

## Department Head Meeting Agenda

**Meeting Date and Time:** August 17, 2018 9:30 a.m.

**Meeting Location:** Commissioners' Hearing Room

**Convener:** Andrew S. Kalmar

### **Announcement Items**

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Welcome	Steve Blausey: Facilities Director Captain Rebecca McMonigal: Jail Administrator
Offices Closed	Labor Day - 9/3
Monthly Safety Subject	September: Portable Fire Extinguishers
Insurance Update	Dependent Eligibility Process: 8/15 to 9/15 Spousal Primary, Students, OBRA/Disability ACA Employee Eligibility: SMP 10/15/17 - 10/13/18
Wellness Update	Sept: Cut Out Added Sugar Blood Drive: 9/18 in Atrium Open Swim Reimbursement: 9/15 deadline to submit
Training Update	OPERS Financial Wellness: 8/23 - 10 am Hrg. Rm. & 2 p.m. JFS Employee Orientation: 9/13 @ 8:45 a.m. Basic Driver Training: 10/2 Annual CORSA Training: 10/17
Policy Reminder	Cash handling procedures
United Way Campaign	ePledge Day of Sharing
Food Trucks at JFS	8/17
Performance Reviews	
Budget Update	

### **Discussion Item**

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Ohio Ethics Law Video Series: Travel, Meals and Lodging

### **Two Minute Drill**

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### **Next Meeting Date**

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September 21, 2018 9:30 a.m. in the Commissioners' Hearing Room

# Board of County Commissioners

Doris I. Herringshaw, Ed.D. Craig LaHote Dr. Theodore Bowlus

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## SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on August 17, 2018, in the Commissioners' Hearing Room:

### Elected Official/Office/Department Representatives Present

Rebecca McMonigal	Brad Gilbert	Andrew Snyder	Jeff Orlovski	Ron Dicus	Rob Eaton
Steve Blausey	Kelli Kling	Wade Gottschalk	Chris Streidl	Kay Sheldrick	Mark Meyer
Ben Batey	Ben Hendricks	Dave Wigent	Brenda Ransom	Aimee Coe	Dana Schrott
Katie Mahlman	Carol DeJong	Frank McLaughlin	Janese Diem	Pamela Boyer	Kelly O'Boyle
Andrew Kalmar					

## Announcements

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**Welcome:** Andrew welcomed new department heads to the meeting: Steven Blausey, Facilities Director and Rebecca McMonigal, Jail Administrator.

**Offices Closed:** County offices will be closed on September 3 for the Labor Day holiday.

**Monthly Safety Topic:** The September Safety Subject is Portable Fire Extinguishers. Department Heads were asked to review the information with staff when it is distributed.

**Insurance Update:** The annual dependent eligibility certification process runs through September 15 to determine 2019 eligibility for insurance coverage. A reminder regarding employee eligibility for 2019 was shared noting that the measurement period runs from October 15, 2017 to October 13, 2018.

**Wellness Update:** The challenge for September is Cut Out Added Sugar which encourages individuals to eat more fruits and vegetables. Information is available on the website. The next Blood Drive is scheduled for September 18 in the Atrium. Registration is available through [www.redcrossblood.org](http://www.redcrossblood.org) using sponsor code: woodcoemployees. Requests for reimbursement under the Summer Swim program are due to September 15.

**Training Update:** The Ohio Public Employees Retirement System (OPERS) is conducting financial wellness sessions on August 23. Sessions are scheduled in the Commissioners Hearing Room at 10 a.m. and at Job and Family Services at 2 p.m. Employee Orientation is scheduled on September 13 in the Hearing room. Contact Janese to register new employees or others that wish to attend. Information on a Basic Driver Training session on October 2 and annual CORSA training on October 17 will be forthcoming.

**Policy Review:** Kelly provided a reminder to make sure cash handling procedures were up-to-date and review them with staff. If you did not have a procedure, then you need to make one. It is also suggested to have staff sign off on the policy and ensure compliance.

**United Way Campaign:** The email containing epledge information will be sent to employees on August 28. Employees will have the option to pledge through epledge or paper form. Information on the Day of Sharing will be forthcoming as final details are still being reviewed. Departments are welcome to donate raffle baskets for the event.

