



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, April 19th, 2016

9:00 am

Room 270 Government Center

MINUTES

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

WELCOME AND REVIEW OF AGENDA: Lisak welcomed all.

CAPITAL PROJECTS REVIEW:

Lisak thanked those that submitted requests and will be submitting a list of recommend projects to the Administration Committee in May 2016. Lisak also noted that he appreciates the work that was put into the requests.

TECHNOLOGY GROUP UPDATE:

Sandvick announced that there will be a standing Technology Group meeting the first Tuesday of every month. The first meeting was successful and everyone in attendance took part in useful discussion on “website and social media” topics. Sandvick requested each department select a contact person that the Technology Group can communicate ways to enhance individual department’s webpages to. Please send contact name to Kaci Lundgren in the County Clerk’s office.

BOARD TRAINING:

Sandvick announced next Board Training will be April 25th, 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.

ACTIVE SHOOTER TRAINING:

Lisak highlighted importance to attend the Active Shooter Training and to encourage employees to sign up. The trainings will take place April 28th-29th and May 11th. Schanen also spoke highly of past trainings and encourages participation.

HEALTH ASSESSMENT AND WELLING BEING PROGRAM:

Lisak announced that the Insurance Benefit Committee is organizing a health fair for April 20th, 2016, in conjunction with the City. Biometric screenings will be available in room 270 from 11am-2pm. The biometric screenings will also take place at the Highway Department from 7-10am. Kick off in May for Health Assessment. Lisak asked department managers to encourage staff to attend.

TOPICS FOR FUTURE MEETINGS:

- Budgetary Transfer Policy – Finance – May
- Emergency Management – PA system

OTHER BUSINESS:

Department Managers provided updates.

Next meeting – May 17th, 2016 **in room 204**

Meeting Adjourned at 9:40am

Respectfully Submitted,
Helena Frost, Recording Secretary