

Department Head Meeting Agenda

Meeting Date and Time: August 16, 2019
Meeting Location: Commissioners' Hearing Room
Convener: Andrew S. Kalmar

Announcement Items

New Assistant County Administrator
Offices Closed Labor Day - 9/2
Monthly Safety Subject August: Slips, Trips & Falls
September: Portable Fire Extinguishers
Insurance Update Dependent Eligibility Process: 8/15 to 9/15
Spousal Primary, Students, OBRA/Disability
ACA Employee Eligibility: SMP 10/14/18 - 10/12/19
Wellness Update Summer Stretch
Challenges: Eat Clean or Stretch Yourself
Lunch & Learn: 8/21 (OB) & 8/28 (JFS)
Training Update Annual CORSA Training: 10/23
HR Group: 10/24
Employee Orientation: 11/ 21
Policy Reminder Employee Separation - employeeexit@co.wood.oh.us
CodeRED Update New Hire Enrollment
United Way Campaign ePledge
Day of Sharing: 9/26
Performance Reviews
Budget Update
Spirit of Wood County Awards
Wood County 200 Mural Rededication: 9/9 @ 3 p.m.
Courthouse Gala Dinner: 10/26

Two Minute Drill

Next Meeting Date

September 20, 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 August 16, 2019, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Kelli Kling	Jeff Orłowski	Jeff Klein	Wade Gottschalk	Frank McLaughlin	Andrew Snyder
Rob Eaton	Amy Jones	Amy Brinkman	Dave Wigent	Dave Steiner	Jennifer Robeson
Kelley Hansen	Brenda Ransom	Aimee Coe	Mike Rudey	Rob Cendol	Brandy Hartman
Will Robinson (Prosecutor's Intern)	Ben Hendricks	Sarah Lulfs	Pamela Boyer	Janese Diem	Andrew Kalmar

Announcements

Assistant County Administrator: Andrew announced that Carri Stanley has been named the new Assistant County Administrator. Carri is currently a Senior Assistant Prosecuting Attorney in the civil division and will begin with the Commissioners' Office on September 16.

Office Closed: County offices will be closed on September 2 for the Labor Day holiday.

Monthly Safety Subject: The August safety subject is Slips, Trips & Falls. September's topic is Portable Fire Extinguishers. Department Heads are asked to share the information with staff upon receipt.

Insurance Update: The Dependent Eligibility Process is underway and runs through September 15. This process determines eligibility for primary spouses, students, and OBRA/Disability for the 2020 plan year. 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: Lunch and Learns are scheduled for August 21 and 28 on how to stretch to reduce stress. Sessions on how to eat clean are scheduled in September. Additional information regarding these sessions and the quarterly challenges is printed in the employee newsletter.

Training Update: The annual CORSA training is scheduled for October 23. Additional information regarding this required training will be forthcoming. The next HR Group will be held on October 24. If any departments have new employees to register for Employee Orientation on November 21, please contact Janese Diem.

Policy Reminder: Department Heads were reminded of the exit interview form used as employees separate service. A new email distribution group was created to aid in notification to various departments (EMA/IT/Courthouse Security). As notification of separation is received, email employeeexit@co.wood.oh.us. The exit interview form has been updated with this information.

CodeRED Update: Jeff Klein reported that some employees expressed concern because they were not notified of weather alerts through CodeRED. He explained that CodeRED notifications are based on a geographic region. He added that if employees are not registered under the affected area, that they would not receive the alert. Rob Eaton also added that outdoor warning sirens are set up by area (northern, middle, southern Wood County). While a siren may be sounded for your area, the siren may not apply to your location. A CodeRED alert is specific to your location.

United Way Campaign: Pledge cards for the United Way campaign will be distributed in the coming weeks. Both epledge and paper pledge cards will be available. The annual Day of Sharing is set for September 26. Departments are invited to donate baskets for the raffle fundraiser.

Performance Reviews: Department Head reviews for Commissioners' Department Heads are being scheduled. If you still need to schedule your review with Andrew, please reach out to Janese Diem. As a reminder, the employee reviews must be completed prior to your review with Andrew. For those who missed the training on the new forms, a session will be held following this meeting.

Budget Update: Andrew noted that the budget request packets will be sent in the coming weeks. Departmental budget meetings will be scheduled in October.

Spirit of Wood County Awards: Nominations for the 2019 Spirit of Wood County Awards are being accepted. The awards will be presented on November 3. More information on the awards are available on the County website.

Wood County 200: Andrew noted two upcoming events to kick-off the County's 200 birthday. A mural rededication is scheduled for September 9 at 3 p.m. on the third floor of the Courthouse. A Gala Dinner is also being held on October 26. Additional information will be forthcoming on these events. Additional information can be found at woodcounty200.org.

Two Minute Drill

Andrew Snyder (Dog Shelter) noted that staff has been busy with dog bite investigations.

Ben Hendricks (Information Technology) stated that he is working on cost estimates for pcs, laptops, licensing, etc., to assist with departmental budget requests. He also noted that Windows 7 is phasing out and many pcs have upgrade eligibility; however, those still using computer towers will likely need to be replaced, as they will not support the upgrade. On-Base changes are also coming. Refer to the email sent from Cindy Hofner.

Jeff Klein (Emergency Management) reported that staff has been busy with the fair and tractor pulls.

Wade Gottschalk (Economic Development) announced that Amazon is building in Rossford.

Dave Steiner (Planning Commission) noted that Planner Demi Heiks resigned and that a replacement is being sought to fill the position. He also stated that the fiscal audit was conducted recently with no findings.

Dave Wigent (Job and Family Services) announced that Wood County is included in a statewide pilot for an enhanced communications project. A meeting with the Commissioners to discuss the program is scheduled for next week.

Kelli Kling (Historical Museum & Center) noted the traveling exhibit, How the Other Half Lives, featuring photographs by Jacob Riis is ending. The Center received two awards for its poor farm exhibits.

Sarah Lulfs (Law Library) stated that the Law Library Resources Board is seeking an assistant.

Jeff Orłowski (Wood Haven) reported that the Dare-to-Dream program is up and running. He also invited attendees to an ice cream social on August 28 at the facility.

Amy Brinkman (Board of DD) stated that classes at Wood Lane start on Monday.

Aimee Coe (ADAMHS) noted that staff and Board members have been busy staffing the ADAMHS booth at fairs and festivals. She also noted that Katherine Shackleton has been hired as the new secretary.

Amy Jones (Health Department) reported that the dentist hired for the Dental Clinic is leaving. Interviews for a replacement are being held this week.

Frank McLaughlin (Child Support) announced that August is Child Support Awareness Month.

Mike Rudey (Building Inspection) stated that Gary Swope is retiring on August 30. Staff has been busy with several projects including Amazon, First Solar, hotels, and assisted living centers.

Brenda Ransom (Records Center) reported that Margaret Chrysler has resigned. She noted that some departments have new schedules that have been approved by the Records Commission.

Brandy Hartman (Prosecutors) noted several staffing changes are taking place including hiring of a new JFS attorney.

Pam Boyer (Commissioners' Office) stated that staff have been busy working on postings, interviews, and investigations. Work is also underway on the 2020 insurance rates.

Janese Diem (Commissioners' Office) encouraged departments to utilize the new hire checklists and make sure they are returned to personnel files.

Andrew Kalmar (Solid Waste) stated that Solid Waste staff have maintained a presence at area fairs and festivals. Recycling sites are also being monitored for compliance.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **September 20, 2019, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirm file