

**Employee Relations Committee
Douglas County
Tuesday, September 12th, 2023, 9:30AM, Courthouse Room 207-C**

Meeting called to order at 9:30AM; Motion to approve previous meeting's minutes.

Present: Darcie Burbul, Wendy Bong, Tiffany Jenner, Amanda Johnson, Char Kastern-Turnboom, Stacey Minter, Melissa Pratt (left early), Kathy Ronchi, Alex Rowe, Natasha Schmid, Cathy Schmisek, Carissa Skifstad, Marquise Slay, Ashley Strabel.

Absent: Kate Reitzel, Emily Tribby.

Party Planning: Summer party did not work out due to scheduling. Employee survey indicated interest in potluck and games. Committee to focus on Winter party this year, then implement Summer or Fall party for 2024. Committee discusses establishment of a co-committee for party planning as some employees not on the ERC would like to be involved. Further discussion on Winter party- Burbul volunteers to review finances; Committee discusses Halloween luncheon to raise money. Co-committee for Winter party established: Skifstad, Johnson, Burbul, Slay.

Vending Machines: Burbul met with Bernik's, vending machines important to County staff and the public. Jenner volunteers to discuss Highway vending machine process with reps and communicate with Burbul on outcome. Bernik's offers more customizable options, including card readers and covered surcharges.

Training Ideas: Discussion on cross-training opportunities for different departments to work together. Schmid currently working on training schedule based on suggestions from department heads and front-line staff; also working on benefit education project for County staff.

Floor Plan: Signage has been posted by D.Sletten to guide visitors. Committee discusses ideas to make signage and maps more user-friendly. Ronchi volunteers to contact D.Sletten for options. Committee to invite Buildings and Grounds to next meeting for further review.

County Line Newsletter: Was not sent out – Ronchi will send out for 4th Quarter due in December.

Incentive Survey: Skifstad to follow up on an incentive survey plan provided by Schmid. Vacation schedule under review. Discussion on honoring long-term employees via merit, longevity, or stipend. Committee brainstorms creative incentive areas such as flexibility, snacks, and department showcases.

Other Business: Concerns voiced regarding employee morale, County Board Chair salary increase and length of service of the County Board. Discussion on employee knowledge of Relations Committee – do employees know who their representative is?

Future Agenda Items

Party planning update (Winter party)

Vending machine update

Department of the month discussion

Floor plan update

County Line newsletter

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

Meeting was adjourned at 11:05AM.

Respectfully submitted,
Melissa Pratt, Recording Secretary