

Board of County Commissioners

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Ed.D



SUMMARY OF DISCUSSION

A meeting of the Department Heads was held on November 21, 2025 in the Commissioners' Hearing Room:

Elected Official/Office/Department Representatives Present

Annette Wells	Sarah Renda	Brenda Ransom	Justin Daler	Lisa Brandon	Jeff Klein
Allison Huffine	Jeff Orlowski	Zach Migura	Lindsey Ball	Scott Kleiber	Steve Blausey
Julie Launstein	Rhonda Kendall	Julie Baumgardner	Wade Gottschalk	Michael Fuller	Rob Cendol
Doug Cubberley	Rob Eaton	Rachel Aeschliman	Matt Zuccarell	Janese Diem	Erica Noel
Dana Schratt	Jodi Harding	Dan Scherger	Carri Stanley		

Announcements

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

Monthly Safety Subject: Michael Fuller, Assistant Director JFS, noted that space heaters should not be plugged into electric outlets in cubicles as it can cause a fire hazard.

Insurance Update: Janese Diem, HR Manager, announced new medical and prescription ID cards will be issued for 1/1/2026.

Policy Update: Janese recommended that departments verify leave balances with the Auditor as the new system may not have correct totals. She also suggested reminding employees of any comp leave that needs to be taken in accordance with the 13-week cycle policy.

Emergency Notifications: Jeff Klein, Wood County EMA Director, reported that CodeRed experienced a cybersecurity incident and is currently unable to issue non-emergency communications. CodeRed will be transferring the County to a new platform that will offer increased functionality. Employee information should be shifted to the new platform by CodeRed; however, emergency contact lists are not accessible. Departments may need to update and implement their back-up notification system, i.e., phone trees. EMA will send out new links to everyone to enable them to register for weather and emergency updates apart from County notifications. Janese mentioned this may be a good time for departments to have employees verify their addresses, emergency contacts, and any secondary employment.

IT Update: Matt Zuccarell requested anybody traveling outside of the country with plans to check email or access the network notify IT in advance of their travel. This includes informing IT of a VPN which makes it appear as though the user is accessing the network from a different country. If notification is not received and the network is accessed from outside the country, that account will be shut down. IT is still upgrading Windows 10 systems to Windows 11. Departments may receive a call from IT letting them know of the updates. Updates will be pushed out overnight. The internal exchange server for email is in the process of being eliminated. Catherine Potridge is shifting emails to Office 365 and departments may receive a call from her. Carri Stanley, County Administrator, stated that the Prosecutor's office is reviewing the records retention schedule to assist in the development of a plan for email management and deletion of accounts.

Two Minute Drill

Steve Blausey (Buildings & Grounds) said the Courthouse elevator work is tentatively scheduled for 11/26.

Zach Migura (Veterans) said the fishing event on 11/20 was a success. A guitar jam session will be held at the VSC office on 12/17.

Jeff Klein (EMA) reported that the Emergency Operations Plan is finished, and they are reviewing it. He also noted that mutual aid agreement with local fire departments is being updated.

Lindsey Ball (Treasurer) announced that the tax delinquency list was sent to the paper.

Annette Wells (Museum) said the Turkey Drop was successful. The museum is partnering with Willow Run Distillery to create a custom bourbon for the museum that will be available for sale.

Brenda Ransom (Records Center) noted that she will send the 2026 disposal requests after Thanksgiving.

Michael Fuller (JFS) reported all SNAP benefits should be loaded today. The Shred Event brought in \$1300 in cash, \$300 in gift cards, and numerous toys for children receiving JFS services.

Matt Zuccarell (IT) asked that everyone reboot their computers weekly.

Janese Diem (Commissioners) said she will send employee recognition information soon.

The next meeting will be held on Friday, January 16, 2026, at 9:30 a.m. in the Commissioners' Hearing Room.

cc: BCC Elected Officials and Department Heads file