

Department Head Meeting Agenda

Meeting Date and Time: May 18, 2018 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew Kalmar, County Administrator

Announcement Items

Office Closing	Memorial Day: 5/28
Monthly Safety Subject	June: Walking Working Surfaces First Aid/CPR/AED Training beginning 6/12
Wellness Update	June: Unplug & Unwind
Training Update	Management 101: 5/23 No Wrong Door: 5/31 KnowBe4: Complete by June 1 Management 201: 7/11 HR Group: 7/26 @ 10 a.m. Employee Orientation: 8/2
Parking Meters Follow-Up	
Employee Picnic & Safety Fair	Historical Center on 6/12 from 10:30 a.m. to 2 p.m. - Bingo Cards for Employees Visiting Vendor Booths - Project Connect Collection Box for United Way - Food Available for Purchase from Mr. Melon/Northcoast Deli - Elected Officials Serving Ice Cream - JFS Bake Sale Adult Protective Services Donated Fund
I-9 Form	Timely Submission - within 3 days of employment to Auditor
Intern	Alex Sciranka - Unpaid - County Government Shadow
Health District Rebranding	Health Department/Community Health Center
Budget Update	Estimates of Revenue

Policy Reminder

Ohio Ethics Law Video Series: Ethics Law and Nepotism

Two Minute Drill

Next Meeting Date

June 15, 2018 9:30 a.m. 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 May 18, 2018, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Orłowski	Tom Clemons	Ben Batey	Brad Gilbert	Brenda Ransom	Wade Gottschalk
Stephanie Lauwers	Katie Mahlman	Dave Steiner	Nick Foos	Mike Rudey	Jen Robeson
Brandy Hartman	Abigail Lovell	Andrew Snyder	Kay Sheldrick	Dave Wigent	Bev Wagener
Janese Diem	Pamela Boyer	Andrew Kalmar			

Announcements

Office Closing: Non-24/7 county offices will be closed on May 28 for the Memorial Day Holiday.

Monthly Safety Topic: The June Safety Subject is Walking Working Surfaces. Department Heads were asked to review the information with staff when it is distributed. A memo was distributed regarding CPR/First Aid/AED training. The County is partnering with the Board of DD to provide the training for those employee who are required to have certification for work related purposes.

Wellness Update: The challenge for June is Unplug and Unwind. Employees are encouraged to spend less time on social media and more time interacting with those around them.

Training Update: Multiple trainings are scheduled in the coming months:

- Management 101: May 23 – 9 a.m. to 11:30 a.m. in the Commissioners' Hearing Room
- No Wrong Door: May 31 – contact the Educational Service Center to register
- KnowBe4: Online cyber security training for employees with 'co.wood.oh.us' email accounts. Training must be completed by June 1. This training is part of the CORSA curriculum and may be completed in a group setting with a sign-in of participants. A certain percentage of employees are required to attend to obtain credit through CORSA.
- Management 201: July 11 – Additional information will be forthcoming regarding this training for managers.
- HR Group: July 26 at 10 a.m. in the Commissioners' Hearing Room – Topic TBD
- Employee Orientation: August 2 from 8:45 a.m. to 4 p.m. in the Commissioners' Hearing Room – Contact Janese Diem to register new employees.

Parking Meters Follow-Up: Andrew provided some follow-up regarding a previous discussion regarding the parking meters in the main employee parking log. He noted that the parking meters will stay in place for now. The topic may be revisited at a later time.

Employee Picnic & Safety Fair: Andrew encouraged department heads to provide additional time for staff to attend the event on June 12. A new food vendor, Mr. Melon 2/Northcoast Deli will be providing wraps, pulled pork, and fruit.

I-9 Form: A reminder was provided regarding the importance of employees completing the I-9 form on their first day of employment. The form lists the deadlines for submission. An employee's check was recently withheld due to the information not being completely timely.

Intern: Andrew announced that Alex Sciranka will be serving as an unpaid intern with the Commissioners' Office. He will be shadowing several Department Heads to learn more about county government operations.

