

Department Head Meeting Agenda

Meeting Date and Time: February 16, 2018 9:30 a.m.

Meeting Location: Commissioners' Hearing Room

Convener: Andrew Kalmar, County Administrator

Announcement Items

Legal Holiday - Offices Closed	Presidents' Day: February 19
Monthly Safety Subject	February - PERRP Recordkeeping March - Tornado Safety: March 21 Tornado Drill
Insurance Update	Distribution of 1095C by March 2
Wellness Update	March: Prep for Success Blood Drive: March 1 at JFS
Training Update	HR Group: February 22 @ 10 a.m. First Aid, CPR, AED Training: Job Requirement for Position Sexual Harassment Training for Employees: March 28 @ JFS
Parking Reminder	Please Park Only in Designated Spaces Considering Meter Removal
State of the County Address	March 13 @ 8 a.m. in the Atrium (7:30 a.m. Social Time)
Annual Report	

Policy Reminder

Ohio Ethics Law Video Series: The Conference Question

Two Minute Drill

Next Meeting Date

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

Elected Official/Office/Department Representatives Present

Andrew Snyder	Dana Nemeth	Jeff Orłowski	Brad Gilbert	Ron Dicus	Wade Gottschalk
Jen Robeson	Bev Wagener	Nick Foos	Pam Shumaker	Becky Ewing	Paula Hudak
Kelley Hansen	Dave Steiner	Katie Mahlman	Frank McLaughlin	Carol DeJong	Ben Hendricks
John Musteric	Brandy Hartman	Dave Wigent	Mike Rudey	Brenda Ransom	Janese Diem
Pamela Boyer	Andrew Kalmar				

Announcements

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

Monthly Safety Topics: The February Safety Subject is Public Employee Risk Reduction Program (PERRP) records. As a reminder the PERRP logs are required to be posted from February 1 to April 30. The March Safety Subject is Tornado Safety. The annual tornado drill will be held on March 21. Employees were reminded to wait for the alarm before reporting to their tornado safe area. Department Heads were asked to review the information with staff when it is distributed

Insurance Update: The 1095Cs, reporting insurance eligibility and coverage for employees and family members, will be distributed by March 2 as required by the federal government.

Wellness Update: The challenge for March is Prep for Success which encourages employees to plan ahead for meals. JFS will be hosting a blood drive on March 1. To register visit www.redcrossblood.org and enter sponsor code: woodcoemployees.

Training Update: Employee training will include sexual harassment training in March. Additional information will be forthcoming. The HR Group is scheduled to meet on February 22 at 10 a.m. in the Commissioners' Hearing Room. Attendees will preview the sexual harassment training being offered to employees as well as information on records retention of personnel files. First aid/CPR/AED training will be offered during 2018 but will be limited to those positions with a job requirement for the certification.

Parking Reminder: Andrew asked attendees to advise their staff to park only in designated parking spaces. The area along the south wall in the parking lot at the corner of Pike and Prospect Streets is not a parking space. Discussions are also taking place regarding possible removal of the parking meters in the main parking lot at the Courthouse Complex. Andrew noted that the goal is to retain parking for visitors. A suggestion was made to bag the meters to test how the change would impact the availability of spaces.

State of the County Address: The State of the County Address is scheduled for March 13 and will feature several Elected Officials.

Annual Report: Final reviews of the information for the annual report are underway. Andrew asked those submitting information to not take offense to edits made to the information submitted as the report has a limited number of pages and space. Other changes are made for consistency, i.e. removal of first person.

Policy Reminder

The Training Committee recommended ethics training offerings during 2018. Attendees viewed an e-course from the Ohio Ethics Commission on the "Conference Question". Additional e-courses will be presented during future Department Head Meetings. These courses are available from the Ethics Commission website and can be used during staff meetings.

Two Minute Drill

Brad Gilbert (Emergency Management Agency) stated that severe weather week will feature a Skywarn class at BGSU on March 20.

John Musteric (Engineer) noted that the Garage is running low on salt due to the recent ice and snow.

Dave Steiner (Planning) stated that annual reports from companies with tax abatements are being prepared as well as work on the Community Development Block Grant (CDBG) Program project requests.

Wade Gottschalk (Economic Development) announced that the Annual Dinner is scheduled for March 22.

Bev Wagener (Law Library) reported that the Law Library Resources Board will have two new board members this year.

Ron Dicus (Court Security) reminded visitors to the Courthouse of the painting project taking place on the first floor and stairways.

Carol DeJong (Board of Elections) noted that April 7 is the deadline to register to vote in the May election.

Jeff Orłowski (Wood Haven) announced that a new Environmental Services Supervisor was hired. The facility also hosted a 1940s theme dinner last week.

Dana Nemeth (Historical Museum and Center) reported that the new exhibit is open. Plans are also underway for a photography exhibit for 2019 that will feature the poor farms in Ohio.

Dave Wigent (Job and Family Services) invited attendees to the pinwheel event on April 11. This event raises awareness for the prevention of child abuse.

Paula Hudak (Public Defenders) noted that staffing changes have occurred with the resignation of a staff member.

Pam Shumaker (ADAMHS) reported that the FY19 allocation cycle will be starting soon.

Frank McLaughlin (Child Support Enforcement Agency) thanked the Buildings and Grounds staff for their work on updating the facility. He also congratulated Jeff Orłowski on receiving the Zeus Award at the Bowling Green Chamber Dinner.

Jen Robeson (Probate Court) also thanked Buildings and Grounds staff for providing assistance with the temperature issues in the Probate office.

Brenda Ransom (Records Center) reported that the Records Commission is scheduled to meet on March 13. Anyone needing changes to their records retention schedule is encouraged to contact Brenda.

Ben Hendricks (IT) announced that new anti-virus software updates are underway. The installation will require a pc reboot when prompted.

Brandy Hartman (Prosecutor's Office) introduced herself and noted that the Civil Division will be providing a training for Township Trustees in April. She also noted that volunteers are needed for the Youth Olympics on March 10.

Pam Boyer (Commissioners) noted that the County is working with the Board of DD to offer first aid training in 2018. Upgrades to equipment are needed and sharing of services is being investigated. The training will also be offered to those who have a work requirement to receive the training as the costs continue to increase.

Andrew Snyder (Dog Shelter) reported that postcards will be sent to those who did not renew their dog licenses with door-to-door license checks to begin soon.

Nick Foes (Buildings and Grounds) noted that the contractor is trying to keep the dust down in the Courthouse during the painting project. He also reported that the department is in the process of hiring a Maintenance Worker II.

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

cc: BCC Elected Officials and Department Heads Steve Spirn file