

Department Head Meeting Agenda

Meeting Date and Time: October 18, 2019
Meeting Location: Commissioners' Hearing Room
Convener: Andrew S. Kalmar

Discussion Item

First Amendment Audits: Prosecuting Attorney Paul Dobson

Announcement Items

Upcoming Office Closings	11/11 - Veterans Day Holiday 11/28 - Thanksgiving Holiday 11/29 - Non-24 Hour Offices Closed - exception of Landfill and Auto Title
Monthly Safety Subject	November: Emergency Evacuations; December: Space Heaters
Workers' Compensation	2020 Charge for Service Rate = .011
Insurance Update	2020 Rates - November 2019 Premium Holiday Group Rep Mtg. : 10/31 @ 9:29 a.m. - Expectation as Group Rep Annual Insurance Meetings: 11/13 - 15 - Encourage All Staff to Attend ACA Employee Eligibility Process: 10/13 to 12/31 Administrative Period
Wellness Update	12/21 - Last Day to Complete the Wellness Screening
Training Update	CORSA Annual Training: 10/23 - 9 to 11:30 @ JFS HR Group: Payroll & Records Retention 10/24 @ 9 a.m. - BCC Hrg Rm Employee Training - Emotional Intelligence: 10/31 & 11/1 @ JFS - Multiple sessions Employee Orientation: 11/21 @ 8:45 a.m. - BCC Hrg Rm Management 201 Training: 12/4 at 8:30 am - BCC Hrg Rm
United Way Campaign	Day of Sharing Follow-Up: Raised \$1,350+
Spirit of Wood County Awards	11/3 @ 2 p.m. in Atrium
Holiday Helping Hands	Month of November - Collection of Hats, Gloves, Mittens, Canned Goods
JFS Paper Shredding Event	11/16 @ JFS - Donate toy or \$
Employee Recognition Program	1/9 @ 9 a.m. in Atrium
Emergency Notification List	Reminder to Update - Code Red Information
State Minimum Wage Update	\$8.70 eff. 1/1/20
Budget Update	
Wood County 200	Courthouse Gala: 10/26 Merchandise Store reopening Soon - Check woodcounty200.org

Two Minute Drill

Next Meeting Date

December 20, 2019 9:30 am in the Commissioners' Hearing Room
No meeting in November due to Annual Insurance Meetings.

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

Elected Official/Office/Department Representatives Present

Jeff Orłowski	Sarah Lulfs	Jeff Klein	Amy Jones	Justin Daler	Paula Hudak
Ron Dicus	Larry Bateson	Ann Garcia	Vikki Jinnings	Cindy Hofner	Katie Mahlman
Jen Robeson	Mike Rudey	Steve Blausey	Wade Gottschalk	Kay Sheldrick	Frank McLaughlin
Ben Hendricks	Dave Steiner	Kelley Hansen	Terry Burton	Brandy Hartman	Kelli Kling
Karen Young	Dave Wigent	Janese Diem	Pamela Boyer	Carri Stanley	Andrew Kalmar

Discussion Item

First Amendment Audits: Prosecuting Attorney Paul Dobson provided information regarding “first amendment audits” being performed within public offices in Ohio. Citizens are videoing people in and around public offices, such as courthouses, sheriff’s offices, etc., trying to get a negative reaction from someone to show corruption within the government. Prosecutor Dobson stated that these individuals believe they are doing a public service and think that staff would throw them out of the building or lose their temper with them in order to show wrongdoing.

The public is permitted to be in a public place and take a video. Employees are not required to “entertain” them and should go on with their work. If the work is sensitive in nature, he suggested moving to a non-public part of the office or working on something else in for the time being. The individual cannot demand to know names, what work is being completed, or see any documents outside of a normal public records request. He stated that the best way to get through one of these situations is to not react and eventually the individual will leave.

Prosecutor Dobson encourages departments to discuss who will be notified if a member of the public comes in to video operations. He encourages employees to remain calm as these individuals are looking for a negative reaction to prove that this is corruption to expose.

He will be forwarding additional information on how to deal with a situation if it arises here.

Announcements

Office Closings: County offices will be closed for upcoming holidays as noted on the agenda. Non-24 hour buildings will also be closed the day after Thanksgiving with the exception of the Landfill and Auto Title.

Monthly Safety Subject: The November safety subject is Emergency Evacuations with December’s focus on Space Heaters. Department Heads are asked to share the information with staff upon receipt.

Workers’ Compensation: The Workers’ Compensation charge for service for 2020 is .011.

Insurance Update: Information regarding the 2020 insurance rates was announced at yesterday’s Employee Health Benefits Meeting. In addition to no increase for health and prescription and minimal increases for vision, dental and life insurance premiums, the Commissioners’ have approved a premium holiday for November 2019 in which employee payroll deductions for the premium will not be collected. (Applicable taxes will be applied as the premiums are normally withheld on a pre-tax basis. Spousal premium payments will also continue.) The annual Group Rep meeting is on October 31 and attendance is required. The 2020 Standard Measurement Period ended on October 12, with the Administrative Period running through December 31 to notify employees if their eligibility for coverage has changed.

Wellness Update: The last day to complete a wellness screening at the hospital is December 21. The screening is a requirement for those seeking to earn a deductible credit.

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.

United Way Campaign: The Day of Sharing event raised more than \$1,350. This is slightly less than the prior year.

Spirit of Wood County Awards: The 2019 Spirit of Wood County Awards will be presented on November 3. More information on the awards is available on the County website.

Holiday Helping Hands: Employees may donate hats, gloves, mittens, and toiletry items throughout the month of November. A collection box is located in the Atrium. Items will be distributed to agencies in the County for distribution.

JFS Paper Shredding Event: Children's Services is sponsoring a paper shredding event for the public on November 16. The event will be in the JFS employee parking lot. Information on the event was forwarded to all departments earlier this month.

Employee Recognition: The date for the Employee Recognition Program is set for January 9 in the Atrium. Employees achieving five, 10, 15, etc. years of service in 2019 are eligible for recognition. Additional information will be forthcoming.

Emergency Notification List: Departments were reminded to update their employee notification listings with emergency contact information and ensure their employees are registered for CodeRED.

Minimum Wage: Minimum wage in Ohio will increase to \$8.70 effective January 1. Updated labor law posters will be provided prior to the effective date.

Budget Update: Carri stated that departmental budget meetings are almost complete. A reminder was also provided regarding purchases. No purchases or travel should take place without a purchase order. Travel should be submitted in advance or the department runs the risk of the County refusing to pay.

Wood County 200: The Gala Dinner is scheduled for Saturday October 26. Tickets are available from the Auditor's Office. The merchandise store for bicentennial items will reopen soon. Additional information can be found at woodcounty200.org.

Two Minute Drill

Due to length of the discussion item, time did not allow for everyone to participate in the two minute drill.

Frank McLaughlin (Child Support) reported that CSEA has a new website.

Ben Hendricks (IT) encouraged departments to submit computer hardware early to avoid delays with set-up of the new equipment.

Steven Blausey (Buildings & Grounds) stated that pavement sealing will be taking place this weekend for those areas not sealed last year.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **December 20, 2019, at 9:30 a.m.** November's meeting is cancelled due to the annual insurance meetings.

cc: BCC Elected Officials and Department Heads Steve Spirm file