



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, January 19, 2016

9:00 am

Room 270 Government Center

MINUTES

Present: Julie Montgomery (for James Anderson), Linda Corbin, Candy Anderson, Dan Blank, Bob Galovich, Jon Harris, Carol Jones, Lisa Johnson, Keith Kesler, Andy Lisak, Jaime McMeekin, Gerald Moe, Ellen Oaks, Christine Ostern, Carolyn Pierce, Sue Sandvick, Pat Schanen, Darrel Witt, Brock Flowers and Keith Wiley. Absent with notice: Gayle Wahner, James Anderson, Steve Rannenber, and Jason Jackman. Absent: Doug Finn, George Glonek, Mary Klun, Rebecca Lovejoy, Brenda Ostrander, Michele Wick, and Kelly Thimm.

WELCOME AND REVIEW OF AGENDA: Lisak welcomed all.

DOUGLAS COUNTY RECRUITMENT

Corbin listed vacant positions and explained recruitment efforts to get staff back to 100%. Human Resources is coordinating with all departments to fill open positions with qualified candidates that fit the Douglas County culture.

HARASSMENT/BULLYING TRAINING

Corbin explained Aegis (Wisconsin County Mutual) training has been going well. Next training is on Thursday (1/21/16) with Brian Chance. All Douglas County staff is encouraged to attend one of the sessions. Contact Brock Flowers for scheduling.

LEADERSHIP TRAINING

Flowers explained that New and Future leadership training is approaching and will be provided by James Anderson, UW-Extension. Training begins February 1st, 2016 and will be completed in the fall of 2016. Department managers were asked to suggest staff members to attend training (1-2 employees per department).

WEBSITE/SOCIAL MEDIA TECHNOLOGY GROUP

Sandvick expressed desire for "cross-range" of employees to help with DC social media/public relations. The group would be an informal group of interested employees. Provide event updates or other important public information. Staff members are to contact Sue if interested.

COUNTY CLERK

Sandvick provided outline for agenda process for Douglas County Government Meetings. Policies, procedures, and open meeting laws were explained in detail for Department Manager knowledge. A review of the committee meeting schedule was discussed and requirements of missed/skipped meetings were explained. Sandvick also explained the process of taking minutes and the importance of detailing the topic of discussion and any actions decided.

OTHER BUSINESS

Department managers provided updates on each department news and business. Next Department Manager's meeting will be February 23rd, 2016.

TOPICS FOR FUTURE MEETINGS

Retention Program (0-5 years)

Meeting Adjourned at 10:00 a.m.

Respectfully submitted,
Brock Flowers, Recording Secretary

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