

Department Head Meeting Agenda

Meeting Date and Time: May 17, 2019 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew Kalmar, County Administrator

Special Presentation

CCAO Deferred Comp Joel Smith, Empower Retirement
joel.smith@empower-retirement.com

Announcement Items

Office Closing Memorial Day: 5/27
Monthly Safety Subject May: Bloodborne Pathogens
June: Bomb Threat
Wellness Update Spring Shape-Up
Challenges: Get 5/Muscle Through It
Training Update CCAO Deferred Comp Intro: 6/18 @ 9 a.m. - Atrium
Employee Orientation: 6/18 - 8:45 to 4:15
Appointing Authorities Retreat: 6/27
HR Group: 7/25 @ 10 a.m. - Leave Hallway
Employee Picnic & Safety Fair Historical Center on 6/11 from 10:30 a.m. to 2 p.m.
- Bingo Cards for Employees Visiting Vendor Booths
- Project Connect Collection Box for United Way
- Food Available for Purchase from Rosie's Italian
- Elected Officials Serving Ice Cream
- JFS Bake Sale for Adult Protective Services Donated Fund
Courier Update Reception for Mike Hirth: 5/29 in Atrium
Budget Update Estimates of Revenue

Policy Reminder

Change of Employee Information

Two Minute Drill

Next Meeting Date

June 21, 2019 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 May 17, 2019, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Klein	Wade Gottschalk	Dave Wigent	Andrew Snyder	Brenda Ransom	Kelli Kling
Steve Blausey	Amy Jones	Rob Eaton	Dave Steiner	Scott McKeown	Katie Mahlman
Pam Shumaker	David Kuebeck	Ron Dicus	Bev Wagener	Stephanie Lauwers	Kelley Hansen
Ben Hendricks	Mike Rudey	Rob Cendol	Janese Diem	Pamela Boyer	Kelly O'Boyle
Andrew Kalmar					

Special Presentation

CCAO Deferred Compensation: Joel Smith, Retirement Plan Advisor, for Empower Retirement introduced himself as the new account rep for the County Commissioners' Association of Ohio (CCAO) Deferred Compensation program. He has been in contact with most of the County offices to schedule appointments with interested staff. Employees interested in meeting with Mr. Smith can schedule appointments to be better prepared for their personalized retirement readiness review. It was noted that he is a salaried employee and does not work off of commission. Mr. Smith can be reached at joel.smith@empower-retirement.com. His phone number is 844.446.8658 ext. 23704.

Announcements

Office Closing: County offices will be closed on May 27 for the Memorial Day holiday.

Monthly Safety Subject: The safety subject for May is Bloodborne Pathogens; June is Bomb Threat.

Wellness Update: The second quarter wellness program is the Spring Shape Up. Challenge options include the Get 5 or Muscle Through It. Wood County Employees retained the traveling trophy from National Employee Health and Fitness Day with 41 employees participating. The next event for this quarter is the Employee Picnic and Safety Fair on June 11.

Training Update: Joel Smith will present an introduction to CCAO Deferred Comp at 9 a.m. on June 18 in the Atrium. This will be open to any employees wanting to hear more about the program. New employees can register for the next Employee Orientation on June 18 by contacting Janese Diem. A Public Officials training for elected officials, department heads and board members is being scheduled for June 27. If you have a board that you report to, encourage their attendance. Topics include employment, contracts, sunshine law, etc. The HR Group will meet on July 25 at 10 a.m. to review the "Leave Hallway". The discussion will focus on sick leave use/FMLA/ADA.

Employee Picnic & Safety Fair: The event is scheduled for June 11 at the Historical Center. In the event of rain the location will move to the Atrium. Rosie's Italian food truck will provide lunch options (prices range from \$6 to \$10). See the agenda for additional information.

Courier Update: A reception for Mike Hirth is scheduled for May 29 from 2 to 3:30 p.m. in the Atrium. Mike's last day is May 31.

Budget Update: Kelly O'Boyle thanked everyone for their 2020 revenue estimate submissions which are currently under review.

Andrew Kalmar welcomed Jeff Klein, new EMA Director, and Rob Cendol, new Assistant Chief Building Official, to the meeting. He also noted that the renovations to the Veterans Memorial was announced at the recent ceremony honoring Medal of Honor recipient Master Chief Ed Byers, Jr. Contributions for the memorial are being accepted with additional information forthcoming.

