

Department Head Meeting Agenda

Meeting Date and Time: March 18, 2016 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Monthly Safety Subject	April: Hazard Communication
Tornado Drill Reminder	March 23 @ 9:50 a.m.
Insurance Update	1095C Distribution
Wellness Update	Poker Walk: April 6 at BGSU Perry Field House Eating for Good Health Program Committee Meeting: March 23 @ 10 in Hearing Room
Training Update	Initial Continuity of Operations Planning (COOP) Meeting: March 24 @ 2 HR Group: April 28 @ 2 p.m. Employee Orientation: May 24
Notification for Insurance Coverage	OCRC/EEOC Complaints Received
State of the County Address	March 23 in the soon to be named 'Alvin L. Perkins Atrium'
JFS Blue Day & Pinwheel Event	April 13: 10 a.m. Pinwheels - 1142 N. Main St. 11:30 a.m. - 1:30 p.m. Lunch in Atrium w/Silent Auction
Capital Projects Update	

Special Presentation

Records Maintenance in Preparation for COOP: Brenda Ransom

Two Minute Drill

Next Meeting Date

April 15, 2016	9:30 a.m.	Commissioners' Hearing Room
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Board of County Commissioners

Doris I. Herringshaw, Ed.D. Craig LaHote Joel M. Kuhlman



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on March 18, 2016, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Andrew Snyder	Dana Nemeth	Jeff Orłowski	Wade Gottschalk	Dave Wigent
Meredith Nicholson	Katie Mahlman	Becky Ewing	Brad Gilbert	Brenda Ransom
Julie Baumgardner	Mike Rudey	Kelley Hansen	Tim Hainen	Frank McLaughlin
Laurie Lewandowski	Bev Wagener	Donna Beam	Dave Steiner	Janese Diem
Pamela Boyer	Kelly O'Boyle	Andrew Kalmar		

Announcements

Monthly Safety Topics: The April Safety Subject is hazard communication. 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 Reminder: The annual tornado drill scheduled for March 23 at 9:50 a.m.

Insurance Update: Pam reported that staff is working on preparing the 1095-C forms for employees. She thanked the Auditor's Office for their cooperation with the necessary data. A summary of the data will be forwarded to federal government prior to the June deadline.

Wellness Update: A power walk is planned for April 6 at the BGSU Perry Fieldhouse. This is a collaborative event with the City of BG, BGSU, Wood County Hospital and Wood County employees. The participating individual or group wins a free chair massage (up to one hour) for their office. Another session of the Eating for Good Health Program is scheduled to begin on April 5 at the Office Building and on April 19 at Wood Lane. The wellness subcommittee is scheduled to meet on March 23 at 10 a.m. in the Commissioners' Hearing Room. (That meeting has since been cancelled.)

Training Update: The initial meeting for the Continuity of Operations Planning (COOP) is scheduled for March 24 at 2 p.m. The HR Group is set to meet on April 28 at 2 p.m. and the next Employee Orientation is scheduled for May 24. All three meetings will be in the Commissioners' Hearing Room. Information was also shared regarding Ethics Training that is being held at Owens Community College on April 28.

Notification for Insurance Coverage: Department Heads were reminded to notify the Commissioners' Office regarding any complaints received from the Ohio Civil Rights Commissions (OCRC) or the Equal Employee Opportunity Commission (EEOC). The information must be shared with the liability insurance carrier.

State of the County Address: The annual State of the County Address is scheduled for March 23 at 7:30 a.m. in the Atrium. The Bowling Green Chamber of Commerce is sponsoring the event. The Commissioners' speech begins at 8 a.m. At the event, the Commissioners will be naming the Courthouse Complex Atrium in honor of former Commissioner Perkins.

JFS Blue Day: Dave Wigent noted that the child abuse awareness event is scheduled for April 13. This year the pinwheels will be on display at 1142 North Main Street in Bowling Green. A luncheon and silent auction will be held in the Atrium beginning at 11:30 a.m.

Capital Projects Update: Tim Hainen provided a quick overview of projects. The Jail expansion project is in its final phase. The pipe replacement project at Wood Haven will replace all existing water, heating and other pipes and add piping for air conditioning. A window and exterior door replacement project is also scheduled for the facility. At the Fuel Facility the gasoline tank, which was converted from diesel, is awaiting inspection. Updates at the Dog Shelter are complete as well as the Courtroom 4 soundproofing project. Work on the Historical Center's accessibility project continues.

