

Department Head Meeting Agenda

Meeting Date & Time: March 16, 2018 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew Kalmar, County Administrator

Announcement Items

Monthly Safety Subject	April: Hazard Communication March 21 - Tornado Drill @ 9:50 a.m.
Insurance Update	Federal Reporting for ACA: 1095/1094
Wellness Update	April: Reduce Your Stress Poker Walk: April 3 from 11-1:30 - BGSU Perry Field House Blood Drive: May 2 in Atrium
Training Update	Employee Training: Harassment in the Workplace: March 28 & 29 HR Group - April 26
Upcoming Events	JFS Pinwheel Event: Luncheon and Raffles - April 11 Employee Picnic & Safety Fair - June 12
Deferred Comp	Stan Mories, OPEDC - 419.560.0644 Jonathon Feola - CCAO Def. Comp. - 614-816-0462

Policy Reminder

Ohio Ethics Law Video Series: Ethics Law and Conflicts of Interest

Two Minute Drill

Next Meeting Date

April 20, 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 March 16, 2018, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Orłowski	Kay Sheldrick	Brenda Ransom	Becky Ewing	Terry James	Nick Foos
Andrew Snyder	Arlen de la Serna	Ben Hendricks	Michael Fuller	Dave Steiner	Jen Robeson
Katie Mahlman	Brad Gilbert	Frank McLaughlin	Wade Gottschalk	Mike Rudey	Dana Schrott
Brandy Hartman	Dana Nemeth	Carol DeJong	Ben Batey	Karen Young	Pam Shumaker
Janese Diem	Kelly O'Boyle	Andrew Kalmar			

Announcements

Monthly Safety Topic: The April Safety Subject is Hazard Communication. Department Heads were asked to review the information with staff when it is distributed. A reminder was provided regarding the Statewide tornado drill on March 21. Employees were reminded to wait for the alarm before reporting to their tornado safe area.

Insurance Update: The federal reporting requirements are complete including distribution of the 1095Cs to employees, reporting insurance eligibility and coverage for employees and family members, and the 1094C summary to the federal government.

Wellness Update: The challenge for April is Reduce Your Stress. The Poker Walk takes place on April 3 at the Perry Fieldhouse on the BGSU campus. Additional information regarding the event will be forthcoming. A blood drive is scheduled for May 2 in the Atrium. To register visit www.redcrossblood.org and enter sponsor code: woodcoemployees.

Training Update: Registration is underway for employee training on harassment in the workplace on March 28 and 29. Employees within Commissioners' Departments are required to attend. Other employees are encouraged to attend. The next HR Group meeting is scheduled for April 26 at 10 a.m. in the Commissioners' Hearing Room.

Upcoming Events: Michael Fuller provided information on the pinwheel event on April 11. He noted that pinwheel displays will be placed outside of the schools within the County. Employees are invited to participate in the luncheon and basket raffles in the Atrium during their lunch period on the 11th. Andrew also noted the date of June 12 for the Employee Picnic and Safety Fair.

Deferred Comp: Contact information for the two deferred compensation programs were noted on the agenda. Representatives from both programs will be scheduling visits with departments in the coming weeks.

Andrew acknowledged Dana Nemeth's attendance as her final meeting, noting that she has accepted a position with BGSU.

Policy Reminder

Attendees viewed an e-course from the Ohio Ethics Commission on the "Ethics Law and Conflicts of Interest". Additional 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

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

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

Dave Steiner (Planning) stated the grant cycle is starting with communities submitting their priority lists of projects for review.

Wade Gottschalk (Economic Development) noted that Walgreens is considering an expansion project.

Nick Foos (Buildings and Grounds) noted that the contractor is trying to keep the dust down in the Courthouse during the painting project. He also noted that staff is working on preparations for asphalt sealing this spring.

Becky Ewing (Courthouse Security) reported that installation of the new alarms is nearing completion.

Karen Young (Auditors) noted that the tax incentive review council will meet to review the company compliance.

Mike Rudey (Building Inspection) noted that residential and commercial permits have increased.

Carol DeJong (Board of Elections) noted that April 7 is the deadline to register to vote in the May 8 election. Early voting will begin on April 8.

Ben Batey (Health Department) provided an update on the progress of dental clinic noting that the bid opening will take place next week. They hope to break ground this spring and have the facility up and running this fall. He also stated that the department will undergo a rebranding to bring back the "Health Department" over Health District.

Jeff Orłowski (Wood Haven) reported on participation in the Delay the Disease program for those with Parkinson's Disease. Classes are held every week with two new members joining last week.

Michael Fuller (Job and Family Services) noted that the agency is transitioning to a Statewide document imaging system and incorporating the use of iPads for home visits.

Katie Mahlman (Clerk of Courts) stated that the State has sent watercraft renewals to residents. She reminded attendees that the Title Office can process the renewals for watercrafts.

Pam Shumaker (ADAMHS) reported that contract negotiations are underway for FY19.

Brandy Hartman (Prosecutor's Office) announced that the Addiction Response Collaborative is assisting individuals entangled in the opioid epidemic. The Civil Division will be providing a training for Township Trustees and other Boards and Commissioners in April with a special session to be scheduled for County Elected Officials and Departments later this year. She also noted that the 20th annual Youth Olympics were held on March 10.

Brenda Ransom (Records Center) offered assistance with retention schedules.

Frank McLaughlin (Child Support Enforcement Agency) reported that staff participated in training with Lucas County to provide employers with information on electronic payments.

Kelly O'Boyle (BCC/SWMD) announced that Amanda Gamby will be leaving the District for a position with the City of Bowling Green.

Ben Hendricks (IT) noted that a phishing campaign was sent out last week with a 10 percent click rate. Employees who clicked on the "bad" link were forwarded to a link with training on cyber security.

Janese Diem (Commissioners) reminded departments to have employees complete the Notice of Secondary Employment/Self Employment/Boards or Commission Appointments form and forward to their appointing authorities. Copies of the 2017 Annual Report were distributed.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **April 20, 2018, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirm file