

Department Head Meeting Agenda

Meeting Date and Time: January 17, 2014 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Commissioners Organization: Order of the Board - Same for 2014
Monthly Safety Subject: Jan - First Aid CRP-AED: Training Registration Underway
Feb - Recordkeeping
Insurance Update: Annual Meeting: 46% participation
Wellness Update: Deductible Credit: 34 members earned in 2013
Website Updated - Forms on-line
Anytime Challenges
Training Committee: Jan. 22 @ 8:30 am Commissioners' Office
HR Group Meeting: Jan. 23 @ 10 am
Legal Holiday: Jan. 20 Martin Luther King Jr.
Feb. 17 Presidents' Day
Salary Increases: Wage Memos for BCC dept.
Annual Report: Deadline for submissions Feb. 7
Budget Update: GAAP Report
Mileage Reimbursement Rate - \$.56 eff Jan. 1

Discussion Item

Emergency Closing/Phone Trees/Essential Employees
Review of 2013 Safety Incidents - Steve Puffer

Two Minute Drill

Next Meeting Date

February 21, 2014 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 January 17, 2014, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

| | | | | | |
|---------------|------------------|------------------|-----------------|-----------------|-------------------|
| Brenda Ransom | Brad Gilbert | Andrew Snyder | Pam Shumaker | Wade Gottschalk | Arlen de la Serna |
| Cary Williams | Jerry Greiner | Dana Nemeth | Jeff Helvoigt | Dave Steiner | Steve Puffer |
| Dave Wigent | Jennifer Robeson | Frank McLaughlin | Jessica Sautter | Dave Cecil | Lorraine Flick |
| Pamela Boyer | Janese Diem | Joe Fawcett | Andrew Kalmar | | |

Announcements

Andrew began the meeting and welcomed Arlen de la Serna. Arlen was recently named the new Chief Civil Prosecuting Attorney in the Prosecutor's Office.

Commissioners' Organization: The Order of the Board will remain the same for 2014. James F. Carter, President; Doris I. Herringshaw, Ed.D., Vice-President; and Joel M. Kuhlman.

Monthly Safety Topic: January's topic is First Aid/CPR/AED and February will feature Recordkeeping. Andrew noted that information on the Monthly Safety Topics will be forthcoming. Department Heads are reminded to share this information at their next staff meeting. Training for First Aid/CPR/AED is scheduled for February and March. Contact Steve Puffer if interested in registering for a session. A reminder was also provided regarding posting the PERRA logs from February 1 to April 30.

Insurance Update: The Annual Insurance Meetings were held on November 13 and 14 with 46% participation from employees.

Wellness Update: During 2013, a total of 34 employees earned the deductible credit. The website has been updated with the 2014 wellness program information. Forms and program information are available from the website. Employees were reminded of the new anytime challenges that are available including the Get Fit, Eat Right and Break the Habit Challenges.

Training Update: The Training Committee is scheduled to meet on January 23 in the Commissioners' Office. Anyone with training suggestions is encouraged to forward their ideas to Pam Boyer.

HR Group Meeting: The HR Group is scheduled to meet on January 24 in the Commissioners' Office. All departments are welcome to send representatives.

Legal Holiday: As a reminder, County Offices will be closed on January 20 and February 17.

Salary Increases: Commissioners' departments were reminded to prepare wage memos for the recently authorized salary increases. The memo identifies an employee's new rate and benefits provided on behalf of the County.

Annual Report: Work on the 2013 Annual Report will begin soon. Departments are asked to submit their information by February 7. The State of the County Address has been scheduled for March 18. If anyone has photos to submit for the slide show, please forward them to Janese Diem.

Budget Update: The Auditor's Office has distributed forms for the GAAP Report. The mileage reimbursement rate for 2014 is \$.56 per mile effective January 1.

Discussion Items

Emergency Closing/Phone Trees/Essential Employees: Following the recent Level 3 snow emergency for the County, Andrew stressed the importance of knowing how phone trees work within offices. Suggestions were made to move to a text alert; however, Andrew preferred speaking directly with a person. This ensures that the information is received by all parties. Should the next person not be available, contact their alternate. If they are not available, move to the next contact on the list until you speak directly with a person. Then try to contact those that were missed. Pam reminded Commissioners' departments that a resolution was passed by the Commissioners several years back identifying those positions considered essential for weather related closings.

