

## Department Head Meeting Agenda

**Meeting Date and Time:** August 18, 2017 9:30 a.m.

**Meeting Location:** Commissioners' Hearing Room

**Convener:** Andrew S. Kalmar

### **Announcement Items**

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Monthly Safety Subject	September: Portable Fire Extinguishers Parking Garage Awareness
Insurance Update	Dependent Eligibility Process: 8/15 to 9/15 Spousal Primary, Students, OBRA/Disability ACA Employee Eligibility Process: 10/15 to 12/31
Wellness Update	Sept: Get 5! Blood Drive: 9/19 in Atrium Flu Clinic: 10/11 & 10/20 @ Health District 11 am to 2 pm
Training Update	Employee Training: Turning Sour Situations into Sweet Success 8/23 @ JFS & 8/24 @ Hrg Rm Employee Orientation: 8/31 & 11/30 No Wrong Door Training: 9/21 - Call 419.354.9010 to register
Policy Reminder	Workers' Compensation
United Way Campaign	ePledge
Budget Update	

### **Discussion Item**

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Manager Training

### **Two Minute Drill**

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### **Next Meeting Date**

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September 15, 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 August 18, 2017, in the Commissioners' Hearing Room with the following persons present:

### Elected Official/Office/Department Representatives

Jennifer Robeson	Dave Wigent	Dana Nemeth	Brad Gilbert	Ben Hendricks
Dave Steiner	Jeff Orlowski	Katie Mahlman	Nick Foos	Wade Gottschalk
Kelley Hansen	Frank McLaughlin	Andrew Snyder	Erica Noel	Janese Diem
Pamela Boyer	Kelly O'Boyle	Andrew Kalmar		

### Announcements

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Andrew welcomed everyone to the meeting and noted that new audio/visual equipment has been purchased for use at the Courthouse Complex. Three digital display monitors are available for use in trainings and other presentations.

**Monthly Safety Topics:** The September Safety Subject is Portable Fire Extinguishers. Department Heads were asked to review the information with staff when it is distributed. Risk Coordinator Erica Noel also asked attendees to remind staff not to enter the Courthouse Complex through the parking garage ramps.

**Insurance Update:** Pam noted that the Dependent Eligibility Certification process runs through September 15. This process is used to certify spouses seeking primary coverage for the 2018 calendar year as well as those dependents ages 20 to 23 for vision and dental coverage. Employee eligibility is also being monitored for the 2018 Standard Stability Period. Employees whose eligibility changes for 2018 will be notified.

**Wellness Update:** The featured challenge for August is Walk It Off. The September challenge is Get Five. The next Blood Drive will be held on September 19 in the Alvin L. Perkins Atrium. Flu vaccines will be available to benefit-eligible employees on October 11 and 20. The clinic will be held in the Wood County Health District Board Room from 11 a.m. to 2 p.m. on both days.

**Training Update:** Employee Training on generational differences and communication styles will be held on August 23 and 24 with facilitator Robin Elston. Employee Orientation is scheduled for August 31 and November 30. No Wrong Door training is being offered on September 21; to register contact the Educational Service Center at 419.354.9010.

**Policy Reminder:** Erica provided a reminder regarding workers' compensation policies/procedures. Employees are required to report any incidents/injuries immediately to their supervisor, but no later than the end of their shift. Supervisors are responsible to report the incident/injury to the Commissioners' Office within 24 hours.

**United Way Campaign:** United Way pledge cards were distributed to departments in attendance. Those employees who have email will also have an option to ePledge. The 3<sup>rd</sup> annual Day of Sharing will be held on October 3 in the Alvin L. Perkins Atrium. Donations of raffle items will be sought from departments as part of the fund raising effort.

**Budget Update:** Information for the 2018 appropriations will be sent out in September.

### Discussion Item

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**Manager Training:** Pam noted that the HR Group met on July 27<sup>th</sup> and reviewed a presentation on Management 101. A copy of the presentation was shared with attendees. The information presented will be modified to shorten the sections on ADA and FMLA. Department Heads were asked to review the materials to see if any additional information should be added that would be helpful to a new manager as part of orientation. The sessions will be offered in December 2017 and again in the spring of 2018 with the hope to continue to offer the sessions for new managers twice a year moving forward.

### Two Minute Drill

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**Kelly O'Boyle (Commissioners/Solid Waste)** noted that discussions regarding the reinstatement of glass recycling are underway. A pilot study is also being conducted for permanent recycling sites in the County.

**Andrew Snyder (Dog Shelter)** stated that dog license sales are currently four tags short of last year's sales.

**Nick Foos (Buildings and Grounds)** reported that plaster repairs and painting will be starting on the second and third floors of the Courthouse. He also noted that lighting changes at EGLC may affect power at offices as the changes occur.

**Brad Gilbert (Emergency Management Agency)** stated that the update of the Emergency Operations Plan is complete. The Hazard Mitigation Plan update is next on the agenda. The Agency is also searching for a new Deputy Director following the resignation of Chris Diefenthaler.

**Ben Hendricks (Information Technology)** stated that no major projects are in the works. He noted that pricing for 2018 is not 100 percent set yet, but estimates pcs to run around \$720, monitors \$175 and laptops from \$1200 to \$1500.

**Dave Steiner (Planning)** noted that the office is busy working on subdivisions and zoning change requests.

**Wade Gottschalk (Economic Development)** reported that manufacturing camp was held for fifth through eighth graders. The camp was well attended and that planning is underway for next year.

**Dave Wigent (Job and Family Services)** stated that staff participated in the Ohio Adventure Therapy training event last week. He also noted that a levy will be on the ballot in November.

**Jeff Orłowski (Wood Haven)** announced that Wood Haven has been approved to offer State Tested Nursing Assistant classes. The classes are two weeks in length and cost \$400. Dave Wigent noted that JFS may be able to assist with the cost for some participants.

**Dana Nemeth (Historical Museum and Center)** noted that Living History Day is being held at Oak Grove Cemetery on August 27.

**Katie Mahlman (Clerk of Courts)** announced that Jeanne Zajac is retiring with today being her last day.

**Jennifer Robeson (Probate Court)** reported that an upgrade to the Court's case management system is causing a temporary slow down in the office.

**Frank McLaughlin (Child Support Enforcement Agency)** noted that August is Child Support Awareness Month. He thanked the Commissioners for presenting a proclamation to the staff.

**Erica Noel (Commissioners)** reminded attendees that injured workers should be going to ReadyWorks at the Wood County Hospital and not the emergency room. The emergency room should only be used in the event that ReadyWorks is closed.

**Pamela Boyer (Commissioners)** noted that a lot of investigations are underway. She also noted that the Wellness Programs will not reimbursement for tanning and other non-fitness related expenses.

**Janese Diem (Commissioners)** noted that the time and attendance system is up and running for the second phase group. A meeting to review changes with the first phase is scheduled after today's department head meeting.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **September 15, 2017, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file