

## Department Head Meeting Agenda

**Meeting Date and Time:** January 16, 2015 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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Welcome Wood Haven Administrator	Jeff Orłowski
Commissioners' Organization	Order of the Board - No Change
Monthly Safety Subject	Jan - First Aid CPR-AED Feb - PERRP Recordkeeping
Insurance Update	2015 Formulary
Wellness Update	Deductible Credit Update Dine-In Challenge Begins Feb. 2
HR Group Meeting	1-22 @ 10 am Time Tracking Software
Employee Orientation	1-27 @ 8:45 am
Training Committee	1-28 @ 9 am Commissioners' Office
Legal Holidays	1-19 Martin Luther King Jr. 2-16 Presidents Day
Salary Increases	3% across the board Wage Memos for BCC dept.
Budget Update	GAAP Reporting Mileage Reimbursement - \$.56 No change despite IRS rate increase
Annual Report	2-6 Submission Deadline
Capital Projects Update	

### **Two Minute Drill**

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### **Next Meeting Date**

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February 20, 2015	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 January 16, 2015, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Jeff Orłowski	Dave Steiner	Brad Gilbert	Dave Wigent	Brenda Ransom
Andrew Snyder	Dana Nemeth	Mike Rudey	Wade Gottschalk	Tim Hainen
Ben Hendricks	Jessica Sautter	Jennifer Robeson	Tom Chidester	Frank McLaughlin
Janese Diem	Pamela Boyer	Joe Fawcett	Andrew Kalmar	

## Announcements

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**Welcome Wood Haven Administrator:** Andrew introduced Jeff Orłowski to those in attendance.

**Commissioners' Organization:** The Commissioners' held their organizational meeting on Monday. There were no changes to the order of the Board for 2015.

**Monthly Safety Topics:** The January Safety Subject is First Aid/CPR/AED. The topic for February is Public Employee Risk Reduction Program (PERRP) Recordkeeping. In conjunction with the January subject, training will be held for those needing to recertify CPR/First Aid certifications. 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:** The 2015 Formulary is now available on the employee website. Employees are encouraged to be mindful of the changes in the formulary that take place from year to year. If an OTC is noted in the formulary at no cost, the brand name drugs in that drug class are not listed in the formulary.

**Wellness Update:** A total of 49 employees earned the deductible credit for the 2016 plan year. The updated wellness program information is available on the employee website including the upcoming Dine-In Challenge that begins on February 2.

**HR Group:** The HR Group is set to meet on Thursday, January 22 at 10 a.m. in the Commissioners' Hearing Room. Some of the discussion will include a brief update on time tracking software that is being considered to assist with employee time tracking and requests for leave.

**Employee Orientation:** The Employee Orientation scheduled for January 27 will be held beginning at 8:45 a.m. in the Commissioners' Hearing Room. If you have additional new employees to register, please contact Janese Diem at ext. 9171.

**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 or making suggestions for training, contact Pamela Boyer.

**Legal Holidays:** Andrew noted upcoming holiday closings including Martin Luther King, Jr. Day on January 19 and Presidents Day on February 16. .

**Salary Increases:** The Commissioners authorized a 3% salary increase in the 2015 appropriations. Commissioners' departments are reminded to submit completed wage memos to the Commissioners' Office prior to distributing them to employees. A sample wage memo is available for other departments wishing to use them.

**Budget Update:** The Auditor's Office has distributed the requests for the GAAP report. The information is due to the Auditor's Office by March 1. Joe also noted that the amended certificate for the 2015 budget process has been sent to the Budget Commission and is awaiting its approval.

**Annual Report:** The deadline to submit information for the 2014 Annual Report is February 6. When submitting information, please be sure to focus on events that took place during 2014. Photos are also being solicited for the State of the County Address that is scheduled for March 19.

**Capital Projects Update:** Tim Hainen provided an update on Capital Projects taking place throughout the County offices. Several projects are being scheduled for this spring including the HVAC systems in the Courthouse Attic, Dunbridge Road Building and Wood Haven. Completion of the Wood Haven roofing project was delayed due to the weather. The Job and

Family Services inside remodel is complete with staff moving back into the space next week. The new building addition expansion/renovation project is underway with a scheduled completion date in July. Contractors are now on-site at the Justice Center expansion project.

## **Two Minute Drill**

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**Andrew Snyder (Dog Shelter)** noted that dog license sales are underway. He is also looking into stepping up the dog license enforcement program as dog license sales are the main source of funding for the department.

**Joe Fawcett (Commissioners/Solid Waste Management District)** stated that surveys are being sent to businesses to determine the amount of recycling taking place in the County. Staff are also working on updates to the Solid Waste Management Plan as required every five years. The Landfill still has mulch for sale. Departments with questions about the budget were encouraged to call or email Joe or Darcy.

**Brad Gilbert (EMA)** noted that new hazardous materials training, HazMat IQ, is scheduled for next week. This consolidated training is for first responders and utilizes LEPC grant funds.

**Dave Steiner (Planning Commission)** announced that the Moving Ohio Forward grant program that demolished blighted homes has come to an end. He noted that the State is changing its process for block grant programs in the coming year.

**Wade Gottschalk (Economic Development)** stated that a recent survey completed through the Good Jobs Committee confirmed the need for skilled and unskilled labor in the County. He noted that is difficult to attract manufacturing jobs to the area when there is a shortage of workers with those skills.

**Ben Hendricks (IT)** noted that he will be working on server upgrades in the coming weeks that will limit his availability. He encouraged the use of the IT Help Desk to seek assistance. He is also working on the standardized PC quotes with Meyer Hill Lynch and is seeking input on the interest of smaller desktop pcs verses the larger tower pcs. He will also be working on an update for the RightFax software.

**Dave Wigent (Job and Family Services)** reported that the Income Maintenance unit reached 95% on timeliness of processing of applications. The Child Services unit completed an audit by the Federal government with no findings.

**Mike Rudey (Building Inspection)** announced that the department is seeing an increase in construction including residential. He also noted that Costco is on track to open this summer, if not sooner.

**Frank McLaughlin (Child Support)** expressed his appreciation to the Buildings and Grounds staff for their updates on building issues. He also reported that the Agency received an award from the State for medium-large counties for having the best collection statistics in the group.

**Jeff Orłowski (Wood Haven)** announced the he will be initiating some changes at the facility to focus on resident center care and provided examples regarding dining options for residents.

**Jessica Sautter (Engineers)** stated that annual township meeting was held last evening and included a presentation on the pipeline project affecting the lower portion of the County. She also noted that new County maps are available as well as unfolded wall maps.

**Dana Nemeth (Historical Museum and Center)** noted that visitation at the Center was up in 2014. During the winter months work will take place to re-plaster and paint exhibit rooms. Cabin Fever Day is scheduled for January 24. Details are available on the Center's website, [www.woodcountyhistory.org](http://www.woodcountyhistory.org).

**Brenda Ransom (Records Center)** noted that Records Commission will meet on February 5. If any departments wish to alter their records retention schedule, contact Brenda. She also stated that staff is looking at retention of audio and video records. If you have these types of records that need retained, contact Brenda to review conversion options.

**Janese Diem (Commissioners)** stated that the First Aid/CPR training memo is included with the January Safety Subject. She also provided a reminder regarding fire alarms. Employees should refrain from using electronic devices if the alarm is sounded as the fire alarm is used not only for possible fires, but also in the event of an evacuation for a bomb threat.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **February 20, 2015, at 9:30 a.m.**