

## Department Head Meeting Agenda

**Meeting Date and Time:** January 19, 2018 9:30 a.m.  
**Meeting Location:** Commissioners' Hearing Room  
**Convener:** Andrew Kalmar, County Administrator

### **Announcement Items**

---

Commissioners' Organization	Order of the Board - Herringshaw, LaHote, Bowlus
Monthly Safety Subject	Feb - PERRP Records PERRP Log Posting eff. 2/1 - 4/30
Wellness Update	Deductible Credit Update Wellness Warrior Challenge Jan: Money Matters; Feb: Change Up Your Workout Wellness Subcommittee: 2/21 @ 2 p.m. Blood Drive: 3/1 @ JFS
Training Update	Employee Orientation: 1/30 @ 9:15 a.m. Training Committee: 1/31 @ 9:30 am HR Group Meeting: 2/22 at 10 am
Legal Holiday	Presidents' Day 2/19
Form Updates	W-2
Salary Increases	3% across the board Wage Memos for BCC departments
Budget Update	GAAP Reporting Mileage Reimbursement - \$.535 (same as 2017)
Annual Report	1/31 Submission Deadline State of the County Address - 3/13

### **Two Minute Drill**

---

### **Next Meeting Date**

---

February 16, 2018	9:30 a.m.	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 January 19, 2018, in the Commissioners' Hearing Room:

### Elected Official/Office/Department Representatives Present

Carol DeJong	Andrew Snyder	Ronald Dicus	Paula Hudak	Wade Gottschalk	Bev Wagener
Ben Batey	Dana Nemeth	Jen Robeson	Pam Shumaker	Dave Steiner	John Musteric
Dave Wigent	Brad Gilbert	Ben Hendricks	Vickie Clouser	Mike Rudey	Terry James
Nick Foos	Renee Bills	Becky Ewing	Brenda Ransom	Katie Mahlman	Frank McLaughlin
Kelly Hansen	Pamela Boyer	Janese Diem	Kelly O'Boyle	Andrew Kalmar	

### Announcements

---

**Commissioners' Organization:** The Commissioners reorganized earlier this month. The order of the Board will not change: Doris Herringshaw, President; Craig LaHote, Vice President; Dr. Theodore Bowlus, member. Departments were also advised to review their letterhead and websites to ensure the correct information is listed.

**Monthly Safety Topics:** The February Safety Subject is Public Employee Risk Reduction Program (PERRP) records. Department Heads were asked to review the information with staff when it is distributed. Pam also noted that Risk Coordinator Erica Noel will be forwarding PERRP logs which departments are required to post from February 1 to April 30. The logs summarize injuries/illnesses that occurred within departments during the prior year.

**Wellness Update:** Janese shared information regarding the monthly challenges and challenged department heads to complete the monthly challenges during 2018. Andrew added that he would buy lunch for any Commissioners' Department Head who complete at least six of the challenges. The challenge for January is Money Matters. The focus for February is Change Up Your Workout. The Wellness Subcommittee is scheduled to meet on February 21 at 2 p.m. in the Commissioners' Hearing Room. If anyone would like to join the committee, contact Pam. JFS will be hosting a blood drive on March 1. To register visit [www.redcrossblood.org](http://www.redcrossblood.org) and enter sponsor code: woodcoemployees.

**Training Update:** The next Employee Orientation is scheduled for January 30. The training committee meeting is scheduled for January 31 at 9:30 a.m. in the Commissioners' Office. If you have suggestions for training topics, please forward them to Pam Boyer by January 26. The HR Group is scheduled to meet on February 22 at 10 a.m. in the Commissioners' Hearing Room.

**Legal Holiday:** Andrew noted the upcoming holiday closing on February 19 for Presidents' Day.

**Form Update:** Vickie Clouser reported that W2s have been distributed. An error was discovered on those that are exempt from BG City tax. The correction has been made and updated W2s will be distributed to those affected.

**Salary Increases:** Andrew noted that the Commissioners approved a 3% salary increase effective January 7, 2018. Wage memos which show the annual salary and value of benefits paid on behalf of the County have been prepared for Commissioners' employees. Anyone interested in obtaining a sample of the wage memo can contact Janese.

**Budget Update:** The Auditor's Office has distributed the forms for the GAAP report and they are due by March 31. The Commissioners also kept the mileage rate at the 2017 rate: \$.535.

Annual Report: Information for the 2017 Annual Report is due to Janese by January 31. The State of the County Address is scheduled for March 13 and will feature several Elected Officials and Department Heads.

### Two Minute Drill

---

**Pam Boyer (Commissioners)** provided a general reminder regarding deferred compensation. She encouraged department heads to share information regarding the two available programs with staff.

**Katie Mahlman (Clerk of Courts)** noted that the office is seeing an increase in passport applications.

**Frank McLaughlin (Child Support Enforcement Agency)** stated that the agency is partnering with Lucas County Child Support to offer employer education sessions in March. The agency website is also being updated.

**Ben Batey (Health District)** noted that Frank McLaughlin will serve as president of the Health District in 2018. He also noted that flu season is in full swing and the vaccine has proved to not be as effective on this particular strain.

