

Department Head Meeting Agenda

Meeting Date and Time: October 16, 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: Nov. - Emergency Evacuation/ Dec. Space Heaters
Policy Reminder: Use of County Property: No expectation of privacy
Insurance Update: Group Rep Training: 11/5/15
Annual Insurance Meetings: 11/18 & 11/19
Open Election: 11/15 - 12/15
Wellness Update: Health Fair & Flu Clinic at Falcon Health Follow-up
Training Update: HR Group: Shared Responsibility Update 10/22
Employee Orientation: 12/1
Ohio Ethics Law Webinar: 12/14 @ 10 a.m.
Spirit of Wood County Awards: 10/25 @ 2 p.m. in Atrium
United Way: Day of Sharing: 10/28
Campaign Envelopes
Holiday Helping Hands: 11/18 & 11/19 - Collecting at Insurance Meetings
Employee Recognition: 1/14/16 @ 9:30 a.m. Atrium
Disaster Planning:
Budget Update:

Special Presentation

ACA Shared Responsibility Changes: Pamela Boyer

Two Minute Drill

Next Meeting Date

December 18, 2015 9:30 a.m. Commissioners' Hearing Room
No meeting in November.

Board of County Commissioners

Doris I. Herringshaw, Ed.D.

Joel M. Kuhlman

Craig LaHote



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on October 16, 2015, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Dana Nemeth	Jeff Orlowski	Brenda Ransom	Andrew Snyder	Dave Wigent
Tim Hainen	Brad Gilbert	Lorraine Flick	Mike Rudey	Karen Young
Pam Shumaker	Matt Oestreich	Jen Robeson	Frank McLaughlin	Wade Gottschalk
Janese Diem	Pamela Boyer	Joe Fawcett	Andrew Kalmar	

Announcements

Monthly Safety Topics: The November Safety Subject focuses on Emergency Evacuations. The topic for December is Space Heaters. Department Heads were asked to share the information with staff when it is distributed.

Policy Reminder: Janese provided a brief overview of the Use of County Property policy. A copy of the policy was shared. As a reminder employees should only use County property for work related duties and not for personal use. Employees have no expectation of privacy when using County equipment. Property that is no longer needed shall be disposed of through the internet auction.

Insurance Update: The insurance group representative meeting is scheduled for November 5 at 9:30 a.m. in the Commissioners' Hearing Room. Group reps and their back-ups are encouraged to attend. The annual employee meetings are scheduled for November 18 and 19. Open Election for the Plan is November 15 to December 15.

Wellness Update: The Health Fair and Flu Clinic was held at Falcon Health earlier this week. This collaborative event with BGSU, the City of Bowling Green, and Wood County Hospital featured information on sleep, rethinking your drink, and blood pressure checks. Approximately 120 employees attended the event with 101 flu vaccines administered by the Health District.

Training Update: The HR Group is scheduled to meet on October 22 at 10 a.m. with an update on ACA Shared Responsibility. Payroll officers and insurance group representatives are encouraged to attend. The next Employee Orientation will be held on December 1. Register new employees by contacting Janese Diem. Viewing of an Ohio Ethics Law webinar will take place on December 14 at 10 a.m. All three trainings will be in the Commissioners' Hearing Room.

Spirit of Wood County Awards: The Commissioners will present the Spirit of Wood County Awards on October 25 at 2 p.m. in the Courthouse Complex Atrium.

United Way: The United Way Campaign Committee is hosting a Day of Sharing on October 28 in the Courthouse Complex Atrium. Campus Polleyes will have food available for purchase between 11:30 a.m. and 1:45 p.m. Departments are asked to donate gift baskets to raffle at the event. Donations may be dropped off in the Commissioners' Office any time prior to the event. Smaller offices are encouraged to pair up with other small offices to pool resources for a basket donation. A reminder was also provided to submit campaign envelopes if not already submitted.

Holiday Helping Hands: The Newsletter Committee will be collecting hats, gloves, mittens, and canned goods at this year's insurance meetings. Employees may bring items to any of the meetings on November 18 and 19. Drawings will be held at the end of each meeting for those who donate items.

Employee Recognition Program: The date for the 2015 Employee Recognition Program has been set for January 14. The memo requesting employee names for recognition will be sent in November.

Disaster Planning: Andrew reported on a recent meeting with Ben Hendricks and Brad Gilbert regarding action plans in the event that the building is not accessible. Departments will be asked to review or create a plan should they need to relocate offices.

