



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, September 21st

9:30 am

Conference Room 201

MINUTES

Present: Candy Anderson, Anna Carlson, Linda Corbin, Sharon Dembroski, Zach DeVoe, Ann Doucette, Tyler Edwards, Jon Harris, Shonn Devroy for Erick Hudson, Carol Jones, Jason Jackman, Sheila Keup, Amber Popplewell for Rebecca Lovejoy, Jaime McMeekin, Tracy Middleton, Gerald Moe, Tracy Henegar for Mary Pardee, Dave Sletten, Kelly Thimm, Michele Wick.

Meeting called to order at 9:30am.

New Manager Introduction: Group is introduced to Sharon Dembroski, Child Support Administrator; Shonn Devroy, Assistant Veterans Services Officer; and Sheila Keup, Medical Examiner.

Department Update: Managers go through department updates. Some departments short staffed, some have special projects coming up.

Policy Updates: Two new personnel policies were approved. New employees can now utilize vacation after four months of employment; Administrator can now approve staff overlap if no fiscal impact is observed.

Employee Relations Update: Middleton touches on Employee Relations Committee meeting discussion on hiring, longevity and morale. Managers and their employees are invited to attend future meetings or reach out to Middleton for more information.

Flu Clinic: Corbin reminds group that the flu clinic is scheduled for this coming Thursday.

Active Shooter Training: Admin Assistant setting active shooter training up. Employees are encouraged to attend. Training taking place the first week in October.

Performance Evaluations: Performance Evaluation process will start soon, this process is mandatory for step progression and is a good time to meet with employees to discuss performance. Any issues with performance manager software can be reported to Human Resources.

Open Enrollment: Open enrollment taking place November 8th through December 3rd for 2022 health and dental coverage. Insurance rates slightly increasing by 3%. Open enrollment taking place at this time to allow payroll ability to process changes on December's last pay period.



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Budget: Meeting on Thursday for budget presentation, will go to full County Board at the end of October. Budget is balanced, some increases due to personnel expense. Wage/Benefit analysis taking place in 2022 with possible implementation of recommendations in 2023.

Other Business: Doucette discusses county government structure for newer department heads. Some departments are managed by county employees, others by elected officials or state employees. Next meeting scheduled tentatively for November.

Meeting Adjourned at 10:07 am

Respectfully Submitted,
Melissa Pratt, Recording Secretary