

Date: 30-Dec-21

Project and Initiatives involving the Administration Team:

<u>By Duties:</u>	<u>Department/ committee / function:</u>	<u>Project / Initiative:</u>	<u>Status</u>	<u>Cost (est.)</u>	<u>Current Lead</u>	<u>Strategic Goal</u>
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Board Relations

Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes
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Administrative Duties

Administrator	Performance evaluations on reporting department heads (14)	4 of 14	min	Administrator	Yes
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Budget Preparation and Execution

Capital Program	Development and implementation of a 10 year capital management planning	Preliminary	?	Administrator	No
10 Year Financial Plan	Development and implementation of a 10 year financial plan	Preliminary	?	Administrator	No
Control Plan	Continue refinement of plan to monitor, evaluate, and report budget compliance	Preliminary	?	Accounting Supervisor	No

Financial Reports and Planning

Finance	Service Card System	Development	?	Admin / Treasurer / CFO	No
Finance	Early Childhood Education and Daycare Grant Program	Action	\$335,100	Ad. Assistant	No
Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Preliminary	?	Administrator	No