

## Administrators/Department Head Meeting

**Thursday – December 5, 2019 – 10:00 a.m.**

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

### Minutes

1. Open Meeting. Present: Joe Bestor, Scott Wolf, Joe Witynski, Denny Bomberg, Dan Miller, Annette Seibold, Donna Liebergen, Tiffany White, Jessica McCoy and Pat Smith.
2. Discussion re: Compensatory Time language, as currently written in the Personnel Policy: Discussion followed regarding page 6, third paragraph related to policy reflecting practice in alignment with the intention. Joe B will bring to Personnel for clarification.
3. Discussion re: Emergency Management and annual exercises: Upcoming WEM exercises for school shooting will be tabletop on March 7 and August 26 exercise. VRC exercise will be in in spring 2020. Department heads are encouraged to participate in emergency trainings and send staff to assure preparedness planning since many county staff may be needed to work outside their regular roles in a real event.
4. Discussion re: Cash in-lieu incentive for not taking County Insurance: The reimbursement or cash incentive to use a spouse's insurance and not use county insurance has been discussed in the past to save the county money. Forest county provides \$300 for single and \$500 for family plan. The Florence schools and ISD have similar plans. One employee on a family plan could save the county approximately \$17,000 dollars annually. Joe B will follow-up with the attorney.
5. Discussion re: 2019 Budget Amendments: Administrators are to contact Joe if the department will be over budget to make a budget amendment. This applies even when the revenue covers the additional expenses.
6. Discussion re: 2020 Audit- interim audit work, prep for year end, grant information- A reminder was given for those departments receiving grant funding for the UGG form completion and reconciliation. Joe B will contact Skyward regarding departments securing access to run reports directly to streamline the process.
7. Discussion re: 2020 Cost Allocation Plan work by DSN's Rob Lefeber on December 11<sup>th</sup> and 12<sup>th</sup>- the Administrators determined the additional kickoff meeting was not necessary. Joe explained the plan costs about \$4,000 which is used by several departments and is more than offset with the grant revenue from some departments and some grants require a cost allocation plan usage.
8. Next meeting date was determined to be Wednesday, January 22<sup>nd</sup> at 10a
9. Adjourn

Respectfully Submitted, *Annette Seibold*