

# Wood County Department Head Meeting

June 19, 2020



# Announcements

- BCC Session Update
- Holiday Closing: July 4 – Observed Friday, July 3
- Monthly Safety Subject:
  - June – Walking/Working Surfaces; July – Violence in the Workplace
- Insurance Update:
  - COVID-19 Virtual Evaluation & Testing – no cost to members
  - Telehealth Coverage – Non-COVID Telehealth ends 6/21/20
- Wellness Update:
  - Fitness Reimbursement: Deadline is July 15: 2<sup>nd</sup> Half Reimbursement - Suspended
  - Spring Quarter – Deadline to submit is July 6
  - Summer Quarter: Challenges: Reduce Your Stress/Walk It Off; Events Posted Online
  - EAP Reminder: KEPRO 1.800.607.1522 – Up to 5 visits available per presenting issue
  - Blood Drive: July 15 – Alvin L. Perkins Atrium

# Announcements

- Training Update:
  - HR Group – Virtual Meeting 6/25 @ 9 a.m. Watch for email invitation
  - Looking at options for Employee Orientation, Manager Training, etc.
  - Performance Reviews: Consider Virtual Evaluations
- Vacation Limits: Use it or Lose It
  - Encourage employees with higher balances/accrual levels to schedule time off
- Virtual Meeting Platform:
  - WebEx Trial ending soon
  - Transition to Microsoft Teams
- Public Records/Records Retention Reminder
  - Ohio courts routinely treat text messages and emails sent by public officials and employees in the same manner as any other records, regardless of whether messages and emails are on publicly-issued or privately-owned devices

# Fiscal Update

- 2021 Estimates of Revenue: BCC will approve by end of the month
- 2020 Budget Guidance Memo Reminder
  - Budget Monitoring/Reduce Spending – OT, Supplies, etc.
  - Careful review before filling vacancies/new positions
  - Evaluate projects based on necessity and funding source
  - Unlikely that budget assistance from the general fund will be available to cover unanticipated costs
  - Remember – 27<sup>th</sup> pay in 2020.
- Federal CARES Act
  - County will be receiving funds for COVID related expenses.

# Fiscal Update

- Annual Information Statement (AIS) Report:
  - Please provide your updated information by 6/30
- Financial Transaction Devices
  - County is required to seek proposals every 5 years. If your department accepts credit card payments, you must participate in this RFP. If you have not responded yet, please contact Dee.

# COVID-19 Update: Stay Home if Sick

- Report all Symptoms to HR: Per CDC and ODH COVID symptoms may include:
  - Cough
  - Shortness of breath or difficulty breathing
  - Or any combination of two or more of the following:
    - Fever or chills
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
- If abnormal for employee: Refer them to physician for guidance

# COVID-19 Update: Stay Home if Sick

- Remember contagious two days prior to symptoms
- Invoke FMLA or Paid Emergency Sick Leave (if eligible)

# COVID-19 Update

- Testing Reminder
  - Should stay home/isolate until results are received – If positive test up to 10 days depending on symptoms. Negative test can return to work
  - If identified as a close contact to a positive case, a negative test does not negate the 14-day quarantine period.
- Continue Best Practices
  - Social Distancing and Wearing Facial Coverings (masks)
  - Wash Hands/Sanitize Work Areas
  - Remain Flexible as process changes
- Stay Healthy!



# Two Minute Drill

Next Meeting Date: July 17, 2020 virtual meeting