

## Department Head Meeting Agenda

**Meeting Date and Time:** August 15, 2014 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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Offices Closed: Labor Day - 9/1

Monthly Safety Subject: Sept - Portable Fire Extinguishers

Insurance Update: Eligibility Certification Period - Spousal & Dependent - Due by 9/15

Wellness Update: Get Five Challenge - 9/8 - 10/19  
Blood Drive - 9/26 in Atrium  
Flu Shots  
2015 Programming

Training Update: Employee Orientation - 8/26 at 8:45 a.m.  
Social Media & Electronic Security - 9/23 & 9/24  
Shared Responsibility Reporting - 9/25  
HR Group - 10/23 @ 10 a.m.

United Way Campaign "Souper" Cookoff - 10/29 in the Atrium  
Pledge Card Distribution

Spirit of Wood County Awards 9/20 at Historical Center

Motor Vehicles License Plates

Performance Reviews

Budget Update

Digital Display Boards

County Video

### ***Special Presentation***

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Budget Process: Joe Fawcett

### ***Two Minute Drill***

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### ***Next Meeting Date***

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September 19, 2014 9:30 a.m. Commissioners' Hearing Room  
Social Media

# 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 August 15, 2014, in the Commissioners' Hearing Room with the following persons present:

Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Andrew Snyder	Wade Gottschalk	Brenda Ransom	Dorrie Cramer-Rumple	Tom Chidester	Tom Clemons
Mark Meyer	Frank McLaughlin	Dave Wigent	Jennifer Robeson	Tim Hainen	Lorraine Flick
Jessica Sautter	Dave Steiner	Dave Cecil	Dana Nemeth	Janese Diem	Darcy Wilhelm
Pamela Boyer	Joe Fawcett	Andrew Kalmar			

## Announcements

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**Offices Closed:** The County Offices will be closed on Monday, September 1 in observance of Labor Day.

**Monthly Safety Topic:** The August Safety Subject is Fire Extinguishers. Department Heads were asked to share the information with staff when it is distributed. The information is also posted on the employee website.

**Insurance Update:** Forms for the Annual Eligibility Certification Process for spouses and dependents are due back from employees on September 15.

**Wellness Update:** The Get Five Challenge begins on September 9 and runs through October 19 and focuses on eating a variety of fruits and vegetables. Summer Swim reimbursement forms are due on September 15. The reimbursement form is available online. A blood drive is scheduled for September 26 in the Courthouse Complex Atrium. Employees may register at [www.redcrossblood.org](http://www.redcrossblood.org) using Sponsor Code: woodcoemployees. Flu Shots will be offered to employees again this year. More information will be available at the September meeting. Employees are encouraged to wait until October to get their flu vaccines to ensure effectiveness during the main flu season. The Wellness Subcommittee will be finalizing programs for 2015 in the coming weeks. Program suggestions are welcome.

**Training Update:** Employee Orientation is scheduled for August 26 at 8:45 a.m. Register new employees by contacting Janese Diem in the Commissioners' Office. Employee training is scheduled for Tuesday, September 23 and Wednesday, September 24, on social media and electronic security. Registration information will be forthcoming. A session on reporting shared responsibility under health care reform is scheduled for September 25. Additional details on the training will be forthcoming. The next HR Group will be held on October 23 at 10 a.m.

**Spirit of Wood County Awards:** The Commissioners will be presenting the 2014 Spirit of Wood County Awards on September 20 during the Harvest Festival at the Historical Museum and Center. A meeting to select the award recipients is scheduled for next week.

**Motor Vehicles:** Department Heads were reminded to check license plates on County vehicles. If they are old, discolored, or rusted please contact Darcy Wilhelm in the Commissioners' Office to order replacement plates.

**Performance Reviews:** Andrew reminded Commissioners' Department Heads that their narratives are due at least five days prior to their scheduled review. Staff performance reviews should also be submitted in advance.

**Budget Update:** Joe noted that requests for appropriations will be sent in the next few weeks. Meetings to discuss appropriations with the Commissioners will be scheduled in October.

**Digital Display Boards:** Display monitors have been placed in the Office Building elevator lobby and main entrance. These digital displays will be used to post meeting notices and other events within the County offices. A form is being developed to request items to be posted on the displays.

**County Video:** Joe noted that CGI Communications is creating an on-line video of the County. This video is being provided to the County at no cost and offers ad spaces for local businesses. If a business is interested in advertising, they can get additional information from the Commissioners' Office. The video should be finished in late fall.

