

Department Head Meeting Agenda

Meeting Date and Time: September 16, 2016 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Welcome: Nick Foos, Facilities Director in Training
Monthly Safety Subject: Oct. Ergonomics/Safe Lifting
Legal Holiday: Columbus Day - 10/10
Insurance Update: Employee Eligibility Determination for 2017
Annual Employee Meetings: 11/16, 11/17 & 11/18
Insurance Group Rep Meeting (HR Group invited): 11/3
Wellness Update: October Featured Challenge: Stretch and Flex
Blood Drives: 9/23 in Atrium & 11/22 @ JFS
Flu Vaccines - 10/12 & 10/21 at Community Health & Wellness Center
Training Update: Employee Orientation: 11/29
COOP Update:
Time and Attendance Software: Phase 2 - BCC/Clerk of Courts/Recorder
Spirit of Wood County Awards: 10/23 @ 2 pm in Atruim
United Way: Day of Sharing: 10/27
Project Connect Collections
Budget Update: Appropriations & Budget Meetings
Capital Projects Update:

Policy Review

Drug Free Workplace Policy: Medical Marijuana

Two Minute Drill

Next Meeting Date

October 21, 2016 9:30 a.m. Commissioners' Hearing Room

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 September 16, 2016, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Andrew Snyder	Dana Nemeth	Dave Wignet	Wade Gottschalk	Nick Foos
Jeff Orłowski	Kelly Jackson	Tom Clemons	Jen Robeson	Chris Streidl
Katie Mahlman	Brad Gilbert	Brenda Ranson	Dave Steiner	Kelly Hansen
Bev Wagener	Tom Chidester	Mike Rudey	Frank McLaughlin	Ben Hendricks
Janese Diem	Pamela Boyer	Andrew Kalmar		

Announcements

Andrew began the meeting by welcoming Nick Foos, the new Facilities Director in Training. Mr. Foos will be working alongside Tim Hainen who will be retiring in 2017. Tom Clemons also introduced Chris Streidl the new Manager of Clinical Services for the Alcohol, Drug Addiction, Mental Health Services Board.

Monthly Safety Topics: The October Safety Subject is Ergonomics and Safe Lifting. Department Heads were asked to review the information with staff when it is distributed.

Offices Closings: County offices will be closed on Monday, October 10 in honor of the Columbus Day Holiday.

Insurance Update: Forms for the annual spousal/dependent eligibility certification process were due yesterday. The employee certification process begins in October to determine on-going ACA eligibility for 2017. Annual insurance meetings are scheduled for November 16, 17, and 18 with the annual Group Rep meeting scheduled for November 3. The HR Group is also invited to participate in the Group Rep meeting.

Wellness Update: The featured monthly wellness challenge for October is the Stretch and Flex. Two blood drives are on the calendar: September 23 in the Atrium and November 22 at Job and Family Services. Flu vaccines will be available for benefit-eligible employees on October 12 and 21 at the Community Health and Wellness Center located in the Health Department.

Training Update: The next Employee Orientation is scheduled for November 29 beginning at 8:45 a.m. in the Commissioners' Hearing Room. Contact Janese Diem to register any new employees.

COOP Update: Brad noted the Continuity of Operations Plan templates should be completed by October 1. Facility agreements should be forwarded to Kelly O'Boyle in the Commissioners' Office. If you are having issues with a map for your alternative facility, Brad recommended attached a map printed from google maps to identify the location.

Time and Attendance Software: The second phase of the time and attendance software project is underway. The Supervisor training scheduled for September 29 will be rescheduled as well as the employee trainings that were tentatively scheduled to begin in October. More information regarding training dates will be forthcoming.

Spirit of Wood County Awards: The Commissioners will be presenting the 2017 Spirit of Wood County Awards on October 23 at 2 p.m. in the Atrium.

United Way Campaign: Pledge cards for the United Way Campaign are now available. The 2nd Annual United Way Day of Sharing has been scheduled for Thursday, October 27 in the Alvin L. Perkins Atrium. Department Heads were asked to see if there is interest in their respective departments to donate baskets for the event.

Budget Update: Budget packets were sent out last week with budget meetings with the Commissioners scheduled for the first two weeks of October. Departments with capital project requests are encouraged to work with Buildings and Grounds for assistance. Budget requests are due by September 30.

