



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, September 17, 2019

9:30 am

Room 270 Government Center

MINUTES

Present: Candy Holm-Anderson, Linda Corbin, Zach DeVoe, Ann Doucette, Tyler Edwards, Brian Erickson, Jen Stank for Mark Fruehauf, George Glonek, Jon Harris, Jason Jackman, Carol Jones, Mark Liebaert, Gerald Moe, Mary Pardee, Carolyn Pierce, Susan Sandvick, Pat Schanen, Dave Sletten, Michele Wick, Darrell Witt.

Meeting called to order at 9:30am.

2020 Budget: Final numbers are in from the state, budget discussions will continue to take place. Next budget meeting is on September 26th, all will be finalized at County Board meeting at the end of October.

Well-Being Program: September 30th is the deadline; completion rate is up a little bit from last year. Corbin reminds Department Managers to remind their employees of the deadline, and that the well-being activity takes some time to complete.

Training: Employee training is scheduled for September 25th and 26th. Aegis is coming in to cover some topics, only one session needs to be attended. Training in October has also been scheduled for October 23rd and 24th for CPR/AED, with a limit of 20 employees per session.

Open Enrollment: 2020 Open Enrollment takes place November 11th – December 2nd. Health Insurance premiums will increase. HR will be putting out a memo closer to the open enrollment start date.

Holiday Party: December 13th is the date of the holiday party. Departments will be asked to put a prize basket together.

Flu Shots: Flu shots will take place on September 30th in room 270, HR will send out more information to be distributed to employees. They will also be out at the Highway Department in the afternoon. Jones reminds us to make sure to bring an insurance card, and that flu shot personnel are reading your card correctly.

Other Business: Edwards discusses jail lobby doors and how they are in need of repair. Doucette and Sletten state that Buildings and Grounds will continue to work on ensuring doors to the jail lobby are fixed.

TOPICS FOR FUTURE MEETINGS: No new topics were introduced.

Next meeting – October 15, 2019 at 9:30 am in Room 270

Meeting Adjourned at 9:46 am

Respectfully Submitted,
Melissa Pratt, Recording Secretary