Health District Rebranding: Ben Batey noted that Health District is the actual business name, but many people are confused by the name and did not understand what it meant, so they changed the name back to the Health Department. The Community Health and Wellness Center's name was also shortened to Community Health Center. If you use a logo from one of the programs, contact the Department to obtain the updated version.

Estimates of Revenue: As a reminder, the estimates of revenue were due to Kelly O'Boyle by the May 3.

Andrew also announced that Nick Foos will be leaving the County at the end of July.

Policy Reminder

Attendees viewed an e-course from the Ohio Ethics Commission on the “Ethics Law and Nepotism”. Public agencies are required to conduct all hiring activity in a fair, open and impartial manner. Therefore, nepotism – hiring or influencing the hiring process in favor of a family member into a public service position – is illegal.

Two Minute Drill

Andrew Snyder (Dog Shelter) reported staff has been working on follow-ups regarding compliance with the dangerous/vicious dog laws. A volunteer program is also available to employees wishing to walk dogs during their lunch period. Some discussion was also held regarding service animals. Andrew noted that service dogs must be able to perform a task and that not all dogs classified as therapy dogs fall under that definition.

Brad Gilbert (Emergency Management Agency) stated that staff has been meeting with all political subdivisions during the update to the Hazard Mitigation Plan.

Nick Foos (Buildings and Grounds) noted that he is finishing up some projects before he leaves in July.

Dave Steiner (Planning) reported that the grant application process is transitioning to a bi-annual basis for awards. He is also working on new housing revitalization grants.

Wade Gottschalk (Economic Development) noted three projects that will bring new jobs to the County.

Dave Wigent (Job and Family Services) noted that the agency is working with Northwest State Community College to offer customized training for the new jobs at First Solar. He also reported that staff are responding to more abuse cases, with 27 received in one day alone.

Ben Batey (Health Department) announced that construction on the dental facility is underway. A “groundbreaking” will be held on May 30 at 1 p.m..

Tom Clemons (ADAMHS) reported a rise in suicide rates. The agency is looking at ways to upgrade services to address the issue. He also announced that a new hotline system will be in place soon that will handle multiple calls at once in addition to mobile crisis units that can respond on-site.

Mike Rudey (Building Inspection) noted that staff is trying to keep up with the new buildings being constructed in the County.

Kay Sheldrick (Treasurer’s Office) noted that mobile home taxes are due on July 31 with real estate payments due on on July 13.

Jeff Orłowski (Wood Haven) reported that the Guided Pathways, a program for dementia patients, will be moving to Wood Haven. The program offers adult day care on the first and third Fridays of the month.

Jen Robeson (Probate Court) noted that emergency guardianships and adoptions by grandparents are on the rise.

Katie Mahlman (Clerk of Courts) stated that the Title Office has been busy processing boat titles and that the Legal Office is fully staffed and trained following several vacancies in the office. She also reported that Notary Commissions are now being issued on plain paper, instead of parchment, which may make them appear to be copies.

Stephanie Lauwers (Child Support Enforcement Agency) reported that staff is dealing with the challenges associated with deaths related to the opioid epidemic in regards to terminating orders and establishing support for custodial parents. Changes to child support law are also being reviewed by legislatures, the first update since 1992.

Brandy Hartman (Prosecutor’s Office) announced that Carrie Mancuso is now serving as the HR Coordinator for the office.

Brenda Ransom (Records Center) noted that staff has been assisting departments with scanning of older items.

Bev Wagener (Law Library) announced that contracts are coming due for access to West Law and Lexis.

Pamela Boyer (Commissioners) stated that the 2016 Wellness Screenings identified an increase in elevated A1C results. The Wellness Subcommittee is currently working on programming to help address the issue. A direct mailing piece is also being developed to promote the Community Health Center and the lower prescription co-pay available there. Since July, five individuals have moved to the voluntary program, providing over \$60,000 in savings to the Health Plan.

The next Department Head meeting will be held in the Commissioners’ Hearing Room on **June 15, 2018, at 9:30 a.m.**