

Department Head Meeting Agenda

Meeting Date and Time: February 17, 2017 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew Kalmar, County Administrator

Announcement Items

Legal Holiday - Offices Closed	Presidents' Day 2/20
Monthly Safety Subject	Feb - Injury/Incident Reporting March - Tornado Safety: 3/22 Tornado Drill
Insurance Update	Distribution of 1095C by 3/2 Updated Formulary Online
Wellness Update	March: Catch Some ZZZs
Training Update	Training Committee Recommendations Employee Orientation: 2/23 @ 9:15 a.m.
Policy Reminder	Ohio Ethics Law Webinars & E-learning Courses Available
Public Records	Maintenance of Emails - Former Employees
Form Updates	Refer to Employee Website for Most Recent Forms Exit Interview Form
State of the County Address	3/14 @ 8 a.m. in the Alvin L. Perkins Atrium (7:30 a.m. Social Time)
Annual Report	
Court Street Connects	4/22 - Earth Day (City of BG Event)

Special Presentations

Health District Survey	Nutrition & Physical Activity Assessment of the County
Workers' Compensation	2016 Summary

Two Minute Drill

Next Meeting Date

March 17, 2017	9:30 a.m.	Commissioners' Hearing Room
----------------	-----------	-----------------------------

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 February 17, 2017, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Chris Diefenthaler	Brad Gilbert	Jeff Orłowski	Amy Jones	Becky Ewing
Wade Gottschalk	Brenda Ranson	Tim Hainen	Dave Steiner	Dave Wigent
Erica Noel	Katie Mahlman	Jen Robeson	Donna Beam	Frank McLaughlin
Nick Foos	Mike Rudey	Andrew Snyder	Tom Clemons	Carol DeJong
Janese Diem	Pamela Boyer	Kelly O'Boyle	Andrew Kalmar	

Announcements

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

Monthly Safety Topics: The March Safety Subject is Tornado Safety. Department Heads were asked to review the information with staff when it is distributed. Andrew noted that the annual tornado drill is scheduled for March 22.

Insurance Update: The 1095C forms, as required by the Affordable Care Act, will be distributed to employees by March 2, with the information being forwarded to the federal government shortly thereafter. A reminder regarding the prescription formulary was also made noting that the document is available online.

Wellness Update: The featured challenge for March is Catch Some ZZZs. Information on the challenges is available on the employee website under the wellness link.

Training Update: The training committee meet on February 1 and reviewed training offerings for 2017. More information on the offerings will be forthcoming. 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.

Policy Reminder: Department Heads were reminded that the Ohio Ethics Law requires employees to receive a copy of the law within 15 days of employment. This requirement can be met by providing employees with the employee handbook upon hire. The Ethics Commission also offers webinars and E-learning courses on its website. Use of the courses is encouraged during staff meetings to provide additional training on gifts and other ethics issues.

Public Records: Early in the week Ben Hendricks distributed an email as it relates to public records and protected emails. Since the content of the emails may qualify as public records, former employee's emails should also be reviewed prior to the deletion of the email account. Ben noted that accounts of former employees can be extended as needed. Active maintenance of emails was encouraged to assist in records management.

Form Updates: An updated Exit Interview form has been posted on the employee website. Department Heads were reminded to see the employee website for the most recent versions of forms as many forms have been updated recently.

State of the County Address: Andrew reminded attendees that the State of the County Address is scheduled for March 14 at 8 a.m. Social time begins at 7:30 a.m. If anyone has photos to share for the slide show, please forward them to Janese Diem.

Annual Report: Work on the 2016 Annual Report is underway. Your timely review of the information is appreciated.

Court Street Connects: The City of Bowling Green is implementing a new bike route which will eliminate parking on the south side of Court Street from Main Street to the University. An event to promote the bicycle friendly route is scheduled for April 22 on the Courthouse lawn.

Special Presentations

Health District Survey: Amy Jones from the Health District asked for assistance from Department Heads in sharing information regarding the Wood County Health Partner's Nutrition and Physical Activity survey. An email with a Survey Monkey link for their input and a flyer with details on a community survey will be sent to Department Heads. Your assistance in distributing the information is appreciated. The deadline to complete the survey is March 24.

