

## Department Head Meeting Agenda

**Meeting Date and Time:** October 17, 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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Monthly Safety Subject	Nov. - Emergency Evacuations
Workers' Comp	2015 Group Retrospectively Rated 2015 Charge for Services: .01175 x 2014 payroll
Insurance Update	Benefits Clerk - Rachel Richmond 2015 Rates Finalized Insurance Group Rep Meeting: 11/6 @ 9:30 a.m. Summary Plan Description Distribution: 11/7 Insurance Meetings: 11/19 & 11/20
Wellness Update	Quarterly Prize Drawing Winners
United Way Campaign	"Souper" Cook-off - 10/29 in Atrium 11:00 to 1:30
Training Update	Social Media/ Internet Security Follow-Up HR Group: 10/23 @ 10 a.m.
Employee Recognition Program	
Capital Projects Update	JFS Expansion/Renovation Justice Center Expansion Wood Haven
Budget Update	

### **Two Minute Drill**

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### **Next Meeting Date**

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November 21, 2014	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

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## SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on October 17, 2014, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Brad Gilbert	Becky Ewing	Jennifer Robeson	Dana Nemeth	Brenda Ransom
Dave Wigent	Dave Steiner	Tim Hainen	Wade Gottschalk	Ben Batey
Andrew Snyder	Kelley Hansen	Stephanie Lauwers	Mike Rudey	Tom Clemons
David Cecil	Lorraine Flick	Dorrie Cramer-Rumple	Pamela Boyer	Janese Diem
Joe Fawcett	Andrew Kalmar			

## Announcements

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

**Workers' Comp:** Pam reported that the Commissioners elected to move to a group retro-rated plan for 2015. The County is currently in an individual retro-rated plan. She noted that the charge for service will be applied to departments for 2015. Joe has already included the amount in the budget for 2015.

**Insurance Update:** Pam announced that the new Benefits Clerk, Rachel Richmond has started employment. The Commissioners approved the insurance rates yesterday. Rates will be shared with departments in the coming week. Pam noted that the trust will not be used in 2015 which may affect departmental budgets. She added that 2014 has been a catastrophic claim year. The Insurance Group Representative meeting is scheduled for November 6 at 9:30 a.m. Group reps and payroll officers are strongly encouraged to attend. The Summary Plan Description is scheduled for distribution to employees on November 7, the annual meeting schedule is included in the document.

**Wellness Update:** Flu Shot clinics were offered last month. Janese thanked the Health District for providing the vaccines to staff during the two events. Winners for the Wellness Rewards third quarter drawing were held. Names are published in the 'Round the Courthouse Square.

**United Way Campaign:** The Chili Cook-off will be held on October 29 in the Courthouse Complex Atrium from 11:30 to 1:30. The event will feature different types of soup. Departments are asked to bring baked goods to help with the bake sale.

**Training Update:** Social Media and Electronic Security training was well attended. Employees were reminded to encrypt confidential emails by using the word "confidential" in the subject line of emails. Supervisors are also reminded that they should not ask employees for their social media passwords to gain access to their accounts or look for information on employees' pages. Should the information be presented to the supervisor, the supervisor should contact HR or the Prosecutors' Office before taking any action. The HR Group will meet on October 23 at 10 a.m. and will touch on some the shared responsibility information in regards to payroll reporting.

**Employee Recognition:** The 2014 Employee Recognition Program is scheduled for Tuesday, January 13, 2015 at 9:30 a.m. in the Courthouse Complex Atrium. A memo will be forthcoming asking for names of employees to recognize.

**Capital Projects Update:** Groundbreaking for the Job and Family Services Office expansion and renovation was held on Tuesday. Bids were opened for the Justice Center expansion project. A roofing project is underway at Wood Haven with more projects to come at the facility.

**Budget Update:** Joe reported that the budget requests have been received and that most budget meetings are complete.

**Day After Thanksgiving:** Andrew announced that the Elected Officials met regarding the Day After Thanksgiving. Non-24 hours operations will be closed on November 28 with the exception of the Landfill and Auto Title.

## Two Minute Drill

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**Joe Fawcett (Commissioners/Solid Waste Management District)** reported that work on updating the Five Year Plan will begin soon. He also announced that construction on the Landfill scale house is complete.

**Andrew Snyder (Dog Shelter)** provided an update on adoption rates at the Shelter.

**Tim Hainen (Buildings & Grounds)** stated that the department is getting ready for winter. Due to the amount of construction taking place at the East Gypsy Lane complex, he also asked departments to remind employees to stay out of work areas.

**Brad Gilbert (EMA)** reported that the full scale hazmat exercise was complete, with a real event taking place yesterday.

**Dave Steiner (Planning Commission)** noted that the department is seeing an upswing in residential development. Grant funding was secured to help with emergency repairs and bring homes up to code in Northwood.

**Wade Gottschalk (Economic Development)** reported on four expansion projects shaping up in the County. He noted that two of the projects do not have tax abatements.

**Becky Ewing (Court Security)** noted that Tom is out of the office until November 10. If you need assistance, contact her in his absence.

**Dave Wigent (Job and Family Services)** reported that food stamp applications are down slightly, but Medicare applications are increasing. The transportation project will be implemented soon to provide non-emergency transportation to those in need.

**Tom Clemons (ADAMHS)** announced that the annual dinner is scheduled for October 30 at Nazareth Hall. He provided a brief update on additional services being provided and also encouraged support of the ADAMHS levy in November.

**Mike Rudey (Building Inspection)** announced that the department will be doing commercial inspections in Fulton County including Archbold and Wauseon. They also picked up Jerry City for residential inspections within the County.

**Lorraine Flick (Wood Lane)** stated that the accreditation inspection will take place in November. An Employment First parent forum was held recently with more than 60 parents and caregivers in attendance.

**Stephanie Lauwers (Child Support)** reported that a Case Manager was hired recently with another in the process of being filled. Staff is working on increasing collections.

**Dana Nemeth (Historical Museum and Center)** reported that the photo display in the Lunatic House has been extended to December. The Society is also raising funds for the Civil War plaque to place in the Atrium.

**Brenda Ransom (Records Center)** announced that the Bureau of Workers' Compensation grant provided funding for an electric order picker. She also noted that notices will be sent soon regarding records scheduled for destruction.

**Dave Cecil (Wood Haven)** reported that the CDC has recommended that nursing homes have precautions in place regarding Ebola. He also noted that this will be his final meeting as he is set to retire in November. He expressed his appreciation to all those he has worked with.

**Jennifer Robeson (Probate Court)** noted that Judge Woessner will conduct his annual CLE on October 29. She also noted that individuals are needed for the Volunteer Guardian Program.

**Dorrie Cramer-Rumple (Law Library)** noted that she has been providing CLEs and making presentations promoting the Law Library.

**Ben Batey (Health District)** provided an update on the Ebola situation in Ohio stating that no cases have been reported in Wood County. He noted that additional questions may be asked of those entering hospital settings.

**Pam Boyer (Commissioners)** noted that the life insurance vendor will be changing for 2015.

**Janese Diem (Commissioners)** reported that the Ohio Minimum Wage will increase to \$8.10 on January 1. Appointing Authorities are encouraged to review their pay scales to make sure they are in compliance with the change.

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

cc: BCC Elected Officials and Department Heads Steve Spirm file