## Special Presentation

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**Budget Process:** Joe presented an update on the budget process as reflected in the attached handout. He requested departments to send an excel file of their requests along with a printed, signed hard copy of the request. He also encouraged Department Heads to utilize the wrap text feature verses merging cells within the excel file, as this assists with the copy and pasting the information into other spreadsheets.

Prior to submitting budget requests, departments are encouraged to check with appropriate staff regarding the purchase of software, computers, etc., and building projects. This may include, but is not limited to, IT, Law Library, Buildings and Grounds, etc.

## Two Minute Drill

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**Tom Clemons (ADAMHS)** encouraged support of the ADAMHS levy in November.

**Frank McLaughlin (Child Support)** commented on dropped calls and their effect on services at the Agency.

**Lorraine Flick (Wood Lane)** noted that staff is gearing up for the start of school.

**Dana Nemeth (Historical Museum and Center)** reported on the accessibility project at the Center and shared information on upcoming events.

**Mark Meyer (Building Inspection)** stated that the Department is busy. Commercial inspections in Fulton County will be added in the coming months.

**Dorrie Cramer-Rumple (Law Library)** commented on a series of articles in the *Perrysburg Messenger Journal* that featured the Law Library.

**Dave Wigent (Job and Family Services)** noted that the food stamp caseload is declining, while the Medicaid caseload is increasing. A shaken baby awareness campaign is set to begin soon.

**Dave Steiner (Planning Commission)** reported that the subdivision regulations were approved. He also noted that close to 100 dilapidated homes throughout the County have been torn down with Moving Ohio Forward funds.

**Tim Hainen (Buildings & Grounds)** stated that the new walkway is complete and provides a smooth transition from the small employee parking lot to the sidewalk on the West Side of the Courthouse Complex.

**Wade Gottschalk (Economic Development)** noted that tax abatement for FedEx was approved. Work continues on other projects along with site visits.

**Joe Fawcett (Commissioners/Solid Waste Management District)** announced that the scale house at the Landfill will be completed soon. The Landfill also has mulch for sale.

**Darcy Wilhelm (Commissioners)** asked departments to submit agreements electronically in Microsoft Word. This will assist with modifying language as requested by the Prosecuting Attorney and makes the process more efficient.

**Andrew Snyder (Dog Shelter)** noted that NWCCC residents have been assisting the shelter by walking dogs.

**Pam Boyer (Commissioners)** stated that several departments have posted positions lately. She also reminded Department Heads that employees only have one driving record and that all accidents must be reported in order to ensure insurability for employees.

**Jennifer Robeson (Probate Court)** noted that staff have been busy with emergency orders such as adult protective services. She also noted that the Volunteer Guardian Program is working well.

**Brenda Ransom (Records Center)** stated that staff has been assisting other agencies with digitizing records. The department also received a grant for an order picker to assist with retrieving boxes from higher shelves.

**Jessica Sautter (Engineer's Office)** provided an update on upcoming road and bridge projects scheduled to start and end.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *September 19, 2014, at 9:30 a.m.* Linda Holmes will be providing information relating to Social Media.

cc: BCC Elected Officials and Department Heads  
Steve Spirm file

# APPROPRIATIONS PROCESS

## **Wood County, Ohio**

Board of County Commissioners

James F. Carter   Doris I. Herringshaw, Ed.D   Joel M. Kuhlman

Created: September 2011 Revised: August 2014  
Prepared by: Joseph A. Fawcett, Assistant County Administrator  
Darcy A. Wilhelm, Fiscal Manager

# APPROPRIATION PROCESS

1. Estimates of Revenue – June
2. Appropriation Request Forms – September
  - Appropriation request
  - Line item detail
  - Personnel services schedule
  - Additional personnel request
  - Retirements/separation of service
  - Strategic budget
  - Communications Equipment rationale
3. Forms returned to Commissioners office (in excel format and signed hard copy) – September
4. Commissioners review requests and conduct office/department meetings – October
5. Appropriations adopted no later than the first regularly scheduled session date in January

# Appropriation Request Forms

The appropriation request forms are broken into sections. The reason for this is to keep all packets in the same order, which will help during presentations to the Commissioners.