Workers' Compensation Update: Pam Boyer and Risk Coordinator Erica Noel reviewed a handout summarizing the 2016 Workers' Compensation Program. Information related to claim costs data, injuries, and incidents were reviewed.

Two Minute Drill

Kelly O'Boyle (Commissioners/Solid Waste) noted that staff is receiving training on social media to use as a marketing tool.

Tim Hainen (Buildings & Grounds) announced that the Board of Elections was awarded the Golden Soap Dish award for the maintenance staff's modification of signing pads used during elections. Dale Smith and Frank Davis created an aluminum leg to retro-fit the stands.

Chris Diefenthaler (Emergency Management) stated that the Agency will be hosting a tornado awareness class on April 5.

Brad Gilbert (Emergency Management) reminded attendees that the Emergency Operations Center (EOC) exercise is scheduled for March 1 and will limit access to some areas of the first floor of the Office Building.

Mike Rudey (Building Inspection) noted that 2016 was another busy year for construction.

Wade Gottschalk (Economic Development) stated that the annual dinner is scheduled for March 22. Invitations have been mailed.

Dave Steiner (Planning Commission) reported that the Land Use Plan is complete. The Commission will be taking it before the Commissioners soon.

Ben Hendricks (Information Technology) noted that new computers will likely have Windows 10 installed. The supplier is currently shipping computers with Windows 7. He encouraged you to order soon if you do not wish to make the switch to Windows 10. The Computer Lab does have Windows 10 available for training.

Dave Wigent (Job and Family Services) provided information regarding the Adventure Therapy program being offered to children who experience trauma. He also noted that the Commissioners will be riding along with Children's Services staff so they can see what they experience first hand.

Donna Beam (WoodLane) noted that the Archer Company will be conducting a pay and classification study for the organization.

Carol DeJong (Board of Elections) reported that a May election is scheduled with one third of the precincts with items on the ballot.

Tom Clemons (ADAMHS) noted that work is being done to raise awareness with worksites on substance abuse and mental illness. They are also monitoring potential changes to the Medicaid rate which, if lowered may result in a reduction of services offered.

Jeff Orłowski (Wood Haven) announced that the facility is looking at becoming a delayed disease provider to work with Parkinson's Disease. The interior renovations are also scheduled to be within the next month.

Frank McLaughlin (Child Support) stated that staff recently met with Job and Family Services staff to investigate ways for child support obligors to find and maintain employment.

Katie Mahlman (Clerk of Courts) stated that the new Title system is in place and working well.

Nick Foos (Buildings and Grounds) provided a reminder regarding work orders. He distributed a list of email contacts to use to submit work orders based on location. Contact Nick to request a copy.

Becky Schling (Court Security) announced that Tom Chidester is retiring at the end of March.

Brenda Ransom (Records Center) encouraged departments to have employees manage their emails. Refer to the Records Retention Schedule before deleting any emails that may qualify as public records.

