

**Employee Relations Committee
Douglas County
Tuesday, June 13th, 2023, 9:30AM, Courthouse Room 207-C**

Meeting called to order at 9:31AM; Motion to approve previous meeting's minutes.

Present: Sarah Boettcher, Wendy Bong, Ann Doucette, Amanda Johnson, Char Kastern, Melissa Pratt, Kate Reitzel, Kathy Ronchi, Alex Rowe, Natasha Schmid, Catherine Schmisek, Carissa Skifstad, Marquise Slay.

Absent: Darcie Burbul, Tiffany Jenner, Stacey Minter, Ashley Strabel Emily Tribby.

New Member Introductions: Committee welcomes new members Natasha Schmid with Human Resources and Amanda Johnson with the Treasurer's Office.

Party Planning: Further discussion on summer party possibly in August or September. Slay, Johnson, and Skifstad agree to assist with planning, including venue and survey of interested employees.

Vending Machines: Darcie Burbul has previously spoken to the vending machine company, committee will follow-up with Burbul for an update. Rowe volunteers to assist Burbul with sourcing for other providers.

Floor Plan: Discussion on floor plan to assist with directing citizen traffic in central offices. Possibilities include pamphlets, additional signage, maps, and emphasis on electronic directories. Ronchi volunteers to check in with Emergency Management on maps and other materials that may already have on hand.

County Line: Rowe Q1 on Forestry; Skifstad Q2 on Vet's Services; Ronchi volunteers for Q3 on HHS and Public Health. Committee discusses inclusion of summer party information in the newsletter, and release prior to Q3 Employee Relations meeting.

Employee Incentive Discussion: Committee discusses ideas for employee incentives such as surveying employees on meaningful incentives, and setting aside budgeting for recognition. Schmid offers to share a plan with the committee she compiled for a previous employer as a starting point.

Continuing/Inter-Department Training: Discussion on cross-training for departments who work closely together, and training for employees on what other roles do for the county. Training would occur in cooperation with Management team. Doucette mentioned time for training is often set aside in September/October. If the committee has suggestions, they are encouraged to reach out to Administration.

Employee of the Quarter: Doucette, Slay, and Johnson representing selection committee; Logan Jones with Forestry is selected for Q2.

Future Agenda Items

Party planning update (post-summer and pre-winter)

Vending machine update

Training ideas

Floor plan update

Newsletter

Incentive survey ideas/discussion

Employee of the Quarter nomination

Next meeting September 12th, 2023 at 9:30AM in Courthouse Room 207-C.

Meeting was adjourned at 10:28AM.

Respectfully submitted,
Melissa Pratt, Recording Secretary