

## **Department Head Meeting Agenda**

**Meeting Date and Time:** June 27, 2025 9:30 a.m.  
**Meeting Location:** Commissioners' Hearing Room  
**Convener:** Carri Stanley, County Administrator

### **Special Presentation**

COOP Plan Erin Konecki, Deputy Director Wood County EMA

### **Announcement Items**

Legal Holiday Independence Day: 7/4  
Monthly Safety Subject June: Bomb Threat  
Insurance Update New Pharmacy Benefit Manager: MedBen Rx  
Review EOBS  
Call Meritain to Verify Covered Benefits  
Wellness Update Summer Swim Program - May to September: Submission Deadline 10/15  
Wellness Reimbursement Programs with 7/15 Deadline to Submit:  
Fitness Facility  
Community Sponsored Events  
Online Fitness & Nutrition  
OSU Programs: 7/9 Eat Well, Live Well: Simple & Healthy Nutrition for Summer  
7/23 The Dangers of Dehydration and Prevention Strategies  
EAP Online Seminar: The Power of Resilience- Available 7/15  
Training Update HR Group: 7/10 @ 2:00 pm Hrg Room  
Mgr Training: Conducting Performance Reviews: 7/24 @ 2:00 pm Hrg Room  
Fiscal Training: TBA  
Employee Orientation: 7/30 Hearing Room  
Employee Training: Staff Communication- Controls, Filters and Perceptions  
10/1 Hearing Room and 10/2 JFS  
Performance Reviews BCC Departments - Employee Reviews completed by 9/1  
County Picnic/Safety Fair 265 Attendees, 25 Vendors  
Tech Update New IT Director: Matthew Zuccarell  
Email Encryption  
KnowBe4 Q1 Campaign  
Progress/Survey  
Employee Website Update Migrating Forms to Civic Plus Site  
co.wood.oh.us site being disabled

### **Two Minute Drill**

### **Next Meeting Date**

July 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 June 27, 2025 in the Commissioners' Hearing Room:

### Elected Official/Office/Department Representatives Present

Janese Diem	Sarah Renda	Charese Botjer	Erin Konecki	Michael Fuller	Dave Steiner
Doug Cubberley	Brenda Ransom	Jeff Orlowski	Wade Gottschalk	Julie Launstein	Rachel Aeschliman
Annette Wells	Jen Robeson	Rob Eaton	Matt Zuccarell	Lindsey Ball	Rob Cendol
Ben Robison	Casey Timiney	Brandy Hartman	Scott Kleiber	Steve Blausey	Connor Rose
Matt Oestreich	Erica Noel	Carri Stanley			

## Special Presentation

Erin Konecki, Deputy Director Wood County EMA, gave an update on the status of the Continuity of Operations Plan (COOP) project. She gave a brief overview of the steps required in the process. Step one is to determine the essential functions of the office, including what services the office would need to continue to perform services in the event of a disaster. Step two outlines how those essential functions will be protected and preserved, and identifies the following answers to who, what, why, where, and when. Step three is risk assessment. This section prioritizes items and functions. All of the information should be inputted into the COOP template. If a section does not apply to your office, you may skip it. If inventory is the only portion keeping you from turning in your plan, you may turn it in without completing that portion. The completed template is due 6/30, however, extensions may be granted. There is another workshop being held this afternoon in the hearing room at 1:30 p.m. Call or email the EMA office anytime for additional help. EMA will review all received plans to determine feasibility and make recommendations. The goal is to have the entire process completed by the end of the year. An exercise may be scheduled after completion of this project. County Administrator Carri Stanley reminded the Commissioners' departments that participation in this process is required.

## Announcements

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

**Insurance Update:** Janese Diem announced that MedBen Rx has been selected as the new prescription benefits manager. Beginning on 7/1, employees may call their customer service line and access their web portal. Medical necessity reviews will also be sent to MedBen Rx. An informational flyer will be forwarded to departments to be posted for employees. Janese also reminded employees to review their Explanation of Benefits (EOBs). If something is denied, the reason will be listed. Many times, the provider has sent the claim to the wrong vendor. Other reasons for denial could be that they are waiting to receive a subrogation questionnaire or other insurance information if a claim is secondary. It is also recommended that employees call Meritain customer service to request a Predetermination of Benefits. This states whether a benefit is covered by the plan.

**Wellness Update:** The annual wellness screening deadline will be earlier in December. It is recommended employees get in early.

**Tech Update:** Carri Stanley introduced the County's new IT Director, Matt Zuccarell. Matt has over 29 years of private sector IT experience and has been with the county for over one month. He is already working with many departments on projects. Matt said if departments have old laptops in their offices, they should bring them to IT to be refreshed and updated. Laptops should be turned on and connected to the County's internet for 24 hours once a month to be updated properly. Casey Timiney reviewed best practices for email encryption and reviewed the KnowBe4 training requirements. He said the training is required by liability insurance and the Auditor of State. The current training session must be completed by 7/1 for the first quarter. In the future, training will be assigned to all County users quarterly.

**Employee Website Update:** Carri Stanley explained that the former county website will be disabled, and we will be shifting fully to the Civic Plus version.

## **Two Minute Drill**

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**Casey Timiney (CIO)** reminded everyone to be extra vigilant with a long weekend coming up and to report anything odd to IT.

**Steve Blausey (Buildings & Grounds)** said they are working on a pipe replacement project in Courtroom 2 and the Clerk of Courts. He reminded everyone that paving is being done at East Gypsy Lane and drivers should slow down and be careful.

**Wade Gottschalk (Economic Development)** announced that as a result of economic development projects, Wood County jurisdictions receive \$11,000,000 in property taxes per year and additional \$7,000,000 is paid annually to schools under currently abated projects, and over 14,000 jobs have been created.

**Matt Zuccarell (IT)** stated new computers have been received and Josh will be reaching out to affected departments.

**Charese Botjer (Board of DD)** shared that the 2<sup>nd</sup> annual Let Your Abilities Shine Day will take place at the County Fairgrounds on July 31<sup>st</sup> from 9:00 a.m. to 1:30 p.m. The Athlete Banquet will be held on August 22. Communication boards were provided for posting at the fair.

**Ben Robison (Health Department)** introduced the new Deputy Health Commissioner, Rachel Aeschliman. There will be an open house for the remodeled Health Department in August. The community health assessment is wrapping up. Free radon tests can be ordered through the Ohio Department of Health. He also gave an update on Luckey's water testing, which has come back within EPA standards.

**Lindsey Ball (Treasurer)** said real estate taxes are due 7/11 and manufactured home taxes are due 7/31.

**Annette Wells (Museum)** announced Music at the Museum will take place on 7/10.

**Brenda Ransom (Records Center)** asked that departments review records they have stored in the Records Center and let her know what should be done with them in case of a disaster.

**Michael Fuller (JFS)** reported that the remodel is going well, and they hope to be back in the building within a month. The pinwheel event went well. Foster parent recruitment is coming up.

**Janese Diem (Commissioners)** stated the Commissioners' departments have been doing a lot of hiring for vacant positions.

**Matt Oestreich (Auditor)** noted that the excel training was well attended and a second class will be scheduled later in the year.

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