

## Department Head Meeting Agenda

**Meeting Date and Time:** May 19, 2017 9:30 a.m.  
**Meeting Location:** Commissioners' Hearing Room  
**Convener:** Kelly O'Boyle, Assistant County Administrator

### ***Announcement Items***

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Office Closing	Memorial Day: 5/29
Monthly Safety Subject	June: Bomb Threat
Insurance Update	Monitoring Federal Changes Wellness Screenings: Overview of Benefits
Wellness Update	June: Stretch Yourself! Blood Drive: 5/3 in Atrium Emp. Health & Fitness Day Walk: 72 walkers
Training Update	Employee Orientation: 5/23 NPELRA Webinar: Off Duty Misconduct - 6/21 @ 2 p.m.
Upcoming Events	Employee Picnic & Safety Fair 6/13 - Bingo Cards for Employees Visiting Vendor Booths - Project Connect Collection Box for United Way - Food Available for Purchase from Campus Polleyes - Elected Officials Serving Ice Cream - JFS Bake Sale for Elder Services
Policy Reminder	Separation of Employment
Employee Reimbursements	Timely Reporting of Banking Account Changes

### ***Discussion Item***

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Performance Review Process

### ***Two Minute Drill***

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### ***Next Meeting Date***

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June 16, 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 May 19, 2017, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Rita Logsdon	Lorrie Lewandowski	Tim Hainen	Nick Foos	Dana Nemeth
Dave Steiner	Brenda Ransom	Jen Robeson	Becky Ewing	Frank McLaughlin
Sandi Carsey	Mike Rudey	Ben Hendricks	Bev Wagener	Donna Beam
Kelley Hansen	Pamela Boyer	Janese Diem	Kelly O'Boyle	

Kelly O'Boyle convened the meeting in Andrew Kalmar's absence.

## Announcements

**Offices Closed:** County Offices will be closed on Monday, May 29 for the Memorial Day holiday.

**Monthly Safety Topics:** The June Safety Subject is Bomb Threats. Department Heads were asked to review the information with staff when it is distributed. Copies of the Bomb Threat Aid were also distributed. These cards should be located near every county phone. If additional copies of the Bomb Threat Aid are needed, contact Risk Coordinator Erica Noel in the Commissioners' Office.

**Insurance Update:** Pam noted that she is monitoring the status of federal health care legislation and is hoping for clarification prior to development of the 2018 plan design. She noted that federal reporting will likely continue. She also noted that the wellness screenings are a cost effective way to get lab results. If employees are seeing their doctor on a regular basis, they are encourage to utilize the wellness screening if eligible.

**Wellness Update:** The featured challenge for June is Stretch Yourself. The departmental winners from the April monthly challenge were announced with the Dog Shelter, Engineer's Office, and Northwestern Water and Sewer District receiving healthy treats for participation in the April challenge. The Blood Drive held on May 3 in the Atrium included five new donors and met 156 percent of its goal. A total of 72 employees participated in the one-mile walk for National Employee Health and Fitness Day on May 10, with Wood County retaining the traveling trophy for the large employer group.

**Training Update:** The next Employee Orientation will be held on May 23 beginning at 8:45 a.m. A webinar on Off-Duty Misconduct will be available for supervisors on June 21 at 2 p.m. in the Commissioners' Hearing Room. Contact Janese Diem to register for these offerings.

**Upcoming Events:** The Employee Picnic and Safety Fair is scheduled for June 13 at the Historical Center from 10:30 a.m. to 2 p.m. Department Heads are encouraged to allow their staff additional time to attend the event. Employees who register will receive bingo cards to use when visiting vendor booths. Raffle prizes will be drawn based on the bingo cards returned. The United Way booth will feature a collection box for Project Connect. Campus Polleyes will be providing the food with elected officials serving free ice cream. Job and Family Services staff will be hosting a bake sale for elder services.

**Policy Reminder:** Pam provided a brief overview of the separation of employment section as found in the employee handbook. She added that employees last day of employment should reflect their last day worked. Extending vacation or sick leave beyond their last day worked is not recommended as this may result in inflated costs for insurance benefits and OPERS. She also noted that the appointing authority should accept the resignation in a timely fashion.

**Employee Reimbursements:** The Auditor's Office recently announced that employee reimbursement checks will be made through direct deposit. As a reminder, employees are encouraged to update their banking account information for payroll in a timely manner.

## Discussion Item

**Performance Reviews:** Janese shared copies of the forms used for employee performance reviews. Commissioners' Department Heads are encouraged to use the form provided or notify the Commissioners' Office of alternative forms used prior to conducting this year's annual reviews. Pam added that managers should not over rank employees during performance reviews.

