

Administrator's/Department Head Meeting
Thursday, August 14, 2014 – 9:30 a.m.
2nd Floor Conference Room,
Courthouse, Florence WI 54121

The Florence County Administrators and Department Heads met on Thursday, August 14, 2014 at the Florence County Courthouse. Those attending were Mike Theis, Jen Steber, Rich Wolosyn, Corrin Seaman, Annette Seibold, Pattie Gehlhoff, Margie Yadro, Terri Lindstrom, Pat Smith, JoAnne Friberg, Stephanie Weber, Jeff Demuri, and Donna Trudell.

The meeting was called to order by Chairperson Rich Wolosyn.

Security Manual: Each department was reminded to review and offer comments and suggestions on the document. People should send comments to Donna Trudell.

Finance/Accounting Items:

Long Range Planning: Capital Spending Needs: No comments on the Capital Improvement Plan.

2015 Budget: Annette had questions on the Staffing Schedule that Joe sent out with the budgets.

Procurement Policy: The current Procurement Policy was handed to all Administrators with the language added to read: “the purchasing in departments to not exceed \$1000 without Committee approval.”

Vacation Payout: A discussion was held and it was decided to have Donna bring this to the Personnel Committee for changes to be made to the current Personnel Policy to read: “During the year in which the termination, retirement, disability or death occurs the employees current vacation earned will be pro-rated and paid out.”

Ethics Policy and other employment: A discussion took place on if the Administrator can ask the employee to legally fill out a form asking the employee to disclose other employment. Donna will contact the labor lawyer.

Update on employee performance evaluations – Donna stated the Personnel Committee is not ready to approve a general performance evaluation form. She said that each department is welcome to conduct their own evaluations for the employees file.

Short term/Long term disability insurance – Donna asked our new insurance agent to get a quote on disability insurance. The report was given to the Administrators for future reference but not ready to be presented to Committee.

New Life/Accidental Insurance – Donna informed the Administrators that our insurance agent submitted a new insurance proposal to the Personnel Committee that was accepted. The new

Life Insurance from Lincoln Life Insurance will be our new carrier starting September 1, 2014 with new forms to fill out coming soon. All insurance coverage will remain the same.

Administrator/Department Head 2015 wage increase for 2015 - Administrators asked for a 2% wage increase. Donna will add a wage increase on the next Personnel Agenda September 4, 2014.

Follow-up Exercise for Courthouse - Donna was contacted by Dave Gribble, Emergency Management Director, asking all Administrators to pick a date for the next exercise. Donna informed the Administrators that an email will be sent to all to confirm a date

Administrators Concerns: A discussion took place on carryover funds and split health insurance costs between 2 payrolls.

Next meeting date: The next meeting was set for September 11 at 9:30 a.m. . Agenda items should be forwarded to Rich Wolosyn.

Respectfully Submitted,

Donna Trudell