Capital Projects Update: A street lighting study is underway at the East Gypsy Lane Complex along with projects involving concrete curbing and pavement sealing. The elevator project at the Historical Museum is nearing completion. Wood Haven's window project should be completed within the next two weeks. On Tuesday, September 20, the entrance gate for the Office Building parking garage will be replaced. Andrew added that new entrance gate will function the same as the current exit gate.

Policy Review

Drug Free Workplace: Medical Marijuana: Since the medical marijuana law took effect on September 8, Janese provided a brief overview of the Drug Free Workplace Policy. She noted that the County's policy already includes an employee's responsibility to inform his/her supervisor of any medications that may impair judgement, coordination, and any other sensory abilities necessary to perform job duties so reasonable accommodations can be considered.

Two Minute Drill

Pam Boyer (Commissioners) noted that staff is busy working on insurance related issues as the 2017 Wellness Programs were presented to the Employee Health Benefits Committee and Commissioners last week as well as review of proposals for Prescription and Dental Coverage. She also reported that the Commissioners' Office will be posting for the Risk Coordinator position as Steve Puffer has announced his retirement effective December 31.

Beverly Wagener (Law Library) announced that discontinued books available and encouraged departments to stop by to see what is available.

Brenda Ransom (Records Center) noted that a webinar on electronic records is being presented on September 23 at 9:30 a.m. in the Commissioners' Hearing Room.

Jen Robeson (Probate Court) stated that the annual case inventory is taking place. Judge Woessner will be hosting his annual CLE on October 26 in the Commissioners' Hearing Room.

Katie Mahlman (Clerk of Courts) stated that interviews are being held for the Legal office in addition to work on the Time and Attendance system.

Nick Foos (Buildings & Grounds) thanked everyone for their acceptance of him and looks forward to working with them.

Jeff Orlowski (Wood Haven) reported that the facility is looking at a program related to Parkinson's disease. Interior renovations at the facility will begin soon.

Tom Chidester (Court Security) stated that the Courthouse Complex will be open additional hours prior to the election.

Mike Rudey (Building Inspection) noted that the permit revenue is up for inspections.

Dave Steiner (Planning Commission) stated that subdivision activity is increasing with extensions and additions. Grant funding in the amount of \$800,000 was received through the Community Housing Improvement Program.

Dave Wigent (Job and Family Services) reported that upgrades to the new multipurpose room will include a larger projector and audio system.

Ben Hendricks (IT) announced that the phone connection with Buckeye will be migrating to new technology on September 21.

Tom Clemons (ADAMHS) shared flyers for the recovery hotline.

Wade Gottschalk (Economic Development) reported that companies are hiring and looking for workers.

Frank McLaughlin (Child Support) announced that staff was once again recognized by the State for collections.

Dana Nemeth (Historical Museum) announced that the Center will be hosting a corn maze this October. They are also working on the return of the Old Holiday Tour which was not held last year due to the renovations at the Museum.

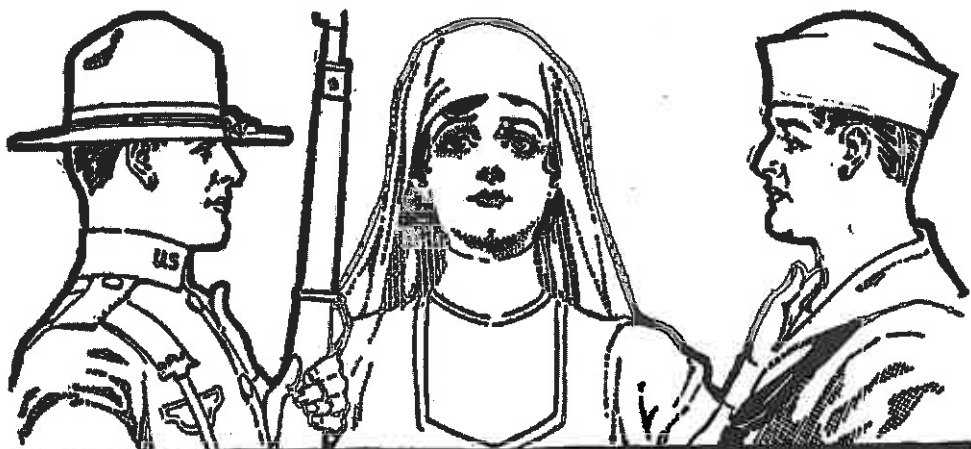
Brad Gilbert (Emergency Management) stated that the EMA staff will prompt an annual review of the COOP plans.

