

## Department Head Meeting Agenda

**Meeting Date and Time:** February 21, 2020 9:30 a.m.  
**Meeting Location:** Commissioners' Hearing Room  
**Convener:** Andrew S. Kalmar, County Administrator

### ***Announcement Items***

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Monthly Safety Subject Insurance Update	March - Tornado Safety: 3/25 Tornado Drill Distribution of 1095C 2019 Vision Claim Deadline: 4/1 (report due 3/30) Premium Holiday: March 2020
Training Update	Manager 101: 3/25 - BCC Hrg Rm HR Group - 4/30 @ 9 a.m.
CodeRED	Recommend Test for Staff Notifications Phone Numbers: 866-419-5000 <i>Emergency</i> 855-969-4636 <i>General</i> 800-566-8790 <i>Weather Warning</i>
State of the County Address Annual Report Policy Reminder	3/11 - 8 a.m. in the Atrium (7:30 a.m. Social Time)  Driving Checks: Defensive Driving Course

### ***Special Presentation***

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Census 2020	Dave Steiner & Jamie Stanley, Planning Commission
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### ***Two Minute Drill***

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### ***Next Meeting Date***

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March 20, 2020	9:30 a.m.	Commissioners' Hearing Room
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# Board of County Commissioners

Doris I. Herringshaw, Ed.D. Craig LaHote Dr. Theodore Bowlus

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## SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on February 21, 2020, in the Commissioners' Hearing Room:

### Elected Official/Office/Department Representatives Present

Jeff Orlowski	Sarah Lulfs	Michael Fuller	Kelli Kling	Erin Konecki	Dave Steiner
Jamie Stanley	Katie Mahlman	Jen Robeson	Andrew Snyder	Frank McLaughlin	Ben Hendricks
Wade Gottschalk	Steve Blausey	Julie Launstein	Brenda Ransom	Mike Rudey	Janese Diem
Carri Stanley	Andrew Kalmar				

### Announcements

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**Monthly Safety Subject:** The March safety subject is Tornado Safety. The annual tornado drill is scheduled for March 25.

**Insurance Update:** The 1095C forms have been distributed. Discrepancies may be reported to the Commissioners' Office. The deadline to submit 2019 vision claims is April 1, with the insurance report due on March 30. Andrew noted the premium holiday for March: insurance premiums will not be collected.

**Training Update:** Manager 101 training is scheduled for March 25. A memo will be forthcoming. Also of note is the next HR Group meeting scheduled for April 30 at 9 a.m.

**CodeRED:** Departments are encouraged to perform a CodeRED test of their employees to ensure employees are registered correctly. Contact Erin at EMA to schedule. A list of phone numbers used by CodeRED are noted on the agenda.

**State of the County Address:** The Commissioners will present the State of the County address on March 11. Department Heads are encouraged to attend.

**Annual Report:** Draft information has been distributed to departments. Final drafts will be sent prior to printing.

**Policy Reminder:** CORSA, the County's liability insurance carrier, has changed its driving check process. Information has been added to the new hire paperwork to forward information regarding those who may drive county vehicles to the Commissioners' Office. Information on the on-line defensive driving course is also included on the checklist. Additional information will be forthcoming.

### Special Presentation

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**Census 2020:** Dave Steiner and Jamie Stanley from the Planning Commission provided information regarding the 2020 Census. They noted that Wood County does not have a coordinated effort like other counties have developed and that the Planning Commission is trying to help spread the word to others. Departments are encouraged to spread the word regarding Census Day which is April 1. Additional information is attached.

### Two Minute Drill

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**Andrew Snyder (Dog Shelter)** provided 2019 statistics from the Dog Shelter noting 151 dogs were adopted out and another 202 were redeemed to owners.

**Steven Blausey (Buildings & Grounds)** noted upcoming projects scheduled for Wood Haven and the Justice Center; lighting at the Dunbridge Road Building; and repairs to the courthouse clock.