Special Presentations

Records Maintenance in preparation for COOP: Brenda Ransom provided a brief presentation on records maintenance. She recommended digitizing records to have a back-up of paper documents. She also encouraged managing digital records as well as paper so that time is not spent restoring unneeded electronic records. It was recommended that records storage areas be checked periodically to ensure proper storage conditions. If damage is discovered to records, she suggested acting quickly,

especially in the event of water damage as mold can spread. Andrew added that it is a good practice to clear your desk of paper at the end of the day. Sprinklers have leaked in the past resulting in unnecessary water damage.

Two Minute Drill

Wade Gottschalk (Economic Development) reported on several business expansion projects in the area. He also noted that the Good Jobs Program is conducting a follow-up survey with graduated high school students and providing information on training opportunities.

Dave Steiner (Planning Commission) noted that public input is being sought on the Land Use Plan. A survey is available online and in the Planning Office through the end of the month.

Dana Nemeth (Historical Museum) stated that the Museum is open. A time capsule is being prepared in conjunction with the accessibility project. If anyone has items they wish to include, please forward them to the staff.

Laurie Lewandowski (ADAMHS) reported that training for addiction will be incorporated into the training for the 2-1-1 hotline.

Dave Wigent (Job and Family Services) noted that the transportation services offered through the NET-Plus program will be expanding to non-medical appointments. Staff is also working on incorporating confidence building programs for children in the foster care program.

Bev Wagener (Law Library) stated that the library is in the process of changing the cataloging format from the Dewey Decimal system to the Library of Congress.

Meredith Nicholson (IT) reported that the firewall installation is complete.

Becky Ewing (Court Security) noted that a jury trial is underway and parking may be affected at times.

Donna Beam (Wood Lane) stated that the Board is looking for a Superintendent to replace Melanie Stretchbery who is leaving at the end of September. She also noted that the adult services privatization plan is going to their Board on Monday.

Jeff Orłowski (Wood Haven) reported on new initiatives implemented at the facility. The goal is to offer residents more choices and presenting a more professional look.

Frank McLaughlin (Child Support) noted that the agency is back to full staff with the addition of a staff attorney this week.

Katie Mahlman (Clerk of Courts) reported that the Title Office is busy. After several years of planning, new title management software is being implemented with an estimated go live date of January.

Mike Rudey (Building Inspection) noted that construction continues to keep the office busy.

Kelly Hansen (Common Pleas Court 4) stated that the Judge and staff are extremely pleased with the results of the soundproofing project.

Brenda Ransom (Records Center) noted that a grant request is being submitted for federal funds to assist with preserving old records.

Pam Boyer (Commissioners) reported that Meritain has issued new insurance cards and updated its software platform. April Hugg was also hired as the new Benefits Clerk.

Kelly O'Boyle (Commissioners/Solid Waste) noted that the draft Solid Waste Plan is being finalized, a new scale was installed at the Landfill and the annual district report is being worked on with a due date of June 30.

Andrew Snyder (Dog Shelter) announced that door-to-door license checks will begin soon.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **April 15, 2016, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirm file



VITAL RECORDS

Records Management in Continuity of Operations Planning



Records VITAL to function

- Developing a COOP offers an opportunity to examine processes
- Records both active and inactive/old and new may be vital to operation
- In the event of a disaster, timely decisions are key



FEMA Continuity Guidance Circular 1 (2013)

Vital record categories

- Emergency Operating Records
- Rights and Interest Records
- Records specific to your agency



Identifying and Prioritizing

- Some records are needed immediately, others can be made accessible at a later date
- Condition of records determine action – 12 hours to mitigate water damage



Being Prepared

- Disasters large and small can trip up operations
- Accessibility when key personnel are unavailable
- Serving the Public when wide area is affected



- <https://www.fema.gov/media-library/assets/documents/86266>

ANNEX I. ESSENTIAL RECORDS MANAGEMENT

The identification, protection, and ready availability of essential records, databases, and hardcopy documents needed to support essential functions under the full spectrum of all-hazards emergencies are critical elements of a successful continuity plan and program. Organizations should strongly consider multiple redundant media for storing their essential records.