Budget Update: Joe reported that the budget requests have been received and that most budget meetings are complete. The Commissioners will be reviewing budget submissions in November.

Special Presentation

ACA Shared Responsibility Changes: Pam Boyer reviewed a handout outlining changes for the Health Benefits Plan. She noted that the Shared Responsibility will expand the employee eligibility rules and additional forms will be needed to capture needed information. She noted that the overall increase in rates is 3.18%. The funding memo will be shared in the coming week.

Two Minute Drill

Andrew Snyder (Dog Shelter) noted dog license checks are underway. The current adoption rate of adoptable dogs is 98 percent.

Brad Gilbert (Emergency Management) reported that a deputy director position is currently posted for the agency.

Tim Hainen (Buildings and Grounds) reported on project updates at the Dog Shelter, Justice Center, Wood Haven, and Dunbridge Road. He noted that work on the Courthouse Attic heating project will be going out to bid soon.

Wade Gottschalk (Economic Development) announced that the annual holiday reception will be held on December 2. He also noted that Home Depot recently held its grand opening and that RRP Packaging is expanding its facility by 30,000 sq. ft.

Pam Shumaker (ADAMHS) stated that an [Open](#) Town Hall meeting is scheduled for October 22 from 7 to 8 pm at the Cedar Creek Church in Perrysburg Township. Staff is also selling Elder Beerman Community Days booklets.

Dave Wigent (Job and Family Services) reported that the State is reworking the employment programs. He estimates that the changes will be in effect by June 1, 2016. He also noted that turnover is an issue with income maintenance employees not just at Wood County, but statewide.

Dana Nemeth (Historical Museum and Center) noted that bids for the accessibility project were received. She also encouraged attendance at this year's Folklore and Fun Fest on October 17 and the upcoming Folklore Fridays on October 23 and 30. A conservation project is also in the works to rehydrate the well-known fingers at the museum.

Joe Fawcett (Commissioners/Solid Waste) noted that department heads may contact him if they wish to adjust their appropriation for health care costs.

Frank McLaughlin (Child Support) stated that they agency recently held a United Way fundraiser.

Jeff Orłowski (Wood Haven) reported that a new dining services manager has been selected. Under this new hire, the dining program will be revamped with a made from scratch approach. Music therapy is also being introduced at the facility. Donations of used Ipods are being accepted to assist with the program.

Mike Rudey (Building Inspection) stated that construction is still up in the County.

Karen Young (Auditors) noted that rehired retirees, regardless of age, will need to contact OPERS due to changes with OPERS health care coverage. As a follow-up to last month's meeting, she also stated that the Treasurer's Office is now checking the dates of checks when making deposits. If a date is in question, the Treasurer's Office will contact the department for clarification.

Brenda Ransom (Records Center) reported that the Records Center has been working on its Disaster Plan and has contacted offices to identify which records they may need immediate access to in the event of a disaster.

Lorraine Flick (Wood Lane) noted that the merger of employment programs continues. She also noted that school is ranked based on criteria used by other schools and received a "meets standards" ranking.

Jen Robeson (Probate Court) announced that Judge Woessner will host a CLE session on October 28 in the Commissioners' Hearing Room.

Pam Boyer (Commissioners) noted that suggestions for training topics on welcome. If any departments would like a follow-up on the recent Chameleon Communicator training, let her know. She also noted that Job and Family Services, Child Support, and the Sheriff's Office are implementing new time and attendance software.

Janese Diem (Commissioners) announced that the next blood drive is scheduled for November 24 in the Atrium.

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

Use of County Property

Rev. 07-2041, 11-679, 14-754

Wood County provides employees with equipment to perform the duties of their positions. County property includes keys, key fobs, vehicles, materials, tools, supplies, computers, equipment, telephones, copy machines, fax machines, cell phones, and all other equipment purchased with County funds or issued to the County for work related purposes. Employees shall only use County property for their work related duties and not for personal use except as allowed by this policy or the Appointing Authority.

County employees have no expectation of privacy when using County equipment, materials, or supplies for job-related purposes or limited, personal use as allowed by this policy.

Job Related Use of County Property

Employees shall immediately report malfunctioning, damaged, defective or lost County property to their Supervisor. Employees shall reimburse the County for property lost, or damaged by negligent or intentional misuse. The Appointing Authority shall set the reimbursement amount not to exceed the County's costs to replace or repair the County property.

