety Subject	October: Electrical Hazards
Insurance Update	Annual Eligibility Certification Process (Spousal/Dependent/OBRA): Ended 9/15 Request for Spousal Exception due by 10/18 Marketplace (Exchange) Notification: 10/1 - distribute with SPD 11/1 HIPAA Privacy Practices Update: Employee Website
Wellness Update	Flu Clinic: 10/17 8:30 a.m. to 7p.m. at Health District (FT Employees) Your Health! Lunch Series: Healthy Choices - 10/8 in Atrium; 10/9 @ Health District:
Training Update	Managers' Training: Delivering on Employee Performance 9/25 @ 9-11:30 and 1:30-4 - BCC Hearing Room (a.m. session is full) Violent Intruder in the Workplace Training: 10/16 (2 hr session - EO/DH/Safety Reps/HR) 10/23; 11/4; 11/5 (1 hr session - all employees) HR Group: 10/24 @ 10 a.m. - BCC Hearing Room
United Way Campaign	Campaign Materials: Due 9/27 Chili Cook-off: 10/30 Atrium -- 10/4 entry deadline
ADA Restroom	Available on First Floor of Office Building
Budget Update	

Two Minute Drill

Next Meeting Date

October 18, 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 September 20, 2013, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Brad Gilbert	Jerry Greiner	Andrew Snyder	Lorraine Stiefel	Dana Nemeth	Dave Steiner
Cary Williams	Wade Gottschalk	Tim Brown	Jennifer Robeson	Frank McLaughlin	Kelley Hansen
Brenda Ransom	Tim Hainen	Michael Fuller	Joe Fawcett	Dave Wigent	Jessica Sautter
Pam Shumaker	Dave Cecil	Ben Hendricks	Janese Diem	Pamela Boyer	Andrew Kalmar

Special Presentations

Project Homeless Connect: Tricia Peters from Wood Lane provided a brief overview of Project Homeless Connect project that is taking place in Wood County on October 16 from 9 a.m. to 3 p.m. at St. Mark's Lutheran Church in Bowling Green. The event will feature free goods and services for Wood County families, elders, veterans, and singles. Volunteers and donations are being accepted for the event. For additional information, visit www.homeaidofwoodcounty.org.

Violent Intruder Training: Captain Scott Frank from the Wood County Sheriff's Office provided an overview of the upcoming Violent Intruder Training scheduled for October. He provided a handout with discussion points for department heads to review with staff prior to the training. He noted that the training will focus on a different mindset for crisis situations and that the current practice of utilizing a "safe room" is not always the best option. He encouraged departments to contact him following the training to address specific departmental needs.

Announcements

Monthly Safety Topic: September – Electrical Hazards: 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: The Annual Eligibility Certification Process ended on September 16. Requests for Spousal Exceptions are due by October 18. Pam noted that the Marketplace notification required under the Affordable Care Act will be included with the Summary Plan Description that will be distributed on November 1. The updated HIPAA notice and forms will be updated on the Employee Website as required. Employees will sign-off on the changes with the Summary Plan Description.

Wellness Update: A Flu Clinic was announced for full time employees. The clinic will be held at the Health District on October 17 from 8:30 a.m. to 7 p.m. A list of eligible employees will be shared with the Health District and employees will need to show photo identification. The Health District will then bill the Employee Health Benefits for the cost of the vaccinations administered. The Your Health! Lunch Series is scheduled for October 8 in the Atrium and October 9 at the Health District. The Health District will be presenting information to supplement the current Get Five Challenge.

Training Update: Managers' training is scheduled for Wednesday, September 25. Limited space is still available in the afternoon session. Two-hour Violent Intruder training is scheduled for October 16 for Elected Officials, managers, safety reps, and human resource staff. One-hour training is scheduled for October 23, November 4, and November 5 for all employees. Registration information was sent via email earlier this week. The next HR Group meeting is scheduled for October 24 at 10 a.m. in the Commissioners' Hearing Room. Discussion will focus on the Employee Handbook revisions.

United Way Campaign: Campaign materials for the 2013 United Way Campaign were distributed earlier this month and are due back to the Commissioners' Office by September 27. The Chili Cook-off is scheduled for October 30 in the Courthouse Complex Atrium. Chili entries are being accepted through October 4. Entry forms are available in the summer edition of the employee newsletter.

