

Department Head Meeting Agenda

Meeting Date and Time: October 18, 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	November: Emergency Evacuations
Health Insurance Update	Summary Plan Description Distribution 11/1 - Signature of Receipt Annual Insurance Meetings: 11/13 & 11/14 2014 Insurance Rates: 5.88% over 2013 = \$8,795,511 projected Funding Memo
Wellness Update	Flu Clinic Update Good Deed Challenge: 11/18-12/22 Your Health! Lunch Series: EAP 11/18 Atrium & 11/21 JFS
Training Update	Delivering on Employee Performance Follow Up Violent Intruder Training: 10/23, 11/4, 11/5 @ ESC HR Group Meeting: 10/24 @ 10 a.m. in the Commissioners Hearing Room Employee Orientation: 11/26 in Hearing Room Insurance Group Rep Training: 11/7 9-11 a.m in Hearing Room
Workers' Compensation	Retrospective Rated in 2014 Waiver of Charge for Services
United Way Campaign	Campaign Update Chili Cook-off: 10/30 Atrium
Day After Thanksgiving	Non-24 hour Departments Closed w/ exceptions
Budget Update	Meetings with the Commissioners

Two Minute Drill

Next Meeting Date

November 15, 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 October 18, 2013, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Brad Gilbert	Sue Dauer	Pam Shumaker	Frank McLaughlin	Dana Nemeth	Dave Steiner
Wade Gottschalk	Dave Wigent	Mike Rudey	Cary Williams	Tim Hainen	Andrew Snyder
Ben Hendricks	Jessica Sautter	Pamela Butler	Dave Cecil	Janese Diem	Pamela Boyer
Joe Fawcett	Andrew Kalmar				

Announcements

Monthly Safety Topic: November – Emergency Evacuations: 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 Summary Plan Description (SPD) and sign-off will be distributed to employees on November 1. The Summary of Benefits and Coverage (SBC), as required by the Affordable Care Act, will be available to employees on the employee website. The Annual Insurance Meetings are scheduled for November 13 and 14 at various locations. The meeting schedule is available in the SPD, employee newsletter, and on the employee website. Pam reported that projected insurance costs for 2014 are just 5.88 percent higher than projected for 2013. The funding memo outlining the rates will be distributed next week.

Wellness Update: The Flu Clinic was held yesterday. A headcount of those who participated in the clinic were not available. Pam Butler added that nursing students from the University of Toledo Medical Center assisted with the clinic. The Good Deed Challenge begins on November 18. This challenge encourages employees to keep a positive attitude during the upcoming holiday season. The Your Health! Lunch Series is scheduled for November 18 in the Atrium and November 21 at Job and Family Services. Workplace Resources, the EAP provider, will be presenting information on stress reduction techniques.

Training Update: A total of 82 managers attended training on Delivering on Employee Performance. A follow-up training will be offered in 2014. Scott Frank from the Sheriff's Office provided Violent Intruder training for managers this week with 72 in attendance. Employee training on this subject is scheduled for November 4 and 5 at the Educational Service Center. The next HR Group meeting is scheduled for October 24 at 10 a.m. in the Commissioners' Hearing Room with discussion focusing on the Employee Handbook revisions. Employee Orientation has been scheduled for November 26 in the Commissioners' Hearing Room. Please contact Janese Diem to register new employees. The Insurance Group Rep Training will be held on November 7 in the Commissioners' Hearing Room. Group Reps are encouraged to attend.

Workers' Compensation: A decision was made to keep the County's workers' compensation in the retrospective rating program for 2014. This program includes any offices/departments that use the Auditor as their fiscal agent. It was also announced that the charge for services will be waived for departments in 2014. If any grant funded programs need the costs to charge for service, please contact Pam Boyer or Steve Puffer in the Commissioners' Office.

United Way Campaign: The campaign is on track with previous year's pledges despite not having all pledges returned. The Chili Cook-off is scheduled for October 30 in the Courthouse Complex Atrium. Eight chili entries were received. Donations of baked goods will be accepted the day of the event for the bake sale and Not-So-Silent pie/baked goods auction.

Budget Update: Joe noted that meetings to discuss appropriations with the Commissioners are underway. Please note that he might be contacting you to let you know your meeting may begin sooner than initially scheduled.

Two Minute Drill

Brad Gilbert (Emergency Management Agency) noted that staff is busy planning exercises. A hazmat exercise is scheduled for November. Another exercise is planned with BGSU that will be held in January.

Andrew Snyder (Dog Shelter) reported that the review of the Dog Shelter's policies and procedures is nearing completion.

Tim Hainen (Buildings and Grounds) stated that staff is busy finishing outdoor projects before weather turns cold. He noted that the temperature variations with the boiler in the Office Building are being monitored. Repairs to the tunnel are also in the works to eliminate leaks.

Pam Shumaker (ADAMHS) noted that the agency is selling Elder Beerman Community Day coupon booklets.

Wade Gottschalk (Economic Development) provided a brief update on the Good Jobs Program. This program invited guidance counselors from area schools to tour manufactures in the County in hopes of recruiting students into the skilled trades.

Dave Steiner (Planning) noted that work continues under the Moving Ohio Forward grant. The program was given an extension through May.

