

Department Head Meeting Agenda

Meeting Date and Time: February 15, 2019 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Kelly O'Boyle, Assistant County Administrator

Announcement Items

Legal Holiday - Offices Closed	Presidents' Day: February 18
Monthly Safety Subject	March - Tornado Safety: March 20 Tornado Drill
Insurance Update	Distribution of 1095C by March 4 2018 Vision Claim Deadline: April 1 (report due March 25)
Wellness Update	Winter Wellness Events: OPERS Sessions - February 20 Lunch & Learn: Healthy Eating on the Go February 27 - BCC Hrg. Rm March 6 - JFS Blood Drive: March 18 in Atrium OPERS: Bridging the Gap - Financial Wellness March 27 - 9:30 & 3:00 in BCC Hrg Rm
Training Update	Manager 101: April 3 - 8:30 to 11:30 BCC Hrg Rm HR Group - April 25 @ 9 a.m.
Deferred Comp Update	OPEDC: Feb 28 & March 7 in Atrium CCAO: Temp Rep - Chris Waters
Policy Reminder	Prescription Medications & Drug Free Workplace Social Media and Hours of Work
State of the County Address Annual Report	March 13 - 8 a.m. in the Atrium (7:30 a.m. Social Time)

Special Presentation

Internal Controls Process	Auditor Matt Oestreich
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Discussion Item

CodeRED Mass Notification System	Brad Gilbert/Jeff Klein
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Two Minute Drill

Next Meeting Date

March 15, 2019	9:30 a.m.	Commissioners' Hearing Room
Lynda.com presentation by Wood County District Public Library		

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 February 15, 2019, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Andrew Snyder	Jeff Orłowski	Alex Scivanka	Ron Dicus	Linda Hufford	Dave Wigent
Brad Gilbert	Suzette Hall	Julie Launstein	Dave Steiner	Kelley Hansen	Frank McLaughlin
Ben Batey	Ben Hendricks	Karen Young	Katie Mahlman	Carol DeJong	Wade Gottschalk
Mike Rudey	Julie Baumgardner	Brandy Hartman	Brenda Ransom	Kelli Kling	Steve Blausey
Janese Diem	Pamela Boyer	Kelly O'Boyle			

Announcements

Legal Holiday: Non-24 hour offices will be closed on Presidents' Day (2/18).

Monthly Safety Topic: Tornado Safety is the safety subject for March with the annual tornado drill scheduled for March 20.

Insurance Update: The federal 1095C forms have been distributed. Departments are asked to forward the forms to those who are no longer employed. The last day to submit a vision claim from 2018 is April 1.

Wellness Update: Wellness events were announced as noted on the agenda. OPERS sessions are being featured as a means to offer financial wellness programs. Employees are encouraged to attend the upcoming session on March 27.

Training Update: Information regarding the next Management 101 session on April 3 will be forthcoming. This session is for newly promoted managers or those who have not attended a previous session. Managers within Commissioners' Departments are expected to attend this session if they have not already done so. The HR Group will meet on April 25.

Deferred Comp Update: Stan from the Ohio Public Employees Deferred Comp program will be on site in the coming weeks. CCAO Deferred Comp is working on the transition to another representative for Wood County. Chris Waters can assist in the interim. Employees are encouraged to save through these programs as they not only help the employee bridge the financial gap for retirement, but the County also pays less in worker's compensation premiums as a result.

Policy Reminder: The Drug Free Workplace policy was reviewed noting that employees should be providing notification of the use of prescription medications used that may impact their ability to perform their essential functions. When polled only two of the departments stated they had employees who notified them of medication use. Medical marijuana remains illegal under federal law.

Ben Hendricks also commented on the Social Media and Hours of Work Policies. Social media use during work hours should be restricted to that which is required as part of an employee's work duties. Employees may check their personal social media during lunch, but should not be using social media on County equipment or during work hours. He noted that he is able to pull reports if requested by a supervisor. He also noted that he sent an email recently regarding employees email that is sent to cell phones. Outside access to email may create additional liability to the County for non-FLSA exempt employees. He can provide a report of who has access if needed.

