

## Department Head Meeting Agenda

**Meeting Date and Time:** January 24, 2025 9:30 a.m.  
**Meeting Location:** BCC Hearing Room  
**Convener:** Carri Stanley, County Administrator

### Announcement Items

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Holidays/Buildings Closures	Presidents' Day - 2/19
Commissioners' Organization	Order of the Board - LaHote, Bowlus, Herringshaw
Monthly Safety Subject	Jan. - First Aid/CPR/AED Feb. - PERRP Records: PERRP Log Posting eff. 2/1 - 4/30
Workers' Compensation	2/13 Committee Meeting @ 9:30 a.m. - 5th Floor Office Building 9444 Code - Verification underway for Clerical Workers
Insurance Update	Tracker on Meritain website for telemedicine visits Pharmacy Benefit Manager RFP - call Benefits Line ext. 1373 for customer service 2024 Vision claim deadline reminder - 3/31 1095-C (Employer-Provided Health Insurance Offer & Coverage) - Available upon request - Email <a href="mailto:benefits@woodcountyohio.gov">benefits@woodcountyohio.gov</a> New EHBC Member Meeting - Memo Forthcoming (Week of 2/10)
Wellness Update	2024 Deductible Credit - 190 employees earned credit for 2025 (76 for 2024) 2025 Programs - Just Keep Moving - Tracking miles - length of Colorado River/ events = 40 miles Reimbursement Programs - Fitness Facility/Tobacco Termination - Community Sponsored Fitness Events - Wellness Screenings - access to Online Nutritional/Fitness Program Reimbursement Blood Drive: 2/5 - Atrium Employee Assistance Program - 1.800.607.1522 <a href="http://www.EAPhelplink.com">www.EAPhelplink.com</a> WEBEAP
Training Update	Updated to 3/26 - Employee Orientation - register new employees by emailing Erica Noel 4/24 - HR Group @ 2 p.m. - Commissioners' Hearing Room
Employee Recognition	4/3 at 9 a.m. in Atrium - 2024 Name Submission requested by 2/7
Auditor Update	Year End Close Out W-2s Audit/GAAP Report
Annual Report	2/7 - Submission Deadline
State of the County Address	3/11 in the Atrium

### Two Minute Drill

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### Next Meeting Date

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February 21, 2025	9:30 a.m.	BCC Hearing Room
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# Board of County Commissioners

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



## SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on January 24, 2025, in the Commissioners' Hearing Room:

### Elected Official/Office/Department Representatives Present

Zach Migura	Jeff Klein	Amanda Kern	Jeff Orlowski	Brenda Ransom	Joanne Hayward
Dave Steiner	Lisa Brandon	Sara Roller	Michael Fuller	Jen Robeson	Scott Kleiber
Connor Rose	Rob Cendol	Brandy Hartman	Ben Robison	Matt Oestreich	Dan Whiting
Rob Eaton	Erica Noel	Janese Diem	Dan Scherger	Carri Stanley	

## Announcements

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

County Administrator Carri Stanley informed the group that IT Director Ben Hendricks submitted his resignation. She said that Dan Whiting will serve as the Interim IT Director, and that the County is partnering with Glass City IT for part-time Chief Information Officer services. Carri also stated the County will be contracting with Crowe for cyber security consulting services. She noted that Crowe was part of the cyber incident response team and has specialized knowledge in this area.

**Training Update:** New Employee Orientation will be held March 26<sup>th</sup>. Contact Erica Noel to register new employees.

**Auditor Update:** Matt Oestreich, County Auditor, reported that the year-end close out is going well. 1099s are completed and W2s will be printed next week. Stephanie Abke will be requesting information from departments for the audit and GAAP report. If a department has outstanding bills to be paid, Matt asked that they are promptly sent to the Auditor's Office, and the department should not hold them for next year.

**Annual Report:** The county will be using the same format as last year. Departments should provide their draft information to Janese Diem.

**State of the County Address:** The State of the County will be held on March 11<sup>th</sup> at 8:00 a.m. in the Atrium. Doors will open at 7:30 a.m.

## Two Minute Drill

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**Dan Scherger (BCC)** reported the landfill expansion is complete, adding 7.4 acres. He also explained that the landfill was closed on Wednesday to protect the machines from the extreme cold.

**Janese Diem (BCC)** noted positions have been posted for the Commissioners' Office Administrative Assistant/Receptionist and Human Resources Generalist vacant positions. She is working on updating the employee website and wage memos were sent to departments.

**Erica Noel (BCC)** would like to remind supervisors that employees should not be forced to seek treatment after an injury. Unless the supervisor has concerns, employees should be able to use their own discretion.

**Michael Fuller (JFS)** stated the JFS remodel will begin in early February and most employees will need to work from home. Veterans Services Department has moved into the CSEA building. JFS is monitoring the proposed changes at the federal level for SNAP and other federally funded programs. Children's services reports were down in 2023, however, Adult Protective Services reports increased.

**Brenda Ransom (Records Center)** said she would send reports to departments next week asking what records can be destroyed.

**Ben Robison (Health Department)** announced the department will be working with ADAMHS to conduct a formal suicide and overdose fatality study. Renovations will begin on the Health Department building in February. Flu and norovirus activity has been high, and he reminded everyone to wash their hands as sanitizer does not work for these cases.

**Joanne Hayward (Board of DD)** noted that Building B is being renovated, and March is DD Awareness Month.

**Jeff Orłowski (Wood Haven)** reported that for the third consecutive quarter Wood Haven has received a 5-of-5 rating from CMS based on quality measures. They have also been ranked as a top Northwest Ohio Workplace for the tenth consecutive year.

**Amanda Kern (ADAMHS)** stated they are adding a new position for targeted violence prevention to educate the public with the message that violence is not the answer. The ADAMHS website is also being overhauled.

**Zach Migura (Veterans)** noted their office has moved into the CSEA building. They are still in need of guitar instructors and will be cleaning up Highway 6 on 3/28 as part of their adopt-a-highway.

**Rob Eaton (Building Security)** reminded everyone that parking will be limited on 2/5 due to the blood drive and jury trials.

**Jeff Klein (EMA)** described the upcoming effort to update the County's Continuity of Operations Plan (COOP). He said there will be a training session, and more information shared in future meetings.

**Scott Kleiber (Court Security)** asked that departments call him if they need access to the camera feeds for their areas.

**Dan Whiting (IT)** introduced himself and thanked everyone for their patience in the past weeks. Systems are back online, but please call the IT office if something is needed. They are working on optimizing the security performance of the system.

**Dave Steiner (Planning)** reported receipt of a housing program grant for over one million dollars. Grants have also been awarded to help with NWWSD's project to assist residents who want to tap into the new sewer system in Dunbridge.

**Jennifer Robeson (Probate & Juvenile Court)** said Juvenile Court is hiring two CASA volunteer coordinators.

**Connor Rose (Recorder)** introduced himself and said it has been a great transition. He also explained that due to SB94 the office can now charge higher fees for some services.

**The next meeting will be held on Friday, February 21, 2025, at 9:30 a.m. in the Commissioners' Hearing Room.**

cc: BCC Elected Officials and Department Heads file