

## Department Head Meeting Agenda

**Meeting Date and Time:** June 21, 2019  
**Meeting Location:** Commissioners' Hearing Room  
**Convener:** Andrew S. Kalmar

### ***Announcement Items***

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Law Librarian	Sarah Lulfs
Monthly Safety Subject	July: Violence in the Workplace
Insurance Update	Spousal Eligibility Form Update Coming 2020 SMP - Reminder to watch part time employees hours
Wellness Update	Reimbursement Programs Fitness Facility Deadline to Submit: 7/15 Summer Swim Program - Memorial Day to Labor Day
Blood Drives	Register at <a href="http://www.redcrossblood.org">www.redcrossblood.org</a> 7/16 in Atrium - Sponsor Code: woodcoemployees 7/30 at Wood Lane - Sponsor Code: woodlane
Training Update	Auditor Update: Month End Reports 7/24 HR Group: 7/25 @ 9 a.m. - Leave Hallway
Performance Reviews	Updated Forms for Managers
Policy Reminder	Use of County Equipment: No Expectation of Privacy
Notary Application Changes	9/20 - Ohio Secretary of State
Spirit of Wood County Awards	Nominations accepted through 8/15
Budget Update	Estimates of Revenue

### ***Discussion Item***

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Code Red Notifications	Jeff Klein & Erin Konecki
Proposed Highway Garage at EGLC	Jason Sisco

### ***Two Minute Drill***

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### ***Next Meeting Date***

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July 19, 2019	9:30 a.m. in the Commissioners' Hearing Room
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# 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 June 21, 2019, in the Commissioners' Hearing Room:

### Elected Official/Office/Department Representatives Present

Jeff Orlowski	Michael Fuller	Andrew Snyder	Erin Konecki	Jeff Klein	Rob Eaton
Tim Brown	Dana Schratt	Erica Noel	Wade Gottschalk	Steve Blausey	Brenda Ransom
Bev Wagener	Sarah Lulfs	Ron Dicus	Frank McLaughlin	Lorraine Flick	Aimee Coe
Kelli Kling	Carol DeJong	Janese Diem	Pamela Boyer	Andrew Kalmar	

## Announcements

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**Law Librarian:** Sarah Lulfs was introduced as the new Law Librarian. Andrew also wished Bev Wagener the best in her retirement, and encouraged those present to enjoy some cake.

**Monthly Safety Subject:** The safety subject for July is Bloodborne Pathogens. Department Heads are asked to share the information with staff upon receipt.

**Insurance Update:** Revisions to the Spousal Certification forms are being made to reflect the changes on the Federal 1040 tax form. Departments are also encouraged to monitor employee hours for the 2020 Standard Measurement Period. The hours are measured from October 14, 2018 to October 12, 2019.

**Wellness Update:** The first Fitness Program reimbursement deadline is July 15 for visits from January 1 to June 30. The Summer Swim program is underway through Labor Day. This program provides a reimbursement of up to \$50 for the use of a community swimming pool. See the information posted on the employee website for full details.

**Blood Drives:** Two blood drives are scheduled in July. Refer to the agenda for additional details.

**Training Update:** The Auditor's Office will be providing a training on purchase orders and month end reports on July 24. More information will be forthcoming. The HR Group will meet on July 25 at 9 a.m. to review the "Leave Hallway". The discussion will focus on sick leave use/FMLA/ADA.

**Performance Reviews:** A draft form for supervisors to utilize during performance reviews was distributed. Comments are welcome through July 3. Commissioners' departments using a different form must provide a copy to the Commissioners' Office prior to conducting employee reviews to ensure the proper information is captured. Reviews for Commissioners' Department Heads will be scheduled in September. Employee reviews are to be submitted prior to that time.

**Policy Reminder:** The Use of County Property policy was reviewed. Employees are to be reminded that there is no expectation of privacy when using County computers or cell phones. Cell phone use during work hours should be limited to work related purposes. Ben noted attendees should limit texting for office work as they may be public record. Email is an easier means to manage for public records purposes.

**Notary Application Changes:** The Secretary of State's Office is taking over the notary process beginning September 20. Court Administration has its last notary class scheduled for August 22. Notary renewals may be done 90 days before the commission expiration date.

**Spirit of Wood County Awards:** Nominations for the 2019 Spirit of Wood County Awards are being accepted through August 15. More information on the awards are available on the County website.

**Budget Update:** The Commissioners will be approving the Estimates of Revenue in the coming weeks. The information will then be forwarded to the Budget Commission.

## Discussion Items

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**Code Red Notifications:** EMA Director Jeff Klein and Deputy Director Erin Konecki presented information regarding the new emergency notification system – CodeRED. Employees will be receiving an email in the coming week to enroll in the system. The email is specific to individuals and should not be forwarded to others. The system can be customized for departmental needs including notification of essential employees or reporting of building closures. The system will also be used by EMA for weather alerts. The information is specific to location, making it a useful tool for political subdivisions. A webinar on how to use the system is being offered on June 27 in the Emergency Operations Center.

