



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.

DEPARTMENT MANAGERS MEETING

Tuesday, March 21, 2017

9:00 am

Room 270 Government Center

MINUTES

Present: Candy Anderson, Linda Corbin, Brian Erickson, Mark Fruehauf, Jon Harris, Carol Jones, Jason Jackman, Lisa Johnson, Keith Kesler, Andy Lisak, Rebecca Lovejoy, Tracy Middleton, Jerry Moe, Christine Ostern, Carolyn Pierce, Steve Rannenberg, Susan Sandvick, Pat Schanen, Darrell Witt. Absent with notice: Jaime McMeekin, Kelly Thimm.

WELCOME AND REVIEW OF AGENDA: Lisak welcomed all.

CAPITAL PROJECTS

Lisak updated department managers that the capital projects process is going well so far. The deadline to submit those requests to Administration is April 13, 2017. Lisak reviewed the surplus from last year's budget and reviewed what that money funds. It is essentially directed into four buckets: 50% goes into the capital projects, 15% is used for timber sales revenue reserves, 15% goes into the Government Center/Courthouse maintenance fund, and the remaining 20% is discretionary.

POSITION RECLASSIFICATIONS

Corbin asked the department managers to have any reclassification requests be submitted by April 13, 2017 to human resources.

DEPARTMENT MANAGERS RETREAT

Lisak informed department managers that the retreat has been set for Monday, June 12, 2017. It is to be an all-day event and offsite. The activities of the event are yet to be determined by the planning group.

HEALTH ASSESSMENT & WELL-BEING

Corbin reported that the Douglas County Health and Well Being Program will officially begin May 1st; however, Health Partners has opened the program early, so employees and their spouses can take the assessment now. The assessments and well-being activities can be found on the Health Partners website.

COMPENSATION PLAN MARKET STUDY

Corbin gave an update on the compensation plan market study. The Administration office sent RFP's to about 30 companies and is waiting for proposals. The deadline is Thursday, April 13, 2017. The proposals will go to the Administration Committee in May. The completion date is July 1st, giving us ample time to prepare for the 2018 budget.

EMPLOYEE RECOGNITION

Rannenberg reviewed current recognition techniques across the county (employee of the quarter). He welcomed input on what other managers are doing to recognize their employees that could be translated to all departments. The focus will be engaging new employees, create open communication, and create cohesiveness among our teams. Some suggestions were to take surveys on how employees would like to be recognized, and to implement recognition for longevity milestones.

TOPICS FOR FUTURE MEETINGS

Department Managers Retreat
Compensation Plan Market Study
Capital Projects

OTHER BUSINESS

Managers provided updates about their departments. Also, the Joint Finance Committee will meet in Spooner this April. Lisak asked the meeting members if there are any comments or concerns about the state's new budget, to let him know and we can look into attending the meeting and make those presentations.

Next meeting is April 18, 2017 at 9:00 a.m.

Meeting Adjourned at 9:47 a.m.

Respectfully submitted,

Aaron Fregard
Recording Secretary