

Department Head Meeting Agenda

Meeting Date and Time: August 21, 2020
Meeting Location: Virtual - Microsoft Teams
Convener: Andrew S. Kalmar, County Administrator

Announcement Items

Offices Closed	Labor Day - 9/7
Monthly Safety Subject	August: Housekeeping September: Portable Fire Extinguishers
Insurance Update	Dependent Eligibility Process: 8/15 to 9/15 Spousal Primary, Students, OBRA/Disability ACA Employee Eligibility: SMP 10/13/19 - 10/10/20 COVID Testing; Doctor's order needed for coverage by Plan Telehealth - Non-COVID related extended to 12/31
Wellness Update	Summer Stretch Challenges: Reduce Your Stress/Walk it Off On-Line Event Options: OSU Extension/Deferred Comp/KEPRO EAP
Training Update	Ethics Training: Webinar/E-Learning by 10/ 23 HR Group: 10/22
Policy Reminder	Political Activity
FMLA Forms	Newly published DOL Certification Forms available online
United Way Campaign	Project Connect Collection through 9/4
Budget Update	Request forms due 9/25 27th Pay Reminder Budget Meetings - Scheduling for Oct.

COVID-19 Update

CARES Act	BCC requested submission of reimbursable expenses & new eligible purchases by 8/15
FFCRA Reporting	8/2 - 9/15: Due by 9/18 9/16 - 10/10: Due by 10/12
Return to Work Protocols	If tested - ISOLATE until a negative test is received; or at least 10 days since symptoms first appeared AND at least 24 hours have passed with no fever AND symptoms improved If identified as a close contact with someone who has COVID - QUARANTINE for 14 days after last contact with positive case. Negative test does not negate the quarantine period

Two Minute Drill

Next Meeting Date

September 18, 2020	9:30 a.m. virtual meeting via Microsoft Teams
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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 August 21, 2020, via Microsoft Teams:

Elected Official/Office/Department Representatives Present

Rebecca McMonigal	Sarah Lulfs	Dave Wigent	Montana Crawford	Erin Konecki	Paula Hudak
Lindsey Ball	Katie Mahlman	Jen Robeson	Andrew Snyder	Frank McLaughlin	Dana Schratt
Wade Gottschalk	Carol DeJong	Rob Eaton	Brenda Ransom	Rob Cendol	Joni Bretz
Bridget Ansberg	Erica Noel	Janese Diem	Carri Stanley	Andrew Kalmar	

Announcements

Refer to the attached meeting agenda for the full list of announcement items.

In regards to the Policy Reminder for Political Activity, department heads were encouraged to review the permissible activities for classified employees as note in the Employee Handbook. Civility and respect in the workplace were also encouraged as not everyone shares the same political views. Employees represent their appointing authority and Wood County on and off the clock.

United Way pledge forms will be distributed in the coming weeks. Epledge will be encouraged with a downloaded paper pledge form available from the employee website. More information will be forthcoming.

Carri requested budget request forms be submitted in pdf and excel file formats.

COVID-19 Update

Items noted on the agenda were reviewed.

Please be mindful of the FFCRA and CARES Act reporting deadlines as October 15 is the cut-off date for use of the funds. The Commissioners review submission requests on a weekly basis.

Information has been requested for employees who were paid and not performing any work for workers' compensation purposes. Please remit the requested information to Erica Noel.

Two Minute Drill

Dave Wigent (Job and Family Services) stated that information will be sent to those individuals who have been designated to join the JFS Microsoft Teams groups. This platform will be used to share information directly with JFS and is separate from the Teams set-up through the IT Department.

Erin Konecki (Emergency Management) announced that an intelligence liaison class was recently held with the federal Homeland Security Agency. This pilot program included 45 individuals from the region. A commodity flow study is also underway to determine where hazardous materials travel through the County. The LEPC is continuing discussions on how to conduct an emergency drill for 2020, with a possible virtual tabletop exercise.

Carol DeJong (Board of Elections) stated that the Atrium and hallways will be utilized during early voting to assist with social distancing during the election. She also encouraged those submitting absentee ballots to review them carefully before submitting as required information is often overlooked.

The next Department Head meeting will be held via Microsoft Teams on **September 18, 2020, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file