**Mike Rudey (Building Inspection)** noted that staff is keeping busy with the Amazon project. He also noted that software updates will assist in creating routes for inspectors and will provide approximate arrival times for contractors.

**Michael Fuller (Job and Family Services)** stated that a job fair is being held at the fairgrounds on March 11. He also noted that Children's Services staff have been working to expand services thanks to additional funding from the State.

**Wade Gottschalk (Economic Development)** invited attendees to the Economic Development Commission's annual dinner on March 19. He also noted a large project coming to North Baltimore.

**Dave Steiner (Planning Commission)** stated that the annual tax incentive review process is underway to make sure companies are complying with their agreements.

**Jeff Orłowski (Wood Haven)** announced that Wood Haven was named a top workplace for a fifth consecutive year. The facility also hosted a themed dinner last week and is granting another wish to a resident this evening.

**Kelli Kling (Historical Museum)** announced that the ribbon cutting for the exhibit is this evening. It is a photo exhibit of Wood County and will remain open through December.

**Sarah Lulfs (Law Library)** stated that staff is working on an outreach project with Bowling Green State University.

**Erin Konecki (Emergency Management)** announced that Wood County may soon hold Storm Ready Certification. The application has been submitted and staff is awaiting the result. She also noted that an Emergency Operations Center (EOC) exercise is scheduled for May 13. Brief information sessions regarding the EOC will be held on March 24 and April 7.

**Frank McLaughlin (Child Support)** announced that long term employee Anne Walston is retiring next Friday. Her vacant position has been filled by a current employee with that position now posted.

**Brenda Ransom (Records Center)** encouraged departments to take advantage of the new software to assist with maintenance of social media records. She also noted that a position has been posted to fill a vacancy at the Center.

**Ben Hendricks (IT)** stated that a position has been posted for his staff as well. He also reported that the anti-virus software will be transitioning in the coming weeks. He also noted that staff can assist with bugs associated with Windows7, which is no longer supported by Microsoft.

**Janese Diem (Commissioners)** thanked everyone for their cooperation with the annual report. She noted that photos may still be sent for the slide show presented at the State of the County.

The next Department Head meeting will be held in the Commissioners' Hearing Room on **March 20, 2020, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file

# CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!  
Here's a quick refresher of what it is and why it's essential that everyone is counted.

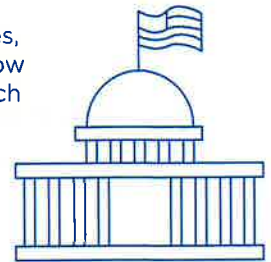
## Everyone counts.

The census counts every person living in the United States once, only once, and in the right place.



## It's about fair representation.

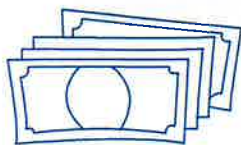
Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.



## It's in the Constitution.

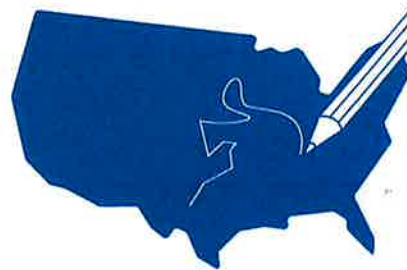
The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

## It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants, and support to states, counties, and communities are based on census data.

That money is spent on schools, hospitals, roads, public works, and other vital programs.



