

## Administrators/Department Head Meeting

**Wednesday – January 30<sup>th</sup>, 2019 – 10:00 a.m.**

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

### **AGENDA**

**(Reminder to Department Heads to keep discussions short)**

1. Open Meeting
2. Discussion and/or action RE: Update on 2018 Performance Evaluations
3. Discussion and/or action RE: Brief update on audit preparation, including grant-related work - Bestor
4. Discussion and/or action RE: Financial policy & procedure review (delayed from 2018). “All the Queen’s Horses” – Bestor
5. Discussion and/or action RE: Interim procedure changes
  - a. Standing Bills
  - b. Credit Card usage
  - c. New Vendors
6. Discussion and/or action RE: Potential grant money available through Land Information, use of Drone, use of ROV. – Wolf
7. Discussion and/or action RE: Seeking ideas on how to attract more fulltime residents to Florence County and what road blocks you see that hinders people from coming - Gehlhoff
8. Discussion and/or action RE: Stop the Bleed Training – Tiffany and Sheriff Miller
9. Discussion and/or action RE: National Night Out against crime Tuesday, August 6<sup>th</sup>, 2019 – Sheriff Miller
10. Discussion and/or action RE: Safety/Security – Steber
  - a. Single Point of Entry to Courthouse
  - b. Panic Button Tests
11. Discussion and/or action RE: Recruitment/Retention - Steber
  - a. New Hires-residency, common requests at hire, recruitment difficulty
  - b. Wage Study Adjustments (adjust scales for COLA)
  - c. Benefits Review (Vacation allowances, Sick Leave allowance/bank, veteran staff)

12. Discussion and/or action RE: How to communicate and work with Personnel to address needs and change requests – as identified as an Admin group – Steber
13. Discussion and/or action RE: Admin meeting frequency - Steber
14. Discussion and/or action RE: Review common questions being asked of Admin Coordinator that could be helpful to all Administrators (to reduce emails /calls to Admin Coordinator with repeat concerns/questions) - Steber
15. Next Meeting Date
16. Adjourn

Respectfully Submitted,

Donna Trudell  
Administrative Coordinator