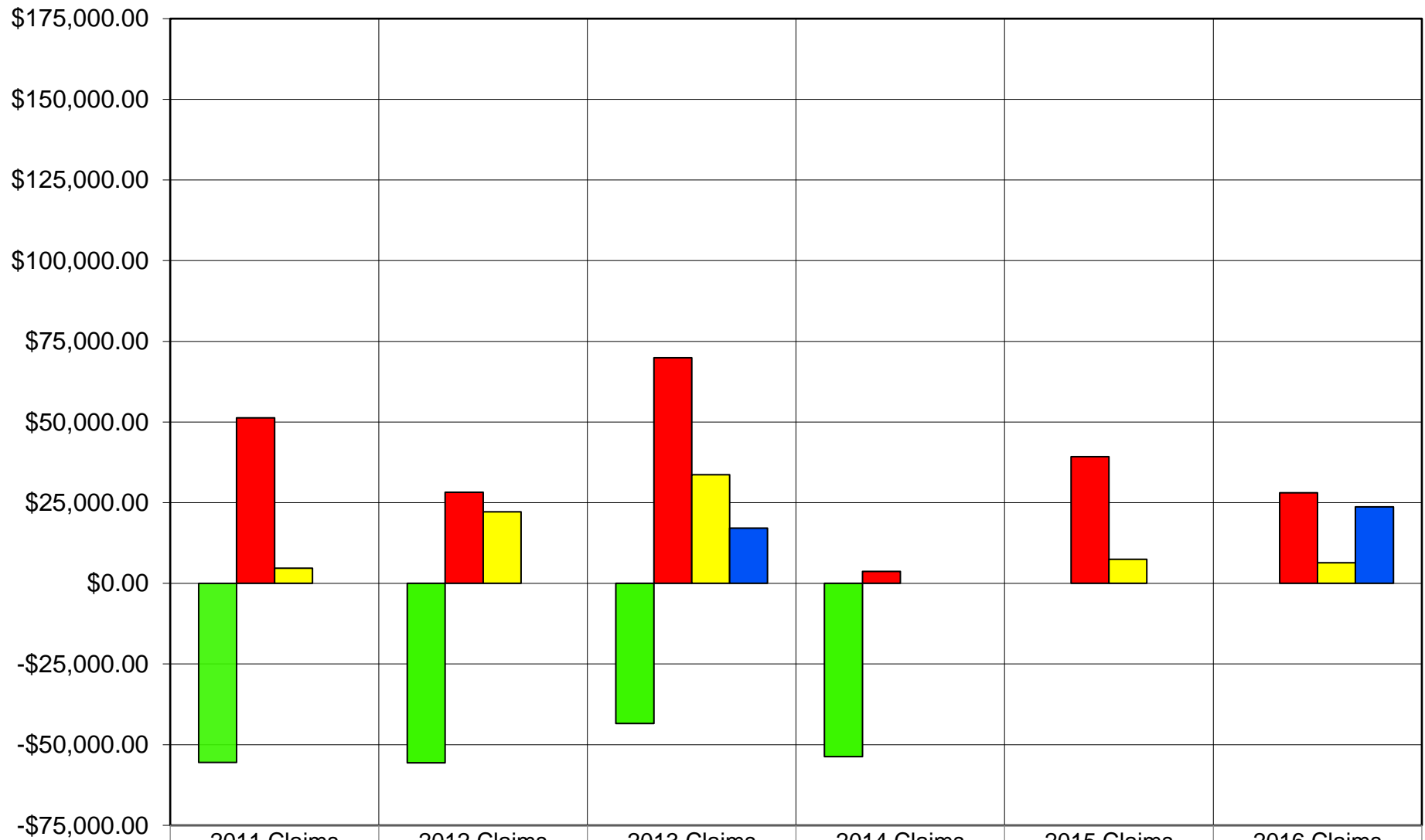
Andrew Snyder (Dog Shelter) noted that intake numbers at the Shelter are down. Postcards will be mailed to those residents that did not renew their dog license, with license checks beginning soon as well.

Pam Boyer (Commissioners) noted that staff have been busy working on a large public records request in addition to interviewing new employees and conducting investigations.

Janese Diem (Commissioners) noted that the Wellness Subcommittee is scheduled to meet on February 22. New members are welcome.