Policy Reminder

Attendees were reminded of the handbook policy regarding changes to employee information. Employees are to report any address, phone number, name changes, etc. within seven days of the change. Information supplied to the Auditor's Office must match official records. Ben Hendricks also noted that IT should be advised of name changes and employee terminations as well.

Two Minute Drill

Kelly O'Boyle (Commissioners) stated that the new Recycling Outreach Coordinator is scheduled to start on May 28.

Andrew Snyder (Dog Shelter) noted that door-to-door licenses checks are ongoing. He also noted increased use of the dog park.

Scott McKeown (Board of DD) noted the Board is selling its property on Newton Road.

Dave Steiner (Planning) noted that solar power alternative energy is raising some questions in regards to zoning. He is researching the topic to address future application. He also noted that the annual fair housing analysis is underway to identify barriers to housing.

Jeff Klein (Emergency Management) noted that set-up of the emergency alert system CodeRed has started.

Rob Eaton (Sheriffs – Building Security) thanked everyone involved with the plans for the Veterans Memorial project. He also noted that id cards have been issued for about 80 percent of staff.

Steve Blausey (Buildings and Grounds) stated that work on the panel installation in the hearing room should wrap up today. The chiller replacement in the IT server room is also complete.

Wade Gottschalk (Economic Development) noted big projects are in the works, but no other details could be released.

Dave Wigent (Job and Family Services) stated that the first and last months of the school year typically result in a high number of child abuse reports, with this year being no exception.

Kelli Kling (Museum) announced several upcoming events at the Center. She also reported that the County's Bicentennial Committee has a website, www.woodcounty200.org which includes a history of the County and events taking place. Event and historical submissions are welcome.

Bev Wagener (Law Library) noted that she will be staying on until June 28 as a replacement has not yet been named.

Stephanie Lauwers (Child Support) noted legislative changes, new guidelines, e-filing and conversion to a new electronic document system are keeping staff busy.

David Kuebeck (Wood Haven) noted that this is National Nursing Home Week and noted events held to celebrate.

Amy Jones (Health Department) reported that bug season is here with staff providing educational materials and presentations on ticks and mosquitoes.

Ben Hendricks (Information Technology) noted that new anti-virus software is complete. If issues are identified with pcs, contact the help desk.

Katie Mahlman (Clerk of Courts) stated that the legal side has been tweaking procedures related to the implementation of e-filing. More than 1,000 attorneys have registered for e-filing. A reminder that boat registrations can be renewed at the title office was also shared.

Pam Shumaker (ADAMHS) announced that a Facebook contest will take place this summer. Like their Facebook page for a chance to win prizes. An ad hoc meeting is scheduled for May 28 with the possible naming of the new director.

Brenda Ransom (Records Center) announced that a Records Commission meeting will be held in June. Anyone requesting changes to their records retention schedule is encouraged to contact Brenda.

Mike Rudey (Building Inspection) noted that while busy, construction is not breaking any records this year. He also introduced Rob Cendol, noting he has 30 plus years of experience with the City of Toledo.

Pamela Boyer (Commissioners' Office) announced that Risk Coordinator, Erica Noel, returns on Monday. She also stated that the RX Savings Program has saved the Plan over half a million dollars so far this year.

Janese Diem (Commissioners' Office) noted that extra copies of the annual report are available.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **June 21, 2019, at 9:30 a.m.**



TUESDAY, JUNE 11TH, SERVING 11:00AM-2:00PM

HOT MAMA BREAD \$6

OUR SIGNATURE ITALIAN GARLIC CHEESE BREAD SERVED WITH PIZZA SAUCE

LOBSTER MAC & CHEESE \$10

LOBSTER/CHEDDAR/PROVOLONE/WHITE WINE/TRUFFLE OIL/CAVATAPPI PASTA/PANKO TOPPING

8" ITALIAN SAUSAGE SUB \$8

HOUSE MADE ITALIAN SAUSAGE/SAUTÉED RED PEPPER & ONION/MARINARA SAUCE
MOZZARELLA/TOASTED BUN

8" MEATBALL SUB \$8

HAND-ROLLED MEATBALLS/HOUSE MADE MARINARA SAUCE/MOZZARELLA/TOASTED BUN

ITALIAN GRINDER \$10

PASTA STRIPS/RICOTTA CHEESE/MOZZARELLA/GROUND BEEF/HOUSE MADE MARINARA SAUCE
SERVED WITH HOUSE MADE GARLIC BREAD

GRILLED CHICKEN CAESAR SALAD \$8

MARINATED AND GRILLED CHICKEN BREAST/ TRADITIONAL CAESAR