ADA Restroom: An ADA restroom is now available on the first floor of the County Office Building next to the office utilized by genealogy staff. A baby changing station is also located in the restroom.

Budget Update: Joe noted that requests for appropriations are due by September 30. Meetings to discuss appropriations with the Commissioners will be begin on October 8. If you do not have a meeting scheduled, please contact Joe.

Two Minute Drill

Janese Diem (Commissioners) noted that an update to the yellow sheet for No Wrong Door will be added to the County's webpage. The last version was from 2009.

Pamela Boyer (Commissioners) reported that the Commissioners have approved the Wellness Programs for 2014. She recommended building workers' compensation premiums into departmental budgets as no decision has been made regarding premium rates for 2014. (The current rate is .01101) She also noted that 2014 insurance rates will not be known until mid October.

Brenda Ransom (Records Center) announced that Wood County is hosting the CARMA meeting on October 11. Any departments interested in attending are welcome to contact her regarding the event.

Dana Nemeth (Historical Museum and Center) noted that the Smithsonian Journey's exhibit has ended. She also reported that an exhibit from the Museum will be on display in Columbus at the Statehouse. A flyer of upcoming events was also distributed.

Ben Hendricks (IT) stated that the main switches for the network are due for software updates. The updates will take place after hours. He will provide advance notice to staff. He also shared the 2014 pc and monitor costs for budgeting purposes, average of \$700 and \$175/\$180 respectfully. He also explained changes in the software licensing for Office 2013, noting that licenses will not be able to move as easily as in the past.

Tim Brown (Juvenile Court) noted that the Court has seen a need for new chairs with higher weight limits. He has the name of a vendor should anyone be interested.

Jen Robeson (Probate Court) stated that the Volunteer Guardianship Program is in need of volunteers. If interested in more information, contact Jen.

Cary Williams (NWCCC) reported that the population at the facility has increased. They are currently at 62 residents.

Jerry Greiner (Northwestern Water and Sewer District) noted that they have had some staff turnover and board changes in the last several months. He also provided an update on the Home Depot project in Troy Township citing the cooperative efforts of those involved.

Dave Cecil (Wood Haven) reported that the facility is currently at 100 percent occupancy with 95 residents. This has been a challenge for staff as they have been averaging around 82 percent during the year.

Jessica Sautter (Engineer's Office) announced that the Pemberville Road bridge project is getting underway and resurfacing for Mermill Road will be going to bid soon.

Lorraine Stiefel (Court Security) stated that Court Security has been addressing fob issues for some employees. If employees have issues with their fobs, have them contact Court Security.

Michael Fuller (Job and Family Services) reported that staff in the Collabor8 program will be taking phone calls for the State of Ohio as part of the Affordable Care Act. Calls routed from the healthcare.gov website will be directed to the call center beginning October 1.

Dave Steiner (Planning) announced that five abandoned houses have been demolished under the Moving Ohio Forward grant. Twenty additional houses are on the list for demolition.

Pam Shumaker (ADAMHS) noted that Dr. Sandra Bloom, an international expert on trauma, will be presenting at a conference at a conference on October 21 at BGSU. This also coincides with their annual dinner that evening where a representative from the Sanctuary Institute (started by Dr. Bloom) will be the guest speaker.

Brad Gilbert (Emergency Management Agency) announced that a mass casualty exercise is planned for next week at Owens Community College. The exercise will involve 500 people from the area and will simulate a mass pile-up on the turnpike with 100 victims.

Tim Hainen (Buildings and Grounds) stated that he is hopeful that the Office Building will have heat within the next week.

Andrew Snyder (Dog Shelter) reported that the Dog Shelter will be adjusting its hours to include one later evening per week. He also noted that the fenced enclosure is complete at the facility that will permit more activity for the dog's confined at the Shelter.

Joe Fawcett (Commissioners/Solid Waste) announced that a temporary trailer has been placed at the Landfill as a new scale house is constructed over the winter.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **October 18, 2013, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads
Steve Spirn file

Wood County Sheriff's Office – Violent Intruder in the Workplace Training Overview

An active shooter emergency involves one or more persons, using a firearm, engaging in a random or systematic shooting spree. The vast majority of shootings in this country are over in a matter of minutes, involve persons known to one another, and are confined to a particular area. An Active Shooting incident does not follow this template. It may last for minutes or hours, range over a large and constantly changing area, and threaten everyone within close proximity of the shooter(s).