Review of 2013 Safety Incidents: Risk Coordinator, Steve Puffer reviewed handouts regarding incidents and injuries that occurred in 2013. He noted that not all of the items noted resulted in workers' compensation claims. While lost time claims were up slightly,

overall numbers were down. He also reported that safety grants are available through the Bureau of Workers' Compensation. Contact Steve for more information regarding the grants.

Two Minute Drill

Joe Fawcett (Commissioners/Solid Waste) announced that work on the next budget cycle is set to begin. The Solid Waste Management District is working on its plan redesign. He also reported that the Landfill received 2,000 tons more than the prior year.

Andrew Snyder (Dog Shelter) reported that license sales are underway and feature three license types. Annual, three year or permanent licenses are now available.

Steve Puffer (Commissioners) noted that space is still available in the First Aid/CPR courses.

Brad Gilbert (Emergency Management Agency) noted that the ice jam on the Maumee River is gaining national attention. Staff is also working with BGSU as it conducts its first EOC functional exercise.

Gary Swope (Building Inspection) stated that permit fees are up for the beginning of the year.

Arlen de la Serna (Prosecutors) noted that the office has two new hires including herself. She also noted that the Youth Olympics are scheduled for March. Volunteers are needed to assist with the event.

Jerry Greiner (Northwestern Water and Sewer District) reported that the District is working on its Master Plan.

Wade Gottschalk (Economic Development) noted that a few projects are in the works for the area.

Dave Steiner (Planning Commission) reported that more than 50 dilapidated houses across the County have been demolished through the Moving Ohio Forward grant.

Dave Wigent (Job and Family Services) noted that Medicaid enrollment is climbing keeping the Income Maintenance unit busy. A transportation project is also being considered to assist residents with non-emergency transportation.

Jeff Helvoigt (Buildings and Grounds) stated that staff has been working on clearing snow.

Dave Cecil (Wood Haven) commended his staff for working through the recent winter weather. He noted that Wood Haven has applied for a safety grant to purchase new food carts. He also reported that the census at the facility has been five residents per day higher than the prior year.

Jessica Sautter (Engineer's Office) reported that staff is in winter mode and planning 2014 projects.

Lorraine Flick (Wood Lane) noted that strategic planning is underway. She also reported that Wood Lane completed its accreditation process with no citations.

Cary Williams (NWCCC) reported that the facility remains at maximum capacity.

Jen Robeson (Probate Court) announced a law change regarding adoptions which may open records for some individuals. She also noted that a volunteer guardian training class is scheduled in the coming weeks.

Frank McLaughlin (Child Support) noted that the more aggressive collection techniques implemented at the Agency appear to be effective.

Pam Shumaker (ADAMHS) noted that a behavior health grant is being sought. The grant would provide certify a mental health court and add a position to assist with cases at the Court.

Brenda Ransom (Records Center) reminded attendees that notices of items scheduled for destruction were sent to departments. Boxes are also available for those who wish to transfer records to the Center.

Dana Nemeth (Historical Museum and Center) noted that the Museum is currently closed to the public until the opening in April. Staff is working on grants to help with exhibits and projects including renovations to the Slaughterhouse.

Pam Boyer (Commissioners) reported that the Commissioners' Office has streamlined processes with another Commissioners' department by taking on HR and payroll duties. She noted that the Employee Health Benefits Plan operated at just over \$8 million in 2013.

