

Department Head Meeting Agenda

Meeting Date and Time: September 21, 2018 9:30 am
Meeting Location: Commissioners' Hearing Room
Convener: Andrew S. Kalmar

Special Presentation

Community Health Center Ben Batey, Health Commissioner

Announcement Items

Monthly Safety Subject	October: Ergonomics and Safe Lifting Fire Drill Follow-up
Insurance Update	Dependent Eligibility Process: Determination Process ACA Employee Eligibility: SMP 10/15/17 - 10/13/18
Wellness Update	October: Pay It Forward BCC Department Head Challenge Update - Lunch on Andrew EAP Update
Training Update	CORSA : Basic Driver Training: 10/2 @ 9 a.m. Annual Required CORSA Training: 10/17 - Employee Performance/Discipline HR Group - 10/25 @ 10 a.m. - FMLA Refresher Annual Insurance Group Rep Training - 11/1 @ 9:29 a.m. Management 201: 12/5 at 8:30 am
Policy Reminder	Driving Checks: New Hire & Annual
United Way Campaign	Paper pledge forms due to BCC by 9/28 Day of Sharing: 10/23 -- Basket Raffles/Qdoba
Budget Update	
Upcoming Holiday/Building Closure	

Discussion Item

Ohio Ethics Law Video Series: Public Contracts

Two Minute Drill

Next Meeting Date

October 19, 2018 9:30 am 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 August 17, 2018, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Michael Fuller	Wade Gottschalk	Jeff Orłowski	Steve Blausey	Julie Launstein	Ben Batey
Ben Hendricks	Brad Gilbert	Katie Mahlman	Kelli Kling	Mike Rudey	Rob Eaton
Brenda Ransom	Frank McLaughlin	Janese Diem	Pamela Boyer	Kelly O'Boyle	Andrew Kalmar

Special Presentation

Community Health Center: Health Commissioner Ben Batey provided an overview of services provided at the Community Health Center at the Wood County Health Department. Many employees do not have a primary care provider and Ben noted that the Center can fill that void. Access to the pharmacy is available to established patients of the Center.

Employees who transfer their Primary Care to the Center have the ability to utilize the Prescription Savings Program, reducing their prescription co-pay to \$5 for a 90 day supply. Rob Eaton expressed his pleasure with the staff at the Center and encouraged others to utilize the program as it has saved him money, while receiving great service. Pam noted that a promotion will be coming up that will waive an employee's \$15 co-pay for them to try out the services. More information will be available at the annual insurance meetings.

Announcements

Monthly Safety Topic: The October Safety Subject is Ergonomics and Safe Lifting. Department Heads were asked to review the information with staff when it is distributed. Ben Hendricks noted that he and his staff have ergonomic keyboards if anyone would like to test one out before purchasing.

Insurance Update: The annual dependent eligibility certification process ended on the 15th. Determination letters for 2019 eligibility for insurance coverage are being sent. Ongoing employee eligibility for 2019 will be determined based on the standard measurement period that runs from October 15, 2017 to October 13, 2018. Departments were encouraged to monitor hours for those employees for the 1,560 hour threshold for eligibility.

Wellness Update: The challenge for October is Pay it Forward which encourages individuals to do good deeds to improve their mental health. Commissioners' Department Heads were reminded that Andrew is buying lunch for those who complete six wellness challenges. Pam noted that a letter was received stating that the EAP vendor, Workplace Resources, is ceasing operations effective October 1. The search for a replacement provider is underway. Additional information will be forthcoming.

Training Update: The Basic Driver Training session is scheduled for October 2. The annual CORSA training will be held on October 17 regarding Employee Performance and Discipline. The next HR Group meeting is scheduled for October 25 with a presentation on FMLA. The annual Insurance Group Representative meeting will be held on November 1. A repeat of the Management 201 session is scheduled for December 5 for those who were not able to attend the session held earlier this year.

Policy Review: A reminder was provided regarding driving checks which should be performed prior to hiring and on an annual basis. Stapleton Insurance is handling the driving checks for the County. If you have questions, contact Dee Stewart in the Commissioners' Office.

United Way Campaign: The epledge campaign raised just over \$6,000. Paper pledge forms are due to the Commissioners' Office by September 28. The Day of Sharing will be held on October 23 and will feature basket raffles and food from Qdoba. Departments are welcome to donate raffle baskets for the event.

Budget Update: Kelly noted budgets are due by September 28 and that budget hearings are scheduled for October.

Upcoming Holiday/Building Closures: Andrew announced that the non-24 hour offices will be closed the Day After Thanksgiving. He also noted that the buildings will not be closed on Christmas Eve. Some Appointing Authorities may individually elect to close their offices, but Commissioners departments will be open. Those Appointing Authorities closing on Christmas Eve are asked to notify the switchboard operator as well as Building Security if in the Courthouse Complex.

Discussion Item

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

Two Minute Drill

Brad Gilbert (Emergency Management Agency) announced that the Hazard Mitigation Plan was approved by FEMA earlier than expected. He also reported that the full scale HAZMAT exercise was held earlier this week in Lake Township.

Steve Blausey (Buildings and Grounds) stated that elevator testing was completed at the Courthouse Complex. He also noted that Maintenance Supervisor Jeff Helvoigt has resigned to accept a position with the City of BG. That position is currently posted.

Frank McLaughlin (Child Support Enforcement Agency) noted that the State fiscal year ends on September 30. He announced that the Agency is in the top four in the State for collections of current support.

Ben Hendricks (IT) reported that he is still finalizing pricing for pc purchases for the 2019 budget. He will email departments once the pricing is finalized. He also has a lower cost pdf software option available. Contact his office to view a demonstration.

Rob Eaton (Courthouse Security) thanked the Courthouse Complex staff for their cooperation during the recent fire drill. He reminded attendees that a staff member should be assigned to individuals with a disability as his staff will not be available to assist during an emergency evacuation.

Kelli Kling (Historical Museum and Center) noted that work on the 2019 exhibit is in the works. She also shared information regarding upcoming events and noted that they have meeting and event space available.

Jeff Orłowski (Wood Haven) reported that Wood Haven is hosting a rehab reunion, inviting those who received rehab services back for a free lunch.

Katie Mahlman (Clerk of Courts) reported that auto title numbers are up dramatically. Legal staff is working on sending letters to build a new database as part of their filing project.

Julie Launstein (ADAMHS) stated that the levy kick-off was held at the Historical Center.

Michael Fuller (JFS) noted that staff is adapting to the new state system following the recent data conversation. He also announced a shredding event coming up on December 1. Individuals may bring a toy or cash donation and All Shred will shred their documents, up to five boxes/bags.

Brenda Ransom (Records Center) thanked Recorder Julie Baumgardner for the funds to purchase a large format scanner to digitize oversize books.

Ben Batey (Health Department) stated that he has additional brochures available for the Community Health Center. Staff is also available to speak to employees on services available.

Pamela Boyer (Commissioners) reported that there will not be a charge for services for Workers' Comp in 2019. She also reported that staff has been working on a Plan Document rewrite. A Phase 3 meeting for the Right Stuff time and attendance system is also being scheduled. More information will be forthcoming.

Janese Diem (Commissioners) stated that the updated Guide to Wood County Government has been published.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **October 19, 2018, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file