

Department Head Meeting Agenda

Meeting Date and Time: June 15, 2018 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew S. Kalmar

Announcement Items

New Appointments	Kelli Kling, Museum Director Rob Eaton, Director of Courthouse Security
Monthly Safety Subject	July: Violence in the Workplace
Insurance Update	Prescription Savings Program home mailing
Wellness Update	July: Go Junk-Food Free Suggestions welcome for 2019 programs
Blood Drive	7/18 in Atrium - Register at www.redcrossblood.org Sponsor Code: woodcoemployees
Training Update	Management 201: 7/11 HR Group: 7/26 @ 10 a.m. Employee Orientation: 8/2 OPERS: Financial Wellness - Bridging the Gap - 8/23
Policy Reminder	Drug Free Workplace - Prescription Medications
Spirit of Wood County Awards	Nominations accepted through August 15
Budget Update	Estimates of Revenue

Discussion Item

KnowBe4 Training Update	Ben Hendricks
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Two Minute Drill

Next Meeting Date

July 20, 2018	9:30 a.m. in the 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 June 15, 2018, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Orłowski	Ben Hendricks	Julie Launstein	Brad Gilbert	Rob Eaton	Wade Gottschalk
Frank McLaughlin	Ron Dicus	Dave Steiner	Nick Foes	Mike Rudey	Jen Robeson
Kelley Hansen	Kelli Kling	Andrew Snyder	Kay Sheldrick	Dave Wigent	Bev Wagener
Kelly O'Boyle	Pamela Boyer	Andrew Kalmar			

Announcements

New Appointments: Andrew Kalmar welcomed Kelli Kling to her new post of Museum Director stating that she has been with the county for over 15 years. He also welcomed Rob Eaton as Director of Courthouse Security.

Monthly Safety Topic: The July Safety Subject is Violence in the Workplace. Department Heads were asked to review the information with staff when it is distributed.

Insurance Update: All employees received promotional materials to their homes regarding the new Prescriptions Savings Program which saves employees money while receiving excellent care at the Health Department.

Wellness Update: The challenge for July is Go Junk-Food Free. Information is available on the website. The Wellness Subcommittee is developing 2019 programming, suggestions are welcome and can be shared with Pam or Janese.

Blood Drive: A blood drive will be held in the Atrium on July 18 (correction from the agenda.) Registration is at www.redcrossblood.org using sponsor code: woodcoemployees.

Training Update: A new offering: Management 201 is scheduled for July 11 in the hearing room offering communication techniques. An invite memo was distributed requesting RSVP to Janese. HR Group is scheduled on July 26 at 10 a.m. An Employee Orientation is scheduled on August 2, contact Janese to schedule new hires. OPERS will be offering a Financial Wellness – Bridging the Gap seminar on August 23.

Policy Reminder: The Employee Handbook's Drug Free Workplace policy requires employee to report any prescription and non-prescription medication use that may impair judgement, coordination, or any other sensory ability necessary to perform job duties. Written reports should be directed to HR who are trained in determining reasonable accommodations if necessary.

Spirit of Wood County Awards: Andrew encouraged member to nominate folks through August 15.

Budget Update: Kelly reported that the Board of Commissioners passed the 2019 original Estimates of Revenue yesterday. Should grant information need updated, it may be done during the budget process later this year.

Discussion Item

Ben Hendricks, IT Director, provided a status report on the KnowBe4 Training designed to provide all employees with tips and techniques to provide internet security. 93% of the 604 users (no JFS/CSEA) completed the 45 minute training. The phishing test in May produced 15.8% failure which is slightly over the 12.8 industry results. The IT department will be providing a three month phishing campaign as a follow up to the training. An additional "Phish Alert KnowBe4" button is available in Outlook to assist staff if the email appears to be suspicious. Those who click on the button will receive a message if they passed the test or direct their inquiry to IT for review. Staff that fail the phishing test will receive immediate video training at their station. Other topics are available for training in the KnowBe4 system. Contact Ben for additional information on needs.

Two Minute Drill

Brad Gilbert (Emergency Management Agency) reported assisting Ottawa County with flood issues this week. The department is finalizing its Mitigation Report. Meetings to discuss are scheduled June 21 at 2 or 6 p.m.

Nick Foes (Buildings and Grounds) reported the East Gypsy Lane Road Complex is using the Facility Dude software to request work orders. Nick will be applying to the Courthouse Complex next week.

Julie Launstein (ADAMHS) reported the new Crisis Hotline will be functional July 1.

Wade Gottschalk (Economic Development) reported First Solar broke ground and is on track to produce solar panels by 2020. Kid Camp is scheduled for July 9th.

Dave Steiner (Planning) reported that the grant application process is in full swing and subdivision and parcel splits are up.

Mike Rudey (Building Inspection) stated a new hotel is being built across from BGSU and another in Perrysburg. They are on track for a record year within his department.

Dave Wigent (Job and Family Services) reported that June is Adult Protective Services Awareness Month. JFS is experiencing an increase in the number of serious abuse and neglect cases which requires the administrative team to refocus its efforts to meet the fiscal demands.

Kay Sheldrick (Treasurer's Office) noted the office is busy collecting taxes.

Bev Wagener (Law Library) reported books are scheduled for recycling on July 9th.

Kelli Kling (Historical Museum and Center) announced they are seeking applicants for the vacant Marketing & Events Coordinator position. Kelli reported that rental discounts are available for county agencies. They are busy scheduling their fall events which include: War of the Worlds and the Roaring 20s Holiday Gala.

Jeff Orłowski (Wood Haven) reported their 50's theme dinner was a success. He announced their efforts to transition staff from Employees to Heroes following 3 hours of empathy training to provide an enhanced experience for residents. Jeff is excited to bring back the Summer Live Entertainment series for residents starting on June 19th.

Rob Easton (Courthouse Security) shared his cell number should anyone require immediate contact: 419-344-2365.

Frank McLaughlin (Child Support Enforcement Agency) reported several legislative updates; a rework of the Child Support Guidelines and formula for state match is being updated. Frank echoed Ben Batey's last month announcement regarding the Health Department rebranding. He reported that the dental addition at the Health Department for the dental clinic is on track for completion the last week of November and 2019 appointments are being scheduled.

Pamela Boyer (Commissioners) commented that departments who manually processing time and attendance expressed an interest in transitioning to the Right Stuff Software. A meeting to showcase the software will be scheduled in the fall. Contact Pam or Janese to join. Pam also reported that the Commissioners elected an Individual Retrospective Rated funding program for 2019 BWC coverage. She is proud that Wood County is performing 74% better than other counties. She thanked all who assist in working to attain that mark which provides lower premiums to all.

Ben Hendricks (IT) expressed appreciation for slower ticket response due to vacations. His department is updating the Sheriff's 911 hardware. He offered assistance in offering additional KnowBe4 training.

Kelly O'Boyle (SWMD) reported the 24/7 permanent mixed recycling locations start June 25th and Beth Parker, Environmental Program Coordinator starts June 26th.

Andrew Snyder (Dog Shelter) stated they are modifying their new vehicle. He reported that dog licenses are on track to be higher than last year. The department is seeking quotes to improve the dog park which will repair drainage and offer water.

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

cc: BCC Elected Officials and Department Heads Steve Spirn file