

Department Head Meeting Agenda

Meeting Date and Time: October 19, 2018 9:30 am

Meeting Location: Commissioners' Hearing Room

Convener: Andrew S. Kalmar

Announcement Items

Upcoming Office Closings	11/12 - Veterans Day Holiday 11/22 - Thanksgiving Holiday 11/23 - Non-24 Hour Offices Closed - exception of Landfill and Auto Title 12/25 - Christmas Holiday 1/1 - New Year's Day
Monthly Safety Subject	November: Emergency Evacuations; December: Safe Driving
2019 Workers' Comp Rate	Rate = .01104; No charge for Service
Insurance Update	2019 Rates - SPD Distribution Annual Insurance Meetings: 11/14 - 16 ACA Employee Eligibility Process: 10/14 to 12/31 Administrative Period
Wellness Update	November: Stay Hydrated; December: Make/Break the Habit Blood Drive: 11/13 at JFS EAP Update
Training Update	HR Group: FMLA 10/25 @ 10 a.m. Ins. Group Reps: 11/1 @ 9:29 a.m. State Auditor's Office: Internal Controls - 11/28 @ 9:30 a.m. - Hrg Rm Management 201 Training: 12/5 at 8:30 am - JFS Annex
Right Stuff Payroll Software	Informational Meeting 11/29 @ 2 p.m - Hrg. Rm.
United Way Campaign	Day of Sharing Event: 10/23 in Atrium
Spirit of Wood County Awards	10/28 @ 2 p.m. in Atrium
Holiday Helping Hands	Week of 11/12 - Collection of Hats, Gloves, Mittens, Canned Goods
JFS Paper Shredding Event	12/1 @ Fairgrounds - Donate toy or \$
Employee Recognition Program	1/10 @ 9 a.m. in Atrium
Emergency Notification List	
State Minimum Wage Update	\$8.55 eff. 1/1/19
Budget Update	

Discussion Item

Ohio Ethics Law Video Series: Ohio Ethics Law and Gifts

Two Minute Drill

Next Meeting Date

December 21, 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 October 19, 2018, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Dave Wigent	Amy Jones	Jeff Orłowski	Darlene Selvey	Brad Gilbert	Dave Steiner
Brenda Ransom	Steve Blausey	Wade Gottschalk	Ben Hendricks	Rob Eaton	Mark Meyer
Kelley Hansen	Brandy Hartman	Andrew Snyder	Kelli Kling	Alex Scivanka	Katie Mahlman
Frank McLaughlin	Tom Clemons	Janese Diem	Pamela Boyer	Kelly O'Boyle	Andrew Kalmar

Announcements

Office Closings: The upcoming holiday closings were announced including Veterans Day (11/12), Thanksgiving (11/22), Christmas (12/25) and New Years Day (1/1). Non-24 hour offices will also be closed on November 23 with the exception of the Landfill and Auto Title Office.

Monthly Safety Topic: Safety Subjects for November and December were announced: Emergency Evacuations and Safe Driving respectively. Department Heads were asked to review the information with staff when it is distributed.

2019 Workers' Comp Rate: There will be no charge for services for Workers' Compensation in 2019. For grants that can request reimbursement, the rate is .01104.

Insurance Update: Andrew announced that there will be no rate increase on the insurance benefits for 2019. He encouraged employees to attend the annual insurance meetings held at various locations on November 14 to 16 to learn cost saving measures that can help offset future increases. The measurement period for ongoing employee eligibility for 2019 ended last Saturday. Communication will be sent to the employees who gained or lost eligibility.

Wellness Update: The challenge for November is Stay Hydrated. December's challenge is Make/Break the Habit. The next blood drive is scheduled for November 13 at Job and Family Services. The EAP vendor, Workplace Resources, ceased operations effective October 1. In the interim, employees may call the Crisis Hotline at 419.502.HOPE. Counseling services may be received by calling 419.354.9049 and asking for EAP services. If a department wishes to make a mandatory EAP referral, contact the Commissioners' Office for assistance.

Training Update: 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 training was added to the schedule for November 28 on internal controls. The State Auditor's Office will be conducting the training with more details to follow. 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.

Right Stuff Payroll Software: Departments wishing to learn more about the time and attendance system offered through the Right Stuff are invited to an information meeting on November 29 at 2 p.m. Contact Janese Diem if interested in attending.

