



DOUGLAS COUNTY

OFFICE OF ADMINISTRATOR

Ann Doucette
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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, October 24th, 2023

9:30 am

Conference Room 201

MINUTES

Present: Anna Carlson, Sharon Dembroski, Zach DeVoe, Ann Doucette, Tyler Edwards, Amber Popplewell for Mark Fruehauf, Eric Hudson, Matt Izzard, Jason Jackman, Sheila Keup, Mark Liebaert, Dan Lindberg, Brittney Barry for Rebecca Lovejoy, Kaci Lundgren, Jerry Moe, Mary Pardee, Carolyn Pierce, Natasha Schmid, Dave Sletten, Bill Whiteside, Michele Wick

Meeting called to order at 9:32am.

Department updates: Department managers discussed updates with Administrator. Douglas County Jail passes Jail inspection and Buildings & Grounds schedules Sprinkler inspection with the Superior fire department, Three new positions proposed within 2024 budget; one of those positions will be promoted from within if approved, Sizable phone upgrade for HHS in the near future, The implementation of AI features to dispatching has begun to increase quality assurance and 911 functionality, ERP system bids under review; transition to new financial and HR system to begin 2024, the Clerk of Courts office to undergo Financial & Fraud training, HHS staff to undergo Boundary & Ethics trainings; reach out to department head if other county staff want to join, County departments continue to grow connections within community; HHS will be sponsoring community event for Middle & High School families with a presentation by the Lion Heart Experience to raise mental health awareness; The County Clerk will be visiting the High School next week to discuss local government and elections with the students and how they can get involved, Now is our opportunity to bring local ideas to WI legislators as Superior Days approach.

County Website: The Douglas County website now has a new look and layout; department managers are encouraged to work with the County Clerk's office to utilize and update their department pages. Presentations and/or handouts are available to learn more about the features available.

End of the Year accruals/Utilization: 5 days of Vacation automatically carries over and must be used by March 31st of new year (date may be extended to June 30th). An additional 5 day carryover may be granted approval if extenuating circumstances exist (80-hour carryover max). 2023 new hires automatically carry over all benefit time. Non-exempt employees will be paid out comp-time if unused by the end of the year. Refer to individual department policy regarding Overtime/Compensatory Time, Personnel Policy will be sent out as a follow-up.



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Open Enrollment Plan: The open enrollment plan will be released to all employees this week. Everything will be virtual; all enrollment forms are available on the Douglas County website under the Human Resources page. HR will be available on TEAMS to answer questions every Tuesday in November from 10-11AM and 2-3PM. In-person group or individual meetings are available upon request.

Training Plan: The training plan will be released again, outlining all upcoming educational meetings available to employees and department managers now through December 2024. Training will take place on the second Tuesday of each month for one hour. Training is encouraged but not mandatory and will be recorded.

Performance Evaluations: The program will open October 30th and all evaluations must be complete by December 1st. Reach out to the Douglas County Administrator to request an extension. Employees hired on or after July 1st are not eligible for evaluation unless otherwise indicated in their job offer. Notify Administration ASAP of any employee(s) that will need a Performance Improvement Plan.

Leave of Absence Form: The Human Resource Director has released a new LOA Form. Department Managers are encouraged to review and provide feedback.

Disciplinary Form: The Human Resource Director has released a new Disciplinary Form. Department Managers are encouraged to review and provide feedback.

Employee Recruitment, Retention, and Engagement Surveys: Department Manager survey recently went out (and is still available) asking Managers to rank their department values. Employee surveys will be going out next. The goal is to align the job, job description, performance evaluation, Douglas County Mission, with each individual Department Mission.

Staffing: For the month of October thus far, Douglas County is 91% staffed with 2% turnover and a 101% retention rate.

Newsletter 'HR Buzz': Managers are encouraged to reach out to HR with information to include in the quarterly newsletter.

Other Business: The 2024 budget to be adopted October 31st; Health insurance increasing for employees in 2024 by 3%; Forestry has seen a decrease in Timber sales in 2023, EAP utilization increases from .67% to 2.23% in just two weeks; November is a meeting hiatus month; County Board Chair compliments department managers on their administrative initiative and professional oversight.

Meeting Adjourned at 10:33 am
Respectfully Submitted,
Sarah Boettcher, Recording Secretary