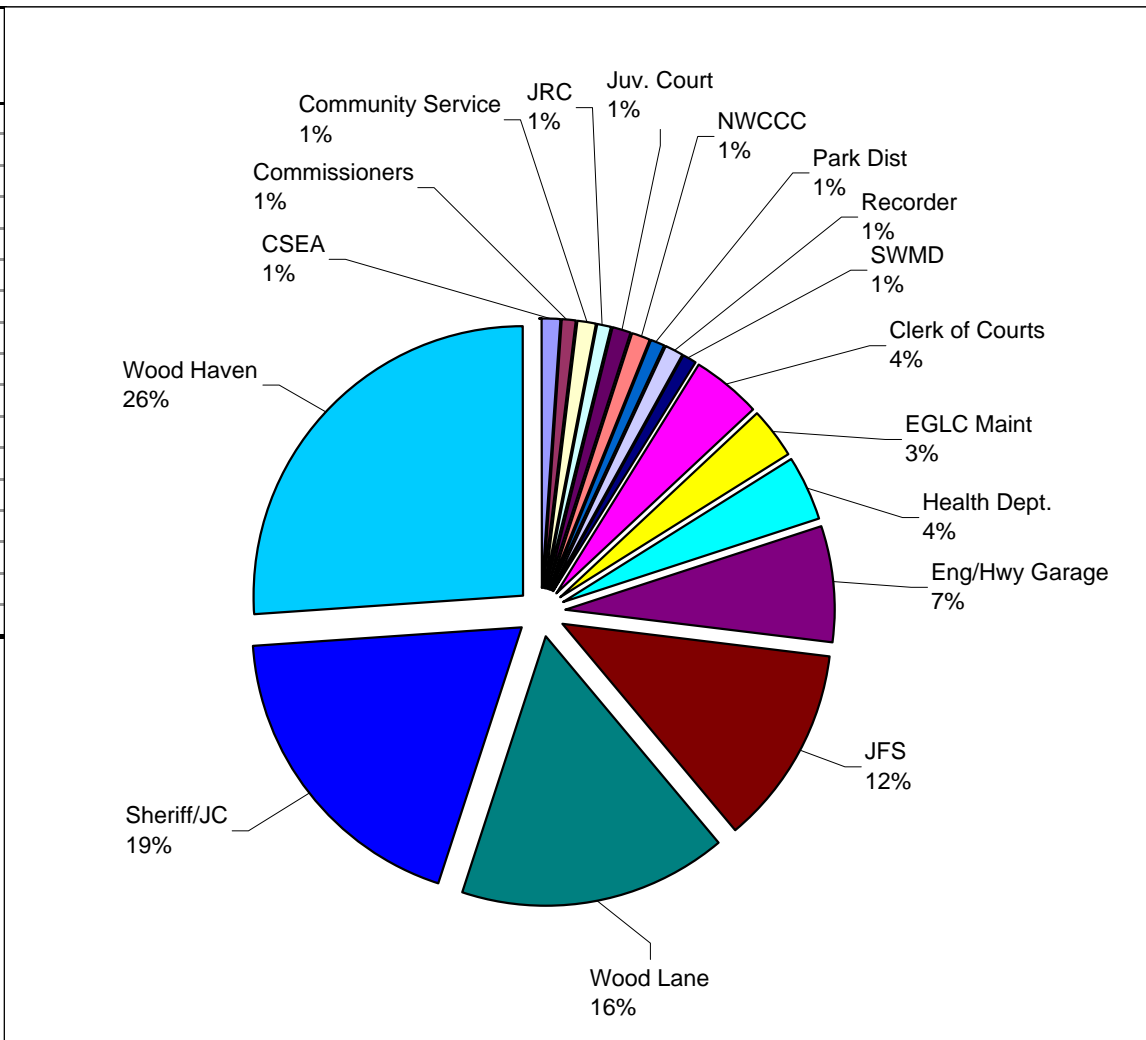
Janese Diem (Commissioners) reported that the Employee website is currently undergoing a transition. New forms cannot be posted until the update is complete. Updates to the Commissioners' site are complete which provide job postings to be updated once again.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **February 21, 2014, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads
Steve Spirn file

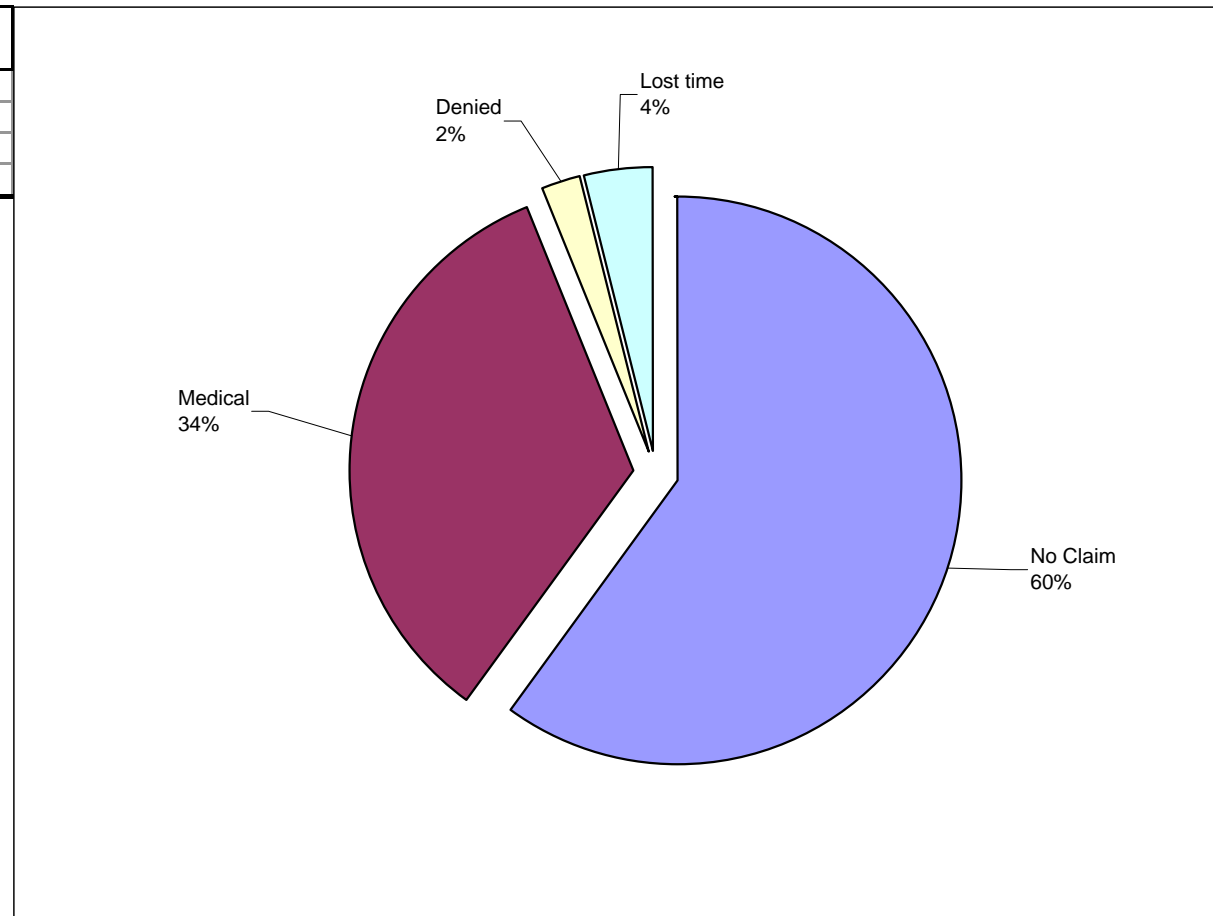
2013 Incidents by Department

| Department | Denied | Lost Time | Medical | No Claim | Number of Incidents in 2013 |
|-------------------|----------|-----------|-----------|-----------|-----------------------------|
| CSEA | | | | 1 | 1 |
| Commissioners | | | | 1 | 1 |
| Community Service | | | 1 | | 1 |
| JRC | | 1 | | | 1 |
| Juv. Court | | | 1 | | 1 |
| NWCCC | | | 1 | | 1 |
| Park Dist | | | | 1 | 1 |
| Recorder | | | | 1 | 1 |
| SWMD | | | 1 | | 1 |
| Clerk of Courts | | | 1 | 3 | 4 |
| EGLC Maint | | | 1 | 2 | 3 |
| Health Dept. | | 1 | 1 | 2 | 4 |
| Eng/Hwy Garage | | | 1 | 6 | 7 |
| JFS | | 1 | 4 | 7 | 12 |
| Wood Lane | 2 | | 6 | 8 | 16 |
| Sheriff/JC | | 1 | 4 | 14 | 19 |
| Wood Haven | | | 12 | 14 | 26 |
| TOTAL | 2 | 4 | 34 | 60 | 100 |



