

## Department Head Meeting Agenda

**Meeting Date and Time:** September 19, 2014 9:30 a.m.  
**Meeting Location:** Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.  
**Convener:** Joe Fawcett, Assistant County Administrator

### **Announcement Items**

---

New Health Commissioner	Ben Batey
Monthly Safety Subject	Oct.: Ergonomic Safe Lifting
Insurance Update	Annual Eligibility Certifications: Status Verification forms due 10/16 New Employee: Rachel Richmond, Benefits Clerk
Wellness Update	Get Five Challenge: Ends 10/19 Blood Drive: 9/26 in Atrium Flu Vaccines Health District Open House: 10/2 8 a.m. to 6:30 p.m. Falcon Health Center Open House: 10/9 10 - 2 (carpool/walk) Nutrition for Life: July - Sept. reimbursement deadline 10/15
Training Update	Social Media and Electronic Security: 9/23 & 9/24 HR Group: 10/23
United Way Campaign	"Souper Cook-off: 10/29, Entry Deadline 10/10
Budget Update	Workers' Comp Rate Budget Meetings

### **Special Presentation**

---

Social Media/Electronic Security Linda Holmes & Ben Hendricks

### **Two Minute Drill**

---

### **Next Meeting Date**

---

October 17, 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 September 19, 2014, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Andrew Snyder	Dorrie Cramer-Rumple	Claude Kilpatrick	Ed Ramos	Dana Nemeth
Wade Gottschalk	Maricarol Torsok-Hrabovsky	Tim Brown	Pamela Shumaker	Ben Batey
Brenda Ransom	Tom Chidester	Mark Meyer	Frank McLaughlin	Ben Hendricks
Janese Diem	Joe Fawcett	Brad Gilbert	Jennifer Robeson	Pamela Boyer

## Announcements

---

**New Health Commissioner:** Joe welcomed Ben Batey to the meeting. Ben was recently named the new Health Commissioner for the Wood County Health District.

**Monthly Safety Topic:** The September Safety Subject is Ergonomic Safe Lifting. 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 in the process of being audited. Employee sign-offs on the determination forms are due on October 16. Pam also noted that a Benefits Clerk has been hired to assist with insurance. Rachel Richmond begins her employment on September 29.

**Wellness Update:** The Get Five Challenge runs through October 19. Reimbursement requests for the Nutrition for Life program are due on October 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 at two events: The Wood County Community Health and Wellness Center Open House on October 2 and the Falcon Health Center Open House on October 9.

**Training Update:** Employee training is scheduled for Tuesday, September 23 and Wednesday, September 24, on social media and electronic security. Limited space is still available. The session on reporting shared responsibility under health care reform scheduled for September 25 has been cancelled. The next HR Group will be held on October 23 at 10 a.m. and will touch on some the shared responsibility information in regards to payroll reporting.

**United Way Campaign:** The pledge cards have been distributed to offices. This year's Chili Cook-off will feature different types of soup. Entry deadline is October 10.

**Budget Update:** Pam noted that departments should build the workers' comp premium into their budgets. At this time departments can use last year's rate. If the rate changes, Joe will make the adjustments during the budget process. Joe also noted that budget meetings have been scheduled. If a department still needs to schedule time, contact Diane in the Commissioners' Office. He also reminded departments to reduce the salary line item by the lump sum payment received last year as those should not be tied to the base salary for employees.

## Special Presentation

---

**Social Media/Electronic Security:** Linda Holmes and Ben Hendricks provided a brief summary of the items they will present at next week's training. Linda focused on social media and how it falls under the personal conduct policy and good behavior. Before departments take action or start an investigation into a social media issue, contact the Prosecutor's Office. Ben noted that he will discuss issues such as phishing and scams and ways to protect yourself while on-line.

## Two Minute Drill

---

**Ben Batey (Health District)** announced that the Health District was awarded additional funding which will allow them to expand services. He also noted that the Health District is able to serve as a primary care provider.

**Pam Shumaker (ADAMHS)** distributed suicide prevention materials. Additional copies can be obtained through their office. They are also working on a contract to expand services to provide inpatient treatment for adults. She also encouraged support of the ADAMHS levy in November.

**Mark Meyer (Building Inspection)** stated that the Department is busy.

**Dorrie Cramer-Rumple (Law Library)** noted that the Law Library is collaborating with Court Security to provide training to those who visit the courts.

**Ben Hendricks (IT)** stated that staff is busy assisting with last minute budget purchases and preparing unwanted items for the auction.

**Wade Gottschalk (Economic Development)** reported that next year should have a busy start with several projects and expansions in the works.

**Dana Nemeth (Historical Museum and Center)** reported the Center recently received two awards. They are also working on plans for the demolition of the Slaughter House.

**Ed Ramos (Buildings & Grounds)** stated that the Justice Center expansion project is out for bid.

**Brad Gilbert (EMA)** reported that the Northwestern Water and Sewer District is giving away large quantities of gallon jugs of water remaining from the recent water crisis. He also noted that the full scale exercise will be held soon.

**Andrew Snyder (Dog Shelter)** provided an update on legislation affecting vicious dog laws. Due to the time spent, Joe noted that Andrew is excluded from future two-minute drills for the next three months.

**Joe Fawcett (Commissioners/Solid Waste Management District)** invited attendees to attend the Spirit of Wood County Awards on Saturday, September 20 at 2 p.m. at the Historical Center.

**Janese Diem (Commissioners)** encouraged departments to consider entering the United Way "Souper" Cook-off.

**Pam Boyer (Commissioners)** noted that the Commissioners approved the wellness program recommendations for 2015.

**Jennifer Robeson (Probate Court)** announced that Sue Peery from Probate Court is retiring. A posting for that vacancy will be posted soon.

**Tim Brown (Juvenile Court)** stated that Juvenile Court has implemented a physical ability testing component to its hiring process. Departments may contact him for information on the concept. He noted that it was approved by the Prosecutor's Office.

**Maricarol Torsok-Hrabovsky (Job and Family Services)** announced that bids were being opened for the expansion and renovation project at the Agency. She also announced that the Agency is researching payroll software to assist with leave requests and time sheets. A meeting to discuss options is on October 1 at 10:30 a.m. at the Agency for departments wishing to hear about the system.

**Claude Kilpatrick (Wood Lane)** noted that the State's focus for DD is shifting to integrate consumers more into the community. While Wood Lane has been doing this for year's they are waiting to see how the State's changes will affect them.

**Frank McLaughlin (Child Support)** reported that the agency has had several odd vacancies lately, but positions are being filled.

The next Department Head meeting will be held in the Commissioners' Hearing Room on ***October 17, 2014, at 9:30 a.m.***

cc: BCC Elected Officials and Department Heads Steve Spirn file