

Date: 30-Dec-21

Project and Initiatives Involving the Administration Team:

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

	Board	Redistricting with coordination of committee	Done	Min	CTY Clerk	No
	Board	Policy, Rules, Procedure of addressing public comment in public meetings	No actions	min	Admin	No
	County Board	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin / Corp Counsel	No
Assist	Rules and Resolution	Routine Coordination, Presence and Support	Routine	?	Clerk / Amin / Corp Counsel	No
Do	Finance and Personnel	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
Do	Property Committee	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
Do	Strategic Planning	Routine Coordination, Presence and Support	Routine	?	Assistant to Admin	No
	Veterans Commission	Routine Coordination, Presence and Support	Routine	?	CVSO	No
	UW Campus	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No
	Tri-County Airport	Routine Coordination, Presence and Support	Routine	?	Clerk/Admin	No
Assist	Orientation and Training Program	Supervisor Training: orientation, county functions, budget, ethics, WCA, sponsor program	Near Completion	?	Admin	Yes
	Committees	POLICY - Review Committee Authorities and Responsibilities Review	Development	?	Committees	No
	Committees	Rules - (Future Ordinance) Process for appointments to Boards, Committees and Commissions	Development	?	Committees	No

Administrative Duties

	Administrator	Performance evaluations on reporting department heads (14)	3 of 14	min	Administrator	Yes
	Administrator	Performance evaluations on reporting subordinates (3.5)	0 of 3.5	min	Administrator	Yes
	Clerk's Office	Ordinances and Resolutions with Digital Accessibility on Website	Development	?	Clerk	Yes
	Clerk's Office	Ordinances converted to Book of Ordinances	Development	?	Clerk	Yes
Assist	Clerk's Office	POLICY - Review record retention schedule	Development	?	Clerk / Admin	Yes
	Clerk's Office	Purge historic records and storage spaces	Development	Many hours	Clerk / Admin	No
	Administration	Purchase and Install new AS400 system	System arrived	\$60,000	MIS	Yes
	Administration	Sort out office and floor space	Actions	?	Admin / Clerk	Yes
	Administration	Promoting Southwest Tech presence in Richland Center	No actions	?	Admin	No
	Administration	POLICY and procedure - Reviewing Contracts Through Corporation Counsel	No actions	?	Admin	Yes
	Broad Band Development	Develop a plan and funding for improving rural broadband access	Preliminary	?	Committees	Yes
Assist	Training	Department Head Training: working with committees, budget, leadership, employment law	Preliminary	?	Admin	No
Assist	Training	Employee training: Complaint Policy, Benefits, future advancements in county	No actions	?	Admin	No
	Training	AS400 Training and viewer access for Department Heads	No actions	?	Tammy W.	No
Do	COVID-19 Vaccination Education Initiative	Base Line Data- Promotion - Monitoring - Follow-up Data - Report to F+P, HHS B	Preliminary	?	Admin/Asst. /HHS Dir.	No
Do	Veterans Commission	Customer service review process remains a concern of the commission	No actions	?	Admin	No
	UWEX	Evaluation of current community educator needs	No action	?	Admin	No
Assist	UW Campus	Future Utilization and Foot Print // Contingency Plan Development	Preliminary	?	Admin	No
	UW Campus	Campus Loop deed to City	Surveyed	?	CC	No
Assist	UW Campus	Future utilization of none developed forest and agriculture sections	Preliminary	?	ED	No
	Tri-County Airport	Ownership Agreement Ordinance	Awaiting Sauk	?	Admin / Sauk	No
	Tri-County Airport	Airport Improvements: project tracking, land acquisition, and funding	Close	\$9,500,000	Admin / Sauk	No
Do/Assist	Land Conservation	Services and staffing evaluation, regarding Land Conservation, Zoning, Land Information	No action	?	Admin	No
Assist	Land Con and Fair	Investigation of moving parks from Land Con to a "Parks and Fair" configuration	No action	?	Admin	No
	Business Reviews	Hiring consultants to evaluate business plans: Fair, Ambulance	Preliminary	?	Admin	No
	Solar Field	Solar Field - follow up push on development	Underway	\$160,000-	ED	No
	Solar Field	Solar Field - follow up on personal solar panel ordinance	Actions	\$100 per	Zoning	No
	Solar Field	Solar Field - Monitor revenue flow from DOR	Preliminary	\$100K+ / year		
	Solar Field	Solar Panels on County Roofs - Through Aliant or other Utility (Iowa County)	No action	?	Accounting Supervisor	No

Strategic Planning and
Organizational
Improvement

	Assist	Strategic Plan Development	Development of long-term strategic plan; monitoring and enforcement; data support	Near Completion	?	Committee Lead / SWRP/ Admin	Yes
	Assist	Strategic Plan Development	Development of work-plan to implement the strategic initiatives	Preliminary	?	Admin	No

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	?	Administrator / CFO	No
Tammy		MIS Budget	2023 Reconfiguration to Office and Organizational Budgets	Preliminary	?	Administrator	No

Financial Reports and
Planning

		Finance	American Recovery Plan: Access needs and options, selection process, decision, tracking and audit	Actions	\$3,300,000		No
		Finance	American Recovery Plan: Coordinating with Townships and City on their uses	No action	Multiple M	Admin	No
		Finance	2022 Budget— Process planning and coordination	Actions	\$36M	Admin	No
		Finance	2022 Budget— Union negotiations	Actions	?	Admin / Jon	No
		Finance	2022 Budget— Health Insurance and Benefits Review, Assessment, Proposal	Actions	?	Admin—	No
		Finance	2022 Budget— Capital Projects and Improvement process and borrowing	Actions	?	Admin / Clerk	No
		Finance	2022 Budget— Review of county partnerships	Actions	?	?	No
	Do	Finance	POLICY - Purchasing Policy	Preliminary	?	Admin / Clerk	YES
	Assist	Finance	POLICY - Finance policy, w/ funds (purpose, authority, responsibility) ref resolutions	Preliminary	?	Admin / Clerk	No
		Finance	POLICY - Grant and Endowment Receipt, Holding and Issue	Preliminary	?	Admin / Clerk	No
	Do	Finance	Service Card System	Development	?	Admin / Clerk	No
	Do	Finance	Amazon Business Account for the County	Preliminary	?	Admin / Clerk	No
	Do	Finance	Reviewing revenues (fines, fees, and grants)	No actions	?	Admin / Clerk	No
	Assist	Finance	Evaluation of Property and Liability Insurance	Status Quo	?	Admin / Clerk	No
	Assist	Finance	Routine Finance meetings for county coordination	No actions	?	Admin / Clerk	No
	Assist	Finance	Evaluate centralized finance department - with attached personnel	Preliminary	?	Admin / Clerk	No
	Assist	Finance	Next Generation Finance and Payroll System: Assess, Evaluate, Plan	No actions	?	Admin / Clerk	No
		Finance	AS400 Switch over - Anticipating February after year end	Development	\$60,000	Admin / MIS	No
	Do	Finance	Early Childhood Education and Daycare Grant Program	Actions	\$335,100	Admin	No

		DOJ Grant	Department of Justice, Coronavirus Round two for Law Enforcement contagion mitigation	Actions	\$150,000	DOJ / Accounting Supervisor	No
		Ambulance Garage	Finalize Purchase	Dec-15th	\$600,000	Chair and DH	No
	Assist	Ambulance Garage	Monitor Project and Funding Requests	Preliminary	?	Admin / Chair/ DH	No
		Housing Authority	Evaluation and repurpose of aged grant program	Preliminary	\$55,000	ED	No
		CDBG Close	Lone Rock Improvements	Con. \$ flow	\$481,750	ED	No
		CDBG Close	Richland Center Auditorium	Con. \$ flow	\$752,341.31	ED	No
	Assist	Finance	Implement a on-week withholding on payroll (2023), schedules and cycles	Preliminary	?	Admin	No
		Opioid Settlement	Monitoring and tracking opioid settlement project	No actions	?	Admin	No

