

Administrators/Department Head Meeting

**Thursday – June 11, 2015 – 9:30 a.m.**

2<sup>nd</sup> Floor Conference Room,  
Courthouse, Florence WI 54121

**AGENDA**

1. Call to order
2. Approval of Agenda
3. Discussion and/or action RE: Updates on budget-planning process – changes or other requirements
4. Discussion and/or action RE: Updates on Budget Revisions
5. Discussion and/or action RE: Emergency Management Exercise September 12, 2015
6. Discussion and/or action RE: What Administrators need to know about New Hires
7. Discussion and/or action RE: Seasonal Staff
8. Discussion and/or action RE: Cell Phones
9. Discussion and/or action RE: Performance Evaluations
10. Discussion and/or action RE: Any Safety concerns
11. Discussion and/or action RE: Any Insurance concerns
12. Future Agenda Items
13. Adjourn

Respectfully Submitted,

Donna Trudell  
Administrative Coordinator