Andrew Snyder (Dog Shelter) reported that dog license checks are ongoing. They also have dogs available for adoption.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **October 21, 2016, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file

*OVER THERE: SEND WORD,
THE WOOD COUNTY BOYS ARE COMING...*



WORLD WAR I

1914-1918



COMING in 2017

A look at Wood County's role
in World War I through the eyes
of soldiers and citizens.

We are still accepting items for consideration for the

WOOD COUNTY TIME CAPSULE

If you have something to contribute, please contact:
Museum Curator, Holly Hartlerode

curator@woodcountyhistory.org or call the Museum at 419-352-0967

WOOD COUNTY HISTORICAL CENTER & MUSEUM

SEPTEMBER EVENTS

BLUE STAR MUSEUM

Memorial Day - Labor Day

Free Admission to all military personnel and their families.

MOMMY & ME at the MUSEUM

Sept. 7, 10 am - Noon

Story • Tour • Snack

TEA: DOROTHY & LILLIAN GISH COLLECTION

Thursday, September 8, 2 pm

*RSVP by Sept. 2 419-352-0967

\$15 / \$12 / \$5

CABIN DEMONSTRATION DAY

Saturday, September 24, 1-4 PM

OCTOBER EVENTS

Mommy & Me at the Museum

Oct. 5, 10 am - Noon

Story • Tour • Snack

German-American Story Slam

Wednesday, Oct. 5, 7-9 PM



Scarecrow Workshop & Contest

Oct. 11, 6:00 - 7:30 pm

Historical Center Lawn

reservations.woodcountyparkdistrict.org

TEA: FOLKLORE COLLECTIONS

October 13, 7:00-9:00 pm

*RSVP by Oct. 7 419-352-0967 •

\$15 / \$12 / \$5

Pumpkin Carving Workshop



Oct. 13

6:30 - 8 pm

Historical Center

reservations.woodcountyparkdistrict.org



FOLKLORE & FUNFEST FREE FAMILY EVENT •

Oct. 15, 4 - 9 pm

Boo-ville games • horse-drawn wagon rides • cider press!

FRIDAY NIGHT FOLKLORE TOUR

Friday, October 28 • 7:00, 8:00, 9:00

90-minute guided folklore tours.

Outdoor walking. Bring flashlight.

RSVP 419-352-0967 • \$12 / \$10

student

NOVEMBER EVENTS

MOMMY & ME at the MUSEUM

Nov. 2, 10 am - Noon

Story • Tour • Snack

TEA: VINTAGE FASHION SHOW

November 10, 2 pm

*RSVP by Nov. 4 419-352-0967 •

\$15 / \$12 / \$5



DECEMBER EVENTS

OLD HOME HOLIDAY TOUR

December 3 - 17

MOMMY & ME at the MUSEUM

Wednesday, Dec. 7, 10 am - Noon

Story • Tour • Snack

TEA: CHRISTMAS COLLECTIONS

December 8, 2 pm *RSVP by Dec. 2

December 15, 2 pm *RSVP by Dec. 9

RSVP 419-352-0967 • \$15 / \$12 / \$5

Counseling
Hiding
Slipping
Understanding
Fentanyl Tired
Painkillers
Heroin
Scared
Depression
Pills
Mood Swings
Stress
PANIC
Obsession
Dignity
Recovery
Love
Support
Need
Survive
Powerless
Hope
Out of Control
Broke
TRAUMA
Find Help



NEED HELP? LET'S TALK.



Connect to Mental Health and Addiction Treatment.

We all know that helpless feeling. We're fighting a mental health or addiction issue... or maybe someone we love is struggling... and we don't know where to turn. In Lucas, Wood and Hancock Counties, you can call the Recovery Helpline at any time of the day or night—for information or referral to a care provider. We can all be part of the solution to mental health and addiction issues. **Call the Recovery Helpline at 2-1-1.**