



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, May 17th, 2016

9:00 am

Room 204 Government Center

MINUTES

Present: James Anderson, Linda Corbin, Candy Anderson, Jon Harris, Carol Jones, Jason Jackman, Lisa Johnson, Keith Kesler, Andy Lisak, Christine Ostern, Steve Rannenberg, Susan Sandvick, Darrell Witt, Brian Erickson. **Absent with notice:** Jamie McMeekin, Gayle Wahner, Kelly Thimm, Michelle Wick, Pat Schanen. **Absent:** Daniel Blank, Bob Galovich, George Glonek, Rebecca Lovejoy, Gerald Moe, Carolyn Pierce.

WELCOME AND REVIEW OF AGENDA: Lisak welcomed all.

POSITION RECLASSIFICATION: Corbin went over the next step in the process for position reclassification requests. Meetings have been set up for Friday, May 20th, 2016 to go over reclassification recommendations with individuals who submitted a reclassification and their department manager.

CAPITOL PROJECT RECAP: The Capital Project approval process has gone very well this year. The result of the process is the list of projects that Lisak presented to the administration committee and which the administration committee, with amendment, is recommending for funding. Lisak appreciated the work and input provided by department managers, members of the finance department, and the committees of jurisdiction that initially reviewed the projects.

VSO EMAIL ENCRYPTION CAPABILITIES: Erickson addressed the need for encryption capabilities in the VSO office. Right now there is no way to send or receive confidential data. Other department managers saw the benefit/need to have the capabilities as well. Erickson has researched a few options and will talk with Caya and Shea about next steps.

HEALTH ASSESSMENT/WELL BEING PROGRAM UPDATE: Corbin reviewed dates for HAWB and discussed the upcoming process to complete the assessment. Kick off for the Health Assessment for employees and spouses that currently are enrolled in HealthPartners through Douglas County was May 1st, 2016 with a June 1st, 2016 completion.

COUNTY BOARD ANNUAL BUDGET PLANNING MEETING:

County Board will hold its annual budget planning meeting on Tuesday – June 14th, 2016 at 3:00pm in rm 270. Department Managers are expected to attend. Lisak will work with Liebaert and Sandvick to develop agenda. Send Lisak and Sandvick any agenda items you would like to see the board discuss.



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TOPICS FOR FUTURE MEETINGS:

Budgetary Transfer Policy - Finance

Accounts Payable - Finance

OTHER BUSINESS:

Department Managers provided updates.

Next meeting – June 21st, 2016 **in room 270**

Meeting Adjourned at 9:45am

Respectfully Submitted,

Helena Frost, Recording Secretary