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

Wood County Workers' Compensation 2016 Experience Period Costs as of 12/31/16



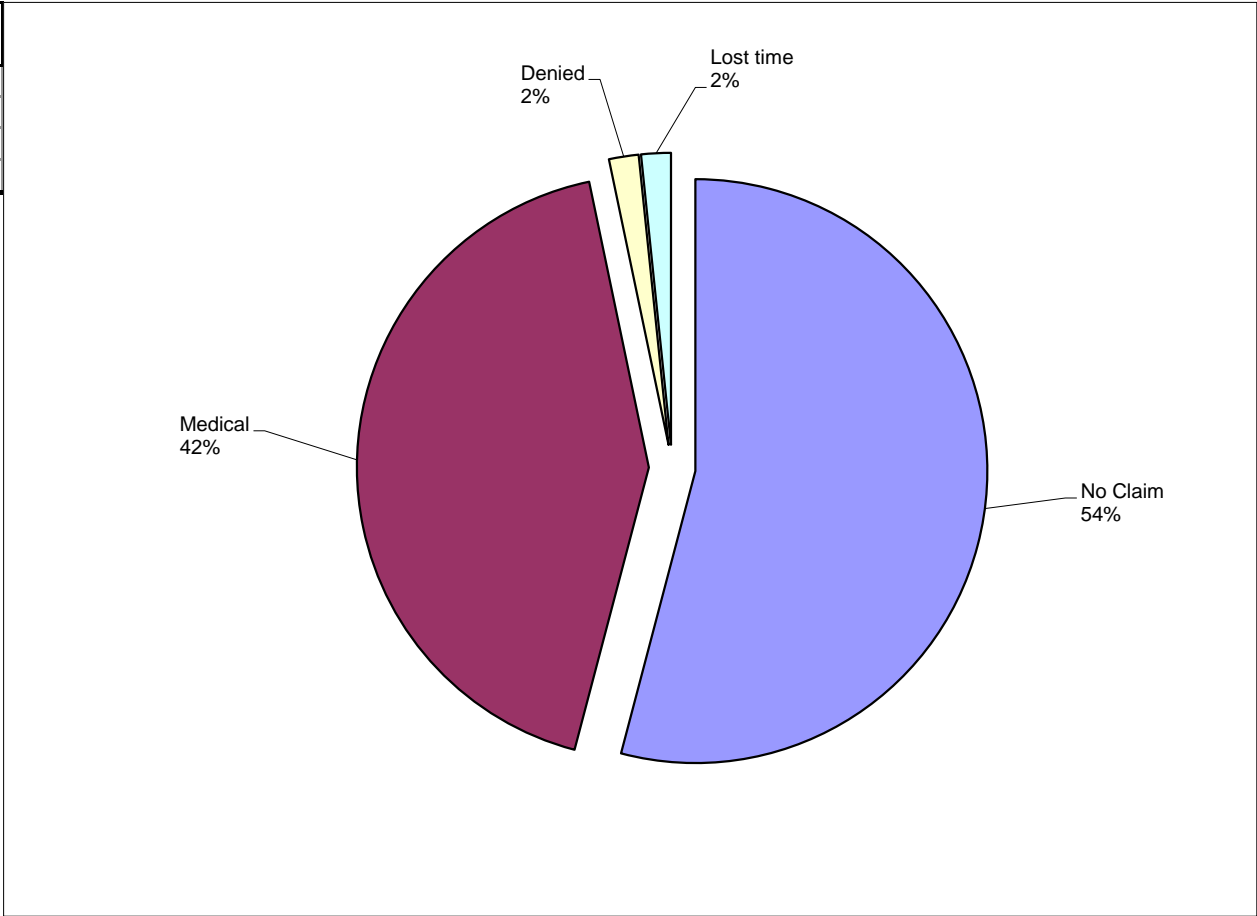
■ 15K Cost	-55504.34	-55619.24	-43443.61	-53668.04	0	0
■ Medical	51295.36	28203.07	69877.41	3733.84	39260.62	28060.41
■ Compensation	4698	22141.16	33654.83	0	7470.58	6406.66
■ Reserve	0	0	17098.58	0	0	23736.39

