



# 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.

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### DEPARTMENT MANAGERS MEETING

**Tuesday, September 18, 2018**

**9:00 am**

Room 270 Government Center

### MINUTES

**Present:** Candy Holm-Anderson, Linda Corbin, Ann Doucette, Bob Galovich, Jon Harris, Carol Jones, Jason Jackman, Keith Kesler, Mark Liebaert, Jaime McMeekin, Tracy Middleton, Jerry Moe, James Anderson, Carolyn Pierce, Zach DeVoe, Susan Sandvick, Pat Schanen, Kelly Thimm, Michele Wick, Darrell Witt and Holly Mortenson.

**2019 Budget:** There was discussion regarding options that were presented to the Executive Committee last Wednesday. The Administration Committee will meet on Thursday, September 27 at 9:30 a.m. in the Government Center room 270 and possibly on Friday, September 28<sup>th</sup> if needed.

**Well-Being Program:** Corbin stated as of August 31<sup>st</sup> we had 88 % of employees complete their health assessment and only 64 % have completed the well-being program.

**Parking Lot:** The Employee Relations Committee made a recommendation to keep the extra parking lot year-round.

**Performance Evaluation:** Corbin stated performance evaluations will be emailed to department managers on October 22. Evaluations will be due December 14<sup>th</sup>.

**Open Enrollment:** Corbin stated open enrollment will be November 12<sup>th</sup> through November 30<sup>th</sup>, 2018 for 2019 coverage.

**Holiday Party:** The Employee Relations Committee finalized December 14<sup>th</sup> at the V.I.P. banquet room and they are challenging departments to create baskets for door prizes.

**Flu Shots:** Corbin stated flu shots will be available on October 1<sup>st</sup> in room 270 from 8:30 a.m. until 2:30 p.m. along with the City/County health fair presented by Holden Insurance. Flu shots will be available at the Highway Department in Hawthorne on October 1<sup>st</sup> as well from 3:15 p.m. - 4 p.m.

**Other business:** County Board budget meeting will be on October 30<sup>th</sup>. Wick stated the Clerk of Courts will be holding a warrant resolution day in the Government Center on October 23<sup>rd</sup>, 2018. Thimm was interested in knowing if anyone knew of businesses/non-profits that had opportunities for community service projects. Schanen suggested Habitat for Humanity.

**TOPICS FOR FUTURE MEETINGS:** No new topics were introduced.

Next meeting – October 23, 2018 at 9 am in Room 270  
Meeting Adjourned at 9:51 am

Respectfully Submitted,  
Holly Mortenson, Recording Secretary