



# DOUGLAS COUNTY

## OFFICE OF ADMINISTRATOR

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### DOUGLAS COUNTY MISSION STATEMENT

The mission of Douglas County is to provide cost-effective services, with equal access to all citizens; to continue and enhance partnerships; to responsibly manage our resources and plan for the future.

### DEPARTMENT MANAGERS MEETING

**Tuesday, January 16**

**9:00 am**

Room 270 Government Center

### MINUTES

Present: Candy Anderson, James Anderson, Linda Corbin, Ann Doucette, Brian Erickson, Mark Fruehauf, Bob Galovich, Jon Harris, Carol Jones, Lisa Johnson, Keith Kesler, Mark Liebaert, Rebecca Lovejoy, Tracy Middleton, Gerald Moe, Christine Ostern, Steve Rannenberg, Susan Sandvick, Pat Schanen, Kelly Thimm.

**WELCOME AND REVIEW OF AGENDA:** Doucette welcomed all.

### PERFORMANCE EVALUATIONS

Corbin reminded the group that performance evaluations are to be completed by Friday, January 26. Contact Aaron Fregard if you have any questions in the meantime.

### MCGRATH UPDATE

Corbin informed that McGrath wants all employees to complete a Position Description Questionnaire (PDQ) to get started on the next phase of the compensation market study. The questionnaire is 15 pages long, however it should not take any more than two hours to complete. There is to be one questionnaire to complete per position or unit, but a group of employees with the same position may work together on completing the one document. If others would prefer to complete their own PDQ, they may do that too. McGrath does not want employees to copy and paste from their previous JDQ that was done with Carlson-Dettman back in 2014. The document can be either filled out electronically (which is the preferred method) or by pen for those who don't have access to a computer. They also prefer them to be completed and saved on a Word document, rather than PDF format. The PDQ's will be available in February and a memo will be attached from McGrath giving more instruction.

### COOP

Anderson informed about the upcoming workshop dates to help departments along with their Continuity of Operations (COOP) emergency plans. All sessions are in GC204, unless noted otherwise. The workshop dates are as follows:

- January 29, 9AM – 11 AM, COOP Consult, Part 1
- January 31, 2PM – 4 PM, COOP Consult, Part 1
- February 12, 9AM – 11AM, COOP Consult, Part 1
- February 13, 9AM – 11AM, COOP Consult, Part 1, Courthouse 207
- March 12, 9AM – 11AM, COOP Consult, Part 2

- March 13, 2PM – 4PM, COOP Consult, Part 2
- March 20, 9AM – 11AM, COOP Consult, Part 2
- March 21, 2PM – 4PM, COOP Consult, Part 2

Worksheet packets will be available at each session. The goal is to have everyone's emergency plan completed by the end of March. If anyone is unable to attend any of these meetings, contact James Anderson.

### **SUPERIOR DAYS**

Anderson went through the agenda for the 33<sup>rd</sup> annual Superior Days on February 20 and 21.

### **OTHER BUSINESS**

Doucette informed that a few Douglas County employees are participating in a special training session tomorrow regarding a new emergency alert system that would notify employees of potential emergencies on their cell phones. The training will be led by Adam Olson and Kaci Lundgren.

Schanen said HHS will be doing a simulated sheltering exercise with Red Cross and is open to the rest of the County. Trainings will take place on two different days, March 21 and April 10, from 8:30-11:45 and 12:30-3:45. Stay tuned for more info.

Doucette asked for feedback about the sexual harassment training last week.

Anderson requested that managers contact him if they have a story for the March/April Positively Superior magazine article.

### **TOPICS FOR FUTURE MEETINGS**

No new topics were introduced.

### **ADJOURN**

Meeting adjourned at 9:38 a.m.

Respectfully submitted,

Aaron Fregard  
Administrative Assistant