- Appropriation request
- Line item detail
- Personnel services schedule
- Additional personnel request
- Retirements/separation of service
- Strategic budgets

# Request Form

Used to identify spending trends in the various department account codes

Form includes:

1. Office/Department designation
2. Approving authority signature (department head/elected official)
3. Account code
4. Account code description
5. Actual expenditures – past 2 years
6. Year-to-date expenses as of August 31<sup>st</sup>
7. Current fiscal year appropriated amount
8. Requested appropriation amount for upcoming year

**Do not include wage increases unless tied to an approved union contract AND ensure overall amount reflects lump sum payment decrease (if awarded)**

**Do not include requests for additional staff in salary line**  
(use *Additional Personnel Request* form)

**The amount indicated in the Personnel Services Schedule must match the amount indicated in the salary line item**

**Increases/decreases must be explained on the Line Item Detail form**

# Request Form

Fund(s)

Office/Department

2015 APPROPRIATION REQUEST - WOOD COUNTY, OHIO						
FUND #:						0
OFFICE/DEPT: ABC						
ACCOUNT	DESCRIPTION	2012 EXPENSE	2013 EXPENSE	8/31/2014 EXP	2014 APPROP	2015 APPROPRIATION
000.0000.510200	SALARIES-EMPEE-ABC	\$ 517,787.81	\$ 503,142.02	\$ 330,982.13	\$ 533,688.24	
000.0000.520100	ABC-SUPPLIES	\$ 3,500.47	\$ 2,807.08	\$ 1,957.33	\$ 3,000.00	
000.0000.530100	ABC-CONTR REPAIR	\$ 3,762.56	\$ 3,521.96	\$ 2,381.08	\$ 7,000.00	
000.0000.540100	ABC-CONTR SVCS	\$ 14,254.91	\$ 15,409.85	\$ 28,113.10	\$ 30,500.00	
000.0000.550100	ABC-TRAVEL	\$ 2,749.00	\$ 4,092.10	\$ 2,715.48	\$ 6,000.00	
000.0000.560800	ABC-ADV&PRINT	\$ -	\$ -	\$ -	\$ 500.00	
000.0000.564100	ABC-EQUIPMENT	\$ 1,894.00	\$ -	\$ 1,956.41	\$ 24,200.00	
000.0000.567600	ABC-INDIRECT COSTS		\$ 81,089.00	\$ 59,563.49	\$ 79,418.00	
000.0000.569600	ABC-MEDICARE	\$ 6,725.32	\$ 7,053.19	\$ 4,735.87	\$ 7,738.48	
000.0000.569900	ABC-OTH EXPENSE	\$ 122,396.62	\$ 31,060.72	\$ 44,160.19	\$ 75,000.00	
000.0000.571500	ABC-PERS	\$ 71,589.74	\$ 70,656.59	\$ 48,656.36	\$ 74,716.35	
000.0000.574900	ABC-UNEMPLOYMENT	\$ 837.00	\$ -	\$ -	\$ -	
000.0000.575500	ABC-WORK COMP	\$ -	\$ -	\$ -	\$ 5,875.91	
000.0000.575600	ABC-GROUP INSURANCE	\$ 92,982.51	\$ 89,011.92	\$ 61,388.44	\$ 90,000.00	

Signature

# Line Item Detail

Used when either an **increase or decrease** in appropriations is requested from the previously approved appropriation amount.

Form includes:

1. Office/Department designation
2. Account code
3. Account description
4. Requested appropriation amount
5. Amount difference (from previous year)
6. Explanation (why is the amount increasing or decreasing)



# Personnel Services Schedule

Form is used to communicate your departments **current** employees, and their compensation. **The line item total amount must match the salary line item indicated on the Request Form.**

Form includes:

1. Number (#)
2. Account code
3. Position (Indicate full time or part time)
4. Employee
5. Annual salary
6. OPERS, Workers' Comp., Medicare costs
7. Total Compensation