Does not include Wage Continuation or Transitional Duty Costs

Group Retro Group Retro

2016 Incidents by Claim Type

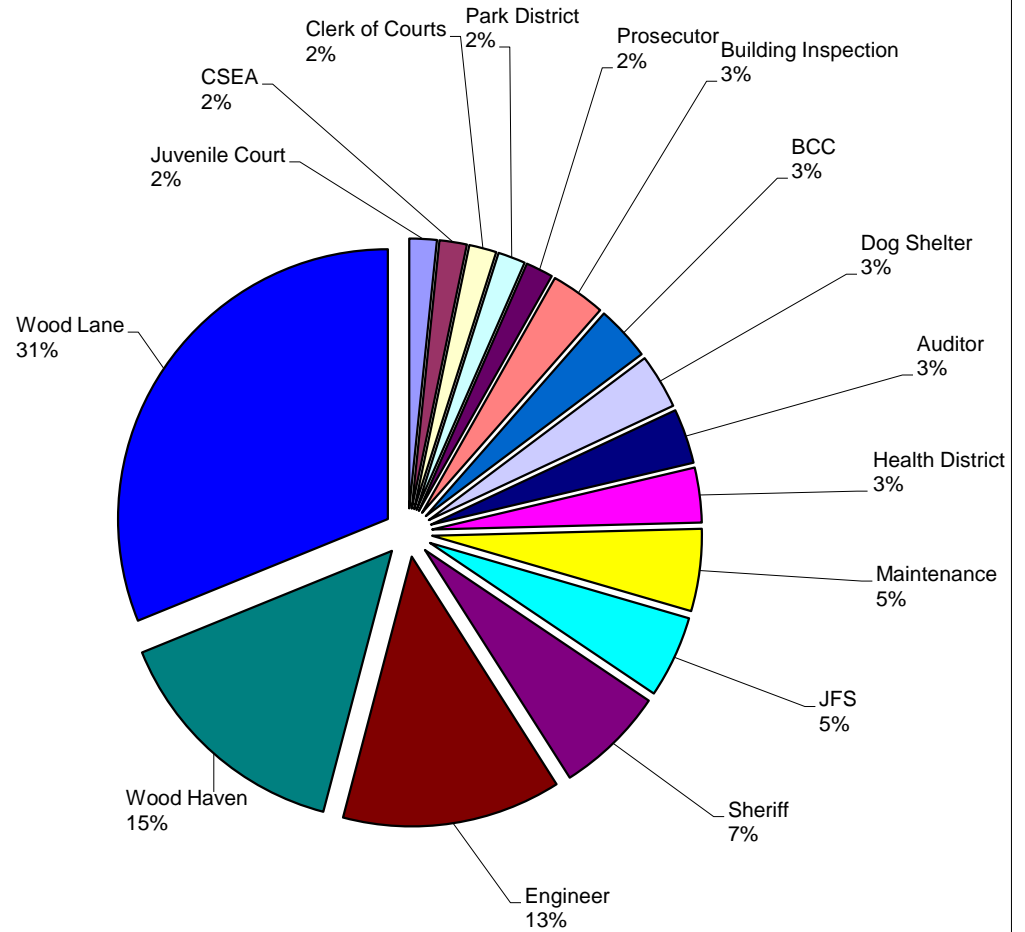
Claim Type	Number of Incidents in 2016	2015	2014
No Claim	33	39	51
Medical	26	29	39
Denied	1	6	4
Lost time	1	0	1
TOTAL	61	74	95



