

Department Head Meeting Agenda

Meeting Date and Time: October 20, 2017 9:30 am

Meeting Location: Commissioners' Hearing Room

Convener: Andrew S. Kalmar

Announcement Items

Office Closings	11/10 - Veterans Day Holiday 11/23 - Thanksgiving Holiday 11/24 - Non-24 Hour Offices Closed - exception of Landfill and Auto Title
Monthly Safety Subject	November: Emergency Evacuations; December: Space Heaters
Workers' Comp	2018 Charge for Services: .011
Insurance Update	2018 Rates Annual Insurance Meetings: 11/15 - 17 ACA Employee Eligibility Process: 10/15 to 12/31
Wellness Update	November: This for That!; December: Stay Hydrated Blood Drive: 11/14 at JFS Flu Clinic: 10/20 @ Health District 11 am to 2 pm
Training Update	CORSA Training: HR Challenges & Investigations 10/23 at 8:45 am - IMPORTANT! Employee Orientation: 11/30 Manager Training: 12/6 at 9 am
Holiday Helping Hands	Week of 11/13 - Collection of Hats, Gloves, Mittens, Canned Goods
Policy Reminder	Unemployment Claims
United Way Campaign Wrap-up	Day of Sharing Event: \$1,335 Raised - Pledges raised \$17,500
Spirit of Wood County Awards	10/22 @ 2 p.m. in Atrium
Emergency Notification List	
Employee Recognition Program	1/11 @ 9 a.m. in Atrium
State Minimum Wage Update	\$8.30 eff. 1/1/18
Budget Update	

Discussion Item

Turning Sour Situations into Sweet Success Training Follow Up

Two Minute Drill

Next Meeting Date

December 15, 2017 9:30 am in the Commissioners' Hearing Room

No meeting in November.

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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 October 20, 2017, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Dave Wigent	Brad Gilbert	Jeff Klein	Jeff Orłowski	Wade Gottschalk	Becky Ewing
Brenda Ransom	Ron Dicus	Dave Steiner	Kelley Hansen	Dana Nemeth	Pam Shumaker
Jen Robeson	Nick Foes	Ronda Gibson	Ben Batey	Frank McLaughlin	Ben Hendricks
Carol DeJong	Janese Diem	Pamela Boyer	Kelly O'Boyle	Andrew Kalmar	

Announcements

Offices Closings: Andrew noted upcoming holiday closings including Veterans Day on November 10 and Thanksgiving on November 23. Non-24 hour offices will also be closed on November 24 with the exception of Auto Title and the Landfill.

Monthly Safety Topics: The November Safety Subject is Emergency Evacuations. December's topic is Space Heaters. Department Heads were asked to review the information with staff when it is distributed.

Workers' Compensation: Pam reported that the Workers' Comp charge for service for 2018 will be .011.

Insurance Update: The Commissioners met yesterday and decided to keep insurance rates at the 2017 level for 2018 resulting in no rate increases for employees or departments. The annual insurance meetings are scheduled for November 15 to 17 with the meeting schedule posted in the employee newsletter and upcoming Summary Plan Description. The Standard Measurement Period for the 2018 Stability Period is complete. Employees whose eligibility changes for 2018 will be notified.

Wellness Update: The featured challenge for November is This For That and encourages making healthy food choices. The December challenge is Stay Hydrated and promotes drinking water over sugary beverages. A Blood Drive will be held on November 14 at Job and Family Services. Today is the second flu vaccine clinic for benefit-eligible employees in the Health District Board Room.

Training Update: CORSA training is scheduled for Monday, October 23 at 8:45 a.m. in the hearing room. 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.

Holiday Helping Hands: The Newsletter Committee is sponsoring its annual Holiday Helping Hands Days the week of November 13. Employees can drop off donations of hats, gloves and mittens along with canned goods in the Atrium or collect items within their own offices.

Policy Reminder: Pam provided a brief reminder regarding unemployment claims. She noted that Wood County is a reimbursing employer and pays all claims approved by the Bureau of Employment Services. The County is experiencing a higher number of former employees asserting their appeal rights to unapproved claims. As requests for information is received for unemployment claims, departments have an obligation to provide the requested information in the noted timeframe. Be mindful to have sufficient documentation prior to allowing an employee to resign in lieu of termination to show you have just cause even though the employee resigned their position.

United Way Campaign: The United Way campaign resulted in just over \$17,500 in employee pledges. Of the 157 who pledged during the campaign, just under half of those pledges were made through the ePledge option. The 3rd annual Day of Sharing raised an additional \$1,335 for United Way. Thank you to everyone who attended or donated items for the event.

Spirit of Wood County Awards: The Commissioners will present the Spirit of Wood County Awards on Sunday, October 22 at 2 p.m. in the Atrium. All are welcome to attend.

