



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.

DEPARTMENT MANAGERS MEETING

Tuesday, March 22nd

9:30 am

Conference Room 201

MINUTES

Present: Candy Anderson, Anna Carlson, Linda Corbin, Sharon Dembroski, Zach DeVoe, Ann Doucette, Jon Harris, Carol Jones, Sheila Keup, Mark Liebaert, Jaime McMeekin, Tracy Middleton, Jerry Moe, Dan Nichols, Sharie O'Brien, Carolyn Pierce, Dave Sletten, Kelly Thimm, Brian Torgerson

Meeting called to order at 9:30am.

Department update: Department managers discuss updates with Administrator. Elevator repairs, campgrounds opening up, software updates, new displays in the atrium, and broadband upgrade funding are all upcoming.

Capital Projects: Capital projects are due by May 6th, Executive and Admin committees tentatively meeting June 2nd.

County Board Training: Reorganization meeting is April 19th, supervisor training tentatively to include diversity and inclusion, ethics, open meeting law and committee processes. Department Managers are welcome to attend trainings on April 19th beginning at 1pm in room 270.

Department Manager Retreat: Tentatively scheduled for June 13th or 20th, suggestions for training can be sent to Admin. Assistant.

Staff Training: Admin will reach out to Wisconsin County Mutual for staff training, suggestions can be sent to Admin. Assistant.

Grant Writing: Admin will be reviewing options for improved grant writing; training for in-house employees or contracting service. Professional grant writing skills will assist Douglas County and towns/villages in securing grants.

Health Assessment/Well Being: Health Assessment is open now through May 31st; Well-Being activity starts after the health assessment is completed, through September 30th. Human Resources asks department managers to communicate this information with staff.

Background Investigations: Department managers voice frustrations in background investigation process, discussion on possible solutions. Human Resources is currently overnighting backgrounds to the BCA in efforts to speed up processing.

Other Business: Admin reminds Department Managers to communicate information to general staff. Next meeting scheduled for May 24th. Possible training topic of the tax levy process.

Meeting Adjourned at 10:13 am

Respectfully Submitted,
Melissa Pratt, Recording Secretary