

Department Head Meeting Agenda

Meeting Date and Time: February 20, 2015 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Monthly Safety Subject	Feb - PERRP Recordkeeping March - Tornado Safety
Tornado Drill	Wed., 3-4 @ 9:50 a.m.
State of the County Address	3-19 @ 7:30 am (Speech at 8 am)
Insurance Update	2014 Vision Reimbursement Deadline: 3-31
Wellness Update	Poker Walk 4-1 @ BGSU Perry Field House
Custodial Supervisor	Eugene Drummelsmith to Wesley Roberts
Time & Attendance Software Update	
Annual Report Update	
Budget Update	
Capital Projects Update	

Special Presentation

2014 Annual Incidents & Injuries	Steve Puffer, Risk Coordinator
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Two Minute Drill

Next Meeting Date

March 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



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on February 20, 2015, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Andrew Snyder	Wade Gottschalk	Dana Nemeth	Cary Williams	Brad Gilbert
Jeff Orłowski	Pam Shumaker	Mark Meyer	Ben Batey	Tom Chidester
Jen Robeson	Dave Steiner	Stephanie Lauwers	Steve Puffer	Tim Brown
Tim Hainen	Jessica Sautter	Brenda Ransom	Ben Hendricks	Lorraine Flick
Dave Wigent	Janese Diem	Joe Fawcett	Andrew Kalmar	

Announcements

Monthly Safety Topics: The February Safety Subject is Public Employee Risk Reduction Program (PERRP) Recordkeeping. The March topic is Tornado Safety. Department Heads were asked to share the information with staff when it is distributed. The information is also posted on the employee website.

Tornado Drill: The annual tornado drill is scheduled for Wednesday, March 4 at 9:50 a.m. Employees are reminded to wait for the announcement before proceeding to the tornado safe area. All departments are encouraged to participate in the drill.

State of the County Address: Andrew invited all Elected Officials and Department Heads to attend the State of the County Address on March 19 at 8 a.m. in the Atrium. He noted that the Commissioners will not be providing a summary at the March Department Head Meeting as they hope Department Heads will attend the event.

Insurance Update: Vision requests from 2014 must be submitted prior to March 31, 2015, in order to receive reimbursement.

Wellness Update: Wood County is participating in a wellness collaborative with BGSU, Wood County Hospital, and the City of Bowling Green. This collaborative is hosting a Poker Walk on April 1 at the BGSU Perry Field House. More information will be forthcoming on the event.

Custodial Supervisor: The Custodial Supervisor at the Courthouse Complex, Gene Drummelsmith, has announced his retirement effective March 6. Current Custodian II Wesley Roberts has been appointed as Gene's replacement.

Time and Attendance Software Update: Several departments have been involved in discussions regarding how payroll is processed. Maricarol Torsok from Job and Family Services has been investigating options for an electronic timesheet and leave request process that would calculate payroll. A recommendation will be presented to the Data Processing Board regarding a program available from The Right Stuff. If approved, Job and Family Services, Child Support, and the Sheriff's Office will be the pilot group for the County in implementing the software. Andrew stated that all Commissioners' departments will eventually move to this format. If other departments are interested in learning more about the program, contact the Commissioners' Office.

Annual Report Update: Work continues on importing data for the 2014 Annual Report. Photos are welcome for the slide show that accompanies the State of the County Address.

Budget Update: No updates were noted at the meeting.

Capital Projects Update: Tim Hainen provided an update on Capital Projects taking place throughout the County offices. The Justice Center expansion project is moving along faster than expected. The chiller project at the facility is nearing completion. The contract has been awarded for the Wood Haven boiler project. Projects are also taking place at Job and Family Services, Health District, Dunbridge Road Building, and the Historical Center.

Special Presentation

2104 Annual Incidents and Injuries: Risk Coordinator Steve Puffer provided handouts summarizing incidents and injuries that occurred in 2014. He noted that there were not any workers' compensation lost time claims in 2014.

