

Department Head Meeting Agenda

Meeting Date and Time: April 21, 2017 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew Kalmar, County Administrator

Announcement Items

Monthly Safety Subject	May: Bloodborne Pathogens
Wellness Update	May: Focus on Fitness Blood Drive: 5/3 in Atrium Emp. Health & Fitness Day Walk: 5/10 @ BG City Park 11 to 1
Training Update	HR Group: 4/27-- Cancelled No Wrong Door: 5/18 @ ESC Employee Orientation: 5/23
Upcoming Events	Court Street Connects - 4/22 National Day of Prayer - 5/4 Wood County Police Memorial - 5/18 @ Noon Employee Picnic & Safety Fair 6/13
United Way Campaign	Committee Meeting: 5/10 @ 2 p.m. in Commissioners' Office
Policy Reminder	Classified and Unclassified Employees
Records Retention	Records Commission Meeting
Budget Update	Estimates of Revenue
Capital Projects Update	Office Building Air Conditioning

Two Minute Drill

Next Meeting Date

May 19, 2017 9:30 a.m. in the 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 ~~March 17,~~ 2017, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Dana Nemeth	Jeff Orlowski	Paula Hudak	Wade Gottschalk	Tim Hainen
Nick Foos	Mark Meyer	Brenda Ransom	Ben Batey	Katie Mahlman
Kelley Hansen	Ben Hendricks	Andrew Snyder	Frank McLaughlin	Dave Wigent
Carol DeJong	Lorraine Flick	Lorrie Lewandowski	Brad Gilbert	Janese Diem
Kelly O'Boyle	Andrew Kalmar			

Announcements

Monthly Safety Topics: The May Safety Subject is Bloodborne Pathogens. Department Heads were asked to review the information with staff when it is distributed.

Wellness Update: The featured challenge for May is Focus on Fitness. The departmental winners from the March monthly challenge were announced with Auto Title, Child Support, and Job and Family Services receiving healthy treats for participation in the March challenge. The next Blood Drive is scheduled for May 3 in the Atrium with the annual one mile walk for National Employee Health and Fitness Day scheduled for May 10 at BG City Park from 11 a.m. to 1 p.m. Information was also sent out regarding a nutrition program offered at BGSU. Employees who attend all four sessions would be eligible for reimbursement under the Nutrition for Life Program.

Training Update: The HR Group meeting on April 27 has been cancelled. No Wrong Door training is scheduled for May 18 at the Educational Service Center. Contact the ESC to register. The next Employee Orientation will be held on May 23 beginning at 8:45 a.m. Contact Janese Diem to register new employees or managers who wish to attend.

Upcoming Events: 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, known as Court Street Connects. The event to promote the bicycle friendly route is scheduled for April 22 on the Courthouse lawn. Courthouse tours will also be provided during the event. Other events scheduled for the Courthouse Complex are the National Day of Prayer on May 4 and the Police Memorial on May 18 at Noon. The Employee Picnic and Safety Fair is scheduled for June 13 at the Historical Center.

United Way Campaign: The United Way Campaign Committee will meet on May 10 at 2 p.m. in the Commissioners' Office to plan events for 2017. Anyone interested in assisting with the campaign is welcome to attend.

Policy Reminder: Janese provided a brief overview of Unclassified and Classified Service as it relates to employment. Most employees are classified unless exempted from classified service by statute (ORC 124.11). Temporary, intermittent, and probationary employees are also unclassified.

Records Retention: Brenda announced that the Records Commission will be meeting in late May or early June to update the all-county records retention schedule. Any departments that wish to make adjustments to their schedules are encouraged to contact Brenda to have updates or schedule changes reviewed by the Records Commission.

Budget Update: Kelly noted that estimates of revenue for the 2018 budget are due by May 3. Contact her if you have any questions.

Capital Projects Update: Nick provided a brief update on the Office Building air conditioning. He noted that the pumps have been replaced and work is being done to set the controls. The unit should be back in operation by next week.

Two Minute Drill

Janese Diem (Commissioners) noted that extra copies of the 2016 Annual Reports are available. If you wish to receive additional copies, let her know.

Frank McLaughlin (Child Support) stated that staff is working on upgrading the department's website and consumer web access in which clients can register and contact case managers via secure email.

Ben Batey (Health District) reported that the design phase of the dental expansion is nearing completion and the project should be able to go out to bid soon. He also announced that the District was selected as the regional grant holder for the emergency preparedness grant, which was previously held by Lucas County.

Brenda Ransom (Records Center) announced that she has access to free webinars and invited attendees to view them. Additional information will be forthcoming regarding the webinar topics.

Katie Mahlman (Clerk of Courts) noted that training continues for new staff members along with testing of the new e-filing system.

Dana Nemeth (Historical Museum & Center) stated that the poor house will be celebrating its 150th anniversary in 2019. A photo project to capture images of existing poor houses is underway for an upcoming exhibit.

Jeff Orlowski (Wood Haven) announced that the first themed dinner was held. The event featured a 1920s theme. The next themed dinner is planned for October with a Wizard of Oz theme. He also noted that the interior renovations are going well.

Carol DeJong (Board of Elections) noted that the May 2 election will be small with only one third of the precincts with issues/races on the ballot. The office will be open next weekend for early voting. The staff will also be testing use of the e-poll book during early voting.

Mark Meyer (Building Inspection) stated that staff is staying busy with inspections.

Lorraine Flick (Board of DD) noted that staff is engaged in strategic planning.

Dave Wigent (Job and Family Services) thanked those that attended the Blue Day event for their support. The event raised \$7,000 for the foster children program. Staff is also working on putting together a speaker team to assist with child abuse awareness. Speakers would be available for staff meetings or other presentations. He also noted that the union revoked its interest. Work is now underway to review former bargaining unit policies for transition to a non-bargaining department.

Wade Gottschalk (Economic Development) reported on a project in North Baltimore that will add jobs. He stated that retention visits are underway with the Commissioners accompanying him on visits to companies throughout the County. He also noted that middle school students will be able to learn about manufacturing jobs through camps offered this summer.

Ben Hendricks (Information Technology) reported that an odd issue was discovered when conducting searches in email. Updates to the exchange server will be installed to help fix the issue.

Lorrie Lewandowski (ADAMHS) noted that the staff is reviewing the changes involved with the behavioral health redesign. She also noted that two grants were received: Project DAWN which will provide Narcan kits to families and a Project Drug Free Workplace to assist businesses with their drug free workplace policies and procedures.

Brad Gilbert (Emergency Management) stated that work is winding down on the updates to the countywide emergency operations plan.

Nick Foes (Buildings & Grounds) noted that he is conducting facility audits. He thanked the department heads he has met with and looks forward to meeting with the rest of them throughout the year.

Tim Hainen (Buildings & Grounds) stated that the final punch list is being reviewed on the Wood Haven piping project. He also reported on an upcoming project to convert the street and parking lights at the East Gypsy Lane Complex to LED lighting.

Andrew Snyder (Dog Shelter) noted that with the warmer weather, dog bites and calls are increasing. After hours door-to-door compliance checks are still being conducted.

Kelly O'Boyle (Commissioners/Solid Waste) announced that Jeff Wright will be retiring from the Landfill with 36 years of service. She noted that mulch will be available from the Landfill in May. The billboard contest winner was named this morning. The winner was a 7th grader from Bowling Green Middle School. The billboard is up on State Route 25 near SR 582. The next Department Head meeting will be held in the Commissioners' Hearing Room on *May 19, 2017, at 9:30 a.m.*

cc: BCC Elected Officials and Department Heads Steve Spirn file