**Proposed Highway Garage at East Gypsy Lane Complex:** Andrew provided a brief update regarding work to relocate the County Highway Garage to the East Gypsy Lane Complex between the Health Department and I-75. Discussions are ongoing and a site study is being conducted by Poggemeyer Design Group. Access to and through the site is being studied to see if improvements to the existing road or a second road to the South of the Fuel Facility would be warranted. It is possible that the Engineer's Office would also relocate to the site as well. The Commissioners hope to initiate plans in the fall, but the actual building would be a few years out at this point.

**Two Minute Drill (for those with items to note)**

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**Dana Schratt (Engineers)** invited attendees to a retirement reception for Mike Knaggs on June 28. An initiation was also emailed.

**Kelli Kling (Historical Museum & Center)** noted a new traveling exhibit, How the Other Half Lives, is now open featuring photographs by Jacob Riis.

**Ben Hendricks (Information Technology)** noted that headway is being made with the new Komodo software. Have employees contact the help desk if they are frustrated with the speed of their systems.

**Steve Blausey (Buildings and Grounds)** stated that podiums have been installed on the third floor of the Courthouse highlighting the history of the murals.

**Michael Fuller (Job and Family Services)** thanked Wade from Economic Development with his work on the Manufacturing Camp. A total of 34 youth attended.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **July 19, 2019, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file

**Wood County Performance Evaluation – Supervisor Assessment of Employee**

Year \_\_\_\_\_

Employee Name \_\_\_\_\_ Department \_\_\_\_\_  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Date of Evaluation \_\_\_\_\_ Type  Probationary  Annual \_\_\_\_\_  Special

Rate the employee characteristics by circling the appropriate description.

<b>1. Quality of Work (accuracy, neatness, thoroughness)</b>				
Inferior Work	Rather Careless	Meets Requirements	Highly Accurate	Exceptional
<b>2. Quantity of Work (volume, amount, speed)</b>				
Very Slow	Insufficient Work	Moderate	Rapid Worker	Highly Productive
<b>3. Knowledge of Work (essential functions)</b>				
Almost None	Limited	Adequate	Good Understanding	Excellent Comprehension
<b>4. Adaptability (adjustment to change, ability to learn)</b>				
Unable to Adapt	Slow in Learning	Satisfactory	Adapts Readily	Rapid Learner
<b>5. Dependability of Work (reliability, meeting deadlines)</b>				
Needs Constant Supervision	Needs Frequent Checking	Usually Dependable	Seldom Needs Checking	Highly Reliable
<b>6. Cooperation (working with other employees)</b>				
Troublemaker	Has Difficulty	Generally Cooperative	Gets Along Well	Excellent Relations
<b>7. Judgment (ability to make decisions, plan work)</b>				
Disorganized/ Illogical	Limited Judgment	Plans Well	Logical Thinker	Creates/Applies Solutions
<b>8. Initiative (motivation, interest in work)</b>				
Lazy/Indifferent	Needs Pushing	Adequate	Considerable	Highly Motivated
<b>9. Attendance (punctual, reliability – note issues with tardiness in comments)</b>				
15 days + of non-FMLA SL (120 hours +)	10 - 15 days of non-FMLA SL (80 – 120 hours)	< 10 days of non-FMLA SL (16 – 80 hours)	< 16 hours of SL	No SL use
<b>10. Personality (courtesy/appearance)</b>				
Rude	Indifferent	Adequate for Job	Polite/Courteous	Exceptional

I. Noteworthy Job Strengths (not indicated above)

II. Areas for Improvement (Include follow-up from previous discipline or performance plan, if applicable)

III. Recommended Training (computer, manager, communication, etc.)

Training Subject

Required Completion Date

IV. Attendance/Time Off (Review hours worked report and leave banks from Precinct Manager)

Sick Leave Balance \_\_\_\_\_

Vacation Balance \_\_\_\_\_ (Limit \_\_\_\_\_)

SL Used to Date \_\_\_\_\_ (FMLA \_\_\_\_\_)

Comp Time Balance \_\_\_\_\_

V. Review of Position Description – Essential Functions

Required Certification/Licensure

Expiration Date

VI. Goal Setting – Performance Measurement to Review at Next Evaluation (prepared jointly)

Objective (List at least 3)

Measurement/Timing

- 1.
- 2.
- 3.
- 4.

VII. Disciplinary Action Since Last Review

None  Progress Made

Additional Follow-Up Required: Date for next Evaluation \_\_\_\_\_

Reason for Follow-Up:

VIII. Additional Comments

**SUPERVISOR:** I have prepared this performance review and discussed it with the employee.

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EMPLOYEE:** I have reviewed the evaluation and have discussed it with my supervisor. My signature does not necessarily indicate my full agreement. I understand that I may make comments and that I may also attach a separate statement of agreement/disagreement.

**Employee Comments:**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NEXT LEVEL SUPERVISOR:** I have reviewed this performance evaluation.

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Original to Personnel File

Copy Employee