

Department Head Meeting Agenda

Meeting Date and Time: December 19, 2014 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Office Closings: Non 24-Hour Offices - Dec. 26
New Year's Day - Jan. 1
Martin Luther King, Jr. Day - Jan. 19

Wood Haven Administrator: Jeff Orłowski eff. Dec. 29

Monthly Safety Subject: Dec. - Safe Driving/Jan. - First Aid, CPR

Insurance Update: Stop Loss Vendor
New Committee Member Meeting: Jan. 7 at 9 a.m.

Wellness Update: Quarterly Prize Drawing: Dec. 29 Deadline
Fitness/Nutrition for Life Reimbursement Deadline: Jan.5

Employee Recognition Program: Jan. 13 at 9:30 a.m. in the Atrium

Leadership BG: County Session - Wed. Jan. 21

Employee Orientation Program: Jan. 27 at 8:45 a.m. in Commissioners' Hearing Room

Training Committee Meeting: Jan. 28 at 9 a.m. in the Commissioners' Office

Minimum Wage Update: \$8.10 eff Jan. 1

Capital Projects Update:

Budget Update:

Annual Report:

Two Minute Drill

Next Meeting Date

January 16, 2015 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 December 19, 2014, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Wade Gottschalk	Brad Gilbert	Andrew Snyder	Ben Batey	Tim Hainen
Ben Hendricks	Pam Shumaker	Jennifer Robeson	Matt Oestreich	Rick Rosendale
Jessica Sautter	Brenda Ransom	Mike Rudey	Lorraine Flick	Frank McLaughlin
Kelli Kling	Dorrie Cramer-Rumple	Janese Diem	Pamela Boyer	Joe Fawcett
Andrew Kalmar				

Announcements

Office Closings: Andrew noted upcoming holiday closings including Christmas Day, New Year's Day and Martin Luther King, Jr. Day. He also announced that non-24 hour offices are closed on December 26.

Wood Haven Administrator: Jeff Orlowski has been named the new Administrator of Wood Haven Health Care. His official start date is December 29. He replaces Dave Cecil who retired in November.

Monthly Safety Topics: The December Safety Subject is Safe Driving. The topic for January is First Aid/CPR/AED. In conjunction with the January subject, training will be held for those needing to recertify. 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: Pam noted that the Employee Health Benefits will be moving to a new stop loss vendor for 2015. She also reminded Department Heads of the memo sent regarding membership on the Employee Health Benefits Committee. A meeting to update new committee members is scheduled for January 7 at 9 a.m. in the Commissioners' Office.

Wellness Update: The deadline to submit completed wellness programs for the quarterly prize drawing is Monday, December 29. The deadline to submit for reimbursement under the Fitness and/or Nutrition for Life program is January 5.

Employee Recognition: The 2014 Employee Recognition Program is scheduled for Tuesday, January 13, 2015 at 9:30 a.m. in the Courthouse Complex Atrium. Please advise your employees scheduled for recognition of the program date and time.

Leadership BG: Wood County will be hosting a Leadership BG session on Wednesday, January 21. Attendees will meet with various Elected Officials and Department Heads throughout the day.

Employee Orientation: An Employee Orientation has been scheduled for January 27. If you have new employees to register, please contact Janese Diem at ext. 9171. The session will begin at 8:45 a.m. in the Commissioners' Hearing Room and last until approximately 4 p.m.

Training Committee: The Training Committee will conduct its annual meeting on January 28 at 9 a.m. in the Commissioners' Office. This committee recommends training for employees. If interested in participating on the Committee, contact Pamela Boyer.

Minimum Wage Update: The Ohio Minimum Wage is increasing to \$8.10 on January 1. The new poster has been emailed to Elected Officials and Department Heads. For offices in the Courthouse Complex, the posters will be updated and placed with the other required postings.

Capital Projects Update: Tim Hainen provided an update on Capital Projects taking place throughout the County offices. The Wood Haven roofing project is nearing completion. Boiler replacement and a cooler replacement will be the next projects at Wood Haven. The Job and Family Services expansion/renovation project is underway with a scheduled completion date in July. The Jail expansion project has been awarded. This project will include renovations to two existing dorms and expand the female housing at the Jail. Work on the Dunbridge Road Building HVAC system is scheduled along with the elevator project and ADA restroom at the Historical Center. In addition, the Health District announced plans to expand.

Budget Update: Final review is taking place on the 2015 budget with appropriations scheduled for Commissioners' authorization on Tuesday. Following the appropriations, Commissioners' Departments are reminded to prepare wage memos for their staff. Please be sure to share them with the Commissioners' Office prior to distribution.

Annual Report: Andrew noted that the end of the year signals the start of the annual report. Watch for more information regarding the project.

Two Minute Drill

Joe Fawcett (Commissioners/Solid Waste Management District) reported that the Landfill will be open on December 26.

Andrew Snyder (Dog Shelter) announced that 2015 dog licenses are available for purchase through January 31. A list of locations where the licenses can be purchased is on the Shelter's website.

Brad Gilbert (EMA) noted that the 4th annual Northwest Ohio HazMat conference was held recently in Lima.

Wade Gottschalk (Economic Development) stated that the Commission worked on over \$1 million in projects during the year. He thanked Building Inspection and the Engineer's Office for their work on the Home Depot project.

Dorrie Cramer-Rumple (Law Library) noted that she will be leaving the Law Library, but encouraged offices to utilize the free resource that is available to them.

Frank McLaughlin (Child Support) reported that the Agency is back to full staff following a few retirements. He noted that the Agency is also looking at different ways to handle service issues and reinforce collection activity.

Brenda Ransom (Records Center) noted that notices were sent regarding records scheduled for destruction. Boxes are available for departments wishing to transfer records to the Center.

Lorraine Flick (Wood Lane) reported that the insurance transition seems to be going well. Wood Lane also finished its accreditation process with only three recommendations for improvement received.

Mike Rudey (Building Inspection) announced that the department is on pace for a record year, not an all-time high, but close.

Kelli Kling (Historical Museum and Center) reported that today is the last day for the Christmas tour. Due to the upcoming construction at the Center, the staff will be utilizing off site venues for programming in 2015.

Jessica Sautter (Engineers) stated that road stripping is underway in preparation for the winter weather.

Jennifer Robeson (Probate Court) announced that Pamela Pinson has been hired in Probate Court to replace Sue Peery who retired last month.

Rick Rosendale (Auditors) stated that the information for the GAAP report was sent out earlier this week.

Matt Oestreich (Auditors) announced that the change fund process has changed to eliminate the year end pay-in of the funds. A year end sign-off on the fund balance has been approved by the State Auditors.

Pam Shumaker (ADAMHS) noted that Tom has been busy outlining plans for the year.

Ben Hendricks (IT) thanked the maintenance staff for adding a second air conditioning unit to the server room. He also noted that the Sheriff's Office has kept the department busy following Lt. McGiffin's retirement.

Ben Batey (Health District) stated that the influenza strain has drifted a bit making the vaccine less effective than prior years. He recommended that staff displaying systems stay at home. He also noted that a federal site visit took place recently.

Pam Boyer (Commissioners) noted that union contracts are coming due in 2015.

Janese Diem (Commissioners) stated that the wellness website should be updated in the coming weeks. She also noted that the updated timesheets and attendance records are posted on the employee website for departments wishing to utilize them.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *January 16, 2015, at 9:30 a.m.*