

Department Head Meeting Agenda

Meeting Date and Time: October 21, 2016 9:30 a.m.
Meeting Location: Commissioners' Hearing Rm, 5th Floor, Co. Office Bldg.
Convener: Andrew Kalmar, County Administrator

Announcement Items

Office Closings: Nov. 24 - Thanksgiving Holiday
Nov. 25 - Non 24/7 Buildings (except Landfill & Auto Title)

Monthly Safety Subject: Nov. - Emergency Evacuation/ Dec. Safe Driving

Insurance Update: Group Rep Training: Nov. 3
2017 Rates
Annual Insurance Meetings: Nov. 16 - 18
Open Election: Nov. 15 - Dec. 15

Wellness Update: Flu Clinic: Oct. 21 @ Community Health & Wellness Center - 11 to 2
Blood Drive: Nov. 22 @ JFS

Training Update: Employee Orientation: Nov. 29

Spirit of Wood County Awards: Oct. 23 @ 2 p.m. in Atrium

United Way: Day of Sharing: Oct. 27
Campaign Envelopes

Holiday Helping Hands: Nov. 16 - 18 - Collecting at Insurance Meetings

Employee Recognition: Jan. 12 @ 9:30 a.m. Atrium

COOP Update:

Time and Attendance Software Update:

Budget Update:

Capital Projects Update:

Two Minute Drill

Next Meeting Date

December 16, 2016 9:30 a.m. Commissioners' Hearing Room

No meeting in November.

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 October 21, 2016, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Jeff Orłowski	Brad Gilbert	Tim Hainen	Nick Foos	Jen Robeson
Ben Batey	Mark Meyer	Julie Baumgardner	Tom Chidester	Pam Shumaker
Holly Uppal	Kelly Hansen	Brenda Ranson	Michael Fuller	Frank McLaughlin
Janese Diem	Pamela Boyer	Kelly O'Boyle	Andrew Kalmar	

Announcements

Offices Closings: County offices will be closed on Thursday, November 24 for Thanksgiving. The Elected Officials also meet regarding the Day after Thanksgiving. Non-24 hour buildings with the exception of the Landfill and Auto Title will be closed on November 25.

Monthly Safety Topics: The November Safety Subject is Emergency Evacuations. Pam noted that the Red Cross is offering free smoke detectors to residents. Employees can contact them for additional information. December's focus is on Safe Driving. Department Heads were asked to review the information with staff when it is distributed.

Insurance Update: Andrew announced that there will be no increase in the insurance rates for 2017. Annual insurance meetings are scheduled for November 16, 17, and 18 with the annual Group Rep meeting scheduled for November 3. Open Election for the Plan in November 15 to December 15 with a January 1 effective date.

Wellness Update: Flu vaccines will be available for benefit-eligible employees today (October 21) at the Community Health and Wellness Center located in the Health Department. More than 120 employees attended the clinic on October 12. The next blood drive is scheduled for November 22 at Job and Family Services. Janese noted that the goal for donations has been met the last two drives and thanked those who participated.

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.

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. Four County residents will be receiving awards.

United Way Campaign: The 2nd Annual United Way Day of Sharing is Thursday, October 27 in the Alvin L. Perkins Atrium. Departments may drop off their raffle items in the Commissioners' Office or bring them the day of the event. As a reminder, campaign envelopes are due on October 31.

Holiday Helping Hands: The Newsletter Committee will once again collect hats, gloves, mittens and canned goods during the annual insurance meetings. Items collected will be delivered to local agencies.

Employee Recognition: The Employee Recognition Program has been scheduled for January 12 at 9:30 a.m. in the Atrium. Additional information regarding the event will be forthcoming.

COOP Update: Brad noted that departments should be finalizing their Memorandum of Understanding for alternate locations. He encouraged department heads to continue working on the plans they would like to wrap up before Thanksgiving.

Time and Attendance Software: Testing of the software is being completed before releasing the program to staff. One-on-one meetings with Commissioners' Department Heads will be scheduled to preview the system. Supervisor training will also be scheduled once the program is updated.

Budget Update: Budget hearings with the Commissioners are nearing completion. If departments have updates to the Estimates of Revenue previously reported such as grant amounts that were not known at the time of submission, please submit the information by October 31.

Capital Projects Update: Tim reported that the jail project is totally finished. The piping project at Wood Haven is coming to an end as well as the sprinkler system project at the Juvenile Residential Center. Inspections for the elevator at the Museum is scheduled for next week. A boiler replacement project is scheduled for the Health District along with a dental office addition.

Wood Haven interior renovations are also in the planning stage. A parking lot expansion project is also out to bid for Job and Family Services. Tim also reported on the power outage from last week at the Courthouse. He noted that the Courthouse and Office Building receive power from two separate lines.

Two Minute Drill

Kelly O'Boyle (Commissioners/Solid Waste) reported that a public meeting was held for the Solid Waste Plan Update which outlines recycling goals for the County and has been sent to the cities, villages, and townships for approval. At the Landfill, work on a capping project has begun.

Nick Foos (Buildings & Grounds) noted that a new employee has been hired to assist with maintenance at Wood Haven.

Brad Gilbert (Emergency Management) stated that an exercise is planned for March 1 with the Emergency Operations Center. The Public Information Officer training scheduled for November 2 is full. He noted that a three day session is scheduled for January.

Michael Fuller (Job and Family Services) reported that the adventure therapy program is up and running. Upgrades to the new multipurpose room are complete. Contact Kathy Kleinfelt to reserve the space for training or other needs.

Holly Uppal (Historical Museum) announced that the corn maze is open through the end of the month. They are also working on decorating for Christmas.

Kelly Hansen (CPC 4) stated that Judge Mayberry will be taking over Judge Pollex's criminal docket in January. This will shift the Court's criminal day from Friday to Tuesday.

Mark Meyer (Building Inspection) noted that the number of permits has exceeded 1,000 for the year indicating that construction is on the increase.

Jeff Orłowski (Wood Haven) reported that the facility has set 43 goals for the coming year. Some of the goals include programming including theme dinners, a salad bar program, and an awakening minds art program.

Frank McLaughlin (Child Support) noted that the agency will be hosting State staff as they recognize the staff for collections. The agency is approaching 80 percent for collections on current support. The statewide goal is 70 percent.

Pam Shumaker (ADAMHS) announced that their annual dinner is Monday night (October 24).

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

Brenda Ransom (Records Center) noted that staff has flagged payroll records in response to the Commissioners' memo on retention of payroll records.

Ben Batey (Health District) reported that an architect has been selected for the dental expansion. He also announced that funding was received through Project DAWN (Deaths Avoided with Naloxone) to supply kits to assist with the opiate epidemic. The kits are provided to those who are addicted to drugs or those who are in fear of a loved one overdosing. Contact the Health District for more information.

Pam Boyer (Commissioners) noted that a prescription program is being crafted with the Community Health and Wellness Center to assist with the prescription drug benefit. More information on the program will be available in the coming months. She also noted the Board of Developmental Disabilities employees will be joining the Wood County plan for 2017. New legislation requires both men's and women's restrooms in public buildings to have baby changing stations. The changing stations aren't mandatory if the public building already has one in an accessible bathroom on the same floor or if the bathroom in the public building isn't for the public's use.

The November Department Head Meeting is canceled. The next meeting will be held in the Commissioners' Hearing Room on **December 16, 2016, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirm file