

Department Head Meeting Agenda

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

Special Presentation

Credit Card Policy Dan Scherger, Assistant County Administrator
Matthew Oestreich, County Auditor

Announcement Items

Office Closing Memorial Day: 5/26
Juneteenth: 6/19

Monthly Safety Subject May: Bloodborne Pathogens; June: Bomb Threat
CORSA Annual Training 80% Achieved: Thank you
Insurance Update Prescriptions RFP Update
Wellness Update Fitness Program - Visits in by June 30
Summer Swim Program: Memorial Day to Labor Day
Get 5 Challenge
Blood Drive: 5/13 and 7/9
OSU Programs: 5/14 Heal from Within- Power of Nutrition in Reducing Inflammation
5/21 Tips for Effective Communication
EAP Online Seminar: Anxiety Unmasked- Identifying Triggers for Better Mgmt

Employee Picnic & Safety Fair 6/11 - Historical Museum: 10:30 a.m. to 2:00 p.m.; Relocated to Atrium for rain
Food Trucks

COOP Plan Part 2: Risk Assessment Spreadsheet due 5/30
COOP Planning Workshop: 5/12 @ 1:30 Hrg Room

Training Update HIPAA/Group Rep Training: 5/22 @ 2:00 Hrg Room
HR Group: 7/10 @ 2:00 pm Hrg Room
Mgr Training: Conducting Performance Reviews: 7/24 @ 2:00 pm Hrg Room
Employee Orientation: 7/30 Hearing Room
Employee Training: Staff Communication- Controls, Filters and Perceptions
10/1 Hearing Room and 10/2 JFS
A pre-training survey was sent

Tech Update Voice Mail Maintenance: 5/10 from 8:00 to 5:00
KnowBe4 Trending Info: Increase in end-user clicks on Phishing Campaigns
Password Change Update

Budget Update Estimates of Revenue due 5/16

Two-Minute Drill

Next Meeting Date

June 13, 2025 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 May 9, 2025 in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Annette Wells	Zach Migura	Julie Allison	Sarah Renda	Matt Oestreich	Doug Cubberley
Ryan Wolaver	Amy Jones	John Musteric	Ronda Downard	Jeff Orlowski	Brenda Ransom
Dave Wigent	Erin Konecki	Courtney Kujawa	Dave Steiner	Scott McKeown	Aimee Coe
Lindsey Ball	Steve Blausey	Dan Whiting	Rob Cendol	Scott Kleiber	Jodi Harding
Lisa Brandon	Casey Timiney	Connor Rose	Erica Noel	Janese Diem	Dan Scherger
Carri Stanley					

Special Presentation

Dan Scherger, Assistant County Administrator, and Matt Oestreich, County Auditor, reviewed the County's new Credit Card Policy. Dan explained that the policy derives from ORC 301.27 and allows the use of credit cards to purchase work-related items that serve a public purpose and comply with the policy. An existing PO is required for all purchases. He outlined the allowable uses as well as prohibited uses. It was noted that use of a card is not allowable unless the reason is specifically stated in the policy. The County Auditor has oversight of the credit card program and is responsible for ordering cards, processing applications, adjusting credit limits, etc. Dan described the application and purchasing log and requested that no modifications be made to the forms. Receipts must be attached to the purchasing log. All authorized users must be listed on the application. Users must also read and sign off on the policy. If applications need to be amended (e.g., an employee terms) an updated application must be submitted to the appointing authority and Auditor. Each office should designate a credit card coordinator and backup to assist with these tasks. The coordinator will log card activity, ensure POs and travel requests are approved prior to purchase, secure cards, reconcile the receipts with the invoice, and pay the credit card bill. Each card has its own number and credit limit. The limit automatically resets each month regardless of payment. Please note that billing cycle reminder emails are not sent by the bank, therefore, it is suggested that calendar reminders be implemented. Desk procedures and FAQs will be available. If interested in the program, please email Dan with the name of your credit card coordinator. Matt explained the program will be rolled out in a controlled manner to ensure proper training and implementation.

Announcements

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

Insurance Update: The request for proposal for the prescription benefit is wrapping up. The goal is to minimize change through the end of 2025. Changes may come in 2026 so attendance at the annual insurance meetings this year will be helpful.

COOP Plan: Erin Konecki, EMA Deputy Director, reported that the COOP planning is going well. The risk assessment portion of the plan is due on 5/30, but they can work with those departments. She also revealed a paper version is available upon request. There is a workshop scheduled for 5/12 at 1:30 in the hearing room. People are welcome to come anytime during the session.

Tech Update: Casey Timiney gave updates on the following:

1. Voice Mail Maintenance: On Saturday, 5/10 from 8:00 to 5:00 IT will be working to restore the voicemail to email function.
2. KnowBe4 Trending Info: IT has noticed more end-users clicking on phishing campaigns. Casey urged everyone to exercise caution when clicking on links and opening attachments, especially around holidays. Emails may

appear as if they are sent by County employees. Please be vigilant and if something is accidentally clicked, please report it to IT immediately.

3. Password Change Update: Casey delayed the password change rollout to ensure a smooth transition. A document to explain the process will be available. The rollout will be occurring soon. If everyone can change their own password it will be more efficient. It takes IT an hour or more to implement the password change on someone's behalf.

Two Minute Drill

Dan Whiting (IT) said that increased phishing reports have been seen in conjunction with increased clicks. If your phishing button disappears submit a ticket. Also, please submit tickets as soon as a problem is noticed. IT hired a new IT Tech, Daniel Davis.

Annette Wells (Museum) announced that their annual safety fair has been postponed to 8/9 due to the yard being flooded.

Brenda Ransom (Records Center) explained that the County currently uses microfilm to store permanent records. Fuji is discontinuing production of microfilm, so a new system needs to be put in place. Statewide agencies are working on the issue.

Jodi Harding (Dog Shelter) stated they are starting door-to-door license checks. There are also a number of dogs at the shelter waiting to be adopted.

Amy Jones (Health Department) shared handouts with information about the recent news article concerning possible contamination of the water supply around Luckey, and information about how to complete the Health Department's community survey.

Courtney Kujawa (Court Admin) announced that the courts recently received positive state evaluations. They are experiencing full court schedules with two to three trials per month.

Dave Steiner (Planning) noted that grants are keeping them busy.

Jeff Orlowski (Wood Haven) said they have created a Parkinson's program, Movement 4 Living. A licensed therapist will be on site to lead a Parkinson's exercise program. The public is welcome.

Dave Wigent (JFS) stated the department is currently under a hiring freeze due to concerns with federal funding.

Amy Coe (WCADAMHS) invited everyone to the Behavioral Health Art Show being held at the museum from 11:00 to 3:00 today.

Steve Blausey (Buildings & Grounds) said they are busy with the remodels of JFS and the Health Department as well as mowing, landscaping, and concrete projects.

Doug Cubberley (Clerk of Courts) announced the title office will undergo a full remodel soon. They have hired two new employees. One in their criminal division and one in civil division.

Matt Oestreich (Auditor) noted that Michelle Karns is moving to payroll and April Hugg is moving to South Carolina. They have hired two employees, Tanya Tolles and Lauren Gentry.

The next meeting will be held on Friday, June 13, 2025, at 9:30 a.m. in the Commissioners' Hearing Room.