



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

Monday, April 17, 2017

9:00 am

Room 270 Government Center

MINUTES

Present: Candy Anderson, James Anderson, Linda Corbin, Brian Erickson, Jon Harris, Carol Jones, Jason Jackman, Lisa Johnson, Keith Kesler, Jaime McMeekin, Steve Rannenberg, Susan Sandvick, Pat Schanen, Darrell Witt.

WELCOME AND REVIEW OF AGENDA: Corbin welcomed all.

CAPITAL PROJECTS

Fregard updated about the capital project requests. The deadline to submit those requests to Administration was April 13, 2017. Fregard informed the committee that we are in the process of creating a memo for those requests, and will be ready and available for a joint meeting of the Executive Committee and Administration Committee on May 10th.

POSITION RECLASSIFICATIONS

Corbin updated about position reclassification requests. The deadline was Thursday, April 13, 2017.

DEPARTMENT MANAGERS RETREAT

Rannenberg informed managers that the retreat will be held on June 12 at Lucius Woods (Solon Community Center as a backup). The agenda will include a Real Colors team-building activity before lunch and a Continuation of Operations (COOP) scenario activity in the afternoon. Schanen added that the morning segment of team building lends itself to the activity in the afternoon because the goal is to work together as an organization to provide the essential services needed for Douglas County. A question was asked about sending a representative from a department if that department manager can't attend; and if not, how that information can be communicated back to the manager.

HEALTH ASSESSMENT & WELL-BEING

Corbin mentioned Health Partners has opened the health assessment 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. It was suggested that HR send out an email to clarify how to go about doing the assessment.

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 was Thursday, April 13, 2017. We received 5 proposals. The proposals will go to the Administration Committee on May

4th. The completion date is July 1st, giving us ample time to prepare for the 2018 budget.

TOPICS FOR FUTURE MEETINGS

No new topics were introduced.

OTHER BUSINESS

Erickson informed everyone that the Veterans Expo will be held on Tuesday, April 25, 2017 in the Yellowjacket Union building at UWS from 4-8 p.m.

Meeting Adjourned at 9:22 a.m.

Respectfully submitted,

Aaron Fregard
Recording Secretary