

Department Head Meeting Agenda

Meeting Date and Time: August 21, 2015 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Special Presentations

Media Relations Jan Larson McLaughlin, Editor *Sentinel-Tribune*

Budgeting for Workers' Compensation Kelly Lowry, CompManagement, Inc.

Announcement Items

New Commissioner: Craig LaHote
Updates to letterhead, journal entries, etc.

Office Closings: Labor Day - 9/7
Columbus Day - 10/12

Monthly Safety Subject: Sept: Portable Fire Extinguishers
Compensable Claims - Arising out of employment

Policy Reminder: Hours of Work and Lunch Periods
Mercer Guide: ADA Interactive Process for Reasonable Accommodations

Insurance Update: Dependent Eligibility Certification Process
Employee Eligibility Process

Wellness Update: Stretch and Flex Challenge - Begins 8/24
Summer Swim: Reimbursement Requests due by 9/15
Health Fair at Falcon Health Center: 10/13 - Flu Shots

Training Update: Employee Training: Chameleon Communicator 9/23 & 9/24
HR Group: Shared Responsibility Update 10/22

United Way Campaign: Pledge Card Distribution

Spirit of Wood County Awards 10/25 at 2 p.m. in Courthouse Complex Atrium

Capital Projects Update:

Budget Update: Appropriations Preparation

Two Minute Drill

Next Meeting Date

September 18, 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 August 21, 2015, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Stephanie Lauwers	Jeff Orlowski	Wade Gottschalk	Pam Shumaker	Brad Gilbert
Ray Huber	Dana Schratt	Dave Steiner	Cathi Sarver	Dave Wigent
Rick Rosendale	Matt Oestreich	Jen Robeson	Katie Mahlman	Tim Hainen
Brenda Ransom	Ben Batey	Lorraine Flick	Kelley Hansen	Tom Chidester
Ben Hendricks	Mike Rudey	Dana Nemeth	Bev Wagener	Janese Diem
Pamela Boyer	Joe Fawcett	Andrew Kalmar	Craig LaHote	

Andrew Kalmar began the meeting and welcomed Commissioner LaHote to the meeting.

Special Presentations

Media Relations: Jan Larson McLaughlin, editor of the Sentinel-Tribune, provided insight on how to work with the media. She stated that the media and the County are all on the same team as both work for the public.

She did request that if the media contacts your agency, a prompt response is requested. By delaying, it gives the appearance that you are hiding something. She stated that it is okay to say that you do not know the answer to the question, but to get back with them in a reasonable timeframe with the answer. She encouraged attendees not to use "no comment" as a response. Say something.

If you have bad news to report, she recommended getting it all out at once. Don't let information trickle out as it looks bad from the public's view. She encouraged departments to establish a relationship with the media before things go bad.

She also recommended using layman's terms and learning the rules of "off the record". Use "off the record" only if you trust the reporter and you must say it and the reporter must agree before the discussion is held. You cannot just say it after you say something and note "by the way, that is off the record". Knowing the rules of executive session are appreciated by the media.

Reporting of good news is also encouraged. If you have good news, send it their way.

If information is reported inaccurately or incorrectly, contact the media right away. She encouraged those addressing the media to speak slowly as it makes it easier to quote the individual.

Andrew suggested having one person to handle media calls along with a back-up to respond in case that person is not available.

Budgeting for Workers' Compensation: Kelly Lowry from CompManagement, Inc. reported on changes being made at the Bureau of Workers' Compensation. The BWC is changing from a retroactive billing system to a prospective billing system. This change will impact how premiums are collected for 2016. Not only will premiums increase, but the payment method will also change.

In 2015, Wood County paid the premium for 2014. In 2015, Wood County will be paying for 2015 and 2016 premiums. She noted that the BWC is providing a break on the premium for 2015 and 2016 where Wood County will only be responsible for half of the premiums for those two years. Prospective billing will begin in 2017 and will require the payment of one month of the 2017 premium in 2016. The charge for service will be based on a percentage of payroll. Additional information will be shared with the upcoming appropriations process.