Dana Nemeth (Historical Museum and Center) noted that the annual Folklore and Funfest is this Saturday. Folklore Friday tours are also available.

Dave Wignt (Job and Family Services) reported that Medicaid expansion in Ohio is set to take effect later this month.

Dave Cecil (Wood Haven) noted that the average census for the year has been four residents higher than the previous year.

Pam Butler (Health District) noted that the CDC's local public health standards are completed every five years and includes a component for local governments. She announced that a survey will be forthcoming and encouraged offices to reply.

Mike Rudey (Building Inspection) stated that permit revenue is the same as the prior year. He also reported that Camping World is constructing a store near Bass Pro.

Sue Dauer (Wood Lane) announced that the Special Olympics prime rib and crab dinner is scheduled for November 2 at Graystone Hall in Perrysburg. She also noted that staff is working through the State accreditation process.

Cary Williams (NWCCC) reported that changes to programming and security are being reviewed.

Frank McLaughlin (Child Support) stated that agency staff remains proactive in regards to collection of debt.

Ben Hendricks (IT) stated that the recent phone issue with dropped calls appears to be resolved. Costs are being reviewed to see if updating to digital phone lines is advantageous.

Jessica Sautter (Engineer's Office) reported on various road and bridge projects that are underway in the County.

Janese Diem (Commissioners) announced that the Employee Recognition Program will be held on January 9, 2014. More information will be forthcoming.

Joe Fawcett (Commissioners/Solid Waste) announced that tonnage is up at the Landfill. He thanked Ben Hendricks for his help in switching to VOIPs at the Landfill. He also noted that fiscal staff in the Commissioners' Office are working on the budget.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *November 15, 2013, at 9:30 a.m.*

cc: BCC Elected Officials and Department Heads
Steve Spim file



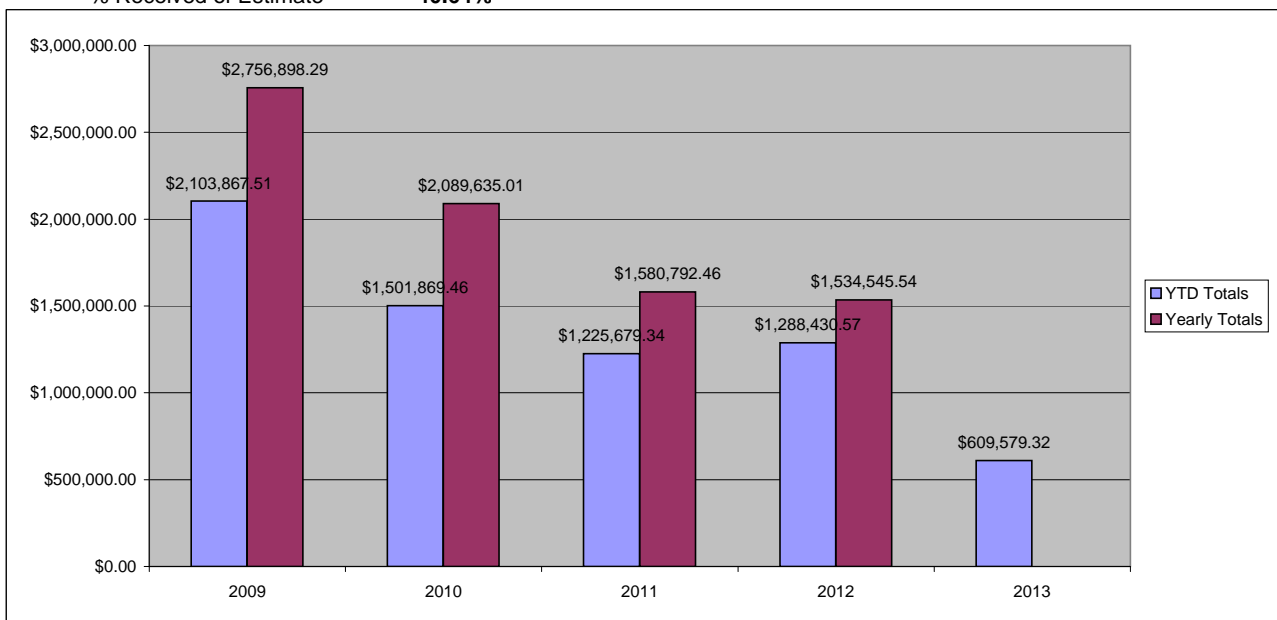
INVESTMENT INCOME - GENERAL FUND

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	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	86,276.44	107,733,974.03	-8.25%
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	\$609,579.32		-60.28%

Total thru same period last year \$1,288,430.57
 % of Increase/Decrease -52.69%

-\$678,851.25 compared to same period last year

2013 Estimate \$1,500,000.00
 % Received of Estimate **40.64%**





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	1,387,990.20	2.51%
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	14,485,572.67	

Total thru same period last year 14,271,920.47
 % of Increase/Decrease 1.50%

2013 Estimate \$16,000,000.00
 % of Estimate Received 90.53%

\$213,652.20 compared to same period last year

* Indicates adjustments made by the Dept. of Taxation

