

Department Head Meeting Agenda

Meeting Date and Time: January 17, 2020 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Andrew Kalmar, County Administrator

Announcement Items

Commissioners' Organization	Order of the Board - Herringshaw, LaHote, Bowlus
Legal Holidays	Martin Luther King, Jr. Day 1/20 Presidents' Day 2/17
Monthly Safety Subject	Jan - First Aid/CPR/AED Feb -PERRP Recordkeeping PERRP Log Posting eff. 2/1 - 4/30
Wellness Update	Deductible Credit Update Winter Wellness Update
Training Update	HR Group: 1/23 @ 9 a.m. - Probationary Periods/Setting Expectations Employee Orientation: 1/28 8:45 a.m. Training Committee: 1/29 @ 8:30 am
Budget Update	GAAP Reporting Mileage Reimbursement - \$.535 (same as 2019) County Inventory - 1/13 to BCC by 1/31
Annual Report	2/4 Submission Deadline State of the County Address - 3/11
Policy Reminder	FMLA: New Calendar Year = New Notices to Employees
Wood County 200	Health Department 100 Open House: 1/30 3-6 pm Find events at www.woodcounty200.org
Courthouse Complex Access 1/17 - 1/20	Notify Building Security Upon Entry No parking garage access

Discussion Item

CodeRED Test/Notifications

Two Minute Drill

Next Meeting Date

February 21, 2020 9:30 a.m. 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 January 17, 2020, in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Klein	Dave Wigent	Kelli Kling	Amy Jones	Wade Gottschalk	Sarah Lulfs
Dave Steiner	Ann Garcia	Steve Blausey	Jen Robeson	Dana Schratt	Frank McLaughlin
Ron Dicus	Deanna Stanton	Brenda Ransom	Janese Diem	Carri Stanley	Andrew Kalmar

Announcements

Commissioners' Organization: The Commissioners are required to "organize" each year. Doris Herringshaw will continue to serve as President with Craig LaHote as Vice President of Board. The order on purchase orders will not change.

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

Monthly Safety Subject: The January safety subject is First Aid/CPR/AED with February's focus on Public Employee Risk Reduction Program (PERRP) Recordkeeping. Department Heads are asked to share the information with staff upon receipt. The PERRP logs summarizing incidents/injuries are required to be posted from February 1 to April 30. Risk Coordinator Erica Noel will be forwarding the reports to departments.

Wellness Update: A report has been forwarded to Meritain noting the employees who earned deductible credits for 2020. As part of the quarterly wellness program employees can view an on-line seminar through KEPRO, the County's employee assistance program vendor. Employees receive a certificate following completion of the program and are encouraged to check with spam email if the certificate does not come through to their email. Employees can also receive credit by meeting with a deferred compensation representatives through March.

Training Update: Numerous trainings are scheduled as noted on the agenda. For additional information refer to the appropriate memo or contact the Commissioners' Office. Suggestions for the training committee can be forwarded to Pamela Boyer.

Budget Update: The Auditor's Office has sent information for the GAAP/CAFR reporting with many reports due by March 1. The Commissioners have retained the current mileage rate for 2020, keeping the reimbursement rate at \$.535. Inventory of County property must be completed on an annual basis by January 13. It is encouraged to be maintained throughout the year as items are added or removed. A copy of the listing must be submitted to the Commissioners' Office by January 31.

Annual Report: Work is set to begin on the 2019 Annual Report. Please forward information for your office/department to Janese Diem by February 4. Photos may also be submitted for use in either the annual report or the State of the County Address scheduled for March 11.

Policy Reminder: The new calendar year resets the 12 month period used for Family Medical Leave Act (FMLA) tracking. As employees request leave, new notices and designation forms must be provided to document FMLA leave.

Wood County 200: The Health Department is hosting an open house to celebrate 100 years of public health in Wood County. The event is scheduled for January 30 from 3 to 6 p.m. with a brief program at 5 p.m. All are welcome. Other events are listed at www.woodcounty200.org.

Courthouse Complex Access: Access to the Courthouse Complex will be limited over the upcoming holiday weekend as Habitec Security installs new panels. Anyone entering the building should notify building security. The parking garage will not be accessible during this time.

Blood Drive: The next blood drive is scheduled for February 13 in the Atrium. Employees can register at www.redcrossblood.org using sponsor code: woodcoemployees.

Discussion Item

CodeRED Test/Notifications: EMA Director Jeff Klein provided additional information regarding the recent CodeRED test. He reported that 125 calls were placed to the existing contact numbers used to notify Elected Officials, Department Heads, and their identified alternate contacts. The test was conducted using a phone call to verify that the phone numbers provided were correct contact numbers. Should an actual alert be issued, text messaging would be used in addition to phone calls.

There was some confusion as the number calling was not clearly identifiable as CodeRED. The 'alert' was placed from 855-969-4636. Jeff noted that he will check with the vendor to see if the same number will be used for all calls so that employees can save the contact number as CodeRED in their devices.

Employees are encouraged to register for the system as a County employee, separate from receiving the weather and other community alerts. A form has been added to the new hire paperwork to register new hires. Existing staff are encouraged to submit a form to be added to the County employee group. If all employees do not register in the employee group, it is up to the department to have a plan in place to notify its employees of an emergency/closing (e.g., phone tree or group text with confirmation).

Additional questions regarding the system may be directed to the Emergency Management Agency.

Two Minute Drill

Brenda Ransom (Records Center) reported that new software has been purchased to assist with maintenance of social media records. She has reached out to offices that may benefit from the software.

Frank McLaughlin (Child Support) announced that long term employee Anne Walston is retiring at the end of February. The soon to be vacant position is currently posted.

Dana Schratt (Engineers) stated that two vacancies will be posted soon following a retirement and a resignation. The office is also updating its website. If you have links on your website to the Engineer's site, you will want to check the links once the new site is up and running.

Kelli Kling (Historical Museum) announced that a new exhibit opens on February 1. It is a photo exhibit of Wood County.

Dave Wigent (Job and Family Services) stated that staff is working on an agreement with the Children's Resource Center to expand mental health services to children in foster care.

Jeff Klein (Emergency Management) reported that an Emergency Operations Center (EOC) exercise is scheduled for May 13. He is also sending out questionnaires to agencies to gain a better understanding of the use of the EOC.

Steven Blausey (Buildings & Grounds) stated the lighting project at the Highway Garage is almost complete. He also noted that the department is picking up a new truck with a snow plow as approved in the budget.

Carri Stanley (Commissioners/Solid Waste) noted that a capping project is going out to bid for the Landfill. She also stated that the drop-off recycling program has been well utilized.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **February 21, 2020, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirm file