

**EMPLOYEE RELATIONS COMMITTEE  
DOUGLAS COUNTY**

**Tuesday, June 14, 2016, 9:34 a.m., Room 207C, Douglas County Courthouse,  
1313 Belknap Street, Superior, Wisconsin**

Meeting called to order by Chair Ellen Oaks.

**ROLL CALL:** Present – Ellen Oaks, Steven Rannenberg, Ryan Conlan, Mark Hager, Tracy Ruppe, Marvin Finendale, Charlie Glazman, Kaci Lundgren. Absent – Bob Hanson, Cheryl Hanson (Donadee Cain), Michael Stein (Ashley Engelman), Brock Flowers (Helena Frost), Dan Howe (Cory Knutson), Tiffany Jenner. Others Present – Linda Corbin.

**REVIEW OF MARCH 2016 MINUTES:** No revisions; minutes accepted.

**TEAM BUILDING ACTIVITIES:** Lundgren presented team building activities created through final exam process at UW-Superior. Activities intended to promote employee morale, positive motivation, and camaraderie. “Decorate Your Door”, “Puzzles” and “Scavenger Hunt” among the activities presented. Suggestions included making events for longer periods of time to allow more people to participate; having one activity on a quarterly basis versus one week-long venture; developing activities that won’t take from productivity time; and incorporating outlying offices in events. Lundgren to present ideas at next Department Manager’s meeting.

**EMPLOYEE SOCIAL EVENTS:**

**Summer Picnic Update:** Tentative time of picnic to be 10 a.m. to 2 p.m. Live entertainment may not be necessary due to length of picnic and events planned. Chairs to provide periodic updates to committee; meeting between chairs and sub-committee leads to take place a couple weeks prior to event (Rannenberg to coordinate).

**Survey Monkey Data – Volunteers:** Reviewed; sub-committee leads to take charge of areas assigned and ask for assistance as needed.

**Holiday Party Tentative Date 12/9/16 – Elks Lodge and “The Bugs”:** Referred to next meeting.

**RECYCLING EFFORTS:** Inappropriate items being placed in recycling containers. Jennifer Barton, Northwest Regional Planning, is new Douglas County Recycling Coordinator, and may be of assistance; suggestion of signs to be placed by recycling bins.

**WHEELCHAIR AVAILABILITY – GOVERNMENT CENTER & COURTHOUSE:** No centralized location for a public wheelchair; suggestion of kiosk use to provide contact information for location of wheelchair. ADRC currently the only known location. Concerns of liability and expectation of employees to assist discussed. Referred to Security and Facilities committee.

**EMPLOYEE OF THE QUARTER:** Employee Relations members selected to serve on selecting committee.

**FUTURE AGENDA ITEMS:** Introduction of employees to Douglas County Board representatives; Employee of the Quarter process; Employee of the Quarter survey; holiday party; picnic recap.

**ADJOURNMENT:** Next meeting September 13, 2016, at 9:30 a.m. in Courthouse room 207C. Meeting adjourned at 10:49 a.m.

Submitted by,

Kaci Jo Lundgren, Committee Clerk