Two Minute Drill

Joe Fawcett (Commissioners/Solid Waste Management District) announced that Clerk Typist I Diane Hainen has submitted her resignation. Interviews for the vacancy are taking place next week..

Brad Gilbert (EMA) noted that the first week in March is Severe Weather Safety Week. A Skywarn class is scheduled for March 9. If interested in attending contact the EMA office.

Dave Steiner (Planning Commission) stated that the grant cycle is starting again. He noted that the State is changing its process for block grant programs.

Mark Meyer (Building Inspection) noted that plans are coming into the department a bit more rapidly than previous months.

Jeff Orlowski (Wood Haven) stated that the current resident census is at 77, which is three above last month. The goal is to reach 80. He also noted some staff morale boosters that are being implemented at the facility.

Tim Hainen (Buildings & Grounds) reported that he is working with the townships to cover the department's salt shortage. Staff have adjusted the use and application of the salt. Price increases and increased snowfall have resulted in shortages for many in the area.

Brenda Ransom (Records Center) stated that the annual disposal notices have been distributed to those with records scheduled for disposal. The Records Commission will be meeting in March for those who wish to revise their retention schedules.

Cary Williams (NWCCC) stated that staff is working on the ACA audit that occurs every three years. A new Seeking Safety program is being implemented at the facility with staff training taking place at this time.

Jen Robeson (Probate Court) noted that volunteers are still needed for the Volunteer Guardianship Program. A training is scheduled for March 25 and 26. She added that guardianships increased by 48 percent in 2014.

Tim Brown (Juvenile Court) stated that the CASA program is also looking for volunteers. Contact Carol Fox for additional information.

Jessica Sautter (Engineers) noted that the County Commissioners and Engineers Associations are recommending changes to streamline the ditch petition process. Changes have not been implemented since the 1960s.

Pam Shumaker (ADAMHS) announced that a conference on opiate use is scheduled for March 31. Contact the ADAMHS office for more information.

Stephanie Lauwers (Child Support) thanked JFS for the presentation to staff on the Job Find Program. She also noted that she was treating employees to lunch as they met their goal on collections.

Lorraine Flick (Wood Lane) noted that staff is working on implementation of the Employment First initiative.

Ben Batey (Health District) announced that Poggemeyer Design Group will be assisting with the building expansion project. He also commented on the measles concerns and the need for outreach and education on immunizations.

Janese Diem (Commissioners) noted that the first quarterly deadline for the Wellness Programs is on March 27. Anyone who submits completed program materials by that date will be entered in the first quarter's prize drawing.

Dave Wigent (Job and Family Services) reported that the NetPlus Transportation program will receive advertising assistance from BGSU students. The building project is going well and is one full month ahead of schedule. He also noted that staff working in the field have received GPS devices that can be used in emergency situations.

Ben Hendricks (IT) noted that the RightFax software update did not go as hoped. A bug was discovered requiring another update to take place sooner than expected. He also noted that feedback is welcome on the standardized PC quote.

Steve Puffer (Commissioners) noted that a few openings are still available for the CPR/AED/First Aid training.

