

Administrators/Department Head Meeting

Wednesday – February 28th, 2018 – 9:00 a.m.

2nd Floor Conference Room,
Courthouse, Florence WI 54121

AGENDA

1. Open Meeting
2. Discussion and/or action RE: Reminder on Voucher Check Process – Donna Trudell
3. Discussion and/or action RE: “on call pay” when covering for someone in charge – Jeff Demuri
4. Discussion and/or action RE: Fillable Water Station – Annette Seibold
5. Discussion and/or action RE: Common questions or concerns that your department/office is receiving so that all Administrators are handling things consistently – Jen Steber
6. Discussion and/or action RE: Department Updates – Old or New
7. Discussion and/or action RE: Distribute Department Performance Evaluations
8. Next Meeting Date
9. Adjourn

Respectfully Submitted,

Donna Trudell
Administrative Coordinator