

## Department Head Meeting Agenda

**Meeting Date and Time:** January 20, 2017 9:30 a.m.  
**Meeting Location:** Job and Family Services Annex  
**Convener:** Andrew Kalmar, County Administrator

### **Announcement Items**

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Commissioners' Organization	Order of the Board - Herringshaw, LaHote, Bowlus Update Letterhead & Publications
Monthly Safety Subject	Feb - Injury/Incident Reporting PERRP Log Posting eff. 2/1 - 4/30
Wellness Update	Deductible Credit Update Monthly Challenges with Departmental Rewards Jan: Reduce Your Stress Feb: Eat Clean
Training Update	Training Committee: 2/1 @ 9 am HR Group Meeting: 1/26 at 10 am Employee Orientation: 2/23 @ 9:15 a.m.
Legal Holidays	Presidents' Day 2/20
Form Updates	I-9/Payout Request Form
Salary Increases	3% across the board Wage Memos for BCC dept. FLSA Overtime Rule Hold
Budget Update	GAAP Reporting Mileage Reimbursement - \$.535 (down from \$.54)
Annual Report	1/31 Submission Deadline State of the County Address - 3/14

### **Two Minute Drill**

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#### **Next Meeting Date**

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February 17, 2017	9:30 a.m.	Commissioners' Hearing Room
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# Board of County Commissioners

Doris I. Herringshaw, Ed.D. Craig LaHote Dr. Theodore Bowlus



## SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on January 20, 2017, in the Job and Family Services Annex with the following persons present:

### Elected Official/Office/Department Representatives

Brad Gilbert	Nick Foos	Ben Hendricks	Tim Hainen	Dana Nemeth
Wade Gottschalk	Mike Rudey	Dave Steiner	Andrew Snyder	Jeff Orłowski
Bev Wagener	Pam Shumaker	Dave Wigent	Frank McLaughlin	Brenda Ranson
Dana Schrott	Janese Diem	Pamela Boyer	Kelly O'Boyle	Andrew Kalmar
Doris Herringshaw				

## Announcements

Andrew began the meeting by thanking Dave Wigent for hosting the meeting in the new Job and Family Services Annex.

**Commissioners' Organization:** Andrew noted that the Commissioners have organized for 2017: Doris I. Herringshaw, Ed.D., President; Craig LaHote, Vice President; and Dr. Theodore Bowlus, member. Letterhead, resolutions, and other publications should be updated accordingly. New placards have also been sent to Commissioners' Departments. These should be displayed in a prominent location with each Commissioners' Department.

**Monthly Safety Topics:** The February Safety Subject is Injury/Incident Reporting. Department Heads were reminded of the requirement to report injuries within 24 hours or end of their shift whichever is earliest. Department Heads were asked to review the information with staff when it is distributed. The Public Employee Risk Reduction Program (PERRP) logs have been sent to departments. These must be posted from February 1 to April 30. Signed copies of the report should be returned to Risk Coordinator Erica Noel.

**Wellness Update:** A total of 83 employees earned the deductible credit for the 2017 medical coverage. Of those, 31 earned a \$50 credit and 52 earned a \$100 credit. Monthly challenges continue to be offered in 2017. This year features department prizes for those departments with the highest percentage of participation being rewarded with healthy treats. January's featured challenge is Reduce Your Stress. February's challenge is Eat Clean. Information on the challenges is available on the employee website under the wellness link.

**Training Update:** The training committee is scheduled to meet on February 1 at 9 a.m. The committee will review training offerings for 2017. Suggestions for training can be forwarded to Pamela Boyer. The HR Group will meet on January 26 at 10 a.m. While there is no specific topic for the meeting, a variety of updates will be provided. The next Employee Orientation will be held on February 23 beginning at 9:15 a.m. Contact Janese Diem to register new employees or managers who wish to attend. All noted trainings and meetings will be held in the Commissioners' Office.

**Legal Holiday:** County offices will be closed on Monday, February 20 in honor of the Presidents' Day.

**Form Updates:** An updated I-9 form has been released by the Federal Government. The updated form is on the employee website. Changes will be coming to the Pay Out Request form as new codes have been established for payments from the general fund. The updated form will be posted on the employee website in the coming weeks. The Medical Necessity Review form has also been updated. Department Heads were reminded to see the employee website for the most recent versions of forms as many forms have been updated recently.