United Way Campaign: The campaign raised just over \$14,500 in pledges. While the amount pledged is down over last year, employee participation rose from 15 to 16 percent. The Day of Sharing will be held on October 23 and will feature basket raffles and food from Qdoba. Andrew encouraged department heads to provide their staff with additional time during their lunch period to attend.

Holiday Helping Hands: The Newsletter Committee will be collecting hats, gloves, mittens along with canned goods the week of November 12. Items may be dropped off in the Atrium throughout the week. Items collected will be distributed to agencies in the County.

JFS Paper Shredding Event: Job and Family Services is hosting a paper shredding event on December 1. Individuals may have up to five boxes/bags of paper shred by donating money or a new toy. Proceeds will benefit the children served.

Employee Recognition: The annual Employee Recognition awards ceremony is scheduled for January 10 in the Atrium. The memo requesting employees to be recognized will be sent in the coming weeks.

Emergency Notification Lists: Changes to the phone tree for Commissioners' Department Heads are needed due to a few staffing changes. An update will be sent soon. As a reminder, departments should make sure their lists are up-to-date in the event of a building closure or other emergency.

State Minimum Wage: The State of Ohio released the updated minimum wage rate for 2019. The rate is \$8.55. Updated posters will be sent by the end of the year to post with labor law posters.

Budget Update: Kelly noted that two days of budget hearings are left. Work will then move to reviewing requests and making final recommendations for approval by the Commissioners in mid to late December.

Discussion Item

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

Two Minute Drill

Kelly O'Boyle (Commissioners/SWMD) announced that NAT will be closing its recycling location in the Wayne/Bradner area on November 1. Work is underway to add a recycling location for that area.

Steve Blausey (Buildings and Grounds) stated that a new custodian will begin on October 30. Ongoing repair projects are taking place at both complexes.

Andrew Snyder (Dog Shelter) stated that the number of dogs is down, allowing staff time to review policies and procedures.

Brad Gilbert (Emergency Management Agency) announced that political subdivisions are meeting to possibly expand the mass notification system within the County. A tabletop exercise with the Village of Haskins is also scheduled.

Wade Gottschalk (Economic Development) noted possible projects for NSG/Pilkington in Rossford and a logistics project next to CSX in Henry Township.

Dave Steiner (Planning Commission) stated that neighborhood stabilization grants have been received for projects in the Perrysburg Heights neighborhood and North Baltimore.

Amy Jones (Health Department) stated that work on the Community Health Improvement Plan continues. They hope to have the plan finalized by the end of the year.

Ben Hendricks (IT) encouraged attendees to submit requests for computers from their 2018 budgets sooner versus later.

Dave Wigent (JFS) reported that the State is providing Children Services staff with laptops to make them more mobile. He also noted that a training class for advanced machine maintenance was conducted with another session scheduled soon.

Mark Meyer (Building Inspection) reported that a steady flow of plans for new homes is being received by the department.

Rob Eaton (Courthouse Security) encouraged those having items sent to the Courthouse Complex to include their name and department on packages or lunch purchases.

Tom Clemons (ADAMHS) encouraged support of the ADAMHS levy in November. He noted that deaths due to the opioid epidemic are on the rise in Wood County as well as suicides.

Jeff Orłowski (Wood Haven) introduced Darlene Selvey, the new Director of Nursing at Wood Haven. He also noted that the Elite Senior Club membership has grown to more than 120 people.

Kelli Kling (Historical Museum and Center) introduced Alex Scivanka, an intern at the Center. She also discussed upcoming events at the Center. She also thanked the maintenance staff for their assistance with building repairs.

Katie Mahlman (Clerk of Courts) reported that auto title is busy as usual. Legal staff is working on scheduling training on their e-filing process.

Brenda Ransom (Records Center) noted that the large format scanner to digitize oversize books will be installed next week. Thanks to Recorder Baumgardner, this scanner will be available to all departments.

Brandy Hartman (Prosecutors) announced that the annual Safety Kids Calendar winners will be recognized tomorrow.

Pamela Boyer (Commissioners) thanked departments for helping the County reach the needed number for the annual CORSA training. She also noted that the County is not sponsoring a flu clinic this year as the funds will be used to promote a co-pay waiver program at the Community Health Center. More information is available in the employee newsletter and Summary Plan Description.

Janese Diem (Commissioners) encouraged Department Heads to ensure their employees receive the newsletter and not just set them out for employees to take. She also noted that extra copies of the materials from the annual CORSA training are available.

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