

## Department Head Meeting Agenda

**Meeting Date and Time:** December 18, 2020  
**Meeting Location:** Virtual Meeting - Zoom  
**Convener:** Andrew S. Kalmar

### ***Announcement Items***

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Office Closings 12/24 - Buildings Open/Appointing Authorities determine hours  
12/25 - Christmas  
1/1 - New Year's Day  
1/18 - Martin Luther King, Jr. Day

Commissioners' Session No session 12/24  
Three sessions left in 2020: 12/22; 12/29 & 12/31

Monthly Safety Subject December: Safe Driving  
January: CPR/AED

Insurance Update EHBC Member Designation by 12/31/20

Wellness Update Fitness Reimbursement: Suspended - Resume in 2021  
Deadline to submit wellness challenge 1/6/21

Employee Recognition Program Name Submission Requested; Program to held later in 2021

Year End Reminders Last Day for Payments: 12/23 by 4:30 p.m.  
Expense/Revenue Corrections - Submit by 12/30  
Change Fund Reminder - Complete Auditor's Form  
Blanket Purchase Orders - Cannot extend into 2021

Budget Update Thank You Payments Distribution  
2021 Appropriations - 12/22 to BCC  
Wage Memos after announcement of increase  
27th Pay Reminder: Outside Funds - check balances

### ***Discussion Item***

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COVID Update Ben Robison from the Health Department provided an update on COVID-19. He reminded department heads that they should assume any symptoms could be COVID and recommended employees consult their physician. Masks are not a substitute for physical distance. Both should be used. Demand on medical facilities is high. Vaccines are expected next week for target population. Vaccines for the general public are several months out at this time.

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

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January 15, 2021 9:30 am Virtual Platform  
See website for full listing of 2021 Meeting Dates

Attendees:

Andrew Kalmar  
Dee Stewart  
Janese Diem  
Paula Hudak  
Montana Crawford  
Dave Steiner  
Sarah Lufts  
Brenda Ransom  
Wade Gottschalk  
Zach Migura  
Kelli Kling  
Rebecca McMonigal  
Mike Rudey  
Julie Sprauge  
Steve Blausey  
Bridget Ansberg  
Ben Robison  
Dave Wigent  
Rob Cendol  
Jeff Klein  
Katie Mahlman  
Ryan Wolaver  
Neil Munger  
Deana Stanton  
Frank McLaughling  
Jeff Orlowski  
Jen Robeson  
Annie Wilson