

Department Head Meeting Agenda

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

Discussion Item

Workers' Comp Statistics Erica Noel, Assistant HR Manager

Announcement Items

Monthly Safety Subject March: Tornado Safety
Tornado Drill Follow Up
April: Transitional Work Program
Park District: 3/27 Staying Prepared in Wood County featuring EMA

Auction The Classifieds- rep from every department suggested, contact Rachel Richmond

Insurance Update 2024 Vision Claim Deadline: 3/31 to Group Reps
Positive Pay Implemented for Vision Checks

Wellness Update OSU Programs: 4/23 Shaking the Habit. Reducing Sodium for a Healthier Life
EAP Online Seminar: Harmony in Motion - physical activity is a key to mental health
Poker Walk at BGSU - 4/2

Policy Reminder New Employee Departmental Checklist - due within 30 days of hire

JFS Pinwheel Event 4/2 from 11:30 to 1:30 in the Atrium - taking raffle baskets donations

Employee Recognition 4/3 from 9:00 to 10:30 in the Atrium
24-hour operations may have separate on-site ceremonies upon request

Training Update Employee Orientation: 3/26 @ Hearing Room
HR Group: 4/24 2:00 p.m. @ Hearing Room
Annual CORSA EO/DH Training: 5/7 @ JFS 9:30 to 11:30 a.m.

COOP Plan Part 1 due 4/30 to EMA

Tech Update Helpdesk Ticket Process Update
Technology Maintenance Windows
Monthly Server/PC Security Patches
Outage Notifications
Password Update
Cisco Voicemail Update
IT Meetings with Departments Coming Soon

Two Minute Drill

Next Meeting Date

April 18, 2025 9:30 a.m. - Commissioners' 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 March 21, 2025 in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Chris Smalley	Jeff Klein	Annette Wells	Dave Wigent	Brenda Ransom	Zach Migura
Rob Eaton	Sarah Renda	Justin Daler	Lisa Brandon	Jeff Orlowski	Lisa Brandon
Amy Jones	Julie Sprague	John Musteric	Steve Blausey	Rob Cendol	Dave Steiner
Connor Rose	Lindsey Ball	Jennifer Robeson	Ashley DeLeon	Scott Kleiber	Jodi Harding
Dan Whiting	Casey Timiney	Brandy Hartman	Erica Noel	Janese Diem	Dan Scherger
Carri Stanley					

Special Presentation

Erica Noel, Assistant HR Manager, reviewed the 2024 workers' compensation statistics. Erica logs incident reports for all departments throughout the year. The statistics are derived from these reports. The Sheriff's Office, Board of DD, and Engineer's Office had the highest occurrence rates. This is to be expected as they are exposed to a significantly higher degree of hazards than other departments. Overall, incidents decreased from 107 in 2023 to 89 in 2024. Erica encouraged departments to continue to report all incidents, no matter the severity, so hazards can be addressed promptly. Of the 89 incidents reported, 59 did not result in claims, 22 were medical-only claims, 5 were lost time, and 3 were denied. She also explained the nature of the incidents, the event, and body part affected. The 2024 experience period costs were detailed as well. Erica explained that the County participates in the Bureau of Workers' Compensation (BWC) 15K program. This program allows the County to pay claim costs up to \$15,000 for medical-only claims directly to providers. The BWC does not see these costs and therefore does not calculate them into the County's losses, resulting in lower premiums. Costs for plan years 2019 through 2024 were highlighted. Costs include 15K payments, medical costs paid by the BWC, compensation, and the reserve the BWC places on claims they believe will incur future costs. Erica thanked the departments for working so well together to help keep costs low.

Announcements

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

Auction: County Administrator Carri Stanley encouraged each department to register an individual to view the classified items listed on the county on-line auction. Items that are no longer needed by a department are advertised to internal county entities via the classified listing prior to being placed on the public auction. It is a good way to find needed items at no or low cost. Contact Rachel Richmond in the Commissioners' Office for more information and to register. Erica Noel noted that she was aware of good quality filing cabinets currently available in the classified listing.

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. Dave Wigent said they are still in need of baskets for the raffle. Janese Diem said departments may drop off baskets at the Commissioners' Office. April 1st is the deadline to submit baskets.

