



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, February 23, 2016

9:00 am

Room 270 Government Center

MINUTES

Present: James Anderson, Daniel Blank, Linda Corbin, Candy Anderson, Bob Galovich, Carol Jones, Jason Jackman, Keith Kesler, Gerald Moe, Ellen Oaks, Christine Ostern, Michele Wick, Carolyn Pierce, Steve Rannenberg, Susan Sandvick, Patricia Schanen, Gayle Wahner, Darrell Witt, Andy Lisak. Absent with notice: Jon Harris, Mary Klun, and Jaime McMeekin. Absent: Doug Finn, George Glonek, Lisa Johnson, Rebecca Lovejoy, Brenda Ostrander, Kelly Thimm.

WELCOME AND REVIEW OF AGENDA: Lisak welcomed all.

SUPERIOR DAYS

J. Anderson updated Department Managers on Superior Days – Focused effort this year to bring up three topics: AB210 road taxes, Better City Initiative, support for higher education. Overall there was positive feedback on new format of Superior Days Conference. Lisak thanked all who were involved with planning and the event itself. Lisak also asked everyone to consider going to the next Superior Days (Feb. 21st-22nd 2017) and welcomed the idea of scheduling meetings outside the official trip to go over any topics/issues.

CAPITAL PROJECTS REQUEST

Lisak requested that Managers get information from their committees and submit criteria to his office by April 15th, 2016 at the latest. Administration Committee is meeting on May 5th, 2016 and county board meeting is on May 19th, 2016.

POSITION RECLASSIFICATION REQUEST PROCEDURE

Corbin went over Reclassification Request Procedure process and asked that all requests be submitted by April 15th, 2016 to Human Resources. Note: Use original JDQ questionnaire and add any new position duties or request blank JDQ form, if preferred. Policy is accessible on website for review if needed. Department Managers should encourage their employees to submit request.

HEALTH ASSESSMENT & WELL-BEING

Corbin reviewed soft opening of Health Assessment for Health Partners on Website. Must be completed by June 1st, 2016. Well-being program must be completed by the end of Sept. Setting up Health Fair for April 20th, 2016 with biometric screenings in room 270. There may also be biometric screenings at the Highway Department but need enough participation (25). Any ideas for Health Fair – contact Corbin.

FMLA & WORK COMP

Corbin reported the process on requesting FMLA. Also reported on how to file workers compensation claims.

OTHER BUSINESS

Department managers provided updates on each department news and business.

TOPICS FOR FUTURE MEETINGS

Finance – Grant Policies

2018 Belknap Construction – parking will need to be reconfigured

Next meeting is March 15th, 2016 9:00am

Meeting Adjourned at 10 a.m.

Respectfully submitted,
Helena Frost, Recording Secretary

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