## Two Minute Drill

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**Tim Hainen (Buildings & Grounds)** stated staff is busy mowing. He reported that work is underway on the drawings and specs for the LED street and parking lights project at the East Gypsy Lane Complex. The Wood Haven interior renovation project is entering its second phase.

**Nick Foos (Buildings & Grounds)** noted that the furnace project at the Public Defender's office is complete and included new digital thermostats.

**Sandi Carsey (Job and Family Services)** distributed a flyer on the K-12 Fitted for Success program that supplies backpacks, basic school supplies, and new shoes and socks to qualified children. She also added that the playground for JFS has been approved with installation scheduled for this summer.

**Dave Steiner (Planning Commission)** stated that staff has been busy with residential subdivisions.

**Mike Rudey (Building Inspection)** noted that staff is busy with single family housing. He also added that he has hired an additional inspector and is interviewing for a vacant Clerical Specialist.

**Bev Wagener (Law Library)** reported that all the books in the Law Library have been cataloged. The next phase involves adding spine labels on the books.

**Frank McLaughlin (Child Support)** announced that the staff was the highest performing county in the state for the first quarter of 2017.

**Donna Beam (Board of DD)** announced that two students were graduating today.

**Rita Logsdon (Wood Haven)** noted that the State survey will be starting soon. She also noted her appreciation for the renovation project.

**Lorrie Lewandowski (ADAMHS)** noted that the staff has a lot to learn with the behavioral health redesign. She also shared information from a recent training she attended. If anyone discovers a white powdery substance, do not touch it. Many of the opioid overdoses have been a result of the drug being absorbed into the skin. Contact law enforcement for assistance.

**Ben Hendricks (Information Technology)** encouraged attendees to keep their pcs updated and to be diligent about the links you use.

**Dana Nemeth (Historical Museum & Center)** announced that employees will be afforded free admission to the Center during the Employee Picnic and Safety Fair on June 13.

**Brenda Ransom (Records Center)** announced that a Records Commission meeting will be held in June to adopt a new All County Records Retention Schedule.

**Pam Boyer (Commissioners)** noted that training continues for new staff members. She also noted that strategic planning for a new program with the Community Health and Wellness Center is underway to benefit the Health Benefits Plan.

**Janese Diem (Commissioners)** reminded attendees that nominations for the Spirit of Wood County Awards are welcome anytime.

**Kelly O'Boyle (Commissioners/Solid Waste)** noted that the Estimates of Revenue have been received by departments and Kelli thanked everyone for submitting their information. She also announced that the State approved the Solid Waste Management District Plan. A tire amnesty event is planned for the fall.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **June 16, 2017, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirm file

# PERFORMANCE REVIEW

Year \_\_\_\_\_

(This page to be completed by the employee)

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Performance Review Date: \_\_\_\_\_ Time: \_\_\_\_\_

Your input is a very important part of this meeting. Answer the questions below and respond on this form or an additional sheet if needed. Please indicate any other thoughts you might have that would help your supervisor(s) understand your concerns and priorities.

Submit this completed form to your supervisor by \_\_\_\_/\_\_\_\_/\_\_\_\_.

1. I accomplish excellent work in the following areas that contribute to the department's mission by:
2. I can, or need to, improve in the following areas:
3. I could improve my job performance with the following training or other resources:
4. I have an interest in learning about the following areas:
5. What can your Supervisor do to help you do a better job?
6. What constructive feedback can you offer, regarding your job, your supervisor and/or the working conditions?
7. Please note any additional questions/comments/concerns you have about your job below or on the back of this paper.

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Employee Signature

Date

# PERFORMANCE REVIEW

Year \_\_\_\_\_

Employee Name \_\_\_\_\_

I. Performance Review (Prepared by supervisor prior to the meeting)

A. Job Strengths

B. Areas for Improvement (Include follow-up from previous discipline or performance plan, if applicable)

II. Goals/Points of Consideration at next Review (Prepared Jointly)

Objective \_\_\_\_\_ Measurement/Timing \_\_\_\_\_

III. Time Off Compensation

Sick Leave Used to Date	Vacation Balance (Limit _____ )	Comp Time Balance

IV. Comments

V. Reason for follow-up prior to next annual evaluation, if needed: Date \_\_\_\_\_

**SUPERVISOR:** I have prepared this performance review and discussed it with the employee.

\_\_\_\_\_  
Supervisor Name Signature Date

**EMPLOYEE:** I have reviewed the evaluation and have discussed it with my supervisor. My signature does not necessarily indicate my full agreement. I understand that I may make comments and that I may also attach a separate statement of agreement/disagreement.

**Employee's Comments:**

\_\_\_\_\_  
Employee Name Signature Date

**NEXT LEVEL SUPERVISOR:** I have reviewed this performance evaluation.

\_\_\_\_\_  
Employee Name Signature Date