



# DOUGLAS COUNTY

## OFFICE OF ADMINISTRATOR

Andrew G. Lisak  
1316 N. 14<sup>th</sup> Street • Suite 301  
Superior, WI 54880  
(715) 395-1335 Fax (715) 395-1312

### 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, March 15th, 2016**

**9:00 am**

Room 270 Government Center

### MINUTES

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

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

### EMPLOYEE RELATIONS COMMITTEE

Rannenberg provided handout of March 8<sup>th</sup>, 2016 Employee Relations Committee meeting minutes. The main effort will be planning a summer picnic event date of August 20<sup>th</sup>, 2016 at Lucius Woods from 10am-3pm. City has shown interest in partnership/involvement. Rannenberg asks Department Managers to encourage employees and supervisors to review themes included in March 8<sup>th</sup> meeting min handout and submit/give input on agenda items. Oaks will be giving a "TedTalk" at next Brown Bag Lunch on a variety of retirement topics. Please encourage employees to attend.

### BOARD TRAINING – APRIL 25<sup>th</sup>, 2016 at 5:00pm

Sandvick announced next Board Training will be April 25<sup>th</sup>, 2016 at 5:00pm. Topics include: running effective committee meetings, the committee agenda setting process, and roles/responsibilities of County Board. There will also be a legislative update and an extension update. Lisak encourages Department Managers to attend. Meeting will take place in room 270 and food will be provided.

### CAPITAL PROJECTS

Lisak reiterated the April 15<sup>th</sup> deadline for turning in projects. Managers to bring projects through committee prior to submitting to Lisak and then he will bring to upcoming Admin Committee meeting in May.

### POSITION RECLASSIFICATIONS

Lisak also mentioned the deadline for Position Reclassification is April 15<sup>th</sup>; this includes any new positions that would be effective in 2017 and any current positions that warrant a reclassification.

### GRANT POLICY – FINANCE

Anderson provided two handouts that explained the grant application and acceptance process. View handout for details. Anderson emphasized that Finance is here to assist with the financial side of the Grant Process, and is available to assist and/or prepare reports if requested.

### HEALTH FAIR – APRIL 20<sup>th</sup>, 2016

#### A. BIOMETRIC SCREENING

Corbin announced that the Insurance Benefit Committee is organizing a health fair for April 20<sup>th</sup>, 2016, in conjunction with the City. Biometric screenings will be available in room 270 from 11am-2pm. Employees must pre-register online. Emails have been sent on how to register. The biometric screenings will also take place at the Highway Department from 7-10am.

**TOPICS FOR FUTURE MEETINGS**

May Meeting – Budgetary Transfer Policy - Finance  
Matt Caya – Cyber Security Refresher

**OTHER BUSINESS:**

Department Managers provided updates.

NEXT MEETING – APRIL 19<sup>th</sup>, 2016

Meeting Adjourned at 9:50am

Respectfully submitted,

Helena Frost, Recording Secretary

*Equal Opportunity Employer*