## It's about redistricting.

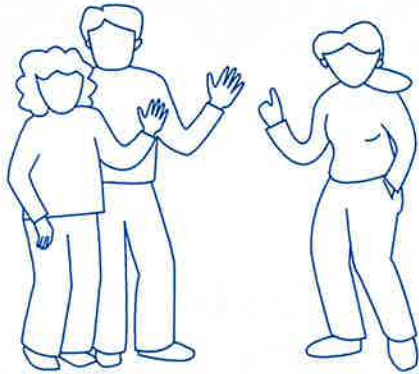
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

## Taking part is your civic duty.

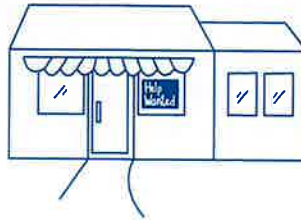
Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



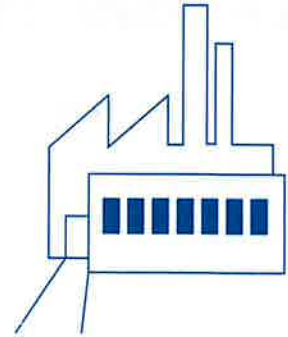
# Census data are being used all around you.



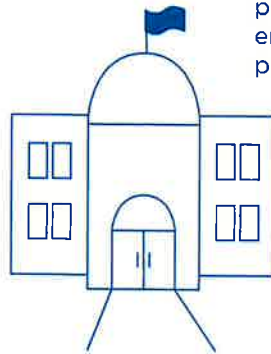
Residents use the census to support community initiatives involving legislation, quality-of-life, and consumer advocacy.



Businesses use census data to decide where to build factories, offices, and stores, which create jobs.



Local governments use the census for public safety and emergency preparedness.



Real estate developers use the census to build new homes and revitalize old neighborhoods.



# Your privacy is protected.

It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, your responses cannot be used against you and can only be used to produce statistics.



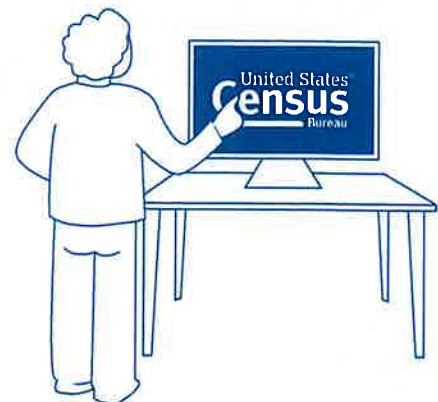
# 2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



# You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.



# Partnership Fact Sheet: Community Organizations

**The once-a-decade population count affects your representation in government, determines how much funding your community receives, and provides data to help you plan for the future. Join us to spread the word about the importance of the 2020 Census and help ensure a complete and accurate count.**

As a partner, you become part of a powerful network of government, nonprofit, corporate, and community organizations. Together, we can develop solutions to effectively reach everyone and encourage them to respond to the 2020 Census.

## BENEFITS OF A COMPLETE COUNT

A complete count of every person living in the United States has tremendous benefits for you and for your stakeholders.

Census data:

- Accurately determine how many representatives each state has in Congress and inform the redrawing of congressional district boundaries.
- Are used as the basis for distributing more than \$675 billion in federal funds annually to states, counties, and communities to support resources such as schools, hospitals, and fire departments.
- Inform business decisions, policy, community initiatives, and consumer advocacy.

The U.S. Census Bureau works with a broad spectrum of government and community leaders to form Complete Count Committees that educate and motivate residents to participate in the 2020 Census. To learn more about Complete Count Committees, or to start one in your community, visit [census.gov/2020completecount](https://census.gov/2020completecount).

## WHAT IT MEANS TO BE A 2020 CENSUS PARTNER

You can make a difference—no matter how much time you're able to commit. As trusted voices in the communities they serve, partners are critical to the success of the 2020 Census. These are some of the many ways you can get involved:

- Use Census Bureau tools, information, and messaging in creative ways to increase public participation; for example, share newsletter articles and co-branded products and post on social media.
- Host a workshop to devise possible solutions to 2020 Census challenges in your community and generate commitments to tackle them.
- Provide information to stakeholders about the importance and benefits of participating in the 2020 Census; for example, invite Census Bureau officials to speak to your audience.
- Encourage people in your community to work for the Census Bureau, and share this link with them: [2020census.gov/jobs](https://2020census.gov/jobs).

