



# 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, January 19<sup>th</sup>**

**9:30 am**

201, Chambers Boardroom

### MINUTES

**Present:** Candy Anderson (Tracy Ruppe), Anna Carlson, Linda Corbin, Zach DeVoe, Ann Doucette, Tyler Edwards, Carol Lindegren for George Glonek, Jon Harris, Erick Hudson, Carol Jones, Jason Jackman, Mark Liebaert, Rebecca Lovejoy, Tracy Middleton, Jane Anklam for Mary Pardee, Carolyn Pierce, Sue Sandvick, Becky Severson, Dave Sletten, Kelly Thimm, Michele Wick, Darrell Witt

Meeting called to order at 9:30am.

**Department update:** Department managers discuss updates with Administrator. Several departments working fully in office and from home as needed. Some departments are in the recruiting process for one or more positions, others have been busy with permitting and property taxes.

**Vaccine update:** Administrator thanks Emergency Management and Health and Human Services for their teamwork during the COVID-19 vaccine roll-out. County staff must follow state guidelines regarding vaccine distribution, phase 1B, which includes law enforcement, fire fighters and health care workers, begins later this week. HHS asks other departments to direct vaccine inquiries to the COVID-19 vaccine hotline.

**Sick leave policy:** Human Resources reminds Department Managers that the Families First Coronavirus Relief Act (FFCRA) expired on December 31<sup>st</sup>. The County Board is considering temporary measures to assist new-hire employees who do not yet have sick time to use for COVID-19 purposes.

**Capital projects:** Capital Projects dollars are proposed this year, Department Managers are invited to review the upcoming County Board meeting agenda for information.

**Other Business:** Human Resources reminds Department Managers to check in with their staff to ensure performance appraisals have been completed. Administration reminds Department Managers of hiatus in February 2021.

Meeting Adjourned at 10:30 am

Respectfully Submitted,  
Melissa Pratt, Recording Secretary