

Administrators/Department Head Meeting

Wednesday – March 27th, 2019 – 10:00 a.m.

2nd Floor Conference Room,
Courthouse, Florence WI 54121

AGENDA

1. Open Meeting
2. Discussion and/or action RE: Personnel Committee approved moving forward to obtain a quote to upgrade the current Wage Scale if budget allows.
3. Discussion and/or action RE: Personnel Committee approved a new look at Employee Benefits with selecting 1 Administrator and 1 General Employee to work with Joe Bestor, Donna Trudell.
4. Discussion and/or action RE: Confidentiality form for all employees to sign for their personnel file
5. Discussion and/or action RE: **All Employees** to do a daily 5-minute stretch at the beginning of each shift as a group. This includes the Courthouse, Public Safety, Highway and Forestry Buildings.
6. Discussion and/or action RE: Preparations for the 2018 audit the week of April 15th
7. Discussion and/or action RE: Plans for September 5-6 field work for our annual indirect cost study (aka Cost Allocation Plan) with Sequoia Consulting Group (Rob Lefeber)
8. Discussion and/or action RE: Update from Safety Committee on one point of entry to the Courthouse
9. Discussion and/or action RE: Update on Panic Button Tests
10. Discussion and/or action RE: Upcoming 2020 Census
11. Next Meeting Date
12. Adjourn

Respectfully Submitted,

Donna Trudell
Administrative Coordinator