2016 Incidents by Department

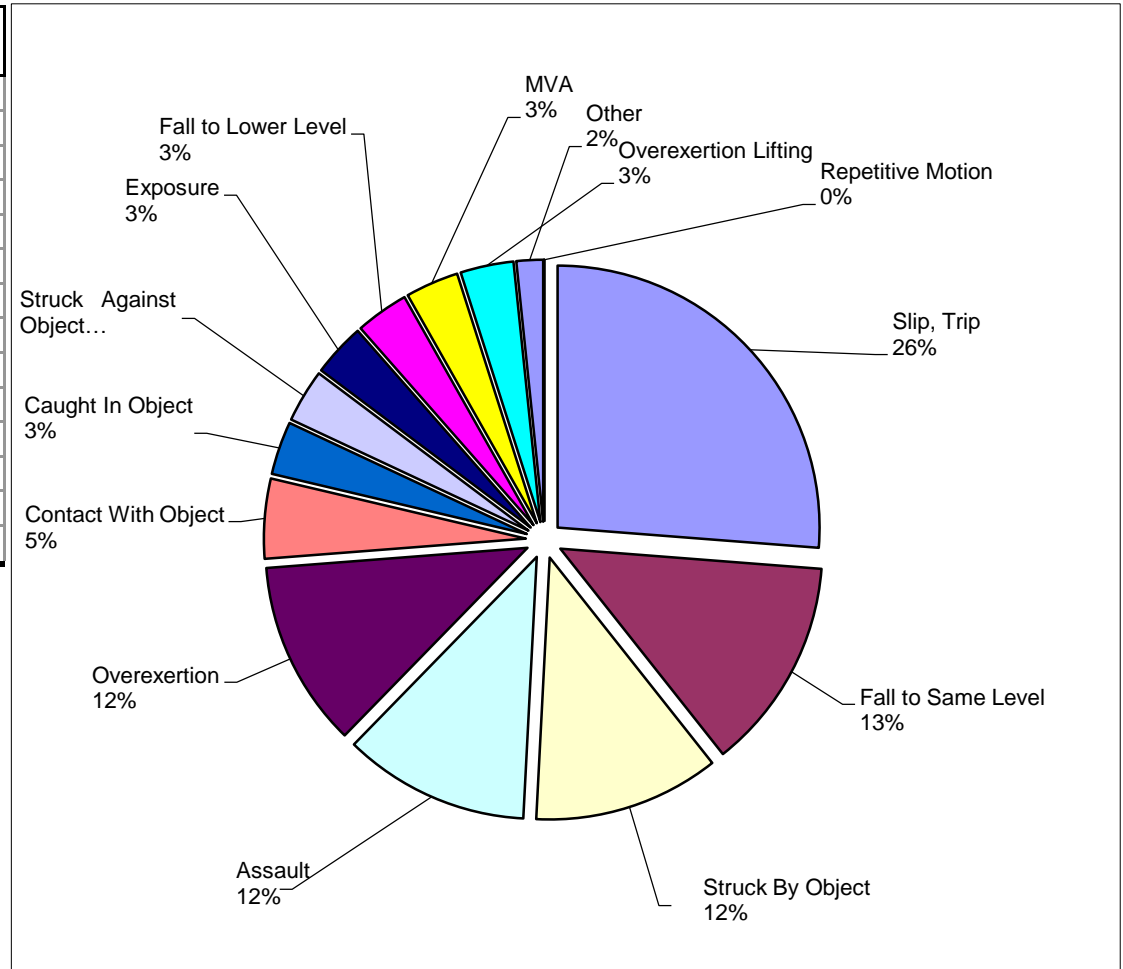
Department	Denied	Lost Time	Medical	No Claim	Number of Incidents in 2016
Juvenile Court			1		1
CSEA	1				1
Clerk of Courts				1	1
Park District			1		1
Prosecutor				1	1
Building Inspection			2		2
BCC		1		1	2
Dog Shelter				2	2
Auditor				2	2
Health District				2	2
Maintenance				3	3
JFS			2	1	3
Sheriff/JC			2	2	4
Engineer			5	3	8
Wood Haven			4	5	9
Wood Lane			9	10	19
TOTAL	1	1	26	33	61

Month	Denied	Lost Time	Medical	No Claim	Total
January			3		3
February		1	1	4	6
March			1	4	5
April			2	3	5
May			1	3	4
June	1		4	3	8
July			2	3	5
August			5	1	6
September			1		1
October			2	7	9
November			2	1	3
December			2	4	6
TOTAL	1	1	26	33	61