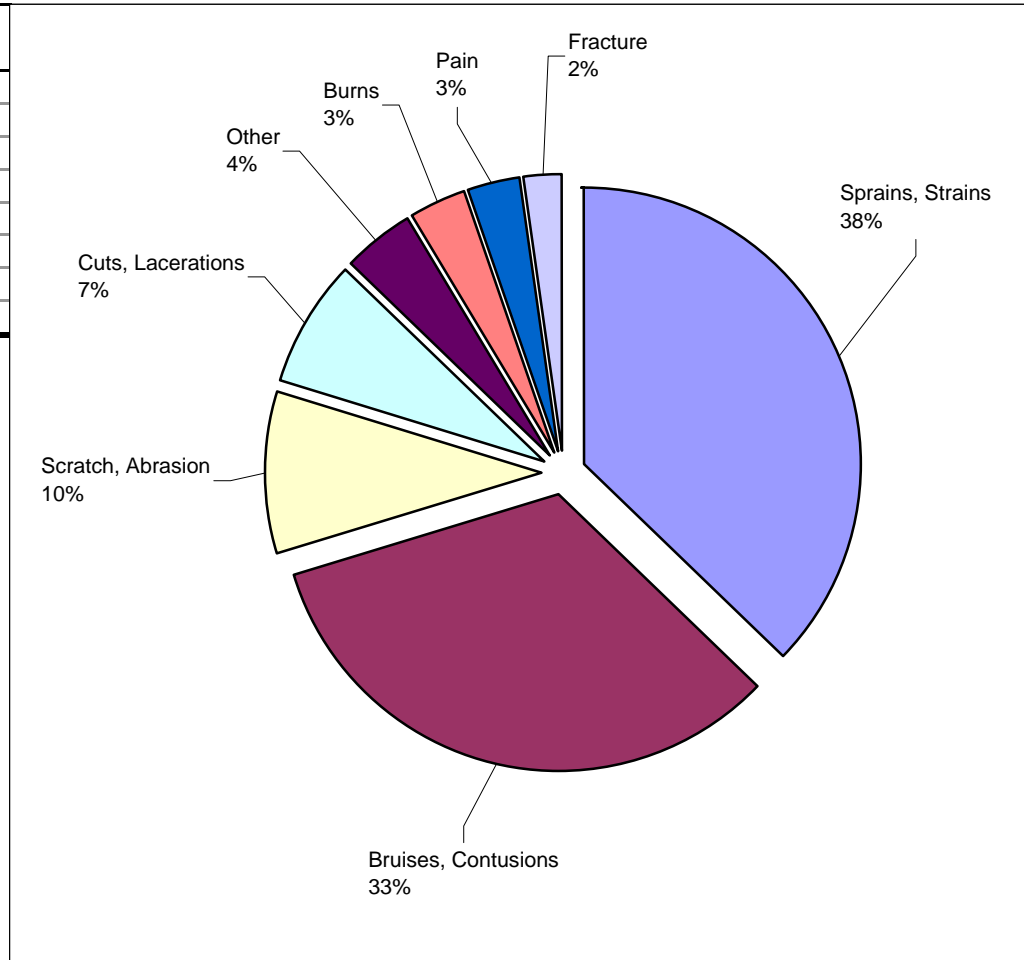
2013 Incidents by Claim Type

| Claim Type | Number of Incidents in 2013 | 2012 | 2011 |
|--------------|-----------------------------|------------|------------|
| No Claim | 60 | 56 | 60 |
| Medical | 34 | 45 | 50 |
| Denied | 2 | 1 | 6 |
| Lost time | 4 | 1 | 2 |
| TOTAL | 100 | 103 | 118 |