Human Resources

		Human Resources	Recruitment Process for Corporation Counsel	Actions	?	Admin / HHS	No
		Human Resources	Recruitment Process for Accounts Payable Specialist	CLOSE	?	Clerk / HHS	No
	Do	Human Resources	POLICY - Review Long-term medical absence	Preliminary	?	Admin	No
	Do	Human Resources	POLICY - Regarding abandoned personal possessions	Preliminary	?	Admin	No
	Do	Human Resources	POLICY - Vehicle use policy	No actions	?	Admin	No
	Do	Human Resources	POLICY - Building Policy for Courthouse	No actions	?	Admin	No
		Human Resources	POLICY— Finalize Handbook with changes reflecting Administrator	Done	?	Admin	YES
		Human Resources	POLICY— complete review Handbook, Administrative Manual and Addendums	Done	?	Admin	YES
		Human Resources	POLICY— Compensation, Classification and Authorization	Adopted	?	Admin	No
		Human Resources	Review FLSA classifications	Done	?	Admin	No
	Assist	Human Resources	POLICY - Performance Evaluation Policy and Procedures	No actions	?	Admin	YES
	Assist	Human Resources	Evaluation of uniform timekeeping and timecard system	No actions	?	Admin	No
		Human Resources	POLICY and Procedure- Masking and Vaccinations in County Buildings	Ongoing	?	Admin	No
	Assist/Depart Heads	Human Resources	POLICY - Return to work and light duty	Preliminary	?	Admin	No
	Do	Human Resources	POLICY- Review and Update Civil Rights	Development	?	Admin	No
	Assist	Human Resources	POLICY - Public Works Solicitation, Bidding and Awarding Process	No actions	?	Admin	No
	Assist/Form Comm	Human Resources	Review on future compensations and benefits package, including time-off	Preliminary	?	Admin	No
		Highway	Clerical Staff hour reduction	Done	?	Admin / HWY	No
		Human Resources	Consideration of future new positions: Tourism Director, Jail Administrator, Radio Administrator,	Preliminary	?	Admin	No
	Do/Assist	Human Resources	Establish Reoccurring HR meetings and work group	Preliminary	?	Admin	No

Property Management

Assist	Courthouse	Security and Key Project	No Actions	10K-50K	Maint	No	Complete
	Courthouse	Duct-Cleaning	Done	\$14,082.00	Maint	No	
	Courthouse	Air Purification Equipment Installation	Scheduled	\$42,454.00	Maint	No	
	Courthouse	Roof replacement on historic courthouse	Scheduled	242,000	Admin	No	
Do	Courthouse	Reallocation of Emergency Management / Ambulance Space	Preliminary	?	Admin	No	
Assist	Courthouse	Long-term future occupation of courthouse / future jail project	2013 Study	Multi-million	Committee	No	
Property	Cazenovia-Demolition — parcel is still ours; concerns on redemption (Economic-Development)		Done	\$60,000-	ED	No	
Property	1 st Street — parcel is still ours; concerns on redemption (Corp Counsel and Economic-Development)		Done	\$10,000-	ED and CC	No	
Property	Crook Property - work with city on razing and development		Holding	0		No	
					ED / Corp Counsel / Treasurer		
Property	Streamline process on property development (Economic Development)		Preliminary	?		No	
Property	Contaminated Parcel, old dry cleaning (Economic Development)		Preliminary	?	ED	No	
Property / Parks	Kayak Landing project and land swap		Preliminary	?	Parks and Chair	No	
Property	Roofing repairs on Campus; Symons; HHS (Passed to Department Heads)		Done	\$600,000-	Contractor / DH	No	
	MIS / Sheriff	Radio Tower Project - Assessment and Improvements to Radio Counsels and Towers	Actions	6-10 M	MIS/ Sheriff / Consultant	No	
Do	Land Conservation	Concerns on rented space, possible movement to courthouse	2023	\$10,000	Admin / Land	No	

Community &
Intergovernmental
Relations

Lobbying	Communicate with State Representatives on Levy Limits and County Financial Position	Preliminary	?	Admin	No
Public Addresses	Schedule Reoccurring Public Addresses with Radio and Paper	Preliminary	?	Admin	No