Provide all information as detailed above

Include requests for overtime

# Personnel Services Schedule

Full time vs. Part time

OFFICE/DEPARTMENT: ABC

#	ACCOUNT CODE	POSITION	EMPLOYEE	ANNUAL SALARY	OPERS* (Salary x .14)	WORKERS COMP.** (Salary x .01101)	MEDICARE** (Salary x .0145)	TOTAL COMPENSATION
1		Office Administrator	Burgundy, Ronald	\$ 55,000.00	\$ 7,700.00	\$ 605.55	\$ 797.50	\$ 64,103.05
2		Account Clerk II/FT	Corningstone, Veronica	\$ 41,000.00	\$ 5,740.00	\$ 451.41	\$ 594.50	\$ 47,785.91
3		Account Clerk II/PT	Fantana, Bryan	\$ 26,230.00	\$ 3,672.20	\$ 288.79	\$ 380.34	\$ 30,571.33
		Overtime		\$ 2,000.00	\$ 280.00	\$ 22.02	\$ 29.00	\$ 2,331.02
<b>TOTALS</b>	<b>000.0000.510200</b>			<b>\$ 124,230.00</b>	<b>\$ 17,392.20</b>	<b>\$ 1,367.77</b>	<b>\$ 1,801.34</b>	<b>\$ 144,791.31</b>

Overtime

# Additional Personnel Request

Form that is to be used when an office/department is requesting additional staff.

Form includes:

1. Number (#)
2. Account code requested employee is to be paid from
3. Position
4. Annual salary
5. OPERS, Workers' Comp., & Medicare costs
6. Total compensation

**Rationale for new positions will be discussed during the individual appropriations meetings with the Commissioners.**

# Additional Personnel Request

OFFICE/DEPARTMENT: ABC

#	ACCOUNT CODE	POSITION	EMPLOYEE	ANNUAL SALARY	OPERS (Salary * .14)	WORKERS COMP (Salary * .01101)	MEDICARE (Salary * .0145)	TOTAL COMPENSATION
1		Legal Secretary		\$ 29,520.00	\$ 4,132.80	\$325.02	\$428.04	\$ 34,405.86
2		Clerk Typist I/FT		\$ 19,500.00	\$ 2,730.00	\$214.70	\$282.75	\$ 22,727.45
<b>TOTAL</b>	<b>000.0000.510200</b>			<b>\$ 49,020.00</b>	<b>\$ 6,862.80</b>	<b>\$ 539.71</b>	<b>\$ 710.79</b>	<b>\$ 57,133.30</b>

# Retirements/Separation of Service

Form is used to plan for possible retirement and/or separation pay-outs. **All employees eligible to retire or considering retirement must be included on this form.**

Form includes:

1. Office/Department designation
2. Position
3. Name of employee
4. Years of county service
5. Type of pay-out (sick leave = SL, vacation = V, or compensatory time = C)
6. Rate per hour
7. Number of hours expected to be paid out
8. Total

**Pay-outs will not exceed policy limits**

# Retirements/Separation of Service

OFFICE/DEPARTMENT:		ABC				
POSITION	EMPLOYEE	YEARS - COUNTY SERVICE	TYPE OF PAY-OUT (SICK LEAVE, VACATION, OR COMPENSATORY)	RATE PER HOUR	# HOURS *	TOTAL
Fiscal Officer	Adams, Harry	25	SL	\$ 25.00	350	\$8,750.00
			V	\$ 25.00	225	\$5,625.00
			C	\$ 25.00	10	\$250.00
Clerk Typist II	Smith, Tippy	32	SL	\$ 16.00	480	\$7,680.00
			V	\$ 16.00	400	\$6,400.00
			C	\$ 16.00	56	\$896.00
<b>TOTAL</b>						<b>\$29,601.00</b>
<b>* HOURS CAN NOT EXCEED POLICY LIMIT</b>						
<b>SICK LEAVE PAY-OUT UPON OPERS RETIREMENT:</b>						
<b>Statutory Method</b> - ORC 124.39 allows employees with a minimum of 10 years of OPERS service to receive 25% of the accumulated sick leave, not to exceed 30 days or 240 hours upon OPERS retirement.						
<b>Wood County Method</b> - Only Wood County service time is considered when determining years of service for payment of sick leave accrual. Under this method sick leave shall be paid as follows:						
<b>Years of Wood County Service</b>		<b>Percentage</b>	<b>Maximum Hours</b>			
10		25	240			
15		30	288			
20		35	336			
25		40	384			
30		50	480			
<b>VACATION PAY-OUTS:</b> ORC 32519, ORC 9.44, Pros. Opinion 2000-13 - Employees are entitled to compensation for accumulated but unused vacation leave at separation of service. Payment is at the employee's current rate of pay. Employees may not accrue vacati						
<b>Years of Wood County Service</b>		<b>Pay Periods</b>	<b>Annual Accrual</b>	<b>Balance</b>		
Less than one year		1 - 26	No vacation			
After one year		37 - 208	80 hours (2 weeks)	160 hours		
After 8 years		209 - 390	120 hours (3 weeks)	240 hours		
After 15 years		391 - 650	160 hours (4 weeks)	320 hours		
After 25 years		650 +	200 hours (5 weeks)	400 hours		

# Strategic Budget

The strategic budget forms cover the next fiscal year, and the four subsequent fiscal years. The purpose of these is to identify larger projects/costs in order to aid in planning. The idea behind the strategic budget is that we take a proactive stance in spending, rather than a reactive stance.