**Jen Robeson (Probate Court)** announced that marriage licenses obtained from the Court from 1970 forward have been imaged. Uncertificated copies can be emailed as needed.

**Pam Shumaker (ADAMHS Board)** announced that Amy Coe has been hired. Assistant Director Laurie Lewandowski retired at the end of 2017.

**Brenda Ransom (Records Center)** reported that the Records Commission is scheduled to meet in March. Anyone needing changes to their records retention schedule is encouraged to contact Brenda before the end of February.

**Dana Nemeth (Historical Museum and Center)** shared information regarding the new exhibit that opens on February 1. She also announced that the Convention and Visitors Center is sponsoring free days at the Center on the first Friday of each month.

**Mike Rudey (Building Inspection)** reported that the year set a record for permit revenue. The office also has a new employee, Megan Smith who started in December.

**Carol DeJong (Board of Elections)** noted that the deadline to apply for the May 8 primary election is February 7.

**Ben Hendricks (IT)** stated that he can provide quotes for IT related purchases approved in the 2018 budget. He encouraged departments to manage their electronic records per their records retention schedule. He also noted that the anti-virus software will be replaced this year.

**Renee Bills (Treasurer's Office)** noted that manufactured home and real estate taxes were mailed.

**Dave Wigent (Job and Family Services)** noted that 338 investigations involving adults were conducted by the protective services staff in 2017. The agency is partnering with Northwest State Community College for employment services and expansion of the good jobs program. The agency is also looking for more foster parents, especially for older children within the system.

**Paula Hudak (Public Defenders)** stated that Scot Hicks retired at the end of 2017. Reid Rothenbuhler has been hired as an Assistant Public Defender.

**Wade Gottschalk (Economic Development)** noted that the Perrysburg Messenger Journal reported on a potential expansion of the Walgreens distribution center in Perrysburg Township.

**Dave Steiner (Planning)** stated that work continues to digitize 50 years' worth of paper records. The office is also entering grant season and making applications to the State for funding.

**John Musteric (Engineer)** noted that work on the roundabouts at Buck and Lime City Roads are expected to begin this fall with the projects going to bid in late spring. He also noted four ditches with work scheduled in 2018.

**Brad Gilbert (Emergency Management Agency)** stated that work on the National Hazards Mitigation Plan update are underway. He also noted that the LEPC will conduct its annual exercise in February.

**Terry James (Sheriff's Office/Courthouse Security)** reported that the alarm updates at the Courthouse Complex are complete. If anyone has issues, contact Becky Ewing. He also noted that staff is available should anyone want training for an active shooter incident.

**Nick Foos (Buildings and Grounds)** provided information regarding the transition to Facility Dude, the new software that will track work orders for the department. Throughout the year he will be contacting departments regarding set-up of the system for their department.

**Andrew Snyder (Dog Shelter)** reported that licenses sales reached a new record in 2017. He reminded attendees that January 31 is the last day to purchase a tag for 2018 without a penalty.

**Kelly O'Boyle (Commissioners/SWMD)** announced that 10 permanent recycling locations will be established in the County, hopefully by May 1, but by June 30 at the latest.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **February 16, 2018, at 9:30 a.m.**

## Be A Wellness Warrior

The Wellness Program features monthly challenges to help you focus on healthy habits. Complete all 12 monthly challenges to achieve Wellness Warrior status and earn a special reward.

While a different challenge will be featured each month, you can complete them in any order you like. Multiple challenges may be completed during a month (must be different goals); however, challenges cannot be repeated for additional credit.

Challenge information and monthly tracking logs are available on the employee website, [www.co.wood.oh.us/employee](http://www.co.wood.oh.us/employee) under the wellness link. You can track your progress using your smartphone or computer. Just attach a printed report to the monthly tracking log. Tracking logs must be submitted by the 5<sup>th</sup> of the next month to receive credit.

For more information on the wellness programs, refer to the 2018 Summary Plan Description or visit the employee website. You can also like the Wood County Employee Health Benefits Wellness Programs on Facebook.



Take a Step Toward Wellness

### List the goal you would like to achieve with the 2018 Wellness Program:

---

Map out your personal action plan below or participate in the featured challenge. Just remember to update your progress along the way. Need help sticking to your goals? Find a co-worker or friend with similar interests to help keep you motivated and accountable.

Month	Featured Monthly Challenge	Your Completed Program(s)
January	Money Matters	
February	Change Up Your Workout	
March	Prep for Success	
April	Reduce Your Stress	
May	Stretch Yourself	
June	Unplug & Unwind	
July	Go Junk-Food Free	
August	Muscle Through It	
September	Cut Out Added Sugar	
October	Pay It Forward	
November	Stay Hydrated	
December	Make/Break the Habit	

### Earn a Deductible Credit

Benefit eligible employees can also work toward a deductible credit for the 2019 medical deductible.

Complete at least 5 Challenges – Earn a \$50 Deductible Credit. Complete at least 10 Challenges – Earn a \$100 Deductible Credit.

In addition to the monthly challenges, benefit eligible employees can earn one challenge credit for completing reimbursement programs or a wellness screening during 2018 if eligible. Additional information on these programs is included in the 2018 Summary Plan Description. Note: these additional programs only count toward earning deductible credit, not wellness warrior status.