

Department Head Meeting Agenda

Meeting Date and Time: April 18, 2014 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Special Presentation

Wood County Commissioners State of the County

Announcement Items

Monthly Safety Subject	May - Bloodborne Pathogens
Insurance Update	Encourage use of Mail Order RX program
Wellness Update	National Employee Health & Fitness Day: May 14 (Collaborative Competition) Fitness Challenge: April 14 - June 22 Quarterly Prize Drawing Winners
Training Update	April 23 - Empowering Managers at 8:30 a.m. or 1:00 p.m. May 13 & 14 - Extraordinary Customer Service using Emotional Intelligence May 22 - Group Rep Training/Refresher Course: 9-11 a.m. May 28 - Emergency Monitor Training at 9:30 a.m.
United Way Campaign Committee	Meeting April 28 at 3 p.m. - Commissioners' Office
Dog Shelter Volunteer Recognition	April 29 at 6 p.m.
National Day of Prayer	May 1 at Noon
Police Memorial	May 14 at Noon
Blood Drive	May 21 in the Atrium
Policy Reminder	Use of County Property/Disposal of County Property Passwords
Budget Update	Estimates of Revenue

Two Minute Drill

Next Meeting Date

May 16, 2014	9:30 a.m.	Commissioners' Hearing Room
Discussion Item:		Records Retention Schedules

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 April 18, 2014, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Andrew Snyder	Dorrie Cramer-Rumple	Cary Williams	Tim Hainen	Dana Nemeth	Brad Gilbert
Dave Steiner	Wade Gottschalk	Tom Chidester	Jennifer Robeson	Michael Fuller	Mike Rudey
Ben Hendricks	Lorraine Flick	Tom Clemons	Frank McLaughlin	Janese Diem	Pamela Boyer
Joe Fawcett	Andrew Kalmar	Jim Carter	Doris Herringshaw	Joel Kuhlman	

Special Presentation

The Commissioners presented a State of the County Address update, referencing material that was originally presented in March. The information shared reflected 2013 activity.

Announcements

Andrew welcomed Dorrie Cramer-Rumple to the meeting. Dorrie is the new Law Librarian.

Monthly Safety Topic: The May Safety Subject is Bloodborne Pathogens. Department Heads were asked to share the information with staff when it is distributed.

Insurance Update: Andrew encouraged the use of the Mail Order program for prescriptions. This program allows employees to receive a 90 day supply while paying a two month co-pay.

Wellness Update: National Employee Health and Fitness Day is scheduled for May 14 at BG City Park. This year, the County is being challenged by BGSU, the City of Bowling Green, and the Wood County Hospital to see who can have the highest percentage of participation. The Fitness Challenge began on April 14 and runs through June 22. The first quarterly prize drawing for the Wellness Programs was held recently. Evan Rea from the Park District was the winner of the large prize for the quarter. He selected a gift certificate for his prize. Four other names were drawn for smaller prizes. The next drawing is scheduled for the end of June. Employees are reminded to submit paperwork to document completed programs in order to be entered into the drawing.

Training Update: Managers' training on Empowering Managers is scheduled for April 23 with sessions at 8:30 and 1. The morning session is full at this time. An email regarding Customer service training for employees went out this morning. A total of four sessions will be offered on May 13 and 14. Refresher training for Insurance Group Representatives is scheduled for May 22 from 9 to 11. Emergency Monitor Training is also scheduled for May 28 at 9:30. Omitted from the agenda was the HR Group meeting scheduled for Thursday, April 24 at 10 a.m. This session will focus on the draft of the employee handbook. All trainings are scheduled in the Commissioners' Hearing Room.

United Way Campaign Committee: The first meeting for this year's United Way campaign committee is scheduled for April 28 at 3 p.m. in the Commissioners' Office. Anyone wishing to assist with the campaign is welcome to attend.

Dog Shelter Volunteer Recognition: To commemorate the one year anniversary of the Volunteer Program at the Wood County Dog Shelter, the Dog Shelter is hosting an event to recognize the volunteers assisting at the Shelter. The event will be held on April 29 at the Wood County Dog Shelter from 6:00 pm – 7:00 pm. Members of the public and shelter volunteers are invited to attend.