Announcements

New Commissioner: With the appointment of Commissioner LaHote, departments will need to update their letterhead, websites, journal entries and other items noting the Commissioners' names. The order for the remainder of 2015 is Herringshaw - President, Kuhlman - Vice President, and LaHote.

Offices Closings: County Offices, with the exception of 24/7 operations, will be closed on September 7 for Labor Day and October 12 for Columbus Day. The Landfill will be open on Columbus Day.

Monthly Safety Topics: The September Safety Subject focuses on Portable Fire Extinguishers. Department Heads were asked to share the information with staff when it is distributed. The information is also posted on the employee website. Safety walk-throughs for the Public Employees Risk Reduction Program (PERRP) were held and will provide valuable information related to managing risks in the workplace. A written report identifying risk will be shared with departments to assist in making the necessary corrections.

Policy Reminder: Department Heads were reminded about the handbook policy regarding lunch periods. There is no federal or state law that requires a lunch period or breaks during the day. If the time is unpaid, employees must be relieved of their duties or the time may be compensable. If the lunch period is paid, additional compensation is not granted to employees who work through their lunch period. Employees are not to move their lunch period to the end of the day as they must return to work in order to receive the benefit. Pam noted that Mercer has released a guide to assist with the interactive process required for ADA reasonable accommodations. She encouraged managers to contact her or the Prosecutor's Office when dealing with an ADA issue.

Insurance Update: The Spousal/Dependent Eligibility Certification Process runs through September 15. The dependent eligibility process will be modified slightly to accommodate changes to Ohio Law reducing the limiting age for coverage to 26. A new process mandated by ACA requires the county to create an Employee Eligibility Certification Process. The County will utilize a Look-back Measurement Period for all employees going back to October 2014.

Wellness Update: The Stretch and Flex Challenge begins on Monday. This challenge utilizes the American Cancer Society's Active for Life website. The Summer Swim program ends in August with a submission deadline of September 15. A Health Fair is scheduled for October 13 at Falcon Health. Flu Shots will be available to employees eligible for the health benefits at this event.

Training Update: Registration is underway for employee training scheduled for September 23 and 24. Brad Bennett from Fishel, Haas, Kim, and Albrecht LLP will be presenting the Chameleon Communicator to help employees work with those from different generations and those with different communication styles while adding personal accountability. The HR Group is scheduled to meet on ~~July 23~~ at 10 a.m. with an update on ACA Shared Responsibility and employee eligibility.

United Way Campaign: Pledge cards were distributed to those in attendance. Directions for completing the pledge cards is included in the envelope provided. A "Day of Sharing" event is scheduled for October 28 to raise funds for the United Way Campaign. Campus Polleyes will have food available for purchase. Departments are asked to submit a basket to raffle at the event. More information will be forthcoming.

Spirit of Wood County Awards: Andrew announced that the Spirit of Wood County Awards will be presented on October 25 at 2 p.m. in the Courthouse Complex Atrium. This is a new venue for the awards.

Capital Projects Update: Tim Hainen provided an update on projects noting the Job and Family Services project is complete. The first phase of the Justice Center project is nearing completion which includes moving the 60 male inmates to the renovated Work Industry space. Balancing of the heating and air conditioning unit will finalize a project at the Dunbridge Road building. Wood Haven has multiple projects in the works including changing out the heating system, replacing the piping system including the installation of air conditioning in resident rooms, and a cooler/freezer replacement. The bid package for the Historical Center elevator/accessibility project is also being finalized.

Budget Update: Joe Fawcett noted that appropriation packets will be sent in two weeks. The updated Workers' Compensation rate is included with the information.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *September 18, 2015, at 9:30 a.m.*

cc: BCC Elected Officials and Department Heads Steve Spirm file