Revisions to the Wood County Violence in the Workplace Policy are currently being reviewed. The changes to the policy include enhanced options available to employees should they encounter an active shooter event. The policy changes closely mirror the strategies outlined in both the ALICE training program and the RUN-HIDE-FIGHT program authored by the United States Department of Homeland Security.

Traditional response to this type of incident has been to lockdown or shelter in place and wait for law enforcement to arrive. While this type of response may have its advantages, case studies of several active shooter incidents have shown that using **only** this response has resulted in an increase in casualties. The Wood County Sheriff's Office will provide training on "ALICE" response options.

"ALICE" is an acronym for 5 steps (ALERT/LOCKDOWN/INFORM/EVACUATE/COUNTER) you can utilize in order to increase your chances of surviving a surprise attack by an Active Shooter. It is important to remember that the "ALICE" response does not follow a set of actions you "shall, must, or will" do when confronted with an Active Shooter. It is training to provide potential options to your staff and to give them a sense of empowerment. The ultimate goal is to increase their chance of survival.

What can you do as Department Heads prior to the upcoming training?

1. Have a discussion with your staff prior to the training so that you can address any questions or concerns. Feel free to discuss those concerns during the 2-hour training session that you attend.
2. Review the physical layout of your workplace taking note of your current safe room and any potential problems that your employees may face should they evacuate or need to shelter in place. In the future we may have less reliance on one particular "safe room". Understanding your facility will be important in determining which response option is best.
3. Discuss with your key staff potential evacuation procedures and routes. This may be very different than evacuating for a fire drill. Discuss a predetermined exterior safe area.
4. Review or revise accounting procedures for employees after an evacuation.
5. Discuss a strategy for staff members to distinguish themselves as victims to responding emergency personnel.
6. Consider scheduling a follow-up assessment for your work environment after the training.

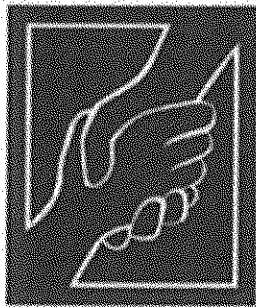
Feel free to contact Captain Scott Frank (9384) with any questions you may have. 09/20/2013

Outside, In the Car, Staying With Friends, Couch Surfing, Homeless, Worried?



We Can Help

October 16,
2013
9 am – 3 pm



**PROJECT
HOMELESS
CONNECT**

St. Mark's
Lutheran Church
315 S. College Dr.,
Bowling Green

a One-Day, One-Stop event with FREE goods and services for
Wood County families, elders, veterans, and singles

- Wood County Job and Family Services
- Wood County Health District
- WSOS
- Ohio Bene t Bank
- Coats, Hats, Boots
- Shower
- Dental care
- Hot meal
- Hair cut
- Job help
- Interview clothes
- Mental health
- Substance abuse
- Speech/Hearing Screening
- ...and more!

Presented by



Project Homeless Connect is a collaboration of agencies, individuals, churches, organizations, and businesses in Wood County. Find us online at

WEB: www.homeaidofwoodcounty.org



www.facebook.com/HomeAidOfWoodCounty



@PHCWoodCountyOH

Need Help Today?

Call 211,
a FREE call for
information and
referral





FOLKLORE FUN

Details & Registration Links:
[woodcountyhistory.org/
pr_halloween.html](http://woodcountyhistory.org/pr_halloween.html)

SCARECROW CONTEST



Enter to win cash prizes! Deadline to enter Monday, October 7. Register 419-353-1897 or woodcountyparkdistrict.org

SCARECROW WORKSHOP



Tuesday, October 8, 6:00-7:30 PM, Front Lawn of the Museum. Register 419-353-1897 or woodcountyparkdistrict.org

MASK-ERADE TEA

Thursday, October 10, 7 PM
Halloween-themed tea reveals the history behind the masquerade and the making of masks. RSVP 419-352-0967.
\$12 adult/\$10 member/\$3 child.