**Salary Increases:** The Commissioners authorized a three percent salary increase with the 2017 appropriations. Commissioners' Departments were reminded to prepare wage memos for employees and to copy them to the Commissioners' Office. The proposed changes to the salary threshold under the Fair Labor Standards Act (FLSA) is on hold at this time. The changes were initially scheduled to go into effect December 1.

**Budget Update:** The Auditor's Office has distributed a list of requested information for the CAFR/Single Audit reporting which is due by March 1 or sooner if possible. The Commissioners also authorized a change in the mileage reimbursement rate for 2017. The new rate is \$.535, which is down from the 2016 rate of \$.54.

**Annual Report:** Information for the 2016 Annual Report is due on January 31. Andrew also noted that the State of the County Address is scheduled for March 14. If anyone has photos to share for the slide show, please forward them to Janese Diem.

## Two Minute Drill

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**Janese Diem (Commissioners)** shared copies of the updated gray information packet. She also thanked departments for their patience during the transition to the new time and attendance system.

**Pam Boyer (Commissioners)** noted that Erica Noel has been stepping up to assist with safety and workers' compensation issues. As a reminder, employees are required to report secondary employment with the Notification of Secondary Employment Form which is available on the employee website.

**Ben Hendricks (IT)** announced that changes are being implemented for computer updates. Kasaya is being utilized to do updates. He also noted that new computers being purchased will come with Windows 10. The software may pose some issues with OnBase until updates are made.

**Wade Gottschalk (Economic Development)** reported that staff is working on projects; however, they are not ready to be made public yet.

**Doris Herringshaw (Commissioner)** thanked everyone for the quarterly updates they provide to the Board. She also noted that the new Commissioner is getting up to speed on a variety of issues and visiting departments. Pam added that department heads may need to provide more background information when presenting to the Commissioners, as they do not have the same history as prior Boards. Andrew also encouraged Department Heads to bring staff members with them to their quarterly meetings.

**Brad Gilbert (Emergency Management)** noted that the NWO HazMat Conference will be held tomorrow in Findlay. An Emergency Operations Center (EOC) exercise is also scheduled for March 1.

**Tim Hainen (Buildings & Grounds)** reported that the interior renovation project at Wood Haven is out to bid. He also noted that the dental clinic at the Health District is in the design phase. One of the larger projects scheduled for 2017 is the conversion of street lighting at ELGC to LED.

**Dana Nemeth (Historical Museum)** announced that the elevator is now operational. February 1 is the opening of the new exhibits at the Center.

**Nick Foos (Buildings & Grounds)** reported that he will be conducting facility audits to look at service maintenance for equipment. He will also be scheduling meetings with departments to work on building relationships with the department.

**Brenda Ransom (Records Center)** stated that the annual review of boxes to dispose of is taking place. Departments have been contacted regarding those records scheduled for destruction per Records Retention Schedules.

**Dana Schrott (Engineers)** stated that Engineer Musteric will be making changes within the office including some restructuring. She also noted two bridge projects are scheduled for spring: one on Jerry City Road, the other on Cygnet Road.

**Jeff Orłowski (Wood Haven)** provided some admissions statistics noting that while admissions are increasing, discharges are increasing as well. Long term admissions are down as well. He also announced that Wood Haven was named a Top Workplace by the Toledo Blade for the second consecutive year.

**Mike Rudey (Building Inspection)** noted permit revenue for 2016 exceeded 2015 levels. He also noted that the department will be hiring a few staff members to help with succession planning as many staff are eligible for retirement.

**Dave Steiner (Planning Commission)** reported that the final draft of the Land Use Plan will be presented to the Planning Commission in February. If approved, the Plan may be in place in March.

**Beverly Wagener (Law Library)** stated that staff continue to work on cataloging the collection.

**Frank McLaughlin (Child Support)** noted that computer issues have prompted desk reviews of data.

**Andrew Snyder (Dog Shelter)** reported that dog licenses are available for purchase through January 31 without a penalty.

**Pam Shumaker (ADAMHS)** noted that sweeping changes are expected in the coming year as the State moves to managed care for services.

**Dave Wigent (Job and Family Services)** stated that Children's Services investigations are on the rise.

**Kelly O'Boyle (Commissioners/Solid Waste)** announced that a Utility Worker II position has been posted for the Landfill. They are also working on a grant application for a tire amnesty event to provide for tire disposal.

The next Department Head meeting will be held in the Commissioners' Hearing Room on *February 17, 2017, at 9:30 a.m.*