

Department Head Meeting Agenda

Meeting Date and Time: February 21, 2025 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Carri Stanley, County Administrator

Special Presentations

Continuity of Operations Plan (COOP) Erin Konecki, Deputy Director Wood County EMA

Announcement Items

Monthly Safety Subject	February - PERRP Records March - Tornado Safety: Tornado Drill 3/19 @ 9:50 a.m. Suspicious Packages - EMA
Insurance Update	Wellness Deductible Credit applied Protected Health Information (PHI) Signoff - required annually 2024 Vision Claim Deadline: 3/31
Wellness Update	Wellness Subcommittee Meeting - 3/19 @ 3:00 p.m. in Hearing Room OSU Programs: 2/26 - Gratitude - A Path to Positivity 3/12 - Microwave Meals in a Mug EAP Online Seminar: Stride Forward - confidently achieve goals Poker Walk at BGSU - 4/2
Policy Reminder	Labor Law Postings Social Security Fairness Act - Removes Windfall Elimination Program (WEP)/Government Pension Offset (GPO) December 2023 is the last month that WEP/GPO will apply
CodeRED	Verify that employees received recent building closure alert to ensure lists are correct
Training Update	COOP Plan - Introduction Meeting - 3/17 @ 10 am Employee Orientation - 3/26 in BCC Hearing Room HR Group - 4/24 2:00 p.m. @ Hearing Room
Employee Website	Transition to Civic Plus site
Annual Report Update	Submission Reminder - Please review revised drafts
JFS Pinwheel Event	4/1 from 11:30 to 1:30 in the Atrium - taking donations for raffle baskets
State of the County	3/11 in Atrium @ 8am (doors open at 7:30)
Employee Recognition Program	4/3 - Name Submissions requested

Two Minute Drill

Next Meeting Date

March 21, 2025 9:30 a.m. at BCC Hearing Room

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 February 21, 2025 in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Suzette Hall	Jeff Klein	Erin Konecki	Jeff Orlowski	Brenda Ransom	Lorraine Flick
Dave Steiner	Justin Daler	Amy Jones	Dave Wigent	Jen Robeson	Scott Kleiber
Chris Smalley	Rob Cendol	Courtney Kujawa	John Musteric	Annette Wells	Dan Whiting
Rob Eaton	Erica Noel	Janese Diem	Dan Scherger	Carri Stanley	Doug Cubberley
Steve Blausey	Wade Gottschalk	Lindsey Ball	Jodi Harding	Casey Timiney	

Special Presentation

EMA Director Jeff Klein detailed how Wood County is in the process of updating its Continuity of Operations Planning (COOP). A training session will be held on March 17 at 10:00 a.m. in the Commissioners' hearing room to give a more thorough overview. He suggested each office appoint two people to lead their office's planning and to attend the training. After all offices have produced their COOP plan, EMA will review all plans to ensure no conflicts.

EMA Deputy Director Erin Konecki then presented information on what a COOP plan entails. She explained that when creating a plan, offices should be thinking of functions their office needs to perform and how they can ensure those functions continue no matter what the disruption. The COOP will be a three-part process: 1. Complete the Coop Planning Worksheet, 2. Complete the Risk Assessment Spreadsheet, and 3. Complete the COOP plan template. All of these steps will be further detailed in the training session on March 17. All documents will be sent out electronically after the session. EMA has previous plans on file for various offices, Erin will send those out as well. The goal is to have all COOP plans completed by the end of year. Part 1 will be due April 30, Part 2 will be due May 30, and Part 3 will be due June 30. In August, plans will be reviewed and discussed to ensure there are no conflicts and revisions, if necessary, will be made. Plans should be finalized by September and in October there will be a meeting to discuss plan maintenance, exercises, and drills. Erin's presentation with more detailed information will be provided to department heads.

Announcements

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

County Administrator Carri Stanley introduced Casey Timiney, part-time Chief Information Officer, to the group. Casey is with Glass City IT and has worked with many entities who have gone through similar cyber incidents. Casey explained that part of his services will be to help develop strategic, long-term plans to maximize the security of the county's data and network. He said that one of the first actions taken will be a requirement to strengthen all network passwords. Casey described how a simple password with just one number in it can be cracked in under one second, while a complex 16+ character password with numbers and special characters can take trillions of years. He said that a policy will be presented in the near future regarding password complexity requirements.

Suspicious Packages: Jeff Klein described how there has been an increased number of suspicious packages being delivered to organizations throughout Ohio. He stressed that although packages go through screenings at the postal carriers, it is important to be observant and treat strange packages with caution. If a suspicious package is received, leave it alone and call security immediately.

JFS Pinwheel Event: JFS will host the Pinwheels for Prevention silent auction on April 2 from 11:30 a.m. to 1:30 p.m. in the Courthouse Atrium. Proceeds will benefit foster kids and abused children. JFS is seeking donations for raffle baskets which can be dropped off to Dave Wigent, Director of JFS.

Two Minute Drill

John Musteric (Engineer) said the County is low on salt and reminded everyone to drive carefully.

Annette Wells (Museum) announced they are working on two exhibits to be opened soon. One exhibit will feature how people with disabilities lived at the facility when it was an infirmary, and the second will be a WWII exhibit.

Brenda Ransom (Records Center) asked departments to think about which records being stored on their behalf in the Records Center would be considered vital. She said the focus will be identifying what records need to be salvaged in case of an emergency.

Dan Whiting (IT) stated there have been increased phishing links in emails. Many will pose as IT and provide a link for remote access. If clicked on, the criminal will gain access to the network. Do not click on any links in a suspicious email, and report immediately via the Phish Alert Report button in Outlook. If you do not see the button, notify IT to have it reinstated. He also explained that the department is requesting that all IT help requests should be sent via ticket to IT. This will assist IT to track requests more easily and will cut down on the amount of time required to solve issues that may be more widespread. Tickets may be created by emailing ithelpdesk@woodcountyohio.gov or by clicking on the County icon in the taskbar.

Amy Jones (Health Department) noted high rates of flu and suggested people stay home if sick.

Jeff Orlowski (Wood Haven) mentioned Senior Club will be held next Wednesday at noon. They will be revamping the activities area in spring and begin their Parkinson's disease program in spring as well.

Dave Wigent (JFS) explained that JFS is 80% federally funded and that Medicaid cuts are currently being discussed at the Federal level. He also said their building is now fully under construction with most employees working from home. They plan to be back by mid-summer.

Steve Blausey (Buildings & Grounds) said they have been busy with snow and ice removal. They are currently working on the JFS and Health Department remodels along with the heating system at the highway garage.

Chris Smalley (Park District) reminded everyone there are park brochures available in the back.

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

cc: BCC Elected Officials and Department Heads file