



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, March 6, 2018

9:00 am

Room 270 Government Center

MINUTES

Present: Linda Corbin, Ann Doucette, Jon Harris, Candy Holm Anderson, Carol Jones, Jason Jackman, Lisa Johnson, Jaime McMeekin, Tracy Middleton, Gerald Moe, Carolyn Pierce, Susan Sandvick, Michele Wick, Darrell Witt. Others present: Aaron Fregard, Keith Wiley, Doreen Wehmas, Julie Montgomery.

WELCOME AND REVIEW OF AGENDA: Doucette welcomed all.

ADMINISTRATION UPDATE

Doucette gave an update on the administrator position. Any Lisak resigned in January. Ann Doucette will stay on as Interim Administrator for the foreseeable future. The Board will approve an official agreement for Ann at the next County Board meeting.

MCGRATH UPDATE

Corbin gave an update on the McGrath progress. The Position Description Questionnaires (PDQ's) that were completed for each position is in the process of being review by McGrath. McGrath is projected to give their recommendations to the Board in May or June. This is regarding phase 3 and 4 of the compensation study, however they've been asked to look at some positions more closely.

COOP UPDATE

Fregard reminded about the upcoming workshop (Part 2) dates to help departments along with their Continuity of Operations (COOP) emergency plans. All sessions are in GC204. The workshop dates are as follows:

- 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.

CAPITAL PROJECT REQUESTS

Doucette informed that she would like the Capital Project requests submitted by the end of March. Administration would like all departments to present their requests to their April standing committees, then forwarded to Administration for overall recommendations so they can be ready for the May County Board meeting.

GRANT POLICY

Holm Anderson went over the Grant Policy for Douglas County and informed the group that Finance should be notified of any grants that departments are applying for. Grant application request forms were handed out to everyone.

HEALTH ASSESSMENT & WELL-BEING

Corbin informed that the Health Assessment will open early on March 19 for employees to complete. The big push to complete it will come in May or June.

OTHER BUSINESS

Doucette passed out the new dress code policy. The policy was approved by the Administration Committee and going to the full County Board for approval. Departments are allowed to have stricter dress code policies if necessary.

Holm Anderson passed out information on the upcoming Shelter Management Training with Red Cross. The training is in two parts. The first part is an online training, called the Shelter Fundamental Class, and is estimated to take 2.5 hours. The second part is an in-person training exercise. There are two dates and four time slots available to allow staff to choose from: March 21 from 8:30-11:45 a.m. or 12:30-3:45 p.m., or April 10 from 8:30-11:45 a.m. or 12:30-3:45 p.m. Participation is voluntary but recommended. Pre-registration is required by March 16. Email lynn.stringer@douglascountywi.org to register for one of the dates and times.

Holm Anderson asked departments to notify Matt Caya if they have phone headsets and how many.

Fregard recapped Superior Days info. 110 people were in attendance and 39 cancelled mostly due to weather. The Superior Days wrap-up meeting is at 6 p.m. on March 22 in GC270.

TOPICS FOR FUTURE MEETINGS

No new topics were introduced.

ADJOURN

Meeting adjourned at 9:35 a.m. The next meeting will be on April 17.

Respectfully submitted,

Aaron Fregard
Administrative Assistant