Unless the Appointing Authority permits removal of items without notice, employees shall notify their Supervisor or designee prior to using County equipment and supplies off-site for work-related purposes. The Supervisor or designee shall record the individual's name, item(s) removed, date of removal, anticipated date of return, and actual date of return.

Employees must return all County property upon termination of employment and pay for lost or unreturned County property.

Cell Phone and other Electronic Devices

Employees shall have issued equipment charged for use and operational during scheduled work hours and on-call status.

Equipment with cameras, video, or audio recording devices shall only be used to photograph or record individuals with their consent, unless directly related to the duties of the employee's position.

Employees shall review monthly cell phone bills within 30 days of the County's receipt of the bill to identify all costs related to personal use. The following personal related costs must be identified:

- All cell phone minutes regardless of whether during "free minutes" time under a plan.

- Minutes in excess of the maximum under the cellular phone plan.
- Directory assistance, roaming charges, long distance charges, web usage, download fees, and text message charges.
- Any other charges above and beyond the regular monthly service charge established by the equipment's contract.

Employees shall reimburse the County within 30 days for all personal related cell phone costs.

- Wood County's reimbursement rate for personal cell phone use shall be 25¢ per minute; or
- Employees who separate service are responsible for reimbursement of personal phone calls. The County will invoice the employee for said charges.

Prohibited Use

No employee may use and no Appointing Authority may authorize the personal use of County vehicles, heavy equipment, lawn equipment and tools, shop equipment and tools, custodial equipment and tools and the supplies and materials used with said equipment. Employees may not use the County name or tax exempt status for personal advantage.

The personal use of county-owned rewards (e.g., fuel or credit card points) by county officials or employees is prohibited. Any reward obtained by a county official or employee for purchases made by the official or employee on behalf of and reimbursed by the county is county property. Therefore, it cannot be used for personal purposes by the official or employee.

No employee shall take any property that is no longer needed for County use. Such property shall be disposed of in accordance with ORC 307.12.

Permitted Personal Use

The Appointing Authority may authorize the limited personal use of County desktop and office equipment such as telephones, copy machines, fax machines, computers, cell phones, etc.

Employees must document the personal use of County equipment according to the Appointing Authority's policy and procedure. The employee shall reimburse the County for the use of the equipment or supplies as determined by the Appointing Authority. In the alternative, the personal use of County property shall be taxable income for IRS tax purposes and included as employee compensation for federal, state, and local taxes.

**2016 Employee Health Benefits Plan Update
Department Head Meeting 10/16/15**

Plan Design

Change Eligibility Rules: Health & Prescription Only
 Reduce Dependent Eligibility to 26 (Ohio change)
 Expand Employee Eligibility (30 hpw vs. 40 hpw or 1560 hpy)
 Measure Employee Eligibility Using Lookback Measurement Method
 County is ONE Employer
 Create Annual and Ongoing Monthly Employee Eligibility Audit
 Uploading Hours from Payroll System
 New Form Required from Appointing Authority Documenting Employee Status
 Measure All Employees and Communicate Individual 2016 Benefit Eligibility
 Distribute SPD, Individual Employee Enrollment Verification & New Benefit Eligibility

Retain Grandfathered Status while offering Minimum Value & Affordable
 Affordability: Use of Federal Poverty Line Safe Harbor

Preparing for Federal Reporting: 1094 & 1095

Continue Efforts to Lower Utilization Costs: High Performance Providers & Rx

2016 Plan Document

Rates

Medical Inflation:	Medical	7%	
	Prescription	8% non-specialty (60% utiliz.)	
		25% specialty (40% utiliz.)	
	Dental	2.2%	
	Stop Loss	25%	
Vendor Renewal/RFP:	Meritain		
	Flat or minor increases		
Admin. Rates Reduced:	County	\$225,506	\$255,430 in 2015
Total Projection:	County	\$10,953,483	\$10,697,648 in 2015 or +2.33%
Funding:	Trust	None	
	Employer Ratio	85%	
	Employee Ratio	15%	
Rates:	Overall Increase	3.18%	

Upcoming Meetings

HR Group (Payroll Officers & Insurance Group Reps)	10/22/2015
Department Insurance Group Reps	11/5/2015
Employee Information Meetings	11/18-19/2015