PUMPKIN CARVING WORKSHOP



Thursday, October 17, 6:30-8:30 PM, Adam Phillips Shelter at the Museum. FREE! Pumpkins & cider provided. Register 419-353-1897.

FOLKLORE & FUNFEST



Saturday, October 19, 4-9 PM. FREE Family Fun in Boo-ville + horse-drawn wagon rides, folklore tours, apple cider press, and kids' games.

FRIDAY FOLKLORE TOURS

90-minute guided tours of the Infirmary and outdoor Story Stops. RSVP 419-352-0967. \$10 person/\$8 members & students.



13660 County Home Rd.
Bowling Green, OH 43402
woodcountyhistory.org



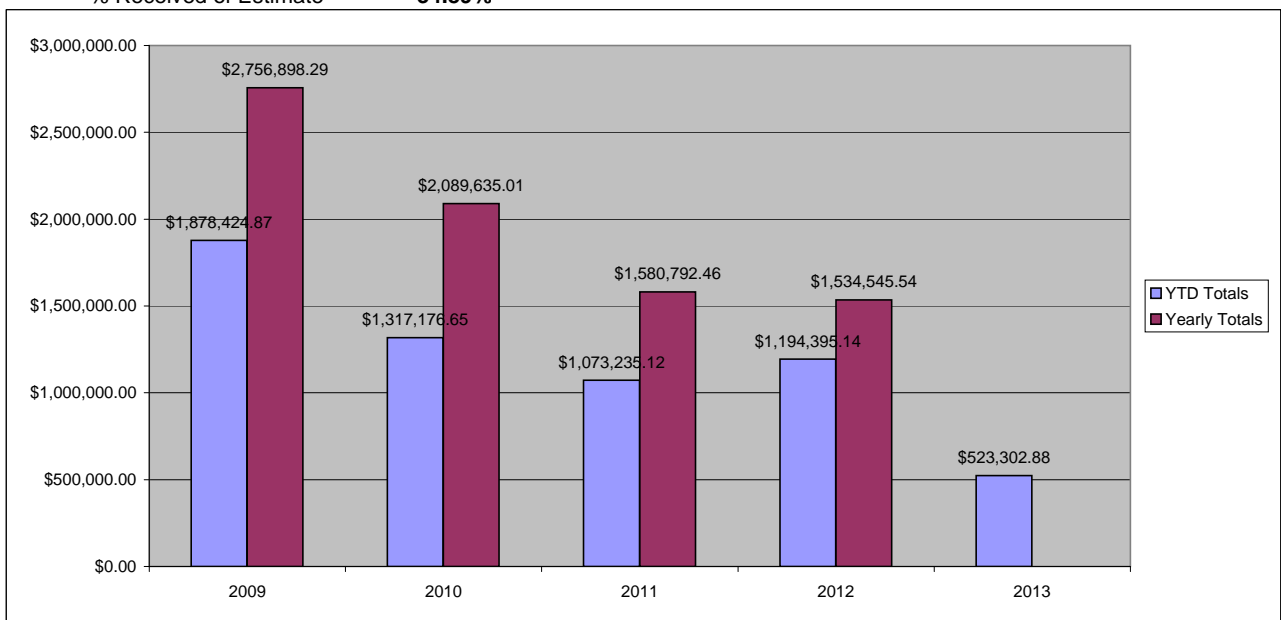
INVESTMENT INCOME - GENERAL FUND

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	60,684.43	110,572,700.68	-6.46%
August	219,907.44	176,140.67	123,470.37	91,391.78	59,066.75	111,213,403.51	-35.37%
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	\$523,302.88		-65.90%

Total thru same period last year \$1,194,395.14
 % of Increase/Decrease -56.19%

-\$671,092.26 compared to same period last year

2013 Estimate \$1,500,000.00
 % Received of Estimate **34.89%**





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	1,447,353.71	-1.22%
June/July	Sept	1,339,726.57	1,385,570.14	1,530,064.96	1,531,507.03	1,621,392.55	5.87%
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	13,097,582.47	

Total thru same period last year 12,917,891.19
 % of Increase/Decrease 1.39%

2013 Estimate \$16,000,000.00
 % of Estimate Received 81.86%

\$179,691.28 compared to same period last year

* Indicates adjustments made by the Dept. of Taxation

