

Department Head Meeting Agenda

Meeting Location: Commissioners' Hearing Room
Convener: Carri Stanley, County Administrator
Meeting Date: September 19, 2025

Announcement Items

Offices Closed	Columbus Day - 10/13
Monthly Safety Subject	September: Portable Fire Extinguishers October: Electrical Hazards
Insurance Update	Annual Eligibility Certification Process (Spouses/Dependents): Sept. 1 - 30 Certifications Due to BCC: 10/1 Insurance Group Rep Meeting: 11/5 @ 10:00 a.m. Employee Meetings: 11/19 & 11/20 Various Locations & Times Encourage Employees to Attend
Wellness Update	Flu Vaccine Clinic for Benefit Eligible Employees: 10/20 & 10/27 Download Influenza Vaccine Consent Form available on employee website Blood Drive: 11/18 in the Atrium www.redcrossblood.org sponsor code: woodcoemployees
Training Update	Employee Training: Communication- Controls, Filters and Perceptions 10/1 Hearing Room and 10/2 JFS Fiscal Training: 10/10 & 10/16 Hearing Room Employee Orientation: 10/22 Hearing Room OPERS Bridging the Gap: 11/3 JFS
Tech Update	Password Changes; Windows 11; Licensing
Budget Update	Budget Forms Sent on Wednesday Appropriation Requests Due by 10/3 to BCC - Call Dan S. with any questions Budget Meetings with BCC Being Scheduled
3rd Annual Cornhole Tournament	Nov. 26 in the Atrium

Two Minute Drill

Next Meeting Date

October 17, 2025	9:30 a.m. Commissioners' 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 September 19, 2025 in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Ben Robison	Annette Wells	Zach Migura	Jeff Klein	Chris Smalley	John Musteric
Julie Allison	Lindsey Ball	Julie Launstein	Courtney Kujawa	Brenda Ransom	Dave Steiner
Rebeka Shiffert	Scott McKeown	Sarah Renda	Jen Robeson	Ryan Wolaver	Steve Blausey
Wade Gottschalk	Connor Rose	Matt Zuccarell	Rob Eaton	Scott Kleiber	Jeff Orłowski
Janese Diem	Erica Noel	Dan Scherger	Carri Stanley		

Announcements

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

Wellness Update: Janese Diem announced flu clinics will be held from 11:00 a.m. to 2:00 p.m. on October 20th at the Board of DD and October 27th at the Commissioners' Hearing Room. The high dose vaccine will be available for eligible employees. The consent form will be available for download on the employee website. Janese also explained that the County will be moving vaccine access to pharmacies within the next week. Originally, vaccines were going to become available at pharmacies beginning January 1, 2026. However, due to recent changes in the availability of vaccines at providers' offices, the County has decided to move up that date to provide greater access.

Training Update: Julie Allison, Chief Deputy Auditor, and Dan Scherger, Assistant County Administrator, recommended the fiscal training to anyone who processes payments, pay-ins, contracts, and uses the Auditor's new system. Training will be held in the Commissioners' hearing room on October 10th from 9:30 a.m. to 11:30 a.m. and again on October 16th from 2:00 p.m. to 4:00 p.m.

IT Update: Matt Zuccarell, IT Director, issued a reminder about password complexity requirements. If offices have shared laptops, make sure those passwords are updated as well. If there are unused laptops, call IT. Matt also explained that all systems will need to be upgraded to Windows 11 as support for Windows 10 will end in October. Users will also need to upgrade to Office 365 and may need new licenses. He can give departments a list of their current licenses and he offered to assist departments if needed. County websites have until April 2026 to meet ADA compliance. CivicPlus websites are already compliant. A fact sheet will be released concerning this requirement. Matt can also help with any budgeting questions. Please contact IT with questions or concerns about any of the items discussed.

Casey Timiney, CIO, stressed the importance of everyone completing the assigned cybersecurity training modules. The state auditors are meticulously checking for compliance. The county will be updating its training policies to ensure compliance.

Budget Update: Assistant County Administrator Dan Scherger said the budget memo and forms were recently sent out and to contact him with questions. County Administrator Carri Stanley said the budget memo included information about recent efforts to abolish property taxes. She noted the county would lose \$16 M of annual revenue, and the General Fund would be required to cover certain mandatory social service costs that are now paid by voted levies. She said the elimination of property tax without a plan to replace this revenue would be devastating to political subdivisions across Ohio, including townships, parks, cities, EMS/Fire Districts and counties. Carri said the county will be working on communication materials to explain the impact of the elimination of property taxes.

Two Minute Drill

Steve Blausey (Buildings & Grounds) noted the Building Inspection Department office is being remodeled. He also asked the city to remove some trees that were destroying sidewalks. The trees have been removed, and the sidewalks are being repaired so use caution when walking in those areas. Parking lots will be sealed in the coming weeks.

Chris Smally (Park District) announced October 4th is the Heritage Farm Fest. A meal will be provided featuring farm raised items.

Dave Steiner (Planning Commission) said the Planning Commission office is coordinating the update of the land use plan and will be asking for input from the community. More information to follow.

Wade Gottschalk (Economic Development) mentioned businesses who receive tax abatements still provide payments to schools. He said that county schools receive approximately \$7 million currently from abated projects. He said that companies that had abatements and are now paying property taxes, are paying approximately \$11 M annually in property taxes.

Zach Migura (Veterans) noted they will host their annual Veterans Day Lunch and Resource Fair on November 1st. He said the VSO can receive up to 0.5 mills from property taxes.

Rob Eaton (Complex Security) announced there will be a fire drill at 10:45 a.m. today.

Scott Kleiber (Court Security) reminded everyone to contact security with any suspicious activity. Security is there to help, do not be afraid to call.

Jeff Orlowski (Wood Haven) stated free health screenings will be available at 9:00 a.m. on the third Tuesday of every month. Breakfast will be provided. Wood Haven offers a Parkinson's exercise program every Thursday at 2:00 p.m.

Sarah Renda (Law Library) said Westlaw users will need to start using MFA to log in. She sent an email to all Westlaw users.

Julie Allison (Auditor) announced that the levy estimator is now available, which allows people to see how levies affect their taxes.

Rebeka Shiffert (JFS) said the construction at the JFS building is finishing and CSEA has moved in. The annual shred event will be held in November.

Annette Wells (Museum) mentioned 9/25 is the Museum's resident cat's birthday. The Turkey Drop Fundraiser will be November 6th.

Brenda Ransom (Records Center) reminded everyone that November is when annual disposal requests should be submitted.

Ben Robison (Health Department) stated they are wrapping up the Community Health Improvement Plan and asking for feedback. The Health Department remodel is complete, and the grand opening will be November 24th.

Matt Zuccarell (IT) said users should set up MFA, if available, for any cloud-based application. Call IT if your office has old equipment that needs to be disposed.

Erica Noel (Commissioners) asked that staff be reminded to exit via the nearest door during the fire drill.

Dan Scherger (Commissioners) announced the wind turbines at the landfill will be coming down next September.

The next meeting will be held on Friday, October 17, 2025, at 9:30 a.m. in the Commissioners' Hearing Room.