



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, November 13, 2018

9:30 am

Room 270 Government Center

MINUTES

Present: Candy Holm-Anderson, Linda Corbin, Ann Doucette, Brian Erickson, Jen Stank for Mark Fruehauf, Robert Galovich, Jon Harris, Carol Jones, Keith Kesler, Mark Liebaert, Jerry Moe, Jane Anklam for Mary Pardee, Zach DeVoe, Susan Sandvick, Pat Schanen, Becky Severson, Michele Wick, Thomas Dablec.

Meeting called to order at 9:31am.

Mandates, 2019 Budget: The 2019 budget was passed on October 30 2018 by the County Board. Administrator Doucette will be sending out a list of mandated services and asked Department Managers to update and add anything not mandated but pertinent. The budget is being monitored closely. Legislators were at Douglas County yesterday (11-12-18) meeting with Board members about placement issues. Schanen stated the issue is statewide and requires attention. Kesler stated there is a lobbying program, which is another opportunity to meet with legislators on certain days. Liebaert replied he is already involved in this program.

Open Enrollment: Corbin stated open enrollment is November 12th through November 30th, 2018 for 2019 coverage. Employees must complete an HSA form if they want a payroll deduction each year.

Performance Evaluation: Corbin stated performance evaluations are due December 14th. Corbin encouraged Department Managers to let her and Doucette know if they have employees that are not meeting expectations.

Merit pay: Corbin discussed employee use of merit pay and the guidelines for use of time. Merit pay for County employees must be used before the end of 2018.

Title changes/wage study: Managers discussed employees who will have title changes in 2019. This group is primarily Office and Account positions. 2019 grade order is available; Corbin stated 2019 grade order will be sent to Department Managers and will be posted on the website now that the budget has passed.

Other business: Corbin mentioned classes for “Emerging Leaders” are coming up, encouraged Department Managers to see if their staff would like to attend. Future meeting to be held December 18th at 9:30am. The Holiday gathering for County employees is taking place on December 14th at VIP Pizza. Departments have been asked to make baskets or donate raffle items. Kesler states there have been several complaints about parking, and some damage to a vehicle. He reminded Department Managers to let him know of any suspected damage to vehicles. Kesler further stated he will work on having the lot paved in the next few years, and that plowing will depend on the amount of snow. Doucette stated the last payment for the Government Center will be made in 2022.

TOPICS FOR FUTURE MEETINGS: No new topics were introduced.

Next meeting – December 18, 2018 at 9:30 am in Room 270
Meeting Adjourned at 9:58 am

Respectfully Submitted,
Melissa Pratt, Recording Secretary