

Department Head Meeting Agenda

Meeting Date and Time: July 20, 2018 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew S. Kalmar

Special Presentation

Workplace Resources, EAP Nancy Murphy, Signs and Symptoms

Announcement Items

Monthly Safety Subject	August: Housekeeping
Insurance Update	Spousal/Dependent/OBRA - Eligibility Process August 15 to September 15
Wellness Update	July: Go Junk Food Free August: Muscle Through It Suggestions welcome for 2019 programs
Training Update	HR Group: July 26 @ 10 am - Hrg Rm. Employee Orientation: Moved to Sept. 13 Financial Wellness (OPERS): August 23
Performance Reviews	Updated Employee Form on website
United Way Campaign	ePledge/paper forms
Spirit of Wood County Awards	Nominations accepted through August 15

Two Minute Drill

Next Meeting Date

August 17, 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 July 20, 2018, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Orłowski	Ben Hendricks	Carol DeJong	Tom Clemons	Rob Eaton	Brenda Ransom
Stephanie Lauwers	Ron Dicus	Dave Steiner	Nick Foes	Mike Rudey	Jen Robeson
Kelley O'Boyle	Kelli Kling	Andrew Snyder	Kay Sheldrick	Dave Wigent	Bev Wagener
Erica Noel	Pamela Boyer	Andrew Kalmar	Cathy Sarver		

Special Presentation

Workplace Resources, EAP: Signs and Symptoms

Nancy Murphy provided a handout and reviewed information on signs and symptoms of drug use. The county's policy provides for reasonable cause which requires managers that view obvious impairment to act immediately to document and test. Reasonable cause is more than a hunch and managers should check all of the boxes on the handout to reduce liability and ensure fair treatment of staff. She discussed liability created if managers send impaired staff home rather than following the policy. Managers are advised to report to the police if staff willfully leave the building rather than submitting to a reasonable screening. (The handout has been saved on the forms section of the employee website under evaluations.)

Announcements

Monthly Safety Topic: The August Safety Subject is Housekeeping. Department Heads were asked to review the information with staff when it is distributed.

Insurance Update: The annual dependent eligibility certification process will be held August 15 to September 15 to determine 2019 eligibility for insurance coverage. Information will be personalized for those employees required to participate in the process.

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.

Training Update: HR Group is scheduled for July 26 at 10 a.m. in the Hearing Room and 2 at JFS. All HR staff is welcome; the topic will include effective hiring techniques and FMLA. Both essential in limiting liability. Employee Orientation has moved from August 2 to September 13 in the Hearing room. RSVP to Janese if you have new hires or long terms employees that wish to attend. OPERS will be offering a Financial Wellness – Bridging the Gap seminar on August 23.

Performance Reviews: Commissioner related departments received a memo regarding their need to complete performance reviews prior to meeting with Andrew in September. A new 2018 Employee form is posted on the county website.

United Way Campaign: e/Pledge and paper forms will be available in this year's campaign. More information to follow.

Spirit of Wood County Awards: Andrew encouraged attendees to nominate individuals through August 15.

Two Minute Drill

Kelly O'Boyle (SWMD) reported the recycling locations are going well and are being highly utilized.

Andrew Snyder (Dog Shelter) reported staff continues to perform license checks; a new sign to identify the building is being installed; improvements to the dog park are underway; and the new vehicle is still under modifications.

Tom Clemons (ADAMHS) for the first time ever yielded his time for the good of the order.

John Musteric (Engineer) stated that Miller Brothers are working on the roundabout at Buck and Lime city; the highway garage staff is starting their chip and seal program on county roads.

Nick Foes (Buildings and Grounds) thanked everyone for their support during his tenure at Wood County; he is busy documenting project status to assist the transition to the new director.

Dave Wigent (JFS) reported the first classes with the Northwest State partnership are underway at JFS; they are working with Board of DD on child abuse cases.

Cathy Sarver (Adult Probation) reported they will be at full staff on Monday.

Rob Easton (Courthouse Security) also reported staffing changes.

Kay Sheldrick (Treasurer's Office) stated that the new staff is settling in to the busy tax collecting season

Carol DeJong (Board of Elections) reported that August 8 is the deadline to file for election on the General Election ballot. She also reported that the State has approved money for new voting machines – more to follow.

Jeff Orlowski (Wood Haven) reported the interim replacement of their Director of Nursing Darlene Selvey; the inter-generational program with schools will begin soon.

Kelli Kling (Historical Museum and Center) announced the new Marketing & Events Coordinator Marissa Muniz will start on August 9; a marker is being installed at Pauper's cemetery.