## 2020 CENSUS PARTNER RESOURCES

As a 2020 Census partner, not only will you help ensure that the people you work with are accurately represented, but you will also be able to use Census Bureau resources to improve your community.

You will have access to personalized Census Bureau workshops on effective use of data, one-on-one support from our data trainers, and Census Bureau data products such as these online tools:

- **QuickFacts:** Find the most frequently requested information at the national, state, county, and city level.
- **Response Outreach Area Mapper:** Access socioeconomic and demographic profiles and learn about hard-to-count areas.
- **Census Business Builder:** Browse a variety of tools to help start or grow a business.

Visit [census.gov/data.html](https://census.gov/data.html) to explore more data tools and resources.

## INTERESTED IN PARTNERING WITH THE CENSUS BUREAU?

National organizations interested in partnering with the Census Bureau can contact the 2020 Census Partnership Program at [census.partners@census.gov](mailto:census.partners@census.gov) to share ideas about how we can work together to ensure a complete and accurate count.

State and local organizations can reach out to their regional census center using the contact information below.

### Atlanta

Phone: 404-889-6520

E-mail: [Atlanta.rcc.partnership@2020census.gov](mailto:Atlanta.rcc.partnership@2020census.gov)

### Chicago

Phone: 312-579-1605

E-mail: [Chicago.rcc.partnership@2020census.gov](mailto:Chicago.rcc.partnership@2020census.gov)

### Dallas

Phone: 972-510-1800

E-mail: [Dallas.rcc.partnership@2020census.gov](mailto:Dallas.rcc.partnership@2020census.gov)

### Los Angeles

Phone: 213-314-6500

E-mail: [Los.Angeles.rcc.partnership@2020census.gov](mailto:Los.Angeles.rcc.partnership@2020census.gov)

### New York

Phone: 212-882-2130

E-mail: [New.York.rcc.partnership@2020census.gov](mailto:New.York.rcc.partnership@2020census.gov)

### Philadelphia

Phone: 267-780-2530

E-mail: [Philadelphia.rcc.partnership@2020census.gov](mailto:Philadelphia.rcc.partnership@2020census.gov)

## KEY MILESTONES

- **September 2018**—The Census Bureau's recruitment Web site went live: [2020census.gov/jobs](https://2020census.gov/jobs). For each decennial census, the Census Bureau begins recruiting thousands of paid census takers to help ensure a complete and accurate count. Interested applicants can visit the Web site to apply for a variety of jobs beginning in 2019 and through summer 2020.
- **April 2019**—The 2020 Census Web site goes live: [2020census.gov](https://2020census.gov). This site will be available in multiple languages and will provide downloadable materials, answers to frequently asked questions, and more information about how individuals and organizations can help spread the word about the 2020 Census.
- **August 2019**—New Statistics in Schools classroom activities are available online: [census.gov/schools](https://census.gov/schools). The Statistics in Schools program provides resources for teaching and learning with real-life data.
- **January 2020**—The first enumeration of the 2020 Census takes place in Toksook Bay, Alaska. Local census takers must get a head start while the frozen ground allows easier access to remote areas with unique accessibility challenges.
- **March 2020**—The public can begin responding to the 2020 Census online at [2020census.gov](https://2020census.gov). Replying by mail or phone will also be an option.
- **April 2020**—Every 10 years, we observe Census Day on April 1.
- **June 2020 through July 2020**—Census takers go door to door to count people who have not responded to the 2020 Census. Census takers are Census Bureau employees and will provide proof that they are official government personnel.
- **December 31, 2020**—By this date, as required by law, the Census Bureau reports to the President of the United States the population count and the apportionment of seats in the U.S. House of Representatives to each state.
- **2021**—Initial 2020 Census data are made available to the public on [census.gov](https://census.gov).

For the latest updates on the 2020 Census, visit [2020census.gov](https://2020census.gov).

We look forward to welcoming you as a Census Bureau partner.