

Administration and Risk Management

SELECTED PERFORMANCE MEASURES	
Meetings Attended (County Administrator):	204
Community Events:	4
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) will be re-videtaped with law enforcement and will be distributed to County board members and employees to view (technical issue discovered post-taping) ○ Communications and Crisis Communications – notification systems for partner agencies ○ Budget Development (including joint budget meetings with oversight committees and the Committee on Finance & Budget) ○ Management of the Budget webpage ○ 2023 Social Media Plan (Instagram, Twitter, Facebook, LinkedIn); communications strategy; employee townhall ○ Economic forecast ○ Finance Director Recruitment ○ The Employee Gateway (in place of the Employee Extranet) ○ 1:1's with Chair ○ WPPA negotiations ○ UniverCity ▪ Continuation of Employee Connections (monthly employee newsletter) ▪ Human Resources <ul style="list-style-type: none"> ○ Priority identification and planning – identifying strategy for 2024 budget and role out ○ Policy Manual modifications / review ○ Employee input group is being reformed for shared decision making model. VOICES is up and running. ▪ Finance and Budget <ul style="list-style-type: none"> ○ 2024 budget planning and beginning to present department budgets ○ 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. ○ EMS Study Taskforce ▪ Rural Partners network coordination for region 	

ISSUES ON THE HORIZON AND SIGNIFICANT TRENDS

- Cybersecurity issues and insurance premiums continue to be an issue.
- Preparing for county board election in 2024
- For the Committee on Administration: Economic Development; Committee on Committees; Legislative Committee;

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
- New Employee Orientation
- Redevelopment of the employee extranet to the Employee Gateway
- Training of newly hired/appointed Committee Clerks
- Per diem and mileage tracking for all governmental bodies

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 Work Zone Safety training in September 2023 (outside vendor)
- 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

GOALS FOR NEXT QUARTER

Risk / Safety

- Preparing insurance applications for renewals
- Flagger refresher training for all highway employees
- Highway Safety Committee meetings are held quarterly
- Additional online training for employees (emergency action procedures)
- Continue work with Strategic Plan work group for County Board and budget connections

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.
 - Discussion and input with Department Heads in November
 - Development of recommendations for changes to process to be shared with Committee on Administration in December / January timeframe.
- Areas of shared focus: 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. Clarification of process for approval steps post budget approval.

- 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) –
 - Needs analysis for departments – determine both capacity and capability
 - Goals: branding; communications guidelines; focus on push notifications