**Food Trucks at JFS:** Three food trucks are scheduled to be in the Job and Family Services parking lot during today's lunch period. All employees are welcome.

**Performance Reviews:** Commissioners' department head reviews have been scheduled. As a reminder, employees' reviews should be submitted to Andrew prior to meeting with Andrew in September.

**Budget Update:** Forms for the 2019 budget will be distributed in the middle of September.

**Deferred Compensation:** An email was sent earlier this week reporting that Mike Joslyn is the new account rep for the CCAO Deferred Compensation Program.

## Discussion Item

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Attendees viewed an e-course from the Ohio Ethics Commission on the "Travel, Meals and Lodging". These courses are available from the Ethics Commission website and can be used during staff meetings.

## Two Minute Drill

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**Janese Diem (Commissioners)** offered additional training for Precinct Manager to those on the system.

**Pamela Boyer (Commissioners)** encouraged department heads to permit employee meetings with deferred comp reps. Employees win by saving for retirement and the county wins by having lower payroll used to determine workers' compensation premiums.

**Ben Batey (Health Department)** reported that construction on the new dental facility is nearing 60% completion which is ahead of schedule. He also reported that the results from the 2018 Community Health Assessment has been posted on the Health Department website. He encouraged attendees to review the information and provide feedback before the final report is released.

**Frank McLaughlin (Child Support Enforcement Agency)** reported that August is Child Support Awareness month. He noted that the focus has shifted to assisting those unable to meet their obligations by referring them to Ohio Means Jobs and other positive activities.

**Rebecca McMonigal (Justice Center)** reported that the Justice Center is housing a NWCCC program for female inmates. She also stated that A Renewed Mind has been surveying inmates to assist them in getting help upon their release.

**Dana Schratt (Engineer's Office)** stated that Jason Sisco will be returning to Wood County as the Road Engineer.

**Chris Streidl/Aimee Coe (ADAMHS)** shared information regarding the crisis provider change that took place on July 1. They also noted that a replacement levy is on the ballot in November.

**Brenda Ransom (Records Center)** reminded attendees to check on records that are in storage periodically, especially during rainy months. She encouraged storing records off the ground to avoid possible water damage.

**Kelli Kling (Historical Museum and Center)** shared information regarding upcoming events.

**Jeff Orłowski (Wood Haven)** invited attendees to the ice cream social on August 29 from 6:30 to 8:30 p.m. He also noted other programs taking place including the Guided Pathways adult daycare on the first and third Fridays of the month; Delay the Disease on Thursdays at 2 p.m.; and a lunch and learn scheduled for September 11.

**Carol DeJong (Board of Elections)** reported that the website has been updated with the countywide issues and local candidate information. Early voting begins on October 10. Poll workers are needed. Contact Board of Elections for more information.

**Rob Eaton (Courthouse Security)** announced that staff will be visiting offices to verify location and functionality of panic buttons.

**Ron Dicus (Court Security)** stated that work will begin on security cameras scheduled for replacement.

**Steve Blausey (Buildings and Grounds)** noted that interviews for a custodian are scheduled for next week. He also reported on several projects taking place including the LED lighting conversion at Job and Family Services.

**Dave Wigent (JFS)** noted that the state is conducting a data conversation from August 23 to 27, which may limit some services during the system shutdown.

**Wade Gottschalk (Economic Development)** stated that projects at First Solar and Walgreens are underway.

**Ben Hendricks (IT)** noted that additional training on cybersecurity will be conducted this fall.

**Brad Gilbert (Emergency Management Agency)** reported that Homeland Security and BCI are involved with the National Tractor Pulls taking place this weekend. He also noted the full scale HAZMAT exercise is scheduled for September 18 in Lake Township.

**Andrew Snyder (Dog Shelter)** reported that improvements at the Dog Park are being made.

**Kelly O'Boyle (SWMD)** noted that the Ohio EPA is reviewing the Landfill expansion permit application. An application meeting for the public took place last week. If the expansion is approved, the Landfill would have another 100 plus years of capacity.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **September 21, 2018, at 9:30 a.m.**