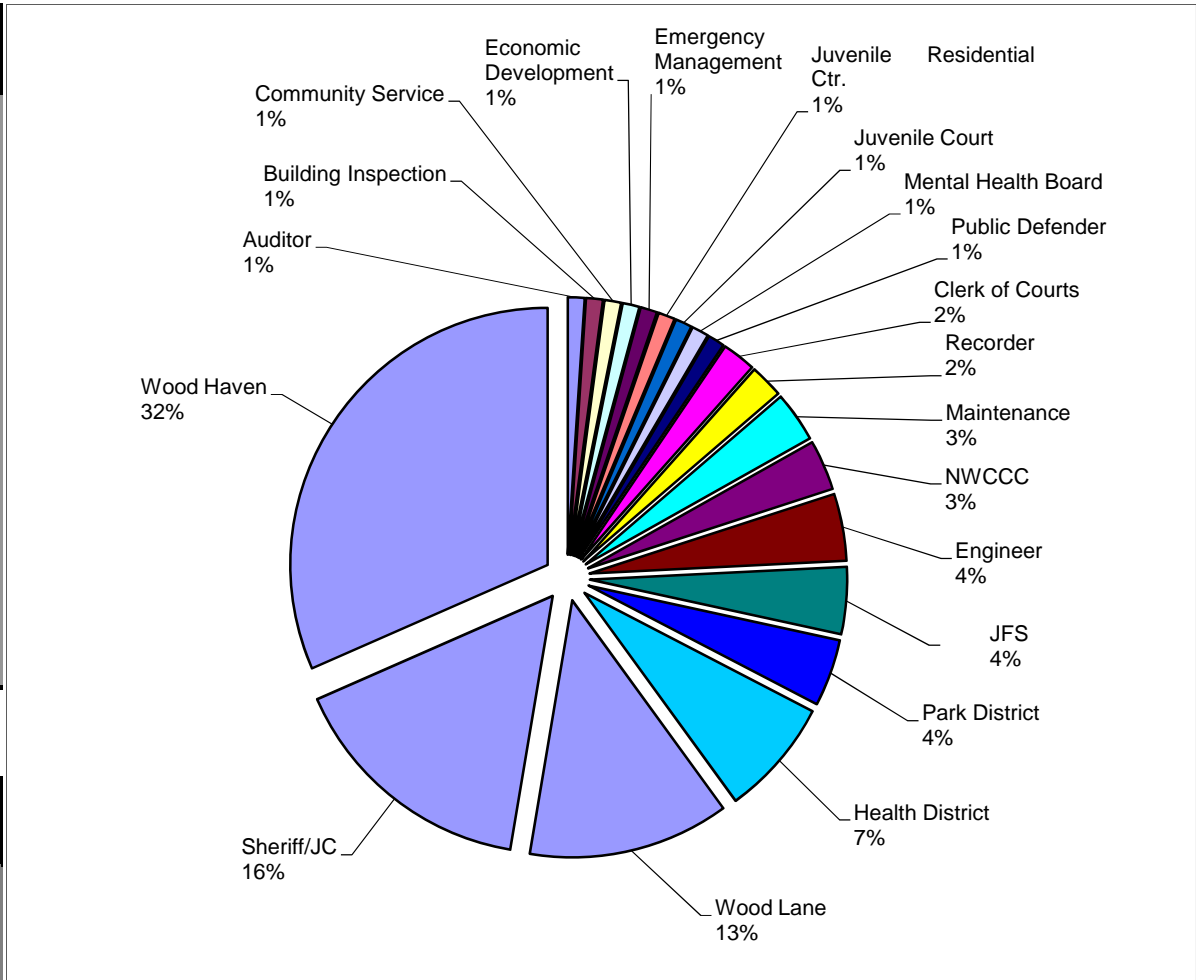
Dana Nemeth (Historical Museum and Center) stated that the presentation of the Civil War plaque for the Atrium will be held on April 14 at 11 a.m.

Wade Gottschalk (Economic Development) announced that the annual dinner is scheduled for March 17. Contact Helen if you wish to attend.

