

## Department Head Meeting Agenda

**Meeting Date and Time:** April 17, 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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Monthly Safety Subject: April: Transitional Work Program  
May: Bloodborne Pathogens

Wellness Update: National Employee Health & Fitness Day: May 13

Training Update: HR Group: April 23 @ 10 a.m. - Effective Hiring  
Manager Training: April 28 - Unlawful Discrimination

United Way Campaign Committee: Initial Meeting: May 4 @ 10:30 a.m. in Commissioners' Office

National Day of Prayer: May 7 - Courthouse Complex

Police Memorial: May 14 - Courthouse Complex

Employee Picnic & Safety Fair: June 9 - Historical Center

Budget Update: Estimates of Revenue

Capital Projects Update:

### ***Discussion Item***

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Overview of Effective Hiring Techniques

### ***Two Minute Drill***

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### ***Next Meeting Date***

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May 15, 2015 9:30 a.m. Commissioners' Hearing Room

# 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 April 17, 2015, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Brad Gilbert	Wade Gottschalk	Michael Fuller	Dana Nemeth	Brenda Ransom
Andrew Snyder	Dave Steiner	Mike Rudey	Tim Hainen	Jen Robeson
Tim Brown	Pam Shumaker	Ben Batey	Frank McLaughlin	Lorraine Flick
Janese Diem	Joe Fawcett	Andrew Kalmar		

## Announcements

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**Monthly Safety Topics:** The April Safety Subject focuses on the Transitional Duty Program. The topic for May is Bloodborne Pathogens. Department Heads were asked to share the information with staff when it is distributed. The information is also posted on the employee website.

**Wellness Update:** National Employee Health and Fitness Day will be celebrated on May 13 with a one-mile walk at Bowling Green City Park. Employees can walk anytime between 11 and 1. In the event of rain, the event will be held at the Bowling Green Community Center. Tennis shoes will be required if the event is moved.

**Training Update:** The HR Group is scheduled to meet on April 23 at 10 a.m. The meeting will focus on effective hiring techniques. Manager training has been scheduled for April 28. Two two-hour sessions will be offered with Marc Fishel presenting information on unlawful discrimination. Limited seating is still available.

**United Way Campaign Committee:** The United Way Campaign Committee will hold a meeting on May 4 at 10:30 a.m. in the Commissioners' Office. Anyone interested in assisting with this year's campaign is encouraged to attend.

**National Day of Prayer:** The National Day of Prayer is set for May 7 on the Courthouse Steps. Bible readings will take place outside the main entrance in the days prior to the event.

**Police Memorial:** The annual Police Memorial is scheduled for May 14 in the Courthouse Complex Atrium.

**Employee Picnic & Safety Fair:** The Employee Picnic and Safety Fair is scheduled for June 9 at the Historical Center. Andrew encouraged department heads to offer staff time to attend the event.

**Budget Update:** Joe noted that the estimates of revenue are due on May 1. He reminded department heads to email the excel file along with sending a hard copy for the file.

**Capital Projects Update:** Tim Hainen provided an update on Capital Projects taking place throughout the County offices. Work on the Dunbridge Road HVAC project is set to begin next week. Work will begin soon at Wood Haven including asbestos abatement prior to the re-piping project. The Job and Family Services project is nearing completion. Several projects are in the design phase including the Health District expansion and the Historical Center accessibility project. At the Courthouse Complex, Tim noted that the tunnel project was wrapping up today and that the lights in the parking garage are being fitted with LED lights.

## Special Presentation

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**Effective Hiring Techniques Overview:** Janese Diem provided a brief overview of the Hiring Techniques session scheduled for the HR Group on Thursday, April 23. While Commissioners' departments are required to follow a set process; other departments were encouraged to adopt a similar format to evaluate candidates and protect against discrimination. Prior to filling a position, the vacant position should be evaluated to see if any duties should be added or removed from the position as the position is much easier to change when it is vacant. Department heads are encouraged to attend the session on April 23 with their human resource staff.

## Two Minute Drill

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**Ben Batey (Health District)** noted that staff is working on attaining national accreditation.

**Michael Fuller (Job and Family Services)** announced that the annex project is going quite well. He also noted that employees are busy working on Medicaid renewals.

**Joe Fawcett (Commissioners/Solid Waste Management District)** stated that the peregrine falcons have been removed from the endangered species list; therefore, the Ohio Department of Wildlife will not be banding the baby falcons when they hatch. He also announced an Earth Day event sponsored by the Solid Waste Management District on April 26 at the Montessori School.

**Mike Rudey (Building Inspection)** stated that the COSTCO project is moving along and should open in June. He also reported that a super Kroger is planned in Perrysburg near the current location.

**Pam Shumaker (ADAMHS)** noted the ADAMHS Board is holding its annual retreat this Saturday at the Wood County Hospital.

**Brenda Ransom (Records Center)** stated that the Center will be receiving a new cross-cut shredder to assist with shredding floppy disks and cds. She also advised the group that the Records Commission will meet on April 28. Contact Brenda if you would like to add an item to the agenda.

**Dana Nemeth (Historical Museum and Center)** thanked those who attended the presentation of the Civil War plaque on April 14. She also noted that 10 rooms have been re-plastered and painted with work beginning on replacing floors in some rooms.

**Tim Hainen (Buildings & Grounds)** noted that the Safety Committee is reminding staff to be mindful of the traffic flow in the main parking lot at the Courthouse Complex.

**Lorraine Flick (Wood Lane)** reported that students are gearing up for graduation next month.

**Frank McLaughlin (Child Support)** noted that several staff members will be attending training at the CSEA conference next week. He also thanked Mary DeWitt at Job and Family Services for her assistance.

**Dave Steiner (Planning Commission)** noted that the annual block grant applications are due today. He also noted that the Commission has finished its annual tax incentive review.

**Wade Gottschalk (Economic Development)** reported that the tourism calendar is in the process of being updated. This calendar provides a list of events taking place in the County. He also noted that he has been conducting retention visits with several companies.

**Brad Gilbert (EMA)** noted that severe weather season is here as witnessed last week. He noted that several reports of damage could not be confirmed.

**Andrew Snyder (Dog Shelter)** announced that postcards have been mailed to those who purchased a 2014 dog license but did not renew their dog license in 2015. A temporary position has been posted to assist with office duties during the upcoming door-to-door license compliance checks.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *May 15, 2015, at 9:30 a.m.*

cc: BCC Elected Officials and Department Heads Steve Spirn file