



DOUGLAS COUNTY

OFFICE OF ADMINISTRATOR

Ann Doucette

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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 21, 2020

9:30 am

Room 270 Government Center

MINUTES

Present: Candy Holm-Anderson, Linda Corbin, Zach DeVoe, Ann Doucette, Tyler Edwards, Brian Erickson, Jon Harris, Jason Jackman, Carol Jones, Tracy Middleton, Gerald Moe, Julie Montgomery for Mary Pardee, Carolyn Pierce, Dave Sletten, Michele Wick.

Meeting called to order at 9:32am.

Training: Due to a large turnout for a recent training session, HR and Administration are planning to have training for supervisory staff and managers. Possibility of 2 hour training sessions, dates and times will depend upon the availability of trainers. Managers are invited to email Doucette with comments about training, or possible suggestions.

Health Insurance/Well-Being Program: 2 years in a row we have had a high claim load; increases in health insurance premiums are possible for 2021 as a result. Jones states that even though the premium may rise, it will still be a comparable price for coverage and deductible as other municipalities and local governments. Corbin states that the well-being program access will start March 16th. Employees can start going in at that time.

Capital Projects: Budget has not closed yet, capital improvement plan is in the works. Doucette states there are three total payments left to make on the Government Center building, once that is finished financing options can be explored. Correspondence will go out to department managers about capital projects closer to the end of February.

Procurement Policy: Holm-Anderson states that the County Board passed a procurement policy, she will have administrative staff send out a copy to department managers. Further states there are different responsibilities for different amounts of grant spending. The procurement policy was passed due to a change in the uniform guidance code at the federal level.

Other Business: Doucette states that department manager meetings will take place on a quarterly basis rather than monthly. Holm-Anderson discusses year-end procedures, reminds department managers that 2019 expenses must be entered by the first week of February. W2s and 1099s are scheduled to be mailed out shortly. Doucette and Jones discuss elections, there will be several in 2020, and much of the County Board is up for re-election. Middleton reminds department managers of a meeting taking place on February 6th regarding the 100th anniversary celebration of the Courthouse. Department managers acknowledge Tyler Edwards, who has recently been hired as the Jail Administrator for Douglas County.

TOPICS FOR FUTURE MEETINGS: No new topics were introduced.

Next meeting – March 17 2020 at 9:30 am in Room 270

Meeting Adjourned at 9:53 am

Respectfully Submitted,
Melissa Pratt, Recording Secretary