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

2014 Incidents by Department

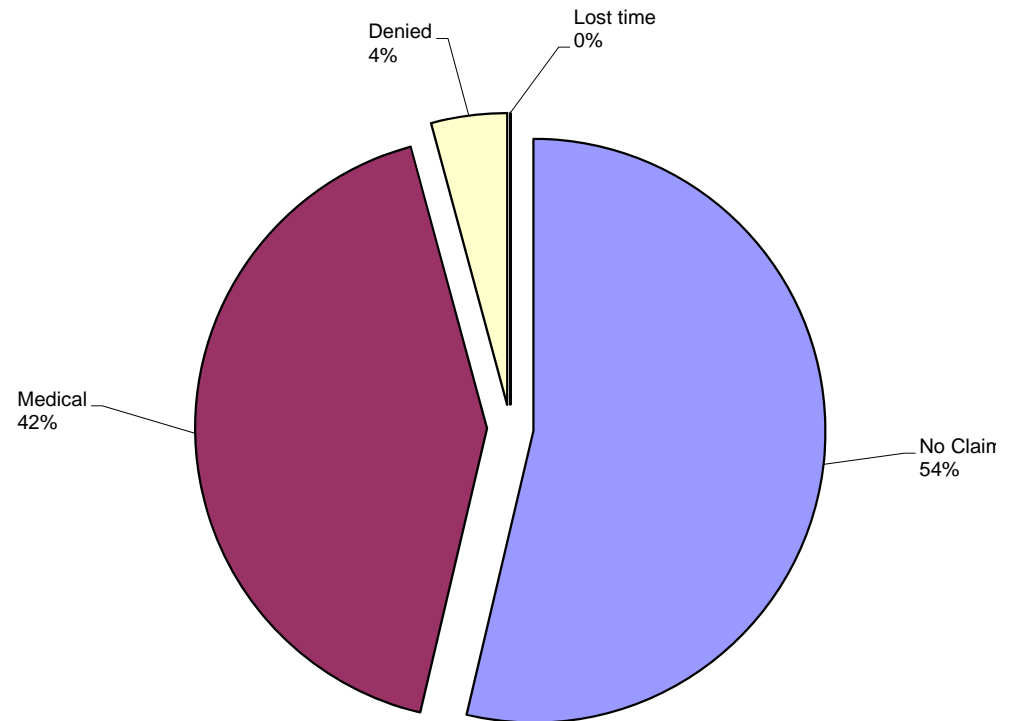
Department	Denied	Lost Time	Medical	No Claim	Number of Incidents in 2014
Auditor			1		1
Building Inspection			1		1
Community Service				1	1
Economic Development			1		1
Emergency Management				1	1
Juvenile Residential Ctr.			1		1
Juvenile Court				1	1
Mental Health Board				1	1
Public Defender				1	1
Clerk of Courts			1	1	2
Recorder				2	2
Maintenance			2	1	3
NWCCC	1		1	1	3
Engineer			1	3	4
JFS			1	3	4
Park District				4	4
Health District			1	6	7
Wood Lane	1		9	2	12
Sheriff/JC	1		7	7	15
Wood Haven	1		12	17	30
TOTAL	4	0	39	52	95



Month	Denied	Lost Time	Medical	No Claim	Total
January			2	6	8
February			6	11	17
March			2	6	8
April	1		7	2	10
May	1		4	3	8
June			2	6	8
July			4	5	9
August	2		3	5	10
September			7	2	9
October			1		1
November			1	5	6
December				1	1
TOTAL	4	0	39	52	95