National Day of Prayer: The National Day of Prayer is scheduled for May 1 at Noon on the south lawn of the Courthouse Complex. The week will also feature readings outside the Atrium entrance throughout the week.

Police Memorial: The annual Police Memorial will be held on May 14 at Noon on the south lawn of the Courthouse Complex. Employees are welcome to attend.

Blood Drive: The next blood drive is scheduled for May 21 in the Courthouse Complex Atrium. More information on the drive will be forthcoming.

Policy Reminder: Department Heads were reminded that county property is to be used for county business. Andrew noted that the disposal of unwanted or unneeded county property should follow proper procedure. A reminder regarding passwords was also

provided. Employees are encouraged to change their computer passwords at least annually and should not share their passwords with others. Passwords should be confidential.

Budget Update: Joe noted that the Estimates of Revenue are due by April 25. He also stated that the information requested for the Annual Information Statement is due by May 1. Contact Joe with any questions.

Two Minute Drill

Joe Fawcett (Commissioners/Solid Waste Management District) reported that construction on the new scale house at the Landfill is underway. The Landfill will also have mulch available for sale in the coming weeks.

Andrew Snyder (Dog Shelter) reported that postcards are being mailed to individuals who have not renewed dog licenses for 2014. Door-to-door checks are also being used to check compliance with the licensing law.

Tim Hainen (Buildings & Grounds) stated that the parking garage doors are still having issues. A resolution to the issue is being investigated. He also noted that several projects are ramping up for the East Gypsy Lane Complex including the jail expansion bid and asphalt sealing.

Brad Gilbert (Emergency Management Agency) noted that the staff is taking advantage of the calmer weather to catch up on planning and paperwork. He also reported that BGSU recently hired an Emergency Management Officer to oversee issues at the university level.

Dave Steiner (Planning Commission) noted that the enterprise zone tax abatement review is wrapping up. Work on the Moving Ohio Forward Grant continues with additional dilapidated homes being torn down.

Michael Fuller (Job and Family Services) thanked everyone for their support of Blue Day and the pinwheel event. More than \$6,000 was raised. Plans for an expansion of the building are being reviewed.

Lorraine Flick (Wood Lane) noted that employment opportunities for those with developmental disabilities are being expanded thanks to the Employment First program.

Mike Rudey (Building Inspection) noted that construction is happening in the County. Revenue remains positive through the first quarter. He also reported that talks are underway with a few entities that may want to use the departments services.

Tom Chidester (Court Security) stated that several jury trials have been taking place resulting in late hours for the courts.

Dorrie Cramer-Rumple (Law Library) announced that the Library has received grant funding to upgrade technology and offer ebooks to users of the Library. Efforts are underway to make the Library more user friendly to the general public. She also shared information regarding legal materials she can purchase at a reduced price. Contact her for more information.

Cary Williams (NWCCC) stated that work on grant applications is underway.

Frank McLaughlin (Child Support) reported that changes are coming later this year as the State is making software conversions.

Jennifer Robeson (Probate Court) stated that the Court is in the process of upgrading its digital audio recording system.

Tom Clemons (ADAMHS) reported that the trauma awareness event featuring Dr. Sandra Bloom was well received. He also noted several efforts to improve access to treatment as well as employment.

Dana Nemeth (Historical Museum and Center) noted that the recent fundraiser raised more than \$1,000 for the Center. The opening on April 5 was well attended. She also noted several upcoming events that can be seen on the Center's website.

Ben Hendricks (IT) offered assistance on how to change passwords for those on the Wood County computer network. Contact the IT Help Desk.

Pam Boyer (Commissioners) thanked those who have served as hearing officers. If anyone is interested in assisting in the future, please let her know. She also provided a reminder to contact the Commissioners' Office right away regarding workers' compensation claims.

Janese Diem (Commissioners) announced a save the date for the Employee Picnic and Safety Fair. The event is scheduled for June 10 at the Historical Center.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **May 16, 2014, at 9:30 a.m.** The Discussion Item will focus on Records Retention Schedules.

cc: BCC Elected Officials and Department Heads
Steve Spirm file