



DOUGLAS COUNTY

OFFICE OF ADMINISTRATOR

Ann Doucette

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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, January 15, 2019

9:30 am

Room 270 Government Center

MINUTES

Present: Candy Holm-Anderson, Linda Corbin, Ann Doucette, Brian Erickson, Jen Stank for Mark Fruehauf, George Glonek, Jon Harris, Carol Jones, Keith Kesler, Rebecca Lovejoy, Jaime McMeekin, Tracy Middleton, Carolyn Pierce, Zach DeVoe, Susan Sandvick, Pat Schanen, Becky Severson, Kelly Thimm, Michele Wick, Darrell Witt.

Meeting called to order at 9:30am.

Prior to agenda items, Doucette thanks Kesler's dispatch team and the Sheriff's department for their assistance with the Jayme Closs case. Kesler states 30 seconds into the 911 call squads can be heard responding, further states that 911 tape was released to the media yesterday. Doucette states it was a real team effort and that dispatch handled the situation professionally.

Telephone Caller ID: Holm-Anderson states when county/city employees call out the caller ID shows 395-1200 no matter where they are calling from in the building. Asks Dept. Managers, with the exception of Forestry and Highway, to send a list of users and phone numbers, as well as what outgoing caller ID should say, to the IT department for updating.

Smoking area use/complaints: Kesler states he has received numerous complaints about smoking in non-designated areas, asks about what steps the County could take to make the campus smoke-free. Doucette states she will research how this change can be implemented, and that if it is related to an ordinance the ordinance may have to be changed as well.

2018 Budget/Merit rewards: Finance will be closing the books on the 2018 budget- Doucette states Health & Human Services is currently over budget. Sales tax and interest income are coming in at \$600,000 ahead of projections. Harris states Forestry had a good year last year with 4.4 or 4.3 in sales. Doucette reminds committee members, any surplus goes to fill holes in the budget first, and that she should know if there is any money left for capital projects/long range planning around March.

2019 Budget/State Mandates: Doucette states County Board will be watching the 2019 budget closely; she would like Dept. Managers to make updates to internal lists of State Mandates affecting their respective departments.

Other business: Kesler's team is currently switching incandescent bulbs to LEDs which will save \$11,000/yr in electricity with a ROE in less than three years. Corbin states HR is currently updating job descriptions and personnel policies, asks Dept. Managers to send any materials to be updated to HR. Glonek states that a Safety Committee meets 4 times/yr and any safety issues can be addressed at these meetings or by emailing Glonek. Glonek continues, clear lockers are being installed on the third floor of the Court House so citizens attending court will have a secure and safe location to place their belongings before they enter the Courtroom.

TOPICS FOR FUTURE MEETINGS: No new topics were introduced.

Next meeting – February 19, 2019 at 9:30 am in Room 270
Meeting Adjourned at 10:01 am

Respectfully Submitted,
Melissa Pratt, Recording Secretary