



# DOUGLAS COUNTY

## OFFICE OF ADMINISTRATOR

Andrew G. Lisak  
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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, January 17th, 2017**

**9:00 am**

Room 270 Government Center

### MINUTES

**Present:** Anderson, James; Corbin, Linda; Erickson, Brian; Fruehauf, Mark; Harris, Jon; Jones, Carol; Johnson, Lisa; Kesler, Keith; Lisak, Andy; McMeekin, Jaime; Middleton, Tracy; Moe, Jerry; Rannenberg, Steve; Sandvick, Sue; Schanen, Pat; Thimm, Kelly; Witt, Darrell.

**Absent with notice:**

**Absent:**

**WELCOME AND REVIEW OF AGENDA:** Lisak welcomed all.

**TRAINING-CUSTOMER SERVICE AND DE-ESCALATION:** Lisak went over dates of training (January 24 and 25, 2017). This refresher training will help with difficult customers.

**COMPENSATION PLAN MARKET STUDY:** Lisak stated we need to refresh our four year old compensation plan. The plan is to have members, who served on the original compensation plan study committee, serve on the new committees. Since the market has changed, we need to keep up-to-date. Committee appointments will go before the County Board on January 19, 2017.

### **CAPITAL PROJECTS:**

Lisak requested that managers submit capital project requests to him by April 14, 2017. Lisak went over the committee approval process which is required prior to project submission to him.

### **POSITION RECLASSIFICATION REQUEST:**

Lisak would like position reclassification requests submitted to Human Resources by April 14<sup>th</sup> in order to bring to the administration committee in June. Approved reclassifications will take effect on January 1, 2018.

### **HEALTH ASSESSMENT AND WELL-BEING:**

Corbin stated employees can go onto the Health Partners Website at any time to complete their health assessment. Human Resources will be pushing in May and June for all assessments to be completed by September. Lisak stated we had an 80% participation rate, which is fantastic.

**TOPICS FOR FUTURE MEETINGS:** Training on Power7 and database software.

**OTHER BUSINESS:** Department Managers provided updates.

Next meeting – February 14th, 2017 at 9 am **in room 270**

Meeting Adjourned at 9:35 am

Respectfully Submitted,  
Holly Mortenson, Recording Secretary