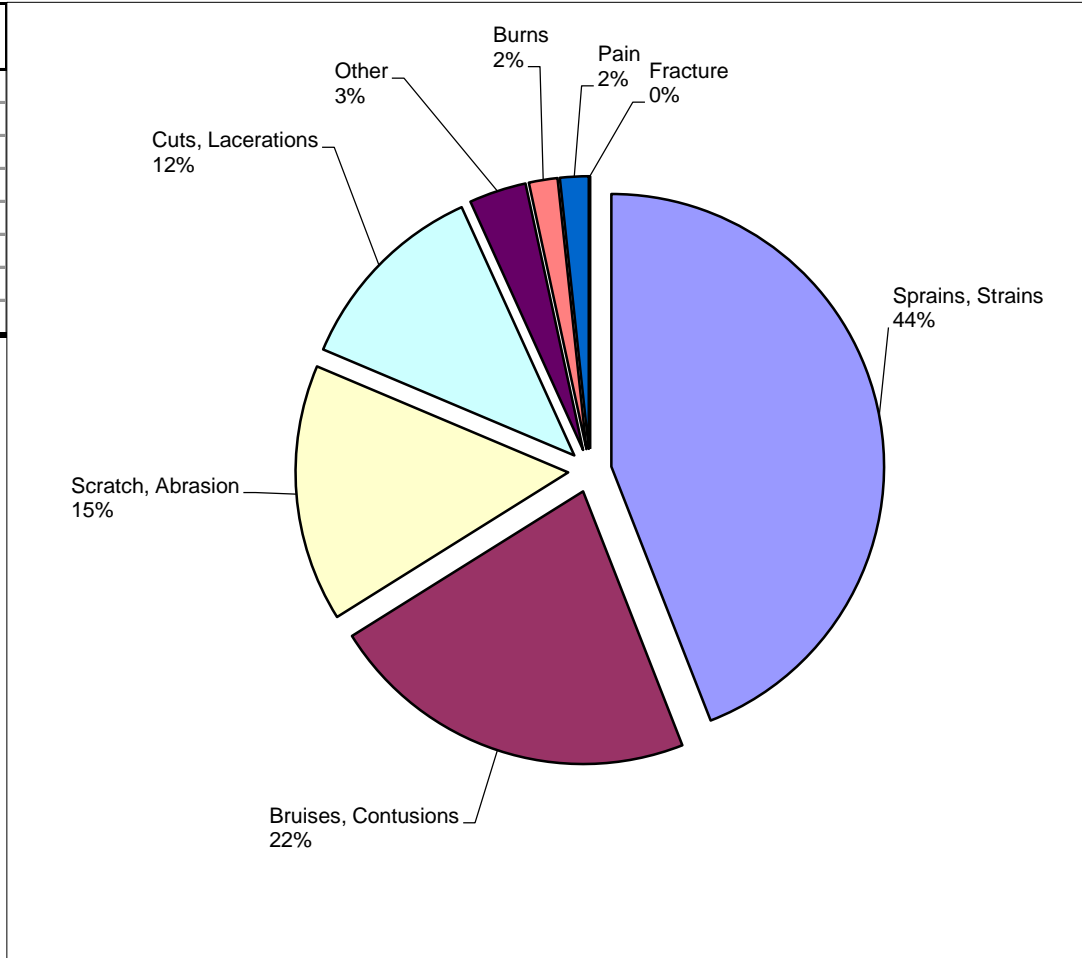
2016 Incidents by Event

Event	Number of Incidents in 2016	2015	2014
Slip, Trip	16	15	26
Fall to Same Level	8	7	6
Struck By Object	7	16	18
Assault	7	9	6
Overexertion	7	8	13
Contact With Object	3	9	10
Caught In Object	2	3	1
Struck Against Object	2	2	6
Exposure	2	2	2
Fall to Lower Level	2	1	2
MVA	2	0	3
Overexertion Lifting	2	0	2
Other	1	2	1
Repetitive Motion	0	0	0
TOTAL	61	74	96



2016 Incidents by Nature

Nature of Injury	Number of Incidents in 2016	2015	2014
Sprains, Strains	26	23	39
Bruises, Contusions	13	29	26
Scratch, Abrasion	9	3	11
Cuts, Lacerations	7	5	5
Other	2	4	6
Burns	1	6	3
Pain	1	1	1
Fracture	0	3	0
TOTAL	59	74	91



2016 Incidents by Body Part

Part of Body	Number of Incidents in 2016	2015	2014
Back	8	8	18
Hand	7	3	4
Trunk	6	4	2
Neck	5	2	5
Arm	4	10	6
Finger	4	7	9
Shoulder	4	6	7
Wrist	4	3	5
Knee	3	6	10
Ankle	3	3	4
Leg	3	3	4
Hip	3	1	3
Elbow	2	2	2
Eye	2	1	3
Head	1	9	5
Foot	1	5	4
Toe	0	1	1
TOTAL	60	74	92