Ben Hendricks (IT) reminded everyone to review their email accounts to better manage staff that have left employment or retired; the number of accounts is used for indirect billing purposes; managers should review accounts for public records management and then request deletion; they are working with the Sheriff on the 911 system; the Phishing campaign is still underway, contact IT if you need to have the phishing icon installed in outlook; staff caught will receive additional training immediately when selecting the bait.

Stephanie Lauwers (Child Support Enforcement Agency) reported the new Child Support Guidelines are keeping her busy; August is Child Support Awareness month; all are encouraged to wear green on August 1st in support; she is proud of Wood County's 4th place state ranking for collections.

Jen Robeson (Probate Court) requested attorneys for their volunteer guardianship program to assist navigate financial services and other needs; it provides compensation; contact her directly for more information.

Brenda Ransom (Records Center) reported working on system updates to the On-Base system.

Erica Noel (Commissioners) reminded all that if treatment is necessary to coordinate at ReadyWorks or ER after hours; all incidents should be reported and documented however, not all require medical attention.

Pamela Boyer (Commissioners) provided additional information on the Drug Free Workplace policy which can be found on the county website along with the Mandatory Referral form; additional training offered by the EAP should be coordinated through the Commissioners' Office to ensure it is within the contract.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **August 17, 2018, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file

**SUPERVISOR'S CHECKLIST FOR MAKING
REASONABLE CAUSE DETERMINATION**

Employee's name _____

Department _____

Date(s) _____

KNOWING THE SIGNS

The indicators listed below are "warning signs" of drug and/or alcohol abuse and may be observed by supervisors.

Moods:

- Depressed
- Anxious
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outburst of crying)
- Mood changes after lunch or breaks

Actions:

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisors regarding work issues

Absenteeism:

- Acceleration of absenteeism and tardiness, especially Mondays, Fridays, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flu's, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearances from the job with difficulty in locating the employee
- Requesting to leave work early for various reasons

Accidents:

- Taking of needless risks
- Disregard for safety of others
- Higher than average accident rate on and off the job
- Disregard for safety rules

Work Patterns:

- Inconsistency in quality of work
- High and low periods of productivity
- Poor judgment, more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work and missing deadlines
- Increased difficulty in handling complex situations

Relationship to Others on the Job:

- Overreaction to real or imagined criticism (paranoid)
- Avoiding and withdrawn from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Persistent job transfer requests
- Complaints of problems at home such as separation, divorce and child discipline problems

OBSERVING AND DOCUMENTING CURRENT INDICATORS

Patterns of any of the above conduct or combinations of conduct may occur but must be accompanied by indicators of impairment in order to establish “reasonable cause”. Please check all indicators listed below that are **currently** present:

- | | |
|--|---|
| <input type="checkbox"/> Constricted pupils | <input type="checkbox"/> Drowsiness |
| <input type="checkbox"/> Dilated pupils | <input type="checkbox"/> Odor of alcohol |
| <input type="checkbox"/> Scratching | <input type="checkbox"/> Nasal secretion |
| <input type="checkbox"/> Red or watering eyes | <input type="checkbox"/> Dizziness |
| <input type="checkbox"/> Involuntary eye movements | <input type="checkbox"/> Muscular incoordination |
| <input type="checkbox"/> Sniffles | <input type="checkbox"/> Unconsciousness |
| <input type="checkbox"/> Excessively active | <input type="checkbox"/> Inability to verbalize |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Irritability |
| <input type="checkbox"/> Flushed skin | <input type="checkbox"/> Argumentative |
| <input type="checkbox"/> Sweating | <input type="checkbox"/> Difficulty concentrating |
| <input type="checkbox"/> Yawning | <input type="checkbox"/> Slurred speech |
| <input type="checkbox"/> Twitching | <input type="checkbox"/> Bizarre behavior |
| <input type="checkbox"/> Violent behavior | <input type="checkbox"/> Needle marks |

Possession of paraphernalia (syringe, bent spoon, metal bottle cap, medicine Dropper, glassine bag, paint can, glue tube, nitrate bulb, or aerosol can)

Possession of a substance that appears to be a drug or alcohol

Other _____

DETERMINING REASONABLE CAUSE

If you are able to document one or more of the indicators above, ask yourself these questions to establish reasonable cause.

Y N

- Has some form of impairment been shown in the employee's appearance, action or job performance?
- Does the impairment result from the possible use of drugs or alcohol?
- Are the facts reliable? Did you witness the situation personally, or are you sure that the witness(es) are reliable and have provided first hand information?
- Are the facts capable of explanation?
- Are the facts capable of documentation?
- Is the impairment current, today, now?

Do NOT proceed with reasonable cause testing unless all of the above questions are answered with a YES.

TAKING ACTION

____ Reasonable cause established

____ Reasonable cause NOT established

Prepared by:

Supervisor's/ Manager's Signature: _____

Supervisor's/Manager's Signature: _____

Date: _____