

Department Head Meeting Agenda

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

Announcement Items

Office Closings	12/25 - Christmas 1/1 - New Year's Day 1/20 - Martin Luther King, Jr. Day
Commissioners' Session	No session 12/26 or 1/2 Organization of the Board 1/7
Monthly Safety Subject	December: Space Heaters (no candles/open flames) January: CPR/AED Training
Insurance Update	Committee Member Designation Updated Id Card Distribution
Wellness Update	Fitness Reimbursement Deadline: 1/5/20
Training Update	HR Group: 1/23 @ 9 a.m. - BCC Hearing Room Training Committee Meeting: 1/29 @ 9:00 a.m. Employee Orientation: 1/28 @ 8:45 a.m. Management Series: 101 - 3/5; 201 - 5/6
Employee Recognition Program	1/9 @ 9:30 a.m. in Atrium
Year End Reminder	Last Day for Payments: 12/24 at Noon Change Fund Reminder - Pay In at Year End Blanket Purchase Orders
Policy Review	Supervisor's Role in Reasonable Accommodation
Budget Update	2020 Appropriations Application of 3% Wage Increase Wage Memos

Two Minute Drill

Next Meeting Date

January 17, 2020 9:30 am in the Commissioners' Hearing Room
See website for full listing of 2020 Meeting Dates

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 December 20, 2019, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Orlowski	Sarah Lulfs	Andrew Snyder	Steve Foster	Wade Gottschalk	Steve Blausey
Ben Batey	Suzette Hall	Ben Hendricks	Dave Steiner	Kelli Kling	Dave Wigent
Deanna Stanton	Rob Eaton	Rob Cendol	Brenda Ransom	Frank McLaughlin	Janese Diem
Pamela Boyer	Carri Stanley	Andrew Kalmar			

Announcements

Andrew Kalmar opened the meeting by welcoming Deanna Stanton, the new ADAHMS Director.

Office Closings: County offices will be closed for upcoming holidays as noted on the agenda.

Commissioners' Session: The Commissioners will not be holding session on December 26 or January 2. The organizational meeting for the Commissioners is scheduled for January 7. Should the order of the Board change, departments will be notified.

Monthly Safety Subject: The December Safety Subject focus is on Space Heaters. Andrew noted that employees are prohibited from burning candles at work. The January Safety Subject is CPR/AED training. Employees required to have certification for their position can participate. Department Heads are asked to share the information with staff upon receipt.

Insurance Update: A memo has been sent regarding member designation on the Employee Health Benefits Committee. Each department is permitted two voting members. New ID cards for the medical coverage will be forthcoming.

Wellness Update: Fitness reimbursement requests are due by January 5.

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

Employee Recognition: The Employee Recognition Program is set for January 9 at 9:30 a.m. in the Atrium. A draft program has been distributed with corrections/additions requested by today.

Year End Reminder: The Auditor's Office has posted their last day for payments from 2019 funds as December 24 at noon. A reminder was provided to those departments with change funds to submit the report to the Auditor's Office. Blanket purchase orders also need closed out by year end.

Policy Review: Pam encouraged departments to punt to HR when an employee presents issues regarding performance of essential functions. Reasonable accommodation meetings should be conducted to help identify the employee's work restrictions and whether or not an accommodation can be made.

Budget Update: The Commissioners approved the 2020 appropriations during yesterday's session. Andrew thanked Carri Stanley and Dee Stewart for their work. He noted that the 3% wage increase is not effective until the first full pay period in January (January 5). Wage memos will be prepared for employees under the Commissioners. If others would like to use the wage memo, contact Pam or Janese. Carri asked departments to review their appropriations and to be mindful of the 27th pay that will occur in 2020. Departments outside the general fund will need to monitor their funds more closely. The Commissioners have prepared for the extra pay for the general fund.

Two Minute Drill

Andrew Snyder (Dog Shelter) reported that 2019 was a good year for dog license sales.

Rob Eaton (Courthouse Security) stated that he is working with Habitec to resolve the issues with building access. He asked for patience from everyone as they work toward a resolution.

Steven Blausey (Buildings & Grounds) noted that several building projects were approved for 2020. He asked for departments to be patient as staff will be busy with projects.

Ben Hendricks (IT) encouraged routine maintenance of emails. He has been rebuilding the email system from the ground up due to some recent corruption.

Dave Steiner (Planning Commission) stated that the staff is busy working on parcel splits and subdivision requests.

Dave Wigent (Job and Family Services) noted that the department is hosting holiday parties for children in protective services and foster care. He also reported that child abuse cases are increasing.

Jeff Orłowski (Wood Haven) announced that Wood Haven is hosting a New Year's Eve party at 2 p.m. on the 31st. He also reported that the State survey is complete. Four minor citations were identified and promptly corrected.

Kelli Kling (Historical Museum) stated that staff has been busy conducting tours and education programs. Plans for the 2020 bicentennial are in the works including a photo exhibit of the County.

Sarah Lulfs (Law Library) noted that the Law Library Resources Board approved the part time assistant to become full time.

Suzette Hall (Emergency Management) reported that a test of the CodeRED system for elected officials and department heads is being coordinated.

Deanna Stanton (ADAMHS) noted that her hire is the newest thing at the agency.

Rob Cendol (Building Inspection) reported that permits and construction are up in the area.

Ben Batey (Health Department) reported that the dental clinic is currently contracted with Medicaid providers. Some employees were frustrated that they cannot use the center for dental services as the Health Department does not currently have a contract with Dental Dental. He noted that the county employees are not the prime population for dental services at this time as they are trying to serve the uninsured and underinsured population but they will be working on the Dental Dental contract for the future. He also noted that the 100th year of public health in the County will be celebrated in 2020. More information will be forthcoming.

Frank McLaughlin (Child Support) noted that a lot of changes occurred at the Agency during 2019 including new software systems, rules and regulations.

Brenda Ransom (Records Center) stated that the annual notice requesting disposal of records will be sent in January. The list is being revised to include more information regarding records held at the Center.

Pamela Boyer (Commissioners) noted that employees at Wood County elect to stay, as there is not a lot of turnover with positions. She thanked the department heads for making Wood County a great place to work.

Janese Diem (Commissioners) announced that work on the annual report will begin soon. Departments are encouraged to start working on their submissions for the 2019 report.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **January 17, 2020, at 9:30 a.m.** A full meeting schedule for 2020 is posted on the employee website at www.co.wood.oh.us/employee, under the Department Head Meetings link.

cc: BCC Elected Officials and Department Heads Steve Spirn file