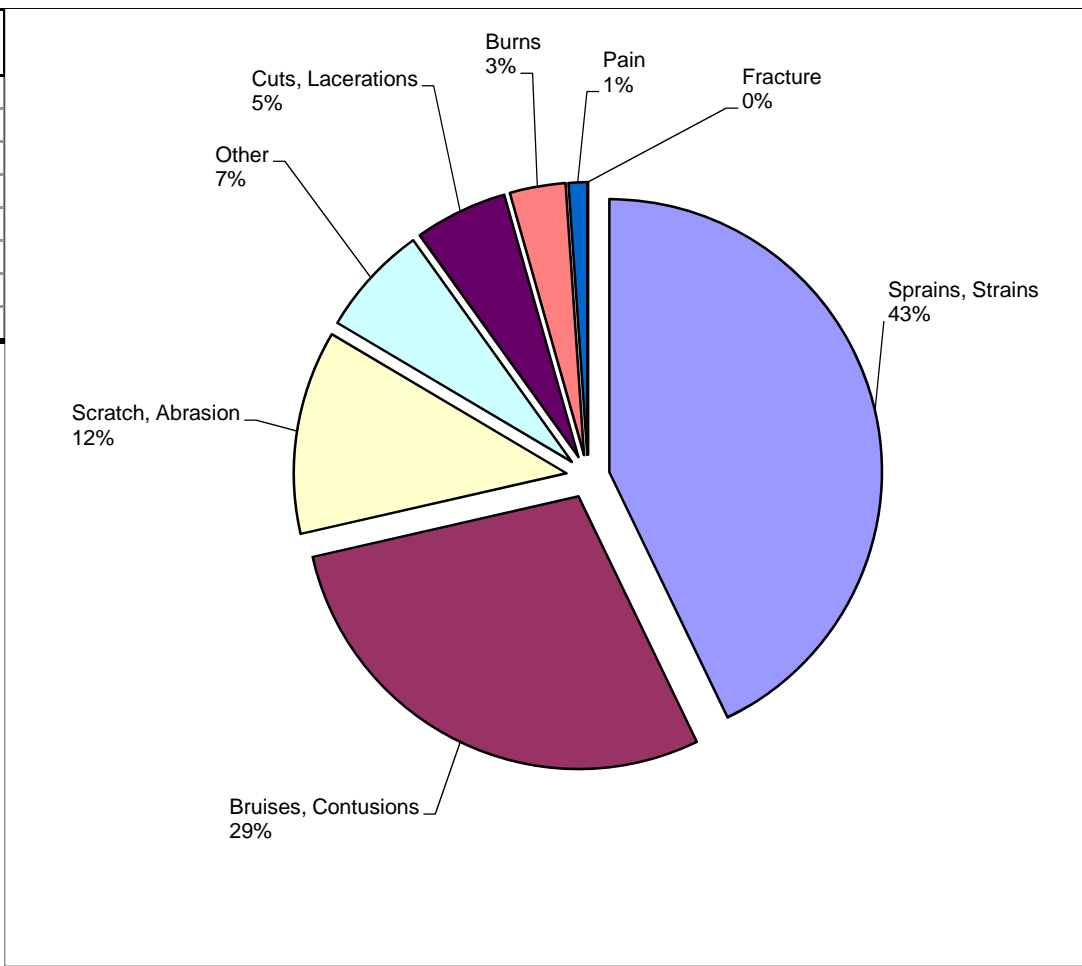
2014 Incidents by Claim Type

Claim Type	Number of Incidents in 2014	2013	2012
No Claim	51	60	56
Medical	40	34	45
Denied	4	2	1
Lost time	0	4	1
TOTAL	95	100	103