In this document, “essential records” refers to information systems technology, applications, and infrastructure, electronic and hardcopy documents, references, and records needed to support the continued performance of essential functions during a continuity activation. Organizations should also protect information that is needed for the resumption of normal operations for reconstitution. Each organization has different functional responsibilities and business needs. An organization decides which records are essential to its operations and then assigns responsibility for those records to the appropriate personnel.

Categories of essential records include the following:

1. **Emergency Operating Records:** These include records and databases essential to the continued functioning or the reconstitution of an organization during and after a continuity activation. Examples of these records are emergency plans and directives, orders of succession, delegations of authority, staffing assignments, and related policy or procedural records. These records provide an organization’s ERG with the guidance they need to conduct operations during a continuity situation and to resume normal operations at the conclusion of that situation.
2. **Rights and Interests Records:** These include records critical to carrying out an organization’s essential legal and financial functions and vital to the protection of the legal and financial rights of individuals who are directly affected by that organization’s activities. These records include those with such value that their loss would significantly impair the execution of essential organization functions, to the detriment of the legal or financial rights and entitlements of the organization and the affected individual(s). Examples of these records are accounts receivable files; contracting and acquisition files; official personnel records; Social Security, payroll, retirement, and insurance records; and property management and inventory records. Any Rights and Interests Records considered critical for continued performance of essential functions should be included in the Emergency Operating Records and maintained at the appropriate continuity facility.

CONSIDERATIONS FOR ESSENTIAL RECORDS MANAGEMENT:

1. An official essential records program should:
 - a. Identify and protect those records that specify how an organization will operate in an emergency or disaster;
 - b. Identify and protect those records necessary to the organization’s continuing essential functions and resumption of normal operations;
 - c. Identify and protect those records needed to protect the legal and financial rights of the organization and the public; and
 - d. Include appropriate policies, authorities, procedures and the written designation of an essential records manager.
2. Organizations should incorporate their essential records program into their overall continuity plans.

3. Organizations should develop procedures to ensure that as soon as possible after activation of continuity plans, but in all cases within 12 hours of an activation, ERG/DERG at the continuity facilities have access to the appropriate media for accessing essential records.
4. Organizations should maintain a complete inventory of essential records, along with the locations of and instructions on accessing those records. This inventory must be maintained at a back-up/off-site location to ensure continuity if the primary operating facility is damaged or unavailable. Organizations should consider maintaining these inventories at a number of different sites to support continuity operations.
5. Organizations should conduct an essential records and database risk assessment to:
 - a. Identify the risks involved if essential records are retained in their current locations and media, and the difficulty of reconstituting the records if destroyed;
 - b. Identify off-site storage locations and requirements;
 - c. Determine if alternative storage media is available; and
 - d. Determine requirements to duplicate records and provide alternate storage locations to provide readily available essential records under all conditions.
6. Organizations should make appropriate protections for essential records, to include dispersing those records to other organization locations or storing those records offsite. When determining and selecting protection methods, it is important to take into account the special protections needed by different kinds of storage media.
7. Organizations should develop and maintain an essential records plan packet and include a copy of the packet at the continuity facilities. An essential records plan packet is an electronic or hard copy compilation of key information, instructions, and supporting documentation needed to access essential records in an emergency situation. Organizations should annually review this packet and document the date of the review and the names of personnel. The packet should include:
 - a. A hard or soft copy of ERG members with up-to-date telephone numbers;
 - b. An essential records inventory with the precise locations of essential records;
 - c. Necessary keys or access codes;
 - d. Continuity facility locations;
 - e. Access requirements and lists of sources of equipment necessary to access the records (this may include hardware and software, microfilm readers, Internet access, and/or dedicated telephone lines);
 - f. Lists of records of recovery experts and vendors; and
 - g. A copy of the organization's continuity plans.
8. At a minimum, organizations should annually review, rotate, or cycle essential records so that the latest versions are available.
9. Organizations should annually review their essential records program to address new security issues, identify problem areas, update information, and incorporate any additional essential records generated by new organization programs or functions or by organizational changes to existing programs or functions. Organizations should document the date of the review and the names of personnel conducting the review.
10. Organizations should develop instructions on moving essential records (those that have not been prepositioned) from the primary operating facility to the alternate site and include these instructions in its continuity plan.