

Department Head Meeting Agenda

Meeting Date and Time: October 16, 2020
Meeting Location: Microsoft Teams Virtual Meeting
Convener: Andrew S. Kalmar, County Administrator

Announcement Items

Welcome New Department Heads Ben Robison - Health Commissioner
Ryan Wolaver - Chief Probation Officer
Zach Migura - Director/Veterans Service Officer

Upcoming Office Closings 11/11 - Veterans Day Holiday
11/26 - Thanksgiving Holiday

Monthly Safety Subject October: Ergonomics & Safe Lifting
November: Emergency Evacuations

Workers' Compensation 2020 Charge for Service Rate = .01155 (not charged to depts)

Insurance Update 2021 Rates - November 2020 Premium Holiday
Employees and Departments
Group Rep Mtg. Virtual on 11/6 - Expectation as Group Rep
Annual Insurance Meetings: Virtual
ACA Employee Eligibility Process: 10/11 to 12/31 Administrative Period
Flu Vaccine Drive-Thru Clinic: 10/27 (Benefit Eligible employees & not already offered by dept)

Wellness Update Challenges: Stretch & Flex or Kick the Can
Updated Event Options Posted On-Line

Training Update Ethics Training: 10/23 deadline
HR Group: COVID-19 Update 10/22 @ 9 a.m. via Microsoft Teams

United Way Campaign ePledge/Pledge Forms due 11/6

Holiday Helping Hands Month of November - Collection of Hats, Gloves, Mittens

JFS Paper Shredding Event 11/14 @ JFS - Donate gift cards in lieu of toys

Emergency Notification List Reminder to Update - Code Red Information

State Minimum Wage Update \$8.80 eff. 1/1/21

Tax Withholdings Wood County Residents: Local Income Tax

Budget Update Budget Hearings Underway
CARES Act & FFCRA payment reporting through 11/21/20

Discussion Item

Email Address Transition Ben Hendricks, IT Director

COVID-19 Update Ben Robison, Health Commissioner

Two Minute Drill

Next Meeting Date

November 20, 2020 9:30 a.m. via Zoom

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 16, 2020, via Microsoft Teams:

Elected Official/Office/Department Representatives Present

Dan Scherger	Kay Sheldrick	Sarah Lulfs	Steve Blausey	Kelli Kling	Brenda Ransom
Andrew Snyder	Jennifer Robeson	Dana Schratt	Scott McKeown	Katie Mahlman	Kristin Long
Bridget Ansberg	Jeff Klein	Mike Rudey	Wade Gottschalk	Ben Robison	Karen Young
Mary Bodey	Zach Migura	Ben Hendricks	Deanna Stanton	Ryan Wolaver	Montana Crawford
Brandy Hartman	Dave Wigent	Janese Diem	Carri Stanley	Andrew Kalmar	

Announcements

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

In regards to the Tax Withholding announcement Karen Young noted that eligible employees (those residing in Wood Count) will need to sign up for withholding of local income taxes which will be offered starting with the first pay of 2021. Mid-year enrollment will not be available. More information will be shared at the HR Group on October 22. .

Carri Stanley provided a reminder regarding the 27th pay for 2020. Funds outside the general fund will need to be monitored to ensure a sufficient cash balance is available for the final pay.

Updated FFCRA reporting forms to report Emergency Paid Sick Leave and Emergency FMLA will be added to the employee website under the Budget Forms section.

Email Address Transition

Ben Hendricks stated that the employee email accounts have been updated to send emails from the @woodcountyohio.gov address. The @co.wood.oh.us addresses are set to continue to receive emails for the next year, but employees are encouraged to notify their contacts of the new address.

The next step of the transition is to connect email accounts to Office 365. Employees may notice some issues with Outlook not functioning the same as before. It was also noted that older voicemail accounts have issues connecting to the email, resulting in the voicemail light on the phone appearing without receipt of an email. As issues arise, contact the IT Help Desk at ext. 9038.

Ben also noted that two email systems will be maintained by his office. The employee accounts at @woodcountyohio.gov under Office 365 and the generic email accounts for specific departments (e.g., auditor@co.wood.oh.us; commissioners@co.wood.oh.us, etc.).

COVID-19 Update

Ben Robison provided an update on current COVID-19 cases within the County. As of yesterday there were 134 active cases meaning individuals within their 10 day isolation period.

He encouraged employees to rethink their holiday plans this year and enjoy them in a different manner help limit the spread of the virus.

He clarified that a “close contact” of a “close contact” is not a thing. The person who had close contact with a positive case is the person who should quarantine away from others in the event symptoms develop. Even if tested, a negative test in this situation does not negate the need to quarantine for 14 days from the date of last contact with the positive case.

Individuals with cold or flu-like symptoms are encouraged to stay home. If a test is ordered by a physician and comes back with a negative result, the individual can return after symptoms of the illness improve.

Ben also shared information from the CDC regarding time periods for quarantine. The information which provides a calendar view can be viewed at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

Two Minute Drill

Kelli Kling (Historical Museum & Center) encouraged departments to participate in the virtual “This Place Matters” campaign. Departments can download the “This Place Matters” image from www.woodcountyhistory.org and submit their photo to marketing @woodcountyhistory.org

Deanna Stanton (ADAMHS) noted that Cheryl Critton has announced her retirement effective December 31.

Frank McLaughlin (Child Support) encouraged everyone to vote this election season and reminded attendees of the Health Department’s renewal levy that is on the ballot.

The next Department Head meeting will be held via Zoom on **November 20, 2020, at 9:30 a.m.**

cc: BCC Elected Officials and Department Heads Steve Spirn file