

Department Head Meeting Agenda

Meeting Date and Time: September 15, 2017 9:30 am

Meeting Location: Commissioners' Hearing Room

Convener: Andrew S. Kalmar

Announcement Items

Elected Official Changes	Jane A. Spoerl, Wood County Treasurer County Auditor
Monthly Safety Subject	October: Electrical Hazards
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	October: Muscle Through It! Blood Drive: 9/19 in Atrium Flu Clinic: 10/11 & 10/20 @ Health District 11 am to 2 pm
Training Update	No Wrong Door Training: 9/21 - Call 419.354.9010 to register CORSA Training: HR Challenges & Investigations 10/23 at 8:45 am - IMPORTANT! Employee Orientation: 11/30 Manager Training: 12/6 at 9 am
Deferred Compensation	Ohio Deferred Comp Rep: 9/29 in Atrium 8:30 am to 1 pm
Policy Reminder	Driving Checks: New Hire & Annual
Updated I-9 Form	Effective 9/18: Available on website in New Hire Packet
United Way Campaign	ePledge/paper pledge forms due to BCC by 9/29 Day of Sharing: 10/3
Budget Update	

Discussion Item

Probationary Employees

Two Minute Drill

Next Meeting Date

October 20, 2017 9:30 am 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 September 15, 2017, in the Commissioners' Hearing Room with the following persons present:

Elected Official/Office/Department Representatives

Dana Nemeth	Brenda Ransom	Jeff Orłowski	Wade Gottschalk	Andrew Snyder
Ben Batey	Bev Wagener	Sandi Carsey	Becky Ewing	Brad Gilbert
Dave Steiner	Ron Dicus	Kelley Hansen	Jane Spoerl	Ben Hendricks
Mike Rudey	Dana Schrott	Katie Mahlman	Carol DeJong	Frank McLaughlin
Pamela Boyer	Kelly O'Boyle	Andrew Kalmar		

Announcements

Elected Official Changes: Andrew welcomed new County Treasurer Jane Spoerl to the meeting. He also noted that County Auditor Mike Sibbersen has announced his retirement. The Commissioners are charged with naming a temporary replacement and will do so in the coming month.

Monthly Safety Topics: The October Safety Subject is Electrical Hazards. Department Heads were asked to review the information with staff when it is distributed.

Insurance Update: Pam noted that forms for the Dependent Eligibility Certification process are due today. 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. Monitoring of employee eligibility continues for the 2018 Standard Stability Period. Employees whose eligibility changes for 2018 will be notified.

Wellness Update: The featured challenge for October is Muscle through It and focuses on strength training exercises. A 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 in the Health District Board Room from 11 a.m. to 2 p.m. on both days.

Training Update: No Wrong Door training is scheduled for September 21 at the Educational Service Center. Registration is available by calling 419.354.9010. Elected Officials, Department Heads or their representative are asked to attend CORSA training on HR Challenges and Investigations on October 23 at 8:45 a.m. A memo was sent regarding the importance of attending CORSA training. The next Employee Orientation is scheduled for November 30. Manager training is being scheduled for December 6 at 9 a.m. More information on the session will be forthcoming.

Deferred Compensation: Stan Mories, the representative for the Ohio Public Employees Deferred Compensation Program, will be in the Atrium on September 29 from 8:30 to 1 to meet with employees interested in learning more about the program or to review existing accounts.

Policy Reminder: Pam provided a reminder regarding employee driving checks. With the change in liability insurance carriers to CORSA, department heads were reminded of the continued need to perform driving checks. For new hires, a driving check should be completed prior to offering a position. The Wood County Application for Employment includes a release to check the applicant's driving record and other references. If you are not using the Application for new hires, a release is also included on the Compliance with Ohio's Financial Responsibility form that is noted on the New Hire Checklist. Email Dee Stewart in the Commissioners' Office to request a driving check of a new hire. Since employees only have one driving record, it is important that they report any accidents or moving violations as noted in the policy. The County is currently reviewing all driving records for those who may drive a county vehicle or personal vehicle for County business.

Updated I-9 Form: A revision to the I-9 Form was recently released with an effective date of September 29. The revised form has been posted on the employee website under the forms section in the New Hire Packet.

United Way Campaign: United Way pledge cards have been distributed to departments and are due to the Commissioners' Office by September 29. Those employees who have email will also have an option to ePledge. The 3rd 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 is due by September 29. A one page summary for price quotes is being prepared.

Discussion Item

Probationary Employees: Pam provided an overview of probationary periods for classified employees. She reviewed language as provided in the employee handbook and noted that the probationary period is an extended interview to measure an employee's skill set and the ability to mesh with co-workers. Managers should communicate expectations and measure outcomes. She added that departments should not settle on an employee just to fill a position. She also noted that promoted employees serve a new probationary period following each promotion. If an employee transfers from one appointing authority to another the employee has no right to the previous position. If an employee transfers positions under the same appointing authority, the employee can be demoted to the position previously held before the promotion. When in doubt contact the Prosecutor's Office or the Commissioners' Office.

Two Minute Drill

Kelly O'Boyle (Commissioners/Solid Waste) noted that a memorandum of understanding with the Commissioners and the City of BG has been signed to reinstate glass recycling at the BG Recycling Center.

Andrew Snyder (Dog Shelter) stated that dog license sales have exceeded last year's sales.

Jane Spoerl (Treasurer) noted that she has retained the current staff.

Brad Gilbert (Emergency Management Agency) announced that Jeff Klein has been hired as the Deputy Director. He will start in mid-October.

Dave Steiner (Planning) noted that the office is processing subdivision and zoning change requests.

Sandi Carsey (Job & Family Services) reported that the State Director of Medicaid recently met with staff and was impressed.

Wade Gottschalk (Economic Development) noted an upcoming event on October 6 with Penta.

Bev Wagener (Law Library) stated that she has a new assistant who is completing his forth week.

Becky Ewing (Building Security) announced that the Sheriff has taken over building security effective October 1. He is currently in the process of hiring six part time employees. Building Security can be reached at ext. 4914.

Ron Dicus (Court Security) reported that an upgrade to the panic buttons will take place soon. The calls were rerouted unintentionally and no outside notification was taking place. Court Security can be reached at ext. 9266.

Frank McLaughlin (Child Support Enforcement Agency) noted that staff is hosting activities to raise money for United Way.

Carol DeJong (Elections) noted that an election is scheduled for Tuesday for the Perrysburg Mayor primary with two moving forward to the November general election.

Jeff Orłowski (Wood Haven) reported that the facility is one week from finishing the interior renovation project.

Mike Rudey (Building Inspection) stated that the department is seeing a record year for revenue.

Katie Mahlman (Clerk of Courts) announced that the office is hiring again.

Dana Nemeth (Historical Museum and Center) noted several events are coming up including the Folklore and Funfest, folklore Fridays, and German-American Day.

Ben Hendricks (IT) stated that the price quotes for standardized pcs is not yet final. He will email departments once available. He also noted availability of a lower cost alternative to Abode called FoxIT. Contact IT if you wish to demo the software.

Ben Batey (Health District) noted that he was one of 10 men selected for the American Cancer Society's Real Men Wear Pink campaign. His goal is to raise \$2,500. For every \$100 raised, he will walk a mile, with a goal of walking across the County.

Brenda Ransom (Records Center) noted that the Records Commission is due to meet again this year. Contact her if you have any changes for your records retention schedules.

Dana Schratt (Engineers) noted that four new staff members have been hired. She also reported work on two bridges starting on September 25, Emerson Road and Hull Prairie.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **October 20, 2017, at 9:30 a.m.**