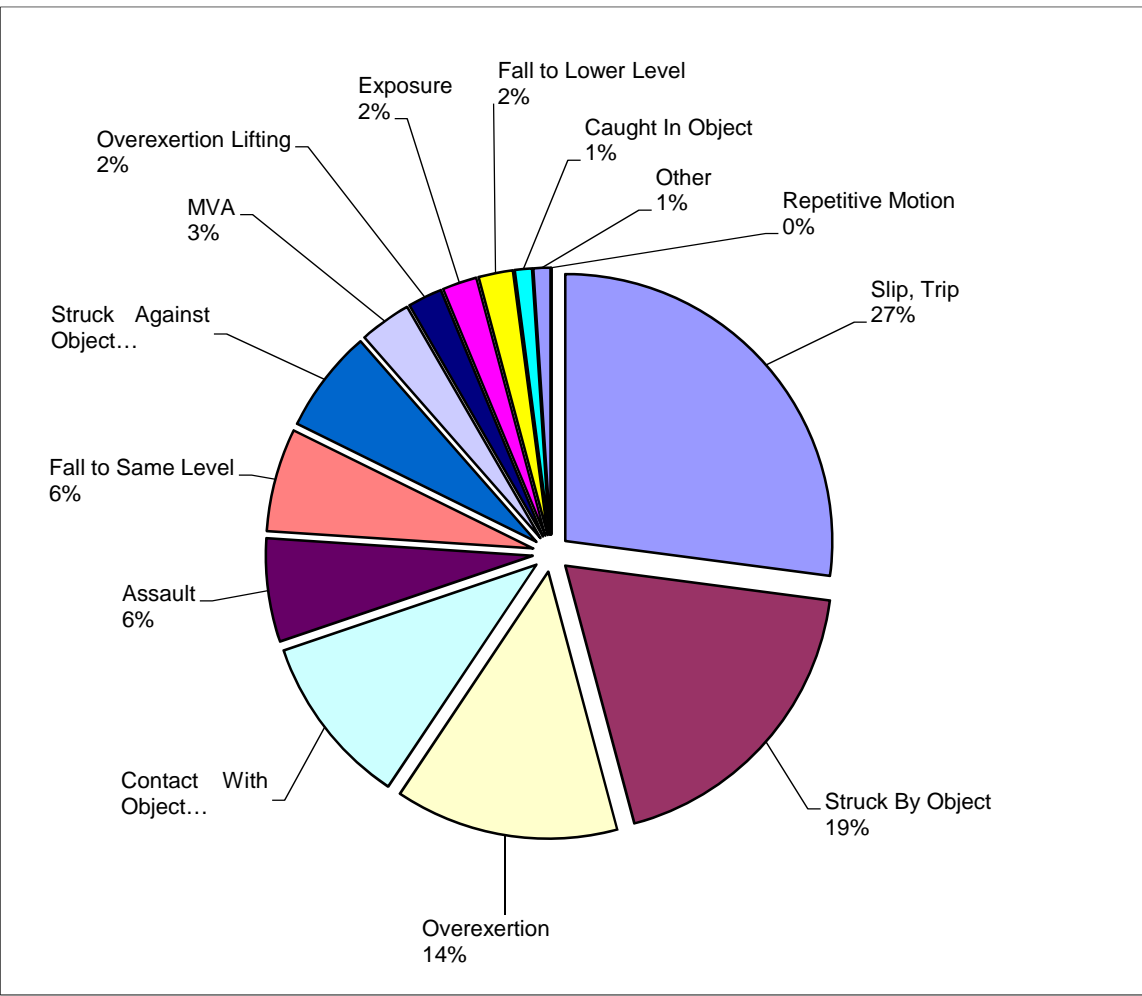
2014 Incidents by Nature

Nature of Injury	Number of Incidents in 2014	2013	2012
Sprains, Strains	39	35	37
Bruises, Contusions	26	31	28
Scratch, Abrasion	11	9	8
Other	6	4	5
Cuts, Lacerations	5	7	13
Burns	3	3	3
Pain	1	3	2
Fracture	0	2	0
TOTAL	91	94	96



