



# 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.

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#### DEPARTMENT MANAGERS MEETING

**Tuesday, June 21st, 2016**

**9:00 am**

Room 270 Government Center

#### MINUTES

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

**WELCOME AND REVIEW OF AGENDA:** Lisak welcomed all.

**2017 BUDGET SCHEDULE:** Lisak provided results of Budget Priority Setting meeting. Anderson outlined the schedule, timeline and provided budget details as well as an explanation of the upcoming process. Lisak requested managers to meet with Administrator and Finance Director prior to jurisdiction meetings. Managers should be prepared to discuss budget goals of 2017. Budget packets should be finished by end of July.

**BUDGETARY JOURNAL ENTRIES - FINANCE:** Anderson went over budget transfer process. Reserves will be set at March Board meeting.

#### **VSO EMAIL ENCRYPTION CAPABILITIES UPDATE:**

Erickson and Caya have been looking into email encryption capabilities and have discovered that the County has access to encryption software for 7.00/month per email user account that needs encryption capabilities. So far Erickson has tested its capabilities and is pleased with results, and will continue to test what the software is capable of. If department managers are interested or have questions, please contact Erickson and he will keep people updated.

**BOARD PLANNING MEETING FOLLOW-UP:** Lisak addressed the Board Planning Meeting results. Lisak asked that each department review fees that they assess, determine if they are fair and reasonable, and look into building it into your budget recommendation.

#### **TOPICS FOR FUTURE MEETINGS:**

Departmental Goals  
Vision Statement  
Procurement Policy Review  
Training Topics

#### **OTHER BUSINESS:**

Department Managers provided updates.

Next meeting – July 26<sup>th</sup>, 2016 **in room 270**

Meeting Adjourned at 9:50am

Respectfully Submitted,  
Helena Frost, Recording Secretary