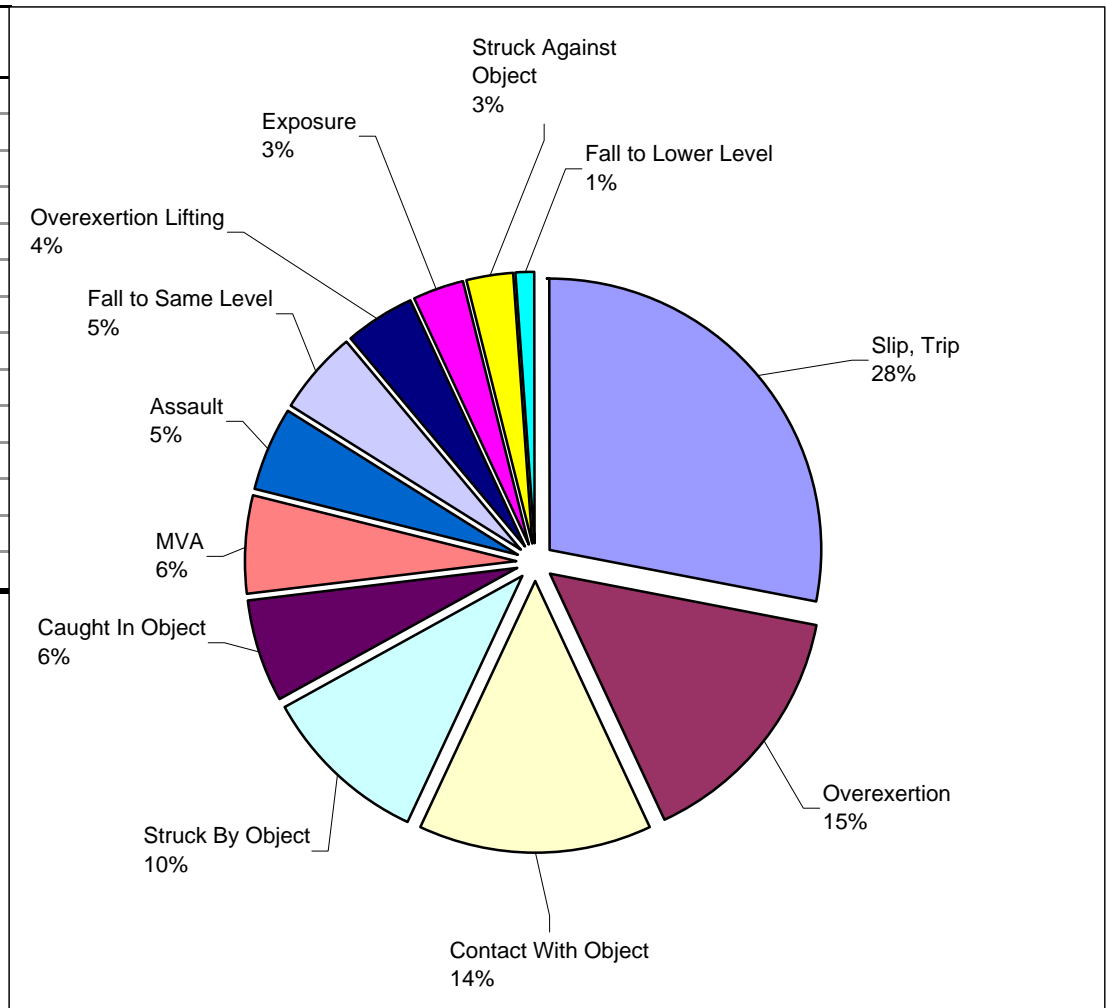
2013 Incidents by Nature

| Nature of Injury | Number of Incidents in 2013 | 2012 | 2011 |
|---------------------|-----------------------------|------|------|
| Sprains, Strains | 35 | 37 | 38 |
| Bruises, Contusions | 31 | 28 | 36 |
| Scratch, Abrasion | 9 | 8 | 11 |
| Cuts, Lacerations | 7 | 13 | 12 |
| Other | 4 | 5 | 4 |
| Burns | 3 | 3 | 2 |
| Pain | 3 | 2 | 1 |
| Fracture | 2 | 0 | 1 |
| TOTAL | 94 | 96 | 105 |



2013 Incidents by Event

| Event | Number of Incidents in 2013 | 2012 | 2011 |
|-----------------------|-----------------------------|------|------|
| Slip, Trip | 28 | 15 | 20 |
| Overexertion | 15 | 23 | 15 |
| Contact With Object | 14 | 13 | 9 |
| Struck By Object | 10 | 10 | 13 |
| Caught In Object | 6 | 5 | 11 |
| MVA | 6 | 4 | 11 |
| Assault | 5 | 11 | 13 |
| Fall to Same Level | 5 | 6 | 6 |
| Overexertion Lifting | 4 | 1 | 3 |
| Exposure | 3 | 3 | 2 |
| Struck Against Object | 3 | 6 | 9 |
| Fall to Lower Level | 1 | 2 | 3 |
| Other | | 1 | 3 |
| Repetitive Motion | | 1 | 0 |
| TOTAL | 100 | 101 | 118 |



2013 Incidents by Body Part

| Part of Body | Number of Incidents in 2013 | 2012 | 2011 |
|--------------|-----------------------------|-----------|------------|
| Back | 15 | 17 | 14 |
| Finger | 11 | 15 | 12 |
| Hip | 10 | 5 | 2 |
| Head | 8 | 10 | 10 |
| Arm | 8 | 2 | 9 |
| Ankle | 8 | 2 | 7 |
| Hand | 6 | 7 | 6 |
| Shoulder | 6 | 5 | 4 |
| Knee | 5 | 11 | 15 |
| Foot | 4 | 7 | 2 |
| Leg | 3 | 4 | 2 |
| Eye | 3 | 2 | 4 |
| Elbow | 3 | 1 | 2 |
| Toe | 2 | 0 | 4 |
| Neck | 1 | 4 | 6 |
| Wrist | 1 | 4 | 4 |
| Trunk | 1 | 1 | 2 |
| TOTAL | 95 | 97 | 105 |

