

Department Head Meeting Agenda

Meeting Date and Time: September 20, 2019
Meeting Location: Commissioners' Hearing Room
Convener: Andrew S. Kalmar

Special Presentation

United Way Sue Clanton, Area Director, Wood County

Announcement Items

Welcome Carri Stanley, Assistant County Administrator
Offices Closed Columbus Day - 10/14
Monthly Safety Subject October: Electrical Hazards
Insurance Update Dependent Eligibility Process: Determination Process
ACA Employee Eligibility: SMP 10/14/18 - 10/12/19
Wellness Update Lunch & Learn: 9/25 11:45 & 12:45 @ JFS- Clean, Healthy Eating
Fall into Fitness (Oct.-Dec.) Change Up Your Workout & Pay It Forward
Wellness Event: Annual Insurance Meetings Nov. 13-15
Blood Drive: 10/2 @ Atruim www.redcrossblood.org sponsor code: woodcoemployees
EAP Update
Training Update Required CORSA Training: 10/23 @ 9-11:30 JFS - Harassment & Discrimination
HR Group - 10/24 @ 9 a.m. - Payroll & Effective Hiring Techniques
Annual Insurance Group Rep Training - 10/31 @ 9:29 a.m.
Emotional Intelligence Training - 10/31 & 11/1 @ JFS
Employee Orientation: 11/21 - 8:45 to 4:15
Management 201: 12/4 at 8:30 am
Policy Reminder Tracking Probationary Periods for New Hires
United Way Campaign Paper pledge forms due to BCC by 9/27
Day of Sharing: 9/26 @ 11:30-1:30 Atrium -- Basket Raffles/Qdoba
Spirit of Wood County Nominations Needed
Budget Update
Wood County 200 Gala Reception & Dinner: 10/26

Two Minute Drill

Next Meeting Date

October 18, 2019 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 September 20, 2019, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Kelli Kling	Sarah Lulfs	Tim Brown	Rob Eaton	Jeff Klein	Vivian Vazquez
Wade Gottschalk	Jeff Orłowski	Amy Jones	Scott McKeown	Dave Wigent	Dave Steiner
Jamie Stanley	Kay Sheldrick	Frank McLaughlin	Brenda Ransom	Dana Schratt	Andrew Snyder
Steve Blausey	Rob Cendol	Aimee Coe	Kelley Hansen	Janese Diem	Pamela Boyer
Carri Stanley	Andrew Kalmar				

Special Presentation

United Way: Sue Clanton, Area Director for United Way of Wood County, shared information regarding United Way and how the funds are used in our community. She noted that homeless numbers are growing in the County and that there are currently no shelters located in the County. Project Connect, a program that connects homeless and low income individuals with services, is scheduled for October 16.

Announcements

Welcome: Andrew welcomed Carri Stanley as the new Assistant County Administrator. He also introduced Jamie Stanley, the new Planner with the Planning Commission.

Office Closed: County offices will be closed on October 14 for the Columbus Day holiday.

Monthly Safety Subject: The October safety subject is Electrical Hazards. Department Heads are asked to share the information with staff upon receipt.

Insurance Update: The Dependent Eligibility Process is wrapping up with determination notices being sent back to employees. 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 September 25 at Job and Family Services. BGSU Dietetics students will be providing information on clean eating and reducing processed foods in your diet. The final quarter to earn a deductible credit focus is Fall into Fitness. Challenges beginning in October include Change Up Your Workout and Pay It Forward. The wellness events for the quarter are the annual insurance meetings on November 13 to 15. A blood drive is scheduled for October 2 in the Atrium. Anyone in need of EAP services through KEPRO for an employee mandatory referral can contact the Commissioners' Office for additional information.

Training Update: Numerous trainings are scheduled as noted on the agenda. For additional information refer to the appropriate memo or contact Erica Noel in the Commissioners' Office.

Policy Reminder: Pam provided a reminder regarding Probationary Periods. She stated that most probationary periods are 180 or 120 days. This is different than saying six or three months. Sure encouraged Department Heads to note the end of probationary periods in their calendars.

United Way Campaign: Pledge cards for the United Way campaign have been distributed and are due back by September 27. The Day of Sharing is scheduled for September 26 from 11:30 to 1:30 in the Atrium. The event will feature food from Qdoba and a basket raffle.

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.

Budget Update: Carri stated that budget requests are due by September 27. Departmental budget meetings are being scheduled in October.

Wood County 200: 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

Due to Senior Center ground breaking, time did not allow for the two minute drill.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **October 18, 2019, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file