



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 19, 2019

9:30 am

Room 270 Government Center

MINUTES

Present: Candy Holm-Anderson, Linda Corbin, Ann Doucette, Jen Stank for Mark Fruehauf, Jon Harris, Carol Jones, Dave Sletten and Dani Miller for Keith Kesler, Mark Liebaert, Jaime McMeekin, Tracy Middleton, Zach DeVoe, Susan Sandvick, Pat Schanen, Becky Severson, Char Castern for Michele Wick, Darrell Witt.

Meeting called to order at 9:30am.

Capital Projects: Doucette states Finance is almost done closing books- projected capital project funds \$772,000 with 50% going to Capital Projects, 20% Discretionary, 15% Timber Sale Revenue and 15% Courthouse fund. Further states Department Managers should refer to standing committee to assist with prioritization if their department has more than one Capital Project. Requests are due April 12th 2019.

New Hires/Reclassifications: Corbin states HR is currently reviewing personnel policies to go to the Administrative Committee for review in April. Holm-Anderson asks if this includes Job Descriptions, Corbin states it does not, due date is only encompassing personnel policies, though updates to Job Descriptions are ongoing.

Personnel Policies: Currently under review are all personnel policies, Doucette states any questions or suggestions should be sent to her or Corbin for consideration.

Ordinances: Ordinances must also be reviewed, suggestions/comments should be sent to Doucette or Corbin.

Employee Relations Committee: Middleton states her and Kaci Lundgren from County Clerk's office are now co-coordinators for Employee Relations Committee and that they both wanted to reach out to Department Heads as to whether or not some of their employees are interested in joining. Any interested parties should reach out to Middleton, Doucette or Corbin.

Courthouse 100th Anniversary: Celebration in 2020 to commemorate dedication in 1920. Middleton and others want to get a committee together to discuss events- possibly a time capsule. Suggestions should be submitted to Middleton.

Manager's Retreat: Tentative date of Monday June 10th at Solon Springs Civic Center. Any suggestions for training should be submitted to Doucette or Corbin, hoping to do 4-5 shorter sessions.

Employee Training: Suggestions for employee training are welcome, Holm Anderson suggests health training. Suggestions should be submitted for review to Doucette or Corbin.

TOPICS FOR FUTURE MEETINGS: No new topics were introduced.

Next meeting – April 16, 2019 at 9:30 am in Room 270
Meeting Adjourned at 9:52 am

Respectfully Submitted,
Melissa Pratt, Recording Secretary