COOP Plan: Part 1 of the COOP Plan is due to EMA by April 30. Workshops will be scheduled in April for anyone who would like further guidance. Call EMA for more information.

Tech Update: Dan Whiting said the number of help desk tickets has increased substantially. However, the time needed to complete them has decreased. He asks that employees continue to make requests via help desk tickets. Casey Timiney gave updates on the following:

1. **Maintenance Windows and Outage Notifications:** Casey will email department heads to develop a safe recurring window for IT to work on maintenance issues and/or to notify of upcoming maintenance. He will also request the best time for outages and how long in advance departments would like to know about them.

2. Passwords: The original password rollout was delayed; however, the IT and Commissioners' Office has now updated their passwords in compliance with the new Password Policy. When updating new passwords, some employees may experience issues, IT is trying to minimize the disruption. IT is also coordinating with Heidi Cully for the CourtView rollout. Commissioners' Departments must submit employee signoffs to HR for the new Password Policy.
3. Cisco: Voicemails are still unavailable via email. IT is in the process of obtaining a patch to fix the issue.
4. IT Meetings: Casey would like to develop a cadence for meetings with department heads to discuss topics or application needs. He will send an email to department heads.

Two Minute Drill

Connor Rose (Recorder) said his office is scanning documents from the 1980s and updating software.

Rob Eaton (Courthouse Complex Security) stated work will be done on the cameras today.

Steve Blausey (Buildings & Grounds) mentioned his department is getting ready for spring.

Chris Smalley (Park District) reported that Otsego Park restrooms are being updated, and the Hankison Great Room is getting refreshed.

Jeff Klein (EMA) explained EMA updated their damage assessment policy and ran a pilot tabletop in Perrysburg. He thanked the Sheriff's Office, Engineer's Office, and Building Inspection for their help. He also told employees to reach out to EMA with questions on the COOP.

Zach Migura (Veterans) announced they will be cleaning up a section of highway next Friday for Adopt-a-Highway. He encouraged volunteers to register via their website.

Dave Wigent (JFS) reminded everyone that the JFS building is under construction. Only 20% of staff are in the building, but they are hoping to be back during phase 2 which is scheduled for June-September.

Julie Sprague (Board of DD) noted it is Developmental Disabilities Month and Spirit Week at the school.

Amy Jones (Health Department) said grant funds are still available for water bottle fill stations, HVAC cleaning, etc. Grant money is available to businesses, non-profits, churches and applications are due May 31.

Sarah Renda (Law Library) noted she is back in the office from leave and she said that Serena Sadowski did a good job during her absence.

Jodi Harding (Dog Shelter) reported they are starting phone calls for unexpired licenses.

Annette Wells (Museum) stated the Easter Egg Scavenger Hunt will take place throughout April. The Disability Exhibit is now open, and the WWII Exhibit is opening April 24th. Cat merchandise is available as well.

Dave Steiner (Planning Commission) said they are working on grants.

Brenda Ransom (Records Center) explained she will email departments that have stored physical records in the Records Center asking what needs to be done with them.

Janese Diem (BCC) mentioned two new staff members will start in the Commissioners' Office on March 31. June 11th is the Employee Picnic & Safety Fair. She said the final draft of the annual report has been sent back to departments and asked for updates/feedback. The new website is still being updated; however, the old site still has some information.

Doris Herringshaw (Commissioner) announced the Commissioners passed a resolution to take part in America 250-Ohio, which is an organization established to celebrate the 250th anniversary of the United States. The county will be creating a committee to organize activities. Currently, they are coordinating with other public entities such as Perrysburg, Bowling Green, Rossford, and small towns and villages. Commissioner Herringshaw also stressed how important cyber

security is and thanked Casey Timiney for his help. She went on to state that the budget includes funding for further security measures.

Dan Scherger (BCC) explained cash handling procedures are being reviewed. If the office or department handles cash, please reach out to Dan and send him a copy of your written cash handling procedures. If there are no written procedures, reach out to him for help creating them.

Casey Timiney (BCC) noted this County is the most engaged entity he has ever worked with. Everyone is ready to go and ready to talk about issues. Do not hesitate to reach out to him with questions or concerns.

The next meeting will be held on Friday, April 18, 2025, at 9:30 a.m. in the Commissioners' Hearing Room.

cc: BCC Elected Officials and Department Heads file