Emergency Notification List: Requests for updated information was sent to Elected Officials and Department Heads. Some discussion was held regarding a transition to text alerts of the closing. Further discussion on the topic will be held. In the meantime, department heads are encouraged to provide updates for contact information changes.

Employee Recognition Program: The annual recognition program is scheduled for January 11 at 9 a.m. in the Atrium. Requests for employee information will be forthcoming.

State Minimum Wage Update: Effective January 1, 2018, the State Minimum Wage is set to increase to \$8.30 per hour. Appointing Authorities are encouraged to review their pay scales to ensure they are in compliance with the change.

Budget Update: Kelly noted that the Commissioners have two days of budget meetings remaining and thanked those who have already had their meetings. The submitted requests will be reviewed during November with appropriations anticipated to be approved in mid-December. Andrew thanked departments for their flexibility in adjusting to meeting times.

Discussion Item

Training Follow-up: Feedback on the recent training on Turning Sour Situations into Sweet Success was sought. Attendees thought the facilitator did a good job. Pam shared copies of the personality assessment questionnaire and accompanying summary. She encouraged attendees to complete the information and share with staff. The information is also included in the employee newsletter.

Two Minute Drill

Ron Dicus (Court Security) reported that the alarm issues from the past few days have been corrected.

Becky Ewing (Building Security) stated that anyone using the front entrance will be scanned without exception. She noted that all incoming mail is being scanned. The State Health Inspector checks the equipment to ensure the safety of food being scanned. If employees do not want to have food scanned, they can request a hand check of their lunch box.

Dave Wigent (Job & Family Services) provided information regarding the levy that is on the November ballot noting it is critical to operations. Staff is also monitoring the number of bills being introduced by legislators as some terms reach their end.

Frank McLaughlin (Child Support Enforcement Agency) noted that staff is working with the State and local IT office to equip attorneys with notebooks for use in court.

Wade Gottschalk (Economic Development) announced that the annual holiday reception will be held on November 30. He stated that the recent media coverage regarding CSX has not been confirmed by CSX.

Dave Steiner (Planning) noted that the office is seeing an uptick in residential activity including parcel splits.

Brad Gilbert (Emergency Management Agency) introduced Jeff Klein as the new Deputy Director.

Nick Foos (Buildings and Grounds) reported that some projects are finishing up with new projects starting. Departments can call with any questions.

Ronda Gibson (Justice Center) provided a brief update on the phone line used by inmates leaving the Justice Center. While changes are being implemented to reduce the possibility of released inmates from visiting neighbors, there is no guarantee that the issue will resolve completely.

Kelly O'Boyle (Commissioners/Solid Waste) stated that tours and other educational programs are being offered to schools and other community groups.

Janese Diem (Commissioners) reported that an employee guide for Precinct Manager will be distributed to staff who report payroll to the BCC in the coming weeks.

Pam Boyer (Commissioners) suggested that Department Heads review entrance requirements in position descriptions. If a valid driver's license is required, those employees should to be reported for insurability purposes. If driving is preferred you have some leeway on whether or not they drive for County business, but those employees should also be reported for insurance purposes as they have the potential to drive.

Ben Batey (Health District) provided an update on the fundraising efforts for the American Cancer Society's Real Men Wear Pink campaign. So far, \$3,800 has been raised.

Brenda Ransom (Records Center) reported that an online component has been added for those on the County network to identify records stored at the Center and to request documents. If interested in this new feature, contact Brenda.

Jen Robeson (Probate Court) stated that Judge Woessner will conduct his annual CLE seminar on Wednesday, October 25.

Dana Nemeth (Historical Museum and Center) noted several events are coming up including the Folklore and Funfest, folklore Fridays, and holiday gala. She also noted that the Museum staff will be assisting with decorating the Atrium this holiday season.

Pam Shumaker (ADAMHS) announced that Board is in the process of hiring a Director of Community Programs. The Board is also providing funding for the position to oversee the Opiate Response Team.

Ben Hendricks (IT) noted that the internet connectivity is seeing some slow down due to Windows 10 updates. If webinars are planned, please contact IT a day in advance to help with available bandwidth. He noted that some staff have been granted access to outlook on cell phone, however, he is not aware of their FLSA status (exempt/non-exempt) when granting access. It is up to the Department Head to address use with staff to ensure overtime issues are addressed for work that is suffered or permitted under the Fair Labor Standards Act.

Carol DeJong (Elections) noted that an early voting is underway for the November general election.

Jeff Orłowski (Wood Haven) reported that staff has identified 51 goals for the coming year including conducting empathy training for staff and implementing an onboarding program to assist with retention of staff. He also reported that the renovations are complete with a ribbon cutting set for November 14.

No meeting is scheduled for November. The next Department Head meeting will be held in the Commissioners' Hearing Room on **December 15, 2017, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file