- Complete a **form for each year**
- List items that are **not included** in departmental appropriations
- **Estimate of cost** must be included
- **Capital Projects** – **must** coordinate with Building and Grounds
- **Computer Items** – **must** coordinate with IT
- **Completed DPB Action Item Form must accompany** requests requiring Data Processing Board (DPB) approval
- **Rank Order** - the same number **cannot** be used twice

# Strategic Budget

OFFICE/DEPARTMENT: ABC

REQUEST	CONTRACTS &		CAPITAL	EQUIPMENT	VEHICLES	PROF		RANK
	SUPPLIES	SERVICES	PROJECTS			SERVICES	TRANSFERS	
<u>Digital Courtroom Recording System-</u> Replaces equipment purchased in 2006. The quality of recordings is a concern which makes transcribing difficult. The quoted price includes software which would allow the Court to index and retrieve proceedings as well as copy and send them to the court reporter or in response to a public records request.				\$ 5,500.00				1
<u>Carpet-</u> Replacement for one office and adjoining hallway. Carept is buckling and coming loose. Maintenance staff has reglued it more than once, but it continues to buckle which presents a safety hazard.			\$ 3,200.00					2
<u>Bariatric Courtroom Chairs (4)-</u> The current chairs are a tipping hazard and need to be replaced. They are easily 20+ years old. Bariatric chairs are requested to provide more support and stability for Court users.				\$ 700.00				3
<u>Typewriters (2)-</u> Refurbished models requested to replace two models which are no longer under a maintenance contract. Typewriters are used frequently to insert text into Court documents.				\$ 700.00				4
<u>Desk Chair-</u> Replaces judicial secretary's chair purchased 20+ years ago. The fabric cover has worn through to the seat cushion. Ergonomic models also provide better support for the employee.				\$ 350.00				5
<u>Desk/Bookshelf/Storage Unit-</u> The Court's staff attorney is currently using a desk unit transferred from another department years ago. Constructed prior to the computer age, it lacks a keyboard tray, space for a printer, etc. Additional space is also needed to store law books and case files.				\$ 2,800.00				6

# Strategic Budget

## Supplies

- Examples: software, paint supplies for office renovations

## Contracts & Services

- Examples: installation costs for computers

## Capital Projects

- Examples: parking lot additions, renovations, new building, or expansion

## Equipment

- Examples: computers, printers, furniture

# Strategic Budget

Vehicles - must include the following:

- Whether the vehicle is replacing an existing vehicle or is an additional vehicle
- County number assigned to vehicle being replaced and mileage
- Proposed use of vehicle and fuel mileage rating
- Note whether the old vehicle will be traded in or placed on the county auction

Professional Services

- Examples: consultants – labor relations, engineering, architectural

Transfers

- Grant match or supporting funds
- Mandated share

**If requested items are authorized but not purchased or paid for during that fiscal year, they must be requested again the following year if still desired.**

# Budget Meeting

The purpose of the annual appropriations meeting is for the Board of County Commissioners, as the appropriating authority, to fully understand the operational needs of each office or department.

- This is an opportunity to emphasize special requests for equipment, software, or additional employees
- Each office/department will be allotted 15-30 minutes depending on size of the budget
- If special media equipment is required you must notify the Commissioners office no less than 24-hours in advance
- Meetings will be scheduled by Commissioners' staff with Elected Officials and Department Heads
- Meetings will be conducted in October

# Questions

## Contact:

- Joe Fawcett  
Assistant County Administrator  
419-354-9100  
[jfawcett@co.wood.oh.us](mailto:jfawcett@co.wood.oh.us)
- Darcy Wilhelm  
Fiscal Manager  
419-354-9100  
[dwilhelm@co.wood.oh.us](mailto:dwilhelm@co.wood.oh.us)