

## Department Head Meeting Agenda

**Meeting Date and Time:** May 15, 2015 9:30 a.m.  
**Meeting Location:** Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.  
**Convener:** Joseph Fawcett, Assistant County Administrator

### **Announcement Items**

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New Law Librarian: Beverly Wagener  
Monthly Safety Subject: June: Bomb Threat (Bomb Threat Aid)  
Policy Reminder: FLSA: Timesheet reporting  
Insurance Update: Review of ACA Tracking Software  
Wellness Update: National Health & Fitness Day - 72 walkers  
Fitness Program Deadline: July 15 for Jan. - June Enrollment  
Training Update: Unlawful Discrimination Follow Up  
Employee Orientation: June 25  
HR Group: July 23 @ 10 am  
Employee Picnic & Safety Fair: June 9 @ 10:30 am to 2 pm - Historical Center  
Direct Solicitation  
Budget Update: Estimates of Revenue

### **Special Presentation**

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Computer Training: Lynda.com Ben Hendricks, IT Director

### **Two Minute Drill**

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### **Next Meeting Date**

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June 19: Cancelled  
July 17: Contracts 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 May 15, 2015, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Ben Hendricks	Jeff Orlowski	Wade Gottschalk	Sandi Carsey	Dave Steiner
Brenda Ransom	Brad Gilbert	Bev Wagener	Tom Chidester	Jen Robeson
Kelley Hansen	Dana Nemeth	Mike Rudey	Frank McLaughlin	Pamela Boyer
Janese Diem	Joe Fawcett			

## Announcements

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**New Law Librarian:** Joe Fawcett welcomed the new Law Librarian to the meeting. Beverly Wagener was appointed to the position on April 20.

**Monthly Safety Topics:** The June Safety Subject focuses on the bomb threats. A copy of the Bomb Threat Aid was distributed. This aid should be placed under or near telephones and used in the event that a bomb threat is received. Any phone number could receive a bomb threat, not just the main answering point. Contact Steve Puffer if extra copies of the Bomb Threat Aid are needed for your office. Department Heads were asked to share the information with staff when it is distributed. The information is also posted on the employee website.

**Policy Reminder:** Department Heads were reminded that employees should be recording their actual starting and ending times of work. This can be done with a time clock or other timesheet method. Just recording that an employee worked 8 hours a day is not acceptable under the Fair Labor Standards Act.

**Insurance Update:** Pam noted that software to assist with the Affordable Care Act is being reviewed. Options are being considered to assist with tracking the different measurement periods.

**Wellness Update:** National Employee Health and Fitness Day was held on May 13. A total of 72 employees participated. A reminder was also provided regarding the June 30 deadline for visits under the Fitness and Nutrition for Life reimbursement periods.

**Training Update:** Manager training on Unlawful Discrimination was held on April 28. Many instances of poor behavior fall under "failure of good behavior" and do not rise to the level of unlawful discrimination, unless a protected class is involved. As a reminder to attendees, it is important to reach out for HR or legal counsel prior to investigating misconduct. The next Employee Orientation session is scheduled for June 25. Contact Janese Diem to register new employees. The HR Group is scheduled to meet on July 23 at 10 a.m.

**Employee Picnic & Safety Fair:** The Employee Picnic and Safety Fair is scheduled for June 9 at the Historical Center. Department Heads were advised that offering companies the ability to meet with employees for direct solicitation is not recommended. The picnic is an alternative that provides a set date and opportunity for outside vendors to meet directly with employees.

**Budget Update:** Joe noted that the estimates of revenue totaling \$36.6 million were approved on Thursday.

**Blood Drive:** A blood drive is scheduled for May 20 in the Courthouse Complex Atrium. Employees can register to donate at [www.redcrossblood.org](http://www.redcrossblood.org) using sponsor code: woodcoemployees.

## Special Presentation

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**Computer Training through Lynda.com:** Ben Hendricks provided an overview of the computer training options available through Lynda.com. He noted that the County has eight subscriptions to the website that can be "signed-out" for employees to receive training at their workstations. Contact him for additional information.

## Two Minute Drill

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**Wade Gottschalk (Economic Development)** reported that he is working on a few projects at this time, but is not able disclose client's names.

**Dave Steiner (Planning Commission)** stated that the annual block grant awards will be made soon and that bids for projects awarded during last year's process will be going out soon.

**Ben Hendricks (IT)** noted that he can provide quotes for computer hardware if departments are looking to upgrade systems. He also stated that an upgrade to the exchange server will be taking place in the coming months which will limit his time to take phone calls.

**Sandi Carsey (Job and Family Services)** announced that the annex project is almost complete, with a target date of June 15. A date for an open house will be announced soon.

**Frank McLaughlin (Child Support)** noted that emancipation season is here and that staff is working on cases for children aging out of child support orders.

**Jeff Orłowski (Wood Haven)** noted that the census is at 73 as of today. He also noted that changes to the dining schedule are going into effect on Monday which will allow residents to dine between set times and order off a menu.

**Mike Rudey (Building Inspection)** stated that interviews are scheduled to fill two positions. Ron Badik is retiring at the end of the month. An open house is scheduled in his honor on May 28.

**Brenda Ransom (Records Center)** stated that the Center is busy adding boxes to storage and shredding those boxes that have reached their retention period.

**Dana Nemeth (Historical Museum and Center)** announced that the accessibility project has received several donations from community groups and individuals.

**Janese Diem (Commissioners)** announced that the date for the Spirit of Wood County Awards is moving to October 25 for this year. The awards will be presented in the Courthouse Complex Atrium. If any departments would like to include the nomination form or other information about the awards in a newsletter, contact Janese for more information.

**Pamela Boyer (Commissioners)** noted that HR duties are moving around a bit as Rachel Richmond will be handling more of the insurance reporting.

**Joe Fawcett (Commissioners/Solid Waste Management District)** noted that mulch is now on sale at the Landfill. He also filled in for Brad Gilbert reported that Tammy Feehan has accepted a position with the State. An open house in her honor is scheduled for this afternoon.

The June Department Head meeting has been cancelled. The next Department Head meeting will be held in the Commissioners' Hearing Room on **July 17, 2015, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file