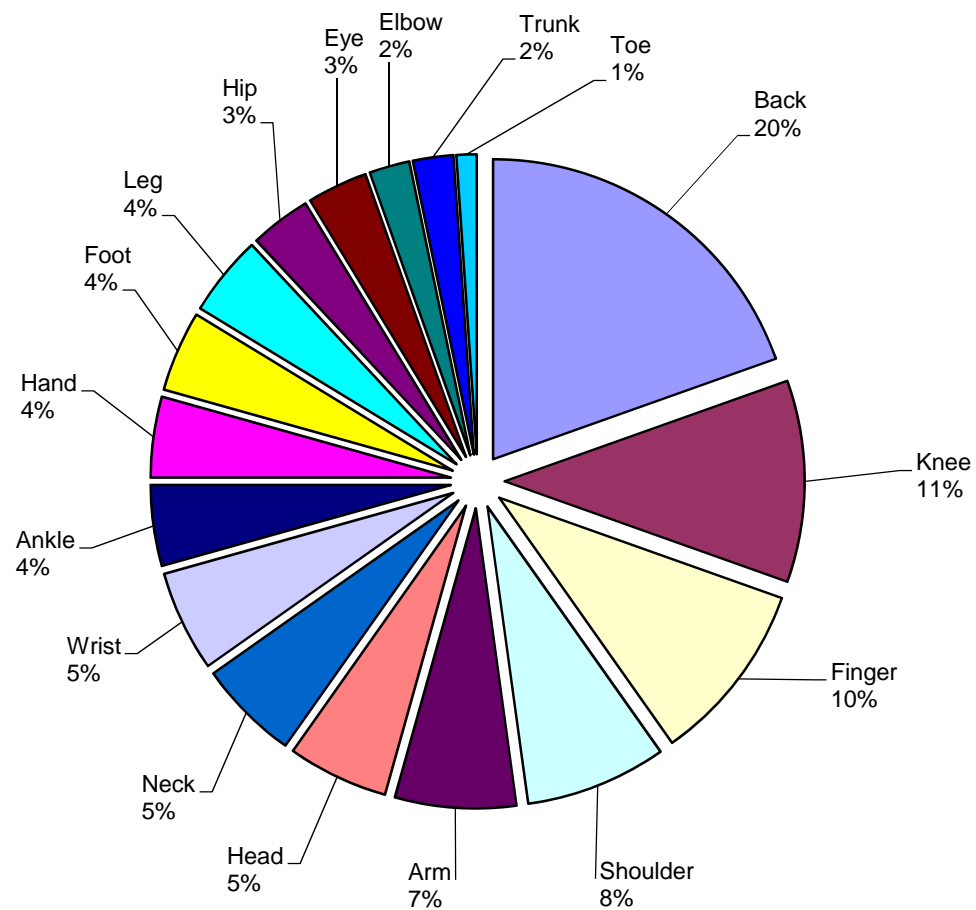
2014 Incidents by Event

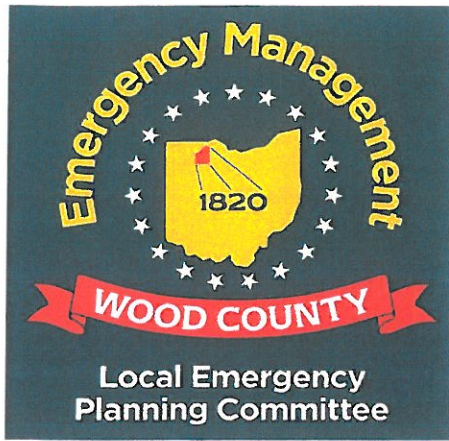
Event	Number of Incidents in 2014	2013	2012
Slip, Trip	26	28	15
Struck By Object	18	10	10
Overexertion	13	15	23
Contact With Object	10	14	13
Assault	6	5	11
Fall to Same Level	6	5	6
Struck Against Object	6	3	6
MVA	3	6	4
Overexertion Lifting	2	4	1
Exposure	2	3	3
Fall to Lower Level	2	1	2
Caught In Object	1	6	5
Other	1	0	1
Repetitive Motion	0	0	1
TOTAL	96	100	101



2014 Incidents by Body Part

Part of Body	Number of Incidents in 2014	2013	2012
Back	18	15	17
Knee	10	5	11
Finger	9	11	15
Shoulder	7	6	5
Arm	6	8	2
Head	5	8	10
Neck	5	1	4
Wrist	5	1	4
Ankle	4	8	2
Hand	4	6	7
Foot	4	4	7
Leg	4	3	4
Hip	3	10	5
Eye	3	3	2
Elbow	2	3	1
Trunk	2	1	1
Toe	1	2	0
TOTAL	92	95	97





2015

**SKYWARN SEVERE WEATHER
SPOTTER'S TRAINING**

for

WOOD COUNTY

MONDAY, MARCH 9, 2015

6:30 p.m.

OLSCAMP HALL Room #115

On the campus of BOWLING GREEN STATE UNIVERSITY

(Use Parking Lot N on Ridge Street off of Mercer Rd.)

Presented via WEBINAR by: National Weather Service, Cleveland, OH Office

No pre-registration required. You will register the night of the class starting at 6:00 p.m.

This training is open to first responders and the general public (any age).

Attendees will receive (either that night or via mail) their SKYWARN card from the NWS.

EMA will provide class attendance certificates to first responders.