

Administration and Risk Management

| SELECTED PERFORMANCE MEASURES | |
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| Meetings Attended (County Administrator): | 207 |
| Community Events: | 5 |
| SUMMARY OF CURRENT ACTIVITIES | |
| <ul style="list-style-type: none"> ▪ Current initiatives in process <ul style="list-style-type: none"> ○ Rural Partners Network (Host Community) ○ Active Threats (Formerly ALICE-Active Shooter Training) was videotaped with law enforcement and will be distributed to County board members and employees to view ○ Communications and Crisis Communications ○ Budget Development ○ Management of the Budget webpage ○ 2023 Social Media Plan (Instagram, Twitter, Facebook, LinkedIn) ○ Orientation of two new department heads. ○ Economic forecast ○ New position discussions with departments ○ Finance Director Recruitment ▪ Continuation of Employee Connections (monthly employee newsletter) ▪ Human Resources <ul style="list-style-type: none"> ○ Priority identification and planning – anomalies and market benchmarking; identifying next steps for compensation strategy for recruitment and retention ○ Policy Manual modifications / review ○ Assisting with FMLA leaves and case management. ○ Employee input group is being reformed for shared decision making model. ▪ Finance and Budget <ul style="list-style-type: none"> ○ 2023 Budget finalization and implementation. 2024 budget planning – calendar ○ Capital Projects – developing planning strategy consistent with Board desire on investment and debt. Discussion with Finance and Budget. ▪ Committees and Taskforces supported. <ul style="list-style-type: none"> ○ Passenger Rail Commission coordination and meetings (including a newly formed Rail Commission sub-committee) ○ Conduct Inquiry Board ○ Opioid Settlement Taskforce ○ Committee on Human Resources ○ Committee on Administration ○ County Board of Supervisors ○ Broadband Committee ○ Regional Partners Network: Regional trail development – signature project. ▪ Rural Partners network coordination for region | |
| ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS | |
| <ul style="list-style-type: none"> ▪ Monitoring of the economy – local data and national trends; presentation on economic trends was provided in May at the Fish House in Altoona. | |

CURRENT COLLABORATIONS (INTERNAL AND EXTERNAL)

Administration

- Wisconsin Counties Association- Legislative Updates
- External State-wide Boards: Wisconsin Institute of Public Policy and Service; Board of Visitors: Extension; Whitburn Institute; Wisconsin County Administrators / Executives Board; Wisconsin City / County Managers Association Board
- Internal Services
- Employee Input Group – *this is being reconfigured as part of Human Resources.*
- New Employee Orientation
- Human Resources to develop LinkedIn Communication Strategy
- Redevelopment of the employee extranet to the Employee Gateway

Risk / Safety

- Working with departments regularly to address safety concerns or issues and to ensure proper procedures are being followed (highway, airport, parks and forest, ADRC, DHS and facilities).
- Held Highway Safety Day training in April 2023
- Completed audiogram testing to ensure Highway, Airport, Parks and Forest and Range Instructors have not experienced hearing threshold shifts.
- Assisting employees with ergonomic concerns virtually and in person.
- New Employee Orientation presentations
- Highways building committee and infrastructure planning.
- Local Public Health Emergency Planning (PHEP) committee
- Needle Disposal Problem-Solving Team with Health Department
- Judiciary and Law Committee meetings
- Highway Committee Meetings
- Traffic Safety Commission
- Working collaboratively with Community Haven House on shelter staffing during weather events

GOALS FOR NEXT QUARTER

Risk / Safety

- Preparing insurance applications for renewals
- Certified Flagger training for new highway employees
- Highway Safety Committee meetings to be held quarterly
- Preparing additional online training for employees (emergency action procedures)

Administration

- Working collaboratively with Risk and Human Resources to develop and implement ongoing training in NeoGov.
- Performance management process is underway and is linked to connection points between strategic plan, budget, quarterly reports, and work plans.
 - A separate work group will be tasked with providing linkage with strategic planning process.
- Areas of shared focus pre-planning stage: Human Resources – 2023 detailed implementation plan for overall compensation and total rewards system plan including administration of the plan; Finance – Finance policies, budget policies and priorities, debt, and capital plan.
- Yearly calendar for major initiatives for citizen engagement and collaborative response from departments.
- Internal work teams:
 - Performance Management
 - Communications: craft strategy, build framework – (department heads, board, staff)