State of the County Address: The Commissioners will present the State of the County Address on March 13 at 8 a.m. in the Alvin L. Perkins Atrium. All Elected Officials and Department Heads are encouraged to attend.

Annual Report: The submission deadline for the 2018 Annual Report was January 25. If you have not submitted your information, please do so by Wednesday, February 20.

Special Presentations

Internal Controls Process: Auditor Oestreich and Rick Rosendale presented information regarding internal controls and ways to prevent fraud. Scenarios were shared showing how easy it is for employees to pocket payments when a process is not in place or enforced. Separation of duties assists in making sure the same employee does not take-in money and process the pay-in for that money. The use of consecutively numbered receipts also aids in documenting cash payments. Payroll and vendor payments are other areas where fraud can occur. Be sure to review bill schedules and payroll to ensure the payments are accurate. If your department uses credit cards, be sure to review receipts against statements. The State Auditor also provides a

sample policy to assist with credit cards to assist with detecting fraud. It is difficult to detect fraud if everyone uses the same password or has access to the system under the same password. Make sure everyone has separate passwords and that you are not maintaining a master list of employee passwords.

CodeRED Mass Notification System: Brad Gilbert announced that CodeRED will soon be available. The system has been used by various political subdivisions, but will soon fall under one umbrella for countywide use. Several County departments are looking at using the system including the Sheriff's Office, Engineers' Office, and Emergency Management. The system also has the ability to create groups. One use may include the notification of office closings for weather or other emergencies. If anyone has an interest or would like to learn more about the system, contact EMA.

Two Minute Drill (this was foregone due to presentations unless someone had something important to share with the group)

Matt Oestreich (Auditor) stated today is the last day to pay taxes.

Rick Rosendale (Auditors) reminded departments to submit GAAP information by March 1.

Andrew Snyder (Dog Shelter) noted that licenses checks will begin soon for those who did not renewal dog tags.

Steve Blausey (Buildings and Grounds) noted that the mural restoration project is complete.

Dave Steiner (Planning Commission) introduced Demi Heiks, the new Planner.

Wade Gottschalk (Economic Development) stated that the annual dinner is on March 21.

Dave Wigent (Job and Family Services) stated that media releases will be used to provide information on partial issues for SNAP benefits if another government shutdown occurs.

Kelli Kling (Museum) announced that a new exhibit is now open featuring the Poor Farms from all Ohio counties.

Julie Launstein (ADAMHS) noted that Tom Clemons' retirement reception is on February 22. Chris Streidl is serving as interim director.

Jeff Orłowski (Wood Haven) reported that Wood Haven was named a top workplace for the fourth consecutive year.

Carol DeJong (Board of Elections) stated that the filing deadline is past. Information on issues and candidates are on the Board of Elections' website.

Katie Mahlman (Clerk of Courts) announced that the Office is going live with the new e-file next week. An OnBase update was also installed.

Ben Hendricks (Information Technology) noted that Meredith Nicholson has accepted a position at the Sheriff's Office.

Ben Batey (Health Department) stated that appointments for the Dental Clinic are being taken for early April. He noted that the focus of the Center will be to serve the uninsured and underinsured.

Frank McLaughlin (Child Support) noted that staff is preparing for changes in child support computations. Staff will be hosting the Bar Association in the coming weeks to share information on the changes.

Brandy Hartman (Prosecutors' Office) announced that Carri Mancuso has left to work for Perrysburg Municipal Court Judge Ohanian. Vivian Vazquez has been hired as her replacement.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **March 15, 2019, at 9:30 a.m.** Michele Raine from the Wood County Public District Library will be presenting information on Lynda.com.

cc: BCC Elected Officials and Department Heads Steve Spirn file