

Department Head Meeting Agenda

Meeting Date and Time: October 17, 2025 9:30 a.m.
Meeting Location: Commissioners' Hearing Room
Convener: Carri Stanley, County Administrator

Announcement Items

Upcoming Office Closings	Veterans Day 11/11 Thanksgiving 11/27 and 11/28 Christmas 12/25 New Year's Day 1/1
Monthly Safety Subject	October: Electrical Hazards; November: Emergency Evacuation
Insurance Update	2026 Rates ACA Employee Eligibility: 2026 Administrative Period Underway Communicate Eligibility Changes Group Rep Mtg. 11/5 - Expectation as Group Rep Open Election: 11/15 - 12/15 - Requires Application to Make Changes Annual Insurance Meetings: 11/19 & 11/20
Wellness Update	Flu Vaccine Clinics 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 Free A1C Screenings Last Day for Wellness Screenings 12/5
Training Update	Employee Orientation: 10/22 Hearing Room OPERS Bridging the Gap: 11/3 JFS
Tech Update	KnowBe4 Q3 Completion Rates Upcoming DUO Rollout, End-User Expectations/Impact October is Cybersecurity Awareness Month Password Update; Windows 11 Upgrades; VPN Access
2026 State Minimum Wage	\$11.00 eff. 1/1/26; Updated Posters Will be Sent
Budget Update	Budget Hearings Underway
Employee Charity Cornhole Tournament	11/26 - Atrium Basket Raffle- Donations from Departments Accepted Until 11/26

Two Minute Drill

Next Meeting Date

November 13, 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 October 17, 2025 in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Jeff Klein	Zach Migura	Sarah Renda	Chris Smalley	Dave Wigent	Steve Blausey
Rhonda Kendall	Dave Steiner	Annette Wells	Julie Baumgardner	Brenda Ransom	Rob Eaton
Scott Kleiber	Shawn Oberhouse	Julie Allison	Matt Zuccarell	Rob Cendol	Jodi Harding
Wade Gottschalk	Kristin Leverton	Lindsey Ball	Rachel Aeschliman	Janese Diem	Erica Noel
Dan Scherger	Carri Stanley				

Announcements

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

Insurance Update: Janese Diem, HR Manager, advised the group that insurances rates will increase in 2026. An employee with single coverage will pay an extra \$5.52 per pay and an employee with family coverage will pay an additional \$14.92 per pay. Cost sharing between employer/employee will remain the same as well as the deductibles and copayment amounts. She also encouraged everyone to attend one of the annual insurance meetings that are scheduled for November 19th and 20th.

IT Update: Casey Timiney, contracted CIO, reported that the County has a 90% completion rate for the KnowBe4 training. He noted that those who have not completed the training will be reported to the appropriate department head/elected official, and the State Auditor will be reviewing the county's completion data. He reviewed multiple handouts highlighting the importance of multifactor authentication (MFA), installing updates timely, taking time to review emails to avoid phishing attacks, and password security. He urged employees not to assume it will never happen to them. A link with more information and handouts will be sent. Casey also announced that in the near future, County employees will be required to download a new application on their phones for MFA. Tokens will be available if requested.

Matt Zuccarell, IT Director, reiterated the need for employees to meet password complexity requirements. He asked department heads to email him letting him know that all staff are compliant and referenced an email sent to each department on September 5th. Matt explained that some users will have to change their passwords by October 28th and an email will be sent to departments. The Windows 11 roll out continues. The expectation is that all computers should be updated by the end of the year. He asked that IT be notified of any shared computers as they will need updated as well. Matt noted that VPN access will be restricted to those who have a clear business need. Department heads should contact Matt, if an employee or official needs VPN access.

Two Minute Drill

Kristin Leverton (Juvenile Court) explained that the Court Appointed Special Advocate (CASA) program has a need for volunteers. The program provides services for children in the court system who have been abused or neglected.

Janese Diem (Commissioners) thanked those who attended the recent communication training and said that feedback is welcome.

Matt Zuccarell (IT) mentioned he had sent a list of old computers in need of replacement to each department.

Casey Timiney (Commissioners) noted it is Cybersecurity Awareness month. Please be extra vigilant, especially around holidays and reach out if anything seems suspicious.

Brenda Ransom (Records Center) thanked IT and Buildings and Grounds for installing a new scanner.

Jodie Harding (Dog Shelter) said it is Adopt a Dog month. Shelter hours have been extended until 7:30 p.m. on Mondays and Wednesdays for the month.

Annette Wells (Museum) announced the Turkey Drop will take place on November 6th. Turkeys are now being sold.

Julie Allison (Auditor) stated the fiscal training is complete and if anyone has questions please reach out.

Scott Kleiber (Court Security) issued a reminder that the elevator in the Courthouse is out of order and thanked everyone for their patience.

Rachel Aeschliman (Health Department) said an open house will be held on November 24th to showcase the recent remodel at the Health Department.

Dave Wigent (JFS) noted JFS will be losing \$272,000 in SNAP allocations and potentially \$800,000 more. The program will be suspended November 1st (no new applications) due to the government shutdown. He also noted that if property taxes are eliminated that JFS funding would be greatly affected.

Wade Gottschalk (Economic Development) mentioned it is also Economic Education month. He noted several projects moving forward such as Sheetz in North Baltimore, Amazon, and Meta.

Zach Migura (Veterans) said the Veteran's Lunch and Resource Fair will be held on November 1st. A fishing class will be held on November 13th followed by a fishing event on November 20th.

Chris Smally (Park District) thanked those who attended the Parks' Farm Fest. He noted that construction is underway on the Chessie Circle Trail.

Steve Blausey (Buildings & Grounds) said they will soon start on the JDC roof and install a concrete slab for a bike rack at the Health Department. There is currently no power to the fuel pumps at the highway garage, however, it will be fixed today.

Dave Steiner (Planning Commission) reported the Planning Commission has started the Land Use Plan update process. An open forum will be held on December 4th at the Junior Fairgrounds building.

Doris Herringshaw (County Commissioner) thanked departments for their conservative and thoughtful budget requests. She noted that with the prospect of property tax elimination on the horizon, conservative budgets are appreciated.

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

cc: BCC Elected Officials and Department Heads file